



**LAKESHORE  
COLLEGE**

2026

**RADIOGRAPHY PROGRAM  
STUDENT HANDBOOK**

## **Welcome to the Lakeshore College Radiography program.**

We are pleased to welcome you to the Radiography Program at Lakeshore College (LC). As the academic year begins, so does your journey into the dynamic and rewarding field of radiologic technology. Over the next two years, you will engage in a combination of classroom instruction, clinical education, and simulation experiences. Our faculty are dedicated to guiding and supporting you throughout every stage of your learning. This Radiography Program Student Handbook is designed for students who are either exploring or have been admitted to the program. Its purpose is to clearly outline the policies, expectations, and procedures specific to the LC Radiography Program. It serves as a supplement to both the Lakeshore College Student Handbook and the Clinical Site Student Handbook, which is provided during your clinical onboarding process.

This handbook has been developed in collaboration with local healthcare employers and in alignment with the standards of the Joint Review Committee on Education in Radiologic Technology (JRCERT). The policies and procedures included are intended to foster a fair, consistent, and supportive learning environment for all students.

In cases where policies in this handbook differ from those outlined in the general college handbook, the Radiography Program Student Handbook will take precedence. Please note that program policies are reviewed annually and may be updated by faculty or clinical affiliates. Students are responsible for understanding and complying with all policies in this handbook as well as those outlined in the Clinical Site Student Handbook.

Thank you for choosing Lakeshore College for your radiography education. We are honored to accompany you on this meaningful and rewarding path toward becoming a radiologic technologist.

### **Program Overview**

Lakeshore College offers a two-year Associate of Science degree in Radiography. The program includes didactic instruction delivered locally and via interactive remote learning in partnership with Nicolet College and Gateway Technical College. Laboratory and clinical education are provided within each student's assigned geographic area.

Upon successful completion of all program requirements, graduates are eligible to sit for the American Registry of Radiologic Technologists (ARRT) certification examination. Passing this exam qualifies individuals as Registered Technologists in Radiography, denoted by the professional credential RT(R).

The Radiography Program at Lakeshore College is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), with accreditation valid through 2026. The program's curriculum follows the *ASRT Curriculum Guide for Radiography Programs* and adheres to the *Standards for an Accredited Educational Program in Radiologic Sciences* established by JRCERT.

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## **Radiography Program Contacts**

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## **Mission Statement**

The mission of the radiography program at Lakeshore College is to transform individuals through innovative and accessible learning. We are committed to developing dedicated professionals who exhibit imaging excellence through critical thinking, effective communication, ethical behavior, and technical competencies while supporting and enriching our communities.

## **Program Goals**

- Goal 1:** Critical thinking.
- Goal 2:** Communication.
- Goal 3:** Clinical Competence.
- Goal 4:** Professionalism/Ethics
- Goal 5:** Effectiveness data

## **Target Program Outcomes**

1. Carry out the production and evaluation of radiographic images.
2. Practice radiation safety principles
3. Provide quality patient care
4. Model professional and ethical behavior consistent with the A.R.R.T. Code of Ethics
5. Apply critical thinking and problem-solving skills in the practice of diagnostic radiography

## Radiography Technical Skills Attainment (TSA) Outcomes

### *Radiography Technical Skills Attainment (TSA)*

The Carl D. Perkins Career and Technical Education (CTE) Act of 2006 requires Wisconsin Technical College System (WTCS) programs to assess the attainment of program outcomes to ensure graduates have the technical skills needed by employers. Instructors within the WTCS, as well as industry stakeholders, collaboratively developed these assessments. WTCS TSA program outcomes are derived from and linked to industry and/or academic standards. The assessments meet state criteria for validity, reliability, and fairness. These assessments measure student achievement of industry relevant program outcomes using one or more scoring guides and/or optional third-party assessments. The TSA initiative is supported by employers, approved by the WTCS System Office, and implemented by districts.

### Radiography WTCS TSA Scoring Guide Directions

This TSA scoring guide documents your attainment of technical program outcomes for the radiography program. To meet the requirements on the scoring guide, you will use the skills and concepts developed throughout the program which prove necessary for successful employment in your field. Results are to inspire continual improvement of teaching and learning in Wisconsin Technical College System Programs.

#### Rating Scale

Value	Description
PASS	Performs adequately; meets basic standards
FAIL	Does not meet basic standards

#### Scoring Standard

You must achieve an overall average rating of PASS on all criteria for each program outcome to demonstrate competence (passing). A rating of FAIL on any criterion results in a FAIL score for that program outcome and for the TSA Assessment.

#### Scoring Guide

	Criteria	Ratings
1.	<b>Carryout the production and evaluation of radiographic images.</b>	
2.	Position patient for specified examination.	Pass Fail
3.	Select appropriate image production exposure factors and make exposure.	Pass Fail
4.	Evaluate final images for acceptable exposure quality, anatomical presentation, and patient identifying information.	Pass Fail
5.	<b>Practice radiation safety principles.</b>	
6.	Use proper collimation.	Pass Fail
7.	Wear personnel dosimeter.	Pass Fail
8.	Practice the cardinal principles of radiation protection: time, distance, and shielding.	Pass Fail

<b>9.</b>	<b>Provide quality patient care.</b>	
10.	Identify correct patient and procedure to perform.	Pass Fail
11.	Assess patient condition and respond accordingly.	Pass Fail
12.	Obtain and document accurate patient history.	Pass Fail
13.	Explain exam and give clear instructions.	Pass Fail
14.	Communicate/interact with patients as appropriate.	Pass Fail
15.	Provide for patient modesty and comfort	Pass Fail
<b>16.</b>	<b>Model professional and ethical behavior consistent with the A.R.R.T. Code of Ethics.</b>	
17.	Maintain confidentiality.	Pass Fail
18.	Interact professionally with healthcare professionals, patients, and family.	Pass Fail
19.	Demonstrate a commitment to diversity, equity, and inclusion.	Pass Fail
<b>20.</b>	<b>Apply critical thinking and problem-solving skills in the practice of diagnostic radiography.</b>	
21.	Adapt procedure to patient condition.	Pass Fail
22.	Adapt exposure techniques to patient's physical and pathological conditions.	Pass Fail
23.	Evaluate image for diagnostic quality and implement corrective action if necessary.	Pass Fail
24.	Use logic and judgment in performing procedure efficiently.	Pass Fail
25.	Interpret orders and requests.	Pass Fail

### **JRCERT Accreditation Standards**

A copy of the Standards for an Accredited Program in Radiological Sciences of the Joint Review Committee on Education in Radiologic Technology is available at <http://jrcert.org/programs-faculty/jrcert-standards/> The Standards describe the requirements for a structured program in the Radiologic Sciences/Radiography.

Any student complaint or allegation of the programs' non-compliance with the JRCERT Standards should follow the grievance procedure in Policy I.6.

JRCERT contact information:

Joint Review Committee on Education in Radiographic Technology (JRCERT)  
 20 N. Wacker Drive, Suite 2850  
 Chicago, IL 60606-3182  
 Email: mail@jrcert.org  
 Phone: (312) 704-5300  
 Fax: (312) 704-5304

### **JRCERT Accreditation Standards:**

Standard One: Accountability, Fair Practices, and Public Information:

The sponsoring institution and program promote 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 assuring 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.

## **Admissions Process**

Students are admitted to the associate degree radiography program core classes once per year for the spring semester. See program sheet for admission and enrollment process.

## **First Year Curriculum**

Radiography subjects include the following:

- Introduction to Radiography – Classroom/Lab
- Radiographic Procedures I - Classroom/Lab/Image Analysis
- Radiographic Procedures II – Classroom/Lab/Image Analysis
- Radiographic Imaging – Classroom/Lab
- Advanced Radiographic Imaging
- Radiography Clinical Practice 1
- Radiography Clinical Practice 2
- Radiography Clinical Practice 3

## **Second Year Curriculum**

Radiography subjects include the following:

- Radiation Protection and Biology
- Imaging Equipment and Operations
- Imaging Modalities
- Radiographic Pathology
- ARRT Certification Seminar
- Radiographic Image Analysis
- Radiography Clinical Practice 4
- Radiography Clinical Practice 5
- Radiography Clinical Practice 6

During the second year, the students are introduced to additional radiology/imaging experiences to include computed tomography, ultrasound, nuclear medicine, radiation oncology, interventional radiology, and magnetic resonance imaging as part of the modality's coursework. The intent is to provide the student with an overall exposure to the entire profession of medical imaging.

- Optional course: 6th semester - Multi-Skilled Technician course

## **Student Evaluations-Clinical Education Setting**

The students are evaluated in the clinical setting using four specific instruments. These tools will allow the student to gain feedback on clinical skills, performance, and interpersonal relations.

### **Formative Clinical Practice Monthly Assessments by Staff Technologists**

The student will receive a written assessment of his/her overall clinical performance monthly to provide formative feedback of the student's progress as a radiographer. These assessments will also be utilized

for clinical practice course grades.

#### Summative Student Evaluation by Clinical Preceptor

The clinical preceptor will provide summative feedback through a written evaluation of the student's clinical performance and personal attributes at the end of each semester. These evaluations will be utilized along with the formative assessments for clinical practice course grades.

#### PM/Weekend Assessment by Staff Technologists

The staff technologist will provide summative feedback through a written evaluation of the students' clinical performance. These evaluations provide feedback on the student's ability to think critically. These assessments are used in conjunction with the formative assessments for clinical practice course grades 2-6.

#### Clinical Objective Evaluations (COEs)

These evaluations are performed by the staff technologist or clinical instructor to document the demonstration of clinical competence for specific radiographic procedures. COEs must be completed as part of clinical experience to allow the student to progress toward graduation and qualify for the ARRT certification exam.

Student performance evaluations offer specific levels of technical and professional competency and provide an opportunity for guidance and assistance when the student's clinical performance may require improvement.

### **Malpractice Insurance**

All radiography students are covered under professional liability (malpractice) insurance provided by Lakeshore College. This coverage protects students while they are engaged in clinical activities as part of their role as student radiographers.

For additional details or questions regarding coverage, please contact the Program Director.

### **Wisconsin Society of Radiologic Technologists (WSRT) Membership** **American Society of Radiologic Technology (ASRT) Membership**

Student radiographers are encouraged to develop and expand their professional values through active membership and participation in professional societies. Engaging with these organizations helps foster a sense of professional identity, supports lifelong learning, and promotes leadership within the field.

The Radiography Program strongly encourages involvement in both the **American Society of Radiologic Technologists (ASRT)** and the **Wisconsin Society of Radiologic Technologists (WSRT)**. Students are particularly encouraged to attend WSRT District meetings, and time away from clinical responsibilities will be granted for participation in these events.

- ASRT Website: <https://www.asrt.org/>
- WSRT Website: <https://www.wsrt.net/>

## **Student Conference**

Faculty may request to meet with a student at any time to discuss the student's progress in any area of his/her education.

Reasons for calling a conference with a student include, but are not limited to the following:

- Advising/scheduling
- Academic difficulties
- Attendance or punctuality problems
- Motivational problems
- Lack of attention to patient safety
- Procedural inaccuracy/speed
- Unethical or unprofessional conduct
- Incomplete assignments
- Difficulty in adapting to the clinical environment.
- Problems with interpersonal relationships
- Disciplinary actions
- Drop from the program.

## **Clinical Placement**

Clinical placement is determined during the program intake meeting. Students will select their clinical site using a number system. Once assigned, the clinical site placement will remain in effect for the duration of the program.

If a clinical site denies a student placement or refuses to allow the student to return to complete their clinical rotation, this may result in removal from the program.

Lakeshore College reserves the right to modify or reassign clinical placements at any point during the program to ensure compliance with educational standards, clinical site availability, or student performance considerations.

## **Background Information Disclosure. (BID)**

In accordance with the 1997 Wisconsin Acts 27 and 281, effective October 1, 1998, all students participating in clinical education involving patient or child contact in a caregiver role are required to undergo a Caregiver Background Check. Lakeshore College (LC) is responsible for conducting these checks to ensure eligibility for clinical placement.

As part of the admission and clinical placement program, each student must complete a Background Information Disclosure (BID) form. This documentation must remain valid for the entire duration of the Radiography Program. Additional information and submission requirements can be found through Viewpoint, the designated compliance tracking system. LC reserves the right to request that students complete an updated BID at any point during the program.

If a criminal or disqualifying record is identified, LC will initiate a review process in collaboration with affiliated clinical sites to determine if clinical placement is permissible. Clinical partners have final authority in approving or denying student placement. If a student is unable to be placed due to background check results, they may be ineligible to continue in the program, as clinical experience is a required component of program completion.

## **LC self-disclosure requirements:**

Program acceptance is considered tentative until Lakeshore College receives and reviews your Background Information Disclosure (BID) results, including confirmation from the Wisconsin Department of Justice. If a conviction is identified, your acceptance remains conditional pending review and approval by the affiliated clinical agencies. Clinical placement will also remain provisional until clearance is granted by these partners.

From the time you complete your BID in Viewpoint through to graduation or program withdrawal, you are required to report any new charges or convictions—including felonies, misdemeanors, or municipal ordinance violations—to the Dean of Health and Public Safety within one school day of the occurrence.

Failure to report new charges or convictions may result in immediate removal from the program. Any reported incidents will be reviewed to determine your eligibility for continued clinical participation. In some cases, this may lead to suspension from clinicals, which could delay or prevent program completion.

All BID documentation must be completed, submitted, and approved in Viewpoint prior to beginning any clinical rotations.

## **CPR Certification**

All students are required to maintain current American Heart Association (AHA) Basic Life Support (BLS) CPR certification for Healthcare Providers throughout the duration of the Radiography Program. It is the student's responsibility to ensure their certification always remains valid.

When enrolling in a CPR course, students must verify that the course is specifically designed for healthcare providers (BLS). Courses intended for the public, such as Heart Saver, do not meet program requirements. Additionally, fully online CPR courses are not accepted—students must complete in-person skills demonstration as part of their certification.

Proof of valid CPR certification must be submitted to the course instructor prior to beginning any clinical assignments. Failure to maintain current certification will result in course failure and may lead to failure from the program due to inability to meet clinical requirements.

Lakeshore College offers BLS CPR courses regularly. Students who allow their certification to lapse may be denied clinical placement, and any missed clinical time will be addressed in accordance with the Attendance Policy (Section II.2) of this handbook.

## **Annual Health Requirements**

Clinical placement is contingent upon the completion and approval of required health records and background checks through the student's Viewpoint account. Students must upload documentation to verify compliance with all program health requirements, including immunizations and drug screening.

Once submitted, Viewpoint will review and validate the following:

- Immunization records
- Drug screening results
- CPR certification
- Background check documentation

If additional information is needed, Viewpoint will contact the students directly. It is the student's responsibility to maintain, update, and ensure the validity of all health records within

the system. Students may not begin or continue clinical rotations with expired or incomplete health documentation. Any missed clinical time due to non-compliance will be addressed according to the Attendance Policy (Section II.2).

The following health requirements must be met and maintained throughout the program. These requirements are subject to change based on updates from clinical affiliates:

1. Proof of a positive varicella (chickenpox) titer
2. Tdap booster within the last 10 years
3. Proof of two MMR vaccinations or positive titers for Measles, Mumps, and Rubella
4. Two-step TB skin test or TB blood test within the past 12 months
5. Proof of Hepatitis B vaccination series or a signed declination form
6. Documentation of current influenza vaccination (for the applicable flu season)
7. Proof of COVID-19 vaccination or an approved exemption
8. Completion of a drug screen testing for the following substances:
  - Amphetamines
  - Barbiturates
  - Benzodiazepines
  - Cocaine
  - Opiates (including Codeine, Morphine, Hydrocodone, Hydromorphone)
  - Oxycodone
  - PCP
  - Marijuana
  - Methadone
  - Methaqualone
  - Propoxyphene
  - Tramadol
  - Meperidine
  - Fentanyl

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### Accessing Required Services

Vaccinations and required tests can typically be obtained through:

- Local public health departments
- Occupational health departments at clinics or hospitals
- Most Walgreens or CVS pharmacy locations
- Your primary care provider

Proof of compliance must include either a provider's signature on the appropriate form or an official copy of the medical record. Students are responsible for all associated costs related to immunizations, screenings, and related documentation.

For additional immunization information, students are encouraged to consult the Wisconsin Immunization Registry.

### **Medical Restrictions**

If you experience any medical restrictions or a change in health status during your clinical experience, you are required to obtain written medical clearance from your healthcare provider. This documentation must confirm that you are able to safely participate in clinical activities and meet all essential functional abilities of the program.

A copy of this medical release must be submitted to both your Clinical preceptor and the Program Director prior to returning to or entering any clinical setting. Clearance is mandatory to

ensure the safety of both the student and patients in the clinical environment.

### **Accommodation Services**

Accommodation Services collaborate with students and their instructors to develop individualized accommodation plans that ensure equal access to participation in all programs, services, and activities. These plans are voluntary, confidential, and designed to be outcome-neutral, meaning they do not alter the academic or programmatic expectations.

- Students with Disabilities may be eligible for accommodations under the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973.
- Pregnant or Parenting Students may also be eligible for accommodation in accordance with Title IX of the Education Amendments of 1972.

To begin the process, visit the Accommodation Services Webpage or contact Access, Equity, & Inclusion Services at 920.693.1120 (TTY 711) or via email at [aei@lakeshore.edu](mailto:aei@lakeshore.edu)

### **Non-discrimination Statement**

Lakeshore College is committed to fostering a learning and working environment where all students and employees are treated with respect and dignity, and free from any form of discrimination or harassment.

For more information or to report an incident of discrimination or harassment involving a student, faculty member, or staff member, please visit the Complaint/Concern Process Webpage.

Lakeshore College does not discriminate against individuals on the basis of protected classes, including but not limited to race, color, national origin, religion, sex, gender (including sexual orientation, gender identity, and gender expression), disability, or age in employment, admissions, or its programs and activities.

To address inquiries regarding Lakeshore's non-discrimination policies, please contact:

- Education Support Services Manager (Students):  
Nicole Yang  
Phone: 920.693.1120  
Email: [Nicole.Yang@lakeshore.edu](mailto:Nicole.Yang@lakeshore.edu)
- Executive Director of Human Resources (Staff/Other Inquiries):  
Marissa Holst  
Phone: 920.693.1139  
Email: [Marissa.Holst@lakeshore.edu](mailto:Marissa.Holst@lakeshore.edu)

Lakeshore College  
1290 North Avenue, Cleveland, WI 53015  
TTY: 711

[Equal Opportunity Statement | gotoLC](#)

### **Academic Support for English Language Learners**

Pursuing college courses at Lakeshore can present unique challenges for students whose first language is not English. Academic Support is available to assist with a variety of needs, including completing homework assignments, preparing for exams, comprehending complex

readings, editing written work, practicing presentations, or any other academic support required. For more information or to access these services, please contact Student Support Manager at 920-693-1120 (TTY 711) or via email at [aei@lakeshore.edu](mailto:aei@lakeshore.edu).

### **College-Wide Policies/Services/Resources**

Please click link to access additional policies/services/resources (must be logged into Blackboard to access): [College Resources](#)

### **Student Conduct Code**

Lakeshore College is committed to maintaining high standards of instruction and ensuring a safe and welcoming campus for all individuals who utilize its programs and services. As an academic institution, Lakeshore upholds the importance of student conduct, promotes positive behaviors, and enforces academic integrity to foster a supportive teaching and learning environment.

For detailed information regarding the Student Conduct Code, including policies on sanctions and violation procedures, please refer to the Student Handbook: Student Rights and Responsibilities policy, available at the following link:

[Student Handbook | Student Rights and Responsibilities](#).

### **Title IX: Confidentiality and Responsible Employee Statement**

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex and gender-based discrimination, harassment, violence, and retaliation in educational institutions receiving federal funding. Title IX applies to the entire college community, including students and employees of all gender identities.

Lakeshore College is committed to fostering a safe and inclusive learning environment for all students. If you have experienced any form of sexual harassment, sexual assault, dating violence, or stalking, please know that support and assistance are available. The College strongly encourages all community members to take action, seek support, and report incidents to the Title IX Coordinator.

Under Title IX, all Lakeshore employees are obligated to report any instances of harassment to the Title IX Coordinator.

For more information about reporting options and available resources, please visit the **Safety and Security** page at: <https://gotoltc.edu/experience-lakeshore/safety-security>

In case of an emergency, please dial **911**.

### **Bookstore**

Lakeshore's bookstore is located online. The APP is in your [MyLakeshore](#) account.

The bookstore is located <https://launcher.myapps.microsoft.com/api/signin/44c18186-4ecc-4086-994c-b95a915854e3?tenantId=8414da07-a5a5-4791-934e-932e1fb0ce33>

### **Lakeshore College Library**

The Lakeshore College library offers a comprehensive range of resources to support the academic success of Radiography students. These resources include print and electronic books,

professional journals, and access to reference librarians who can assist with research assignments.

Students can access library materials remotely from home, clinical sites, or clinical skills labs—any location with an internet connection. When accessing certain resources off-campus, students may be required to log in to verify their enrollment at LC. For assistance, students are encouraged to reach out to library staff via email, chat, or phone.

The library offers small study rooms that can be reserved, as well as a variety of computers for student use. Additionally, the library provides technology such as iPads, Nooks, and Kindles available for rental.

Lakeshore College offers free home delivery of library materials for distant learners. Additionally, LC subscribes to the American Society of Radiologic Technologists (ASRT) journal, which is accessible to all Radiography students to enhance their professional development.

Library resources and shipping services are available to all students. For further information, please visit the Lakeshore College Library website:

<https://gotoltc.libguides.com/ltclibrary/home1>.

### **Tutoring**

Free peer tutoring in technical courses is also coordinated through the learning support coordinator. Please contact Academic Support Center at 920.693.1121.

<https://gotoltc.edu/current-students/student-support-services/academic-support-and-tutoring>

### **Ten Basic Standards for Radiation Protection**

ALARA, which stands for "As Low as Reasonably Achievable," is a radiation safety principle that originated in the field of radiologic technology and nuclear medicine. It was developed as a means to minimize radiation exposure to both patients and healthcare workers, ensuring that radiation doses are kept as low as possible while still achieving the necessary diagnostic or therapeutic outcomes.

Lakeshore follows the **Ten Basic Standards for Radiation Protection**. This is a set of safety guidelines designed to protect both patients and healthcare workers from unnecessary radiation exposure.

1. Understand and apply the three basic principles of protection:
  - a. Time
  - b. Distance
  - c. Shielding
2. Never stand in the primary x-ray beam.
3. Do not allow familiarity to result in a false sense of security about radiation.
4. Always wear a personnel-monitoring device and wear it outside the protective lead apron, at the collar level when you have the apron on!
5. Always wear a protective apron when you are not behind a protective barrier.
6. Do not hold a patient during radiographic examinations, use mechanical restraining devices whenever possible. If mechanical devices are not available, have parents or friends of the patient or other hospital employees (non-radiation workers) help hold the patient. No employee or student should be "routinely" used for holding patients during exposures.

7. A person holding a patient must always wear a lead apron, and if possible, lead gloves if the person's hands may be in the x-ray beam.
8. Use gonadal shielding on all persons within the childbearing age when such use will not interfere with the examination.
9. Always collimate (limit) the x-ray beam to the smallest size field appropriate for the examination requested.
10. Examination of the pelvis and lower abdomen of women of childbearing capacity should be limited to the 10 days each month immediately following the onset of menstruation. During a known pregnancy, these examinations, when appropriate, should be postponed until the conclusion of the pregnancy or at least until the latter half of the pregnancy.

## **ARRT Code of Ethics ARRT**

1. The radiologic technologist acts in a professional manner, responds to 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 mankind.
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 confidence 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 skill and safety to patients

<https://www.arrt.org/pages/resources/ethics-information>

## **Radiography Technical Standards**

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The American with Disabilities Act (ADA) of 1990 (42 U.S.C & 12101. et seq), the ADA Amendment Act of 2008, and Section 504e of the Rehabilitation Act of 1973 (29 U.S.C & 794), prohibits discrimination of persons because of disability.

The purpose of this document is to provide information pertaining to the Technical Standards representative of those found in the profession.

Please note that you are provided with the opportunity to individually discuss these technical standards with an Advisor or other college representative. Accommodation is available for students with documented disabilities through the Accommodation Services Office. For more information related to the accommodations process, please visit: <http://www.gotoltc.edu/as>

To determine eligibility and to receive services, students must submit documentation. In general, documentation should be from within five (5) years of the date of request for services or admission to Lakeshore College. An Individual Education Plan (IEP) alone will not necessarily be sufficient documentation for determining eligibility, depending upon the IEP content, and identified disability. Documentation must include:

- Diagnosis and resulting limitations as determined by a qualified professional.
- Limitations significantly limit at least one major life activity in an educational setting.
  - Ex: mobility, vision, hearing, seeing, learning, etc.

A request for accommodation(s) should be made as soon as possible.

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Students enrolled in the Radiography Program should be able to meet the established technical standards identified below. The technical standards for the Radiography program are reflective of those found in the Radiography profession.

- Ability to move, transport, push or pull clients or equipment up to 250 pounds, potentially with occasional, frequent, or constant exertion.
- Students must have sufficient endurance, strength, mobility, balance, flexibility, and coordination to perform patient care procedures, activities, and emergency procedures.
- Students must have sufficient sensory (auditory, visual, smell, tactile) ability.
  - Ex:
    - Ability to complete patient assessments.
    - Ability to detect environmental necessities.
      - Detect objects, symbols, and numbers both near and far.
      - Detect and identify differentiation of color.
        - equipment displays, skin, etc.
      - Detect odors (abnormal breath, alcohol, gases, fire)

**Program Policies**

**Policy Section I: Student**



**LAKESHORE  
COLLEGE**

LAKESHORE COLLEGE  
RADIOGRAPHY PROGRAM

**I.1 Civility Policy**

**Title:** Civility Policy  
**Number:** I.1  
**Effective Date:** January 2022

**Purpose**

To clearly define expectations for civil and professional behavior is essential to the success of Radiography students and reflects standards in the healthcare profession.

**Position**

Civility is a foundational component of professionalism in healthcare. Students are expected to demonstrate civil, respectful, and ethical behavior in all academic and clinical settings.

**Definition of Civil Behavior**

*Civil behavior* refers to respectful, professional, and courteous conduct that supports a positive and inclusive learning and healthcare environment. It includes verbal and non-verbal actions that demonstrate integrity, empathy, cooperation, and regard for others' rights, responsibilities, and well-being.

**In the Radiography program, civil behavior includes but is not limited to:**

- Communicating respectfully with patients, peers, instructors, and healthcare staff.
  - Listening actively and responding appropriately during interactions.
  - Demonstrating accountability, honesty, and ethical decision-making.
  - Respecting cultural, personal, and professional boundaries.
  - Managing conflicts constructively and avoiding disruptive or hostile behavior.
  - Upholding the values of professionalism in both clinical and academic settings.
- Uncivil behaviors such as bullying, gossiping, passive aggression, disrespectful language, or failure to follow professional norms—will not be tolerated and may result in disciplinary action.

All students are expected to uphold these standards both inside and outside the classroom. Violations may lead to disciplinary actions, including meetings with the program faculty, suspension, or removal.

**The standards for professionalism include, but are not limited to, the following:**

1. Accountability and Responsibility
  - Arrive on time, prepared, and ready to participate in all classes and clinical assignments.
  - Follow institutional and clinical site policies and procedures.
  - Accept responsibility for actions and outcomes, including learning from mistakes.
2. Integrity of Records
  - Do not falsify records or any documents associated with radiographic clinical

- practice.
3. Ethical Conduct
    - Adhere to the ARRT Code of Ethics and all applicable laws and regulations.
    - Maintain patient confidentiality and privacy (HIPAA compliance).
    - Practice honesty in all academic and clinical documentation and communication.
  4. Appearance and Presentation
    - Wear designated uniform that is clean, pressed, and meets program standards.
    - Maintain personal hygiene and a professional appearance.
    - Avoid excessive perfumes, visible tattoos (if restricted), or inappropriate accessories.
  5. Communication Skills
    - Communicate clearly, respectfully, and professionally in all interactions.
    - Practice active listening and maintain a respectful tone.
    - Use appropriate language in verbal, non-verbal, written, and electronic communications.
  6. Respect and Cultural Competence
    - Treat all patients, peers, instructors, and staff with dignity, equity, and respect.
    - Demonstrate sensitivity to cultural, religious, and individual differences.
    - Collaborate effectively within diverse teams and healthcare environments.
  7. Commitment to Excellence
    - Pursuing continuous improvement in knowledge, skills, and performance.
    - Seek and apply feedback to enhance personal and professional development.
    - Stay informed of current best practices in radiologic technology.
  8. Emotional Intelligence and Professional Boundaries
    - Manage stress, emotions, and interpersonal conflicts constructively.
    - Maintain appropriate professional boundaries with patients and colleagues.
    - Refrain from gossip, disruptive behavior, or any form of intimidation or harassment.

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### **Unprofessional Behavior**

Unprofessional behavior refers to actions, attitudes, or conduct that violate the standards of ethical, respectful, and competent practice expected of Radiography students. Such behavior undermines trust, safety, and the learning or clinical environment, and may negatively impact patient care, team dynamics, or institutional reputation.

#### **Examples of unprofessional behavior include, but are not limited to:**

1. Communication Violations
  - Using disrespectful, sarcastic, or aggressive language toward patients, peers, instructors, or clinical staff.
  - Gossiping, spreading rumors, or making derogatory remarks.
  - Failing to maintain appropriate tone or language in emails, texts, or electronic communications.
2. Lack of Accountability
  - Arriving late or unprepared for class or clinical assignments.
  - Failing to follow through on responsibilities or assignments.
  - Making excuses or refusing to accept responsibility for errors or feedback.
3. Breach of Confidentiality
  - Disclosing patient information outside of clinical necessity or in violation of HIPAA.
  - Sharing photos, case details, or clinical experiences on social media without

- permission.
4. Inappropriate Appearance or Hygiene
    - Wearing incomplete, wrinkled, or noncompliant uniforms.
    - Exhibiting poor personal hygiene or emitting strong odors (e.g., body odor, perfume, tobacco, alcohol).
  5. Disruptive or Dismissive Attitudes
    - Displaying passive-aggressive behavior, eye-rolling, or dismissive body language.
    - Interrupting or disrespecting others during discussions or clinical tasks.
    - Refusing constructive feedback or coaching.
  6. Boundary Violations
    - Becoming overly familiar or inappropriately involved in patients' personal lives.
    - Engaging in unprofessional relationships with patients, faculty, or staff.
    - Using a clinical site for personal benefit or gain.
  7. Substance Use or Impairment
    - Reporting to class or clinical experiences under the influence of alcohol, illegal substances, or misused prescription medication.
    - Failing to disclose medications that may impair safe performance as required.
  8. Academic Misconduct
    - Cheating, plagiarism, or falsifying records or documentation.
    - Submitting work that is not one's own or assisting others in doing so.

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### **Guidelines**

Students are expected to conduct themselves in a manner consistent with the standards governing the Radiography profession. This includes the American Registry of Radiologic Technology code of ethics as well as the Student Conduct Code in the Lakeshore College Student Handbook.

### **Consequences:**

Students who breach the standards of civility will be subject to disciplinary action in accordance with the Disciplinary plan in Policy II.9 or may be immediately dismissed from the course and/or program. The status of dismissal is at the discretion of and determined by the Vice president of instruction.

Mary L. Walker M.S RT (R) (CT) (MR)  
Radiography Program Director

Revision: 5/5/2025

LAKESHORE COLLEGE  
RADIOGRAPHY PROGRAM

**I.2 Standards of Safe Care**

**Title:** Safe care  
**Number:** I.2  
**Effective Date:** January 2022

**Purpose**

To ensure the highest standards of patient safety, this policy outlines the expectations for Radiography students to maintain safe, ethical, and professional conduct in all clinical and academic settings.

**Policy Statement**

Radiography students are expected to always adhere to both the civility standards and the principles of safe patient care. These expectations align with professional codes of conduct, institutional policies, and legal and ethical standards governing radiologic practice. Non-compliance may result in disciplinary action, including dismissal from the program.

**Safe Patient Care Standards**

Radiography students are required to uphold the following standards to promote a safe and respectful care environment:

1. Accurate Reporting and Documentation
  - Immediately report any unprofessional behavior or unsafe practices observed during clinical activities.
2. Error Reporting
  - Promptly notify the supervising practitioner and clinical preceptor of any errors or deviations from valid medical orders.
3. Integrity of Records
  - Do not falsify records or any documents associated with radiographic clinical practice.
4. Safety Measures
  - Implement and follow safety protocols and policies to protect clients, peers, faculty, and healthcare personnel.
5. Professional Boundaries
  - Establish and maintain appropriate professional boundaries with all clients.
6. Direct Patient Care Conduct
  - While providing care, students must:
    - Ensure patient privacy during exams and personal care.
    - Demonstrate respect, courtesy, and uphold patient dignity and individuality.
    - Remain within their authorized scope of practice.
    - Consistently apply universal precautions for blood and body fluids.
    - Avoid any form of physical, verbal, mental, or emotional abuse.
    - Wear the assigned clinical uniform, clean and properly pressed, in compliance with the program dress code.
7. Client Property and Personal Gain
  - Do not misuse or misappropriate a client's personal property.
  - Avoid seeking personal gain at the client's expense or becoming involved in their

- personal affairs.
8. Use of Controlled Substances
    - Do not ingest or self-administer any controlled substances not prescribed for personal use.
    - Notify the assigned faculty or preceptor before any clinical participation if taking prescribed medications that may impair cognitive or physical abilities.
  9. Chemical and Alcohol Use
    - Refrain from the use of substances that impair performance before or during clinical duties.
  10. Clinical Site removal.
    - If a clinical site refuses a student's continued participation, the student may be removed from the course or program.
  11. Personal Hygiene and Odors
    - Students may be dismissed from clinical activities if they emit strong odors, including but not limited to body odor, perfume, aftershave, tobacco, or alcohol.

#### Professional Conduct Guidelines

Students must adhere to the standards outlined by:

- The *American Registry of Radiologic Technologists (ARRT) Code of Ethics*
- The *Lakeshore College Student Handbook*, including the Student Conduct Code

#### Consequences for Non-Compliance

Violations of the safe care standards will result in disciplinary action in accordance with Policy II.9. Depending on the severity of the breach, this may include immediate removal from the clinical site, course, or permanent dismissal from the Radiography program. Final decisions will be made at the discretion of the vice president of instruction.

#### Program Dismissal and Readmission Policy

Students dismissed from the Radiography program due to violations of civility or safe patient care standards are not eligible for readmission to the program.

Mary L. Walker M.S RT (R) (CT) (MR)  
Radiography Program Director

Revision: 5/5/2025

LAKESHORE COLLEGE  
RADIOGRAPHY PROGRAM

**I.3 Academic Integrity**

**Title:** Academic Integrity  
**Number:** I.3  
**Effective Date:** January 2022

**Purpose**

As an academic community, it is fundamental that every member of the college, including students, be responsible for upholding the highest standards of honesty and integrity.

**Position**

Activities that have the effect or intention of interfering with the institution's mission, its educational programs, the pursuit of knowledge, or the fair evaluation of a student's performance are prohibited.

**Guidelines:**

Examples of violating the academic integrity code include, but are not limited to:

- Copying from another student during an exam
- Printing the exam.
- Copying work from another student and representing it as your own
- Using unauthorized study aids in an exam (unauthorized notes or use of information)
- Unauthorized use of handheld technology in the classroom or clinical setting
- Copying, removing, or attempting to remove exam items or notes about an exam.
- Getting help from someone who already took a test in answering/reviewing test questions or test content.
- Sharing test information/content to another student after taking a test
- Falsifying or fabricating clinical, classroom data or completion of assignments
- Plagiarism (copying or paraphrasing from a book, article, or internet source and not giving credit to the source)
- Dishonesty about academic or clinical performance
- Lying about having completed assignments or having completed assignments on time.
- Lying /falsifying clinical or classroom data.
- Failing to immediately report clinical errors or omissions so that corrective action can be taken.
- Knowingly helping or attempting to help another violates any provision of this code (e.g., working together on a take-home exam).
- Attempting to gain an unauthorized advantage over fellow students in an academic exercise.

**Consequences:** Students who breach this policy will be subject to disciplinary action in accordance with the Disciplinary plan in Policy II.9 or may be immediately dismissed from the course and/or program. The status of dismissal is at the discretion of and determined by the vice president of instruction.

LAKESHORE COLLEGE  
RADIOGRAPHY PROGRAM

**I.4 Emergency Leave-Bereavement Leave**

**Title:** Emergency Leave-Bereavement Leave  
**Number:** I.4  
**Effective Date:** January 2019

**Purpose**

Describe how a student may request to be excused from assigned clinical experiences in the event of a death or traumatic event in the student's family.

**Position**

It is the Radiography program policy to excuse a student from participation in clinical experience in the event of a death or other traumatic event in the student's family.

**Guidelines**

Family, for the purpose of this policy, includes spouse, children, stepchildren, parents, stepparents, siblings, parents-in-law, grandparents and grandparents-in-law and any person living at the person's home whether related by blood or not, who is considered by the student as a lifelong family member.

- The student needs to follow all clinical absence procedures prior to missing clinical.
- The student can take up to 3 days of clinical time off for a family member as defined above without penalty or make up. Obituary is required on death event.
- Any additional time needed beyond the days listed will need to be made up or a point deduction for each day missed may be taken from the clinical grade.
- Time should be made up during the semester of the absence. The rescheduled time cannot exceed a total of 10 hours per day or 40 hours per week of student participation in the program as required by JRCERT.
- For other funeral considerations, a switch can be used with approval from faculty and clinical preceptors.

Makeup time is to be arranged as a block of time: for example, a full day, rather than one hour at a time.

Mary L. Walker M.S RT (R) (CT) (MR)  
Radiography Program Director

Revision: January 2019

LAKESHORE COLLEGE  
RADIOGRAPHY PROGRAM

**I.5 School Closing**

**Title:** School Closing  
**Number:** I.5  
**Effective Date:** January 2022

**Purpose**

To outline notification procedures in the event of emergency school closings.

**Position**

In the event of extreme weather conditions or other reasons that the Cleveland campus closes, emergency closing notices are announced Monday through Saturday. In the event a student determines travel is too dangerous he/she may be allotted a delay or absence with required make-up. The student must notify the clinical site and the clinical coordinator of this delay or absence before the start of the shift.

School Closings are announced. Each student will receive a text message and/or an automated phone call indicating the school closing at the number listed at Lakeshore College. See the college student handbook for further details.

**Excused Absence Weather Conditions:**

In the event a student determines travel is too dangerous he/she may be allotted a delay or absence with required make-up. This is done by contacting the clinical site prior to the start of the shift as well as contacting the program faculty.

Lakeshore College Phone Number: Mary Walker (920) 693-1655 or 1-888-468-6582 ext. 1655  
Brian Repenshek (920) 693-1346 or 1-888-468-6582 ext. 1346

The decision to grant a weather-related absence or tardy due to adverse weather/road conditions will be evaluated on an individual basis. Clinical time missed during a weather-related occurrence will require makeup at a time and date mutually agreed upon by the clinical instructor and student. In the event classes are missed, the student is responsible for materials presented. Students are not to report to their clinical sites when school is closed. Time off during school closing is not considered an absence nor is makeup time required.

Students located in the Nicolet or Gateway region will follow the Nicolet College or the Gateway technical college's school closing guidelines for clinical assignments. Unless specified by the program faculty.

All students will follow the LC school closing guidelines.

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Radiography Program Director

Revised: January 2022

LAKESHORE COLLEGE  
RADIOGRAPHY PROGRAM

**I.6 Student Employment as Part-time Staff**

**Title:** Student Employment as Part-time staff  
**Number:** I.6  
**Effective Date:** January 2019

**Purpose**

Relates the Radiography program position on students working as part-time staff.

**Position**

The radiography program at Lakeshore College recognizes the practice of student radiographers being employed and paid as part-time staff by the clinical facilities. The purpose of radiography education is to prepare individuals to be employed as qualified radiography professionals upon graduation. The program therefore recognizes that students may be employed by some facilities.

**Guidelines**

- When students are employed by the facility, the program does not consider them as students but rather as paid facility staff.
- The Program does not assume responsibility in any manner for those individuals while they are functioning as paid staff.
- In addition, the hours worked for pay by the individual or the exams performed during that time cannot be used to meet the requirement related to hours or competencies of the program's clinical experience.

Mary L. Walker M.S RT (R) (CT) (MR)  
Radiography Program Director

Revision: January 2019

LAKESHORE COLLEGE  
RADIOGRAPHY PROGRAM

**I.7 Senior Interview Time Release**

**Title:** Senior Interview Time Release  
**Number:** I.7  
**Effective Date:** January 2019

**Purpose**

Describe how a senior student may be excused from assigned clinical experiences to attend a scheduled employment interview and make up of missed clinical time.

**Position**

The radiography program will excuse a student from clinical during the last semester to participate in job interviews.

**Guidelines**

- The student must notify the clinical site and program faculty in advance of their intention to participate in a job interview.
- The student will arrange to make up any missed clinical with the clinical coordinator or program faculty. If the time is not made up, the attendance policy will be enforced.
- Up to two occurrences may be used for interviews and made up during the last semester.
- Make up of time is to be arranged as a block of time; for example, half day or full day rather than one hour at a time.

The student remains responsible for any missed information from didactic or lab classes.

Mary L. Walker M.S RT (R) (CT) (MR)  
Radiography Program Director

Revision: January 2019  
September 2004

LAKESHORE COLLEGE  
RADIOGRAPHY PROGRAM

**I.8 Student Due Process**

**Title:** Student Due Process  
**Number:** I.8  
**Effective Date:** January 2019

**Purpose**

A procedure whereby students' differences of opinion and/or feelings of unfair treatment, real or alleged, can be promptly heard, and fairly resolved.

**Position**

All students are assured of the opportunity to express grievances in a manner intended to afford a fair hearing with members of the school's staff in a successive order, as summarized below, without fear of reprisal or prejudice.

- Level 1 Radiography Program Chair
- Level 2 Designated Health and Human Services Program Chair
- Level 3 Dean of Health and Human Services
- Level 4 Vice President of Instruction

**Guidelines**

Level 1: Radiography Program Chair

- a) The program chair will make every effort to resolve the grievance in a fair and amiable manner.
- b) Five school days are allotted for this level.

Level 2: Designated Health and Human Services Program Chair

- c) Failing a resolution, the student may request a meeting with a Health and Human services program chair, other than the radiography program chair. The Dean of Health and Human Services will designate the program chair to hear the grievance. Designated program chair to review all facts and resolve the grievance.
- d) Five school days are allotted for this level.

Level 3: Dean of Health and Human Services

- e) Final decision failing a satisfactory resolution at the previous level, the student may request a meeting with the Dean of Health and Human Services. The dean shall review the grievance which will include the student, instructor, and other appropriate staff. Following all presentations and submission of documentation the dean will decide regarding the grievance. Following all presentations and submission of documentation the vice president will decide regarding the grievance. This decision will be considered final.
- f) Five school days are allotted for this level.

Level 4: Vice President of Instruction

- g) Final decision failing a satisfactory resolution at the previous level, the student may request a meeting with the Vice President of Instruction. The vice president shall review the grievance which will include the student, instructor, and other appropriate staff.

A grievance should be resolved within a period of not more than fifteen school days from the initial complaint.

A grievance that is reported to the JRCERT will be handled in the same way as outlined in this policy. The JRCERT can be contacted at:

Joint Review Committee on Education in Radiographic Technology (JRCERT)  
20 N. Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
Email: mail@jrcert.org  
Phone: (312) 704-5300  
Fax: (312) 704-5304

### **Conflicts and Appeal in the Clinical Setting**

Any student who has a conflict with a fellow student, employee, or physician or who has an unfavorable evaluation, shall have the right of recourse. The appeal shall be in writing and include the date of occurrence, all facts concerning the appeal, a desired outcome, and shall be signed by the individual or individuals involved.

- A. Inter-student Conflicts: In the event of a conflict between students, every effort shall be made to resolve the conflict themselves. If this is not possible, a conflict may be brought to the clinical preceptor or program faculty. The faculty decision is final.
- B. Student/Department Staff Conflicts: Conflicts occurring between student(s) and department staff will be first handled by the clinical preceptor. If resolution cannot be reached at this level, it will be referred to the department director and program faculty for resolution.
- C. Student/Physician Conflicts: Conflicts occurring between student(s) and physicians should not happen. In the event a conflict does arise, it will be referred to the radiology department director and the radiography program director. Since the program and students are guests in the hospital/clinic the facility's interests will prevail unless the physician is in violation of the law.

Mary L. Walker M.S RT (R) (CT) (MR)  
Radiography Program Director

Revised: January 2019

LAKESHORE COLLEGE  
RADIOGRAPHY PROGRAM

**I.9 Student Transfer**

**Title:** Student Transfer  
**Number:** I.9  
**Effective Date:** January 2019

**Purpose**

The purpose of this policy is to describe the requirements and steps to complete for a student to transfer from another radiography/radiologic technology program to the Lakeshore College radiography program.

**Position**

The Radiography program will accept transfer students. The transfer will occur if it does not cause the enrollment to exceed the total number of students for which the program is accredited. The students must also meet the criteria of the radiography program to transfer.

**Guidelines**

- All transfer requests must be submitted in writing.
- All applicants for transfer will provide documentation of their class standing in their previous Program as far as:
  - Total length of accrued education time does not exceed the 150% required by the Joint Review Committee of Education.
  - Transcripts of those courses were completed with descriptions and grades.
  - Listing of all completed ARRT required clinical competencies.
- A written recommendation and release from the student's present program director.
- Complete an application to the College, pay application fee, complete BID and meet with the program director and counselor.

All transfer students will meet all the criteria for graduation as any other radiography program student at Lakeshore College.

Mary L. Walker M.S RT (R) (CT) (MR)  
Radiography Program Director

Revised: January 2019

LAKESHORE COLLEGE  
RADIOGRAPHY PROGRAM

**I.10 Handling Confidential Information**

**Title:** Handling Confidential Information  
**Number:** I.10  
**Effective Date:** August 2019

**Purpose**

Outline student handling confidential information and HIPPA responsibilities.

**Position**

All hospital/clinic and patient records are confidential in nature. All requests for information concerning records must be referred to the clinical preceptor or technologist in charge.

**Guidelines**

Students must maintain the confidentiality of information professionally and ethically. No patient information is ever to leave the clinical setting.

No information regarding any patient should be discussed outside the radiology area. Patient information should never be discussed anywhere you may be overheard.

No information regarding seeing a patient/person anywhere within the hospital/clinic can be revealed outside of the health care facility.

Information may only be shared with, those people directly involved in the care of that patient.

Breach of confidentiality is defined as the disclosure of a patient's information-including name, condition, or injury. This may not be released without the expressed written authorization to do so.

Any unintended or intended breach of confidentiality may result in clinical probation and may result in being dropped from the Radiography program.

Any intended or unintended breach may also be grounds for a significant fine and for legal action against you and the clinical facility by the patient or the patient's family.

**Consequences:** The disciplinary plan in Policy II.9 will be followed for any violation of LC Radiography Program Policies.

Revision: January 2019

Mary L. Walker M.S RT (R) (CT) (MR)  
Radiography Program Director

**Program Policies**

**Policy Section II: Clinical**



**LAKESHORE  
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RADIOGRAPHY PROGRAM

**II.1 Clinical Dress Code**

**Title:** Clinical Dress Code  
**Number:** II.1  
**Effective Date:** January 2019

**Purpose**

This policy outlines the standard for student attire and personal hygiene to ensure that radiography students maintain a professional appearance and meet program expectations.

**Position:**

Radiography program students are expected to purchase and wear the uniform required by the program.

**Attire:** Program colors of navy blue and white are the only colors to be worn by all radiography students. Uniform slacks, uniform top and lab jacket comprise the approved uniform. The program insignia is to be worn on the left sleeve of the student's outer uniform top (either shirt or lab jacket). The program insignia must appear to the patient during all exams.

**Style** – scrub suit, dress, or top and skirt may be worn. Tee shirts are not acceptable as a top. No lab coats may be worn while providing client care. Capri styled pants or lace will not be permitted. Sweaters will be blue or white and clean. Sweaters will not be worn when giving direct client care. Scrubs or tops will not have words printed on them. The pant length will be at the top of the shoe. Pants will not touch the floor. Waist bands will always hit the waist level.

**Shoes:** Because radiography students are on their feet much of the time, sturdy, comfortable, leather or vinyl shoes are suggested. The shoes are to be mainly white, black, or navy blue in color. If you have a question regarding the acceptability of a shoe, check with the clinical coordinator prior to purchasing them. Athletic style shoes are permitted; however, no canvas shoes are allowed and must be mainly white, black, or navy in color. The shoes will be kept in good repair, clean and polished. platform, clog-style, and high heels are not permitted. Canvas, mesh, or cloth shoes are not allowed. Platform, open toe, or open heel shoes are not allowed.

**Name Badge:** College-issued ID is required to be always worn during clinical assignments.

**Program Insignia:** Program insignia patch is to be worn on the left sleeve, directly below the shoulder on all uniform jackets or lab coats. Student clinical patches are part of the uniform and must be worn when the student is in the clinical area. They must be clearly visible, located just below the shoulder. Students will be charged for replacement clinical badges.

**Hair:** Student's hair must be clean, combed, and not touch the shoulders. No extreme hairstyles or unnatural hair colors are permitted. Clinical facility and program faculty will make final decisions regarding any concerns. All long hair must be in a holder. Hair should not fall on patients during the exams.

**Fingernails:** Fingernails should be kept clean and trimmed so as not to cause injury to the patient. Length of nails should be no longer than ¼ of an inch. Clear nail polish may be worn. Polish must not

be chipped or peeling. Artificial/fake nails or acrylic overlays are not permitted due to infection control and patient injury concerns.

**Personal Hygiene:** Personal hygiene should be adequate so as not to be offensive. Perfumes or aftershave are not allowed. Routine hand washing is required. All body odors must be contained and not offensive to others.

**Jewelry:** Only one small pair of unobtrusive earrings (posts), a wedding band, and a plain wristwatch may be worn. All alarm functions must be silenced. Pierced earrings will be small, unobtrusive posts--no multiple-pierced earrings, no dangling jewelry; **only 1 will be allowed in each ear lobe.** No other piercings will be allowed. Plain rings may be worn. A plain wedding band rather than a jewel engagement ring is encouraged (but not required) as people often experience engagement rings getting caught on bed or other hardware while working. Additional body jewelry is not acceptable in the clinical setting. Ear gauges will need to be approved by the student's affiliated clinical facility. If it does not fit with that facilities dress code, it may be cause for denial to practice in the clinical setting.

**Facial Hair:** Mustaches or beards may be worn but should be kept clean, trimmed, and well-groomed always.

**Tattoos:** All tattoos are required to be covered unless approved by the clinical site. Tattoo covering policy is site specific. Clinical site policy will apply.

### **Guidelines**

The students are reminded that they continue to represent Lakeshore College and the Radiography profession. Students should dress in a professional manner. Guidelines for dress are below, but are not all inclusive:

- Clothes should be clean and neatly pressed.
- Wear the Lakeshore College badge.
- Denims, jeans, shorts, and athletic, open-toed shoes are not acceptable.
- Clothing should be appropriate to the setting the student is assigned to attend.

On campus, students continue to be representatives of the Radiography program and the Radiography profession. Students are encouraged to dress accordingly. In adherence with recommended asepsis precautions, students must change from uniforms to street clothing before returning to campus for classes, whether coming from clinical or from work. No scrubs are allowed on campus except as part of simulation experiences. Overall attire should always be clean, neat, and conservative.

**Consequences:** The discipline in Policy II.9 will be followed for any violation of LC Radiography Program Policies.

If, in the opinion of the program faculty or clinical department representative, a student's appearance demonstrates a lack of professionalism corrective action will be taken.

Mary L. Walker M.S RT (R) (CT) (MR)  
Radiography Program Director

Revision:      January 2022  
                     October 2019

LAKESHORE COLLEGE  
RADIOGRAPHY PROGRAM

**II.2 Student Clinical Attendance**

**Title:** Student Clinical Attendance  
**Number:** II.2  
**Effective Date:** January 2019

**Purpose**

Outline expectations of student clinical attendance.

**Position**

The program and clinical settings expect each student to demonstrate a good work ethic, teamwork, and a positive attitude while the student is assigned to clinical experiences. The program also recognizes that illnesses may occur, and a student cannot attend clinical assignment without jeopardizing the well-being of the patients, employees, and classmates.

The goal of the program is to prepare the students to function as responsible employees and to limit unscheduled absences as much as possible.

**Guidelines:**

Students are to log “in” and “out” on the clinical site computer before and after their scheduled clinical assignment. Any alterations to your daily schedule must be documented in the on-line tracking platform and approved by the clinical preceptor and program faculty. The student must be at their clinical assignment before the start of their shift and ready to begin at the time designated. The students must stay for the duration of their shift unless approved by the clinical preceptor.

**Clinical Absence**

Clinical facilities commonly restrict entry for individuals who may be contagious to prevent the spread of infectious diseases. This includes, but is not limited to, conditions such as pink eye, flu symptoms, and colds with evident coughing or sneezing.

- **Student Absence Notification:**  
Students must notify the clinical site in advance if they are unable to attend their scheduled clinical assignment due to illness or other unforeseen circumstances. Notification should be made prior to the beginning of that day’s assignment.
- **Contacting the Clinical Preceptor and Clinical Coordinator:**  
If the clinical preceptor is unavailable when the student calls, a message should be left with the department personnel to ensure the preceptor is notified. The student must also contact the Clinical Coordinator; at this time the student is required to inform the clinical coordinator of the date in which the absence will be made up.
- **Making Up Absences:**  
All clinical absences must be made up within the available hours of the current semester.
- **Contagious Illness:**  
For questions regarding contagious conditions, students should contact Employee Health at the clinical site or program faculty for guidance.
- **Maintaining Medical Records:**  
Students are responsible for ensuring that all health-related documents in the Viewpoint system, including medical records and CPR status, are up to date. Expired documents will result in removal from clinical assignments, and the student will be subject to the absence

policy (II.2).

- **Impact on Clinical Grade:**

Students are required to make up all the missed clinical time to benefit from the full clinical experience. However, failure to make up clinical hours will result in a 5-point deduction from the overall clinical grade.

### **Absence Procedure**

1. The student must contact the clinical site prior to the scheduled clinical start time if they will be absent.
2. The student must notify the Clinical Coordinator or Program Director of the absence.

### **Tardiness Policy**

- **Student Responsibility:**

If a student is late for a scheduled clinical assignment, they must notify the clinical site before the start of the clinical day. Failure to provide timely notification (before clinical shift) will result in disciplinary action according to Policy II.9.

- **Definition of Tardiness:**

A tardy is defined as not being prepared to work at the clinical assignment start time.

- **Consequences of Tardiness:**

Tardiness will be recorded as an occurrence. If a student reports being late more than three times in a term, they may receive a "Clinical Unacceptable" designation, in accordance with Policy II.9.

- **Extenuating Circumstances:**

In cases of extenuating circumstances, such as bad weather, the clinical instructor will consult with the Clinical Coordinator or Program Director to determine whether a "Clinical Unacceptable" designation is warranted.

### **Extended Absence**

In the event of an extended absence, a clinical contract will be developed based on the circumstances and efforts to support the student's success.

- **Definition of Extended Absence:**

An absence of three or more consecutive days will be considered an extended absence.

- **Physician's Release:**

A physician's "release to return" must be provided to program faculty before the student can resume clinical assignments.

- **Bereavement Leave:**

For information on bereavement leave, refer to Policy I.2 - Emergency Leave - Bereavement Leave.

- **Restrictions on Patient Contact:**

A student may be restricted from patient, staff, or student interactions until it is confirmed that their condition will not impact others. The final determination will be made by the student's physician or the clinical site occupational health nurse release. Any arrangements for missed clinical practice will be addressed in a clinical contract signed by the student and program faculty.

- **Physical Requirements for Clinical Assignments:**

Students must meet the physical requirements outlined in the admission technical standards to complete clinical assignments. If an injury or physical limitation prevents a student from meeting these standards, the student may be required to seek guidance from a physician.

- **Medical Restrictions or Health Status Changes:**

If there are any medical restrictions or changes in health status during clinical experience, the

student must obtain a release from their healthcare provider confirming they can safely perform clinical duties and fulfill all essential functional abilities. A copy of the release must be submitted to the Clinical preceptor and the College faculty prior to returning to the clinical setting.

- **Jury Duty:**

Jury duty is an excused absence for up to 5 days. Any absence beyond this period will require makeup hours to meet competency requirements. Documentation of the jury duty commitment is required.

**Timecards:**

Students must sign “In”, “out” and submit, on the tracking platform within 24 hours of the opportunity (scheduled hours). This must be done within the clinical department on the computer or Lakeshore device. Forgetting to do this will be considered an occurrence. All occurrences will follow the attendance requirements listed below.

**Conclusion:**

All missed clinical hours require makeup. Any lack of makeup hours, a 5-point deduction will be deducted from the final clinical grade.

Two occurrences (absence or late) warrant a clinical unacceptable. Probation status will be given on the third occurrence (absence or late). Any further occurrences in the semester will be grounds for failure.

Absences of two consecutive clinical days are counted as one occurrence. Any absences beyond three days must have a physician release to return to clinical. Return to clinical is subject to clinical site approval.

Students are expected to maintain the physical requirements, as outlined in the admission technical standards, to perform clinical assignments.

**Consequences:** The disciplinary plan in Policy II.9 will be followed for any violation of LC Radiography Program Policies.

Mary L. Walker M.S RT (R) (CT) (MR)  
Radiography Program Director

Revisions: 7/8/2025

LAKESHORE COLLEGE  
RADIOGRAPHY PROGRAM

**II.3 Approved Simulated or Mock Clinical Objective Evaluations**

**Title:** Approved Simulated or Mock Clinical Objective Evaluations  
**Number:** II.3  
**Effective Date:** January 2022

**Purpose**

To outline specific requirements relating to which COEs can be simulated/mock because of non-availability of actual patient examinations to meet criteria of the ARRT for graduation.

**Position**

All COEs should be accomplished on actual patient examinations: If unable to complete due to limited availability of cases, the program faculty will perform a Mock/simulation of the needed exam. This will be performed under the ARRT graduation guidelines.

**Guidelines**

All mock/simulated cases must be performed with LC faculty. In accordance with the ARRT guidelines, approval must be made by LC faculty. All Mocks are to be completed within clinical practice six, unless otherwise approved by program faculty.

Whenever possible, the simulated COE should be replaced with an actual patient-exam COE.

**Required Competency**

55 total competencies.

**Course**

Radiography Clinical Practice 6

**Permissible Simulations/Mocks**

Maximum three simulations.

Mary L. Walker M.S RT (R) (CT) (MR)  
Radiography Program Director

Revisions: 5/5/2025

LAKESHORE COLLEGE  
RADIOGRAPHY PROGRAM

**II.4 Recheck Clinical Objective Evaluations/Remedial Assignment Contract**

**Title:** Recheck Clinical Objective Evaluations/Remedial Assignment Contract  
**Number:** II.4  
**Effective Date:** January 2019

**Purpose**

As indicated in the ASRT curriculum guide for clinical experience, this policy is to provide a mechanism to measure the student is maintaining clinical competencies previously obtained. To enable a remedial process in the event the student does not maintain competence in an exam as evidenced by a failed recheck COE.

**Position**

Recheck COEs are completed to evaluate previously completed clinical competencies (COEs) by both first- and second-year students. Student rechecks help to monitor continued clinical competence.

**Guidelines**

- Students must complete a minimum of three rechecks during clinical practices 2 through clinical practice 6.
- Clinical preceptors (or delegated staff technologists) may also use the recheck COE at their discretion based upon the student's demonstrated clinical abilities. The actual number of completed recheck COEs can vary between students with a minimum of three per semester.
- In the event of an unsuccessful rechecking COE, the program faculty may provide the student with a remedial assignment and explain the requirements. This unsuccessful exam requires direct supervision until all designated assignments are completed. Once the assignment is complete, the student may reattempt the competency. If successful, the student will be able to continue with the original competency and perform the exam with indirect supervision.

**Consequences:** Students who do not meet the required checks may not be allowed to continue the next Clinical Practice course. The disciplinary plan in Policy II.9 may be followed for any violation of LC Radiography Program Policies.

Revisions: January 2019  
October 2017

Mary L. Walker M.S RT (R) (CT) (MR)  
Radiography Program Director

LAKESHORE COLLEGE  
RADIOGRAPHY PROGRAM

**II.5 Weekend /PM Assignments-Clinical**

**Title:** Weekend /PM Assignments-Clinical  
**Number:** II.5  
**Effective Date:** January 2022

**Purpose**

Define expectations of the PM and weekend clinical assignments.

**Position**

To provide the student with alternative clinical experiences with the objective of further development and refinement of the student's clinical skills and critical thinking.

**Guidelines:** Weekend Requirement

**PM Assignments**

Beginning with radiography clinical practice 2, the student will be scheduled for one PM assignment per week on a rotational basis.

Students will not be assigned to more than 40 hours per week or more than 10 hours a day. The clinical coordinator will assign a day off the week that you are assigned to a weekend shift.

**Scheduling Options**

1. Students may trade weekend assignments with the approval of your clinical preceptor and program faculty.
2. The assigned weekend shifts would include one day shift and one PM shift. The clinical assignments are given by the clinical coordinator.
3. Weekend shifts will be scheduled on a rotational basis.

**Absence from Weekend Assignment**

Weekend assignments are important to obtain and perfect patient care and trauma experience. If an absence occurs from an assigned weekend clinical shift the student will remain responsible for a re-scheduled assignment. Weekend Assignments will require make-up.

The student must complete the designated number of weekend shifts for the specific course to complete the objective for clinical experience for the program. Program faculty approval is necessary for any change in shift.

Any missed shifts that are not made up will result in a 5-point deduction from the clinical grade to include the potential for a clinical unacceptable.

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Radiography Program Director

Revision: 5/5/2025

LAKESHORE COLLEGE  
RADIOGRAPHY PROGRAM

**II.6 Maintaining a Drug and Alcohol-Free Clinical Environment**

Title: Maintaining a Drug and Alcohol-Free Clinical Environment  
Number: II.6  
Effective Date: January 2019

**Purpose:**

To establish guidelines ensuring a safe, healthy, and secure clinical environment free of drug and alcohol abuse.

**Policy:**

The Lakeshore College Radiography Program recognizes that substance abuse is a serious health concern. Students are prohibited from being under the influence of alcohol or drugs while participating in clinical experiences or attending class.

1. Students are prohibited from self-administering or otherwise taking any controlled substances or prescription medications in any way that is not in accordance with a valid, legal prescription issued to the student. If a student is prescribed medication that may alter their perception, thinking, judgment, physical coordination, or dexterity (including narcotics), they must report this to the assigned faculty or preceptor prior to participating in a clinical experience.
2. Students are prohibited from using chemical substances or alcohol that impair their ability to practice prior to or during participation in a clinical experience.

**Guidelines and Definitions:**

- **Controlled Substances/Illegal Drugs:** These are prescription or illegal drugs identified by the federal government as having a high potential for abuse and dependence. Drugs particularly prone to abuse include marijuana, cocaine, opiates, phencyclidine (PCP), barbiturates, amphetamines, and various hallucinogens (e.g., LSD, mescaline, peyote, psilocybin). The term "controlled substances" includes any substances listed in Schedules I through V of the Controlled Substances Act, or any substances added by the federal government to these schedules.
- **Under the Influence of Alcohol:** A student is considered under the influence of alcohol if their blood alcohol concentration is equal to or greater than 0.02 grams of alcohol per 210 liters of breath, or if their actions, appearance, speech, or bodily odor suggest impairment due to alcohol use.
- **Under the Influence of Drugs:** A student is considered under the influence of drugs if they test positive for illegal drugs or misuse legal drugs, including prescription medications that are not prescribed for them, or if they misuse prescribed drugs.
- **Refusal to Cooperate:** A student may be considered non-compliant if they obstruct the collection or testing process, provide an altered or substituted sample, fail to complete requested drug or alcohol testing forms, fail to attend a scheduled test, or fail to promptly provide a specimen without a valid medical reason.
- **Reasonable Cause/Reasonable Suspicion:** Reasonable suspicion of impairment can arise from observations of workplace use, possession, or impairment, as well as from incidents involving

serious accidents, injuries, or near misses where drug or alcohol use may have been a contributing factor.

### **Drug & Alcohol Testing:**

- Upon reasonable cause, the clinical site or program faculty reserves the right to require a student to undergo breath and/or urine screening for drugs and/or alcohol. Circumstances warranting testing include, but are not limited to:
  - Bloodshot eyes, unusually large or small pupils
  - Unusual breath odor
  - Tremors, slurred speech, or impaired coordination
  - Sudden changes in behavior
  - Increased aggression or irritability
  - Mood swings
- All drug and alcohol testing will be at the student's expense.
- A failed drug test, whether before or during the program, may result in dismissal from the program.
- Random drug and alcohol testing may occur at the discretion of program faculty.
- If a student exhibits behaviors commonly associated with impairment, or if they are involved in an accident where drug or alcohol use is suspected, testing may be required.
- Possession of drugs, alcohol, or drug paraphernalia at clinical facilities will result in immediate action.
- If a student is suspected of drug or alcohol abuse, faculty should be notified immediately.
- Students must be escorted to the testing site by a faculty member or designee and remain with the student until testing is complete.

### **Refusal to Cooperate:**

- A student's refusal to comply with drug and/or alcohol testing will result in corrective action, including potential termination from the program.

### **Prescription Medication:**

- If a student is taking prescribed medication, they are still required to undergo testing. If the test confirms the presence of a prescribed drug and it can be verified, no corrective action will be taken unless there is evidence of misuse.

### **Transportation:**

- If a student tests positive for drugs or alcohol, they must arrange their own transportation from the clinical site, ensuring that no risk is posed to themselves or the public.

### **Consequences:**

- Any violation of this policy will result in corrective action as outlined in Policy II.9. Students who test positive for drugs or alcohol may be subject to dismissal from the program, in accordance with Policy II.1 Clinical Placement.
- Students who test negative will be allowed to continue their clinical assignments without needing to make up for the missed time.

Mary L. Walker M.S RT (R) (CT) (MR)  
Radiography Program Director

Revision: 5/5/2025

LAKESHORE COLLEGE  
RADIOGRAPHY PROGRAM

**II.7 Mammography Rotation**

Title: Mammography Rotation  
Number: II.7  
Effective Date: January 2019

**Purpose**

Students Clinical Rotation in Mammography guidelines

**Position**

The radiography program sponsored by Lakeshore College effective January 2017, regarding the placement of students in mammography clinical rotations to observe and/or perform breast imaging. Additionally, the policy may be applied to any imaging procedures performed by professionals who are of the opposite gender of the patient.

**Guidelines**

All students, male, and female will be offered the opportunity to participate in mammography clinical rotations. The program will make every effort to place a male student in a mammography clinical rotation if requested; however, the program is not able to override clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.

This policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student mammography clinical rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. It is also available on the JRCERT Web site, [www.jrcert.org](http://www.jrcert.org), Programs & Faculty, Program Resources.

Mary L. Walker M.S RT (R) (CT) (MR)  
Radiography Program Director

Revision: January 2019

LAKESHORE COLLEGE  
RADIOGRAPHY PROGRAM

**II.8 Magnetic Resonance Imaging Health and Safety**

Title: Magnetic Resonance Imaging (MRI) Health and Safety  
Number: II.8  
Effective Date: January 2019

**Purpose**

Promote health and safety for students, patients, and the public regarding MRI.

**Position**

Students will never enter MRI suite zone 3 or 4 within the medical imaging department without permission from the MRI technologist. The radiography program sponsored by Lakeshore College requires all students to complete an MRI screening form verifying they are aware of the dangers associated with the equipment before entering clinical practice 1. The students must complete a site-specific MRI screening form again before their rotation within that department.

Students must notify the program faculty within 48 hours of any changes in screening status.

Mary L. Walker M.S RT (R) (CT) (MR)  
Radiography Program Director

Revision: January 2019

LAKESHORE COLLEGE  
RADIOGRAPHY PROGRAM

**II.9 Disciplinary Plan**

Title: Disciplinary Plan  
Number: II.9  
Effective Date: January 2019

**Purpose:**

Establish clear guidelines as to how the clinical unacceptable and clinical probation forms and actions are used.

**Position**

The Radiography Program enforces this disciplinary framework to ensure consistent application of program policies and to promote fairness, accountability, and professional growth for all students. This process supports the development of clinical competence while upholding equitable treatment across the student body.

**Guidelines and Definitions**

**Clinical Unacceptable**

A *Clinical Unacceptable* is a formal written warning issued when a student fails to meet expected standards of performance in the clinical setting. This determination may be based on clinical evaluations, competency assessments, or feedback from clinical preceptors and/or staff technologists.

**A Clinical Unacceptable may be issued for reasons including, but not limited to:**

- Inadequate clinical performance
- Failure to meet competency expectations
- Unprofessional conduct
- Safety concerns
- Lack of preparation or motivation

If additional concerns arise within the same term after a Clinical Unacceptable has been issued, the student will be placed on Clinical Probation. A student may also be placed on probation if they receive a second Clinical Unacceptable related to a previously addressed issue, even if it occurred in a prior term.

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**Clinical Probation**

Clinical Probation is a formal status indicating that a student's performance requires immediate and sustained improvement. This probationary period will last for six weeks of clinical attendance and is intended to provide structured support and oversight to help the student return to satisfactory standing.

**Key points regarding Clinical Probation:**

- A student may be placed on probation regardless of academic standing.
- Clinical Probation may be assigned without a prior Clinical Unacceptable if warranted by the situation.

- Any additional instance of a Clinical Unacceptable during the probationary period will result in failure.

Common Reasons for Clinical Unacceptable or Clinical Probation include (but are not limited to):

- Recurrence of unsatisfactory performance following a prior Clinical Unacceptable
- Multiple infractions leading to performance concerns
- Excessive absences or tardiness
- Lack of initiative or engagement in clinical tasks
- Failure to follow safety protocols
- Procedural delays or errors
- Ethical or professional misconduct
- Incomplete clinical assignments or evaluations
- Difficulty adjusting to clinical expectations or workflow
- Ineffective communication or interpersonal skills
- Inattention or lack of alertness during clinical hours
- Noncompliance with Radiography Program policies

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### **Reasons for Immediate Dismissal**

Certain behaviors or violations are considered serious enough to warrant immediate dismissal from the Radiography Program. These include, but are not limited to:

- Falsifying and/or altering clinical documents
- Violation of radiation safety policies, including failure to comply with indirect and direct supervision requirements
- HIPAA violations, including breaches of patient confidentiality
- Refusal of clinical placement by a clinical site for any reason
- Failure to report any new charges, convictions, or violations (felony, misdemeanor, or municipal ordinance) to the Dean of Health & Human Services within 24 hours of occurrence

Mary L. Walker M.S RT (R) (CT) (MR)  
Radiography Program Director

Attachments:

Clinical Unacceptable Form  
Clinical Probation Form

Revision: 5/5/2025

**Lakeshore College/Clinical Education Setting  
Radiography Program**

**Clinical Unacceptable Performance Form**

Date of Occurrence: \_\_\_\_\_  
Student Name: \_\_\_\_\_

Unacceptable Action:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reference: LC Policy:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Comments:

\_\_\_\_\_  
\_\_\_\_\_

Corrective Action/Status:

\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Clinical Instructor: \_\_\_\_\_

Date: \_\_\_\_\_

cc. Student file  
Clinical Instructor's (Student File)

Lakeshore College  
Radiography Program

**Notification of Probation Form**

**Standards of Clinical Objective**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

During the current session of \_\_\_\_\_, the following occurrences are noted:

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As a result of the occurrences, you will be placed on probation (date) \_\_\_\_\_. In the event of an additional occurrence of an unacceptable behavior, you will be unable to complete the Radiography program.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clinical Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

cc: Student

Lakeshore College Radiography Program record

Revision:      October 2017

LAKESHORE COLLEGE  
RADIOGRAPHY PROGRAM

**II.10 Student Supervision**

Title: Student Supervision  
Number II.10  
Effective Date: January 2019

**Purpose**

Define the program's position regarding adequate and appropriate supervision for radiography students while in the clinical setting.

**Position**

It is the policy of the program to schedule enough qualified technologists in the clinical imaging department to provide appropriate supervision over the radiography students assigned to the facility. There should always be a 1:1 student to technologist ratio within the immediate department.

**Guidelines**

- 1) The performance of patient examinations by a student must be under the *direct supervision* of a qualified technologist until the student has demonstrated competency for the specific examination being performed. Direct supervision requires that the radiographer be present during the procedure.
  - a) This level of supervision requires that a qualified practitioner reviews the procedure in relation to the student's level of achievement, is present during the procedure, evaluates the patient's condition, and reviews and approves the results.
- 2) Supervision can be *indirect* once the competency is achieved. Indirect supervision requires that a qualified radiographer be available in the adjacent room or location to assist as necessary. Adjacent rooms must be within an area where the technologist responds quickly if assistance is needed.
  - a) The level of supervision requires that a registered practitioner be immediately available to assist as needed.
- 3) *Direct supervision* is required at any time a radiograph needs repeating. A student should never expose a patient to the same image without *direct supervision*.
  - a) This level of supervision requires that a qualified practitioner reviews the procedure, is present during the procedure, and reviews and approves the results.
- 4) *Direct supervision* required for Mobile, Surgical and fluoroscopy studies. Indirect supervision is never allowed for these cases, even when competency is achieved.

This policy is in accordance with guidelines established by the Joint Review Committee on Education in Radiologic Technology to provide an educational environment and a safe situation for both the student and the patient.

Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, Illinois 60606-3182  
312-704-5300  
[mail@jrcert.org](mailto:mail@jrcert.org)

**Consequences:** The disciplinary plan in Policy II.9 will be followed for any violation of LC Radiography Program Policies. Failure by the student to comply with this policy may result in dismissal from the radiography program.

Mary L. Walker M.S RT (R) (CT) (MR)  
Radiography Program Director

Revision: January 2022

LAKESHORE COLLEGE  
RADIOGRAPHY PROGRAM

**II.11 Repeat Radiographs.**

Title: Repeat Radiographs  
Number II.11  
Effective Date: January 2019

**Purpose**

Define the procedure required when there is a need to repeat a radiograph.

**Position**

A registered technologist must be present in the room to review and approve all the radiographic images completed by students.

**Guidelines**

It is the policy of the program and clinical site imaging department that a registered technologist:

- Reviews and approves all radiographs/images completed by students.
- Explains the need for a repeat radiograph/image.
- Remains in the exposure room whenever a student may need to repeat a radiograph/image.

All students must receive approval from a registered radiographer regarding the acceptability and diagnostic quality of any images(s) before sending for interpretation.

All repeat radiographs require direct supervision. A student should never expose a patient to the same image without direct supervision. This level of supervision requires that a qualified practitioner: reviews the procedure, is present during the procedure, and reviews and approves the results.

All repeated exams must be logged on an image log form indicating the reason for repeat, what changes needed for the next image and who supervised during that repeated image.

**Consequences:** The disciplinary plan in Policy II.9 will be followed for any violation of LC Radiography Program Policies. Failure by the student to obtain the assistance of a technologist before performing a repeat radiograph/image may result in dismissal from the program.

Mary L. Walker M.S RT (R) (CT) (MR)  
Radiography Program Director

Revision: January 2022

LAKESHORE COLLEGE  
RADIOGRAPHY PROGRAM

**II.12 Clinical Schedule Changes**

Title: Clinical Schedule Changes  
Number II.12  
Effective Date: January 2019

**Purpose**

To define the procedure required for all student clinical schedule changes.

**Position**

Radiography students are expected to attend clinical assignments as scheduled by the clinical coordinator. If there is a need to request a change in your clinical schedule, a request is to be submitted in writing one week in advance to the program faculty.

**Guidelines**

Three switches in the schedule per semester will be allowed. The program faculty must approve any requests.

All changes from the program schedule will also need approval from the clinical preceptor in addition to the clinical coordinator.

It is the student's responsibility to track the number of switches.  
Each clinical change must not exceed one switch in one week.

**Consequences:** The disciplinary plan in Policy II.9 will be followed for any violation of LC Radiography Program Policies.

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Radiography Program Director

Revised: 2023

LAKESHORE COLLEGE  
RADIOGRAPHY PROGRAM

**II.13 Compensatory Time**

Title: Compensatory Time  
Number II.13  
Effective Date: January 2019

**Purpose**

Define the procedure required for when students accrue and take compensatory time while at clinical.

**Position**

The program realizes there are times when students may want to stay late for a shift to complete a patient exam. We feel there should be compensatory time given in these circumstances.

**Guidelines**

If clinical workload warrants the student to extend their clinical shift for patient care situations beyond 15 minutes, the accrued time can be used to leave early on another day and is considered compensatory or “comp” time. The accrued comp time can be used under the conditions below:

- Must be approved by the clinical preceptor and/or designee.
- Clinical staff have the right to deny taking of comp time on a particular day.
- The time must be accrued and taken in 15-minute increments.
- Comp time must be used within two weeks of accrual.
- Time cannot be used in the AM (starting shift after the scheduled time) unless approved in advance by the clinical preceptor and program faculty.
- Must be indicated in Trajecsyst as a time exception, indicating reason that the students needed to stay past the scheduled time.

**Consequences:** The disciplinary plan in Policy II.9 will be followed for any violation of LC Radiography Program Policies.

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Radiography Program Director

Revised: 2025

LAKESHORE COLLEGE  
RADIOGRAPHY PROGRAM

**II.14 Allowable Clinical Hours**

Title: Allowable Clinical Hours  
Number II.14  
Effective Date: January 2019

**Purpose**

Define the hours students may be at clinical.

**Position**

Student time in clinical is restricted by program policy to ensure patient safety and overall student well-being.

**Guidelines**

Students will not be responsible for more than 40 hours per week or 10 hours per day of on-site clinical experiences and classroom involvement.

If students find that they absolutely need to be responsible for more than 40 hours a week, they can make the request to do so. It is discouraged by the program, and the form indicates the student is making the choice. Students must sign and complete the attached over 40 clinical hours form, prior to the schedule change.

**Consequences:** The disciplinary plan in Policy II.9 will be followed for any violation of LC Radiography Program Policies.

**Attachment: Over 40 Clinical Hours form**

Mary L. Walker M.S RT (R) (CT) (MR)  
Radiography Program Director

Revised:2021

**Over 40 hours Clinical Time Form**  
**Expression of Understanding**

I, \_\_\_\_\_ understand that I am choosing to do more than 40 hours of clinical time within a one-week period (Sunday-Sunday), or more than 10 hours in one day. This is not required of me but is being done by my own choosing.

I also understand that it is not recommended that students be at their clinical sites for more than 40 hours within one week or more than 10 hours in one day.

The week I am choosing to:

Be at the clinic for more than 40 hours in one week. \_\_\_\_\_

Be at the clinic more than 10 hours in one day. \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Clinical Instructor Signature

\_\_\_\_\_  
Program Representative Signature

LAKESHORE COLLEGE  
RADIOGRAPHY PROGRAM

**II.15 Radiographic Imaging Markers**

Title: Radiographic Imaging Markers  
Number: II.15  
Effective Date: January 2019

**Purpose**

Define the use of radiographic imaging markers for students.

**Position**

Students are expected to have their own markers while at the clinical site.

**Guidelines**

Each student will receive a set of lead imaging markers from the clinical coordinator at your facility. These right (R) and left (L) markers are used to correctly label the images produced. The markers are used to identify the correct side of the patient and the radiographer performing the exam. Therefore, if there is a question in the future about the exam, the person involved can be identified.

Students are expected to always have their markers with them while at the clinical site. If a student is without their markers, the clinical preceptor or staff technologist has the right to ask the student to leave the clinical setting to retrieve their markers. Attendance standards and policies will be enforced for time missed while retrieving the markers.

The student should never use any markers other than his or her own designated or approved by the clinical coordinator. If this occurs a clinical unacceptable could be given by the program faculty.

**Consequences:** The disciplinary plan in Policy II.9 will be followed for any violation of LC Radiography Program Policies.

Mary L. Walker M.S RT (R) (CT) (MR)  
Radiography Program Director

Revised: 2022

LAKESHORE COLLEGE  
RADIOGRAPHY PROGRAM

**II.16 Handheld devices and social media**

Title: Handheld devices and social media  
Number: II.16  
Effective Date: January 2019

**Purpose**

Define the use of handheld devices and social media in the clinical setting.

**Position**

Students are not allowed to use handheld devices and/or post to social media from any device while at clinical. Students will not participate in social media during clinical or class time. All cell phones must be stored away from the classroom/lab and clinical setting.

**Guidelines.**

Students are not allowed to use personal handheld devices, including cellular phones, tablets, and laptops, during clinical rotations.

The term social media includes but is not limited to blogs; social networks such as Facebook® and Twitter®; podcasts; video sharing; Instagram; Simple Syndication (RSS) feeds; and on-line collaborative information and publishing systems.

During clinical rotations students are not allowed to read, comment, post images or videos to any social media.

**Consequences:** The disciplinary plan in Policy II.9 will be followed for any violation of LC Radiography Program Policies.

Mary L. Walker M.S RT (R) (CT) (MR)  
Radiography Program Director

Revised:2022

LAKESHORE COLLEGE  
RADIOGRAPHY PROGRAM

**II.17 Clinical Site Rule Adherence/Teamwork**

Title: Clinical Site Rule Adherence/Teamwork  
Number: II.17  
Effective Date: January 2022

**Purpose**

Define the expectation of the student to follow the rules of the clinical site.

**Position**

The Lakeshore College program students are guests at the clinical site, and all organizational policies will apply to students.

**Guidelines**

The radiography student is part of the radiology or imaging department team, the student is therefore expected:

- To demonstrate a positive/professional attitude in the clinical setting
- Work with other students and staff as a member of the team
- Adhere to the standards and rules of the clinical setting as well as those of the program.
- Exhibit a manner of conduct that is reflective of the professional values of the radiology profession.
- Maintain the level of civility as it pertains to the civility policy I.I
- Students are not to sleep, engage in immoral or illegal conduct, steal any articles from patients or the clinical site, or use profane or abusive language while in the clinical education setting.
- Not smoke/vape or eat in any area not designated for that activity.
- Students are to be attentive and involved with all cases within clinical setting guidelines.

**Consequences:** The disciplinary plan in Policy II.9 will be followed for any violation of Lakeshore College Radiography Program Policies.

Mary L. Walker M.S RT (R) (CT) (MR)  
Radiography Program Director

**Revised:** January 2022

LAKESHORE COLLEGE  
RADIOGRAPHY PROGRAM

**II.18 Required Clinical Objective Evaluations (COEs)**

Title: Required Clinical Objective Evaluations (COEs)  
Number: II.18  
Effective Date: January 2019

**Purpose**

Define the required number of Competencies (COEs) required per semester.

**Position**

To enable skill development, the following courses are assigned a numerical value for actual required competencies per semester.

**Guidelines**

<u>Course</u>	<u>Numerical Requirement</u>
Radiography Clinical Practice 1	5 – (must have) (no extension allowed)
Radiography Clinical Practice 2	10
Radiography Clinical Practice 3	10
Radiography Clinical Practice 4	10
Radiography Clinical Practice 5	10
Radiography Clinical Practice 6	10

**Attempting Competencies**

The students are required to pass lab competencies on each exam before attempting competency at the clinical setting. Each student will practice a minimum of three times with direct supervision before attempting each competence.

**Extra Competencies**

For every additional 5 competencies above the required 55, they will achieve a day off at the end of the program.

**Not Meeting Numerical Requirements**

Completion of clinical competence verification is critical for the development of the student's clinical skills. In the event the numerical requirement is not accomplished for a specific clinical course, the following will occur:

- A grade of "P" (Progressing) will be assigned under the following circumstances.
- **Radiography Clinical Practice I:** Students must complete **five competencies** during this semester. **No extensions** will be granted. Failure to meet this requirement will result in failure from clinical and inability to advance to the next semester.
- **Semesters 2 through 6:** If the required number of competencies is not achieved by the end of the semester, students may be granted **up to two additional weeks** into the following course to fulfill the requirement.

- If the requirement is completed within the extended timeframe, the “P” grade will be **replaced with a letter grade**.
- If the requirement is **not** completed within the extension period, the student will be ineligible to continue in the next clinical course and will be **removed from the program**.

**Consequences:** The discipline in Policy II.9 will be followed for any violation of Lakeshore College Radiography Program Policies.

Mary L. Walker M.S RT (R) (CT) (MR)  
Radiography Program Director

Revised: 2025

LAKESHORE COLLEGE  
RADIOGRAPHY PROGRAM

**II.19 Technical Standards Requirements**

Title: Technical standards requirements  
Number: II.19  
Effective Date: January 2021

**Purpose**

Confirm students can function in the clinical setting per the technical standards.

**Position**

Students enrolled in the radiography program should be able to meet the established technical standards. The technical standards for the radiography program are reflective of those found in the radiography profession.

**Technical Standards**

Students acknowledge the ability to meet the technical standards as an admission requirement prior to entering the program. Students must maintain the ability to meet these standards throughout the time they are in the clinical setting.

**Consequences:** Students unable to meet the Technical Standards will be removed from the clinical setting. Students will be able to return to the clinical setting following the release of documentation by a medical provider.

Mary L. Walker M.S RT (R) (CT) (MR)  
Radiography Program Director

Revision: 2020

**Program Policies**

**Policy Section III: Didactic**



LAKESHORE COLLEGE  
RADIOGRAPHY PROGRAM

**III.1 Examinations/Grading**

Title: Examinations/Grading  
Number III.1  
Effective Date: January 2019

**Purpose**

Establish a format for examinations and grading which provides equity for all students.

**Position**

Examinations are a critical area of the radiography program didactic learning, and there are rules that must be followed to ensure proper assessment.

Grading is a key area of assessment and defines levels of achievement. The Radiography program uses the same grading scales between all didactic classes. Grading scales are also consistent between all the clinical practices.

**Guidelines**

**Examination Date**

- Examinations are to be taken within the time frame specified by the instructor.
- The course exam attendance will follow the guidelines outlined in that course syllabus.
- Should an exam score be below the passing score of 78%, remedial work may be required per the course syllabus. The student will not be able to take the next scheduled exam unless the remedial work is complete. All exams not taken at the time outlined in the course schedule will receive a reduction in grade. All exams must be taken within 1 week of the original assigned date or a zero will be given.

**Examination Procedure**

- Exams are to be taken within the time frame specified by the instructor. Any modification to the schedule dates of exams will require approval from the instructor. Exam requirements will be listed in each course syllabus.
- Exams not taken during class are required to be proctored by the school's testing center. See listing below
- Please see guidelines and times listed for each testing center on the website listed below
  - Lakeshore College - <http://www.gotoltc.edu/how-to-apply/testing-services-accuplacer/>
  - Nicolet- <http://www.nicoletcollege.edu/about/campus-info/directions-hours/>
  - Gateway - <https://www.gtc.edu/admissions/testing-services>

Students must schedule the time with the center of choice in advance.

## Completed Examinations

- Printing or copying any information from the test is not permissible and will result in a “zero” course grade.

## Grading

Lakeshore College utilizes a grading scale for course work that assigns letter grades of A, B, C, F and I. All didactic courses will need a C or higher to successfully complete. All clinical courses will need a B or higher to successfully complete.

## Radiography Grading Scale

<b>A</b>	=	93-100%	Student has achieved a much greater functional level of competence.
<b>B</b>	=	86-92%	Student has achieved at a greater than functional level of competence.
<b>C</b>	=	78-85%	Student has a functional level of competence.
<b>F</b>	=	0- 77%	Student will not pass (unacceptable level of competence)
<b>I</b>	=	Incomplete	Indicates student has not completed the course requirements and /or competencies within the course period, but the instructor and student have agreed to a specific extension time during which the competencies will be achieved. This is not a permanent grade and will automatically be changed to an “F” grade if the work is not completed.

## Clinical Objective Evaluation (COE) Grading

All COEs are graded only as a pass or repeat needed, if the student successfully completes all the required clinical objectives, the clinical grade is integrated as part of radiography clinical practice 1, 2, 3, 4, 5 and 6 courses. A student’s overall clinical grade is not affected by having repeat COEs.

## Clinical Grading

Students will need an overall grade of 78% to pass the clinical components of the course. If a student fails to achieve a 78% in any of the clinical courses (Radiographic Clinical 1-6) they will not be allowed to continue to the next clinical assignment.

**Consequences:** The discipline in Policy II.9 will be followed for any violation of Lakeshore College Radiography Program Policies.

Mary L. Walker M.S RT (R) (CT) (MR)  
Radiography Program Director

Revision: January 2019  
October 2017  
May 2025

LAKESHORE COLLEGE  
RADIOGRAPHY PROGRAM

**III.2 Program Reinstatement**

Title: Program Reinstatement  
Number: III.2  
Effective Date: January 2019

**Purpose**

Provide a mechanism for the reinstatement of a former Lakeshore College radiography student back into the program without having to re-apply as a new student.

**Position**

The program accepts students for reinstatement upon eligibility and completion of requirements and procedures.

**Guidelines**

**Eligibility**

To be eligible for reinstatement, a student is required to have been accepted and enrolled in the clinical portion of the Lakeshore College radiography program within the past year, if a student is out of the program longer than a 12-month period, the student would need to re-apply as a new student.

**Reinstatement Requirements and Procedures**

The student who requests reinstatement is required to:

- 1) Submit a written request to the LC Admissions Office requesting reinstatement into the radiography program. The request must include the specific term and course(s) required for reentry.
- 2) Readmission: Students may submit a letter of request to the program chair. The letter must address the following items:
  - (a) Recognition of the issue(s) that have prevented previous unsatisfactory performance.
  - (b) How the issue(s) have been addressed.
  - (c) A plan for achieving program success should be granted.
- 3) Meet all admission requirements for reentry into the program for the academic year in which reinstatement is requested.

**Decision Criteria**

The decision to grant reinstatement into the Radiography program will be based on:

1. Space availability at one of the clinical education settings.
2. Completion of all reinstatement criteria on behalf of the student.
3. Cumulative occupation specific course grade point average of 2.00.
4. Special circumstances, the final decision will be made by the program director.

### **Contingency Requirement**

- A student who has failed any occupational specific course is required to retake and successfully complete all previously completed occupational specific program courses but may be allowed to enter as a reinstated student rather than a new student.
- A student who had withdrawn from an occupational specific course may be reinstated at the beginning of the course from which the student withdrew contingent upon meeting the reinstatement requirements and decision criteria.
- A student who was dropped from the Lakeshore College radiography program for breach of program policy (to include but not limited to) criteria for drop of a student listed in the student handbook will not be reinstated into the program. Consideration may be given by the program faculty for academic failure.

### **Student Notification**

- Reinstatement is granted on a first-come, first-serve basis according to the date of completion of the criteria for reinstatement.
- Notification of the student regarding reinstatement will be made at least two weeks prior to the beginning of the term.
- Students who are not granted reentry in a specific term wishing to pursue reinstatement must reapply and meet all reinstatement criteria.

Mary L. Walker M.S RT (R) (CT) (MR)  
Radiography Program Director

Revision: January 2019

**Program Policies**

**Policy Section IV: Infection Control**



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RADIOGRAPHY PROGRAM

**IV.1 Annual Health Requirements**

Title: Annual Health Requirements  
Number: IV.1  
Effective Date: January 2019

**Purpose**

Define the requirement for annual health requirements.

**Position**

Completing ongoing health requirements such as annual TB and flu vaccinations are the student's responsibility to complete. Test results must be uploaded and verified before the annual due date, in "Viewpoint", the school's on-line database. A student will not attend clinical with an expired TB, or fall Flu shot.

Verification must be uploaded and approved in the school's on-line health portal to remain in the clinical education setting for the safety of patients and staff.

**Guidelines**

TB verification can be done by obtaining a Mantoux tuberculin skin test. Reports are submitted by the student in Viewpoint.

Students with a previous positive reaction to a tuberculin skin test are not to have another skin test. The student is required to upload a copy of the positive reaction and a copy of a chest x-ray report taken after the positive skin reaction. Subsequent annual checks will be accomplished with the school's on-line health portal.

Influenza vaccination is required for all students and staff. If applying in late spring and summer, flu shots are not available. In that case, you will need to get the shot as soon as it becomes available in fall. If you are unable to receive the vaccination due to health reasons or religious convictions, you will be required to contact your clinical site for documentation regarding an exemption.

Students are expected to follow the requirements of our clinical partners which may include getting the COVID vaccine or obtaining an exemption. It is the student's responsibility to obtain these items by communicated deadlines. Failure to do so may prevent clinical placement and program progression.

Vaccines can be obtained from the local public health department, the occupational health departments at your local clinic or hospital, or your private physician. Proof is submitted by a provider's signature on the form or a copy of the record. Students are responsible for any costs for the above services. Please see the Wisconsin Immunization Registry for more information.

Students will submit verification of both TB and Flu vaccination prior to program entry. Verification is also required annually.

**Consequences:** Lack of obtaining ongoing vaccinations will prevent the student from attending the Practicum course. The Clinical Attendance policy will then be implemented.

Mary L. Walker M.S RT (R) (CT) (MR)  
Radiography Program Director

Revision: January 2019

LAKESHORE COLLEGE  
RADIOGRAPHY PROGRAM

**IV.2 Significant Exposure**

Title: Post-Blood Borne Pathogen Exposure  
Number: IV.2  
Effective Date: January 2019

**Purpose**

Outline process in the event of exposure to blood borne pathogens.

**Position**

In the event of exposure to blood borne pathogens,

1. Obtain first aid.

Needle stick/cut:

<https://www.cdc.gov/niosh/topics/bbp/emergnedl.html>

- Wash needlesticks and cuts with soap and water
- Flush splashes to the nose, mouth, or skin with water
- Irrigate eyes with clean water, saline, or sterile irritants.
- Report the incident to your clinical preceptor.
- Immediately seek medical treatment

Mouth:

- Rinse with water or mouthwash.

Eyes:

- Flush with water/normal saline or eyewash for at least 10 minutes.

Open areas of skin:

- Wash thoroughly with soap/warm water, including under nails and in the creases.
- Use plenty of friction!

2. Inform instructor.

3. Identify individual sources, if possible.

4. Instructors should contact clinical agency for their review of source risk category.

5. Clinical agency policies for exposure should be followed.

6. Clinical agency reps should contact source individuals for consent to test for HIV, Hepatitis B and Hepatitis C.

a. Blood tested – results given to student and student’s healthcare provider.

b. Source not tested/unknown- treated as if positive with consideration of risk status.

7. Students should seek medical evaluation as soon as possible for high-risk exposure.

8. Complete Lakeshore College Incident Report

a. Lakeshore College’s Incident report: [Accident/Injury Report](#)

b. Lakeshore College’s Significant Exposure form: Original to agency, copies to student and instructor.

9. Post exposure recommendations: review with students before having student sign.

10. Students are responsible for the costs incurred following the above steps.

The student is required upon exposure to immediately notify the program director or the clinical coordinator. The attached Lakeshore College policy/signature form will be sent or given to the

student.

### **Guidelines**

Refer to the attached LC policy/signature form regarding exposure.

The student is required to complete the LC policy/signature form with the following information:  
If the student does not have health care coverage, the form can be used to indicate student preference of hospital, clinic, and /or physician to provide required services.

The student is advised to make a copy of the original completed form for his/her information. The original form will be maintained in the Viewpoint platform.

Students must adhere to prescribed safety measures and follow standard precautions whether working with patients or with blood and body fluids in the clinical setting.

Faculty cannot assume the responsibility for assigning students to work with blood or body fluids that are free from communicable diseases such as AIDS or Hepatitis. It is the student's responsibility to work safely and take the proper precautions to minimize exposure to such diseases. LC, its faculty, or clinical agencies will not be held liable for accidents, injuries, or infections incurred by students during their course of study.

**Consequences:** The disciplinary plan in Policy II.9 will be followed for any violation of LC Radiography Program Policies.

Mary L. Walker M.S RT (R) (CT) (MR)  
Radiography Program Director

Revision:     January 2019  
                  May 2025

**SAMPLE ONLY**

**SIGNIFICANT EXPOSURE POLICY  
FOR STUDENTS**

To Hospital/Agency:

\_\_\_\_\_ has been involved in a needle stick or other.

significant exposure on \_\_\_\_\_ at \_\_\_\_\_.

Lakeshore College's policy states that if the incident occurs at a clinical site, the student will follow the procedures of the clinical site first.

**Minimum Procedure Required**

1. HIV antibody and hepatitis B antibody tests at time of exposure, if necessary.
2. Results of the source individual's testing shall be made available to the student, if available, and the student shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
3. If the source is positive, at high risk, or unable to verify status, the student exposed is counseled; and repeat HIV antibody testing will be done at the following intervals: six weeks, twelve weeks and six months from the time of the exposure.
4. If the source individual is negative, initial testing only for students will be completed immediately following exposure.

**Payment**

I. Student

A. Some clinical sites may cover the cost of a student's post exposure testing. Please check with the clinical site first. If the clinical site will not cover the costs, then all respective charges are to be billed to the student or the student's health care insurance.

B. Lakeshore College will also cover the following additional expenses not covered by insurance.

1. HIV antibody, if indicated at six weeks, twelve weeks, and six months from date of exposure

C. Students are responsible for all other costs, including those associated with the Hepatitis B vaccination series.

## II. Source Person

A. OSHA prohibits clinical sites to bill the source person, therefore many of the sites are covering the cost themselves. If the following is not covered by the clinical site, Lakeshore College will cover these expenses:

1. HIV antibody
2. Hepatitis B surface antigen, if indicated

### Documentation Required

Please provide Lakeshore College with the following information

1. A copy of the direct blood exposure form and /or incident investigation report which should include written documentation of the route of exposure and circumstances under which exposure occurred and the duties of the exposed student as they relate to the exposure incident.
2. A copy of the evaluation of the health care provider's written opinion within 15 days of the completion of the evaluation. The written opinion shall include:
  - a. If HBV vaccination is indicated for the student.
  - b. If student has received HBV vaccine.
  - c. A statement that the student has been informed of the results of the evaluation.
  - d. A statement that the student has been told about any medical conditions resulting from exposure to blood or other potential infectious material that requires written evaluation or treatment.

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Lakeshore Instructor's Signature Required

LAKESHORE COLLEGE  
RADIOGRAPHY PROGRAM

**IV.3 Infection Control**

Title: Infection Control  
Number: IV.3  
Effective Date: January 2019

**Purpose**

Outline educational requirements, practice, and reporting mechanisms related to infection control and blood borne pathogens.

**Position**

Students will work under the same guidelines for infection control as the facility staff.

**Guideline**

Students will be scheduled to visit various clinical affiliations during their educational process by the program director or clinical coordinator in agreement with the clinical facilities.

If a student contracts an infectious disease, it is the student's responsibility to pay for any tests or treatments needed to control the infection. (See significant exposure, IV.2)

A student may be withheld from contact with patients, staff, or other students until it can be determined that the student's condition will not affect others. The student's physician or college student health nurse makes the final decision. Any arrangements for missed clinical practice time can be made with the program faculty.

Any infection control exposure by the student occurring in the clinical setting shall be reported immediately to the clinical instructor, and the instructor will assist the student in getting to the health nurse. Any tests or treatments will be the responsibility of the student.

**Consequences:** The disciplinary plan in Policy II.9 will be followed for any violation of LC Radiography Program Policies.

Mary L. Walker M.S RT (R) (CT) (MR)  
Radiography Program Director

Revised: January 2019

**Program Policies**

**Policy Section V: Safety**



LAKESHORE COLLEGE  
RADIOGRAPHY PROGRAM

**V.1 Personnel Monitoring Device**

Title: Personnel Monitoring Device  
Number V.1  
Effective Date: January 2019

**Purpose**

Outline the function and procedures for appropriate use of student's personnel monitoring devices.

**Position**

Students are required to always wear a radiation monitoring device during clinical experiences.

**Guidelines**

A personal monitoring device is purchased by each student who could be subject to occupational exposure to ionizing radiation (radiation dosimetry). The device is used to monitor any possible exposure.

The student is required to wear the monitoring device during all assignment to clinical experiences:

- The monitoring device is worn on the collar while in the exposure area.
- When a lead apron is worn, the device is to be worn at collar level and outside the apron. (WI HSS 157.03-K1)
- Do not leave your monitoring device attached to your lab coat in an exposure room.

When the monitoring device is not being worn, it should be left at the designated location within the radiology/imaging department. Monitoring devices are not to be worn out of your clinical education setting except to get read by the school. Exposure to heat or direct sunlight or sharing the dosimeter with another person is considered misuse of the monitoring device and will give inaccurate individual readings.

**Forgotten/Lost Dosimeter**

Should a student not have their monitoring device while at the clinical setting, they will not be allowed to participate, and the attendance policy will be enforced. Students who lose or damage their dosimeter need to contact the program director immediately. Students are responsible for replacement costs.

**Dosimeter Readings**

All dosimeters must be read at the end of each clinical practice. If the student fails to have the dosimeter read, the student will not be able to continue into the next clinical practice. Attendance policy will be enforced.

The radiation protection topics below will be reviewed.

- Read Dosimeter

- Lakeshore College Radiation Monitoring Dose limits
- 10 Basic Standards for Radiation Protection
- Maternity Policy V.3
- Direct and Indirect supervision policy

Students will be required to review.

- Notification stating the above documents have been reviewed and understood.

Students are provided with their final cumulative report during the dosimeter readings of their final semester.

### **Dose Limits**

Students may not exceed the annual occupational dose limit of 3 Rems or 3,000 mRem or .75 rems (750 mRem) per quarter. All personnel dosimetry reports will be reviewed by the radiography program director at Lakeshore College. Personnel dosimetry reports over 100 mRem per three-month period will require a conference with college faculty and if needed the clinical site radiology manager/radiation safety officer (RSO). If the exposure exceeds the LC limitation, he/she may be removed from any clinical areas in which they may be exposed.

**Consequences:** The discipline in Policy II.9 will be followed for any violation of Lakeshore College Radiography Program Policies. Any intentional or unintentional misuse of a dosimeter may result in failure from clinical. Dosimeters must be read at the end of each clinical practice. If the dosimeter is not read before the next clinical practice, the student will not be able to attend clinical.

Mary L. Walker M.S RT (R) (CT) (MR)  
Radiography Program Director

Revision: January 2022

LAKESHORE COLLEGE  
RADIOGRAPHY PROGRAM

**V.2 Students Holding Patients**

Title: Students Holding Patients  
Number: V.2  
Effective Date: January 2019

**Purpose**

Provide guidelines regarding student radiographers holding patients during radiographic procedures.

**Position**

Radiography students shall not be required to hold or restrain patients during radiologic examinations.

**Guidelines**

The *National Council on Radiation Protection, Report No. 105, 8.4.4* states, “Individual medical personnel should not have the responsibility of routinely holding patients during diagnostic radiology procedures”.

1. Radiography students shall not be required to hold or restrain patients during radiologic examinations. In cases requiring the restraint of the patient during exposures, the student may assist voluntarily. If someone must hold the patient, it would be best to utilize a non-radiation worker, such as an aid, orderly, member of the nursing staff or clerical staff, or member of the patient’s family. For all people holding patients during exposures, aprons should be worn, gloves should be available, and the person should be positioned so that no part of the unattenuated useful beam strikes their body.
2. Mechanical restraining methods such as tape, sandbags, compression belts, sheet wraps, and the Pigg-O-Stat are examples of methods of choice before utilizing any person to hold a patient; these will help to eliminate all unnecessary radiation exposure by requiring someone to hold the patient.
3. Under no circumstances should the student enter the primary beam.
4. Exposure of all individuals to radiation must be kept as low as reasonably achievable (ALARA concept).  
Students have the right to refuse to perform tasks that are in direct conflict with the ALARA concept. Students may not expose any person to radiation without a valid requisition authorized by a physician.

**Consequences:** The discipline in Policy II.9 will be followed for any violation of Lakeshore College Radiography Program Policies.

Mary L. Walker M.S RT (R) (CT) (MR)

Revision: January 2019

LAKESHORE COLLEGE  
RADIOGRAPHY PROGRAM

**V.3 Maternity Policy**

Title: Maternity Policy  
Number: V.3  
Effective Date: January 2022

**Purpose**

Describe rights and responsibilities for the pregnant student.

**Position**

To receive a complete education within the radiography program, all students must participate in all aspects of planned classroom and clinical instruction. The program also recognizes the harmful effects of ionizing radiation on human tissues.

**Guidelines**

If pregnancy is voluntarily declared prior to entering the program, the student may choose to notify the advisor. The student may then opt to postpone enrollment until the program's next starting date the following year. The student will be guaranteed placement in the following class.

If the student becomes pregnant while enrolled in the program.

1. **The student has the option of continuing in the educational program without declaring the pregnancy.** The student may continue in the program if the course requirements are met. The student is not required to declare her pregnancy; however, it is important to note that without being declared, the program cannot take additional steps to protect the fetus and mother.
2. **The student has the option of declaring the pregnancy, and to continue with or without modifications.** If the students wish to declare their pregnancy it must be in writing. The student will then review the radiation safety materials related to pregnancy and safety of the fetus. Attached is a document for declaration.

Voluntary Written Declaration by the student is to include:

1. Student name
2. Date of notification
3. Acknowledgment of pregnancy
4. Estimated date of conception
5. Clinical Facility(s)
6. Signature of Student

The document of declaration would be retained by the RSO at the clinical education setting and the radiography program director at Lakeshore College.

The student is required to read the following radiation safety materials.

1. NCRP Report No. 53, Review of NCRP *Radiation Dose Limit for Embryo and Fetus in Occupationally Exposed Women*
2. NCRP Report, No. 54, *Medical Radiation Exposure of Pregnant and Potentially Pregnant Women*
3. NCRP Report No. 105, Radiation Protection for Medical and Allied Health Personnel
4. United States Regulatory Commission, Regulatory Guide 8.13, Appendix A, "Effects on the

Embryo/Fetus of Exposure to Radiation and Other Environmental Hazards,” and Appendix B,  
“Possible Health Risks to Children of Women Who Are Exposed to Radiation During Pregnancy”.

5. Lakeshore College Radiography Program Maternity Policy

Any questions regarding reports and the LC Radiography Program Maternity Policy are discussed with the RSO at the clinical education setting where the student is assigned. A record of this discussion will be made and placed in the RSO’s records and a copy given to the student and the radiography program director.

If the student chooses to remain in the program during a pregnancy:

- The student has the option of continuing in the educational program without modifications.
- The student has the option of continuing in the educational program with modifications. Clinical experience may be adjusted to remove the student’s participation from areas requiring proximity to ionizing radiation sources, such as fluoroscopy, mobile and surgical procedures until after the end of the pregnancy.
- The student has the option to discontinue the initial declaration and resume without modifications.

The student may choose to adjust the level of modification while pregnant by meeting with the program director.

An additional dosimetry badge will be issued to monitor fetal dose; this badge will be worn at the level of the abdomen under the lead apron. The maximum permissible dose to the fetus is not to exceed 0.5 rem during the entire gestational period (NCRP Report No. 116, 1993, & NRC 10 CFR 20.1208).

The pregnant student’s badge reading will be monitored by the site’s RSO and the program director and reviewed with the student monthly.

It is the student’s responsibility to utilize all protective measures for radiation safety for herself and her fetus. If the student’s total dosage nears the maximum prior to the end of the pregnancy, the student may be withheld from all clinical experiences; and any objectives not completed would need to be completed the following term.

The student may at any time submit a written withdrawal of her declaration of pregnancy and would then apply the NRC dose limits applicable to occupational workers.

**3. Discontinuation of Participation in Program:** The student may discontinue participation in the program. The student may then reenter the program, should there be clinical availability, at the beginning of the term at which participation was discontinued the previous year.

If the student chooses to remain out of the radiography program for longer than one year, or because of the non-availability of a clinical position remains out for more than two years, the student will need to reapply as a new applicant to reenter the program.

Mary L. Walker M.S RT (R) (CT) (MR)  
Radiography Program Director

Revision: January 2019

Lakeshore College Radiography Program

**Student Official Declaration of Pregnancy Form**

Student name: \_\_\_\_\_

Date of notification: \_\_\_\_\_

Estimated date of conception: \_\_\_\_\_

Clinical Facility(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Acknowledgment of pregnancy:

I voluntarily declare my pregnancy to the Lakeshore College Radiography Program.

I will meet with the radiography program director and review the required materials per the handbook.

\_\_\_\_\_ I wish to continue in the program with no modifications.

\_\_\_\_\_ I wish to continue in the program with modifications. Clinical experience may be adjusted to remove my participation from areas requiring close proximity to ionizing radiation sources such as fluoroscopy, mobile and surgical procedures.

I understand that I may adjust the level of modification while pregnant at any time by meeting with the program director.

Signature of Student \_\_\_\_\_

Lakeshore College Radiography Program

**Student Withdrawal of Pregnancy Declaration Form**

Student name: \_\_\_\_\_

Date of notification: \_\_\_\_\_

Estimated date of withdrawal: \_\_\_\_\_

Clinical Facility(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Acknowledgment of withdrawal:

I voluntarily withdraw my declaration of my pregnancy to the Lakeshore College Radiography Program.

I will meet with the radiography program director and review the required materials per the handbook.

\_\_\_\_\_ I wish to continue in the program with no modifications.

I understand that I may adjust the level of modification while pregnant at any time by meeting with the program director.

Signature of Student \_\_\_\_\_

\_\_\_\_\_

LAKESHORE COLLEGE  
RADIOGRAPHY PROGRAM

**V.4 Incident Reports**

Title: Incident Reports  
Number: V.4  
Effective Date: January 2019

**Purpose**

To ensure prompt and accurate documentation of incidents involving personal injury, injury to a patient or visitor, or damage to a patient's or visitor's belongings.

**Position**

Incident reports are for occurrences at the clinical facility, or at Lakeshore College (main campus or off-campus locations). After the occurrence, the student immediately needs to complete the facility Incident Report form, and the Lakeshore's program Incident Report form.

**Guidelines**

- An incident is defined as an unintentional event that may impact on the health or safety of a patient, staff member, or student, or result in damage to patient or visitor property.
- Each clinical site and LC use their respective incident reporting forms. Both forms must be completed accurately and promptly.
- The incident report must be signed by the student, the clinical preceptor, and/or any witness to the event.
- Follow-up information may be requested by the *viewpoint* staff and/or facility personnel department.
- If a student sustains an injury and requires medical attention such as an emergency room (ER) or urgent care services, the student is responsible for all associated costs. These costs may be covered through the student's personal insurance or that of a parent/guardian. Lakeshore College does not cover medical expenses. While an instructor may recommend seeking medical care, the final responsibility for costs remains with the student.
- Any incident involving a student that results in injury to a patient, hospital personnel, or the student themselves, or damage to patient belongings or facility equipment, must be reported immediately to the clinical preceptor, department director, and LC radiography program faculty. Both the facility and LC incident report forms must be completed and submitted to the program director without delay.
- Student injuries occurring in the clinical setting must be immediately reported to the clinical preceptor and/or designated department staff. The supervising instructor or technologist will assist the student in obtaining appropriate treatment. All costs related to testing or treatment

are the responsibility of the student. Students may utilize [Gallagher Student Health and Special Risk](#) insurance if applicable.

- Students are expected to maintain the physical abilities required for clinical participation. If a student sustains an injury or develops a physical limitation, they may be required to obtain clearance from a licensed physician. The program will adhere to the physician's recommendations and the clinical sites requirements.

**Consequences:** The disciplinary plan in Policy II.9 will be followed for any violation of Lakeshore College Radiography Program Policies.

Mary L. Walker M.S RT (R) (CT) (MR)  
Radiography Program Director

Revision: 5/5/2025

LAKESHORE COLLEGE  
RADIOGRAPHY PROGRAM

**V.5 CPR**

Title: CPR  
Number: V.5  
Effective Date: January 2019

**Purpose**

Outline program requirements pertaining to cardiopulmonary resuscitation certification (CPR).

**Position**

Students are responsible for maintaining current American Heart CPR certification designed FOR HEALTHCARE PROVIDERS (BLS). Check carefully that the class offering is designed for healthcare providers rather than for community learners which would be called Heart saver.

**Guidelines**

A copy of the current CPR certification given to the clinical coordinator and uploaded in *Viewpoint* is required prior to entering the radiography program. It is the student's responsibility to maintain recertification and provide the clinical coordinator and *Viewpoint* with updated documentation.

Should the student's CPR certification expire during the program, they may be asked to leave their clinical rotation until the recertification is complete. Any missed clinical time will follow the standard clinical attendance policy.

**Consequences:** The discipline in Policy II.9 will be followed for any violation of Lakeshore College Radiography Program Policies.

Mary L. Walker M.S RT (R) (CT) (MR)  
Radiography Program Director

Revised: January 2019

LAKESHORE COLLEGE  
RADIOGRAPHY PROGRAM

**V.6 Radiation Safety**

Title: Radiation Safety  
Number: V.6  
Effective Date: June 2020

**Purpose**

Define student expectations of radiation safety.

**Position**

Students are expected to employ proper radiation safety practices and follow appropriate policies and procedures that assure radiation exposure is kept as low as reasonably achievable (ALARA).

**Guidelines**

Students are to follow the ten basic standards of radiation protection as outlined by the ARRT and listed in the reference section of this handbook.

**Consequences:** The discipline in Policy II.9 will be followed for any violation of Lakeshore College Radiography Program Policies.

Mary L. Walker M.S RT (R) (CT) (MR)  
Radiography Program Director

Revised: June 2020

# Lakeshore College

## 2026 Radiography Student Handbook

**Purpose:** *By signing the electronic acknowledgement accessed at the link below, the student confirms that they have read, understood, and agree to adhere to the standards, policies, and procedures outlined in the Radiography Program Student Handbook.*

*Program Handbook Acknowledgement Link:*

<https://dynamicforms.ngwebsolutions.com/Submit/Start/a65d16fd-707e-4d4a-a87e-1046c2b61fc8>