



Program Handbook AY 2026-27

*Radiologic Technology
Associate of Applied Science*

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Program Handbook AY2026-27

Radiologic Technology, AAS

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The statements set forth in this handbook are for informational purposes only and should not be construed as the basis of a contract between a student and this institution. While every effort has been made to ensure the accuracy of the material stated herein, we reserve the right to change any provision listed in the handbook or school catalog including, but not limited to, entrance requirements and admissions procedures, academic requirements for graduation and various fees and charges without actual notice to individual students. Every effort will be made to keep students advised of such changes. Changes/addendums to the OFTC catalog/student handbook can be found at the Oconee Fall Line Technical College website <http://www.OFTC.edu>. The web version supersedes all other forms of publications in terms of revisions.

INTRODUCTION

Welcome to the Oconee Fall Line Technical College Radiologic Technology Program. This handbook was prepared by the Radiologic Technology faculty to provide the student with a resource for information regarding the procedures of the Radiologic Technology program. This handbook does not replace the procedures for the general student population of Oconee Fall Line Technical College; therefore, students are expected to be knowledgeable regarding the contents of each.

The Radiologic Technology program is a sequence of courses that prepares students for positions in radiography departments and related businesses and industries. Learning opportunities develop academic, technical and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of didactic and clinical instruction to develop skills necessary for successful employment. Program graduates receive an Associates of Applied Science Radiologic Technology degree, have the skills of a radiographer and are eligible to apply for a national registry examination for radiographers administered by the American Registry of Radiologic Technologists.

The program, established in 1996, has accreditation by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Dr., Suite 2850, Chicago, IL 60606-3182, (312)704-5304, email address: mail@jrcert.org. The curriculum is based on the Radiologic Technology Program Guide developed by the Office of Technical Education of the Technical College System of Georgia and the Radiologic Technology Curriculum published by the American Society of Radiologic Technologists. A copy of these documents may be found in the Radiologic Technology Program Director's office.

The program is four semesters in length (not including core courses) and includes technical and clinical courses. Clinical rotations are assigned each semester at different clinical education sites. The staff and administration of the clinical affiliates provide support and assistance in maintaining the quality of the educational program.

OFTC FACULTY/STAFF

WELCOME TO Radiologic Technology Program

Jennifer Eiland	Director of Imaging Sciences, Radiologic Technology Program Director, Advisor
McKinsey Bray,	Clinical Coordinator, Advisor
Sierra Smith	Radiologic Technology Instructor, Advisor
Kelley Braxton	South Campus Allied Health Division Chair
Tammy Bayto	Dean of Academic Affairs for Allied Health
Pam Dunn	Director, Admissions
Jennifer Thigpen	Registrar
Saketta Brown	Director of Student Affairs
Lori Parnell	Director of Financial Aid

RADIOLOGIC TECHNOLOGY FACULTY INFORMATION

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PHILOSOPHY

Radiologic Technology is a program of study that encourages each Radiologic Technology program student to benefit and contribute as a partner in the economic development and stability of Georgia. The philosophy of the Radiologic Technology program is founded on the value attributed to individual students, the radiography profession, and technical education. The radiologic technology program of study is consistent with the philosophy and purpose of the institution. The program provides academic foundations in communications, mathematics, and human relations, as well as technical fundamentals. Program graduates are trained in the underlying fundamentals of Radiologic Technology and are well prepared for employment and subsequent upward mobility.

The radiologic technology program is a technical program that provides the knowledge and skills to qualify participants as radiographers. Upon completion of the radiologic technology program, students are eligible to apply to sit for the American Registered Radiology Technologist (ARRT) registry examination, thus enabling them to achieve professional employment in the field.

The program structure acknowledges individual differences and provides opportunities for students to seek fulfillment of their respective educational goals. As set forth in its student catalog, OFTC does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other Technical College System and College-administered programs, including any Workforce Investment Act of 1998 (WIA) Title I financed programs. It also encompasses the employment of personnel and contracting for goods and services.

To assist each student to attain his or her respective potential within the program, *both the instructor and the student incur an obligation in the learning process*. The instructor is a manager of instructional resources and organizes instruction in a manner that promotes learning. The student assumes responsibility for learning by actively participating in the learning process.

Radiologic Technology is a dynamic profession, requiring careful attention to current curriculum and up- to-date instructional equipment. The program promotes the concept of change as the profession evolves and nurtures the spirit of involvement in lifelong professional learning.

Student Orientation

Each student will receive a Student Handbook at program orientation which will be scheduled prior to the beginning of the new cohort. During orientation, Radiologic Technology program faculty will briefly review the policies and procedures in the manual; however, the student is ultimately responsible for reading and understanding all of the content in the handbook, as compliance is vital to the success of the student in the Radiologic Technology program. Students will have quizzes throughout the program on handbook rules and policies.

Following the review of the student handbook including procedures, forms and recommended websites, students will be asked to sign the Student Acknowledgement Form and submit to the Program Director as instructed during orientation.

If a student requests a replacement of the handbook, a fee of \$20.00 will be charged to the student. This fee will cover the cost of paper, printing, and labor.

PURPOSE STATEMENT

The purpose of the Radiologic Technology program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, psychomotor skills, and behaviors necessary to succeed as entry-level radiographers and valuable members of the healthcare team in our communities. The curriculum follows the current published American Society of Radiologic Technologists (ASRT) radiography curriculum. This curriculum follows the JRCERT - adopted curriculum requirements. The curriculum also meets the standards of the Technical College System of Georgia (TCSG).

As an entry level radiographer, students who complete the program are able to:

1. Practice competently
2. Make ethical decisions
3. Assess situations and provide appropriate patient care
4. Communicate effectively with patients and members of the healthcare team
5. Obtain knowledge of current advancements in the profession

PROGRAM MISSION

The mission of the OFTC Radiologic Technology Program is to provide quality instruction for radiography students that will enable them to become competent registered technologists (ARRT) and contribute to the economic development of the community.

PROGRAM GOALS AND STUDENT LEARNING OUTCOMES

The radiologic technology program prepares students for employment in radiologic technology and encourages personal and professional development. In support of this mission, the Radiologic Technology Program has the following goals:

- **Goal 1: Students will be clinically competent.**
- **Goal 2: Students will communicate effectively**
- **Goal 3: Students will use critical thinking and problem-solving skills**

The program will graduate entry-level technologists.

Student Learning Outcomes

The following student learning outcomes are assessed annually:

Goal 1: Radiologic Technology students will be clinically competent.

SLO 1.1: Students will produce acceptable diagnostic-quality images.

SLO 1.2: Students will apply radiation safety practices while in the lab and/or the healthcare setting.

Goal 2: Radiologic Technology students will communicate effectively.

SLO 2.1: Students will demonstrate effective written communication skills.

SLO 2.2: Students will demonstrate effective oral communication skills.

Goal 3: Radiologic Technology students will use critical thinking and problem-solving skills.

SLO 3.1: Students will achieve diagnostic images on trauma simulations and/or patients.

SLO 3.2: Students will demonstrate an understanding of technical factor selection and radiographic image quality.

PROGRAM EFFECTIVENESS DATA

Program effectiveness data and outcomes are assessed annually and shared with the communities of interest.

1. Credentialing Examination Rate

The number of students who pass, on the first attempt, the American Registry of Radiologic Technologists (ARRT) certification examination, or an unrestricted state licensing examination, compared with the number of graduates who take the examination within the six months of graduation. The five-year average benchmark established by the JRCERT is 75%.

2. Job Placement

The number of graduates employed in the radiologic sciences compared to the number of graduates actively seeking employment in the radiologic sciences within twelve months of graduating. The five-year average benchmark established by the JRCERT is 75%.

3. Program Completion Rate

The number of students who complete the program within the stated program length. The annual benchmark established by the program is 70%.

4. Graduation Satisfaction Surveys

Overall, students will be satisfied with their education.

5. Employer Satisfaction Surveys

Overall, employers will be satisfied with the graduates' performance.

JRCERT STANDARDS AND GRIEVANCE PROCEDURE

The radiologic technology program is accredited by JRCERT to ensure quality and integrity in education. JRCERT has six standards in which OFTC must comply with to maintain accreditation.

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.

AVENUE TO PURSUE ALLEGATIONS ON NON-COMPLIANCE WITH STANDARDS:

Students have the right to submit allegations against a JRCERT-accredited program if there is reason to believe that the program has acted contrary to JRCERT accreditation standards or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.

Steps to pursue allegations of non-compliance with standards:

1. Student must first attempt to resolve the complaint directly with OFTC by following the grievance procedure in the [OFTC Student Handbook and Catalog](#).
2. If the student is unable to resolve the complaint with OFTC officials or believes the concerns have not been properly addressed, he or she may submit allegations of non-compliance directly to JRCERT within 15 days of the OFTC President's decision.

PROGRAM OBJECTIVES

1. Provide current curriculum, instructional materials, and equipment (in accordance with available funding), which teach knowledge, skills, and attitudes appropriate to industry needs.
2. Provide educational facilities, which foster learning and provide safe, healthy environments available and accessible to all students who can benefit from the program.
3. Provide academic instruction which supports effective learning within the program and which enhances professional performance on the job.
4. Provide employability skills that foster work attitudes and work habits that will enable graduates of the program to perform as good employees.
5. Nurture the desire for learning so that graduates will pursue their *own* continuing education as a lifelong endeavor.
6. Provide an educational atmosphere that promotes a positive self-image and a sense of personal well-being.
7. Provide education that fosters development of good safety habits.
8. Provide admission, educational, and placement services without regard to race, color, national origin, religion, sex, age, handicapping condition, academic disadvantage, or economic disadvantage.
9. Provide information to the public regarding the program that will facilitate recruitment and enrollment of students.
10. Promote good public relations via contacts and regular communications with business, industry and the public sector.
11. Promote faculty and student rapport and communications to enhance student success in the program.
12. The programs goals will be met if JRCERT benchmarks are met and evaluated for improvement annually:
 1. 70% annual program completion rate
 2. Five-year average credentialing examination pass rate of not less than 75% at first attempt
 3. Five-year average job placement rate of not less than 75% within twelve months of graduation
 4. Graduate satisfaction
 5. Employer satisfaction

PROGRAM CURRICULUM

RT23 Radiologic Technology (version 201412)

AREA I - Language Arts/Communication

Subject & Course Number	Course Title	Credit Hours	Contact Hours
ENGL 1101	Composition and Rhetoric	3	45

AREA II - Social/Behavioral Sciences

Subject & Course Number	Course Title	Credit Hours	Contact Hours
PSYC 1101	Introductory Psychology	3	45

AREA III - Natural Sciences/Mathematics Choose one of the following:

Subject & Course Number	Course Title	Credit Hours	Contact Hours
MATH 1103	Quantitative Skills and Reasoning		
MATH 1111	College Algebra	3	45

AREA IV - Humanities/Fine Arts

Subject & Course Number	Course Title	Credit Hours	Contact Hours
ENGL 2130	American Literature	3	45

Non-General Education Degree Courses

Subject & Course Number	Course Title	Credit Hours	Contact Hours
BIOL 2113	Anatomy and Physiology I	3	45
BIOL 2113L	Anatomy and Physiology Lab I	1	45
BIOL 2114	Anatomy and Physiology II	3	45
BIOL 2114L	Anatomy and Physiology Lab II	1	45

Program-Specific General Education Core Requirements

To meet the minimum required 15 semester credit hours in General Core Courses, students must take an additional 3 semester credit hours.

Subject & Course Number	Course Title	Credit Hours	Contact Hours
ENGL 1102	Literature and Composition	3	45
HIST 2111	U.S. History I	3	45
HIST 2112	U.S. History II	3	45
POLS 1101	American Government	3	45
SOCI 1101	Introduction to Sociology	3	45

Occupational Courses

Subject & Course Number	Course Title	Credit Hours	Contact Hours
ALHS 1090	Medical Terminology	2	30
RADT 1010	Introduction to Radiology	4	75
RADT 1030	Radiographic Procedures I	3	75
RADT 1060	Radiographic Procedures II	3	75
RADT 1065	Radiologic Science	2	30
RADT 1075	Radiographic Imaging	4	75
RADT 1085	Radiologic Equipment	3	60

Subject & Course Number	Course Title	Credit Hours	Contact Hours
RADT 1200	Principles of Radiation Biology and Protection	2	45
RADT 1320	Clinical Radiography I	4	180
RADT 1330	Clinical Radiography II	7	315
RADT 2090	Radiographic Procedures III	2	60
RADT 2260	Radiologic Technology Review	3	45
RADT 2340	Clinical Radiography III	6	270
RADT 2360	Clinical Radiography IV	9	405

Total Credit Hours: 77

PROGRAM ADMISSION REQUIREMENTS

You must be enrolled as a student at Oconee Fall Line Technical College to be considered for this program. Radiologic Technology program is a competitive admissions program. High school graduation or GED is required for admission. Students must complete all prerequisite courses which are outlined above, with a minimum GPA of 3.0 on all class attempts based on a 4.0 scale. Students also need to take the TEAS Test and score at the proficient level with a minimum score of 65.0% by the designated deadline in the catalog. The student should complete the above requirements and submit a competitive application form to the admission office by the deadline in the college catalog to be eligible for program progression. A ranking order will then be determined which is contingent upon: GPA and TEAS Test score. Students who complete the minimum requirements will be ranked and those accepted will take the following courses.

SEQUENCE FOR PROGRESSION COURSES (RAD)

Semester 5			
Spring	RADT 1030	Radiographic Procedures I	3
	RADT 1065	Radiologic Science	2
	RADT 1085	Radiologic Equipment	3
	RADT 1320	Clinical Radiography I	4
Semester 6			13
Summer	RADT 1060	Radiographic Procedures II	3
	RADT 1200	Principles of Radiation Biology and Protection	2
	RADT 1330	Clinical Radiography II	7
Semester 7			12
Fall	RADT 1075	Radiographic Imaging	4
	RADT 2090	Radiographic Procedures III	2
	RADT 2340	Clinical Radiography III	6

			12
Semester 8			
Spring	RADT 2260	Radiologic Technology Review	3
	RADT 2360	Clinical Radiography IV	9
			12
Total Credit Hours for Program			77

ACADEMIC STANDING

The Radiologic Technology program complies with the procedures established by the college for academic standing.

GRADING SYSTEM

Grade

A: 90-100

B: 80-89

C: 70-79

D: 60-69

F: 0-59

WF: 0-59

I: Incomplete

W: Withdraw

WP: Withdraw Passing

Please see the OFTC Handbook for details on the grading system and requirements to successfully complete courses in the radiologic technology program. According to the OFTC policy, failure to complete any radiologic technology program course with a minimum "C" average will result in dismissal from the program. The OFTC handbook and competitive admissions booklet explains the guidelines for re-applying to the program.

Students should refer to each course syllabus for grading methods in accordance with the current school procedure.

WORK ETHICS GRADE

A work ethics grade will be assigned in the courses of this program. Therefore, students are encouraged to apply appropriate work ethics in class using the following determining factors: attendance, productivity, punctuality, teamwork, character traits, leadership, personal organizational skills, communication, respect, confidence, and appearance. The instructor will monitor these skills and will document those situations in which students exceed or fail to meet these factors. At mid-term students will receive a rating that reflects these documented situations. If a student has been deficient in a certain area, the student will be given the opportunity to bring his or her performance up to industry standards before grades are issued at the end of the term. The work ethics grade will be placed on the student's permanent record.

The work ethics grade does not affect the grade point average. The numerical scale for work ethics is as follows:

- 3= Exceeds Expectations
- 2= Meets Expectations
- 1= Needs Improvement
- 0= Unacceptable

WORK ETHICS TRAITS

1. *Attendance:* Attends class; arrives/leaves on time; notifies instructor in advance of planned absences.
2. *Productivity:* Follows safety practices; conserves materials; keeps work area neat and clean; follows directions and procedures; makes up assignments punctually; participates.
3. *Teamwork:* Respects the rights of others; respects confidentiality; is a team worker; is cooperative; is assertive; displays a customer service attitude; seeks opportunities for continuous learning; demonstrates mannerly behavior.
4. *Character:* Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility.
5. *Leadership:* Displays leadership skills; appropriately handles criticism, conflicts, and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and peers; follows chain of command.
6. *Organization:* Manifests skill in prioritizing and management of time and stress; demonstrates flexibility in handling change.
7. *Communication:* Displays appropriate nonverbal (eye contact, body language) or oral (listening, telephone etiquette, grammar) skills.
8. *Respect:* Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind.
9. *Self-Esteem:* Demonstrates a positive attitude; appears self-confident; has realistic expectations of self.
10. *Appearance:* Displays appropriate dress, grooming, hygiene and etiquette.

GRADE/ACADEMIC DECISION APPEALS

Refer to the OFTC handbook located on the OFTC website for complete details on the academic code of conduct.

CRITICAL INCIDENTS

A critical incident is defined as any action or failure to take action that may result in, or has the potential to result in harmful effects to the well-being of the client or the program. Such incidents should be recorded and reported following the normal chain of command immediately. Each critical incident should be taken very seriously and will be evaluated on an individual basis by a committee composed of any or all of the following, but not limited to the program clinical coordinator, the program director, program faculty, Vice President of Academic/Student Affairs, The Director of Student Affairs and/or the Dean of Allied Health/Professional Services, and the Division Chair for Allied Health South Campus.

In order that the rights and safety of all students are protected, we ask that your activities be governed by reasonable rules of conduct. The following acts are among those that may

constitute cause for disciplinary action in the form of a written critical incident and/or dismissal from the Radiologic Technology program at OFTC.

Each component of the Code of Conduct will be assigned a Grade I or Grade II. A Grade I incident will result in immediate dismissal from the clinical site or program course where the violation occurred for the remainder of the semester in which the incident occurred and dismissal from the program. A Grade II incident will result in one (1) written warning. A second Grade II incident will result in immediate dismissal from the clinical setting or program course where the violation occurred for the remainder of the semester in which the incident occurred and dismissal from the program.

Grade I

1. Stealing, willfully destroying or damaging any property of the school or clinical facility, patients, visitors, or personnel. (See lab equipment utilization, student handbook.)
2. Reporting for or attempting to work while under the influence of or addiction to alcohol, drugs, or narcotics; or in a physical condition making it unsafe or unsatisfactory to continue clinical practice or attending class in the condition listed above.
3. Absence from clinical without notifying the clinical coordinator and clinical instructor according to the program policies.
4. Patient abuse (physical, mental, verbal)
5. Altering, falsifying or making a willful misstatement of facts on any patient record or chart.
6. Speaking negatively, gossiping, or making libelous statements about the college and/or its employees, clinical facility and/or its employees, patients, family members, or program faculty.
7. Violating patient rights as legally defined (i.e. confidentiality).
8. Failure to report any activity or incident that adversely affects the patient.
9. Abandonment – leaving the clinical site during the assigned clinical hours without the clinical instructor's **AND** clinical coordinator's knowledge/permission. Clocking out early without the clinical coordinator's permission is considered abandonment.
10. Falsification or altering of clinical documentation (ex. time sheet forgery, post-dating competencies). Clocking in/out in a location other than the approved location for that clinical facility and not notifying the clinical coordinator will be deemed as falsifying clinical documents.
11. Dismissal from a clinical setting will result in dismissal from the program.

Grade II

1. Disobedience or insubordination to a clinical instructor, clinical coordinator, program director or any program faculty. Insubordination is defined as refusing to follow a reasonable order or request from a supervisor or other authority figure. This also includes disrespectful behavior towards program faculty, clinical employees or the facilities as a whole.
2. Disorderly, unethical, or indecent conduct in the classroom or clinical setting.
3. Discussing personal problems with a patient or clinical staff member.
4. Abandonment – Excessive tardiness (defined as 3 times tardy) or failure to inform the clinical instructor **AND** clinical coordinator of tardiness or absence prior to the beginning of the shift. (Two days in any semester of failing to inform in the correct

procedure will result in a Grade I violation and immediate dismissal from the clinical course and dismissal from the program.)

5. Smoking in unauthorized areas.
6. Consuming food or beverages at unauthorized times or in unauthorized places.
7. Failure to abide by the **clinical** dress code for the Radiologic Technology Program at Oconee Fall Line Technical College.
8. Failure to abide by procedures/requirements of the clinical facility.
9. Failure to follow the chain of command as outlined in the OFTC Handbook.
10. Second and third offense for display of poor initiative during the clinical rotation (to include not displaying eagerness to participate in patient imaging exams, patient transport/care, room cleanliness, stocking of supplies, etc. without being asked) (First offense is a written verbal warning)
11. Second and third offense of poor personal hygiene. Follow the dress code for class and clinical. (First offense is a written verbal warning)
12. Cheating (or misconduct as listed in the academic procedure in the OFTC Handbook – first offense. Subsequent offenses follow the procedures of the OFTC Handbook)
13. Student having cell phone on their person in the clinical facility other than on scheduled lunch break. Student having cell phone in the scanning lab at any time or during a quiz or test in the classroom.
14. Student contacting the clinical facility and/or its employees without permission of the program faculty for any reason while in the program. Examples include: contacting the facility regarding clinical requirements such as current vaccination requirements or clinical fees, contacting clinical staff on their cellphones, emails or department phones regarding completing clinical documents, case presentations, or for personal reasons.
15. Second offense of **class** dress code violation.
16. Violation of the professionalism and respect clause on any course syllabus.
17. Violation of any radiation safety rule in lab or clinical setting.
18. Performance of exams under incorrect supervision standards.

The grade I and grade II critical incidents are examples and are not inclusive to all possible offenses or scenarios. They apply to classroom and clinical behavior.

TUITION COSTS

You can find a list of the tuition cost by how many semester hours you are taking on the [OFTC Tuition and Fees](#) web page. The number of required hours per semester are totaled in the pre-requisite and progression course tables above.

FINANCIAL AID

Oconee Fall Line Technical College offers a comprehensive program of financial aid for students enrolled to earn a degree, diploma or a certificate. The various financial aid programs are funded by federal and state funds.

PROGRAM SPECIFIC COSTS

HARDWARE – SOFTWARE REQUIREMENTS

The OFTC Radiologic Technology program will be participating in a “Bring Your Own Device” program for TCSG and for OFTC. As a student, you will need to bring a laptop from home that meets the minimum specifications required by the college. In the classroom, you will have access to a printer that will connect to your laptop. You will also have access to the Internet in the classroom.

In order to fulfill the requirements for this course you will need at a minimum the following:

- Either an Apple or Windows-based computer (Windows 10 or higher, Mac OS 10X or higher, 8Gb of RAM or greater, sound card, speakers, and microphone) with a working camera or webcam.
- Internet access for Google Chrome or Mozilla Firefox.
- Ocone Fall Line Technical College e-mail account (Students must use this assigned account.)
- At least one USB/USB-C port to use with a jump drive or a USB ethernet adapter
- Preferable to have an ethernet port, but a USB to ethernet adapter will work to connect to the more stable internet in the classroom.

ADDITIONAL COSTS

There will be items that will have to be purchased by the student once accepted to the program. These items are pertinent to the program and are required. Some are incorporated in student fees and some are additional costs to the student. Two to three sets of uniform scrubs, shoes, books, liability coverage, criminal background check, drug screen, immunizations, TB skin test, physical exam, electronic clinical record, clinical site fees, and conference costs. National registry exam fees will be necessary each time a student applies to take a specialty registry. General school supplies will also be needed such as pens, notebooks, and project supplies. Travel to and from clinical sites will be the responsibility of the student, and every student must rotate through all clinical sites. CPR is required before beginning clinical rotations. This class will be incorporated into the RADT 1010 course. Students must maintain a current CPR card that does not expire during the program. An estimated cost sheet for clinical onboarding will be distributed during orientation. There may be other costs that the student may incur during the program.

LIABILITY INSURANCE

All Allied Health, Early Childhood Education, and Cosmetology students are required to obtain professional liability insurance for coverage in the internship, clinical education, and training areas that are a required part of each of these programs.

Cost of this coverage will be accessed in student fees. The student is required to pay this fee each academic year before attending clinical rotations.

STUDENT RESPONSIBILITIES AND ETIQUETTE

LEGAL CONSIDERATIONS FOR ARRT COMPLIANCE

If an individual has a criminal record, he or she may not be eligible to sit for the registry exam or participate in clinical rotations. It is highly recommended that the potential applicant contacts the American Registry of Radiologic Technologists (ARRT) to verify eligibility. Students will be required to complete a criminal background check and drug screen prior to being placed in clinical rotations in the community. The clinical site can deny placement at the site based on the results from the background check or the drug screen. If a student is denied clinical placement, he or she will not be allowed to progress in the program. Visit www.arrt.org for more information on the pre-application process and contact information.

CLINICAL CLEARANCE FORMS

Students must complete the initial clinical clearance forms by the deadline given at orientation. These forms will be available at the new cohort orientation and include vaccinations, physical exam, background check, drug screen, and proof of health insurance. Failure to complete these initial requirements by the deadline given at orientation will result in ineligibility for clinical rotations and therefore will lead to dismissal from the program. There will be deadlines for clinical clearance before each new rotation and/or semester begins. Failure to complete requirements by the deadlines assigned each subsequent semester will result in a Grade II violation and affect your clinical grade. Students receiving two Grade II violations will be dismissed from the program.

ATTENDANCE AND TARDINESS FOR LECTURE AND LAB

Attendance in clinical, classes, laboratories, and lectures is important. OFTC students are expected to attend all classes for which they are registered as scheduled throughout the semester. Students must be present, on time, and academically engaged in all classes. Students who are called to military or jury duty should inform their instructors and, if appropriate, the Financial Aid and Veteran Affairs offices prior to their absence, and provide appropriate documentation. Students anticipating any other absences or tardiness should contact the instructor as soon as possible.

Faculty will report any student who has not attended a physical class or participated in an online course by the no-show deadline of the academic term. A student who does not complete the Attendance Verification Activity (AVA) during the designated no-show period will be administratively withdrawn from the course and reported as a no show. Any student who is not submitted as a no show or who does not self-withdraw by withdrawal deadline for the term will receive the grade earned.

Some programs have attendance procedures in occupational courses as governed by requirements of accreditation/governing bodies. Students enrolled in occupational courses in the Associate Degree in Nursing Bridge, Cosmetology, Diagnostic Medical Sonography, Medical Assisting, Nurse Aide, Pharmacy Technology, Practical Nursing, **Radiologic Technology**, and Respiratory Therapy are subject to an attendance requirement.

Students enrolled in courses with the following prefixes should understand that missing more than **10% of the class meetings will result in the student being administratively removed from the course**: COSM, DMSO, MAST, NAST, PHAR, PNSG, **RADT**, RESP, and RNSG. Students

missing more than 10% on or before midpoint (60%) of the term will receive a W in the course. Students missing more than 10% after midpoint (60%) of the term will result in the student failing the course. **Students who do not meet the attendance requirement for an occupational course in these programs cannot progress to subsequent program courses.**

The attendance policy applies to all academic and clinical courses in the radiologic technology program:

If a student displays any symptoms of infectious illness, he/she will not attend class or clinical. This is for the protection of the faculty, classmates, clinical instructors and patients. The student will need a doctor's excuse stating the date(s) of absence and the date the student may return to school or clinical rotations. The student may return to school/clinic when instructed by the healthcare provider **AND** when fever and symptom free for over 24 hours.

GRADUATION REQUIREMENTS

Students are required to complete an application for graduation when registering for the last semester of the program. All courses in the Radiologic Technology curriculum must be completed with a "C" or higher. Students must have a minimum of a 2.0 cumulative grade point average based on a 4.0 scale to be eligible to graduate from the Radiologic Technology program.

CONFIDENTIALITY

Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a law that mandates patient confidentiality. This law is strictly enforced, and penalties are attached for non-adherence. Compliance and adherence by Oconee Fall Line Technical College radiologic technology students is mandatory. The following guidelines will be enforced:

1. Any and all personal client information will be on a "need to know" basis.
2. Any and all personal client information with which the student is entrusted with will be maintained in a confidential manner at all times.
3. Any student discussion regarding clients, including procedures, diagnosis, symptoms, etc., will be limited to the learning environment (clinical conference, lab, or classroom).
4. Client names must never be utilized in discussion or written assignments (initials only).
5. Taping of class activities is not allowed in any clinical facility.
6. Telephone usage is not allowed in any clinical facility. You can't take a picture of patient studies on your phone that contain identifying patient information.
7. Radiologic technology students will respect the rights of others at all times. This includes colleagues, other students, college faculty and staff, facility staff, etc. This includes but is not limited to, information, discussions, computer or paper data.
8. Photocopying client records is prohibited. All computer-generated records must be destroyed according to facility policy prior to the student leaving the clinical site.

Not following protocols to protect patient privacy will lead to disciplinary action and dismissal from the program.

DRESS CODE FOR LAB AND LECTURE

OFTC ID BADGE

OFTC ID badge is required and is to be noticeably displayed during class

ATTIRE

- While attending lectures and labs, students are expected to dress professionally. **Scrubs are required** and scrubs worn during lab or lecture do not have to be the assigned uniform color for clinical rotations unless specified by the instructor. The instructor reserves the right to dismiss any student found to appear dressed inappropriately for class.
 - NO tank tops, revealing tops, halter tops, spaghetti straps, or excessive cleavage showing, etc.; no tight-fitting tops
 - NO tight-fitting or low-riding pants
 - Short fingernails, unpainted —No acrylic nails
 - No wet hair
 - Clothes should be wrinkle free
 - No holes in clothing
 - No strong perfumes, colognes, body sprays, hand sanitizers, lotions, etc.; NO STRONG SMELLS.
 - No smoke smells on clothing or personal belongings brought to class

***You should be able to bend, sit and squat without skin being exposed.**

Student will be asked to leave and change clothes for any violation of the class dress code.

*Failure to follow the guidelines for attire:

1st offense: Consultation with program director and instructor regarding appropriate dress. Student must leave and correct the dress code violation.

- Verbal warning form will be signed and put in student's permanent file

2nd offense: Grade II violation; Student must leave and correct the dress code violation.

3rd offense: 2nd Grade II violation which will result in program dismissal.

***Remember even in class and/or while you are on campus, you are to conduct yourself as a professional including how you dress.**

ELECTRONIC DEVICES DURING CLASS

Unless otherwise permitted by technical college officials, OFTC prohibits use of electronic devices in classrooms, labs, and other affiliated facilities on technical college premises. Such devices include, but are not limited to, cell phones, beepers, push-to-talk devices, cameras, gaming devices, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. No headphones or in ear listening devices are allowed. No smart watches are allowed while taking a test.

Cell Phone Policy and Usage

Cell phone usage in the classroom is prohibited unless the instructor asks you to use the device for classwork or participation. OFTC also prohibits attaching personal electronic devices to college computers under any circumstances. Recording of lecture or any parts of a class session is only allowed if prior written permission of the instructor has been granted. Students found using cell phones in the classroom can be considered a disruption to the class and may be asked to leave the classroom. No cellphones are allowed in the lab at any time.

Acceptable computer/internet usage policy

It is the responsibility of the student to read and adhere to the Acceptable Computer/Internet Use Policy in the [OFTC Student Handbook and Catalog](#)

SOCIAL MEDIA

Social media refers to any content posted on Twitter, Facebook, Instagram, Snapchat, LinkedIn, and any other site or app that is viewable by other people. Many students use some form of social media. Do not ask to "friend" any OFTC Radiologic Technology faculty member or clinical facility employee. If you are asked by a faculty member or clinical employee to join their social group, you must respectfully decline. Students will be held personally responsible for any material or comments posted to such sites.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) applies to social media also. Material that is obscene, defamatory, threatening, vulgar, discriminatory, harassing, abusive, hateful or embarrassing to any other person or entity will not be tolerated. Regardless of when or where students use the media, they are responsible for the content they post or promote. No student shall abuse or violate confidentiality concerning any aspect of the program including but not limited to lab, scanning volunteers, class, lecture, classmates, or any clinical facilities and its entities. Confidentiality must always be maintained especially regarding patients, employees or experiences related to any clinical affiliate.

Students must remember information posted to these sites is public and permanent. Anyone can share the information or take a screen shot once it is posted and you deleting the post does not make it disappear. Future employers can also use social media accounts to assess prospective employees. Be aware of not only the content you post, but also content you host. Comments posted by others to your post or content you are tagged in can have the same effect as content you directly post. Failure to abide by these rules or violate any part of this procedure will result in disciplinary action including being dismissed from the program.

ACADEMIC MISCONDUCT

The full procedure may be found in the [OFTC Student Handbook and Catalog](#).

FILING A COMPLAINT

Any person may file a complaint for each occurrence with the Director of Student Affairs against any student for an alleged violation of the Student Code of Conduct. The individual(s) initiating the action should complete a Student Code of Conduct Concern Form and provide it to the Director of Student Affairs.

Within five business days after the Student Code of Conduct Concern Form (the "Complaint") is filed, the Director for Student Affairs shall complete a preliminary investigation of the incident and schedule a meeting with the student against whom the complaint was filed in order to discuss the incident and the allegations. In the event that additional time is necessary, the student will be notified. After discussing the complaint with the student, the Director of Student Affairs shall determine whether the student committed the alleged conduct, and whether the alleged conduct constitutes a violation of the Student Code of Conduct.

If the Director of Student Affairs determines that the student has violated the Student Code of Conduct, he/she shall impose one or more disciplinary sanctions consistent with those described below. If the Director of Student Affairs determines that the alleged conduct did not occur, or that the conduct was not a violation of the Student Code of Conduct, he/she shall not impose any disciplinary sanctions on the student and the investigation shall be closed.

For more information refer to the [OFTC Student Handbook and Catalog](#).

STUDENT APPEALS PROCEDURE

A student who wishes to appeal a disciplinary decision by the Director of Student Affairs must file a written notice of appeal through the technical college President's office or designee within five business days of notification of the decision.

The student will then have the right to appear in a hearing before a Hearing Body assigned by the technical college President or his/her designee within 10 business days to present evidence and/or testimony.

Please refer to the Student Handbook on the [OFTC website](#) for complete appeals procedure.

WITHDRAWALS

A student may withdraw from a course through the published withdrawal deadline of the semester. To withdraw from a course, the student must complete the electronic withdrawal form by accessing the OFTC website and clicking "Withdrawal Form" under the Admissions and Financial Aid Tab. Students will receive a grade of "W" if the withdrawal date is on or before the withdrawal deadline. For any withdrawal received during the no show period, the student will be considered a no show for the applicable class(es). Students who officially withdraw from a course after the drop/add period and no-show period will receive a grade of "W" through the withdrawal deadline and will not receive any refund of course tuition/fees.

Withdrawals from a class (or classes) may have a negative effect on academic standing, satisfactory academic progress (SAP), financial aid, program progression, and the student's account balance. Students are always advised to speak with a financial aid representative prior to submitting a withdrawal.

It is the student's responsibility to officially withdraw from a course; instructors will not initiate a withdrawal. Student withdrawals submitted after 12:00 am on the published withdrawal deadline will not be processed. If a student does not officially withdraw from a course(s), the student remains on the roster and receives the grade earned. All assignments not submitted will receive a grade of "0". See the Academic Calendar on the OFTC website for withdrawal deadline dates.

In certain instances, the Registrar may act on behalf of a student to withdraw the student from classes. This may include various situations such as active duty, suspension, incarceration, injury or illness, death, or additional formal requests for withdrawal. Depending on the circumstances, documentation (e.g., proof of incarceration, a letter from a physician/hospital, or a death certificate) may be required to accompany a withdrawal in these instances.

FINANCIAL OBLIGATIONS

Oconee Fall Line Technical College offers a comprehensive program of financial aid for students enrolled to earn a degree, diploma or a certificate. The various financial aid programs are funded by federal and state funds. OFTC does not participate in the Federal Stafford Student Loan Program. Loans should be used as a last resort to pay for education. Students needing loans to finance their education must consider private loan options. Please talk with the Financial Aid Office if you have any questions or concerns at 800-427-0206

Students who are delinquent in the payment of any financial obligation(s) may be removed from one or all courses and will not be allowed to register for another semester until all delinquent fees are paid. In addition, students will not be issued grade reports, transcripts, or other student records until all delinquent fees are paid.

DECLARATION OF PREGNANCY

Procedure for Pregnant Students Who Are Exposed to Ionizing Radiation in the Course of Their Education:

Introduction: This procedure has been adopted for those students who may become pregnant while enrolled in a program in which they are exposed to ionizing radiation. Oconee Fall Line Technical College is very interested in the protection of the unborn child, and will take every reasonable step to ensure the safety of the mother and the unborn child throughout the pregnancy. Current radiation protection standards and scientific evaluations have demonstrated that, with proper protection, the student may work safely throughout the term of the pregnancy. The purpose of this procedure is to provide the pregnant student with necessary protection in accordance with all standards and regulations while at the same time assuring the performance of assigned tasks throughout the pregnancy.

Declared Pregnant Worker

Federal and State regulations were modified in 1994 to introduce the term "declared pregnant worker." A declared pregnant worker is defined as a woman who has voluntarily informed her employer, in writing, of her pregnancy and the estimated date of conception. The regulations allow a pregnant woman to decide whether she wants to formally declare the pregnancy to take advantage of lower dose limits for the embryo/fetus. This regulation has been applied to student radiographers as well. The pregnancy may be declared as soon as conception is confirmed, or at any time during the pregnancy. Once the pregnancy is declared this institution is required to ensure the unborn child does not receive more than 500 millirem (5mSv) during the term of the pregnancy, as determined by the radiation dosimeter, which is worn at waist level under the apron. In the event that the student has already received 450 millirem (4.5mSv) or greater from the date of conception to the date that the pregnancy is declared, the regulations permit the unborn child to receive a maximum of 50 millirem (.5mSv) during the remaining term of the pregnancy. It is up to each student to make her own decision regarding the declaration of pregnancy. In all cases, the school requires that radiation doses to the student as well as to the unborn child shall be maintained, "As Low As Reasonably Achievable (ALARA)".

When a student confirms that she is pregnant, she has several choices. She may choose to NOT declare the pregnancy, in which case no changes will be made to the student's schedule and the embryo/fetus will be subject to the same radiation dose limits that apply to other occupational workers.

If the student decides to declare the pregnancy, **she must do so in writing**. Once the student completes a "Declaration of Pregnancy" form, she needs to meet with the Radiologic Technology Program Director to discuss her options. These include the following:

1. She may choose to withdraw from the program and re-enter after delivery to complete the program.
2. She may choose to continue the program without interruption of the routine clinical rotations. However, the Program Director must assure that radiation exposure to the embryo/fetus does not exceed 500 millirem (5mSv) during the entire pregnancy. This could necessitate a change in the schedule to avoid areas of clinical practice that

- may expose the student to higher radiation doses, i.e., mobile C-arm fluoroscopy, mobile radiographic exams and fluoroscopy. This option might result in a delay in graduation until those clinical hours could be completed.
3. She may choose to discontinue clinical rotations and remain in the academic classes until after delivery, and then complete clinical rotations. This option would delay completion of the program.

The student may **revoke the declaration of pregnancy in writing** at any time if she believes that it is in her best interest to do so, and the lower dose limit for the embryo/fetus would no longer apply.

Use of Protective Devices

Dosimeters designated for use under the lead apron at the waist level must be properly managed at all times. Under no circumstances should the waist and collar badges be reversed. Proper utilization of the dosimeter during radiation exposure is mandatory.

Lead aprons provided by the clinical site or by the school must be worn at all times that the pregnant or potentially pregnant student receives radiation exposure. Care should be taken to reduce and eliminate unnecessary exposure. Using these protective measures, the student should be able to perform normal duties throughout the pregnancy without fear of excessive radiation exposure to the unborn child.

Nuclear Regulatory Commission Position

NRC regulations and guidance are based on the conservative assumption that any amount of radiation, no matter how small, can have a harmful effect on an adult, child, or unborn child. This assumption is said to be conservative because there are no data showing ill effects from small doses; the National Academy of Sciences recently expressed "uncertainty as to whether a dose of, say 1 rad would have any effect at all." Although it is known that the unborn child is more sensitive to radiation than adults, particularly during certain stages of development, the NRC has not established a special dose limit for protection of the unborn child. Such a limit could result in job discrimination for women of childbearing age and perhaps in the invasion of privacy (if pregnancy tests were required) if a separate regulatory dose limit were specified for the unborn child. Therefore, the NRC has taken the position that special protection of the unborn child should be *voluntary* and should be based on decisions made by workers and employers who are well informed about the risks involved. (Taken from Appendix B, Pregnant Worker's Guide, Nuclear Regulatory Commission.)

Regulatory Guides 8.13 *Instruction Regarding Prenatal Radiation Exposure* and 8.29 *Instruction Concerning Risks from Occupational Radiation* are available in the Radiologic Technology Classroom.)

DECLARATION OF PREGNANCY FORM

To Whom It May Concern:

In accordance with current state regulations, I, _____,
would like to declare that I am pregnant voluntarily. I believe I became pregnant in
_____ (only the month and year need be provided).

In making this declaration, I wish to be afforded the protection that is specified under this regulation, specifically, that the unborn child shall not receive in excess of 500 millirems (5mSv) during the term of the pregnancy. I understand that if records show that I have received 450 millirems (4.5 mSv) or greater at the time of this declaration, the unborn child is permitted to receive an additional dose of no more than 50 millirems (.5mSv) during the term of the pregnancy.

I also understand that meeting the lower dose limit may require a change in my clinical rotation schedule during my pregnancy, which could result in a delay in graduation.

Date of Declaration

Student Signature

Receipt of Declaration Acknowledgement:

Date Received

Radiologic Technology Program Director Signature

EMERGENCY PROCEDURES

The Emergency Preparedness Guide serves as a quick reference for OFTC employees, visitors, and students by providing a timely response plan to prevent injury or damage to persons or property. The guide is posted on the OFTC website and throughout each building on each campus for reference. Use this guide as a supplement for the purpose of quick notification for crisis response. In critical situations, dial 911 and speak to a public safety official.

Students should report accidents and injuries that occur to them or to others to their instructor immediately. The student is expected to adhere to the clinical agency's policy regarding the completion of an incident report and receiving appropriate medical care and should also complete the appropriate OFTC paperwork if student accident insurance is to be utilized.

In case of a serious accident or illness, 911 will be called for emergency care and the student's emergency contact will be notified. The student or the student's family will be responsible for the cost of such emergency care, including ambulance service.

College personnel are not allowed to, as a college representative, provide personal transportation to any student including those who are injured or ill.

Emergency alerts and inclement weather closing procedures can be found in the [OFTC Student Handbook and Catalog](#)

Counseling Services

OFTC now offers FREE college mental health/therapy services for current students and adult learners. Reach out for support! Schedule free sessions by contacting Saketta D. Brown, OFTC's Director of Student Affairs at 478-274-7643 or email at: sdbrown@oftc.edu

Services for Students with Disabilities

Services are available to students with documented disabilities needing classroom/testing accommodations, assistive technology, specialized equipment or books, or referral services to outside agencies. Contact the Director of Student Affairs, Saketta Brown at 478-274-7643 or email at: sdbrown@oftc.edu concerning your needs and responsibilities.

CAREER SERVICES

The primary purpose of Career Services at Oconee Fall Line Technical College is to help students in the areas of:

- Career counseling and assessment.
- Individual assistance in resume and cover letter writing and interview preparation.
- Resume, interview, and job search workshops.

- Access to job postings via the Career Services page of the OFTC website.
- Career development resources and handouts.
- Job market and salary information.
- On-campus interviews and recruiting by local, state and regional employers, and file information and employment applications for many companies.

Career Services staff are available to assist students and alumni with full-time and part-time employment opportunities. Operating on a referral basis, the Career Services Office maintains a “job bank” of employment opportunities available in the Sandersville and Dublin areas. For more information, please call the Office of Career Services at 478-274-7643 or 478-553-2124.

TUTORING SERVICES

Tutoring services are available in the OFTC Libraries and online. Free tutoring in a variety of subject areas is available. Walk-ins are welcome; however, tutoring is offered on a first-come, first-serve basis. To learn more about tutoring services at OFTC or to make an appointment, please visit the [Tutoring Page](#) .

TECHNICAL SUPPORT

BLACKBOARD SUPPORT

If you need technical assistance with Blackboard, please contact:

Distance Education Office

disted@oftc.edu

Michelle Simpson at 478-240-5171

Sherry Yearty at 478-274-7648.

SUPPORT WITH ASSIGNMENTS OR COURSE CONTENT

If you have questions about your assignments or course content, please email your instructor.

STUDENT EMAIL SUPPORT

If you need assistance with your OFTC student email account, please contact:

Information Technology Department

(478) 274-7873

itshelp@oftc.edu

BANNER WEB SUPPORT

Students may find information about their accounts by going to the MYOFTC page found at the top of the OFTC home page. Please refer to the section labelled How to Login. All OFTC logins will use the first portion of your OFTC email address and the password for your OFTC email account. Example: tsmit5 (tsmit5@student.oftc.edu).

Students may reset their passwords through OKTA. If a student needs help to reset his/her password, he or she should contact the IT Department at itshelp@oftc.edu or 478-274-7873.

OKTA

OFTC requires all faculty and students to login to OFTC platforms using Okta, which is a single sign-on service that allows users to log in to a variety of systems using one centralized process. You will use Okta to access Blackboard, Banner, email, eCampus (if you are an eCampus student), and more. For additional information about Okta and for the steps to set up Okta, see the [OKTA Quick Start](#) on our website. Information on resetting your password can be found on this guide also.

LIBRARY

The OFTC Libraries are open for students. Library hours are 8:00 a.m.—6:00 p.m. on Monday through Wednesday and 8:00 a.m.—5:00 p.m. on Thursday. Library staff are available by phone (478) 275-6593 or (478) 553-2070 during business hours and electronically through the “Ask the Librarian” link after hours for information the next day. The Library has many online resources also included on the Library webpage. The “Ask the Librarian” and other information about the library can be found on the [LIBRARY PAGE](#)

RADIATION PROTECTION PROCEDURES

Students are required to exercise sound radiation protection at all times. At no time may a student participate in a procedure utilizing unsafe protection practices.

ENERGIZED LAB

1. Students may operate the energized lab only with an instructor present.
2. Students **may not** radiograph each other. Students may simulate an examination on another student as long as an exposure is not made. Phantoms and positioning devices are available for laboratory experiments.
3. Any individual experiment or project must be reviewed and authorized by a faculty member.
- 4. The student is required to wear a radiation monitor while in the energized lab or while using portable equipment to make exposures. This includes the portable x-ray and C-arm equipment.**
5. Any questionable practice must be reported to the program director immediately.

CLINICAL AFFILIATES

Students must wear radiation monitors while attending the clinical assignment. The single monitor is to be worn at the collar, outside the lead apron.

1. Students may not leave dosimeters at the clinical site. Students must bring the dosimeter to class in case they are needed for projects or experiments at the energized lab.
2. Students must always adhere to practices that reduce radiation exposure to themselves and other personnel. (ALARA)
3. Radiation protection of the patient is the responsibility of the student.
4. Any questionable practice must be reported to the clinical preceptor and clinical coordinator.

MONITORING RECORDS

1. The dosimeters worn by the faculty and students must be changed no later than the 5th of each month. Students may bring dosimeters in to class on the date directly preceding the fifth of each month.
2. If a dosimeter is lost or damaged, the student must notify the Clinical Coordinator so a replacement may be ordered. The student is responsible for the cost of the replacement badge.
3. The dosimetry reports will be reviewed by the Clinical Coordinator, Program Director and Department Chair for Allied Health. Counseling will be provided to the student as necessary. The student must check his/her dosimetry report monthly and initial the form within 30 days of receipt. Any questions concerning the report should be directed to the Clinical Coordinator.
4. Students are required to document and email a written report to the Clinical Coordinator when a situation arises that might affect the quality of the radiation monitoring report. This will be placed in the student's file for future reference.
5. Each student is subject to the occupational exposure dose limits set by state and federal guidelines. If the dose limit is exceeded, the student will be counseled by the Clinical Coordinator and Program Director to determine the reason for the exposure.
6. If a student is employed in a Radiology Department that requires the student to wear a radiation monitor, a different monitor must be worn. The Radiology Department must provide

the monitor used during normal work hours. Federal regulations require that a copy of this second dosimetry report be forwarded monthly or quarterly, depending on the frequency of the report, to the Program Director.

RADIOLOGIC TECHNOLOGY LAB GUIDELINES

LIVE MODELS IN LABS

The radiologic technology program at Oconee Fall Line Technical College will not perform diagnostic imaging on students, faculty, or volunteers in the radiologic technology energized labs or with any of the mobile equipment. The energized labs are strictly for educational purposes. At no point will students be allowed to use the energized labs without appropriate supervision. Please read the supervision policies in this handbook. Unauthorized radiographic procedures will not be performed, including using the laboratory equipment to take images of human subjects or holding patients during an exposure. Any accidental radiation exposure or other safety incident will be reported immediately to the instructor or program director. All radiation safety rules will be followed in both the clinical setting and on campus in the energized labs.

LABORATORY SAFETY

Students are required to exercise sound radiation protection at all times. At no time may a student participate in a procedure utilizing unsafe protection practices.

Energized Lab:

1. Students may operate the energized lab only with an instructor or lab assistant present. Under no circumstances will a student be allowed to operate energized equipment without appropriate supervision.
2. Students may not radiograph each other. Students may simulate an examination on another student as long as an exposure is not made. Phantoms and positioning devices are available for laboratory experiments.
3. Any individual experiment or project must be reviewed and authorized by a faculty member.
- 4. The student is required to wear a radiation monitor while in the energized lab or while using portable equipment to make an exposure. This includes the portable x-ray and C-arm equipment.**
5. Any questionable practice or irresponsible behavior must be reported to the program faculty immediately.
6. All accidents will be reported to the program faculty immediately. An accident report must be completed.
7. Students are required to demonstrate professional conduct/composure during all scanning experiences.
8. It is a requirement that students participate in any and all activities assigned for a given lab. Lab times are not optional. It is important to take advantage of each opportunity for hands-on learning. Students should not be found in the classroom or working on other class assignments during their assigned lab time.
9. Students must practice ergonomics and safety in transferring or lifting patients in the lab.

Laboratory operations should reflect the standards of a health care facility as much as possible. Organization and neatness are always expected. Students are expected to clean their work areas and disinfect all equipment. The laboratory guidelines and laboratory management plan will be discussed prior to entering the lab. If equipment is damaged, malfunctions, or is misplaced, the instructor must be notified immediately. Laboratory supplies and equipment should be respected and handled with care just as you would in a clinical site.

1. Equipment
 - a. The machine should not be touching the scanning table, stretcher or the wall.
 - b. The stretcher or scanning table should not be touching the machine or the wall.
 - c. If you must move the machines, do it slowly and carefully. WATCH all cords that are attached.
2. All lab rooms should be left in an organized, clean manner daily.
 - a. Wipe down exam tables and stretchers with appropriate wipes.
 - b. All trash should be in receptacle. Trash cans should be placed by main door at end of scan lab.
 - c. All dirty linen should be in a hamper.

- d. Clean linen should be put away in proper area.
 - e. No laundry should be left in the washer.
 - f. Stretchers and scanning tables should be returned to lowest position.
 - g. Glove boxes should be in proper place. If empty, dispose box and replace.
 - h. Take note of equipment to make sure there is no dust on the screen or console.
WIPE IT OFF with appropriate wipes.
 - i. Wipe off footrest if excessively dirty
 - j. Make sure any mobile equipment is returned to it's stored location and plugged in.
 - k. Make sure any cassettes are charging if necessary.
 - l. Confirm that the lab is clean and in order.
 - m. Findings by faculty from the lab session will be reported and students will be held accountable.
3. ALL STUDENTS ARE REQUIRED TO PERFORM LAUNDRY DUTES.
 4. If any area needs to be cleaned, clean it. Dust counters, put things away, etc...
 5. NO FOOD OR DRINK PERMITTED

Students found in violation of lab rules:

1st offense: written warning to individual student

2nd offense: clean entire lab, top to bottom and Grade II critical incident

3rd offense: second Grade II critical incident and dismissed from the program

No CELL PHONES allowed in the scanning lab. This is a Grade II Critical Incident.

CLINICAL EDUCATION HANDBOOK

RADIOLOGIC TECHNOLOGY CLINICAL ROTATION ASSIGNMENTS

The student enrolled in the Oconee Fall Line Technical College Radiologic Technology Program will be assigned to a clinical site on a rotation schedule. Individual schedules are based on the radiologic technology program clinical rotation equitability tracker. The student will spend sixteen to thirty-five hours per week (depending on the semester) at the designated clinical affiliate. There may be multiple rotations in a semester depending on the competency needs of the student.

Not only do these clinical rotations include specific days and hours, but also specific clinical areas. It is the responsibility of the student to utilize the hospital facilities to the fullest extent for his/her learning experience. The student is expected to remain in his assigned room at all times. However, if there are not patients being examined in this area, the student may involve himself or herself in another area, as directed by the clinical preceptor.

The starting times for the schedule will be distributed by the Clinical Coordinator. If the starting time of the shift is 8:00AM, that means the student should be in the assigned work area ready for a patient at 7:55AM. Tardiness after 8:00AM will be dealt with according to the attendance policy.

Clinical affiliates are located all over the Middle Georgia area. We do our best to keep them within a 2-hour drive from OFTC south campus. This may not be the case if a specific specialty or competency is needed that is only offered in limited locations. Planning clinical rotations is a difficult task and the radiologic technology faculty cannot consider mileage, financial situation, day care needs, etc... Rotation schedules are evaluated every semester to ensure equitable opportunities for clinical assignments. The program assigns clinical sites strictly by what each clinical affiliate has to offer, patient load, type of exams, and clinical environment. Radiologic technology students will be responsible for providing their own reliable transportation to and from clinical assignments. Information regarding a specific clinical site such as clinical preceptor name, directions, parking fees/instructions, student badges, etc... will be provided. Clinical rotation assignments may occur during the first or second shift hours, Monday through Sunday. The student is given a clinical rotation schedule 1-2 weeks before the rotation begins when possible.

Clinical assignment changes can **ONLY** be approved after review by the clinical coordinator and program director. Clinical requests are **NOT** permitted by students. Every effort is made to secure clinical affiliates in which students will have ample access to imaging opportunities. The OFTC radiologic technology faculty cannot control the type and volume of cases performed during student clinical hours. Clinical preceptor's discretion determines the student's participation level based on the student's proven technical skills and other justifiable factors. The program director reserves the right to approve changes made by the clinical coordinator in clinical rotations if needed in order for students to obtain specific clinical competencies.

Each clinical affiliate has their own specific requirements for radiologic technology students to be permitted to perform clinical rotations at their facility. Each facility also has specific requirements for maintaining clinical onboarding records. Some facilities utilize third party vendors for clinical onboarding. This will cost the students an additional fee and will vary by facility. OFTC has no control over these third-party vendors or the requirements to use them by

the facilities. Students will be required to review materials pertaining to the affiliate in addition to their policies and procedures. There will be tests on the information and students will have to sign several documents stating that they understand and will abide by the policies and procedures of each clinical affiliate. It is the responsibility of the student to utilize the hospital/outpatient facilities to the fullest extent for his/her learning experience.

Clinical Affiliates' Rights in Student Evaluation

In compliance with the written agreement between Oconee Fall Line Technical College and affiliated clinical sites, be advised that the clinical site reserves the privilege of recommending dismissal of any student from the clinical site for reasons of unsatisfactory performance, violation of policies or other misconduct. Any recommendations shall be presented in writing to the Radiologic Technology program director at Oconee Fall Line Technical College. A student who is dismissed from a clinical site will receive a Grade I Violation which is grounds for dismissal from the program.

RADIATION SAFETY IN CLINIC

- Do **NOT** hold patients for radiography/fluoroscopy exams.
- Do **NOT** hold image receptors (IR) during any radiographic procedure.
- Stand back from the table and spot film device when fluoroscopy is "on". Do **NOT** put your hands under or near the fluoro tower when it is "on".
- Always wear a lead apron when you are in the room during fluoroscopy. Do **NOT** turn your back on the table when fluoro is "on".
- Never put any part of your body in the primary beam.
- Always use gonadal shielding on patients of childbearing age, especially children, when shielding will not interfere with the radiographic examination.
- Allow only those persons in the radiographic room who are necessary for the completion of the exam. If parents or others, including personnel, are in the room during an exposure, make sure they are wearing appropriate protective apparel.

Students are strictly prohibited from holding an image receptor (IR), or a patient during a radiography or fluoroscopy exam under any circumstance. This includes any situation in which a supervising technologist, physician, staff member, or patient requests or expects the student to do so during an exposure. If a student is placed this type of situation, the student must immediately remove themselves from the examination room or department and contact the Clinical Coordinator immediately.

Failure to follow any of these policies constitutes a **Grade II Violation**. Students found in violation will be documented accordingly. Please refer to the Critical Incidents section of this handbook for full details regarding disciplinary procedures.

DOSE LIMIT PROTOCOL

The radiation monitor reports are reviewed and signed each month by the Program Director, Clinical Coordinator and Allied Health Division Chair. If the student's level exceeds 40 mrem (as documented on the radiation monitoring report) in a single month, the student must provide a written detailed explanation of that month's rotations and potential exposures to the Clinical Coordinator. This is included with the monthly report and placed in the student's file. The Clinical Coordinator and Program Director will review the clinical rotation and discuss radiation safety with the student. If a student's dose level is equal to or greater than 100 mrem/semester, the Clinical Coordinator and Program Director will review and discuss the results with the Allied Health Division Chair, the student and the clinical site. The incident will be evaluated to determine the sources of the exposures, compliance with radiation safety practices, and potential contributing factors. Corrective action may include retraining on radiation protection protocols, adjustments to clinical assignments, or in rare cases, temporary removal from clinical rotations until resolution. Carelessness in radiation protection will not be tolerated and multiple offenses may result in dismissal from the program.

I have been made aware of the dose limit protocol.

Signature

Date

RULES FOR CLINICAL SUPERVISION

Direct Supervision:

The JRCERT defines direct supervision as student supervision by a qualified radiographer who:

- Reviews the procedure in relation to the student's achievement
- Evaluates the condition of the patient in relation to the student's knowledge
- Is physically present during the conduct of the procedure
- Reviews and approves the procedure and/or image(s)

Students must be directly supervised until competency is achieved.

Students MUST be supervised at all times during surgical and all mobile procedures including mobile fluoroscopy (C-arm) cases regardless of their level of competence. Students must have the qualified radiographer to initial by each of these types of procedures on the Daily Record of Procedures log.

Indirect Supervision:

Once students have achieved the program's required competency, they may work under indirect supervision. The JRCERT defines indirect supervision as student supervision provided by a qualified radiographer who is immediately available to assist students regardless of the level of student achievement.

Immediately available is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

Parameters of indirect supervision: The qualified radiographer:

- Reviews the request for examination in relation to the student's achievement
- Evaluates the condition of the patient in relation to the student's knowledge
- Is immediately available to assist the student regardless of the level of student competence
- Reviews and approves the radiograph(s)

Repeat Radiographs:

If a radiograph produced by a student needs to be repeated, the following procedure will be followed.

The qualified radiographer:

- Will be present and will directly supervise the repetition of the radiograph
- Will review and approve or disapprove the repeated radiograph
- The student must document the repeat, the reason for the repeat, and the technologist present on the **Daily Record of Procedures**.

Students must have a qualified radiographer initial the **Daily Record of Procedures** log at the end of each clinical day to acknowledge correct supervision of exams performed.

Failure to follow any of these policies constitutes a **Grade II Violation**. Students found in violation will be documented accordingly. Please refer to the Critical Incidents section of this handbook for full details regarding disciplinary procedures.

MRI SAFETY

Magnetic Resonance Safety Preparation

OFTC recognizes the importance of MRI safety due to the high magnetic field strengths involved. Students receive dedicated instruction in MRI safety protocols through clinical orientation modules in RADT 1320 Clinical Radiography I. The program utilizes Rad Tech Bootcamp to deliver modules covering critical safety domains including MRI zone restrictions and protocols, personnel classification, equipment identification, ferromagnetic safety, radiofrequency (RF) hazard management, biological field effects, and potential dangers associated with projective incidents.

Students complete the OFTC MRI safety screening form in RADT 1320 and any additional clinical site-specific MRI safety training or screening. All training is completed before the student attends their first clinical rotation.

CLINICAL EDUCATION POLICIES AND PROCEDURES

Clinical education is a vital part of your education in the field of radiography. The majority of time spent in this program is in this area. For the student radiographer to obtain the greatest benefit in this program, it is important that he/she takes an active role in clinical education. The purpose of clinical education in radiologic technology is to allow the student to apply theoretical principles of radiography, patient care and departmental procedures to practical experience. The student's role in the clinical setting is one of the learner and not a staff radiologic technologist.

Oconee Fall Line Technical College will arrange clinical education in conjunction with the affiliating clinical facilities. While the student is in the clinical department he/she must observe the regulations imposed by the affiliating clinical facility regarding patient safety and welfare. Also, the assigned clinical rotation schedule must be followed closely. Refer to the attendance and tardiness policies for specific rules on clinical attendance.

While you are in the clinical facility you are responsible for the college rules and regulations as well as the rules and regulations of the facility. You are to abide by these rules and any instructions the clinical preceptor, department supervisor or supervising technologist gives. Work ethic is a pertinent part of your clinical experience. Your clinical experiences will be a transition into your new profession, so make it a positive one. The clinical site is where you can show your work ethic, attitude, initiative, and technical skills. Make sure all procedures of the department and college are followed regarding dress code, tardiness, absenteeism, and patient rights. Show courtesy and respect to everyone you come in contact with at the site. Know the chain of command at each site and your place in that chain; do not over step your boundaries.

Problems that students experience whether personal or professional should be expressed to the clinical coordinator. Your clinical education is key to your learning experience and we want to make it as rewarding as possible.

While performing various clinical duties, the student is directly responsible to the staff member of the affiliating clinical facility in charge of the room to which the student is assigned.

The clinical education experience is divided into individual clinical education courses. Progression from one clinical education course to another is based on completion of the course requirements. Specific clinical assignments are related to clinical experiences from previous semesters and to academic courses required in specific semesters. Refer to each clinical course syllabus for prerequisites.

Each semester, students will be required to maintain records and complete assignments. These requirements are considered an integral part of the learning process. These records and assignments represent the student's part in determining and maintaining quality in the program and include, but are not limited to:

Semester Objectives

Semester objectives are found in the course syllabus each semester.

COMPETENCIES

There is a specific list of competencies required for the program. These competencies must be obtained in order to complete the program. A score of 80 or above is required on each competency. If this score is not made, the remediation policy must be followed and the competency repeated. If a student is unable to obtain the required competencies by the last day of the last semester of the program, a grade of "D" will be issued for the clinical course. A record of competencies must be maintained in Trajecsys.

Some clinical competencies require a lab competency to first. *All lab competencies must be passed with a grade of 80 or higher. A student may be allowed up to three attempts to successfully complete each competency. Students will have the opportunity to remediate with the instructor or lab assistant after each attempt. If the required grade of 80 or higher is not met on the first or second attempt, the student will be allowed a third and final attempt. All attempts will be averaged together for the individual lab competency grade. If an 80 or above is not achieved by the third attempt, the student will be unsuccessful in completing the course requirements and will receive a final grade of "D" for the class. Lab competencies must be successfully completed by the due date listed on the course calendar. Please refer to the individual competency form for specific guidelines on grading.

The clinical coordinator will meet with each student to discuss the student's progress in clinical practice at scheduled times. The conference will include a discussion of evaluations and competencies completed during the interval. The Clinical Education Development Plan will also be reviewed.

Meetings will be held at any time during the semester if the need arises.

LEGAL CONSIDERATIONS

As mentioned previously in this handbook, conviction of a felony or gross misdemeanor may prohibit employment in the field and make the student ineligible to participate in clinical rotations and take the registry exam. Students should contact the American Registry for Radiologic Technologists for restrictions related to personal background issues. Successfully completing the radiologic technology program does not guarantee employment in the field.

CLINICAL RULES AND GUIDELINES

1. Students must obey all rules and regulations of the clinical facility. Hospital safety, emergency codes, and infection control practices must be followed by all students for each facility.
2. Arrive to the assigned department 10 minutes early. Any tardiness or absence should be reported to the clinical coordinator at the college prior to the start of your shift. See the course syllabus for detailed attendance procedures.
3. You may not visit other classmates assigned to different areas in the facility. You may meet for lunch or after clinical hours, not during the day.
4. Obey parking rules and regulations at clinical facilities. Students will be held responsible for parking tickets received for not following parking regulations at clinical facilities.
5. If an incident occurs that warrants disciplinary action, the student will be asked to leave the clinical site for the day. A meeting will be set up the next business day with the clinical preceptor, clinical coordinator and division chair.
6. It is not recommended that you leave clinic for lunch. You may bring your lunch or eat in the cafeteria if available.
7. Smoking is NOT permitted in uniform. Do not request a smoke break during the course of the clinical day. You can be asked to leave the facility if your uniform or hair smells of smoke, perfume/lotion or other strong odors.

CODE OF CONDUCT FOR CLINICAL SITES

The clinical affiliate reserves the right to refuse a student access to its facility when conduct and/or patient care may discredit the college, profession or clinical affiliate. If any of the below behaviors are reported, the student will be subject to disciplinary action by Oconee Fall Line Technical College. This list is in addition to the code of conduct in the OFTC student handbook. The following list are examples of behaviors that are not acceptable, but is not considered to be an all-inclusive list.

1. Concealing any activities that affect the safety and well-being of patients.
2. Violation of patient or clinical site confidentiality.
3. Misrepresenting one's role as a student to anyone at the institution, clinical site, patient, or the public to mislead them in the expectations of the student abilities or limitations.
4. Not seeking supervision for clinical activities or neglecting to obtain the required clearance for such activities.
5. Engaging in activities that are not in compliance with the professional code of ethics or standards of practice as defined by the program, college, or professional organization.

6. Lack of ability or personal qualifications to fulfill obligations to the patients and the program.
7. Reporting to clinic under the influence or with the smell of alcohol or narcotics.
8. Sleeping during scheduled clinical site shifts.

Misconduct

1. Do not question the technologist about any abnormality you might have observed in front of the patient.
2. Do not invade the clinical instructor's personal space. Ask for clarification on where they would like you to stand during observation.
3. Do not state to the clinical instructor that you were not taught to do something the way they are doing it or that you were not taught something. Simply learn from the experience. You should discuss any imaging differences with program faculty to ensure that all parties are using the same thought process. This is how the program can learn new protocols or physician imaging requests.
4. Do not hover when the schedule permits some down time. Ask for a task or find an area to study if given permission to do so.
5. Do not ask to "friend" a clinical instructor or clinical employee on Facebook or other social network. You are a student and are not permitted to have social relationships with clinical personnel at this time. If you are asked by a clinical instructor to join their social group, you must respectfully decline.
6. Do not engage in any kind of gossip or repeat gossip including that about other technologists, affiliates, program faculty, fellow students, other students, or program students. (Gossip – a conversation involving malicious chatter or rumors about other people)
7. Do not argue with a clinical instructor when they are giving you constructive criticism. If you deem the criticism as anything else you should discuss the matter with program faculty. They will decide if any interference on their part is necessary.
8. As professionals, we must always leave our personal issues at the door and approach each clinical day with a positive attitude. The clinical setting is no place for personal business.

Students are expected to maintain the highest standards of professional behavior and clinical competence at all times during clinical rotations. If a student is dismissed from a clinical site, the program handbook rules will be followed. Dismissal from the clinical site is a Grade I write-up and the student will be dismissed from the program.

REMEMBER: Each day is a job interview!

PROFESSIONAL Demeanor

Medical and professional ethics must always be followed in any interaction with patients. Prompt and quality diagnostic treatment should be the primary goal and personal feelings, or attitudes cannot interfere with that goal. The following rules should be adhered to by all students:

1. All physicians shall be referred to as doctor, NOT mister or miss. All staff should be addressed as Miss, Mrs., Ms., or Mr. unless the technologist specifies otherwise. Program director, clinical coordinator and faculty should be addressed as Miss, Mrs., Ms., or Mr. or their appropriate professional title such as doctor if it applies.
2. Students should remain in their assigned clinical area. Congregating in hallways, front offices, staff lounges or patient waiting areas will not be permitted.
3. No personal conversations are to be held in the presence of patients. The patient should always be the primary concern and any conversation should be with the patient or include the patient.
4. As stated in the program handbook, no cellphones are allowed during clinical rotations. They may be kept with your personal belongings and checked during lunch. Phones should not be kept in your pocket at any time! You may tell your family members they can call the Clinical Coordinator at 478-274-7773 or the Program Director at 478-275-6647 to let them know that there is an emergency in which the student needs to be contacted. In the event there is no answer, contact the Allied Health Department main number at 478-274-7840.
5. **All** other electronic devices are prohibited including iPod, iPad, smartwatches, laptops and any other devices that may be distracting. Earbuds or headphones are not permitted at any time!

ELECTRONICS POLICY

To ensure the protection of patient privacy and uphold the AY26 standards for electronic devices at Oconee Fall Line Technical College and its clinical affiliates, smart glasses are strictly prohibited at clinical sites, regardless of whether the recording function is active. OFTC prohibits the use of all personal electronic devices including, but not limited to cell phones, beepers, push-to-talk devices, cameras, gaming devices, and other electronic devices. This also includes wearable smart technology.

Failure to adhere to the smart glasses procedure will result in a Grade I violation and is treated as a HIPAA violation.

DRESS CODE FOR CLINICAL ROTATIONS

While attending clinical rotations, a strict dress code will be enforced.

- The designated uniform must be worn. If an undershirt is worn, it must be white or black. No single sleeves are to be worn.
- Short scrub jacket the same color as the uniform should be worn if additional layers are needed.
- Clean, polished, solid white or solid black athletic shoes only. No high tops, open back, or clog-type shoes are allowed. Canvas shoes are not acceptable. Shoes should not have strong odors.
- Your school ID must be worn at all times on the left upper chest.
- A school patch must be **sewn** on the left upper sleeve of scrubs and scrub jackets.
- All clothing should be neat and ironed.
- No artificial nails are allowed. If nails are painted, it should be clear; no colors are permitted. Nail length should not extend beyond the finger pads to minimize bacteria under the nails.
- Minimal jewelry should be worn
 - No loose jewelry or dangling earrings, hoops or gauges.
 - One stud earring per ear may be worn.
 - A band may be worn on one ring finger.
 - No other visible piercing with jewelry should be worn within clinic, this is including piercings for the tongue, nose, lip, eyebrow or any visible body part.
 - Tattoos must be covered and not visible through clothing. Single sleeves are not allowed to cover them.
- Hair should be clean and dry. Hair should be a natural color; no bright or unnatural colors should be worn during clinic. Students with shoulder length hair or longer must pull their hair back during clinical hours, hair must be off the collar. Hair must not fall into the face or have the potential to contaminate a sterile field in the clinical environment. Beard/mustache must be neatly groomed.
- Personal hygiene is required. Students should make every effort to be well groomed and clean. Antiperspirant/Deodorant must be worn. Oral hygiene must be excellent. Students are required to exhibit a clean and healthy mouth. Chewing gum is not permitted during clinical rotations. Breath mints may be used but should be discreet.
- Make-up should be the same natural skin tone color as the student and not be excessive. No bright eye shadows, blush or lip color. No fake eyelashes. No lash extensions. Everything should be a muted, natural tone.
- Perfume, cologne and smoking are prohibited during clinical hours due to possible respiratory reactions patients may have. Students who smell strongly of smoke or any other odor may be sent home. Being sent home will count as an absence and will require scheduling a make-up day.
- Surgical scrubs are not to be worn outside or taken outside the hospital. Lab coats may be worn over scrubs when necessary to leave the unit or surgery suite temporarily if allowed by hospital policy.
- Additional items required as part of clinical dress:
 - Pen
 - Pocket Guide to Radiography
 - Left and Right lead markers
 - Radiation monitoring badge (dosimeter)

NON-COMPLIANCE WITH DRESS CODE:

Any student found out of uniform, inappropriately dressed or violating any part of the dress code will be subjected to the following penalty:

- 1st Offense – For the first offense, the student will be dismissed from clinic to change clothes, attend to the grooming issue, or gather nametag with 1 or ½ clinical day to be made up depending on the dismissal time. A written verbal warning will be issued.
- 2nd Offense, the clinical coordinator will write up a Grade II critical incident. The student will be dismissed from clinic for the remainder of the day and the time will have to be made up.
- 3rd Offense, the clinical coordinator will write up a second Grade II critical incident and the student will be dismissed from the clinical site and the program.

Penalties will be documented. Any time missed from the clinical assignment as a result of inappropriate dress must be made up before the commencement of the semester.



CLINICAL, CLASS AND LAB DRESS CODE

Agreement

I have read the dress code sections of the program handbook for Oconee Fall Line Technical College Radiologic Technology students. It describes the personal appearance procedure that I am expected to follow while in the clinical rotations and during class and lab. I agree to abide by it.

Student Name (PRINT)

Student (Signature)

Date

Clinical Coordinator (Signature)

Date

Program Director (Signature)

Date

FAMILY EMERGENCIES

Please ask your family members to call the Clinical Coordinator (478-274-7773) or Program Director (478-275-6647) for emergencies during clinical rotations. The main number to the Allied Health Department is 478-274-7840 if faculty can't be reached. Provide your family members with a copy of your schedule to save time in case of an emergency. The program faculty will make every attempt to contact you through the clinical site and preceptor.

CLINICAL TRAVEL

Clinical assignments will be assigned by the clinical coordinator. Students should plan to rotate through all clinical sites so the student will be exposed to a variety of clinical experiences and comply with accreditation standards. You should be prepared to spend 16-40 hours per week depending on the semester at clinical sites. Students must be prepared to arrange to pay for their own travel to clinical facilities. Clinical assignments may require up to 2 hours of travel from the Dublin campus address. This may actually be farther from the student's physical address.

ATTENDANCE FOR CLINIC

Your success in this course is highly dependent upon your active engagement and presence at the clinical sites. Regular and punctual attendance is an important part of preparing a student for employment and is often a critical factor when employers review a student's record. Absences from clinic will affect the student's clinical education and may affect their grade. Make-up time is allowed at the discretion of the clinical facility and the program faculty after the appropriate make-up form has been completed. Absences require official documentation from a medical provider or court documentation to support the reason for the absence. Tardiness is not allowed and will not be tolerated.

Call Out Procedures: The student must contact the Clinical Coordinator prior to when the clinical day begins. If there is no answer, a voicemail is acceptable. The absence or variation to the schedule must be documented on a clinical make-up form and signed by the clinical preceptor when the student returns to clinic. The make-up time form must be signed by the Clinical Coordinator **BEFORE** time is made up.

Absences: Must not exceed 10% of the total clinical hours required for the course regardless of reason. Must be due to illness, family emergency or official court request. Excuse from your physician stating the return date to clinic is required or official court documentation.

- The student should call the clinical coordinator prior to the time you are scheduled to be in clinic. You may leave a message if there is no answer and/or email the clinical coordinator at mbray@oftc.edu
- Failure to follow the call out procedure will result in a Grade I violation and dismissal from the clinical course and the program.
- Make up days must be made up before the end of the semester. Students should complete the official make-up time form, have it signed by the clinical instructor, and turn it in to the clinical coordinator for final approval **before** the time is made up. The make-up day will not be accepted if the clinical coordinator has not signed the form and

is not aware of the date of the planned make-up day. Failure to make up days prior to the end of the semester will result in a final grade of "D" for the course.

Tardiness: Tardiness to clinic is unacceptable and will NOT be tolerated! If a student is late to clinic due to extreme circumstances, the student should notify the clinical coordinator to explain. The clinical coordinator will enforce the tardy policy. Missing time for tardiness will be included when calculating if a student has missed 10% or more of the required clinical hours for the course. The following disciplinary measures will be enforced:

- 1-30 minutes late to clinic for an unexcused reason or without notification = ½ day to be made up
- 30 minutes to 2 hours late to clinic for an unexcused reason or without notification= 1 full day to be made up
- 2 or more hours late to clinical for an unexcused reason or without notification= 2 days to be made up
- If excessive tardiness occurs, defined as three times in one semester, a Grade II violation will be written up and the overall clinic letter grade will be lowered by 10 points.
- A second Grade II incident will result in immediate dismissal from the clinical setting for the remainder of the semester in which the incident occurred and dismissal from the program.

Leaving Early: Students may not ask the clinical preceptor to leave early. If you are ill or there is an emergency, you may take a 1 or ½ day off to be made up by the end of the semester. **Only the clinical coordinator or program director can grant you permission to leave a clinical site early for any reason.**

- If no patients are available, students are expected to assist staff as needed or to sit quietly and read or study cases if you have the permission of the clinical instructor.
- Abandonment as defined in the program handbook under Grade I critical incident – leaving the clinical site during the assigned clinical hours without the clinical coordinator’s knowledge or permission. Leaving the clinical site without permission as stated above results in a Grade I critical incident and will result in dismissal from the clinical site for the remainder of the semester with a grade of "D" in the clinical course and dismissal from the program. Clocking out from the department before the end of your assigned time is considered abandonment. Arriving to the department early does not warrant leaving before the official end of your shift.

LUNCH AND BREAKS

Lunches and breaks are determined by the clinical preceptor. Lunch should be taken when the clinical preceptor or supervising technologist allows the student to leave. You must take a lunch break during normal lunch hours. You are not allowed to NOT take a lunch break. The lunch break should only be 30 minutes long. It is not recommended that you leave the clinical facility during lunch.

CLINICAL PAPERWORK

Clinical Form Completion:

All clinical records and Trajecsys entries must be kept current. Trajecsys will be checked weekly for all required documentation. Other clinical forms will have specific due dates as listed on the course calendar. Late submissions will result in a grade of "0" for each occurrence as listed on the Trajecsys grade sheet. No exceptions. Submissions are still required to be turned in, but the grade will not change. Failure to turn in any missing Trajecsys form by the last day of the semester will result in a grade of "D" for the clinical course. A specific number of required clinical competencies will be given out with each clinical course. The specific number of competencies are required in order to successfully pass the individual clinical courses. Failure to complete the required number of clinical competencies successfully by the semester due date will result in a grade of "D" in the clinical course.

Trajecsys: This online clinical management system is being utilized by the OFTC DMS program as our official clinical recording and reporting system. Students will be provided with paper clinical forms if their assigned affiliate does not use Trajecsys. Completion of the documents in Trajecsys is required and considered a critical component of each clinical rotation.

*It is mandatory that students maintain accurate and complete electronic records.

WORK POLICY

The state of Georgia does not require a license to work in radiography. Student technologists are allowed to work in the field, but it shouldn't interfere with the Radiologic Technology Program. Students may be employed at the hospital where they also do their clinical rotations, but they may not receive pay or compensation during clinical hours. In the same respect competencies, practices and check-offs cannot be performed during hours you are being compensated for.

A separate exposure monitor must be worn when working in a radiology department, and a copy of the student's exposure report must be sent to the program clinical coordinator on a monthly or quarterly basis depending on how it is monitored by the facility.

All student and faculty activities associated with the curriculum, especially while the students are completing clinical rotations, will be educational in nature. The time spent in the clinical area is, by design, an instructional exercise to provide the students with learning experiences that will expand their knowledge base. Therefore, during the period of clinical instruction, the student or faculty will not be used as a substitute for any staff member regardless of the urgency of the work conditions. Any faculty serving in the capacity of clinical coordinator or instructor will not receive any type of payment outside that routinely received from the college, from any source for services rendered during the course of the instructional day.

Any breach of this procedure will result in disciplinary action up to and including termination from employment and/or dismissal from the program.

RADIOLOGIC TECHNOLOGY TRAJECSYS AND CLINICAL RECORDS GUIDELINES

Students are required to maintain clinical records in the Trajecsys online management system throughout the four semesters of clinical experience. Requirements are:

1. Student Ethics and Attitudes Evaluation by Clinical Preceptor
 - a. Evaluates student's overall performance including attitudes towards staff, patients, and profession
 - b. Indicates how well a student adapts to new clinical environment
2. Student Evaluation of Clinical Site
 - a. Offers a student opinion for a specific clinical site
 - b. Evaluate site on a scale from 1 to 5 (1 = low rating, 5 = high rating)
 - c. A date range for the specific week is required on each entry to receive credit.
3. Daily Record of Procedures
 - a. Recordings of a student's patient experience
 - b. All patients should be logged
 - c. Please indicate level of supervision.
4. Student Self Evaluation and Clinical Education Development Plan
 - a. Provides interaction between student, clinical instructor and clinical coordinator
 - b. Student goal and expectations are to be recorded on this form
5. Clinical Competency Evaluation
 - a. Demonstrates a student's ability to complete a specific radiographic examination
 - b. All student's will be required to complete the required number of clinical competency forms for the program.
 - c. A grade of 80 or above must be received in order for the student to pass a competency
 - d. See the separate list of required competencies and under each clinical course syllabus for specific deadlines.
6. Clinical Journal
 - a. Weekly journal entry to share any concerns or challenges a student may have
 - b. Gives the student and program a documented progression of skills and communication
 - c. Criteria to include:
 - i. Name of clinical affiliate
 - ii. Week dates
 - iii. What did I learn?
 - iv. What did I do well?
 - v. What challenges did I face?
 - vi. What have I learned from the challenges?
 - vii. What are my goals for the upcoming week?
 - viii. No gossip, department/hospital issues, personal issues of a patient/patient information, etc...

Trajecsys checks are done throughout the semester. It is important to keep the forms up to date. If a student does not have his/her records complete at the time of the check, a grade of "0" will be given for that check. Students should utilize a notebook to write their daily record of procedures during clinical. The notebook should be with the student as part of the dress code.

****Clinical Competency Evaluations evaluate the student on the type of examination they will be expected to perform every day of their careers!!! Some guidelines are:**

- a. Be sure you can do the study well BEFORE you ask to be evaluated. The grade you get is the grade you keep unless notified.
- b. Observe and scan a variety of studies before a comp.
- c. When completing a comp., be careful of technical factors.
- d. Remember!!! Once you successfully complete a clinical competency evaluation, the staff and faculty believe you are confident in completing this examination with no assistance and in a reasonable amount of time. BEWARE! You may be asked at any time to perform an exam again in the presence of a staff member. ALWAYS BE PREPARED!
- e. Clinical competencies and practice should be submitted within ten days of completion.

TIME/ATTENDANCE RECORDS

Students are required to "clock in and out" through the Trajecsyst time keeping system. This system is monitored by the clinical coordinator. The system tracks the location of the student when clocking in or out and displays it in Trajecsyst for verification. The student is required to enable location tracking on their phone when using Trajecsyst. Manual clocking in and out is allowed in the rare instance that you forget at the appropriate time. This is called a time-exception. Only three time-exceptions are allowed per semester. If a student obtains four time-exceptions, the student will be required to attend clinical rotations for an additional day in the semester of the occurrence. A Grade II violation will be written up for each occurrence exceeding four time exceptions. Clocking out in the wrong location without notifying the clinical coordinator is considered falsifying clinical records and is a Grade I violation.

COMPLETED DAILY RECORD OF PROCEDURES

The student must maintain records of procedures performed or observed each day, as well as the type of supervision. Please follow the rules of supervision policy regarding having exams initialed on the log each day. A notebook is a required part of the dress code and should be used to document exams in the Daily Record of Procedures. These logs will be scanned into the Trajecsyst system and filed in the student clinical file. Clinical records must remain accurate and current.

Clinical Notebook Requirements:

Students are required to maintain a clinical notebook throughout the four semesters of clinical experience. Included in the notebook should be:

1. Competency List – A list of the competencies required for the program.
2. Daily Record of Procedures – A list of all procedures a student performed or observed.
3. Repeat Exam Log – A list of repeat exams
4. Program Handbook
5. Current Course Syllabus
6. Clinical Forms
7. Clinical Schedule



Oconee Fall Line Technical College

RADIOLOGIC TECHNOLOGY CLINICAL RECORDS ACKNOWLEDGEMENT FORM

I have read my copy of the Trajecsys and Clinical Records procedure for Oconee Fall Line Technical College Radiologic Technology students. It describes the documentation procedure that I am expected to follow while in the clinical affiliates and at OFTC. I understand that clinical forms not submitted on time or missing required information will result in a grade of "0." I understand that the form is still required to be turned in for recordkeeping. I understand that failure to turn in any required clinical forms and documentation by the end of the semester will result in a grade of "D" for the clinical course. I agree to abide by this procedure.

Student Name (Print)

Student Signature Date

Clinical Coordinator Date

SAFETY RULES FOR CLINICAL PRACTICE

As a member of the medical team, you are responsible for the safety of the patients and personnel with whom you come in contact. Therefore, it is important that you follow certain basic rules regarding the overall safety of patients and personnel.

1. Do not leave any patient unattended in the radiology department.
2. Make sure you have the right patient. Ask the patient his/her name and check the identification band. You can be charged with battery for performing the wrong examination on a patient.
3. Secure all locks for wheelchairs, stretchers, or beds before allowing a patient to enter or exit said vehicle.
4. Secure all seat belts, rails or other safe transport devices for wheelchairs, stretchers and beds before transporting patients.
5. Do not allow the patient to extend arms or legs from the transporting vehicle.
6. Loosen all transport safety devices or seat belts before instructing a patient to move from wheelchair, stretcher or bed.
7. When returning a patient to a room, secure all bed rails or other restraining devices before leaving patients in the room.
8. Report to the charge nurse prior to removing a patient from the room and upon returning the patient to his/her room.
9. Obey all "No Smoking" signs for the safety of your patient as well as yourself. These laws are posted in an effort to adhere to state law.
10. Observe all connecting tubing, such as catheters, intravenous tubing, drainage tubes and suction tubes. Do not allow them to become twisted or tautly pulled during the transfer of a patient from one area to another.
11. Observe body fluid and standard precautions at all times.
12. Be prepared to react according to the facility's disaster, fire or CPR plan. Students are responsible for reacting and participating in any/all drills conducted by the respective clinical sites. Student status does not exempt any student from the responsibility of learning emergency codes of the respective clinical site.
13. Do not receive or give a patient any type of food, drink or medication unless requested by a qualified physician, technologist, or nurse.
14. Respect the patient's right to privacy. Make sure he/she is covered as much as possible during the exam and at any other time while in your care.
15. Do not receive gifts/presents from any patient.

COMMUNICABLE DISEASE PROCEDURE

HEALTH AND SAFETY Communicable Disease Procedure

The Radiologic Technology Program enforces the current OFTC Exposure Control Plan on communicable diseases. Any student suffering from a contagious infection will be asked to provide medical documentation that the contagious phase has passed prior to continuing in class and clinical. This is to insure minimum risk to others.

The following medical information is of vital importance to you. Please read the information carefully. If you have any questions, please contact your instructor.

HEPATITIS B

Healthcare workers who come in contact with blood and body fluids are at risk for acquiring Hepatitis B. This includes physicians, nurses, lab technicians, emergency medical technicians, and others (medical students) involved in health care occupations.

1. What is Hepatitis B?

It is an inflammation of the liver caused by the Hepatitis B virus. A case of Hepatitis B can be asymptomatic, similar to a mild case of the flu, or may be more severe, requiring extended bed rest or hospitalization. The long-term consequences can include chronic active hepatitis, cirrhosis, and liver cancer.

2. What is the relative risk of health care workers contracting Hepatitis B?

Health care workers are at 20 times greater risk of contracting the virus than is the general public. Every year, in fact, approximately 18,000 health care professionals contract Hepatitis B. It is 100 times more contagious than AIDS.

3. Who, specifically, is at risk for contracting Hepatitis B?

Everyone who has contact with potentially infected blood or body fluids is at risk; physicians, nurses, technicians-as well as maintenance personnel who handle needles and infectious waste. The Hepatitis B surface antigen is found in blood, saliva, urine, semen, vaginal secretions, and possibly other body fluids. Moreover, the virus can survive for days on environmental surfaces, and every contact with the virus is capable of causing infection.

4. What are the consequences of Hepatitis B?

Short-term consequences of Hepatitis B include an average of seven weeks lost from work, and the risk of permanent liver damage. Long-term consequences include chronic active hepatitis and cirrhosis of the liver. Every year approximately 5,000 Americans, including 300 health care workers, die of Hepatitis B or its complications.

While this disease is harmful and can be deadly, it can also be prevented. For most individuals, the Hepatitis B vaccine has proven to be highly effective. Vaccination is strongly recommended for health care workers, allied health faculty and students as well as any others whose job or profession involves an inherent potential for skin or mucous membrane contact with blood, body fluids, body tissues or a potential for spills or splashes of these items. The vaccination is given in three (3) doses, 1st dose, 2nd dose one month later, and 3rd dose six months after first dose and is available at cost at local health departments.

HUMAN IMMUNODEFICIENCY VIRUS (HIV)

1. What is HIV?

HIV usually results in AIDS (Acquired Immune Deficiency Syndrome), a disease that is incurable and has a high mortality rate. HIV is a bloodborne infection that may be transmitted through sexual contact, transfusion of contaminated blood, the use of contaminated needles, by exposure to infected body fluids on mucous membranes or in open lesions, from mother to child in utero at delivery or through breastfeeding.

2. What are the symptoms of HIV infection?

During the early phase of infection, the infected individual may experience flu-like symptoms. This is followed by a phase with no external symptoms which may last from 1 to 10 years. During this time, however, the immune function of the body is declining. During the later stages, the infected individual develops enlarged lymph nodes, low-grade fevers, night sweats; as the disease progresses, the individual meets the criteria for the diagnosis of AIDS. Of persons with this diagnosis, 80% to 90% die within 3 years. He/she suffers from multiple opportunistic viral, protozoal and bacterial infections as well as cancer.

3. What is the potential risk to health workers?

The incidence of AIDS among health workers contracted in the workplace is extremely low; however, it has occurred and must be considered. Most frequently, the cause has been needle-stick accidents. To prevent infection, health care workers must follow universal blood and body fluid precautions.¹

4. How do Radiologic Technology students protect themselves?

Radiologic Technology students will be instructed in the use of standard and Blood and Body Fluid precautions prior to entering the clinical setting in RADT 1010 Introduction to Radiography. Protective apparel is readily available at the clinical sites. Since many healthcare facilities do not identify HIV patients, it is critical to use these precautions with every patient.

¹ Torres, Lillian S., Basic Medical Techniques and Patient Care in Imaging Technology, 5th Ed.; Philadelphia, Lippincott, 1997, p. 50.

INFECTION CONTROL

The following measures for preventing transmission of body fluid and blood-borne pathogens in health care settings are recommended by the Centers for Disease Control: (MMWR 1987 Aug.21; 36: 1-185).

1. Use of blood and body fluid precautions for all patients, since medical history and examination cannot reliably identify all patients infected with HIV and other fluid or blood-borne pathogens.
2. Use of special precautions during pre-hospital and emergency care since the risk of blood exposure to health care workers is increased and the infection status of the patient is usually unknown.
3. Use of appropriate barrier precautions to prevent exposure to skin and mucous membrane when contact with blood or other body fluids is anticipated.
4. Gloves should be worn when in contact with blood, body fluids and mucous membranes and for handling items or surfaces soiled with blood or body fluids, or for performing venipuncture and other vascular access procedures.
5. Masks and protective eyewear or face shields should be worn during procedures that are likely to generate air-borne droplets of blood or body fluids to protect exposure of mucous membranes of the mouth, nose and eyes.
6. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.
7. Use caution to prevent injuries caused by needles, scalpels and other sharp instruments. To prevent needle-sticks, needles should not be recapped, purposely bent or broken by hand. After use, sharps should be placed in puncture resistant containers for appropriate disposal.
8. Although saliva has not been implicated in HIV transmission, minimize the need for emergency mouth-to-mouth resuscitation by making resuscitation bags, mouthpieces and ventilation devices available in areas in which the need for resuscitation is predictable.
9. Health care workers with open lesions or weeping dermatitis should refrain from all direct patient care and from handling equipment until condition resolves.
10. Change gloves after caring for each patient, as glove integrity cannot be assured with washing and repeated use.
11. Wash hands prior to and immediately after patient contact.

EXPOSURE CONTROL PLAN

Oconee Fall Line Technical College maintains an approved *Exposure Control Plan* for occupational exposure to blood borne and airborne pathogens/tuberculosis. The plan is updated annually and posted in the OFTC library and in laboratories or classrooms, which are classified as Category I and II. A Category I program would include tasks/activities where there is the definite potential for contact with blood, other potentially infectious body materials or airborne pathogens. A Category II program would include tasks/activities performed without exposure to blood or other body materials, or airborne pathogens to which universal precautions/standard precautions apply, but exposure might occur as an abnormal event or an emergency.

The plan is designed to provide the faculty and students with recognition of tasks, procedures and activities which present the potential for occupational exposure to blood and air-borne pathogens and a means of eliminating or minimizing in the performance of their instructional duties or activities.

Training is provided to students by their respective faculty prior to performing student-student or student-patient/client procedures.

FACULTY / STUDENT HEPATITIS B INFORMATION

FACULTY/STUDENT HEPATITIS B VACCINATION SERIES INFORMATION & CONSENT/DECLINATION/CONFIRMATION

HEPATITIS is a viral disease that causes systemic infection with primary liver involvement. There is no specific treatment for this disease. The outcome of the Hepatitis B is variable but it can be lethal and 5 – 10 % of infected persons will become carriers. Vaccination is strongly recommended for healthcare workers, allied health, and nursing faculty and students as well as others whose jobs or training programs involve an inherent potential for skin or mucous membrane contact with blood, body fluids, body tissues or a potential for spills or splashes of these items.

PURPOSE: The purpose of the vaccination series is to provide prophylactic HBV protection to those faculty members and students in program areas which have the potential of exposure to blood or other potentially infectious body materials (OPIM). Hepatitis B vaccination may be required by clinical facilities/worksites for both faculty members and students prior to any patient/client contact.

PREPARATION: The vaccine is safe, immunogenic, and effective in preventing Hepatitis B.

VACCINE: The vaccine is produced in yeast cells, purified by a series of physical and chemical methods, and is *free of any human blood products*.

DOSAGE/ADMINISTRATION:

- ❖ Given IM only into the deltoid muscle.
- ❖ Three (3) doses of one (1) ml. each.
 - First dose – as desired.
 - Second dose – one month later
 - Third dose – six months after first dose

**The duration of the protective effect is unknown at the present time. **

ADVERSE REACTIONS:

- As with any vaccine, an anaphylactic reaction may occur in <1.0% of recipients.
- Redness, swelling, warmth and soreness at the injection site.
- Low-grade fever (</= 101 F) is usually confined to the 48-hour period following the injection.
- Malaise, headache, nausea, dizziness and aching, usually limited to the first few days following the injection.
- Urticaria (rash) – rare
- In a small number of persons, neurologic reaction, including the Guillian-Barre syndrome have occurred in the period following Hepatitis B vaccination. The rate of occurrence of Guillian-Barre syndrome is not thought to be significantly increased above that observed in normal adults. These reactions are not thought to be related directly to the Hepatitis B vaccine.

CONTRAINDICATIONS: If any of the following are present, the vaccine should not be taken.

- Hypersensitivity to yeast
- Hypersensitivity to any component of the vaccine.

PRECAUTIONS: If any of the following are present, the faculty member/student should consult their private physician before starting the vaccination series.

- Serious, active infection of illness
- Severely compromised cardiopulmonary function
- Pregnancy or lactation

WARNING!: Faculty members or students who are immunocompromised or receiving immunosuppressive therapy should consult their private physician for guidance and dosages prior to starting the vaccination series.

HAZARDOUS COMMUNICATION PROGRAM PLAN

Oconee Fall Line Technical College maintains an approved Hazard Communication Program Plan for occupational and instructional exposure to hazardous materials and chemicals. The plan is updated annually and posted on the OFTC website. An inventory of all hazardous materials present on OFTC campuses can be found on 'MSDS Online,' a computer based hazardous materials management tool, available on the OFTC website.

The plan is designed to prevent the potentially injurious exposure to hazardous materials through the improper use, handling, transportation, containment, storage, or disposal of such materials under normal operating conditions or potentially during an emergency situation. Training is provided to students by their respective faculty prior to performing tasks that may include exposure to hazardous materials, as well as knowledge of hazardous materials that are located/stored in their classroom area/lab/work environment and instructions for accessing and utilizing the MSDS Online system.

HEALTH REQUIREMENTS

All vaccinations and other requirements are outlined below. Students are responsible for all costs related to the health requirements for clinical. An authorization is required to allow the college to release health information to the clinical sites. Some clinical sites require separate onboarding which will require additional testing and uploading of documents. The following requirements must be met prior to starting the radiologic technology clinicals:

1. PPD or Tuberculin Skin Test is required annually. A chest x-ray is required if the TB skin test is positive.
2. Hepatitis B Vaccine series and titer, or declination form in applicable.
3. Diphtheria/tetanus- within ten years.
4. Mumps, Varicella, Measles, Rubella vaccine or titer.
5. Flu Vaccine or declination form if applicable- 1 per year
6. Physical exam within one year
7. Drug Screen
8. Background check; must be through Verified Credentials
9. Health Insurance Card

Medical exam, PPD and Flu vaccine are only valid for one year and must remain current while the student is enrolled in the program.

Declination forms may be signed but please note clinical sites may not permit you to enter their site without certain vaccinations.

HEALTH HISTORY TO BE COMPLETED BY STUDENT

PAST/PRESENT ILLNESSES: Listed below are medical conditions. Indicate if you have a past history, present history, or no history of the conditions listed. Please indicate on-going treatment for past or present illness.

Medical Condition	Past	Present	No History	Comments / Treatment
Heart Disease				
Hypertension				
Diabetes				
Epilepsy				
Musculoskeletal Disorder				
Neurological Disorder				
Respiratory Disorder				
Tuberculosis				
Kidney Disorder				
Liver Disorder				
Skin Disorder				
Hearing Impairment				
Sight Impairment				
Speech Impairment				

PHYSICAL EXAMINATION

HT: _____ WT: _____ Age: _____ Temp: _____

HR: _____ RR: _____ BP: _____

	PAST ILLNESS	PRESENT ILLNESS	NORMAL FINDINGS	COMMENTS / RECOMMENDATIONS
VISION OD				
VISION OS				
HEARING RT EAR				
HEARING LT EAR				
NOSE				
SINUSES				
THROAT				
RESPIRATORY CHEST				
RESPIRATORY LUNGS				
HEART				
VASCULAR				
NEUROLOGICAL				
GASTROINTESTINAL				
GENITOURINARY				
MUSCULAR				
SKELETAL				
INTEGUMENTARY				

	PAST ILLNESS	PRESENT ILLNESS	NORMAL FINDINGS	COMMENTS / RECOMMENDATIONS
SENSORY FUNCTIONS				

I certify that this individual is in suitable physical and emotional condition to complete an Allied Health Program and participate in clinical rotations dealing with patients.

 EXAMINER'S SIGNATURE LICENSE NUMBER DATE

 Print Name of Examiner

FACILITY
 ADDRESS: _____

Please return this report to:
 McKinsey Bray, BSRS, R.T. (R)(ARRT)
 Radiologic Technology Clinical Coordinator
 Oconee Fall Line Technical College
 560 Pinehill Road
 Dublin, GA 31021
 Office: 478-274-7773
 Fax: 1(800)315-1431
mbray@oftc.edu

OCONEE FALL LINE TECHNICAL COLLEGE
Radiologic Technology Program
PPD Results

Student Name: _____ Date: _____

PPD - DATE ADMINISTERED: _____

PPD – DATE READ: _____

Please specify below the timing and result of the reading:

RESULTS @48 hours _____ (POSITIVE) _____ (NEGATIVE)

RESULTS @72 hours _____ (POSITIVE) _____ (NEGATIVE)

EXAMINER'S SIGNATURE

DATE

OCONEE FALL LINE TECHNICAL COLLEGE
Radiologic Technology
Flu Shot Documentation

Student Name: _____ Date: _____

Date of Administration: _____

Vaccine Manufacturer: _____

Vaccine Lot Number: _____

Name and Address of Facility:

Print Name of Person Administering Vaccine

Date

Signature of Person Administering Vaccine



Oconee Fall Line Technical College Allied Health Division

DRUG TESTING AND CRIMINAL BACKGROUND INVESTIGATION PROCEDURE

OVERVIEW

Admission into Oconee Fall Line Technical College's programs does not guarantee acceptance or placement into practicum/lab courses or into any clinical, internship, or practicum setting, which is required for graduation.

Affiliate clinical/internship/practicum sites supporting allied health programs require that students have satisfactory criminal background investigation and negative drug testing results prior to acceptance or placement in clinical rotations. Random and discretionary background investigations and drug screens may also be conducted at the request of the clinical/internship/practicum site. Internship and practicum sites supporting the Early Childhood Care and Education program require satisfactory finger-print based criminal background investigation.

In accordance with this requirement, the following policy has been established.

PARTICIPATION AS A REQUIREMENT

No student will be placed into practicum/lab courses or into any clinical internship, externship, or practicum site in a program or continue in the program without having the required satisfactory criminal background investigation and a negative drug test.

FEES

Fees paid for allied health drug screens and allied health criminal background investigations are nonrefundable. The allied health drug screen fee is assessed through matriculation fees, and those fees must be paid prior to the official college purge date. Extra charges may be incurred for any additional testing required by the drug testing vendor. Failure to pay fees by the required date will cause the student to be withdrawn from all registered course(s).

READMISSION

Students who withdraw from or are dismissed from a program that requires drug screens and criminal background checks must reapply and follow the competitive selection process. In addition, re-entry students must have a new drug screen and new criminal background check (at the student's expense). This requirement also applies to students who transfer to a program with these requirements.

CONTINUOUS ENROLLMENT

Drug testing and criminal background checks are good for one year if a student is continuously enrolled following the term(s) in which he/she was tested unless the affiliate site requests a repeat.

Should you have questions, please contact:

Instructional Coordinator
Oconee Fall Line Technical College
560 Pinehill Road
Dublin, GA 31021
(478) 553-2086

DRUG TESTING

PRE-CLINICAL TESTING

All students enrolled in Allied Health programs that require students to be placed in any clinical or practicum setting will undergo testing for the presence of drugs as a condition of placement. Students will be required to submit voluntarily to a urinalysis test at a laboratory chosen by OFTC, and by signing the consent agreement will release OFTC from liability related to drug testing. Drug tests are valid for one year from the test date if the student maintains continuous enrollment at OFTC unless a request to retest is made due to reasonable suspicion or clinical site requests. Student must show an OFTC student photo ID at the time of drug testing. Students given notification to test off campus must test at the college-approved facility within 24 hours of notification or the results will be deemed as a positive ruling. Any student who for documented medical reasons does not produce urine should contact the Dean of Academic Affairs for Allied Health within one week of signing the Verification of Receipt of Procedure and Consent Form within this procedure.

TESTING PROCEDURES

The Instructional Coordinator will schedule drug testing and will notify the instructor of the testing date, time, and location. All drug and alcohol tests scheduled by the college will be performed by a college-approved testing company. The controlled substance test will be a 10-panel rapid. If the student is under the prescriptive care of a physician and tests positive, the student will be contacted by the Medical Review Officer(MRO) from the testing company and documentation must be presented within a specified deadline. Failure to submit requested documentation by the specified deadline will result in a positive ruling by the MRO.

NOTIFICATION

The privacy of individuals taking these tests will be maintained consistent with the procedures of Oconee Fall Line Technical College. Testing results will be faxed to the attention of the Instructional Coordinator who will maintain records. Those students who pass will be included on the roster for the clinical course. Those students who fail the drug test will be dismissed from

all program classes. A positive result is the sole determination of the MRO. There is no OFTC appeal process for a result deemed positive by the MRO. Any student wishing to view a copy of his/her drug testing results must present a valid OFTC ID or driver's license.

CONSEQUENCES OF POSITIVE TEST RESULTS

Students with unsatisfactory results will not be accepted at the affiliate clinical site and will not be able to continue/complete the course or program at OFTC. Failure to follow the procedures contained herein will result in dismissal from the affiliate clinical site and dismissal from the program for full one semester. Any student who violates any of the provisions in this procedure will be administratively withdrawn from current occupational courses with a grade of W or F based on when in the semester the violation occurs. However, the student may continue to be enrolled in a general education or core allied health course during the term that he/she is tested provided that the courses are not pre-requisite or co-requisite classes during the term in which they are tested. Core allied health courses include all courses with an ALHS or COLL prefix.

REASONABLE SUSPICION

"Reasonable suspicion" is based on the judgment of the clinical site. "Reasonable suspicion" is a belief that a student is using or has used drugs or alcohol in violation of this procedure drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. The clinical site will notify the Instructional Coordinator if a student has to be tested due to reasonable suspicion testing. A refusal to test once the site makes request will be deemed the same as a positive result.

RANDOM TESTING

Students are subject to random drug testing during the clinical/practicum rotation schedule as required by the clinical site. The affiliate clinical/practicum institution and Oconee Fall Line Technical College shall have the right to terminate a student from the site and from the program if the student fails a random drug test. The clinical site will notify the Instructional Coordinator if a student has to be tested due to random testing.

RETURN-TO-DUTY/FOLLOW-UP TESTING

Students who violate or fail to follow any of the provisions of this procedure will be removed from their program for one full semester before being allowed to reapply through the competitive selection process. However, readmission of a previously-released student to a clinical/practicum site is at the sole discretion of that site. Readmission into the program is contingent upon availability of clinical sites and availability of class seats.

A student who has tested positive for drugs must attend drug/alcohol rehabilitation prior to reapplying to the program. Documentation (signed by a licensed substance abuse professional) of this rehabilitation training must be submitted at the time of reapplication to the Director of

Student Affairs. A second violation of this procedure will result in permanent dismissal from all allied health programs.

PROHIBITED BEHAVIOR

It is a violation of this procedure for any student to: (1) report to OFTC or to any practicum/lab courses or any off-site instructional activity under the influence of or while possessing on or in his or her body, blood, or urine, illegal drugs in any detectable amount, (2) report to OFTC or to any practicum/lab courses or any off-site instructional activity while under the influence of or impaired by alcohol, (3) use prescribed drugs illegally (i.e. to use prescription drugs that have not been legally obtained or in a manner other than for the purpose prescribed). However, nothing in this procedure precludes the appropriate use of legally prescribed medications.

Specimen Submission

Any submitted specimen considered unacceptable/invalid by the drug testing vendor will be deemed a positive drug testing result. The student will immediately be withdrawn from his/her program of study. No retesting or resubmissions will be allowed.

TESTING REQUIREMENT COMPLIANCE

Any student who refuses to comply with a request for drug testing shall be dismissed from the program for one full semester. Refusal can include an inability to provide a sufficient urine specimen, saliva sample, or a breath sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test. Once the class has been informed of the start of a drug testing event, any student who leaves the instructor or testing representative's presence will be viewed as having a positive result. Failure to submit to a required substance abuse test within the required timeframe or submitting a verified adulterated or substitute drug test constitutes a refusal and will be viewed as a positive result. A second violation of this procedure will result in permanent dismissal from all allied health programs.

CONSUMER INFORMATION

Community resources are available to assist students who are experiencing problems with alcohol and/or other drugs. Information concerning the effects of alcohol and controlled substance use on an individual's health, work, and personal life; and signs and symptoms of an alcohol or controlled substances problem is available from the division of Student Affairs at Oconee Fall Line Technical College.

CRIMINAL BACKGROUND INVESTIGATIONS

ALLIED HEALTH PROGRAMS:

PRE-ENROLLMENT

The clinical, internship, practicum, and externship sites associated with the college's allied health programs require background investigations on incoming students to ensure the safety of the patients treated by students in the program. Therefore, all students enrolled in programs that require students to be placed in practicum, clinical, internship, externship, or practicum setting will be required to have a criminal background investigation conducted by a firm chosen by OFTC that specializes in background investigations for healthcare workers. Students should not process their background check request until they are instructed to do so by the program director or instructor. Any students submitting a premature or duplicate request will be charged an additional fee for each request processed. By signing the consent agreement, the student releases Oconee Fall Line Technical College from liability related to the criminal background check.

NOTIFICATION

Students agree that criminal history record information can be provided to those persons with a need to know at the affiliate clinical/internship/practicum institutions. The privacy of individuals having criminal background investigations conducted will be maintained consistent with the policies of Oconee Fall Line Technical College. The program instructor will be responsible for providing the roster of students to the clinical/internship/practicum institution for consideration. The affiliate site will review the results to determine whether the students meet requirements of the site. **Students with unsatisfactory results will not be accepted at the affiliate site and will not be able to complete the course or program at Oconee Fall Line Technical College.**

WITHDRAWAL/SITE REJECTION

A site has the right to exclude any student if the site believes the student could potentially impose a danger to children/clients. The affiliate site makes the sole decision whether students are accepted. There is no OFTC appeal process for an unsatisfactory criminal background investigation.

CRIMINAL BACKGROUND INVESTIGATION COMPLIANCE

Failure to submit to a criminal background investigation conducted within the required timeframe constitutes a refusal and will be viewed as an unsatisfactory result. Students with a refusal will be administratively withdrawn from current ECCE courses with a grade of W or F based on when in the semester the violation occurs.

Adopted: July 1, 2011

Reviewed: March 15, 2015

Revised: July 10, 2012, February 24, 2016, August 29, 2018, September 18, 2019, September 28, 2020, August 3, 2021; July 14, 2022;

Program Handbook AY2026-27 | Radiologic Technology | 01/12/26

BLOOD OR AIRBORNE EXPOSURE

If a student should experience an exposure to blood or airborne pathogens through a needle stick or some other patient care procedure, the student must notify the clinical facility and clinical preceptor immediately. Also contact the clinical coordinator. You will be instructed to go to **Emergency Department** at the clinical facility you are currently at or the nearest Emergency Department if your clinical is an outpatient office. You must go where instructed for documentation purposes and proper medical attention if needed. Upon arriving, identify yourself as an Oconee Fall Line Tech student. Fees for services provided there should be covered by the student liability insurance policy. If another facility is used, the student will bear the responsibility for filing their own insurance and assuming costs of any service not covered under student liability insurance policy. **Accident forms must be filled out and the clinical coordinator will submit the form to the Safety Officer at Oconee Fall Line Technical College as soon as possible or the next business day.**

COLLEGE CATALOG

Oconee Fall Line Technical College's institutional procedures can be found in the interactive college catalog [Academic Handbook And Catalog](#) link.

**Oconee Fall Line Technical College
Radiologic Technology Program
Radiation Safety Procedures Acknowledgement Form**

Purpose:

This form confirms that the student has received and understands the radiation safety procedures and policies required by the Radiologic Technology Program, and agrees to comply with all relevant federal, state, and institutional regulations while in the program.

Acknowledgement:

I, _____, certify receipt, reading, and understanding of the radiation safety policies and procedures outlined in the Radiologic Technology Program Handbook

The student specifically acknowledges being informed of and agreeing to comply with these key radiation safety requirements:

- **As Low As Reasonably Achievable (ALARA):** ALARA principles will be practiced, using time, distance, and shielding to minimize radiation exposure to the student, patients, and others.
- **Dosimeter Usage:** A radiation dosimeter badge will be worn as instructed (e.g., at the collar level outside of a lead apron) during all laboratory and clinical assignments. The dosimeter will not be exposed to any radiation source other than what is necessary for occupational duties and will not be worn for personal medical procedures.
- **Protective Equipment:** All required radiation protection devices, such as lead aprons, gloves, and thyroid shields, will be properly used and worn during all relevant procedures.
- **Clinical Protocol:** All radiation safety rules will be followed, including patient shielding techniques and proper use of collimation, in both the school's labs and all affiliated clinical sites.
- **Unauthorized Procedures:** Unauthorized radiographic procedures will never be performed, including using laboratory equipment to take images of human subjects or holding patients or the IR during an exposure.

- **Incident Reporting:** Any accidental radiation exposure or other safety incident will be reported immediately to the program's Clinical Coordinator or supervisor.
- **Exposure Monitoring:** Occupational radiation exposure will be monitored and the student must review and sign off on monthly dose reports.
- **Declaration of Pregnancy:** The special radiation safety protocols for a declared pregnancy are understood, and program officials will be informed if applicable, to ensure proper safety measures are taken.

By signing below, the student affirms:

- The opportunity to ask questions about the program's radiation safety policies was provided.
- All program policies, rules, and procedures will be followed.
- Failure to comply with these safety standards may result in disciplinary action, up to and including immediate dismissal from the Radiologic Technology Program.

Student Signature: _____ **Date** _____

Program Official Signature: _____ **Date** _____



Oconee Fall Line Technical College
Radiologic Technology
Program Handbook Acknowledgement Form

I, _____, have received the Radiologic Technology Program Handbook. I have read the procedures and guidelines that I must follow in the classroom, lab and clinical setting as a student of the radiologic technology program. I understand what is expected of me. By signing this page, I acknowledge and agree to abide by the procedures listed in this handbook.

Student Name (PRINT)

Student (Signature)

Date

Program Director (Signature)

Date

NON-DISCRIMINATION STATEMENT

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs, and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following person has been designated to manage inquiries regarding the nondiscrimination policies:

TITLE IX Coordinator

Jennifer Todd

Office: North Campus 315
478-553-2098
jtodd@oftc.edu

ADA/504 Coordinator

Saketta Brown

Office: South Campus WRS 112B
478-274-7643 or 478-553-2124
sdbrown@oftc.edu

EEOC Officer

Rosemary Selby

Office: North Campus 205
478-553-2055
rselby@oftc.edu

Oconee Fall Line Technical College is a unit of the Technical College System of Georgia.

**OCONEE FALL LINE TECHNICAL COLLEGE
CAMPUSES:**

North Campus

1189 Deepstep Road
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Phone: 478.553.2050
Toll Free: 1 (877) 399.8324

South Campus

560 Pinehill Road
Dublin, GA 31021
Phone: 478.275.6589
Toll Free: 1 (800) 200.4484

Other Campuses:

Jefferson County Center

1257 Warrior Trail
Louisville, GA 30434
Phone: 478.625.1901

Transportation Center

1678 Kaolin Road
Sandersville, GA 31082
Phone: 478.553.2408

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