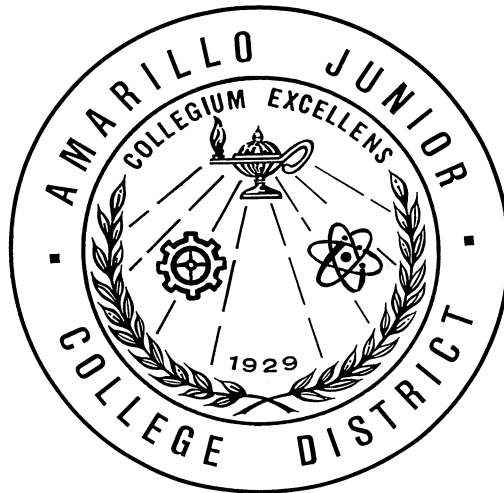


AMARILLO COLLEGE
DIVISION OF ALLIED HEALTH

RADIOGRAPHY PROGRAM



STUDENT HANDBOOK 2025-2026

Revised 8/2025

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AMARILLO COLLEGE RADIOGRAPHY PROGRAM

STUDENT HANDBOOK

Welcome to Amarillo College and to the Radiography Program!

We are very excited that you chose Amarillo College (AC) to prepare you for an allied health career. At AC the student always comes first. We promise to work very hard to try and ensure that you receive a quality education. Likewise, we promise to always treat you with courtesy and respect.

It is very important that you immediately understand that your patients must always come first. There can be absolutely **no exceptions!** The information contained throughout this “Student Handbook” were carefully prepared with that thought in mind. Some comments may seem harsh, petty and even “childish” for you personally. However, none are intended to be personal or discriminatory to anyone.

The contents of the “Student Handbook” also describe the policies, regulations, and procedures which are currently in effect for the Amarillo College Radiography program. Amarillo College always reserves the right to make necessary changes in the “Student Handbook” at any time to reflect current Board of Regents policies, administrative regulations and procedures, and amendments imposed by Texas law. Also, changes in the “Student Handbook” may become necessary with the sole intent of improving the program. Should any change in policy and/or procedures become necessary, each student will be notified, in writing, of the change. Consequently, any change supersedes previous statements and the student will be required to abide by the change.

Amarillo College always strives to maintain appropriate standards for each program of study. As soon as possible, you are requested to carefully read the “Student Handbook” throughout and become very knowledgeable of its contents. You will be responsible for observing its contents each day while you remain in this educational program. Any question, comment or criticism about any statement in the handbook should be directed, in writing (signed and dated), to the Program Director.

PROGRAM PURPOSE

This course of study at Amarillo College is designed to provide the opportunity for each student to obtain the basic entry-level skills and knowledge expected of a beginning staff radiographer. The curriculum combines general academic and radiographic didactic and clinical courses which will enable each graduate to obtain a working knowledge in radiography as well as the development of professional and personal traits appropriate for working in a healthcare environment and life in general.

PROGRAM PHILOSOPHY

Allied Health education shall follow the philosophy that a career in health is chosen and prepared for with a dedication of the individual to the dignity and mental and physical well-being of the patient. The obligation a student assumes IMMEDIATELY is one of service to the patient, Amarillo College, and the community-at-large.

PROGRAM HISTORY/ACCREDITATION

The radiography program was started at Amarillo College in 1968. Since then, hundreds of men and women have graduated to begin rewarded health careers. Throughout its long history, the program has consistently maintained accreditation through the Joint Review Committee on Education in Radiologic Technology (JRCERT).

PROGRAM MISSION

In keeping with the mission of Amarillo College, the Radiography Program has as its mission **“to provide a comprehensive educational environment that will prepare the graduate to effectively engage in the daily challenges and responsibilities required of a competent and professional entry-level radiographer.”**

PROGRAM GOALS

Consequently, accomplishing this mission is measured and evaluated to the degree to which the program achieves the following goals:

Goal 1: Monitor Program Effectiveness

Student Outcomes:

- Students will complete the program and take the ARRT certification exam
- Program will assess graduate satisfaction
- Program will assess employer satisfaction
- Program will assess employment rate

Goal 2: Graduate will be clinically competent

Student Outcomes:

- Students will provide appropriate radiation safety for patients and self
- Students will recognize appropriate positioning skills and produce diagnostic images.

Goal 3: Graduate will display communication skills

Student Outcomes:

- Students will demonstrate verbal skills when relating to patients
- Students will demonstrate written communication skills

Goal 4: Graduate will display critical thinking and problem-solving skills

Student Outcomes:

- Students will be able to evaluate radiographic images for acceptability
- Students will demonstrate adaptive behavior for critical or stressful scenarios

Goal 5: Graduate will exhibit professional development

Student Outcomes:

- Students will be able to demonstrate conduct as outlined in the ARRT “Code of Ethics”
- Students will be able to differentiate between various modalities and professional organizations.

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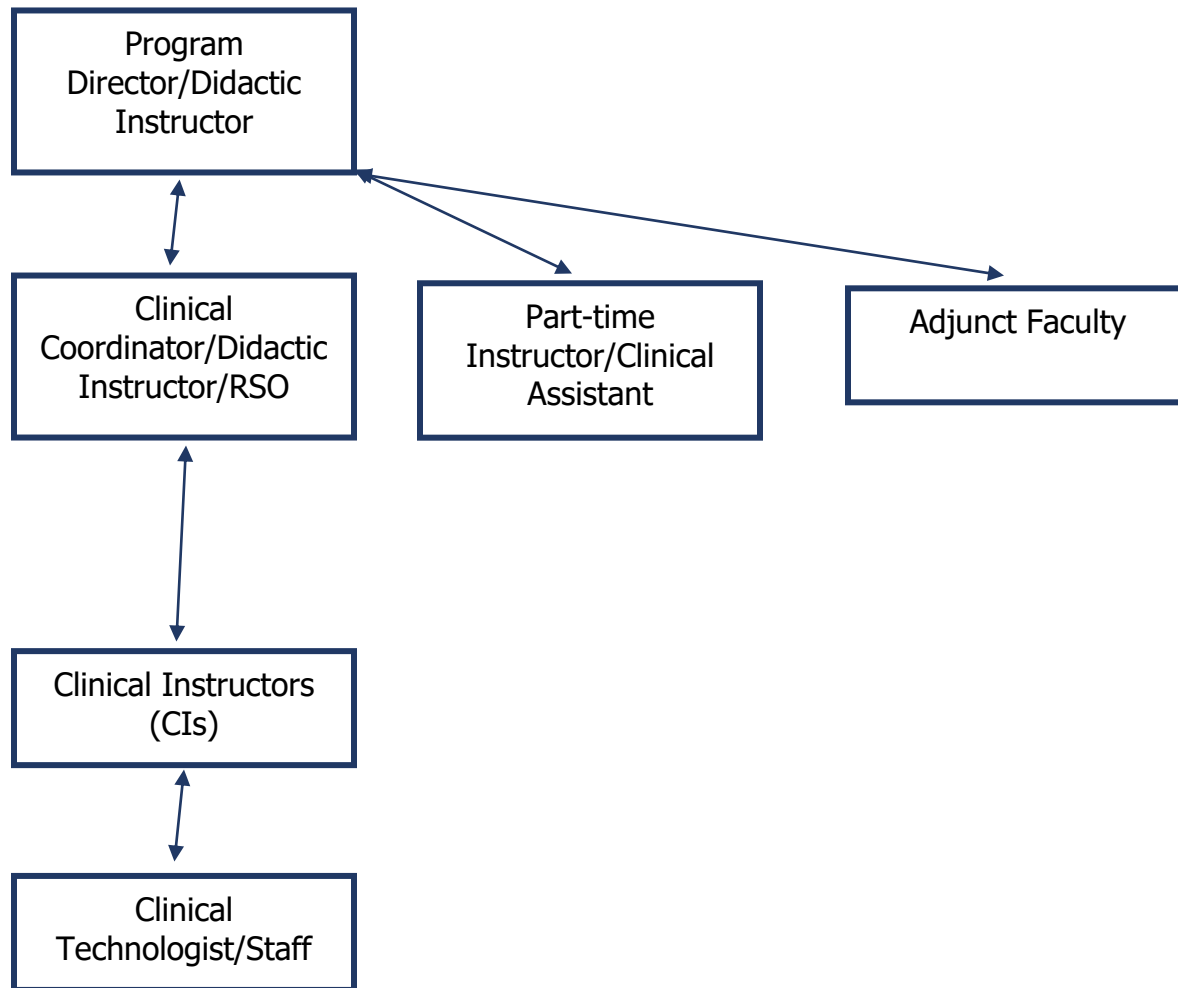
PROGRAM EFFECTIVENESS ANALYSIS

The Radiography program will meet each fall and spring semester to evaluate the overall effectiveness of the program. During these meetings, we will evaluate, analyze, and continually seek improvement within the Radiography program. The outcomes assessments and program data is posted on the Amarillo College Radiography web page under [JRCERT-mission, goals, program effectiveness.](#)

Rev. 10/2016-mgh

Amarillo College

Radiography Department Organizational Chart



RADIOGRAPHY STAFF

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Director of Radiography

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ESSENTIAL REQUIREMENTS FOR PROGRAM COMPLETION

The Amarillo College Radiography program awards the Associate in Applied Science (AAS) degree and a Certificate of Completion in Radiography to all program graduates. These awards signify that the holder has been academically prepared to competently practice entry-level radiography skills and to apply for certification through the American Registry of Radiologic Technologists (ARRT). These awards also indicate that the holder is eligible to apply for Texas licensure as a Radiographer.

The education of a radiographer requires assimilation of knowledge, acquisition of skills and development of judgment through didactic and patient care experiences in preparation for making appropriate decisions required within the Radiography “Scope of Practice.” The following link is to the ASRT Practice Standards Overview:

<https://www.asrt.org/main/standards-and-regulations/professional-practice/practice-standards>

The practice of radiography emphasizes collaboration among physicians, nurses, other allied health care professionals, other radiographers and the patient.

The curriculum leading to the AAS degree from Amarillo College requires students to engage in diverse, complex, and sometimes unique experiences essential to the knowledge and practice of essential radiographer skills. Unique combinations of cognitive, affective, psychomotor, as well as appropriate social skills are required to satisfactorily perform these functions. In addition to being essential to the successful completion of the requirements of the AAS degree, these skills are necessary to ensure the health and safety of patients, peers, faculty, the general public and other healthcare providers.

The essential knowledge and skills needed to acquire and demonstrate competence in a profession as complex as radiography, and needed for successful completion of the radiography program at Amarillo College, include – but are not limited – to the following:

1. Psychomotor Skills

The radiography student should have sufficient motor function so that he or she is able to execute movements required to provide general care and treatment to patients in all radiology health care settings. (e.g. – for the safety and protection of the patient, the student must be able to perform basic life support, including CPR, and function in an emergency situation. The student must have the ability, within reasonable limits, to safely assist a patient in moving from a bed to a chair, or from a wheelchair onto an x-ray table. The student must have the dexterity to safely manipulate very expensive and technical equipment, etc.).

2. Sensory/Observation Skills

The radiography student must be able to acquire information presented through demonstrations and experiences, both in the classroom and in the clinical setting. The student must be able to observe and assess a patient accurately and interpret non-verbal communications when performing imaging procedures. The student must be capable of quickly recognizing signs of patient distress through the patient's voice and other auditory signals, body movements and facial expressions. The student must be able to accurately measure the patient's vital signs of life that include, temperature, pulse, respiration and blood pressure.

3. Communication Skills

The radiography student must communicate effectively and sensitively with patients, other students, faculty, medical staff members, family and friends of patients, and other health care professionals. The student must be able to express ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback. The student must be able to communicate effectively in both oral and written formats. The student must be able to process and communicate information relative to the patient's status with accuracy and in a timely manner to members of the health care team. Appropriate communication also relies on the student's ability to make timely and accurate judgments when it becomes necessary to seek supervision and the assistance of other health care professionals.

4. Cognitive Skills

The radiography student must be able to measure, calculate, reason, analyze, integrate and synthesize in the context of the specific semester competencies that are required in each didactic and practicum (clinical) course. As semesters progress, it is expected that the student will become more proficient in all skills. The student must be able to quickly read, comprehend and recall technical information. The student must be able to evaluate and apply the information and engage in critical thinking in the classroom, laboratory and clinical setting.

Critical thinking is the skill of precisely examining and assessing thinking with a purpose to improving it. A person who has developed critical thinking skills ...

- suggests essential questions and problems, stating them clearly and precisely;
- gathers and assesses appropriate information, using theoretical thoughts to interpret the information effectively;
- comes to thoughtful conclusions, evaluating them against appropriate standards;
- thinks objectively, recognizing and assessing assumptions, possibilities and consequences; and
- communicates effectively with others in arriving at solutions to complex problems.

Critical thinking is self-directed and self-corrective thinking. It requires rigorous standards of excellence and mindful command of their use. It demands effective communication and problem solving abilities.

5. Affective (Behavioral/Emotional) Skills

The radiography student must possess the emotional health required for the full use of his or her mental abilities, the exercise of good judgment and the prompt completion of all responsibilities important to the care of the patient. In addition, the student must be able to maintain mature, sensitive, and effective relationships with patients, faculty, peers, radiology staff and other health care professionals under all circumstances, sometimes including highly stressful scenarios. The student must have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways. The student must be able to experience empathy for the situations and circumstances of others and effectively communicate that empathy. The student must know and understand that his or her values, attitudes, beliefs, emotions, and experiences affect his or her perceptions and relationships with others. The student must be able and willing to examine and change his or her behavior when it interferes with productive individual or team

relationships. The student must possess skills and experience necessary for effective and harmonious relationships in diverse academic and working environments.

6. Professional Conduct Skills

The radiography student must have the ability to reason morally and practice radiography in an ethical manner. The student must be willing to learn and abide by the professional “Code of Ethics.” The student must possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility and tolerance. The student must be able to engage in patient care as occurs in a radiology setting and be able to deliver care to all patient populations including, but not limited to, infants, children, adolescents, adults, those who are incarcerated for various crimes, developmentally disabled persons and medically and mentally compromised patients.

PROFESSIONALISM

You have chosen an allied health career. The months, weeks and days that are ahead will likely prove to be a very different experience in your life. Radiography is a career charged with excitement, challenge, and responsibilities. It is a people-helping allied health profession that demands maturity, the ability to solve problems and a “stick-to-it” attitude.

Let's begin by defining the term “**Allied Health Professional**.” The word “**Allied**” means to assist. “**Health**”, of course, deals with one’s well-being, and a “**Professional**” is one who knows and understands the “job” and always conducts himself or herself in an appropriate manner. An **Allied Health Professional** is a highly skilled and knowledgeable person who assists the physician in helping the patient return to a wholesome lifestyle.

One important word in the vocabulary of any professional is “ethics.” **Ethics is a state of conduct and behavior – a set of principles – used to direct the daily activities of the professional.** The ethical responsibilities associated with a career in health, at any level, make it mandatory for those practicing in this type of environment to carefully consider conduct and behavior both on and off the job – in other words, twenty-four hours a day, seven days a week.

Now that you have officially entered the radiography program you are considered to be a radiographer professional (even with your limited knowledge base of that profession). As such, you will now be expected to observe the radiographer’s “Code of Ethics” at all times – both on and off the job.

A code of ethics is a statement of values that ensures a high quality of service. The code guarantees honor and integrity and is a direct expression of the professions' principles of service orientation. Also, an ethics code emphasizes no personal gain and protection of the client.

The radiographer’s code of ethics has been developed by the American Registry of Radiologic Technologists (ARRT) and can be viewed in the appendix of this handbook.

When you selected a health career, you inherently chose to become a “public servant.” As such, you must understand, and always remember, that any public servant is subject to the very close scrutiny of the public at ALL times – even at those times when you are “off-duty.”

There is no single course in your curriculum called “professionalism.” Professionalism is not easily taught in a classroom. Yet, at all times, you will be expected to demonstrate a professional behavior.

The Amarillo College faculty who teach your on-campus courses and the clinical adjunct faculty who will supervise you in the off-campus clinical setting will be closely observing your hands-on skills and your ability to demonstrate professionalism.

Should you ever compromise your professional standards while in the clinical setting to an unacceptable level, your adjunct clinical instructor may immediately discharge you from that facility. If that discharge becomes permanent, you could receive a grade of ‘F’ for the practicum course in progress. That decision will rest solely with the Amarillo College Clinical Coordinator – NOT the adjunct clinical instructor. Depending on the circumstances, proceedings may also be set in motion that could dismiss you from the radiography program with no possibility to re-enroll at some later date.

This same level of professionalism is also expected while you are on campus and carries similar consequences should it be compromised to an unacceptable level as determined by the radiography program director. In other words, your potential career as a Radiographer could be abruptly and permanently terminated as a direct result of any unacceptable behavior.

The Joint Commission, which is the accreditation agency for U.S. hospitals, requires those hospitals to conduct a Criminal Background Check (CBC) on all employees. Students who obtain educational skills while training in each accredited hospital are likewise required to submit to a CBC.

Certain criminal convictions that have occurred anytime in a student’s past may prevent the student from training in an accredited hospital and, likewise, prevent the student from taking the national American Registry of Radiologic Technologists (ARRT) certification examination after program graduation. Hospitals reserve the right to refuse admittance to any Amarillo College radiography student based on a past criminal record of that student. Likewise, If the student is convicted of a crime while enrolled in the program, the hospital reserves the right to terminate training privileges and the student will receive a grade of “F” in the practicum (clinical) course that is in progress at the time of the conviction and cannot be permitted to enroll in any remaining practicum courses.

As you begin a new chapter in your life’s story, your entry into the health care setting as a student radiographer obviously comes with many responsibilities. At this very early point in your new career, it is difficult for the program faculty to adequately stress the importance of your responsibilities for you to fully realize their scope and importance. At this time, it is sufficient to say that your major areas of responsibility include, but are not limited ...

1. To your patients who are prepared to place their lives in your caring and “expert” hands.
2. To the medical staff and the team on which you will work. It should not be difficult to understand that when one member of a team (any kind of team) “lets down” the entire team suffers the consequences.

3. To the faculty who are committed to assist you to meet your educational goals. They spend many hours preparing coursework to make sure that you have the latest and most accurate information. As a student, you should be prepared to reciprocate through **prompt and regular attendance** in classes and by demonstrating an enthusiasm for learning.
4. To those family and friends who care for you and are “cheering” for you to succeed.
5. To yourself. After all, you are an important person and have already proven a high degree of academic success to be accepted into an academic program where many have been turned away. Good self-esteem is a must if you plan to succeed. Believe in yourself and work diligently to maintain a positive attitude at all times. A good measure of self-confidence will go a long way to saturate you with motivation and perseverance. You will need both! In many ways, the next two years will be a “test of endurance” and you will most surely need to constantly replenish your motivation and perseverance to complete that test with success.

Before you invest much time, effort, and money to complete this program, now is the time to carefully re-evaluate the circumstances that brought you here and the future possibilities of your new career choice. Why are you here? Are your motivations sincere? Are you looking for something quick and easy? Are you here because you truly want to be here or because of pressures from a family member or friend? Do you view radiography as just another job that provides a paycheck every two weeks? Etc, etc.?

Obviously, everyone must earn money in order to put food on the table and clothes on the backs of those they love most. However, if the anticipation of “big bucks” is a driving force that brings you into a radiography career, perhaps you should reassess that commitment. Serving others as a health care worker is more than just a salary. It is MUCH more than that!

In any job, the worker will get out of the job no more than what is contributed. As a student radiographer, great demands of conduct, personality and attitudes will be made of you, by your patients, your teachers and by the other professional people with whom you come into daily contact. If you study diligently and develop your professional skills to the best of your ability, and if you are loyal to your profession, you will be successful.

You should understand “up front” that from this day forward you will be doing very serious and meaningful work. As a professional, you must begin today to develop an inner determination to succeed. Each day of your formal education you will be faced with new problems that you must learn to solve. As you work to solve them, you will make mistakes, and that’s understandable and expected. After all, that’s what learning is all about. However, as the saying goes, one should “learn from his or her mistakes.” Repeating the same mistake over and over again is an unacceptable practice.

As you meet new patients each day, you will, no doubt, come into contact with some who are not very personable. Many patients are in severe pain, or very sick, and may be emotionally extended beyond the normal. It is at these times that you will need to draw deep into your own well of emotional strengths to remain calm and provide reassurance and comfort to those who

need it most. You must ensure that nothing adds to their distress and at the same time make them feel that they can trust in you for help. You must always portray an image of confidence to others which is possible only if you first have confidence in yourself. When you have gained their trust, only then will they fully cooperate with you.

Regardless of their mannerisms, speech, dress, or even their personal hygiene, you are serving them **just as they are**. Therefore, you must be flexible and learn to adapt yourself to meet their personal needs. You must always maintain your composure and professional dignity and **NEVER** give any patient any reason to doubt your abilities as a caregiver. They **MUST** feel secure in your care.

“FIRST IMPRESSIONS ARE LASTING IMPRESSIONS”

A very important question to consider is this: What characteristics about you as an individual may give poor impressions to others? You cannot begin to realize, at this very early point in your new career, just how closely you will be observed; how important it is to create a favorable impression with your patients and professional colleagues.

A disfavorable impression can be very damaging to your long-term career.

The saying, “first impressions are lasting impressions” is one that is absolutely true! Your personal appearance must never be in question when working in close proximity with your patients, the public, and your fellow health team members.

See AC Radiography Clinical Handbook for Dress Code and Appearance

One final comment, deserves some special attention at this time. It is very important that you consistently make every effort to be a team player at all levels. Your closest daily associates will be your peers, those fellow students who occupy the desks around yours and share most of the same anxious feelings you are probably now experiencing. Your classroom, laboratory and clinical experiences, will, to some degree, be performed as a class. What one class member does may reflect on all other members.

Each new class soon establishes its own identity based upon the attitudes and ideals of all its members. As a member in this class, it is your immediate responsibility to begin to work with your peers. A “loner mentality” is not appropriate. You will no doubt discover some peers with attitudes and personal values which are far different from your own. Give them a chance; tolerate them if you must. You don’t have to like them, but you do have to work **WITH** them. Keep in mind that you yourself may not be exceptional in their eyes. There may be people who must tolerate you. Whenever there is discontentment or disharmony within a class unit, the goals of the entire group become jeopardized.

Obviously, the student who can discuss, demonstrate, debate, and share in a professional manner is the student who will learn and become successful. Also, to reach success within any educational program, a student must ask questions, listen, express opinions, quickly correct mistakes, and respect the opinions of others. In a typical class of thirty students, a few students will seem to “breeze” through the coursework with little effort. A few others will have to “struggle” to complete the work successfully. The remainder of the class will typically fall

into a group that might be classified simply as the “norm.” Where ever you find yourself in this spectrum always be prepared to help each other. Discuss your problems with each other. Your progress should reflect the progress of the group. Don't envy or harass the student who seems to learn easier than you. Instead, study harder yourself. In general, a positive competitive atmosphere will enhance the likelihood for your success.

Finally, personal dating of a classmate or an employee in the hospital or clinic where you are working is highly discouraged. Historical testimonies have repeatedly shown that such practice very often results in **MAJOR** problems for all concerned.

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COURSE ETHICS

Your performance while in this program represents not only you, but your profession, your school and your clinical institution. Many people today take the attitude that “it’s O.K. to speed,” or “it’s O.K. to be dishonest on your income tax report,” or “it’s O.K. to ... etc. as long as you don’t get caught. After all, everyone else is doing it.” Frankly, everyone else is NOT doing it! As a radiography student at Amarillo College, be very, very careful of that very fragile philosophy. “Cutting corners” in a health care environment could literally cost someone his or her life. Being realistic is sometimes a very difficult thing to face in our daily lives. Politicians, business men and women, and others, may deceive and take advantage of other people to “make a buck.” As a health care delivery professional, one of the most outstanding qualities you can possess is **honesty**. Dishonesty in the classroom or in the clinical environment can only be interpreted as non-professional behavior. As some wise person once said, “***Honesty is the best policy!***”

During on-campus courses, you will be required to prepare written assignments for credit and take written examinations as a part of each course. As such, you should be aware of the instructor’s policies relative to the ethics regarding copying the work of another person and any dishonesty during an examination. These policies are clearly stated in each course syllabus.

Copying the work of another person is called **PLAGIARISM**. Strictly speaking, plagiarism is the theft of another person’s work or thinking. Words as well as ideas are intellectual property and can be stolen from another person as easily as money or property. As such, plagiarism can be a violation of statutory law. Even in those cases where the law may not be violated, plagiarism is unethical. Frankly, it is simply the wrong thing to do. Unfortunately, copying from another is usually easy to do and often becomes the source for “an easy way out” of what might first appear to be a difficult assignment or examination. In reality, of course, hard work and good preparation is the best defense for “difficult” assignments and tests.

In any course, it is considered plagiarism to copy the work of another student. Under the circumstances associated with a course assignment for credit, a student would need the permission of the course instructor before copying a peer’s work. Obviously, that permission is not likely to be given for it totally defeats the purpose of the assignment, which is to measure the knowledge and ability of the student – not the ability of someone else. Simply put, one student may **NOT COPY ANOTHER STUDENT’S WORK** on any assignment for credit!

Like plagiarism, dishonesty during an examination is simply the wrong thing to do. To say the least, for any student, but especially for a student pursuing a career in a health occupation, test dishonesty is usually a reliable predictor of unacceptable job performance. If a student makes poor choices to “cheat” on tests, will that student also make poor choices relative to quality patient care? Probably so. The radiography instructors take the position that a dishonest student may also be unethical in other ways and, as such, may pose a threat to the safety of any patient who comes in contact with that student. Employers take a similar viewpoint. The health care industry has a **ZERO TOLERANCE** for such conduct.

At Amarillo College, there are severe penalties for any unethical conduct on the part of any student. The policy and penalty for such conduct is provided in the General Catalog as follows:

“A high standard of conduct is expected of all students. It is assumed that obedience to the law, respect for properly constituted authority, personal honor, integrity and common sense will guide the actions of each member of the college community both in and out of the classroom. Any student who fails to perform according to expected standards may be disciplined.”

One should conclude from this statement that any unethical conduct is absolutely prohibited by Amarillo College policy. To be more specific, plagiarism, cheating, falsifying competency records, or any other unethical conduct, will be cause for a final course grade of “F”, or even dismissal from the program without the ability to re-enroll at some later date.

WARNING!

Course ethics policies are STRICTLY enforced by each instructor! The radiography faculty “take no prisoners” when a dishonesty incident occurs. A student should never risk his or her final grade in a course, or continuation in the program and future enrollment privileges at Amarillo College, as the result of any unethical conduct.

Two-Year Curriculum Pattern (Cohort starting FA 2023)

Semester	Semester Hours	Lecture	Lab	Contact Hours	Courses (as of FA 2023)
Prior to acceptance	4 3 3 3 3 3	3 3 3 3 3 3	3 1	96 64 48 48 48 48	BIOL 2401 Anatomy & Physiology I ENGL 1301 Freshman Composition Any approved college level math course Any approved Social/Behavioral Science course Any approved college level speech course Language/Philosophy/ Cultural/Creative Arts Course
Total	19				
Fall 1	2 2 2 3 4	 2 2 3 3	 3	225 32 32 48 96	RADR 1266 Practicum I RADR 1201 Introduction to Radiography* + RADR 1203 Patient Care RADR 2313 Biology & Protection RADR 1411 Basic Procedures
Total	13				
Spring 1	2 3 2 4	 2 2 3	 2 3	240 64 32 96	RADR 1267 Practicum II RADR 1313 Radiographic Imaging I RADR 2240 Sectional Anatomy + RADR 2401 Intermediate Procedures
Total	11				
Summer 1	2 1	2		32 119	RADR 1202 Radiographic Image Evaluation I ++ RADR 2166 Practicum III
Total	3				
Fall 2	2 3 3 3	2 2 3	2	32 64 48 350	RADR 2217 Radiographic Pathology RADR 2305 Radiographic Imaging II RADR 2309 Radiographic Equipment RADR 2366 Practicum IV
Total	11				
Spring 2	2 2 3	2 2		32 32 350	RADR 1250 Rad. Image Evaluation II RADR 2235 Radiographic Seminar RADR 2367 Practicum V
Total	7				
Total	64				
					* indicates RADR course that may be taken before acceptance into program + Distance education courses ++ Hybrid course

Note: contact hours fall within the Texas Higher Education Board Guidelines for Instruction Program in Workforce Education and Workforce Education Course Manual

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DISCRIMINATION POLICY

Amarillo College has an “open door” admissions policy that ensures all who can benefit from higher education have an opportunity to do so. The AC admission policy does not discriminate on the basis of race, color, national origin, sex, age, religion or disability. This same non-discriminatory philosophy continues for students while they are enrolled at Amarillo College.

Any student who believes he or she has been shown discrimination by an instructor or other agent of Amarillo College may file a discrimination complaint through the college Department Officer or the Affirmative Action Officer of the college. In turn, the college will set in motion a series of “due process” steps to resolve the complaint. These steps are described in detail in the college General Catalog, link to AC College Academic Catalog:

<https://catalog.actx.edu/index.php#gsc.tab=0>

PROGRAM LENGTH

In order to complete the educational program, the student must be enrolled in the medical portion of the program (Practicum courses) a minimum of five semesters. Longer periods may be used, but anything less than the prescribed five semesters is NOT possible, regardless of previous college semester-hour credits (unless those credits are earned for transfer radiography courses from another JRCERT accredited radiography program).

A student may not enroll in any combination of required courses that meet for a combined total of more than 40 clock-hours per week. The radiography major must complete all RADR courses within thirty-six months measured from the start of the first Practicum (RADR 1266) course.

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GRADUATION REQUIREMENTS

In order to be eligible for graduation from the Radiography program at Amarillo College, A student must fulfill each of the following requirements:

1. Discharge all financial obligations to Amarillo College.
2. Complete ALL required courses contained in the curriculum as listed in the college General Catalog.
3. Earn a minimum grade of "C" in any required course contained in the curriculum. A grade of "D" in any course that permits a "D" does not count towards graduation. A grade of "D" cannot be earned in any of the RADR courses.
4. Have a cumulative Amarillo College Grade Point Average (GPA) not less than a 2.00 (C average).
5. Make a formal application for graduation at the appropriate time.

Note: If a student applies for graduation and does not complete the program within that fiscal year (end of the Summer Term), the graduation application is voided and all graduation fees are forfeited. In such case, the student must re-apply for graduation at the next opportunity.

PROGRAM COMPLETION AWARDS

Upon satisfactory completion of the TOTAL curriculum, and after meeting **ALL** other graduation requirements, the graduate will receive the Associate in Applied Science Degree (AAS) and a Certificate of Completion in Radiography from Amarillo College. After these credentials are earned, the graduate is eligible to take the American Registry of Radiologic Technologist (ARRT) certification examination in Radiography. After successful completion of this examination, the certified technologist may use the initials RT(R) (registered technologist in radiography), after his or her name. In Texas, and many other states, ARRT certification qualifies the person for a state license to practice radiography in the respective state. Application for a state license (if applicable) will occur at the conclusion of the program and is the sole responsibility of the student.

SATISFACTORY PROGRESS

Each student is expected to maintain satisfactory academic progress at all times during the educational experience. Satisfactory Progress is defined as a GPA of not less than 2.00 (C average). Any student who fails to make a semester GPA of at least 2.0 will be placed on **ACADEMIC PROBATION**. To be removed from academic probation, a student must earn a minimum GPA of 2.0 at the conclusion of the next semester. If the GPA is still less than 2.0, the student will be placed on **ACADEMIC SUSPENSION**. A student on academic suspension will be suspended from Amarillo College during the next full semester (summer school terms do not count toward fulfilling suspension requirements). If a student fails to earn a passing grade in the same RADR course within two attempts, the student may not continue in the program. If the student fails to earn a passing grade in any combination of three different RADR courses, the student may not continue in the program. If a student is accepted into the program twice and fails to complete the program, the student is not eligible to reapply for a third attempt.

Rev. 8/17-mgh

STUDY TIPS FOR SUCCESS

RADR courses are highly technical and, as such, demand strong student study skills to complete the courses satisfactorily. Radiography is NOT “rocket-science,” but it does require persistent and effective study to grasp and retain the information.

Rev. 8/18-mgh

Radiography Informal Complaint/Concern (non-clinical)

Initiating Radiography Informal Complaint/Concern (non-clinical): Visit with or email course instructor for academic courses with issues that you feel need to be addressed. Initial communication should be sent within a reasonable time frame of the concern. Academic course issues will be addressed by the instructor of record for that particular course. Once the complaint/concern has been addressed and resolved, documentation will be placed in the student's files.

Formal Complaint: If a student feels as if an informal complaint has not been adequately addressed, the student can follow the AC Student Grievance Policy. The Amarillo College Student Complaint Form can be found at <https://www.actx.edu/admission/complaint> (link is also found in each course syllabus).

Updated 1/31/2022

STUDENT GRIEVANCE PROCEDURE

STUDENT GRIEVANCES

General

Procedure for Communicating and Resolving Student Concerns

COURSE OR GRADE COMPLAINTS

Academic

A student who has a grievance concerning an academic course in which he or she is enrolled should make an appeal in the following order to the:

1. Instructor.
2. Department Chair/Program Director.
3. Dean/Division Committee.
4. Vice President of Academic Affairs.
5. College President.

GENERAL COMPLAINTS

Purpose

The purpose of this policy is to secure at the first possible level prompt and equitable resolution of student complaints, including those alleging discrimination on the basis of race, religion, color, sex, national origin, age, or disability.

Representation

The student may be represented at any level of the complaint.

Discrimination Complaints

Any student who believes that he or she has been discriminated against on the basis of race, religion, color, national origin, sex, age, or disability by the institution or its personnel may informally discuss the complaint with the Associate Vice President of Academic Affairs with the objective of reaching a reasonable solution. The Associate Vice President of Academic Affairs shall advise the student of his or her options in the situation and notify the Director of Administrative Services/Human Resources of the College.

If the aggrieved student believes the complaint has not been resolved at the informal discussion, he or she may submit a written complaint stating his or her name, the nature and date of the alleged violation, names of persons responsible (where known), names of any witnesses, and requested action within 30 working days of the date of the informal discussion, to the Vice President of Academic Affairs. The Associate Vice President of Academic Affairs shall ensure that the aggrieved student's rights to appropriate due process procedures are honored. If a hearing is held, the Vice President of Student Academic and the Associate Vice President of Academic Affairs shall conduct the hearing. The Vice President of Academic Affairs and the Associate Vice President of Academic Affairs will consult with the College legal counsel and render a decision in writing on the complaint within ten working days. If this

decision is not to the student's satisfaction, he or she may appeal the decision to the Vice President of Academic Affairs within ten working days of the receipt of the written decision according to procedures at Level Two below.

FORMAL STUDENT COMPLAINTS

Level One

A student who has a complaint may either request a conference with the Associate Vice President of Academic Affairs or submit the complaint in writing. Written complaints may be initiated at the following location: <http://www.actx.edu/admission/complaint>.

Level Two

If the outcome of the conference with the Associate Vice President of Academic Affairs is not to the student's satisfaction, the student has 15 calendar days to request a conference with the academic division chair or Vice President of Academic Affairs, as appropriate, or designee(s), who shall schedule and hold a conference. Prior to or at the conference, the student shall submit a written complaint that includes a statement of the complaint and any evidence or witnesses in its support, the solution sought, the student's signature, and the date of the conference with the division chair or Associate Vice President of Academic Affairs.

Level Three

If the outcome of the conference at Level Two is not to the student's satisfaction, the student has 15 calendar days to request a conference with the College President or designee, who shall schedule and hold a conference. Prior to or at the conference, the student shall submit the written statements required at Level Two and the date of the conference with the Vice President of Academic Affairs.

After exhausting Amarillo College's grievance/complaint process, current, former, and prospective students may initiate a complaint with The Texas Higher Education Coordinating Board. Directions are available at the following location:

<https://www.highered.texas.gov/links/student-complaints/>

Rev. 6/2025-mgh

FINAL GRADE OF INCOMPLETE (I)

Under special circumstances, it may be necessary for a course instructor to issue a final course grade of "incomplete" to provide additional time for the student to satisfactorily complete the course. Such circumstances are rare and must be authorized by the instructor and supported by the program director. NOTE: A final grade of "incomplete" is never appropriate to give a "second-chance" to finish a course when a grade of "F" is appropriate.

When a final grade of "incomplete" is given, a written contract to remove the "I" will be prepared by the course instructor and signed by the instructor, student, and program director.

Normally, the grade of "I" must be converted to a passing grade within 90 days of the conclusion of the course. Under a very rare circumstance, a time extension of an additional 90 days is possible. Each case will be handled on an individual basis and no one case shall set a precedent for another case. If the "I" is not removed in accordance with the contract, the final course grade will be recorded as an "F".

AFTER SCHOOL EMPLOYMENT

At Amarillo College, there are no specific regulations or procedures for students who wish to work after school hours while enrolled in the radiography program. The College takes the position that the educational program should be the first priority to each student. Therefore, **in no case may a student expect a course instructor to permit an absence or late arrival to a class/lab/clinic due to an employment schedule conflict or other job-related or personal difficulty.**

Also, due to the highly technical nature of the radiography program, students are urged to give serious consideration to the potential negative consequences of trying to work too many hours. Of course, the number of permissible hours will vary with the academic abilities of each student. If you plan to work while in school, it will be your responsibility to make a realistic choice between work hours and a reasonable chance to be successful in the educational program. In calculating a daily class/work schedule, the student will need to include an out-of-class weekly time commitment. As a universal guide to success, it accurate to predict that most students will need to study no less than three hours out-of-class for each hour in-class each week to maintain satisfactory academic progress. For students employed in a medical facility, please also see the Pay for Practical Experience portion of this handbook.

rev. 8/2023-mgh

TRANSPORTATION

As a college student you will have to travel from location to location each day. As a radiography student that travel not only includes the college campus, but also the medical affiliate where you are scheduled. Sometimes, that affiliate may even be in another city. Consequently, it is absolutely necessary that you have reliable transportation on a daily basis.

PERSONAL APPOINTMENTS

From time to time, it is necessary for all students to interrupt their academic schedule with a personal appointment (e.g. a doctor's appointment). Such interruptions should be avoided whenever possible. An absence from any scheduled function is difficult to make up.

CLASS SCHEDULES

All traditional RADR courses are offered on weekdays only or as an online section. Times will vary. Most courses will end by 5:00 pm or earlier each day. Please see [Clinical Handbook](#) for clinical rotation hours. Course schedules are published online in the Amarillo College website prior to the start of each semester. Sometimes, circumstances occur which result in a need by the College to change a previously published schedule. If that becomes necessary, we apologize for any inconvenience that may arise due to the change. Nevertheless, the student will be required to observe the new schedule to include the change.

STUDENT CONDUCT POLICY

Students are expected to maintain high standards of conduct while enrolled in the Radiography program. The Code of Ethics for the Radiography and the Code of Ethics for Health Sciences Technology Division Students must be observed at all times. The Vice President of Enrollment Management publishes the "Students Rights and Responsibilities" which describes, in detail, the Amarillo College "standards of conduct" expected of all AC students. Each student should be knowledgeable of its contents. The document is available at the Vice President of Enrollment Management office or in electronic form at **www.actx.edu**.

ATTENDANCE AND TARDY POLICY

The faculty at Amarillo College realize that each student who attends AC is an adult and should be capable of deciding when to attend and when not to attend scheduled lecture, labs, and practicums. However, many years of experience as faculty also place us in a position to accurately predict the success or failure of a student due to poor attendance choices. Each Amarillo College faculty member has his or her own philosophies and specific policies relative to course attendance. Some are more strict than others. At the beginning of each course, the instructor will provide each student with a course syllabus which includes an attendance and make-up policy. It is the responsibility of the student to know and strictly adhere to that policy.

Likewise, instructors will expect students to promptly arrive for each class/lab/clinic session. A pattern of tardiness suggests irresponsibility and establishes a personal reputation that could jeopardize future employment potential. As with attendance policies, each instructor will have a specific tardiness policy. Attendance and tardiness policies are strictly enforced.

PRIORITIES

If you plan to be successful in the radiography program, you will have to set priorities. As faculty, we certainly understand that personal issues must sometime take priority over academic issues. However, planning a vacation or some similar scenario during a course should not be considered a priority that supercedes course activities. Deciding to sleep in on a school day is not a priority. Skipping school because of a "runny" nose is not a priority. If you have pre-school age children, you should have a back-up plan when your sitter unexpectedly cancels. Your academic priority must remain high on your priority list.

GRADE REPORTS

At the conclusion of each course, the student shall receive a final grade report (usually within one week). This final report is available electronically through blackboard. All grades throughout the semester are available through the course in the online teaching system used by Amarillo College. The student should closely monitor his/her course progress. If progress drops to an unsatisfactory level (less than a 75% average), the student should immediately schedule an appointment with the instructor to discuss possible causes the poor performance and to develop a plan to correct the problem.

Remote Testing

See individual syllabi for course specific remote testing rules.

Radiography Courses (RADR) Grading Schema

A=91.5-100

B=82.5-91.4

C=74.5-82.4

F=less than 74.5

A "D" is not possible in RADR courses

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WEATHER-RELATED CANCELLATIONS

If Amarillo College is closed due to inclement weather (e.g. heavy snow), an official announcement will be made through local radio and television stations. The announcement will also appear on the "myAC" website (<http://my.actx.edu>). Morning closings will be announced by 6:30 am. In the event that classes are canceled, all practicum assignments are also canceled for that same day and will not have to be made up.

If classes are not canceled due to poor weather, but the student feels that it is unsafe to travel, the student may choose to miss the day. However, all missed work will have to be made-up and the day will be recorded as an absence.

LONG TERM ILLNESS POLICY

Any student who may become seriously ill or injured to such an extent as to be prevented from attendance in the classroom and/or practicum setting for two or more consecutive weeks, will be required to submit a written physician's documentation of diagnosis, prognosis, and activity limitations to the course instructor. This documentation will be required BEFORE the student can be permitted to return to classes and/or practicum duty. Based on the medical information and the individual circumstances concerning the student's status in the program, the instructor, in conjunction with the program director, will review the state of affairs and reach a decision as to the student's continued status in the program.

If the student cannot meet the practical and/or didactic objectives required by the program, the student may be asked to apply for a "leave of absence," or, if necessary, for re-admission to the program at a later date.

Every reasonable effort will be made to accommodate the student's medical needs; however, if the student cannot meet the required academic objectives for the specific semester within a given time period, credit cannot be given for the course.

RADIATION SAFETY POLICY

X-Ray equipment generates x-radiation which is a type of radiation that is dangerous to anything that lives – including YOU! X-Radiation is dangerous because the radiation can penetrate into the cells of your body and destroy those cells or possibly mutate the offspring of those cells. Your routine daily duties as a student radiographer require that you work in an environment where x-radiation exposure is an ever-present physical danger. However, by strictly adhering to well established federal and state radiation protection safety guidelines, it is an **extremely rare** occurrence where a radiographer has developed a health problem directly attributed to x-radiation exposure.

All students using x-ray equipment are required to observe strict radiation protection practices at all times. At no time may a student participate in a procedure while using unsafe radiation protection practices. This includes procedures off-campus as well as those performed in the on-campus energized radiography laboratory. Amarillo College employs a Radiation Safety Officer (RSO). This person is empowered with the legal authority to enforce all radiation safety rules as set forth by Federal and Texas state regulations.

The following Amarillo College radiation safety policies are **STRICTLY** enforced:

The student is required to wear his/her personnel radiation monitor device while working in the exposure area of the campus laboratory and while on-duty during a practicum course. If the badge is not available, the student cannot be permitted to enter into the respective exposure area. A student who arrives for a practicum duty shift without a personnel radiation device will be sent home and an absence for the day will be recorded.

Personnel monitoring devices are updated bimonthly. It is the sole responsibility of the student to always wear the current device.

No student is allowed to operate any x-ray equipment in the lab on campus without having an instructor readily available (in the building) for supervision.

Students are ABSOLUTELY NEVER PERMITTED to radiograph each other or their friends or family members. To do so would be illegal and unethical. Mannequins and other positioning devices are provided for all campus laboratory exposures.

The student must always adhere to practices which reduce radiation exposure to self and others to as little as reasonably achievable (ALARA).

Any questionable radiation safety practice must be reported to the Radiation Safety Officer immediately.

All personnel radiation monitoring records are filed at Amarillo College by the RSO. Following review of the bi-monthly records by the RSO, the report is posted in the radiology lab (WCAH 112). It is the student's responsibility to review the report and initial his or her name to indicate that the report has been reviewed.

In the rare event that a student receives an amount of radiation during a designated exposure period (two calendar months) that is deemed unacceptable, consultation between the RSO and the student is required. Written recommendations from the RSO to the student will follow.

It is well documented that different people react differently to the same disease process (e.g. cancer). That concept is also true for the body's reaction to radiation exposure. Consider a sunburn where two people are exposed to the sun's ultraviolet radiation for the same amount of time under identical circumstances. Yet, each may experience a very different degree of burn from that exposure, simply because they are different people. Of course, many factors determine any health risk from excessive radiation exposure, including exposure to medical x-radiation. One such factor that is especially important to consider is the age of the person exposed. Again, it is well documented that the human organism is especially sensitive to radiation exposure and resulting damage during the time that the organism is developing in the womb of the mother.

That being the case, the Amarillo College radiography program has a pregnancy policy to inform a student of her options should she be pregnant at the time she begins the program or becomes pregnant prior to completion of the program.

Pregnancy Policy: The National Council on Radiation Detection and Measurements (NCRP) recommendations & the Nuclear Regulatory Commission (NRC) requirements are adopted as policy by the Amarillo College Radiological Science Programs. This policy is **STRICTLY** enforced to provide protection for the radiation sensitive embryo/fetus and to establish radiation protection procedures to ensure safety from any potentially significant exposure.

It is realized that the Radiological Science student who is pregnant may choose to maintain her pregnancy status as confidential. Any such student may still obtain fetal dose and related radiation safety information, at any time, from the Radiation Safety Officer (RSO) without officially declaring her pregnancy status. However, a student who is pregnant is encouraged to consider the RSO's responsibility for her safety, as well as the safety of her embryo/fetus, and voluntarily provide the RSO with an official written declaration of pregnancy.

Amarillo College assumes no responsibility for providing fetal radiation dose monitoring and precautions until the pregnant student voluntarily declares her pregnancy status, in writing, to the RSO. Amarillo College's responsibility to protect the embryo/fetus under the 500 mREM (5 mSV) dose guideline begins only when the student officially declares her pregnancy to the Radiation Safety Officer.

Procedures:

Once a written declaration of pregnancy has been received by the RSO, the RSO will schedule a counseling session with the student as soon as possible, no longer than one week after declaration. Major items to be discussed during this session will include:

1. Fetal dose safety and precautions.
2. A copy of the NRC Regulatory Guide 8.13 "Instructions Concerning Prenatal Radiation Exposure."
3. Fetal radiation monitoring program, guidelines, regulations and a separate monthly fetal dosimetry badge.

4. Safety aspects of the student, the ALARA (As Low As Reasonably Achievable) radiation protection philosophy.

5. The student who is pregnant will have several options to consider regarding the duration of her educational program at Amarillo College:

A. She may remain in all program courses through program completion without any modification or interruption because of her pregnancy.

B. She may remain in all program courses and request special modifications related to the higher dose potential duties (e.g. portable imaging, surgery, fluoroscopy, etc.). The RSO will make the determinations for specific work area assignments during the pregnancy period and each case will be handled on an individual basis.

C. She may remain in didactic courses only, and take a temporary leave from those courses where she would be directly involved with the use of ionizing radiation equipment with the duration of leave not to exceed a period of time that will prevent program completion within the 36-month requirement as stated in the college General Catalog.

D. She may take a leave from all program coursework with the duration of leave not to exceed a period of time that will prevent program completion within the 36-month requirement as stated in the college General Catalog.

E. She may at any time voluntarily withdraw her declaration of pregnancy. Withdrawal of declaration or pregnancy MUST be in writing, by submitting a hand-written or typed note, signed by the student, declaring that they are withdrawing their declaration of pregnancy. It is the responsibility of the student to deliver the note to the RSO. Any declaration not in writing cannot be recognized.

After the counseling session, the student and RSO will be asked to sign a statement confirming that:

- 1) The student received NRC Regulatory Guide 8.13;
- 2) Personnel monitoring has been established;
- 3) Options have been discussed; and,
- 4) The student had an opportunity for questions during the counseling session.

Reports: Occupational radiation dose reports are maintained and reviewed by the RSO. Dosimetry reports include the monitoring period, type of dosimeter, radiation quality, dose equivalents in mREM (deep, eye, and shallow) for that period, quarterly, year to date, and lifetime for each individual Radiologic Technology student. A current copy of the report is posted on the bulletin board location in the Radiology Lab at West Campus Allied Health Building, Amarillo College. All Radiologic Technology students will receive an individual dosimetry report with total dose equivalents within 90 days after graduation of their respective program. The student is responsible to provide their Program Director with a SASE (please

use a permanent address) in order to receive their dosimetry report. It is the responsibility of the graduate to maintain and provide their future employers with a copy of this report.

Any radiation dosimetry report of an individual receiving dose limits over NCRP recommendations (NCRP Report #116) will be investigated by the RSO, taking into account type of radiation, proper shielding, etc. and appropriate action will be taken. All Radiologic Technology students have an individual responsibility for adhering to the Amarillo College Safety Policies and Procedures.

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PERSONNEL MONITOR POLICY

Each student enrolled in any course where the student will be working directly with equipment that produces ionizing radiation will be required to wear a Personnel Monitor (PM) for the purpose of recording whole body occupational exposure dose.

The student will wear the PM at the level of the collar at all times while working in the campus energized laboratory and in the practicum (clinical) environment. The PM device shall never be covered with a leaded protective apparel.

Each PM device is dated and will be used to monitor a period of time that shall not exceed two calendar months. Students will NOT wear a PM device during ionizing radiation exposures where the student is the patient being exposed.

A few days before the beginning of each PM exposure period, the new monitor insert will be placed in the "inbox" storage device located in WCAH 112 (energized campus laboratory). On the first work day of the new monitoring period, the student will exchange the expired PM with the new PM.

Each expired PM will be placed in the "outbox" storage device in WCAH 112. All expired PM devices will be collected by the Radiation Safety Officer and returned to Landauer for evaluation.

Students will NOT be permitted to remain in the energized campus lab or in the practicum environment with an expired PM or with no PM at all. Any student who is found to be in violation of this policy will be subject to disciplinary action consisting of a ten-point reduction to the final course grade for the Practicum course in progress. If the violation occurs a second time, the student will be dismissed from the program with no option to re-enroll.

Any student who has officially declared a personal pregnancy will be provided with two PM devices. One shall be worn at the level of the collar and the second at the level of the waist. The waist PM will be changed monthly. The collar PM will be changed bi-monthly.

One student will **NEVER deliberately expose** his/her PM or the PM of another student. To do so is a flagrant violation of ethics. Such an incident will immediately terminate the student's right to remain in the radiography program with no option to re-enroll.

Rev. 8/2021-mgh

MRI SAFETY

See AC Radiography Clinical Handbook.

IMMUNIZATIONS

Texas Senate Bill 1517 passed in the Spring 1991 and effective Fall 1991 required Texas institutions of higher education to require students enrolling in health-related programs to prove that they have been adequately immunized or provide proof of immunity for diphtheria, rubeola, rubella, mumps, tetanus, varicella, Hepatitis-B and poliomyelitis PRIOR to first patient contact. In addition to these immunizations, a yearly flu shot is required as well as a yearly TB test. Clinical sites are requiring a COVID-19 vaccine, religious exemption, or medical exemption. One of the three COVID-19 documents is required.

Any radiography student who has not fulfilled these immunization requirements cannot be directly involved with patient contact until such time that ALL requirements are complete.
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PATIENTS WITH A COMMUNICABLE DISEASE

As a radiography student, you will be assigned to work in several medical institutions throughout the duration of the five practicum courses. When you enter the actual medical environment, you will be expected to perform radiographic procedures on the patients based upon your skill level. Some procedures will no doubt involve patients who have a serious communicable disease (e.g. hepatitis, tuberculosis, HIV).

All radiography majors are required to participate in, and successfully complete, the Introduction to Radiography (RADR 1201) and Patient Care course (RADR 1203). Within that course content, instruction is provided that describes practices to be followed when working with a patient who has a communicable disease. After completion of RADR 1203, you will be expected to radiograph any patient with any communicable disease when one is assigned to your care. Any concerns you may have regarding your exposure to a communicable disease should be directed to the infection control department in the facility where you are assigned and/or to the faculty clinical coordinator.

If you contract a serious communicable disease you will immediately report the illness to the faculty clinical coordinator. The clinical coordinator will require that you visit your private physician for a recommendation regarding continued school attendance. The school will abide by the recommendation of the physician. A written record of the physician's recommendation must be presented to the clinical coordinator before you will be allowed to return to classes and practicum duty.

UNIVERSAL PRECAUTIONS

Universal precautions regarding blood and body fluids must be closely practiced at all times. The following general guidelines will be followed:

Gloves are worn when ...

- ... touching any blood, body fluids, mucous membranes, or non-intact skin.
- ... handling items or surface soiled with blood or body fluids
- ... performing venipuncture and other vascular access procedures
- ... removing needles used to inject contrast media

Gowns or aprons should be worn if soiling of one's clothing is likely. Hands or other skin surfaces must be washed immediately and thoroughly if contaminated with blood or other body fluids.

Be especially cautious to avoid injuries caused by needles or "sharps." To prevent needle stick injuries, needles should not be recapped, purposely bent or broken by hand. After use, needles scalpel blades, and other sharp items must be placed in a puncture resistance container.

Wash hands before and after contact with any patient. **You cannot wash your hands too often!**

ACCIDENTS and Emergencies (non-clinical)

In the event of an emergency presenting an immediate threat to life or property, faculty may call 911.

In Amarillo call:

AC Police Department 371-5163
911 Emergency Response dial 9 (outside line)- 911

At Moore County Campus call:

911 Emergency Response dial 9 (outside line)- 911

Dialing 911 from the Campus Phone System leaves an open line that cannot be traced back if the emergency responder needs more information. Callers should contact the Department of Health, Safety and Security Services immediately after requesting emergency service so they can be on hand to assist emergency personnel.

Any person injured on any campus of Amarillo College should be referred to the AC Police Department for first aid assistance. Regardless of the injured party's status, i.e. student, employee, or visitor, an incident report must be filled with the AC Police Department.

All accidents and emergencies affecting Amarillo College must be reported as soon as possible to the AC Police Department.

Legal matters originating from accidents or emergencies affecting Amarillo College should be referred to the Vice President for Business Affairs.

Rev. 11/2020-mgh

For Accidents in the Clinical Setting

See AC Radiography Clinical Handbook

Rev. 11/2020-mgh

Health Insurance Portability and Accountability Act (HIPAA) and CONFIDENTIALITY OF RECORDS

See AC Radiography Clinical Handbook.

Rev. 8/2024-mgh

SPECIAL WARNINGS

The radiography student must ...

1. **NEVER** image the wrong patient. Always double-check the identity of your patient. Make this check yourself. Do not trust someone else to do this very important duty for you.
2. **NEVER** image a body part that has not been properly requested by a physician. No one, other than a physician (or an authorized nurse), can request radiographs.
3. **NEVER** transport a patient by allowing the patient to walk. Use a wheelchair or gurney (stretcher on wheels). Likewise, never change a transport order without proper permission (a physician or an authorized nurse).
4. **NEVER** remove a patient from a traction device without first obtaining permission from a proper authority (a physician or an authorized nurse).
5. **NEVER** leave the bedside of any patient without being certain that **BOTH** the right and left bed rails are in the **UPRIGHT** position - regardless of circumstances.
6. **NEVER** adjust intravenous drip infusion equipment without first obtaining permission from a proper authority (a physician or an authorized nurse).
7. **NEVER** attempt to move a "difficult" patient alone. Get help! You should have one person for each 50 pounds of patient weight.

8. **NEVER** permit a hospitalized patient to return unattended to his/her room.
9. **NEVER** attempt a medical procedure on any patient when that patient refuses the procedure. Immediately report the refusal to the technologist supervisor.
10. **NEVER** leave a patient alone who is experiencing a medical emergency at any level. Call out for help and begin the appropriate treatment immediately, including CPR if deemed proper.
11. **TRIPLE CHECK** any drug before you give that drug to a patient in your care.
12. **NEVER** use a sterile item that you know, or even suspect, has become contaminated.
13. **NEVER** leave a procedure incomplete. If you cannot complete the procedure, for whatever reason, you must properly notify your replacement regarding all that you have done and what remains to be done.
14. **NEVER** participate in an unethical scenario. If you are not sure of the ethics involved, seek advice from a respected third party. Participating in an unethical practice could result in immediate suspension from the program with no option to re-enroll at a later date. It is your ethical and legal responsibility to report inappropriate conduct that may involve peers, medical employees and physicians.

COLLEGE CATALOG

The Amarillo College catalog that is in effect at the time the student declares radiography as his/her major is the catalog that shall apply until the program is completed. It is a contract between Amarillo College and the student. If course revisions occur in a subsequent catalog before program completion, the student will have the option to assume the new requirements or remain with the old. Once a choice is made it is an all-or-none choice. For example, if the student chooses a new catalog year, ALL courses listed in the new catalog radiography curriculum are now required for program completion – not just selected courses.

Each student is strongly advised to read and become familiar with **ALL** sections of the catalog that appear before the “curriculum” section. Also, students should read the content in the curriculum portion that applies to Radiography as a major.

PAY FOR PRACTICAL EXPERIENCE

Students enrolled in the radiography courses **CANNOT** receive any monetary reimbursement for services rendered while on duty serving in the capacity as a student radiographer.

Students do not hold a Texas Medical Board (TMB) license and/or American Registry of Radiologic Technologist (ARRT) certification to produce ionizing radiation on patients. This indicates an individual cannot produce ionizing radiation (push the button) on a patient(s) while **outside the scope as a student**. If an individual produces ionizing radiation (push the button) prior to following proper procedures after graduating from the Radiography program, you are out of compliance with the Texas Medical Radiologic Technologist Certification Act which is considered a legal and ethical violation, which can result in the student being immediately removed from the program.

In recent years, some hospital radiology department have created a position for student radiographers (prior to graduation) called the “Technologist Assistant” or “Student Aide”. This position requires the employee to perform assigned radiographic examinations in their entirety with the exception of making the actual radiation exposure. According to Texas state law, only a licensed radiographer may actually press the exposure button. If a student accepts a “Technologist Assistant” or “Student Aide” position, the student may not, **UNDER ANY CIRCUMSTANCES**, make the actual exposure or get competencies signed.

Depending on the legal/ethical violation(s) with regards to TMB and/or ARRT it may be required to report the violation to the appropriate agency. Please see the Radiography Clinical Handbook for greater detail for competency procedures for those working in a medical facility.

The Amarillo College Radiography Program fully supports the 'Texas Medical Radiologic Technologists Act'. Students should not be employed except under the guidelines and in compliance with this act! Failure to follow compliance with this act will jeopardize the student continuing in the AC Radiography program.

rev. 8/2023-mgh

DOCUMENTING PATIENT PROCEDURES

See AC Radiography Clinical Handbook for documentation of procedures

Rev 8/18-mgh

TAKE RESPONSIBILITY FOR YOURSELF

***“Don’t go around saying
the world owes you a living.
The world actually owes you NOTHING.
It was here first.”***

Mark Twain

If you were like most teens, you were anxious to “grow up” and obtain the freedom and privileges that come with adulthood. When that time finally came you probably learned that those freedoms and privileges came with many responsibilities. Suddenly, the rest of the world was holding YOU accountable for your behavior and your decisions. And, it still is!

Frankly, unless someone is threatening your life, everything you do is your choice. That especially includes the choices you make as a student radiographer while at the workplace. You choose how to conduct yourself. You choose how to treat others. You choose your attitude. You choose how you respond to stress. You choose to be honest or dishonest. To sum it up, you choose whether to take your personal responsibilities seriously or not.

As you have already read in this “Student Handbook,” choices come with consequences. Good choices bring rewards; bad choices bring penalties. Blaming others for our poor choices is simply a waste of time. The mentality that says: “It’s someone else’s fault,” is a path to nowhere. If you want to be successful, take responsibility for yourself and your choices.

You are what you choose to be. Choose well!

Another very important success-factor choice that you should consider as a radiography student involves **INITIATIVE** (extra effort). Extra effort is what increases your ability to make a difference and to show others what you can do. The person who seeks additional responsibilities and the person who looks for things to do rather than waiting to be told what to do is the person who moves forward.

To be noticed (in a positive way), you have to do positive things. The next time you see something that needs to be done, and you know how to do it, go ahead and **DO IT!**

If you want to be successful as a student radiographer (and as a future radiography employee), eliminate the “it’s not my job” mentality. Instead, **EXCEED EXPECTATIONS!**

Arrive early and stay late. Once you have identified how you are expected to perform, “raise the bar” on yourself. Look for every opportunity to “go the extra mile.” After all, that’s how you will become extra special ... and extra successful.

There are at least ten “safe” assumptions you can make relative to your level of initiative:

1. The time you choose to take an extended lunch break will be the time that your C.I. looks for you.
2. Call in sick so you can do something else and you will be seen by someone who knows you should be on duty.

3. Treat one patient poorly, and at least ten people will hear about it – including someone who has authority over you.
4. Your ability to get a post-graduation job will be directly related to how well you do as a pre-graduation student.
5. Whenever you think “no one will know,” someone will.
6. Whenever you think “no one will care,” someone will.
7. Whenever you think “I will never be missed,” you will.
8. Whenever you think “I am as good as I need to be,” you aren’t.
9. Things said “just between you and me” won’t stay that way.
10. The policy you choose to ignore will be the pet peeve of your instructor or supervisor.

EXPENSES (in addition to course textbooks)

See Appendix: Amarillo College Radiography Approximate Cost Sheet ([link](#))

CLINICAL AFFILIATION CONTRACT

Amarillo College has a signed “Affiliation Agreement” with every medical facility that has agreed to provide their facility to Amarillo College students for educational purposes. As a student in the radiography program, you should become familiar with “Responsibilities of the Students” as stated in the agreement and provided here in this [Student Handbook](#).

1. The individual student will assume the responsibility for equipment that is broken or damaged through negligence.
2. Students will be insured for personal accident/injury by the group policy offered through the College. Upon request, the College will furnish the Medical Facility a certificate of insurance.
3. Students in all health programs will carry professional liability insurance (malpractice) of \$1,000,000/\$3,000,000. Upon request by the Medical Facility, the College will furnish the Medical Facility a certificate of insurance.

JRCERT ACCREDITATION

The Amarillo College Radiography Program was started in 1968. Since then, more than five-hundred graduates of the program have found gainful employment as radiographers. Throughout its history, the program has remained accredited through the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Detailed information about the JRCERT can be seen on its web site at <http://www.jrcert.org/>. Specific information concerning the Amarillo College radiography program may be viewed at <https://www.jrcert.org/programs/amarillo-college-2/>. Full program accreditation requirements are available from the web site using "AdobeReader." Accreditation requirements are also available from the Program Director.

The Amarillo College radiography program makes every effort to remain compliant with all JRCERT program requirements. In the event of an allegation of non-compliance with the JRCERT STANDARDS is made against the Radiography Program, the following protocol for resolving the allegation will be used.

1. A dated and signed "allegation statement" is made in writing by the Student and delivered to the Program Director.
2. The Director will acknowledge, in writing, receipt of the allegation to the Student within two working days from the date of the allegation.
3. The Director will consult the JRCERT STANDARDS to determine if the allegation is valid. This validation process shall be completed within five working days from the date of the allegation.
 - A. If the allegation is valid according to the STANDARDS, the problem will be immediately corrected and the Student will be notified, in writing, of the corrective action taken.
 - B. If the allegation is not valid according to the STANDARDS, the Director will document that section of the STANDARDS that invalidates the allegation and provide that documentation to the student. No appeal will be possible.
 - C. If the Director is unable to determine compliance or the lack of it, the Director will assemble the program Faculty to discuss the complaint. This meeting will take place no later than ten working days from the date of the allegation.

If necessary, direct communication will be made between the Director and the JRCERT Staff for a "ruling" on any topic where agreement cannot be reached. Within two working days following the meeting, the Director shall make a ruling on the allegation and notify the student, in writing, of that decision. If the allegation is upheld, the problem will be immediately resolved through appropriate corrective action.

- D. If the decision is not acceptable to the Student, he/she may appeal the ruling to the Health Science Dean, the college Vice-President of Instruction and the college President, in that order.

Appendix

RADIOGRAPHER CODE OF ETHICS (ARRT)

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

Amarillo College

RADIOGRAPHY PROGRAM STUDENT HANDBOOK ACKNOWLEDGMENT

RADIOGRAPHER'S PLEDGE

*I solemnly pledge that I will cheerfully and willingly
assist the physician in all diagnostic radiological procedures
to the very best of my ability.*

*I will produce the best possible radiologic images
in all examinations for which I am responsible.*

I will treat every patient with courtesy and consideration.

*I will take care to maintain a professional attitude
in my relationship with all patients and others
with whom I come into daily contact.*

*I will regard as strictly confidential all
medical and personal information regarding each patient
who comes to me for radiologic examination.*

*I will never reveal the results of any radiologic examination
to the patient or family or friends of the patient.*

*I will do whatever is necessary to live my life
in fulfillment of the highest traditions of my profession.*

By my signature below, I acknowledge that I have received a copy of the Radiography Program "Student Handbook" and have read and understand all sections of the handbook.

Further, I agree to comply with each regulation stated herein.

Further, I understand that it may become necessary for program officials to revise the contents of the "Student Handbook" prior to my completion of the program, in which case I agree to abide by any revision(s).

student signature

date of signature

***Remove this signed and dated form from the Student Handbook
and present it to the Program Director for placement in your permanent record***

AMARILLO COLLEGE

Radiography Program



STATEMENT OF PATIENT CONFIDENTIALITY

Confidentiality is the duty owed by every imaging professional (radiologic technologist), including students enrolled in a Joint Review Committee on Education in Radiologic Technology accredited program, to protect the privacy of all patient information. Every imaging professional has a clear ethical and legal obligation to keep medical and personal information about patients in the **most strict confidence**.

The imaging professional must maintain strict confidentiality of all patient demographic and medical-related information and any other “personal” information that a patient might disclose to the imaging professional during the course of a procedure. Disclosure of such information is permitted only when mandated by a legal statute, or when there is a duty to warn third parties, or when there is some special circumstance surrounding a specific pathologic condition that needs to be communicated. A specific disclosure is also permitted when the patient has authorized that specific disclosure via a signed consent. Breach of this duty to hold patient information in the most strict confidence, may cause liability for the imaging professional, and the imaging facility. If a student is involved in a breach of patient confidence, Amarillo College and its faculty will also be liable.

In its professional “Code of Ethics,” the American Registry of Radiologic Technologists (ARRT) has published the following statement which all imaging professionals (including radiography students) must always follow:

“The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient’s right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.”

As a student enrolled in the Amarillo College Radiography program, I acknowledge that I have read and understand this “STATEMENT OF PATIENT CONFIDENTIALITY.” I agree to always provide a standard of patient care that includes the patient’s right to the most strict confidentiality of all personal and medical information unless such disclosure is mandated by one or more of the criteria listed in the statement.

Student Signature

Date

Remove this signed and dated form from the Student Handbook and present it to the Program Director for filing in your permanent record.

Amarillo College Radiography Program

Radiography Admission Requirements

- I have read and understand all admission requirements for acceptance into the Amarillo College Radiography Program which can be found on the Radiography web page or by contacting the program director; and,
- I understand for my application to be considered, I must attend a Radiography informational meeting and a video hospital visit; and,
- I know the principle duties and recommended characteristics of a Radiographer; and,
- I understand that I will have to have completed and provide documentation for the Texas immunization requirements prior to being involved in direct patient contact in program affiliated medical care facilities. Which include:
 - Two doses of MMR (measles, mumps, & rubella) vaccine
 - Three injections of hepatitis B vaccines
 - Two injections of varicella (Chicken Pox) vaccine
 - One dose of tetanus-diphtheria toxoid within the last ten years
 - Influenza vaccination prior to the seasonal flu season (must be completed annually)
 - Bacterial Meningitis vaccination <https://www.actx.edu/admission/meningitis>
 - COVID-19 vaccine, religious exemption or medical exemption
- I have had the opportunity to ask questions concerning:
 - Current and future radiographer job availability; and,
 - Current and future starting salaries for new Radiography graduates; and,
- I have provided officials at Amarillo College with any applicable academic transcripts as requested in the Admission Criteria; and,
- I understand that my program application information must be current, complete, accurate, and to do otherwise could jeopardize my acceptance into the program; and,
- I agree to abide by all admission requirements and understand that my application does not guarantee me an appointment in the next Radiography class and that I must compete with other applicants for that appointment based on a point system that has been fully described in the admission process documentation.

Rev. 8/2022-mgh

As a student enrolled in the Amarillo College Radiography program, I acknowledge that I have read and understand this "Radiography Admission Requirements."

Student Signature

Date

***Remove this signed and dated form from the Student Handbook
and present it to the Program Director for filing in your permanent record.***

Amarillo College Radiography Program

Radiography Physical Requirements:

Admission to any of the five RADR Practicum/Clinical courses requires that you be able to:

- FULLY participate physically and mentally in all on-job-related activities in such a way to not pose a risk to safety of a patient, yourself or other medical personnel.
- You must be able to lift fifty pounds without assistance
- Hear and speak the English language
- See with a visual acuity not less than that required for a Texas driver's license (20/40).

Rev 8/18/2021-mgh

As a student enrolled in the Amarillo College Radiography program, I acknowledge that I have read and understand this "Radiography Physical Requirements."

Student Signature

Date

***Remove this signed and dated form from the Student Handbook
and present it to the Program Director for filing in your permanent record.***

Amarillo College

RADIOGRAPHY PROGRAM

STUDENT ACKNOWLEDGMENT

Of the following:

Radiation Safety Policy
Pregnancy Policy
Personnel Monitor Policy

As a student enrolled in the Amarillo College Radiography program, I acknowledge that I have read and understand the above policies.

Student Signature

Date

***Remove this signed and dated form from the Student Handbook
and present it to the Program Director for filing in your permanent record.***

Amarillo College Radiography Approximate Cost Sheet

Link to PDF file:

https://www.actx.edu/radiography/files/filecabinet/folder20/RadiographyApproximateCostSheet_2_17_2025.pdf

Note: Tuition rates are subject to change by the Amarillo College Board of Regents; other costs are also subject to change.

Rev. 6/2025-mgh