Fayetteville Technical Community College

Radiography Program

Advisee Handbook 2016-2017

Welcome

On behalf of the faculty and staff of Fayetteville Technical Community College, we would like to take this opportunity to thank you for your interest in the Radiography Program. This program is designed to prepare you to become a Registered Radiographer. The course of study is a combination of both didactic and clinical education and is carefully planned with area clinical education sites (CES).

Upon completion of the 20-month program, you will receive an Associate Degree in Applied Science and meet the requirements to be eligible for the American Registry of Radiologic Technologists (ARRT) exam. To ensure that the program meets professional standards, the course of study is based on the American Society of Radiologic Technologists (ASRT) Radiography Curriculum.

This program is fully accredited by the Joint Review Committee on Education in Radiologic Technology and is bound by the "Standards for an Accredited Educational Program in Radiologic Sciences". The mission of the Radiography Program is to provide an allied health curriculum that is supportive in achieving individual student goals as well as professional patient-centered care within the community. To improve the educational base of radiologic science, the curriculum supports the development of professional ethics, communication, problem-solving and critical thinking skills.

We hope that you will find this handbook to be a tool of pertinent information that will guide you to a successful entry into the Radiography Program at Fayetteville Technical Community College. Please feel free to address any concerns you have with your Advisors and/or Counselors. Again, we thank you for your interest.

The Program Faculty

Advisors

Anita McKnight, M.S.Ed., RT(R), Department Chairperson
Health Technologies Center, 169G
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Evelyn Grove, M.Ed., RT(R), Faculty
Health Technologies Center, 101C
(910) 678-8280
grovee@faytechcc.edu

Counseling Services

Patricia Gorum, Health Programs Admission Coordinator
Health Technologies Center, 201
(910) 678-8457
Arie Pittman, Senior Secretary, Health Programs
Health Technologies Center, 201
(910) 678-8252

The Admissions Coordinator initiates your health program process. Please contact Ms. Pittman to schedule an appointment with Ms. Gorum.

College Services

Admissions
Tony Rand Student Center
(910) 678-8473
Bookstore
General Classroom Building
(910) 678-8342
Testing
Tony Rand Student Center
(910) 678-8417

Disability Support Services
Tony Rand Student Center
(910) 678-8479
Financial Aid
Tony Rand Student Center
(910) 678-8242

Radiography Program Mission

The mission of the Radiography Program is to provide an allied health curriculum that is supportive in achieving individual student goals as well as professional patient-centered care within the community. To improve the educational base of radiologic science, the curriculum supports the development of professional ethics, communication, problem-solving, and critical thinking skills.

Radiography Program Goals

- Students will be clinically competent.
- Students will communicate effectively.
- Students will demonstrate critical thinking skills.
- Students will demonstrate professionalism.

Physical Demands and Standards

The physical demands and radiography standards of the student radiographer in the clinical sites include:

- Medium strength required to position patients for examination and treatment.
- Lifting patients or assisting patients on and off of the examination table.
- Standing most of the time (lead aprons will be worn when appropriate, adding some weight).
- Pushing mobile radiographic equipment to sites where examinations must be performed.
- Reaching for and handling imaging cassettes, cassette holder devices, and machine controls.
- Talking to patients to give instructions, hearing instructions from the radiologists and the radiographers, and hearing replies and questions from the patients.
- Utilizing near visual acuity and depth perception to examine images, set equipment, and evaluate patient charts for proper detail.
- Possible exposure to infection from disease-bearing patients.
- Exposure to ionizing radiation (protective gloves and aprons will be worn during certain diagnostic procedures).

Students with any medical restrictions will not be allowed to attend clinic.

Curriculum Sequence

Length: 5 Semesters
Prerequisites: 2 Units Algebra, 1Unit Biology, and Chemistry
Award: Associate in Applied Science

FALL SEMESTER 1

Prefix No.	*Title*	*Class*	*Lab*	*Clinical*	*Credit*
	ACA Elective	1	0	0	1
BIO163	Basic Anat & Physiology	4	2	0	5
ENG111	Writing and Inquiry	3	0	0	3
RAD110	RAD Intro & Patient Care	2	3	0	3
RAD111	RAD Procedures I	3	3	0	4
RAD151	RAD Clinical Ed I	0	0	6	2
	Totals	**13**	**8**	**6**	**18**

SPRING SEMESTER 1

Prefix No.	*Title*	*Class*	*Lab*	*Clinical*	*Credit*
CIS110	Introduction to Computers	2	2	0	3
or					
CIS113	Computer Basics	0	2	0	1
COM120	Intro Interpersonal Com	3	0	0	3
or					
COM231	Public speaking	3	0	0	3
MAT143	Quantitative Literacy	2	2	0	3
RAD112	RAD Procedures II	3	3	0	4
RAD121	Radiographic Imaging I	2	3	0	3
RAD161	RAD Clinical Ed II	0	0	15	5
	Totals	**10**	**10**	**15**	**19**

SUMMER SEMESTER 1

Prefix No.	*Title*	*Class*	*Lab*	*Clinical*	*Credit*
RAD122	Radiographic Imaging II	1	3	0	2
RAD131	Radiographic Physics I	1	3	0	2
RAD171	RAD Clinical Ed III	0	0	12	4
	Totals	**2**	**6**	**12**	**8**

FALL SEMESTER 2

Prefix No.	*Title*	*Class*	*Lab*	*Clinical*	*Credit*
PSY150	General Psychology	3	0	0	3
RAD211	RAD Procedures III	2	3	0	3
RAD231	Radiographic Physics II	1	3	0	2
RAD241	Radiobiology/Protection	2	0	0	2
RAD251	RAD Clinical Ed IV	0	0	21	7
	Totals	**8**	**6**	**21**	**17**

SPRING SEMESTER 2

Prefix No.	*Title*	*Class*	*Lab*	*Clinical*	*Credit*
RAD245	Image Analysis	1	3	0	2
RAD261	RAD Clinical Ed V	0	0	21	7
RAD271	Radiography Capstone	0	3	0	1
	Humanities/Fine Arts Elective	3	0	0	3
	Totals	**4**	**6**	**21**	**13**

TOTAL REQUIRED CREDITS.... 75
Work Based Learning Option: N/A

***Note:** Students **may not** take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

Humanities/Fine Arts Pick List

UGETC – Universal General Education Transfer Core

Prefix	*Title*	*Prerequisite*
ART 111	Art Appreciation	none
ART 114	Art History Survey I	none
ART 115	Art History Survey II	none
COM 231	Public Speaking	none
ENG 231	American Literature I	ENG 112, 113 or 114
ENG 232	American Literature II	EGN 112, 113 or 114
MUS 110	Music Appreciation	none
MUS 112	Introduction to Jazz	none
PHI 215	Philosophical Issues	ENG 111
PHI 240	Introduction to Ethics	ENG 111

General Education Core Courses

Prefix	*Title*	*Prerequisite*
ART 116	Survey of American Art	DRE 098
ART 117	Non-Western Art History	DRE 098
COM 120	Intro Interpersonal Com	none
DAN 110	Dance Appreciation	none
DRA 111	Theater Appreciation	none
DRA 112	Literature of the Theater	none
DRA 115	Theater Criticism	DRA 111
DRA 126	Storytelling	none
DRA 211	Theater History I	none
DRA 212	Theater History II	none
ENG 131	Intro to Literature	ENG 111
ENG 241	British Literature I	ENG 112, 113, or 114
ENG 251	Western World Literature I	ENG 112, 113, or 114
ENG 261	World Literature I	ENG 112, 113, or 114
HUM 110	Technology and Society	DRE 098
HUM 115	Critical Thinking	DRE 098
HUM 120	Cultural Studies	DRE 098
HUM 121	The Nature of America	DRE 098
HUM 122	Southern Culture	DRE 098
HUM 130	Myth in Human Culture	DRE 098
HUM 150	American Women’s Studies	DRE 098
HUM 160	Intro to Film	DRE 098
HUM 211	Humanities I	ENG 111
MUS 113	American Music	none
MUS 114	Non-Western Music	none

Prefix	*Title*	*Prerequisite*
MUS 210	History of Rock Music	none
MUS 213	Opera and Musical Theater	none
PHI 210	History of Philosophy	ENG 111
PHI 220	Western Philosophy I	ENG 111
PHI 230	Intro to Logic	ENG 111
REL 110	World Religions	none
REL 112	Western Religions	DRE 098
REL 211	Intro to Old Testament	DRE 098
REL 212	Intro to New Testament	DRE 098

NOTE: Students may not take an introductory foreign language to fulfill the Humanities/Fine Arts requirement.

Registry Requirement

Every candidate for certification must, according to the American Registry of Radiologic Technologists (ARRT) governing documents, "be a person of good moral character and must not have engaged in conduct that is inconsistent with the *ARRT Rules of Ethics*," and they must "agree to comply with the *ARRT Rules and Regulations* and the *ARRT Standards of Ethics*." ARRT investigates all potential violations in order to determine eligibility.

Issues addressed by the Rules of Ethics include convictions, criminal procedures, or military court martials as described below:

- Felony;
- Misdemeanor;
- Criminal procedures resulting in a plea of guilty or nolo contendere (no contest), a verdict of guilty, withheld or deferred adjudication, suspended or stay of sentence, or pre-trial diversion.

Juvenile convictions processed in juvenile court and minor traffic citations not involving drugs or alcohol do *not* need to be reported.

Additionally, candidates for certification are required to disclose whether they have ever had any license, registration, or certification subjected to discipline by a regulatory authority or certification board (other than ARRT), as well as any honor code violations that may have occurred while they attended school.

Candidates may complete a pre-application to determine their ethics eligibility prior to enrolling in or during their educational program.

For more information or further assistance, visit the ARRT website at http://www.arrt.org.

Criminal Background/Drug Screens

Criminal background checks and drug screenings are required for the Radiography Program. Students may be prohibited from clinical education at specific clinical affiliates based on background check and drug screen results. This could prevent a student from progressing in the program.

Radiography Program Costs

Expense	*Semester*	*In-State Price*
Tuition	Fall 1st semester 1st year	$ 960.00
	Spring 2nd semester 1st year	$ 960.00
	Summer 3rd semester 1st year	$ 732.00
	Fall 4th semester 2nd year	$ 960.00
	Spring 5th semester 2nd year	$ 808.00
Uniforms – based on 2 shirts, 2 pants, lab coat, and name tags	All semesters	$ 150.00/year
Books	All semesters	$ 1200.00
Background Check/Drug Screen/Immunization Tracker	All semesters	$ 99.00
Malpractice	All semesters	$ 12.00/year
Graduation Fee	Spring 5th semester 2nd year	$ 25.00

All item amounts are subject to change.

CPR Certification

Students are required to have the American Heart Association Basic Life Support for Healthcare Providers certification upon entrance to the program. It is the responsibility of the student to maintain certification and supply documentation to the faculty of the program throughout the two years prior to the expiration date on the card. Students not maintaining current CPR certification will not be allowed in the clinical education component of the curriculum. The following agencies offer CPR on an on-going basis:

- FTCC Continuing Education (2 Year) – (910) 678-8432
- American Heart Association (2 year) – (910) 323-9387

Malpractice Insurance

Students are to obtain malpractice insurance available through the college. Refunds on malpractice insurance fees will be granted only if the student withdraws prior to the first day of class. No refunds will be given in any other circumstances. The date available and cost for malpractice insurance will be announced once the student is accepted into the Radiography Program.

Getting Started

Make an appointment with your advisor.

- Bring your Student Education Plan with you to your appointment for guidance on courses that need to be taken.
- Your advisor is your link to the latest information at FTCC.
- You may make an appointment with your advisor to register. If you have recently met with your advisor, you may wish to register for courses using WebAdvisor.
- Your advisor will help keep you on track for graduation and other important dates.
- Your advisor will help resolve academic-related problems or guide you in where to go for assistance.

Admission Requirements

Priority consideration for admission to health programs will be given to individuals completing the following:

- Submit an online "Application for Admissions" to the Admissions Office.
- Request official transcripts are sent to the Admissions Office from high school and **each college** previously attended. It is the **responsibility of the applicant** to ensure the transcripts are received by the Admissions Office before the deadline.
- Complete all program prerequisites.*
- Complete the entrance assessment with the required minimum scores, or achieve a grade of "C" or better in all recommended developmental courses. Developmental courses may be attempted only twice to satisfy the prerequisite requirements. ** Exceptions may be approved by the appropriate health program chairperson.
- Submit application for the Radiography Program via WebAdvisor by **January 30th**. Be sure to print a copy for your records.

* Courses taken after high school to satisfy prerequisite requirements for health programs may be attempted only twice.
** The current admissions policy allows for certain exemptions from taking the entry assessment. (See "Entry Assessments" in the FTCC student handbook)

Selection Criteria

Applications will be ranked and selected on a competitive basis. Grades in designated related courses will be used to determine ranking.

In addition, participation in a departmental information session is required. Sessions will be scheduled by the program. A maximum of 15 additional competitive points may be awarded at that time based on departmental criteria.

Note 1: Applicants not selected for admission and those processed after published deadlines may reapply for the following year and be considered with all other applicants for the next class.
Note 2: BIO 163, BIO 168 and BIO 169 must be completed with a "B" or better as of Fall 2015. These courses must be completed within five years of entry into a health program. These courses may be attempted only twice. The appropriate health department chairperson may approve exceptions.

Clinical Observation

In order to assure all students have had an opportunity to observe in a radiology department prior to beginning the program, the Radiography Program in conjunction with local radiology departments is offering observation experiences prior to your enrollment.

There are several radiology departments in the Fayetteville area that have agreed to have you observe in their departments. When you call a radiology department to ask to observe, please identify yourself as a Radiography applicant for Fayetteville Technical Community College. Most departments are open weekdays from 8 a.m. to 4 p.m. If none of these sites are convenient, call your local facility and request to observe. They may be able to accommodate your request. If you are working and have difficulty observing during workdays, please call me. We would like you to visit two different types of facilities, a hospital and an outpatient facility, spending a total of 5 hours at one hospital and 5 hours at one outpatient facility. You will have a total of 10 hours of observation. We feel this will be a very important and beneficial experience for you.

* It is recommended that you do observation during a semester break or whenever students are not attending the college. This allows the coordinator and staff at the observation site more time to spend with you.

To receive additional points towards admission, please bring the completed documentation form to the information session hosted by the Radiography Program. This form is located on page 18 of this booklet.

Documentation: On this form, place your name, facility, date, time and have the responsible party sign the form to verify you have completed the observation hours. Tally the number of patients that you observed for each procedure (ex. – chest x-ray/10 patients).

Dress Code: Dress clothes are required. This means no shorts, jeans, t-shirts, sleeveless dresses or blouses, or tennis shoes. *Please check with the individual sites for their current dress code policies.*

- Women should wear an approved lab coat and dress slacks and blouse, dress, or skirt.
- Men should wear an approved lab coat, dress slacks and dress shirt, suit, etc.

Observation Objectives

By the completion of the 10 hours of observational experience, the student will have:

- Become familiar with radiography techniques and equipment.
- Become aware of the roles and job functions of the radiography personnel.
- Observed a variety of patient conditions and imaging center environments.
- Have observed and assisted the radiologic technologist as much as allowed by the facility's policy.

Observation Sites

Cape Fear Valley Medical Center of Cape Fear Valley Health System
1638 Owen Drive
Fayetteville, NC 28302
(910) 615-8134
Contact Person: Earl J. Pearce, RT(R)

Fayetteville Veterans Administration Health Care Center
7300 S. Raeford Road
Fayetteville, NC 28304
(910) 475-1471
Contact Person: Christina Bullington, RT(R)(M)

Highsmith-Rainey Memorial Hospital of Cape Fear Valley Health System
150 Robeson Street
Fayetteville, NC 28301
(910) 615-1200
Contact Person: Sarah Thomas, RT(R)

Heath Pavilion North of Cape Fear Valley Health System
6387 Ramsey Street
Fayetteville, NC 28311
(910) 615-3822
Contact Person: Kim Fingland, RT(R)

Valley Regional Imaging
3186 Village Drive #101
Fayetteville, NC 28304
(910) 323-2209 ext. 122
Contact Person: Alex Keehu, RT(R)(N)(BD)(M)

Carolina Imaging Center
3628 Cape Center Drive
Fayetteville, NC 28304
(910) 323-9411 ext. 55028
Contact Persons: Sara Norris, RT(R) or Kevin Call, RT(R)

Bladen County Hospital
501 S. Poplar Street
Elizabethtown, NC 28337
(910) 862-5166
Contact Person: Director of Radiology Services

Fayetteville Technical Community College
Radiography Program

Applicant Name: _____

Have this form signed each day you visit the Radiology Department. Be sure to indicate the ***date*** and ***time*** of your visit. You should observe 10 hours total.

Name of Facility	Date	Time	Signature of Employee

Procedure	Number Observed

Procedure	Number Observed

Observation Evaluation

Hospital

Evaluation Criteria	Sat	Unsat
Student arrives on time.		
Student is actively engaged in observing procedures.		
Student looks presentable in approved lab coat.		
Student maintains a professional demeanor.		

Comments:

Outpatient Facility

Evaluation Criteria	Sat	Unsat
Student arrives on time.		
Student is actively engaged in observing procedures.		
Student looks presentable in approved lab coat.		
Student maintains a professional demeanor.		

Comments:

Evaluator: _____

Evaluator: _____

Notes Page

Course Planning

Use this form to track your courses and grades as you complete the requirements for application to the program.

Prerequisite Courses

Course(s)	Requirement	Complete/Grade
DRE 096, 097, 098	All courses needed or equivalent.	
DMA 010, 020, 030, 040, 050, 065	All courses needed or equivalent.	
High School Biology or BIO 092, 110, 111	One course needed or equivalent.	
High School Chemistry or CHM 081, 131, 135, 151	One course needed or equivalent.	

Related Courses

Course(s)	Requirement	Complete/Grade
ACA Elective	One course needed.	
BIO 163	One course needed.	
MAT 143	One course needed. May substitute a high math course.	
ENG 111	One course needed.	
COM 120 or COM 231	One course needed.	
PSY 150	One course needed.	
CIS 110, 111, or 113	One course needed.	
Humanities/Fine Arts Elective	One course needed.	

Disclosure of Confidential Information

During the course of your clinical training, or observation hours, confidential information may be made available to you. The following policy governs the release of this information:

All information pertaining to the patients of the clinical site is, by law, confidential and must be protected. Discussion of patient information that is necessary in order to perform your specific job duties will occur only in private areas with appropriate individuals. Patient information includes, but is not limited to, information relating to patient care, symptoms, diagnosis, treatment and medical records from other facilities. Medical information will only be released to a physician of another facility with a proper medical release signed by the patient.

No one is permitted to remove or make copies of medical records, reports or documents without prior approval. Disclosure of confidential will lead to immediate dismissal from the clinical site and possibly from the Radiography Program.

Student Signature: _____ Date: _____

Advisee Handbook Receipt Form

I have received a copy of the Radiography Program Advisee Handbook. I agree to review this handbook and refer any questions to my advisor so that I may remain current with any policy changes.

_____
Student Name (Please Print)

_____
Student Signature

_____
Advisor Signature

_____
Date