HEALTH SCIENCE AND HUMAN SERVICES DEPARTMENT

2017-2018 Student Handbook

Consisting of the following Programs:
AAS Nursing Program
AAS Radiology Technology Program
AAS Emergency Medical Services–Paramedic Program
AAS Human Services Program

**Great Basin College is regionally accredited by the Northwest Commission on Colleges and Universities (NWCCU) which is a postsecondary accrediting agency recognized by the US Department of Education and the Council for Higher Education Accreditation (CHEA)
8060 – 165th Avenue N.E., Suite 100, Redmond, WA 98052 425-558-4224**

August 2017
Welcome to Great Basin College’s Health Science and Human Services Department. The programs offered by this department are dynamic professions that offer almost unlimited opportunities and challenges. They play a key role in the delivery of health care. The roles continually diversify and the need for more healthcare providers will be greater than ever in the coming decade. You will be joining more than 400 GBC graduates who are making a difference in the health of their patients and in the dramatic changes taking place within the health care system!

The Health Science and Human Services faculty support the Mission of Great Basin College to enrich lives through student-centered educational programs. We are committed to enriching your life and those you care for in the future by preparing you to provide high quality health care and to engage in life-long learning.

Amber Donnelli, PhD, RN, CNE
Dean, Health Science and Human Services
Nursing Programs Director

Purpose of the Student Handbook

The purpose of this handbook is to assist you in understanding more fully the policies, practices, and procedures of the Health Science and Human Services Department of Great Basin College. This handbook serves as the source of information about the policies and procedures in the programs offered in the Health Science and Human Services Department (nursing, radiology, paramedic, and human services programs). You are required to sign a statement indicating you understand and agree to abide by these policies and guidelines each year that you are in the program. Because policies and procedures are continuously subject to change by external and internal sources, the faculty review and modify these policies and practices as necessary. Students will be notified in writing of any changes made during the academic year.

This handbook is not all-inclusive, nor does it replace the Great Basin College General Catalog or the Nevada System of Higher Education (NSHE) Board of Regents Code Title 2, Chapter 6 which addresses misconduct. The provisions of this document are not to be regarded as an irrevocable contract between the student and the GBC HSHS programs.

IMPORTANT NOTE: In most cases where a conflict may exist between the guidance in this handbook and the GBC Catalog, the GBC Catalog shall take precedence. However, some unique aspects of the healthcare education require policies different from those for other GBC students, for example, student health requirements.

Nondiscrimination for Disability

Great Basin College is committed to providing equal educational opportunities to qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. A qualified student must furnish current verification of disability. The Students with Disabilities Office, located in Berg Hall, will assist qualified students with disabilities in securing the appropriate and reasonable accommodations, auxiliary aids, and services. For more information or further assistance, please call 775.753.2271.
GREAT BASIN COLLEGE

HEALTH SCIENCE AND HUMAN SERVICES PROGRAMS

STUDENT AGREEMENT FOR THE 2017-2018 ACADEMIC YEAR

I have read, understand and agree to abide by the policies and guidelines stated in the Great Basin College Health Science and Human Services Programs 2017-2018 Student Handbook.

I understand that as a condition of enrollment in a program offered through the Great Basin College Health Science and Human Services Department, I agree that a clinical facility/agency may, at any time, require a “for cause” drug and/or alcohol screen. I agree to execute a consent for release of the results of the drug and/or alcohol screening information to the clinical facility/agency should they request such information.

I authorize Health Science and Human Services Department to release my immunization, CPR, background and drug screening reports to the clinical education facilities as mandated by the affiliation contract.

I understand and acknowledge that once admitted to one of programs offered by the Great Basin College Health Science and Human Services Department, failure to maintain the professional and/or ethical standards of the program may result in dismissal from the program. I also understand that the Health Science and Human Services Department Admission and Progression committee may at any time request information from the Administrative Officer of Great Basin College to determine whether I have ever violated NSHE (Nevada System of Higher Education) Code.

I understand and acknowledge that no resources or information from any Health Science and Human Services course can be shared outside the classroom or lab.

My emergency contact person(s) are listed below. I understand that this individual or individuals are responsible for ensuring that I am transported home in the event one of my faculty or the Health Science and Human Services Department Dean determines that I am not able to continue being present in the classroom, lab, or clinical setting.

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Printed Name  Student Signature  Date

Witness: (Faculty / Dean)  Date

Keep this copy in this handbook for future reference. The Student Agreement at the back of this handbook must be signed and returned to the GBC Health Science and Human Services Department.
GREAT BASIN COLLEGE
HEALTH SCIENCE AND HUMAN SERVICES DEPARTMENT
Agreement to Participate in Practice Lab Procedures
For the 2017-2018 Academic Year

During my enrollment in one of the programs offered by the GBC Health Science and Human Services Department and under the direct supervision of a faculty member, I agree to allow a student classmate to perform the following procedures on my person:

1. Subcutaneous injection (For Nursing and Paramedic Programs Only)
2. Intradermal injection (For Nursing and Paramedic Programs Only)
3. Intramuscular injection (For Nursing and Paramedic Programs Only)
4. Intravenous catheterization (peripheral) (For Nursing and Paramedic Programs Only)
5. Positioning (For Radiology Program Only)

I agree to hold harmless and waive the liability of the student and/or students performing the procedure(s), the supervising instructor and Great Basin College for any injuries incurred as a result of my agreeing to have these procedures performed on my person.

___________________________________________________________________________
Printed Name      Student Signature               Date

__________________________________________________________________________
Witness: (Faculty / Dean)                    Date

Keep this copy in this handbook for future reference.
The Agreement at the back of this handbook should be signed and returned to the GBC Health Science and Human Services Department.
During your participation at the Great Basin College Practice Lab, you will be an active participant and observer of the performance of other individuals in the management of acute medical, surgical, and other health care events in simulated experiences.

The objective of the simulation experience program is to educate pre-licensed and licensed health care practitioners to better assess and improve their performance in evolving health care situations. Simulations are designed to challenge a healthcare professional’s response and judgment in stress environments.

Due to the unique aspects of this form of training, you are required to maintain and hold confidential all information regarding the performance of specific individuals and the details of the scenarios.

There is continuous audiovisual digital recording during all simulations which will be used for educational purposes. This video recording is considered a QUALITY ASSURANCE TOOL and is protected by Federal Law.

By signing this agreement, you agree to maintain strict confidentiality regarding both your and others' performance, whether seen in real time, on video, or otherwise communicated to you. Failure to maintain confidentiality may result in unwarranted and unfair defamation of character of the participants.

To maintain optimal simulation experiences for other learners who will be following you in the center, you are to maintain strict confidentiality regarding the specifics of the scenarios. A breach of confidentiality may result in loss of privileges in the Practice Lab.

By signing below, you acknowledge you have read and understand this statement and agree to maintain the strictest confidentiality about the performance of individuals and the simulation scenarios you observe.

I agree to maintain strict confidentiality about the details of the scenarios and the performance of other participants during scenarios at Great Basin College Practice Lab.

I authorize the Great Basin College Practice Lab to use the video recording(s) and photographs made in the Practice Lab for the following purposes:

1) Debriefing scenario participants,
2) Administrative review,
3) Educational research,
4) Commercial purposes, which can include public relations, promotional advertisements, and/or fundraising activities. I understand that, unless otherwise approved by me, I will not be specifically identified.

Keep this copy in this handbook for future reference. The Agreement at the back of this handbook should be signed and returned to the GBC Health Science and Human Services Department.
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GREAT BASIN COLLEGE

MISSION STATEMENT

Great Basin College enriches people's lives by providing student-centered, post-secondary education to rural Nevada. Educational, cultural, and related economic needs of the multicounty service area are met through programs of university transfer, applied science and technology, business and industry partnerships, developmental education, community service, and student support services in conjunction with certificates and associate and select baccalaureate degrees.

HEALTH SCIENCE AND HUMAN SERVICES DEPARTMENT

MISSION STATEMENT

The Department of Health Science and Human Services enriches lives of citizens and students through provision of health and human services career programs and by partnering with providers and institutions to improve the health and well-being of rural Nevadans.
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Help Desk 753-2167
Registrar 753-2102
Bookstore 753-2270
Student Financial Services 753-2399

(August 2017)
Cell Phones and Pagers

Cell phones and other handheld devices are not to be used for texting and email functions during class or clinical time. Sound should be turned off on all personal electronic devices carried in classrooms, clinical, or the Practice Lab. Smart phones, IPADS®, Kindles®, Skyscape®, etc. can be used to access relevant resources for selected classroom, clinical, and Practice Lab activities.

E-mail

Because GBC has many rural clinical sites, email is an important form of communication. All students must have email access and are required to check their e-mail frequently and regularly because it is the primary route used for official departmental and course communications. Changes to email addresses must be reported to the department and Admissions and Records immediately.

Classroom Taping

No classroom content of any type may be videotaped, audiotaped, recorded, or transmitted in any manner without the written permission of the instructor and each member of the class. Any content recorded becomes the property of the course instructor. This is for the protection of the confidentiality of patients, students, instructors, and GBC staff. Students in the class will be required to sign a release form to allow recording in the course. Recordings must be destroyed at the end of the semester.

Social Media and Online Communication - Ethics and Legal Liability

Students are reminded that they are legally liable for anything they write or present online. Students can be disciplined by GBC for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment. Students can also be sued by GBC employees, clinical agencies, and any individual or company that views their commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment.

To avoid negative impacts resulting from unwise or inappropriate use of social media, be aware of the following:

- If you post anything about GBC or the Health Science and Human Services programs, make it clear that you do not represent the college or any of the programs, nor their views.
- Be aware not only of the content you post, but of any content that you host (e.g. comments others post on your site). Content you host can have the same effect as content you post.
- Potential employers may use social media to evaluate applicants. Inappropriate content may eliminate job opportunities.
- Once you have posted via social media, it is out of your control. Others may forward it, save it, repost it, etc. It is almost impossible to retract after it is posted.
- If you disclose confidential information about patients, other health care providers, fellow students, or faculty, the college and/or health care facility may take legal action against you. Disclosing patient confidential health information is a violation of HIPAA and can result in severe fines.

The faculty recognizes that social media sites – MySpace, Facebook, Twitter and others offer alternative ways to reach and communicate with friends and other students. The responsible use of social media strengthens our programs’ reputation within the community and expands public awareness of our varied educational options.
The following policies and procedures must be adhered to in all use of social media that in any way relates to or mentions GBC and/or the Health Science and Human Services programs:

1. The social media site content must not replicate information that is available on the college web page.
2. Material and content from classes may not be copied and placed on social media sites, including personal information regarding patients, students, instructors, or other GBC staff.
3. Personal blogs should have a clear disclaimer that the views expressed by the author in the blog is the author’s alone and do not represent the views of GBC or the Health Science and Human Services Department.
4. Information with GBC affiliation should only be information that could be contained in a resume.
5. Information published on a blog should comply with HIPPA, FERPA, and GBC confidentiality policies.
6. Students must be respectful of all persons and their right to privacy.
7. Do not reference GBC faculty, staff, or students without their written consent. Do not use their images or likeness without consent.
8. Respect copyright laws and site sources appropriately. Plagiarism still applies to online content. GBC logos may not be used without written consent from Department Chair.
9. Any press or media contacts should be referred to Social Media Specialist at 775-753-2105.
10. All requests for social media development should include its purpose and objectives, name of the social media site, and the name of the moderator, with request forwarded to the Dean of the Health Science and Human Services Department at 753-2135.
11. Student must not be friends with faculty on Facebook until such time as the student has graduated, or left the college.

Bulletin Boards

Student bulletin boards are posted in the hallway near the office suite in the Health Science building. The purpose of the boards is to share official college and departmental notices of importance to students and information about educational and job opportunities. Nothing should be posted on the bulletin boards without permission from the Administrative Assistant or Dean in Health Science and Human Services Department.

Address, Name, and Phone Changes

Students must notify the department Administrative Assistant and the Admissions and Records Office when any changes are made in name, address, email address, or phone numbers so that contact information is updated and emergency messages can be delivered.

Inclement Weather

If classes are cancelled at Great Basin College, nursing clinicals will also be cancelled. This information will be posted on the Great Basin College website.

Student Messages – General Emergency

Great Basin College, in compliance with the Clery Act, will issue timely warning notices in the event a situation occurs on one of our centers or in the areas adjacent to our centers that constitutes a potential ongoing or continued threat to students, faculty and staff. Timely warning notices will be issued upon the recommendation of the Director of Environmental Health, Safety & Security (EHS&S), the Center Director or the local Police agency. Timely warnings will be issued on a case-by-case basis when approved by the GBC Executive Administrators based on the available facts, the risk to the center community, and the risk of compromising law enforcement efforts.

Timely warnings will be issued via the GBC email system, posted on the home page of the GBC web site, posted via video signage, printed notices and personal contact. Warnings will include the date, time and reported location of an incident, a brief summary of the incident, a description of the suspect(s) and
vehicles if known. Warnings will include safety information specific to the type of incident and contact information to obtain additional information.

**Terrorist Attack**

If the State of Nevada's Office of Homeland Security places the Elko area in a level red alert, students in the clinical education sites will be released from clinical until the red alert has been lifted. GBC faculty or staff approval to leave the clinical education site is not required.

**Student Records**

The Admission and Records Office maintains official GBC files for all students who apply to the college. A cumulative, confidential file of program documents is kept for each student in the Health Science and Human Services Department. The confidential file contents may include: application materials, immunization records, copies of the CPR card, transcripts, student agreements, test scores, clinical assignment and performance forms, skills checklists, Student Counseling forms, Notification of Unsatisfactory Progression forms, Practice Lab Remediation forms, and action plans (if applicable). Class work, tests, quizzes and projects may also be included in this file. Records of individual student conferences and clinical evaluation conferences will be read and signed by the student and faculty prior to becoming a part of the student's cumulative record. Records are retained and stored in the Health Science and Human Services Department for five years and are then shredded.

All student files are maintained in designated, locked file cabinets. Student files are protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). For further information, refer to the section on Family Educational Rights and Privacy Act in the GBC catalog.

**ESSENTIAL SKILLS**

**Effective communication** involves the ability to employ therapeutic communication techniques and appropriate interpersonal relationship skills during interactions with instructors, clients, family members, and groups of individuals including health care team members, peers, and supervisors.

**Critical thinking** is a reasoned, interactive and reflective process focused on deciding what to believe or do. Critical thinking involves the ability to identify and challenge assumptions, the ability to explore and imagine alternatives, as well as the ability to make judgments based on evidence (i.e., fact) rather than conjecture (i.e., guesswork).

**CRITICAL BEHAVIORS**

**Accountability** is the state of being responsible for one's individual behaviors and their outcomes when assuming the professional role. Accountable means being attentive and responsible to the health care needs of the individual, family, or group. The faculty believe the initial groundwork for accountability is laid during the first semester and continues throughout the student's professional career. Ideally, continued educational experiences strengthen the student's ability to further explore, analyze, and test one's functioning relative to accountability.

**Collaboration** is defined as the intentional act of professionals working together toward a common goal. In successful collaboration, mutual respect for each professional's background and commitment to respond to problems as a whole are essential. Fundamental to the concept of collaboration is the ability to independently communicate and make decisions in support of the individual, family or group.

**Self-leadership** can be described in terms of an individual having a positive self-regard which consists of knowing one's strengths and weaknesses, allowing oneself to be challenged and strengthened through goal setting, and understanding the fit between one's ability to contribute to the organization and the organization's needs. Self-leadership is also the influence that individuals have over themselves to regulate, manage, direct, and/or control their own behavior.
Physical Examination

All HSHS students must provide evidence of a satisfactory physical examination. Nursing and Paramedic students within six weeks of the start of the fall semester (between July 1 and August 15), Radiology students in their second semester prior to May 1st. This information will validate that they are able to meet the demands of the program without compromising the patient or themselves. In addition, the following psychomotor requirements must be validated:

1. Assess clients through auscultation, percussion, palpation, and other diagnostic maneuvers.
2. Manipulate equipment necessary to assist the individual, family and/or group to desired outcomes.
3. Lift and move individuals and/or groups of individuals to provide safe care and emergency treatment.
4. Perform cardiopulmonary resuscitation.
5. Perform independently of others.
6. Possess cognitive abilities to measure, calculate dosages, reason, analyze and synthesize.

Immunizations

The following immunizations must be current. You can obtain any required immunizations from your physician/physician’s assistant or nurse practitioner. Any immunizations that are still current do not have to be repeated.

1. Two-step tuberculosis (TB) skin test  Be sure you receive the two-step Mantoux or PPD. (This baseline is valid for 12 months. One-step renewals can then be done each 12 months thereafter.)

   **Step One:** Go to your physician’s/physician assistant’s/nurse practitioner’s office or a clinic and have the skin test done; return 48-72 hours later to have it read.

   **Step Two:** One week later, go back and have the skin test done again; return 48-72 hours later to have it read. A tine test is not acceptable and the one-step TB test is not acceptable. If you have had a positive skin test in the past, you must have documentation of a negative chest x-ray.

2. Measles/mumps/rubella (MMR)  
   (Series only to be done once in a lifetime.)
   a. If you were born in 1957 or after and have no serological evidence of immunity, no physician-diagnosed measles or mumps disease, or prior vaccination evidence, obtain two doses of MMR vaccinations.
   b. If you were born before 1957, show proof of one of the following:
      - history of physician-diagnosed measles and mumps disease
      - laboratory evidence of measles and mumps immunity
      - laboratory evidence of rubella immunity
      - MMR or Rubella vaccination evidence

3. Tetanus, diphtheria, pertussis  
   A Td booster is required every 10 years following the completion of the primary 3-dose series. A 1-time dose of Tdap to those younger than 65 years of age who have direct patient contact is required.
4. **Hepatitis B series**
   The Hepatitis B series is a series of three immunizations. If you have not been previously immunized, the first immunization must be completed by the end of July, the second completed one month after the first, and the third immunization completed five months after dose #2. Check with your health care provider if you have questions.

   **Note: Hepatitis A series:** Currently, clinical facilities do not require immunization for hepatitis A; however, it is highly recommended due to exposure at various clinical sites. This is a series of two immunizations. If you have not been previously immunized, the second dose should be completed 12-18 months after the first. If the combined hepatitis A and hepatitis B vaccine (Twinrix) is used, 3 doses at 0, 1, and 6 months; alternatively, a 4-dose schedule may be used, administered on days 0, 7, and 21-30 followed by a booster dose at month 12.

**Influenza**
Proof of immunization with vaccine(s) recommended for health care providers by CDC for the current year. Some clinical sites will require flu shots for students to perform clinical rotation in that facility. If the student does not want the flu shot they will be required to put this in writing with the reason why. It is up to the affiliated clinical site whether or not the student will be able to attend clinical at the site. If the student is denied attendance at the scheduled site, every effort will be made to place the student at another location, if one is available. This will be a case by case basis and depends on available clinical sites.

**Exemptions**
There are two types of exemptions to the immunization requirements.

- **Medical** – this exemption requires a licensed physician to provide a signed statement that a medical condition prevents the student from complying with this regulation.
- **Religious** – this exemption requires a statement from the student that the vaccines are contrary to his/her religious beliefs.

*The HSHS Department and facility reserves the right to restrict clinical placements of students who are not fully immunized for any reason.*

**CPR CARD (Cardio-Pulmonary Resuscitation)**
Proof of current adult, child, and infant CPR certification must be in the student’s record. It is the responsibility of the student to attend a health care provider certification class and be certified before being allowed in the clinical areas. **It is the student’s responsibility to maintain current certification throughout their program.** If the CPR card is not current during clinical rotations, the student will not be allowed to attend clinical experience.

**Insurance**

**Health Insurance**
Students are required to have health insurance throughout their tenure in the HSHS programs.

**Liability Insurance**
Students are covered by the Nevada System of Higher Education’s liability insurance. Students may purchase their own liability through various companies on an annual renewal basis and are encouraged to do this.

Students are not covered by Worker’s Compensation in any of the clinical facilities.

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Background Reports and Drug Testing

Clinical affiliation agreements require that Great Basin College must assure that its students participating in all clinical/practicum rotations shall have a background and drug screening reports completed. These reports will be done by an external vendor prior to admission to the HSHS Program with results disclosed to the participating clinical facility/agencies. Clinical personnel will evaluate the information they receive and in their sole discretion, make the final determination as to each student's ability to participate in patient care in their agency. **If a student is denied clinical placement by any clinical agency due to unacceptable criminal history information, that student may be dismissed from the HSHS program.**

If requested by the clinical facility/agency, Great Basin College students may be asked to submit to “for cause” drug and/or alcohol screening in a similar manner and under policies similar to those affecting employees of the participating clinical facility/agency. The results of the drug and/or alcohol screening may be disclosed in the event of a claim against the clinical facility/agency arising out of the acts of the student.

Substance Abuse

Great Basin College maintains a zero tolerance position with regard to the use, sale and possession of any illegal drug. Violation of any state or federal drug laws will subject the student to disciplinary action, which may include legal action concurrently. Illegal use or abuse of legal and/or prescription drugs will subject the student to similar disciplinary action.

Marijuana

Federal law prohibits the use of marijuana on college and university campuses that receive federal funding (Board of Regents Handbook, Title 4, Chapter 1, Page 30). The following provisions shall govern the possession and use of marijuana on NSHE property.

- The use, possession, or cultivation of marijuana, including for medical purposes, on any NSHE or NSHE foundation owned or leased property, or at any NSHE sponsored or authorized activity, is expressly prohibited.
- Students, employees, faculty, guests, and/or visitors who violate this policy are subject to applicable disciplinary, legal and/or administrative action.

Blood Borne Pathogen Exposure and Prevention Policy

Standard Precautions must be used by students and faculty in all clinical facilities and the Practice Lab at all times. Current CDC *Recommendations For Application Of Standard Precautions For The Care Of All Patients In All Healthcare Setting* are available at:


The HSHS Department has developed a Bloodborne Pathogen Exposure and Prevention Policy to be in compliance with the Occupational Safety and Health Administration (OSHA) Standards. The policy is intended to provide direction to students and faculty to help prevent exposure to blood-borne pathogens and guidance should such exposure occur. (See Appendices Section for policy and form).

Health and Injury Policies

**First Aid, Accidents, and Injuries**

- A student who is injured in a clinical facility during a clinical course must report the incident to their instructor immediately. If indicated, the student will be seen in the hospital emergency
room at no expense to the clinical site. The decision to send the student to the emergency room will be made by the faculty, student, and HSHS Dean, if indicated.

- In the event of a student injury in a classroom, the Practice Lab, or in a clinical agency, **the student and faculty must also complete the Injury Report form** (see Appendices Section) and submit it to the HSHS Dean. If an injury occurs in a clinical agency, the student and faculty **must also adhere to the agency’s injury policies** and complete any reports or forms required by the facility.

- All Elko site safety and security officers are CPR and first responder trained. The security patrol vehicles contain first response/emergency accident response equipment. For minor injuries each building is equipped with a first aid kit, which the responding staff may use to take care of the injury.

- An Automatic External Defibrillator (AED) is located at all GBC locations: Elko: in the Health Science building hallway by the front offices; Pahrump: in the main office; Winnemucca: in the main office.

Other Health Policies and Information

- The HSHS programs require clinical work performed in hospitals and other facilities that involves providing direct care or exposure to clients with a variety of illnesses and diseases, including the handling of and/or contact with human body fluids. Therefore, students should understand that they may or will be exposed to disease-carrying bacteria and microorganisms and come in contact with patient situations that could be hazardous to individuals who are pregnant or immune compromised.

- Students who have a latex allergy must inform their instructor at the beginning of each semester so arrangements can be made to protect the student from exposure.

- After hospitalization, surgery, serious illness, injury, childbirth, etc. a student must submit a release statement from a health care provider indicating their medical clearance to return to full time status to the program. A copy of this medical release statement will be placed in the student’s file.

Appearance Standards

Students are expected to maintain a professional, well-groomed, non-revealing appearance in representation of GBC’s Health Science and Human Services Programs. Safety and cultural awareness are extremely important considerations in appearance standards. The standards below must be followed by both students and faculty. Students must adhere to any additional standards that may be required by some clinical agencies or faculty.

**Cleanliness/Hygiene**

Hygiene and personal cleanliness are crucial in presenting a professional appearance and essential in protecting the health of patients, staff, and other students.

- Special care should be taken to avoid body odor and bad breath. Students who smoke should have no detectable order of smoke on their person in clinical settings.

- Hair should be clean and neat for both men and women. Hair should be secured so that it does not fall forward over the face or shoulders. Hair longer than shoulder length should be contained with a clip or elastic band. Only conventional hair styles are permitted. Facial hair must be neatly trimmed and kept short (3/4 inch long or less).

- Use only fragrance free body products. Perfumes and body fragrances are not permitted.
• Nails must be clean, short, and free of any polish. Artificial nails cannot be worn in clinical areas. This includes wraps, inlays, and decals.
• Gum chewing or tobacco chewing/dipping is prohibited and excessive makeup is not acceptable.

**Jewelry and Body Art**

• One small stud earring per ear may be worn. No loop or dangling earrings, bars, or gauges are allowed in clinical settings or the Practice Lab.
• Additional jewelry must be minimal. A watch and one or two small rings are acceptable. Students may be asked to remove rings that may scratch or injure patients, or if it may harbor bacteria.
• No tongue, nose, eyebrow rings, or other visible body piercings are allowed in clinical settings or the Practice Lab. Tattoos and other body art must be covered as much as possible in clinical settings.

**Student Uniform:**

1. The **uniform and college name pin** is to be worn in every clinical setting unless otherwise stated in course syllabus uniform requirements.
2. The **student uniform consists of a scrub top and pants**. Color and design may change from year to year or by program, so be sure to verify what is required for your class. A plain white, cotton knit, short or long-sleeved tee may be worn underneath the scrub top. The white lab coat may be worn for warmth. Absolutely no sweatshirts or hoodies may be worn in the clinical setting.
3. For community-based clinical settings a **program polo shirt with khaki slacks** should be worn along with the college name pin. Jeans are not allowed.
4. A **white lab coat** is to be worn over the community uniform with the GBC name pin when students are in the clinical area collecting information for patient assignments.
5. **White or flesh colored hose or socks** are to be worn with uniforms. **Shoes are to be clean and white** with white shoelaces. White, clean athletic shoes, with minimal colored decorations, are acceptable. Canvas or open-toed shoes are not acceptable. Black or brown shoes are required while wearing the community uniform.
6. The uniform should be washed daily to prevent cross infection/contamination and to control odors. No headgear or hats are allowed. Clothes should be pressed and in good repair. Do not wear your GBC uniform as your work uniform.
7. It is essential that uniforms and other attire fit well so it allows effective functioning in the clinical areas. **Appropriate underwear is mandatory and at no time should breast or gluteal cleavage be visible.**
8. Students are required to have the following equipment for Practice Lab and clinical use:
   a. black ink pen
   b. bandage scissors
   c. wristwatch with a second hand
   d. safety goggles
   e. pen light
   f. stethoscope
   g. hemostat
Student Identification Badges

The student identification badge is a required part of the uniform. It is to be worn for every clinical rotation unless otherwise stated on the uniform requirements. Two badges are given to the student prior to clinical rotations. If the badge is lost, make arrangements for replacement with the Media Services office. A student will be assessed for the cost of the replacement.

A photograph is required as part of the student identification badge. Students should ensure that the badge is visible at all times and not obscured. Arrangements will be made for students to have these pictures taken on site at the beginning of each academic year. Only first name and last initial of the student will appear on their badge.

Student Evaluations of Faculty and Learning Outcomes

Toward the end of each program course, students will be asked to complete evaluation instruments. An analysis of the student responses is sent to faculty members after the completion of the term and the recording of grades. This data assists the faculty in self-improvement of their teaching and helping future students achieve course learning outcomes. The information is also used as part of the determination of the faculty member's tenure and salary increases. Students are expected to carefully weigh their assessments and evaluate the faculty member fairly and accurately.

Student Learning Outcomes surveys are also required after each program course. These are also important surveys to ensure the rigor of the program. Students are encouraged to submit feedback that will strengthen the program.

Gifts

It is the faculty policy that students shall not purchase gifts for them at the end of a particular course. Please adhere to this policy when thanking faculty for their support and guidance.

Policies and Guidelines for Nondiscrimination for Disability

Great Basin College is committed to providing equal educational opportunities to qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. A qualified student must furnish current verification of disability. The Students with Disabilities Office, located in Berg Hall, will assist qualified students with disabilities in securing the appropriate and reasonable accommodations, auxiliary aids, and services. For more information or further assistance, please call 775.753.2271.

Procedure for Accommodation on the Basis of Disability

The ADA Officer will assist qualified students with disabilities in securing the appropriate and reasonable accommodations, auxiliary aids and services.
Questions regarding appropriate accommodations should be directed to the GBC’s ADA Officer in Elko at 775.753.2271.

**Sexual Harassment**

The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of sexual harassment. Where sexual harassment is found to have occurred, the NSHE will act to stop the harassment, to prevent its recurrence, and to discipline those responsible in accordance with the NSHE Code or, in the case of classified employees, the Nevada Administrative Code. Sexual harassment is a form of discrimination; it is illegal.

The radiology program requires each student accepted into the program to complete the GBC sexual harassment seminar within the first semester. Dates and times of the seminar will be announced in class. No employee or student, either in the workplace or in the academic environment, should be subject to unwelcome verbal or physical conduct that is sexual in nature. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior of a sexual nature that is not welcome, that is personally offensive, and that interferes with performance.

It is expected that students, faculty and staff will treat one another with respect. Refer to the GBC general catalog for the entire policy. Each case of accused sexual harassment will be reviewed on a case by case basis.

**GBC Academic Regulations**

All faculty and students are responsible for following the Great Basin College regulations and guidelines as printed in the Great Basin College Catalog.

**Academic and Professional Dishonesty**

Academic dishonesty (“cheating”) involves all methods or techniques that enable a student to gain unfair advantage in the clinical or classroom setting (see the Great Basin College Catalog for the definition of cheating in the Academic Honesty section). Cases of academic dishonesty ordinarily result in a grade of F for the assignment and/or the course, in accordance with published course policies. The violation may lead to the student’s dismissal from the Great Basin College HSHS Programs and, in some cases, dismissal from Great Basin College. Students who are dismissed from the program for violation of academic integrity are not eligible for readmission into the program. The student will also be referred to the Vice President of Student Services for appropriate disciplinary action.

GBC and NSHE policies and procedures related to student conduct and academic honesty will be followed. Academic and/or professional dishonesty may occur in a variety of situations, including but not limited to the following:

**Individual Assignments, Quizzes, Tests, and Examinations:** copying from a neighbor’s paper during the exam (quiz or test); talking or sharing information during an exam; using crib notes when taking a closed book examination; arranging for another person to substitute in taking an examination; giving or receiving unauthorized information when taking an examination.

**Plagiarism:**

Plagiarism is knowingly representing the work of another as one’s own, without proper acknowledgement of the source. The only exceptions to the requirement that sources be acknowledged occur when the information, ideas, etc., are common knowledge. Plagiarism includes, but is not limited to, submitting as one’s own work the work of another person or work obtained from a commercial writing service; quoting directly or paraphrasing closely from a source (including the Internet) without giving proper credit; using figures, graphs, charts, or other such material without identifying the sources.
Faculty expects that students will demonstrate professional and academic integrity at all times. Faculty will explain their course expectations and students are expected to ask questions when clarification is needed.

**Great Basin College Student Conduct Policy**

All students are held accountable for their behavior under GBC’s *Standards of Conduct for Students* located in the college catalog and NSHE Code, Title 2, Chapter 6. Section 6.2.2 regarding misconduct. Nursing, Paramedic, and Radiology students are also responsible for additional standards of conduct (see Appendices Section).

**Distance Learning**

All courses in the Health Science and Human Services Department are internet enhanced. Some are completely online. It is the intent of all programs to keep access to student information private. The sign on to the course content is available through www.gbcnv.edu and is password protected for student confidentiality. It is the student’s responsibility to have compatible internet access to the GBC website to complete the courses. If you are having problems with the access or have concerns about privacy and security, please contact the Help Desk at (775)753-2167.

**Working While in the Program**

The Nursing and Radiology Programs are physically, emotionally, and academically demanding. Students may work during the programs, but it is recommended that they do not work full time since it is virtually impossible for students to work full-time and successfully complete the program. Students are encouraged to apply to the financial aid office to determine their eligibility. If employment is interfering with meeting the objectives of the program, faculty may recommend that a student with a heavy work schedule modify their working commitments.

Students who are employed by a health facility while enrolled in these programs must be aware of changing student/employee roles. For example, a student who is employed on week-ends as a ward clerk, CNA, Apprentice Nurse, LPN, or Radiology Technologist Assistant should never exceed the responsibilities of that position relating to facility protocol, even though students have learned new procedures as a result of being a student. It is imperative that a student accepts assignments within his/her scope of practice as outlined in the specific job description. An unlicensed student should not accept employment that requires him/her to perform duties that should be performed only by a licensed registered nurse or radiology technologist. Students are accountable for their actions and are urged to use reasonable and prudent care in accepting a position and in fulfilling their responsibilities as employees.

Students are not considered official representatives of the Great Basin College AAS Programs. Neither Great Basin College nor the Health Sciences and Human Services Department accept responsibility for the actions of students working in healthcare agencies in an employee or volunteer status.

If the student is falling asleep during class or interrupting class due to being tired from work or other reasons, the student will need to leave class when asked and schedule an advisement session with the Program Director prior to being permitted back to class.

**Written Paper Expectations and Format**

The American Psychological Association format is required for written papers. Citations and references used in any assignment should be written in APA format.
Faculty expect papers and other written assignments to be written at a college level and to reflect professional communication. Detailed written expectations can be found in the document titled *Writing Expectations for Great Basin HSHS Students* in the Appendices Section.

**Textbooks and Other Course Materials**

Textbooks may be purchased at the Great Basin Book Store, 1500 College Parkway, Elko, NV 89801 (775) 753-2270. Students may purchase through the website at

http://www.bkstr.com/CategoryDisplay/10001-9604-10075-1?demoKey=d

Students also have the option to purchase books through outside sources.

Syllabi are available online on individual WebCampus course web sites the day before the course starts.

**Drop/Withdraw Policy**

According to GBC policy, if you do not complete the course and do not formally withdraw by the set drop deadline, your instructor will automatically assign you a grade of “F” for the course. The drop deadline for each course will be stated in the course syllabus. If you are dismissed or withdraw from the program after that date, this rule will also apply.

**Grading**

The following grading scale will be applied to all HSHS Programs coursework:

- 100 - 94 % = A
- 93 - 90 % = A-
- 89 - 87 % = B+
- 86 - 84 % = B
- 83 - 80 % = B-
- 79 - 77 % = C+
- 76 % = C
- 75 - 70 % = C-
- 69 - 67 % = D+
- 66 - 64 % = D
- 63 - 60 % = D-
- Below 59 = F

Note: Student grades will be calculated out to two decimal places (to the hundredth). There will be no rounding up of scores. Criteria for grading will be given to the student in writing at the beginning of each course. It is the student’s responsibility to know his/her grade point average throughout the course.

- Students are responsible for all written/verbal information that is shared in scheduled classes.
- Students must submit all theory or clinical written assignments on the day they are due. Students are responsible for complying with assignment submission guidelines as outlined in each course syllabus.

**Class Attendance**

Attending class is an integral part of the program and critical in successful completion of each course. Whether the class is traditional or virtual in its delivery, it is EXPECTED that each student ATTEND ALL CLASSES and arrive for class ON TIME. In the event of an absence, it is the student’s responsibility to obtain the announcements, information and any handouts provided by the instructor. Except for emergencies, missed tests, quizzes, or class work (random or scheduled) may NOT be made up.

Students with a pattern of absences from class (i.e., emergency or otherwise), will receive a Notification of Unsatisfactory from the instructor. Any subsequent absences may be referred to the Admission and Progress Committee and evaluation by the Department Dean.
After hospitalization, surgery, serious illness, injury, childbirth, etc. a student must submit a release statement from a health care provider indicating their medical clearance to return to full time status to the program. A copy of this medical release statement will be placed in the student’s file.

Civility in the Classroom

Successful learning experiences require mutual respect. The faculty has primary responsibility for and control over classroom/clinical behavior and maintenance of academic integrity. Student behaviors that demonstrate civility include:

1. Arriving for class/clinical early and/or on time.
2. Treating everyone in class or clinical with courtesy and respect.
3. Refraining from packing up belongings before class/clinical ends.
4. Turning off all electric devices that could cause disruption to the class or clinical area.
5. Being quiet and giving full, respectful attention while the faculty or another student is speaking.
6. When speaking, using courteous, respectful language and keeping comments and questions relevant to the topic.
7. Following any additional classroom rules established by individual faculty.

GBC Cares - a guide to engaged learning:

- **Civility** — have respect for others: students, faculty, staff, and the campus community. Be respectful, polite, and considerate in any classroom, live or digital.
- **Active** — embrace the active process of learning. To maintain a class environment that is conducive to learning: Be diligent, engaged, and committed.
- **Responsibilities** — you are accountable for your actions, work, words, and behavior. Courteous behavior and responses are expected: Be honorable, conscientious, truthful, and dependable.
- **Excellence** — in the classroom, optimizes an atmosphere of teaching and learning. Classroom discussion is meant for everyone’s viewpoint to be expressed on the topic at hand. All students should be afforded the courtesy and opportunity to be heard: Be exceptional.
- **Success** — successful college students embrace all of the educational experience and welcome diversity and different ideas. Embrace challenges.

Great Basin College states: “messages, attitudes, or any other form of communication deemed outside the bounds of common decency/civility as judged by common standards of classroom behavior (determined as they would in a regular classroom by the instructor) will not be tolerated.”

At GBC, students are expected to assist in maintaining a class environment that is conducive to learning. It is required that students conduct themselves in a manner that does not disrupt the teaching or learning atmosphere. All classroom participants have the responsibility to maintain classroom and online discussions that are civil and not disruptive by being courteous and using respectful language. This courteous behavior continues beyond the classroom to any community interactions as a GBC HSHS student.

Be an engaged learner and encourage your fellow students to do so as well.

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**ANY STUDENT ENGAGING IN INAPPROPRIATE BEHAVIOR WILL BE REMOVED FROM THE CLASSROOM. COUNSELING MAY OCCUR WITH THE FACULTY AND OTHER DEPARTMENT OR GBC PERSONNEL. REFER TO STUDENT CONDUCT POLICIES IN GBC GENERAL CATALOG.**
Unsatisfactory Student Progress Policy

Students who are admitted to an HSHS Program must maintain their status as a student in good standing in both academic and academic-related areas based on the following criteria. Failure to do so may result in dismissal from the program:

Unsatisfactory Progress for Academic Reasons

Students who are admitted to any of the HSHS Programs must maintain their status as a student in good standing in both academic and academic-related areas based on the following criteria. Failure to do so may result in dismissal from the program:

Students

a. who are not maintaining a minimum average of 76% on clinical or academic assignments,

b. who have not met expected performance, safety, or conduct standards, or

c. earning less than 76% on any exam at any time during a course (or two exams if so indicated in the course syllabus)

must meet with faculty member(s) to complete a Notification of Unsatisfactory Student Progress form.

Unsatisfactory Progress for Academic-Related Reasons

Conduct consistent with professional standards of ethical, academic, and clinical behaviors must be exhibited at all times, including within classrooms. See Appendices Section for additional information on what constitutes inappropriate conduct in these areas.

a. In a clinical course, if a student’s performance is determined by faculty to be unsafe, the student may be removed from the clinical setting and given a failing grade for the course prior to the end of the semester.

b. If at any time a student’s observed behavior or performance raises any questions on the part of faculty about the student’s physical, emotional, cognitive, and/or emotional status and/or ability to perform or behave safely and/or appropriately, the faculty will meet immediately with the student, document their observations and notify the Dean. A student may be asked to leave a clinical or classroom setting, if the faculty determines it is warranted. When appropriate, site security or its equivalent in clinical settings may be called, in addition,

c. If the student is determined to be unable or unwilling to perform or behave appropriately, the student’s emergency contact will be notified. The student’s emergency contact is responsible for taking the student home.

Voluntary Withdrawal

Students who for personal reasons need to voluntarily withdraw from the program must immediately notify their instructor(s) and the Admission and Progression Committee in writing. Students have the option of withdrawing from a course prior to completion of 60% of that course (specific date disclosed in the syllabus). It is the student’s responsibility to formally withdraw at the Registrar’s office from a course. After that date, a grade of “F” will automatically be assigned as per Nevada System of Higher Education Board of Regent’s Policy, Chapter 6.

Unsatisfactory Progress Procedure:

Students failing to meet any of the criteria above will receive a written Notification of Unsatisfactory Student Progress (See Appendices Section).
Faculty will identify area(s) of performance needing improvement in either academic or academic-related (clinical/simulation/skill performance) areas and outline recommendations and suggest an action plan for improvement. Students will also provide input for an action plan. Documentation of poor performance must be included with the unsatisfactory student progress form. The completed form will be signed by faculty member(s) and student. Copies will be distributed to: faculty member(s), student, student file, student's advisor, and the Admission and Progression Committee Chair.

- **The Admission and Progression Committee will review student’s academic or clinical performance to determine if the student can continue progression in the program or is dismissed from the program.** Students who receive three (3) Notifications of Unsatisfactory Student Progress forms within one semester must meet with the Admission and Progression Committee.

- Students who receive a total of four (4) Notification of Unsatisfactory Student Progress forms over the course of the HSHS program must meet with the Admission and Progression Committee. Students may at any time be referred to the Admission and Progression Committee for serious infraction(s) of professional, academic, or academic-related performance.

- Upon receiving the sixth (6) Notification of Unsatisfactory Student Progress at any time during the program, the student will be dismissed from the program without appearing before the Committee. This number will be different for students re-entering the program. See below for Notification of Unsatisfactory Student Progress limitations in those circumstances

**Process for Admission and Progression Committee Review**

One of the responsibilities of the Admission and Progression Committee is to review student academic problems referred by faculty and on matters related to progression, dismissal or reinstatement of students. The purpose and functions of the Admission and Progression Committee can be found in the Appendices Section.

a. All students undergoing review by the Admission and Progression Committee must submit a letter to the Committee describing their plan for correcting deficiencies. The letter **must be received as soon as possible prior to the next scheduled meeting** of the Admission and Progression Committee.

b. The committee will review the student’s course grades and overall academic and academic-related (clinical/simulation/skill performance) record, the course faculty’s evaluation, and the student’s written plan for improvement. Course faculty whose students are undergoing review by the Admission and Progression Committee are requested to be available to consult with the committee if needed during the review.

c. The Admission and Progression Committee reviews all the information received and recommends to the Dean that:

   1. The student shall implement their plan for improvement and be allowed to continue in the program. The Committee may require additional steps or conditions the student must meet after reviewing the student’s plan for improvement. Or,
   2. The student should be dismissed from the program.

d. The Dean notifies the student and faculty member(s) of the decision in writing.

e. Students who do not request to meet with the committee (for voluntary withdrawal) or submit their letter and plan for improvement to the committee will be recommended for dismissal from the program.
Dismissal and Readmission to the Program

Students who have failed any program course will be dismissed from the program and may request readmission through the Admission and Progression Committee. If readmission is granted by the Committee, the student must meet all required specifications for re-entry as stated below along with any additional remediation recommendations made by the Committee. All requirements and recommendations must be completed by the date specified by the Committee.

Students who have been dismissed from the program due to academic reasons may apply once for program readmission. The student must indicate in writing to the Admission and Progression Committee desire to be considered for readmission no later than May 31 for Fall semester and September 1 for Spring semester and follow all procedures for appealing to the Committee.

Students who have been out of the program for more than one year must re-apply. Students who have been out of the program for less than one year will be considered for readmission on a space available basis and will not need to submit a full application. Specific competency guidelines for readmission to each program are outlined in the following program-specific area of this student handbook.

 Unsatisfactory Progress after Readmission Limitations

Students being readmitted to the program in the first semester will be accountable to the same Notification of Unsatisfactory Student Progress limitations as new students. Students re-entering the program in the second, third, or fourth semester will go before the Admission and Progression committee upon receiving two (2) Notifications of Unsatisfactory Student Progress in one semester or a total of three (3) throughout the remainder of the program. Readmitted students will be dismissed from the program upon receiving the fourth (4) Notification of Unsatisfactory Student Progress without an option for readmission.

Student Appeal of Admission and Progression Committee Decision

Decisions of the Admission and Progression Committee may be appealed directly to the Dean in writing within 3 working days after written notification of the decision is received. If the issue is not resolved after appealing to the Dean, the student may proceed to Step III of the Grievance Procedure described in the next section.

Grievance Procedure

The procedure described here differs from and supersedes the GBC procedure described in the college Catalog. The divergence from GBC policy is justified by the sequential nature of the program curriculum and the safety and well-being of patients a student may care for.

Students who wish to explore problems that have not been resolved to their satisfaction can initiate the appeal process described below. Because faculty have an obligation to safeguard patients and other individuals, a student in the appeal process might not be allowed to continue in the clinical component of a course until the issue is resolved.
Grievance Procedure Steps

Step I:
Schedule an appointment and discuss issue with faculty member(s) within 3 working days of the alleged occurrence. Within 3 working days of the scheduled meeting, the faculty member(s) shall issue a written decision. The decision may be delivered to the student by email, U.S. Mail, or personally delivered.

↓
Resolution → Stop

No resolution → Proceed to Step II

↓

Step II:
If the student is aggrieved by the resolution made in Step I, the student may file a written appeal with the Dean within 3 working days of receiving the written decision in Step I. The Dean shall meet with the student within 3 working days of receiving the appeal unless the student requests more time and this request is approved by the Dean. The Dean may invite the faculty member(s) to this meeting. The Dean may permit the student to bring someone to advise the student at this meeting. The Dean shall issue a written decision within 3 working days of the meeting. The decision may be delivered to the student by email, U.S. mail, or personally delivered.

↓
Resolution

(Note: Dates given in this procedure may be adjusted if the Dean is not available due to absence or semester break.)
The National HIPAA regulations apply in all school settings and students must demonstrate knowledge of the regulations prior to entering the clinical setting. This is the security and privacy accountability for healthcare information. Some items in didactic and all of clinical rotation are considered confidential and the health care worker/student will be held accountable for release of the patient’s information. HIPAA training will be maintained with documentation in each student file.

Mandatory In Service

All program students are required to attend annual mandatory blood borne pathogens, OSHA, AND HIPAA in-service sessions. This will be scheduled prior to your clinical rotations. This is a requirement by the hospitals and must be completed by you prior to performing clinical rotations. There may be additional mandatory in service at each facility and this may be completed upon arrival at the clinical site.

Clinical Assignments

Site Selection
In planning clinical learning experiences for HSHS courses, the faculty tries to assure that each student is scheduled for the clinical facilities that are most likely to provide a variety of learning situations appropriate to the unit or course content currently being studied. Clinical site selection is based on the following criteria:

- Type of facility/agency and accreditation status
- Type of experiences available
- Adequacy of staffing and staff preparation for their roles
- Average daily census or clients
- Available equipment, supplies, learning resources, etc.
- Receptiveness to students and faculty
- Number of students who can be accommodated at one time
- Number of faculty to accommodate an additional clinical site

Scheduling and Transportation

- Scheduling students to be in the right place at the right time for the best possible experiences is a priority for faculty. As a result, there will be occasions when temporary irregularities in a student’s schedule are necessary. Every attempt will be made to notify students of these changes so that they can make necessary plans and adjustments in their personal schedules.
- Students may be assigned day, evening, or weekend clinical experiences.
- Transportation to clinical facilities is the responsibility of the student. Some clinical facilities may require as much as sixty (60) minutes traveling time from campus. Many of the students have been able to meet their transportation needs by making arrangements with others in the class.
Attendance

Clinical attendance is mandatory. Students are required to attend every clinical rotation on the scheduled date and time.

1. Students are expected to report on time for scheduled clinical experiences and be willing, capable, and prepared to participate in assignments. Tardiness is defined as one minute or more past the designated start time. Arriving late for a clinical will result in student being sent home at the discretion of the instructor. Being sent home will result in a grade of zero (0) for that clinical assignment.

2. If clinical is to be missed for any reason, the instructor and the clinical area must be notified before report time. Please telephone the faculty office at least one hour before the clinical begins. It is the student’s responsibility to notify the faculty and the clinical area of expected absence.

3. There are no excused absences from clinical.

4. There are no makeup days provided.

5. Each clinical absence will result in a grade of zero (i.e., 0) for the clinical assignment.

6. A student who works the night shift or the previous eight hours prior to a scheduled clinical experience will be dismissed from the clinical site. This will result in a clinical absence.

*See additional attendance guidelines for students in the Radiology Technology Program in the Radiology Specific Section of this handbook.

Authority and Responsibility in Clinical Settings

- Students are legally responsible for their actions as a student in clinical settings. The professional working with a student is legally responsible for the patient. Students fall under the legal jurisdiction of their clinical faculty’s license and the college.

- Clinical faculty are responsible for assigning duties, providing opportunities for demonstration of progression, and serving as a guide in achieving objectives. It is necessary that the instructors be used as a guide to facilitate learning.

Students are subject to the rules and regulations defined in the personnel policies of the facilities with which the GBC HSHS Program affiliates. It is the student’s responsibility to be aware of the facilities’ policies. If policies are not followed clinical rotation experiences will be discontinued until there is evidence that the student’s progress meets the criteria for competent clinical performance.

Remember you are a guest at the clinical sites. Students are not allowed to leave the clinical sites during scheduled hours without permission. There is not early release from the clinical setting.

Communication in Clinical Settings

Communication in health care facilities must be on-going. Although students assume responsibility for their assigned patient while in clinical settings, the facility staff does not relinquish total patient responsibility. The student is required to obtain information from the staff regarding a patient before giving care. Prior to leaving the facility or the assigned unit, the student is required to give a report on each patient to the staff or team leader who is responsible for the coordination of care.
Preparation for Clinical Experiences

Some clinical rotations require students to prepare and research information about their assigned patient on site in the clinical facility prior to the clinical date. Students will be notified of their assignment and must review patient information only during the hours specified by the faculty. While doing clinical site patient preparation the student must wear the scrub jacket or white lab coat over the specified community uniform. A student name tag is required. The student must identify him/herself to the facility staff and state the purpose for being there. Students must have completed the HIPAA certification and signed the confidentiality agreement prior to reviewing any charts at any facility.

Performance of a New Skill

Students must be supervised by their clinical instructor when performing a procedure in a clinical setting that has not been performed outside of the Practice Laboratory. If the instructor is not available, the RN assigned to care for the patient may supervise a student with the instructor’s permission.

Students are required to review facility policy/procedures prior to performing any new skill and must be prepared to answer any questions from the instructor and the RN assigned to care for the patient. Students must plan their work carefully before they begin.

The student is expected to verbalize his/her plan to the instructor and/or RN assigned to care for the patient.

Students must have their skills book at clinicals, at all times, and will be required to turn in the checklist at the end of the program.

Safe Practice Policy

1. Safe practice in a clinical setting includes those patterns of professional behavior that follow legal and ethical codes and promote well-being of clients and self. This will be demonstrated through accountability in preparation, documentation, and continuity of care, as well as in showing respect for the rights of individuals.

2. Unsafe practice includes those behaviors which may endanger a patient, family member, staff, peer, or faculty in the physiological, psychological, spiritual, or cultural realm. Specific behaviors of endangerment may include acts of commission or omission in the clinical agency and/or behavior that causes the faculty to question the student’s potential for safe practice.

3. The student whose actions or omissions endanger a patient, family, peer, staff member, or faculty will receive verbal and written documentation of the event. The student may be removed from the clinical setting.

4. Based on the severity and nature of the unsafe practice, the student may receive a failure for that clinical experience, for the course or be dismissed from the Program.

5. Documented evidence from faculty, staff, clients, families, or peers may be used in the decision process.

Unsafe Practice Policy

If a student is deemed to be unsafe by clinical faculty, the student will be excluded from clinical rotation, may not self-drop the course, will be assigned a grade of F, and will fail the course. This is applicable at any time during a semester. Behaviors that may result in immediate dismissal include, but are not limited to:

1. Performing acts beyond the scope of practice
2. Unauthorized use or distribution of equipment or drugs
3. Falsification or alteration of agency documents
4. Patient abuse, neglect, or abandonment
5. Engaging in criminal activities
6. Violation of ethical principles
7. Violation of the GBC AAS Standards of Conduct policy

If an agency refuses to allow a student to continue in clinical rotation, the student may not self-drop, will be assigned a grade of F and will fail the course.

**Incident and Quality Assurance Reports**

- For incidents that occur in clinical facilities and/or on the GBC site an incident report must be completed per facility policy. Incidents include injuries to a patient, visitor, or staff, and errors in treatment or medication. Facility regulations usually require students to fill out a quality assurance form (incident report) for any untoward happening. Completing the form does not automatically mean a person is responsible for the incident.

- Instructors will refer the student to the appropriate facility or department for incidents that result in exposure or injury. Documentation of the incident will also be recorded by the clinical faculty and kept at GBC.

- Most facility incident reports have a section on follow-up that should be regarded as protection for both the patient and the student. Clinical faculty must see all reports prior to being turned in by students.

- Failure to report an incident of which the student is aware is a serious error in judgment and a breach of student conduct subject to the faculty issuing a Notice of Counseling.

- The policy for reporting medication errors will be strictly followed by any student who has made a medication error.

**Skill Remediation**

Students who are unprepared when completing a required skill/procedure in the clinical area will need to return to the Practice Lab for practice and remediation. The clinical instructor will give the student a remediation request slip. If remediation is required, the student must set up an appointment with the Practice lab instructor who will assist in correcting the skill. Students are responsible for having the remediation slip completed prior to the next clinical rotation, and to bring the completed remediation slip to clinical. Failure to complete the remediation prior to the next assigned clinical rotation will result in an unexcused absence from clinical.

**Dishonesty in the Clinical Setting**

If the faculty determines that a student has been dishonest in representing the facts regarding their clinical assignment, the student may receive a failure for that day, for the entire clinical rotation and/or be dismissed from the program. Examples of dishonesty during clinical instruction include but are not limited to: charting observations or interventions in a client record that, in fact, were not made (i.e., charting vital signs that were not taken); failing to report an error in medication or treatment.
The purpose of the Health Science and Human Services Practice Labs is to provide students with the appropriate environments and equipment to engage in safe, high quality, structured clinical experiences. The labs are designed to:

- Provide a safe and supportive learning environment in which students can become competent in psychomotor and clinical reasoning skills in realistic situations before those skills are applied with patients in actual clinical settings.
- Provide simulated clinical experiences with situations and patients problems not usually available in students’ regular practice sites.
- Model quality and safety in clinical environments reflecting current evidence and best practices.
- Enable reflective practice free from the distractions of normal clinical environments.
- Allow participation in situations and scenarios that are dependent upon interdisciplinary collaboration.
- Provide clinical experiences structured to build confidence and development of increasing complex skills and clinical reasoning competency.

The Nursing and Paramedic Practice Lab is a single location, but provides two separate areas in which clinical learning occurs. Those are the Practice Lab itself, and the simulation area, a small portion of the Practice Lab located in Room 101. The Practice Lab is used for learning a wide range of focused clinical tasks requiring specialized procedure and/or equipment. It is considered “low” or “medium” fidelity and provides learning opportunities focused primarily on psychomotor skills.

The Radiology Practice Lab is located in Room 102. The Practice Lab is used for learning a wide range of focused clinical tasks requiring specialized procedures and/or equipment.

All practice/simulation areas are comprised of highly specialized, high fidelity equipment and simulators that closely resemble actual patients and patient situations. The simulators (such as SimMan®) and equipment are very expensive computer operated, complex electronic equipment that must be programmed and controlled by specially trained faculty or Practice Lab personnel.

**Practice Lab Policies**

Each student will be asked to sign a form documenting their agreement to allow student classmates to perform procedures on them, including injections and IV insertion.

The policies described below apply to ALL AREAS of the Practice Labs at all times. An additional set of policies that apply specifically to the simulation area are included later in this document.

The following rules must be followed at all times in the Practice Labs:

**Strictly Enforced:**

- Only authorized persons are allowed in the Practice Labs and no students can be in the labs without an instructor.
- Children are not allowed in the laboratories under any circumstances.
- Eating and drinking are not permitted in the laboratories at any time.
- No cell phones and other electronic devices may be used the Practice Labs only for the purpose of accessing clinical resources when specific permission has been granted by the Practice Lab Manager and/or course faculty. All electronic devices must be muted at all times in the labs.
• All accidents, no matter how minor, MUST be reported to the instructor and/or the Practice Lab Manager.
• No pens are to be used near the simulators.

Appropriate Use and Behavior for Students in the Practice Labs

• Hands must be washed thoroughly upon entering and before leaving the Labs.
• Students must wear lab coats, rubber sole and closed-toe shoes for scheduled sessions in the Practice Labs. Program scrubs must be worn during skills check-off and simulation in the Labs.
• Standard precautions must be practiced at all times.
• Students must come to the Practice Labs with a watch with a second hand and any other equipment necessary to practice and perform a specific skill.
• All needles and sharps must be properly disposed in SHARPS CONTAINERS (according to CDC guidelines). Students who do not dispose of needles and syringes appropriately will receive a Letter of Unsatisfactory Progress and may be excluded from use of the labs.
• After a learning experience, students should not share details and activities with other students who have not participated in the learning experience.

Scheduling Practice Time in the Labs

• All students who use any part of the Practice Labs during open lab time must sign in when entering the lab and sign out upon leaving.

• Assigned lab time (e.g., skills check-off, skills demonstration and simulation) is considered clinical time. A student is expected to arrive at the scheduled check-off time ready to demonstrate competency in specific skills. Failure to attend an assigned lab time will result in a Letter of Unsatisfactory Progress and meeting with the instructor. Remediation and/or disciplinary action may also occur.

• Open lab time gives the student additional opportunities to practice skills. Students are required to sign up for practice and check off of specific, required skills in the Practice Labs (refer to Skills Check-off List and course schedule). In the event a student is unable to attend any scheduled session in the practice lab, the student must notify the course instructor and/or Practice Lab Manager at least two hours before the scheduled lab time.

• Students who are tardy will forfeit their time and will need to reschedule their session if space is available. Being tardy for any demonstration, skills check-off or simulation will be considered a clinical absence which will result in a Letter of Unsatisfactory Progress. This might affect the student’s eligibility to participate in a clinical assignment which, in turn, might affect their status in the program.

Skills Check Offs

• Students who have failed a skill twice will receive a Letter of Unsatisfactory Progress which will affect their eligibility to participate in a clinical assignment and status in the program.

• Students are expected to attend their practice lab group session prepared to have a scholarly conversation regarding the content for that session. Faculty are authorized to exclude a student from participation in clinical laboratory sessions when the student is unprepared, when the student is tardy, when performance falls below a competent level, when the Standards of Conduct policy is violated.

• When attending skills check-off, the student will be graded pass/fail for each required skill. Grading will include attendance, student preparedness, skill performance, and participation.
Simulation Policies

Use of this highly technical and specialized area of the Practice Lab is a privilege and all activity in the area should be undertaken as if it were occurring in an actual clinical facility.

The following policies will be **strictly** enforced:

1. All students will wear scrubs, closed toe shoes, or the clothes worn normally during their clinical activities when participating in simulations.

2. **Absolute no pens of any kind are to be used near the simulators.**

3. Learners must bring standard equipment (watch with second hand, stethoscope, etc.) required for clinical during simulator experience.

4. Learners will wash their hands to remove stains, ink or oils prior to entering the simulation area, even if they have washed their hands previously for work in another area of the Practice Lab.

5. No food or drink is allowed in the simulation area of the Practice Lab.

6. Standard precautions will be followed at all times in the simulation area of the Practice Lab. Simulator-learner contact will be adhered to as in the clinical environment.

7. To maximize learning opportunities during the simulation, conversation and discussions will be limited to the scenario itself.

**Safety in the Simulation Area**

1. Safety of all participants must be of highest priority because the simulator can be cardioverted and defibrillated (**ALL DEFIBRILATORS ARE ACTIVE & DELIVER AN ELECTRICAL CHARGE**). ACLS guidelines for the use and safety of these interventions must be followed.

2. During certain scenarios, learners may be using gases such as oxygen (O2). Standard safety precautions are to be followed.

3. For safety, closed toe shoes must be worn when in the simulation area.

**Simulation Confidentiality**

1. Consent to record the simulation will be obtained and kept on file from all members participating in the simulation experience.

2. After a learning experience, students should not share details and activities with other students who have not participated in the learning experience.

**Appropriate Use of the Simulation Area**

1. The simulation area will not be used for task training experiences.

2. Simulators shall not be scheduled for clinical make-up days, unless arranged by instructor.
3. Once the simulation experience is completed, learners must restore the simulator and environment to the baseline status.

4. Learners who are assessed by the instructor during simulation exercises to need additional practice or remediation for a skill will be referred to the instructor and/or Practice Lab Manager for follow up.

Academic Advising

HSHS students will be assigned a faculty advisor upon admission to the program. During enrollment in the program, each student should make an appointment with his/her advisor at least one time per semester to review their progress.

Academic advisors will receive a copy of any Notice of Unsatisfactory Performance given to their advisees. However, whenever possible, students experiencing academic problems should be encouraged to meet with their advisor when problems first become apparent rather than waiting until they receive a Notice of Unsatisfactory Performance.

Contact the HSHS Administrative Support at 775-753-2301 for assistance in making an appointment with your advisor.

Students experiencing non-academic health or emotional issues which require professional care should be referred for help outside the Health Sciences and Human Services Department. The Student Services Office is the contact for students who need counseling available through UNLV. Contact Director of Disability Support, 775-753-2271 or Vice President of Student Affairs, 775-753-2282 with any questions or additional information.

Learning Resources

Students must purchase required texts and other learning resources (e.g., online access codes and other learning resources.) A list of required learning resources will be provided to all students enrolling in the health science programs. These can be purchased through the GBC Bookstore or through another source. Students should be very careful that all components needed for their classes are included if they purchase from an outside source. Students will be notified if additional learning resources are required prior to the beginning of each subsequent semester.

Library Services

Media required for HSHS courses are located in the Library. These materials are not to be checked out but must be viewed at the Library.

GBC library hours are:
- Monday - Thursday: 8 am to 6 pm
- Friday: 8 am to 5 pm
Financial Assistance

Financial Aid is intended to help students pay for their education after high school. The aid available at Great Basin College includes grants, loans, employment and scholarships, some of which are specifically designated for health science students. Students are encouraged to contact Student Financial Services at 775-753-2399 for further information.

Copying

Copying can be done at the GBC High Tech Center or the Library. The copy machine in the office area is for faculty use only. Computer copies made from the office printer are $.10 per page. Additional copies of assignment forms are the student’s responsibility.

Technology Assistance

GBC offers a Help Desk for students experiencing problems with WebCampus access. The Help Desk is available by phone (775-753-2167) or by email (helpdesk@gbcnv.edu)

   Summer Hours
   Weekdays: 7 am to 4 pm

   Fall - Spring Hours
   Weekdays: 7:30 am to 9 pm
   Saturday: Noon to 5 pm

Student Representatives

Student representation is encouraged during program meetings and Health Science and Human Services Advisory Group meetings. Two volunteer representatives from each class are selected. These students are asked to bring questions, comments and concerns of their class to these meetings and are expected to take information back to their group for discussion and follow-through.

   Student Nurses' Organization (SNO)
   Radiology Student Organization (RAD)
   Paramedic Student Organization (PARM)
   Human Services Student Organization (SOAP)

Students are invited to be an active member of their program student organization. Election of officers is held during the fall semester. A president, vice-president, secretary, treasurer, Winnemucca and Pahrump senators, and activities coordinator(s) may be elected.

Student Government Association (SGA)

Students are encouraged to be an active part of the Student Government Association (SGA). A variety of activities are provided throughout the school year. Students have the opportunity to participate individually or as a group. There may be some scholarship opportunities for participating in the SGA.
Scholarships & Financial Aid

Financial Aid is intended to help students pay for their education after high school. Scholarship/Grant criteria varies for each program. The aid available at Great Basin College includes grants, loans, employment and scholarships, some of which are specifically designated for HSHS students. Awards are made in the fall and spring semesters. Only students who have completed the application will be considered for a scholarship. Federal Student Aid Programs become available after you complete the FAFSA application. Submit a Free Application for Federal Student Aid (FASFA) at www.fafsa.ed.gov. Students are encouraged to contact Student Financial Services at 775-753-2399 for further information.

Specific Program Costs can be found in the Program Specific section of this handbook.

GBC BUILDING FACILITIES

Building Hours

Building hours vary based on classes and locations. Health Science faculty offices close at 5 pm.

Building Use Guidelines

Great Basin College maintains open centers available to faculty, staff, students and the local community during normal hours. During those days and hours classes, meetings and special events are scheduled security will have staff on site to provide assistance.

Open access to site facilities is provided with the understanding that:

- All persons will be treated with courtesy and respect;
- All buildings and equipment are used in the manner originally anticipated;
- All persons will comply with any posted signage;
- All persons will follow normally accepted safety and behavior standards.

The offer of open access may be revoked should any person be found to cause damages to any Great Basin College property or be involved in harmful, unsafe or illegal behavior while on GBC property.

Security

Security and law enforcement on all Great Basin College centers is dependent upon GBC personnel working well with their respective local law enforcement agencies. Knowledge of any crime or emergency should be reported to the center security or center director immediately. Any crime or emergency requiring immediate assistance should be reported immediately to the police or sheriff by dialing 911 on any center phone.

Security may be contacted by dialing the Elko site operator (Dial "0") from any extension and requesting assistance. On the Elko site assistance may be obtained by activating any of the call boxes located on the pathways or phoning the security cell phone at 934-4923. If the police department, fire department or ambulance are required dial, 9-911 from any extension and tell the dispatcher of the emergency.
Fire Evacuation Plan

Before a fire happens know the following:

- Know the location of the exit nearest your area (evacuation maps posted).
- Know the location of the fire alarm pull box nearest your area.
- Know the location of fire extinguishers in your area.
- Know how to use a fire extinguisher.

Upon discovery of a fire:

1. Pull fire alarm and give verbal warning.
2. Call 911.
3. Follow evacuation procedures.
4. Close doors to contain fire and smoke.
5. If it is safe to do so, and you have been properly trained, you may attempt to extinguish the fire.
6. Determine if it is safe to re-enter the building.
7. On the Elko site, notify your respective Vice President. On all other centers notify the Director and the Vice President of Academic Affairs (Elko Center 775.753.2266).

Food and Beverages in Classrooms

Rooms 109 and 110 in the Dorothy Gallagher Health Science Building have coffeemakers, microwaves and a refrigerator for student use. According to State Health Department regulations, anything placed in the refrigerator must be dated and removed within one week. Open food items left longer or that are not dated will be discarded.

Similar appliances may be available at other centers. Please request assistance from the Center Director or other center personnel.

Personal Computer Use

GBC is not responsible for loss or damage to personal property owned by faculty, staff, or students, including personal computers, which are used or left in the building. The college is also not responsible for any thefts or damages done to vehicles parked on the premises. Most areas of the parking lot and the interior of the building are under video surveillance. If a student’s personal computer is used in one of the buildings, a multi-dimensional surge protector (common and transverse spikes) should be purchased and utilized to prevent electrical damage.

Children and Non-Students in Campus Facilities

Great Basin College is committed to providing a place of instruction that is conducive to learning; and that is, to the greatest extent possible, free from distractions. Only enrolled students should be present in classrooms, field trips, fitness center(s) and lab facilities.

Pets

The only pets (dogs, cats, birds, rabbits, ferrets, etc.) that are allowed anywhere on our campus and inside the buildings are those trained and licensed as service animals. Please do not bring any type of animal into any GBC building or clinical-related facility you enter. We will have Security help you remove
your animal if needed. Please be courteous to our faculty, staff and students and leave your pets at home.

**Tobacco Use / Smoking**

Tobacco use and smoking is prohibited in GBC buildings. Please use outdoor designated areas only. In addition, students must comply with all clinical agency policies regarding use of tobacco and smoking while on site.

**Application for Graduation**

The GBC graduation is the ceremony that celebrates graduation from the college. It is a cap and gown ceremony held at the Convention Center. Nursing, Radiology, and Paramedic students receive an Associate of Applied Science degree. You MUST submit an application for graduation before the set deadline in order to participate and receive a degree. Please refer to the Great Basin College catalog for further information.

**Graduation Requirements**

Students must complete all program and general education courses by the end of the fourth semester to be eligible for graduation. The general education courses have been placed in the curriculum to augment the program course content. Scheduling arrangements are made with other GBC faculty to assure there will be no time conflict with program classes. If a program course is taken out of sequence, there is no guarantee it will be taught at a time that does not conflict with other required program courses.

Students are responsible for ensuring that Admission and Records receives an official transcript for transfer courses one month prior to graduation. It is also each student’s responsibility to know and to meet all course requirements and to maintain a 2.5 or high GPA throughout the program.

The Office of Admission and Records uses the year of your admission to the program to determine catalog year and course requirements for graduation.

Any student taking a general education course during the fourth semester of the program at another college or university must have the course work completed and an official transcript sent to the Admission and Records Office no less than one month prior to final examinations.

It is the student’s responsibility to make certain all graduation requirements are met. Failure to complete requirements will delay your application to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN), American Registry of Radiologic Technology (ARRT), or the National Registry for Paramedics – See Appendices Section. Each situation will be dealt with on an individual basis by the faculty.

**Caps and Gowns**

Cap and gown orders are placed with the GBC Bookstore. The cost is approximately $25.00.

**Pinning Ceremonies**

Upon successful completion of a Great Basin College Health Science and Human Services Program, students are eligible to purchase Program pins. The Administrative Assistant will provide the necessary order form and will facilitate the ordering of the pins. Students will not be able to purchase a pin without the required permission form. Pins must be ordered by March 15th of the year of graduation.
The pinning ceremonies held in the GBC Theatre are ceremonies separate from the GBC graduation. In order to participate in the pinning ceremony, a student must have completed all program requirements. Because the pinning ceremony is a time honored tradition, certain guidelines regarding student appearance, program format and reception activities are followed. Graduating students, with assistance from the Student Organization officers and faculty representative will collaborate in planning the pinning ceremony. Date and time will be chosen to accommodate graduating students without conflicting with the GBC graduation and other activities held on site. First year students assist with the reception held after the pinning ceremonies.

**Pinning/Graduation Cost Estimates**

* Graduation fee (apply in January) $ 20.00
* Pinning ceremony announcements $ 0.25 each
* Pinning ceremony uniform, if applicable Individual amount
* School pin (order in February) $ 40.00-200.00
* GBC graduation announcements $ 1.00 each
* Cap and gown $ 25.00
* Other possible requirements $ 38.00
ASSOCIATE OF APPLIED SCIENCE
RADIOLOGY TECHNOLOGY PROGRAM
PROGRAM SPECIFIC POLICIES AND PROCEDURES

2017-2018
PROGRAM SPECIFIC SECTION

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Great Basin College Mission Statement
Great Basin College enriches people's lives by providing student-centered, post-secondary education to rural Nevada. Educational, cultural, and related economic needs of the multicounty service area are met through programs of university transfer, applied science and technology, business and industry partnerships, developmental education, community service, and student support services in conjunction with certificates and associate and select baccalaureate degrees.

Mission of the Associate of Applied Science in Radiology Technology Program
To provide quality education to prepare the undergraduate Radiology Technology student for beginning practice in a variety of healthcare settings.

Radiology Technology Program Philosophy
Radiology faculty endorse the mission, goals, and outcomes of Great Basin College. The Radiology faculty act on the college mission and values through the pursuit of excellence in teaching, promoting student success, and providing service to rural Nevada citizens to enhance their health and quality of life.

The faculty of the Radiology Technology Program at Great Basin College believes and accepts the following department philosophies:

1. The radiology technologist is a viable member of the health care team. As a provider of care, the student will demonstrate caring and critical thinking skills by assisting the individual, family or group to identify and meet basic health needs in a wide variety of settings in the continuum of care. The student will assist in the coordination of cost-effective quality care using a culturally competent, collaborative interdisciplinary approach.

2. Through the development of sound radiology technology curriculum, the student will develop entry-level skills and knowledge in basic radiology technology. Upon completion of the program the student will be eligible to apply to take the American Registry of Radiology Technologists Examination for Radiographers and will be prepared to function as an entry-level Radiology Technologist.

3. It is the responsibility of the faculty to recognize the individuality of the student and help develop his/her potential. We also believe that the student is responsible for his/her own learning and that the faculty serves as a facilitator and resource person.

4. The planning, implementation and evaluation of the radiology technology curriculum is the responsibility of the faculty.

AAS Radiology Technology Program Learner Outcomes with Assessment Measurement

1. Students will be clinically competent.
   a. Expected Student Learner Outcomes:
      i. Students will be able to demonstrate clinical competency.
         1. Measured after RAD227 using the clinical competency form
      ii. Students will be able to position patients for diagnostic quality images.
         1. Measured upon completion of RAD116 using the final positioning grade
         2. Measured after RAD227 using the clinical competency form, question #7
      iii. Students will be able to integrate ALARA practices for self, patients and others.
         1. Measured upon completion of RAD116 using the final positioning rubric Item #9 skills.
2. Measured upon completion of RAD238 using the final grade for Radiation Protection.

iv. Students will be able to evaluate the final radiology image for essential criteria.
   1. Measured using the final grade for RAD124-Radiographic Photography and Technique.

2. **Students will communicate effectively.**
   a. Expected Student Learner Outcomes:
      i. Students will be able to communicate orally effectively.
         1. Measured upon completion of RAD118 using the presentation rubric question #1.
         2. Measured during RAD126 poster rubric oral presentation section.
      ii. Students will be able to communicate effectively in writing.
         1. Measured at the end of RAD242 using the Performance Improvement Paper (Final).
         2. Measured during RAD126 using the poster rubric.

3. **Students will utilize critical thinking and problem solving skills.**
   a. Expected Student Learner Outcomes:
      i. Students will be able to manipulate technique to accommodate patient condition.
         1. Measured during RAD227 using the clinical Evaluation Form question #4 in critical thinking.
      ii. Students will be able to demonstrate critical thinking skills.
         1. Measured using the final grade for RAD124.
         2. Measured during RAD227 using the clinical Evaluation Form “critical thinking skills” section.

4. **Students will be able to discuss professional pathways available.**
   a. Expected Student Learner Outcomes:
      i. Students will be able to describe professional avenues available to them.
         1. Measured during RAD126 using the poster presentation final grade.

5. **Students will practice professionalism.**
   a. Expected Student Learner Outcomes:
      i. Students will exhibit professionalism in a clinical setting.
         1. Measured during RAD226 using the clinical Evaluation Form “personal qualities”.


## Essential Skills (Table 1)

### I. COMMUNICATION ABILITIES
The ability to employ therapeutic communication techniques and appropriate interpersonal relationship skills during interactions with instructors, clients, family members, health care team members, peers, and supervisors.

**Correlates to Student Learner Correlation:**
1. Students will be able to demonstrate clinical competency.
2. Students will be able to perform standard radiology technology procedures.
3. Students will be able to integrate ALARA practices into their daily routine. Students will be able to orally communicate. Students will be able to communicate effectively in writing.

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<tr>
<th>HOW ASSESSED</th>
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<tr>
<td>Clinical Competency Forms</td>
<td>Ongoing throughout first and second year of coursework and clinical practice.</td>
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<td>Final Positioning Test Grades</td>
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<td>Employers Survey</td>
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<td>Presentation Grading Rubric</td>
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### II. CRITICAL THINKING
A reasoned, interactive and reflective process focused on deciding what to believe or do.
- The ability to identify and challenge assumptions.
- The ability to explore and imagine alternatives.
- The ability to make judgments based on evidence (fact), rather than conjecture (guesswork)

**Student Learner Outcome Correlation:**
1. Students will be able to evaluate the final radiology image for essential criteria.
2. Students will be able to manipulate technique to accommodate for patient condition. Students will be able to view the final image for standard medical imaging requirements

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<tr>
<td>Final Grade for RAD124/Radiography Photography and Technique</td>
<td>Ongoing throughout first and second year of coursework and clinical practice.</td>
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<tr>
<td>Clinical Competency Form</td>
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<td>Clinical Competency Rubric</td>
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<td>Employer Survey</td>
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GREAT BASIN COLLEGE
ASSOCIATE OF APPLIED SCIENCE RADIOLOGY TECHNOLOGY PROGRAM
Graduate Outcomes and correlation to student learner outcomes.
Critical Behaviors

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<th>CRITICAL BEHAVIOR</th>
<th>HOW ASSESSED</th>
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</table>
| **ACCOUNTABILITY** | Clinical Competency Forms  
Employers Survey  
Presentation Grading Rubric  
Final Grade for RAD238-Radiation Protection  
Final Grade for RAD124-Rad. Photography and Technique  
Poster Presentation  
Performance Improvement Paper  
Poster  
Student Evaluations | Ongoing throughout first and second year of coursework and clinical practice.  
EVERY CLASS, ESPECIALLY CLINICAL ROTATION (RAD 225-227B) |
| **COLLABORATION** | Clinical Evaluation Forms  
Student Evaluations  
Employer Survey | Ongoing throughout first and second year of coursework and clinical practice.  
RAD 225B, RAD 226B, RAD 227B |
| **SELF-LEADERSHIP** | Final Grade for RAD238-Radiation Protection  
Student Evaluations  
Employer Survey  
Presentation Rubric  
Radiology Positioning Rubric  
Poster Presentation Rubric  
Poster  
Performance Improvement Paper  
Educational Brochure | Clinical practice.  
RAD 225B, RAD 226B, RAD 227B |
4. Students will be able to communicate effectively in writing.
5. Students will be able to describe professional avenues available to them.
6. Students will be able to demonstrate professionalism in the clinical setting.

ALARA

All students when working with ionizing radiation must adhere to the ALARA concept, which means (as low as reasonably achievable). All students must make the attempt to minimize the time or duration of an exposure, maximize distance for personnel and others in the exposure area, and shield patient or others when possible (time, distance, shielding). This is a concept the students will learn, be evaluated on and utilize during the education process of becoming a Radiology Technologist. **At no time should a student hold an image receptor or patient during clinical rotation.**

ARRT ELIGIBILITY

Successful completion of the Radiology Technology program and possession of an Associate of Applied Science Degree from Great Basin College does not guarantee eligibility for certification with the American Registry for Radiology Technologists. As of January 2015, all students applying to sit for the ARRT certifying examination must have completed an associate degree. Graduates must apply to the ARRT to take the certifying examination. The application process requires the graduate to declare previous felony or misdemeanor convictions. Program students who have had previous convictions are encouraged to complete an application for pre-screening by the ARRT to establish eligibility status. **Students may obtain the pre-application request from the Department of Regulatory Services at the ARRT office, (651) 687-0048.** Radiology Technology Program Faculty having knowledge of infractions of the ARRT Code of Ethics are required to inform the ARRT.

ATTENDANCE AND ABSENTEEISM

A student who has worked a night shift will not be allowed to follow that shift with a student clinical experience. A student who has worked a day shift may not be allowed to follow that shift with an evening student clinical experience.

1. Because of the critical relationship between time and learning, the radiology technology faculty believes students must make full use of clinical and classroom experience. Students are expected to meet all class and clinical requirements. Assignments not completed will reflect on grades. Student progress is monitored throughout the program. Content missed during an absence is still the responsibility of the student to know. The instructor is not going to go back over the material. This is not fair to the other students who attended.
2. Due to the confidential nature of topics discussed and the potential for disruption, children (regardless of age) and pets are not allowed in the class, laboratory or testing settings.
3. Students missing more than 2 didactic classes in one semester without communication to the instructor will be given a written notification of counseling. It is important to attend classes for the abundance of content missed.

4. Radiology Technology students are expected to report on time for scheduled didactic and clinical experiences. Students must be willing, capable and prepared to participate in assignments. In case of clinical absence, the clinical instructor should be notified BEFORE report time at the start of the clinical experience. Please telephone the instructor at least one hour before your clinical begins. Do not telephone instructors after 9:00 p.m. It is the student’s responsibility to notify the instructor **AND** the clinical area. An email is not acceptable.

5. Students who are absent from the clinical area for health reasons, for example an injury, surgery, or childbirth, are not allowed to return to the clinical until a written medical release is obtained from his/her physician. Please meet with the radiology technology program director to discuss any medical or surgical concerns that might affect your clinical attendance prior to scheduling.

6. If a student is requested to leave the clinical site for any reason, the student should leave immediately. The student should then contact the Program Director and instructor. At no time should the student contact the clinical site or employees of the clinical site unless instructed to do so by the program director. A review will be done of the incident and make up time will be assigned if needed. After the review a decision will be made by the Program Director and faculty whether or not the student will be allowed to return to the clinical site, assigned to another clinical site, if available, or dismissed from the program.

7. At no time should a student visit a clinical site regarding the GBC program without being scheduled to work or on permission from GBC faculty. This could lead to dismissal from the program.

**Bereavement Leave**

Upon notification to the program faculty and presentation of documentation, the student will be allowed a maximum of three consecutive clinical day leave of absence for death in the immediate family. The immediate family is considered to be parents, grandparents, spouse, siblings, or child. This time does not have to be made up and will not be deducted from Personal Leave Time.

**Breaks and Holidays**

Students do not attend classes or clinical assignments:

1. on college holidays
2. during Spring Break

If a college holiday falls on a day of the week that the student is normally scheduled in clinical, time will not have to be made up. However, that day is only counted as an eight hour day. If the student is scheduled for a ten-hour day, two hours will be deducted from Personal Leave as scheduled time.

It is the policy of the Nevada System of Higher Education (NSHE) to be sensitive to the religious obligations of its students. Religion is one area of diversity recognized by GBC. Any student missing class, quizzes, examinations or any other class or lab work because of observance of religious holidays shall, whenever possible, be given an opportunity during that semester to make up the missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor in writing, on the first day of class or no later than ten days in advance, of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. Examples of such holidays are Rosh Hashanah and Yom Kippur.

**Cancelled Classes**

**Faculty Illness** — A notice will be posted on the classroom door or online in WebCanvas to notify students of classes cancelled due to faculty illness. In addition, staff will make an effort to contact students living outside the Elko area by telephone or email.
WEATHER — When the GBC President closes the campus due to inclement weather, all campus classes will be canceled. Closure of the campus does not affect scheduled clinical experiences. Program faculty will review clinical educational experience missed due to inclement weather on an individual basis. Weather is not considered an excuse for tardiness to the clinical site.

CARRY OVER COMPETENCIES

During RAD 225B, RAD 226B, and RAD 227B, students having successfully completed the required number of competency and continued competency evaluations within the clinical education course dates may complete three more competency evaluations to be “carried over” to the next clinical education course. Competency evaluations completed to carry over to the next clinical semester will have no bearing on the clinical grade for the current semester. No more than three will be carried over.

CLINICAL ABSENCES

Students who are unable to attend an assigned clinical session are required to report this information to the clinical education facility AND report that information to the instructor of record for the clinical course PRIOR to the beginning of the scheduled clinical experience. It is the responsibility of the student to make the call — not spouse, parent, friend, or relative. Students failing to notify the program faculty of clinical absences are considered as — no call/no show which is classified as unacceptable and will be docked double time for the clinical education time missed. The student will be referred to the Admission and Progression Committee for a no-call / no-show clinical time.

DEFINITIONS

1. Absence — An absence is one event.

2. Scheduled Absence — prior arrangements have been made with the clinical site and program officials and documented on the appropriate form at least 24 hours in advance. (See Appendix)

   Unscheduled Clinical Rotation Absence — the clinical site and program officials are informed less than 24 hours in advance and prior to the beginning of the scheduled clinical rotation.

   Any unscheduled absence will result in disciplinary action. First and second offense will be verbal and written counseling. Third offense is dismissals from the program.

Excessive Absences — Using more than the number of sick days allowed for any one clinical rotation. For RAD 225 and RAD 226 there is one eight hour day allowed. For RAD 227 there are two eight hour days allowed.

IMPACT OF CLINICAL ABSENCES

Completing less than 307 hours for RAD 225, RAD 226 and less than 614 hours from RAD 227 will result in a 10 point deduction from final grade and a verbal warning

Completing less than 299 hours for RAD 225, RAD 226 and less than 606 from RAD 227 30 point deduction from final grade and dismissal from the program.

In addition, the student may be dismissed from the program due to inability to meet course objectives if excessive clinical experience is missed.

Students who have unacceptable or excessive absences will be counseled regarding personal and professional ethics. If the unacceptable or excessive absences continue, the student will receive a written
warning regarding their behavior and recommendations for correcting the behavior. If documentations regarding unacceptable or excessive absences are filed, the student must meet with the Admission and Progression Committee to discuss the circumstances surrounding the absences and may be placed on probation. If the problems persist, the student will be dismissed from the program due to unethical behavior.

CLINICAL EDUCATION EXPERIENCES

Clinical instruction is provided in conjunction with classroom theory. This instruction is provided in various locations, such as local hospitals and clinics. Although most clinical experiences take place during the day, the student may be scheduled for other shifts as well outside the hours of 5am to 7pm. Each student will be provided equitable clinical learning experiences. The opportunity to work weekend or evening shifts will be available to all, but will not exceed 25% of the overall clinical experience accumulative time. The student is responsible for assuring that their individual work schedule does not conflict with clinical and didactic commitments. The program will NOT make adjustments to the clinical or didactic schedules to accommodate the student work, non-radiology classes or personal schedule.

Mammography Observation:
It is the policy of this program that no student will be allowed to observe in Mammography.

Schedule Changes
No one is allowed to change the posted student schedule without the permission of the Site Clinical Instructor, Clinical Coordinator or Program Director. The final site clinical rotation schedule needs the approval of the GBC Clinical Coordinator.

CLINICAL EXAMINATION OBLIGATION

Students are not permitted to leave a patient during the course of an examination even if such completion requires remaining at the clinical site beyond the end of the clinical day. The student is required to complete the examination (this includes QA approval of the examination, all applicable paperwork, and dismissal of the patient). Students remaining longer than the scheduled clinical day may be given compensatory time (see compensatory time). Students that are tardy for clinical experience will not receive clinical time past the scheduled end of the clinical day regardless of the circumstances.

CLINICAL EXPECTATIONS

DRESS CODE:

1. GBC student radiology technology uniform must be the designated uniform. Shoes will be clean, white shoes. Athletic shoes, white with minimal colored decorations, are acceptable. Canvas or open toed shoes are not acceptable. The maintenance of good personal hygiene and clean, well-fitting uniforms is necessary for effective functioning in the clinical areas. The uniforms are specific to the program. They are:

   1) Standard Uniform—burgundy color with GBC patch on the sleeve.

   Radiation Monitor – The film badge is part of the student uniform and must be worn at all times during clinical rotations. The fee for the radiation monitor is included in the fees for the classes. See Radiation Monitor Policy. If the radiation monitor is lost, it is replaced and the student is responsible for all fees associated with this.

2. Hygiene
   A. Hair: Hair must be worn away from the face. If hair is longer than shoulder length, it must be tied back or put up.

   B. Earrings: For safety reasons, no dangly or loop earrings or visible body piercing rings or objects are to be worn in any clinical area. One earring per ear may be worn.
C.  **Facial Hair:** Facial hair must be neatly trimmed.

D.  **Nails:** Due to the risk of harboring pathogens, artificial nails are not to be worn in the clinical areas at any time.

E.  **Tattoos:** This policy will be up to each clinical sites corporate policies. These may need to be covered during clinical working hours.

3.  The GBC insignia is to be sewn two inches below the shoulder seam of the left sleeve, centered on the seam on uniform and lab coat.

4.  The name badge is a required part of the uniform. It is worn on the left side of the uniform. It is to be worn for every clinical rotation unless otherwise stated on the uniform requirements.

5.  GBC uniforms are to be worn each day to the clinical area. Do not wear your GBC uniform as your work uniform. If the hospital is holding a dress up day, such as for Halloween, the student may participate, but must wear the designated lab coat covering the costume.

6.  The Radiation Monitor/Film Badge is a part of the student uniform and must be worn at collar level at all times during clinical rotation. If wearing a lead apron, the monitor should be worn at the collar level outside the lead apron. See Radiation Monitor Policy.

**General Information** — Cleanliness and good grooming are essential. All students are expected to have uniforms and shoes clean and in good repair. If a student doesn’t comply with the stated dress code in this handbook, s/he will be considered unprepared and may not participate in the clinical experience. The student will be released to correct the situation will be docked for the time missed.

**CLINICAL FACILITIES**

1.  Clinical facilities are utilized to enhance the theory component of the course and provide the opportunity to apply newly acquired skills and knowledge. Every effort will be made by the faculty to provide concurrent experiences. It is the responsibility of the student to utilize each learning opportunity in the clinical facility, skills lab and classroom.

2.  Students are subject to the rules and regulations defined in the personnel policies of the facilities with which the GBC program affiliates. It is the student's responsibility to be aware of the facilities’ policies.

3.  **Remember you are a guest at the clinical sites.**

4.  **Students are not allowed to leave the clinical sites during scheduled hours without permission.**

5.  Remember, clinical rotations are an interview.

**CLINICAL ROTATIONS**

Please be aware that we are a rural community college. To accommodate enough students to make this program possible, we have affiliated with clinical sites out of the city of Elko. Each student will be in a rotation at a minimum of two clinical sites. Students may not be at a clinical site for more than two rotations. The students will randomly draw for clinical rotation during the first semester of the program. There are three clinical rotations, two, eight-week durations and one, 16-week duration. It is up to the student to secure housing for their clinical rotation at the students cost. Please make plans for this. Do not leave this to the last minute. **It is the student's responsibility to acquire and pay for housing.**
Currently, we have three outpatient facilities. All students who want to attend an out-patient experience will be provided the same opportunity. Those interested students names will be placed in a hat and a random draw will be made for this site after the general draw for sites. This is to provide all students equitable opportunities.

Weekend rotations are offered at some of the clinical sites. The faculty feel these rotations are extremely beneficial due to:
1. increased trauma experiences.
2. Increased one on one time with radiology technologist staff.

If the clinical sites you are to attend does not have weekend rotations, please notify the clinical coordinator if you would like some weekend experience.

COMPETENCY SECOND OPINION

The student has the right to request a second opinion on any competency evaluation. The procedure for requesting a second opinion on any competency is as follows:

1. A written request must be made to the faculty of record for the clinical course involved and a copy sent to the original evaluator notifying them that a second opinion has been requested. This must be done within one week of the competency evaluation (see form in Appendix A).
2. An instructor other than the original evaluator will review the competency in question.
3. The instructor reviewing the competency will consult with the original evaluator after reviewing the students concerns presented in the written request for a second opinion.
4. The original evaluator will make the final decision regarding the competency based on the consultation.
5. The original evaluator will notify the student in writing of the final outcome of the competency within two weeks of the written request being received.

After the student has successfully completed a competency evaluation, the student will be required to show continued competency of that examination in subsequent semesters. This will demonstrate that the student continues to be competent in the examination after competency has been achieved.

CONTRAST EXAMINATIONS POLICY

Competency on the UGI, Small Bowel, BE, and IVP is prohibited until the student has:
1) completed the material in RAD 116B and RAD126B.
2) been involved in the exam at least once and performed the examination with supervision, and
3) satisfactorily completed a review and film critique on the examination.

The student will use the Log of Examinations form to document their experience with each particular examination. It is important to adhere to the clinical rotations for fluoroscopy in order to complete the observations and understanding these examinations as performed by the clinical site. Questions regarding the examinations can be answered by the registered technologists, clinical liaison, or GBC faculty member.

CRITICAL CARE AREA/PATIENTS

Students are not allowed to: 1) perform examinations outside the department, 2) radiograph patients in critical care areas or 3) radiograph patients in critical condition unless the student is under the direct supervision of a registered staff radiology technologist. Students may perform examinations in the above situations under indirect supervision after having previously proven competence on the particular examination. See Student Clinical Supervision.
DOCUMENTS REQUIRED FOR CLINICAL PARTICIPATION:
The following are required from students prior to attending any clinical rotation and copies must be placed in the student clinical notebook and taken to clinical daily:

1. Documentation of current health physical. Document is provided under forms in this handbook. Need to reference ability to lift.
2. Documentation of immunization records for DT, tetanus, flu shots and Hepatitis B (or declination waiver).
3. Documentation of a negative TB skin test. The test is to be done annually while a program student. The initial test is to have been a 2-step test (to clarify, the two-step test involves having a second skin test 1–3 weeks after the first).
4. Documentation of current CPR certification (health care provider status).
5. Documentation of OSHA orientation meeting attendance—obtains in second semester of program.
6. Documentation of HIPAA orientation—obtains in second semester of program.
7. Documentation of Background Check.
8. Documentation of Sexual Harassment Awareness.
10. Completion of a drug test.

Students are responsible for:
1) providing copies of the pertinent information to the Health Science office staff,
2) maintaining a personal file of this information, and
3) presenting the file to each clinical education center at the beginning of each clinical rotation.
4) the above needs to be obtained at the student's expense.

Documentation checklist has been provided in the Appendix section at the end of this handbook.

INSURANCE
1. GBC radiology technology students are partially covered by the Nevada System of Higher Education's liability insurance. Students must purchase additional malpractice insurance prior to attending clinical rotation. Please see #4.
2. Students are not covered by the SIIS (Workman's Compensation) in any of the clinical facilities.
3. Students are required to have health insurance. If you are not covered by health insurance, a student plan is available. Yearly proof of medical insurance is required during clinical assignments. Documentation is maintained in the student’s cumulative record.
4. Students are required to have liability insurance during clinical rotation. This is available from the American Society of Radiology Technology for students at an approximate cost of $40.00.

INTERNET / PERSONAL ELECTRONIC EQUIPMENT

At no time is it acceptable to be on the internet or personal electronic equipment at a clinical site. Since this is an internet enhanced program it is up to the student to maintain internet access at all times during the program, but not at the clinical sites. The clinical instructor will give a verbal warning for the first offense. The second offense will be a written warning and mandatory appearance before the Admission and Progression Committee.

JRCERT STANDARD COMPLAINT POLICY

The purpose of this policy is to give the students a procedure to follow if they feel the Radiology Technology Program at Great Basin College has not adhered to the JRCERT standards in education. The standards can be reviewed at:
If the student feels there is a problem with the compliance of the GBC Radiology Technology program with Joint Review Committee in Education of Radiology Technology, the student(s) should do the following steps:

1. Make an appointment with the instructor and discuss your concern.
2. If the student(s) does not feel the concern has been addressed, the student needs to make an appointment with the Program Director.
3. This appointment will be within three working days of student request.
4. At this time, the student needs to place the complaint in writing and present it to the Program Director. If the complaint involves an instructor, the instructor will be invited to the meeting.
5. The Program Director must keep the complaint in writing and documentation from the proceedings available upon request by the student, administration, and/or the JRCERT.

If the student(s) still feels the complaint has not been resolved, the student needs to make an appointment with the Dean of Health Sciences and Human Services and the Program Director of Radiology Technology to see if resolution can be obtained. The Dean of Health Sciences and Human Services may be contacted at (775) 753-2135. At this time, the Dean or Program Director may request the student attend a meeting with the Health Sciences and Human Services Admission and Progression Committee.

Please refer to the HSHS Department’s grievance procedure in the Department Program Handbook. The student would place in Step 2 of the Grievance Procedure Steps.

1. This appointment will be made within three working days of student request.
2. At this time, if the student does not feel the complaint has been resolved, the student may contact the JRCERT at: 20 N. Wacker Dr., Ste 2850 Chicago, IL 60606-2850 Phone: (312)704-5300 Fax: (312)704-5304 E-mail: mail@jrcert.org Website: http://www.jrcert.org

LEAD IDENTIFYING MARKERS

The lead right and left initial markers used during positioning will be purchased out of lab fees and issued to the students in the first semester of the program. If these markers are lost, it is the student’s responsibility to replace them immediately at the expense of the student.

LUNCHES AND BREAKS

Radiology Technology students are allowed two, 15-minute breaks (one in the morning and one in the afternoon) and a thirty-minute lunch. The lunch break will be commensurate with the practice of the department and area/rotation assignment. The lunch break is required for all students and cannot be used at the end of the clinical day or to make up clinical time.

Due to the time restriction of the lunch break, it is not recommended that the student leave the clinical site for lunch. Students wishing to leave the clinical site for lunch are required to: 1) get the approval of the clinical instructor or clinical liaison and 2) check out and in on the time card.
MAKE UP SCHEDULE

Students will make up time at the end of a clinical rotation or the end of the program only. The program faculty and the student will jointly identify the specific make up schedule. This make up time needs to be scheduled with the clinical coordinator or will not be counted.

PERSONAL LEAVE TIME

Personal leave time (PLT) is designed for students in the radiography program at GBC to be able to schedule time off from clinical in order to take care of personal needs such as doctor appointments, car repairs, child care problems, mental health days or circumstances which may arise that are not able to be scheduled outside of program parameters (also see clinical absences). PLT is not designed to provide a—vacation for the student. PLT is earned according to the student’s clinical abilities and may be used or saved for later use within the parameters of the programs policies. Personal leave days are prearranged days off or may be used as an option for early release from the clinical component of the program. The following chart identifies sick time given to the students and how PLT is earned per semester. The number of PLT hours earned is based on having all competencies (mandatory or elective and continued) completed before the last week of the semester. The following chart lists the consequences or rewards for actions taken by the student and how ethical behavior may be monitored.

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<th>Personal Time Given To Student</th>
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<tr>
<td>Early Fall second year</td>
<td>10 hrs w/o Dr. Excuse</td>
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<tr>
<td>Fall second year</td>
<td>10 hrs w/o Dr. Excuse</td>
</tr>
<tr>
<td>Spring second year</td>
<td>20 hrs w/o Dr. excuse</td>
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RADIATION SAFETY POLICIES

LEAD SHIELDING INSPECTION

All lead aprons and thyroid shields will be visually inspected to identify obvious tears or holes in the vinyl and lead (or lead equivalent). The shields will also be visually inspected to assure all clips, belts and straps are in working order.

A fluoroscopy inspection will be performed on an annual basis to review for holes or cracks in the lead shielding. The kVp should be set at 100.

If the aprons and/or thyroid shields do not pass the inspection, they will be removed from service, repaired or destroyed in accordance with state and/or federal guidelines.

RADIATION PROTECTION PHILOSOPHY: ALARA (As low as reasonably achievable)

All exposures must be justified and kept as low as reasonably achievable (ALARA concept). The ALARA concept applies to radiation workers as well as to the general public. The ALARA represents a commitment on the part of Great Basin College to provide the resources and environment in which ALARA is implemented. Safe radiation protection practices will be practiced by the faculty and students by utilizing the ALARA concepts with the practice of the shortest exposure time, utilizing the most distance from the radiation source and wearing of protective shielding when needed.

An important part of the ALARA program is an annual review of the working conditions and personal monitoring records. This is designated to the Radiology Technology Program Director, Dean of Health Sciences and Human Services and the Director of Environmental Health, Safety and Security.

Occupational Exposure Limits (annual):

1. Effective dose equivalent limit (internal plus external (stochastic effects)
   a. Whole body exposure 50 mSv or 5 rem
   b. Cumulative effective dose, whole body lifetime to age 10 mSv(years x 1 rem)
2. Dose equivalent limits for tissues and organs (non-stochastic effects)
   a. Lens of the eye 15 rem
   b. All other (e.g. red bone marrow, breast, lung, gonads, skin and extremities) 50 rem

**Student Exposure Limit (annual): This program does not accept students under the age of 18 years.**

1. Effective dose limit
   a. Whole body exposure:
      - Over 18 years of age 50 mSv or 5 rem
      - Under 18 years of age 1 mSv or .1 rem
   b. Lens of the eye 15 mSv or 1.5 rem
   c. Skin, hands, and fee 50 mSv or 5 rem

**Public Exposure Limits (annual):**

1. Effective dose equivalent limit, continuous or frequent exposure 1 mSv or .1 rem
2. Effective dose equivalents, infrequent exposure .5 rem
3. Remedial action recommended when:
   a. Effective dose equivalents (Internal and External) >.5 rem

4. Dose equivalent limits:
   a. Lens of the eye, skin and extremities (Internal and External) 5 rem

These limits do not include exposure from natural background and exposures received as a patient for medical purposes. Occupationally exposed workers are limited to an annual effective dose equivalent of 5 rem. The dose equivalent limits for the general public are typically 1/10th or less of occupationally exposed individuals. Partial body exposures and exposures of individual organs are accounted for by establishing the limits in terms of effective dose equivalent, which weighs the dose equivalent in terms of the risks resulting from partial body or organ exposure. Students under the age of 18, where in training jobs with a potential exposure, should not receive more than .1 rem per year from their education activities.

**RADIATION MONITORING**

Great Basin College (GBC) upon acceptance by the state will implement the following radiation monitoring system.

1. A radiation monitor (TLD) will be furnished by Great Basin College to all students currently in the Radiology Technology Program. The monitor will be issued at the start of the radiology lab portion of the curriculum, FALL of first year and will be continued until graduation.
2. The radiation dose monitor should be worn at the collar level.
3. A radiation monitor (TLD) will be furnished by Great Basin College to all radiology faculty members currently working in the Radiology Technology Program and continued until graduation.
4. The radiation monitor will be issued and processed quarterly.
5. Collection and distribution of the radiation dose monitor will be the responsibility of the faculty and students. It will the Program Directors responsibility to ensure this is completed.
6. If pregnant students and/or faculty members choose to declare their pregnancy, a declaration of pregnancy form is to be filled out and submitted to the Program Director. At this time a fetal monitor will be ordered to be worn at the waist level. If being worn while wearing a lead apron, the monitor should stay at waist level under the apron.
7. The estimation of radiation exposure can be made only if the following rules are adhered to:
   a. The radiation monitor is to be worn at all time when working in clinical sites and in the radiology lab.
   b. The radiation monitor should be worn at the collar area. If the individual is wearing a lead apron, then the radiation monitor should be worn outside the apron at the collar level.
   c. Leave the film badge at a designated area at the clinical site and in the radiology lab.
   d. Never wear another individual’s radiation monitor.
   e. Do not purposely tamper or damage the radiation monitor.
   f. Report the loose of the monitor immediately. (See Radiation Monitoring Device in the R.T. Student Handbook, page 52.)
g. Report any incident relative to the wearing or not wearing of the radiation monitoring
device, such as, taking the monitor outside and exposure to environmental sources.
h. It is the responsibility of the Program Director and Clinical Coordinator to insure that the
above rules are observed and to report radiation safety problems to the Radiology
Technology Program Director, Dean of Health Sciences and Human Services and the
Director of Environmental Health, Safety and Security.

Program Director: Mary Doucette  
Cell Phone: (775)397-5252  
Email: mary.doucette@gbcnv.edu

Dean of Health Sciences and Human Services:
Dr. Amber Donnelli  
Email: amber.donnelli@gbcnv.edu  
Office Phone: (775)753-2135

Director of Environmental Health, Safety and Security:
Pat Anderson  
Email: patricia.anderson@gbcnv.edu  
Office Phone: (775)753-2115

REGULATIONS FOR SICK DAYS AND PLT

1. Sick time (less than 24 hour notice)  
—Calling off policy.
   a. Call the clinical site: Get name of the person you talked to regarding —calling off.
   b. Call faculty member: Call instructor of record for specific clinical course and
      leave a message about —calling off and identify the person you talked to at
      the clinical site.
   c. Double time will be deducted from the student's time for failing to contact both
      the hospital and the faculty member.
   d. Calling in sick with no sick days remaining for the semester may require a
      Doctor's excuse. Calling in sick may result in disciplinary action if more sick
      days are used than given for the semester.

2. Personal Leave Time (PL) — (24 hour notice) **Personal leave policy** Taking
   personal leave:
   a. Time must be scheduled with faculty member a minimum of 24 hours in
      advance as well as notifying clinical instructor/liaison. (PL form must be
      completed or other acceptable form of written request. i.e. e-mail, fax. and
      etc.) This form will be in your clinical book given to you during RAD 224) This
      release time may be required to be made up.

   PLT may not be taken during the last week of the semester unless all competencies and continued
   competencies are completed.

Disciplinary Actions
1. First infraction will result in a verbal and/or written warning. Infractions:
   a. calling off after the scheduled rotation starts.
   b. not calling clinical site and faculty member.
   c. calling off more than the number of sick days for the semester. (PLT must be
      scheduled.) The number of sick hours missed due to using more time than
      allowed will be subtracted from the total given each semester. If the total
      number of sick hours is more than those given in the program a negative
      number may exist.
   d. Attitude.
   e. Not meeting competency requirements.
2. Second infraction may result in probation. (See infractions listed above) Probation (Terms of the probation will be outlined in writing as well as the consequences.) Undue hardship may be reviewed on a case by case basis. (i.e., child care, extended illnesses, etc.)
   a. Probation lasts for 8 clinical weeks.
   b. An infraction of the terms of probation may result in dismissal or extension of the probationary time.
   c. If you are on probation you cannot take PLT.
   d. If you are on probation you cannot request early clinical release.

3. Third infraction may result in dismissal from the program. Each case is considered individually and will be referred to the Admission and Progression committee.

4. Fourth infraction is automatic dismissal from the program.

Special Circumstances
Circumstances such as extended illness, medical conditions or other events will be reviewed on an individual basis. The program faculty must be notified before violation of the PLT policy in order to be considered for special circumstances.

Additional Notes
1. Students must complete a minimum amount of required clinical time each semester in order to receive a grade for that semester and continue in the program.

All hours missed over the number of sick days and PLT accumulated must be made up at the end of the program.

PREGNANCY POLICY

Student disclosure of suspected or confirmed pregnancy is **strictly voluntary**. Students choosing to inform the program faculty of a pregnancy MUST DO SO IN WRITING and must include the projected delivery date. It is recommended the student meet with program faculty to discuss program completion options, and appropriate personal radiation protection methods (See Radiation Advisory Statement).

Upon declaration of pregnancy the student has the right to continue in the program schedule without any modification.

Once declaration of pregnancy has been made the student has the right to withdraw their declaration in writing at any time during the pregnancy.

PROGRAM TESTING

At the end of the program, the week prior to graduation, there will be mandatory board review and final exam testing for RAD227. This will consist of four days, Monday through Thursday at the Elko site. The testing times will be announced in the course. If students do not attend, 25% will be deducted from their final grade in RAD227.

PROGRAM WITHDRAWAL

All students withdrawing from or being withdrawn from the program are required to make an appointment with the program coordinator for an exit interview. The exit interview is an integral part of the re-admission and reapplication process

PROFESSIONAL MEETINGS

The students may be offered compensatory time or extra credit for attending scheduled professional meetings, conferences, field trip or seminars as identified by the program faculty.
During the professional meetings all conduct policies apply as the student is a representative of Great Basin College and the radiology program.

RADIATION EXPOSURE/PROTECTION

During the course of the Radiology Technology program students will be exposed to ionizing radiation. All students, when working with ionizing radiation, must adhere to the ALARA concept, which means: as low as reasonably achievable. The main components of the ALARA concept is time, distance, and shielding. All students must make the attempt to minimize the time of an exposure, maximize distance for personnel and others in the exposure area from the primary beam, and shield yourself, the patient or others when possible. This is a concept the students will learn and utilize during the education process of becoming a Radiology Technologist. At no time during the program is a student allowed to hold an image receptor and should not hold patients routinely for imaging examinations.

RADIATION MONITORING DEVICE

Students cannot participate in any clinical experience or energized laboratory experience without the radiation monitoring device on their person. The student will be issued a radiation monitoring device (film badge) for use in the clinical education setting.

The Radiation Monitoring Device must be returned to the Clinical Coordinator within five (5) days of the end of rotation or expiration date. If the device is not returned within this time, all late fees will be borne by the student.

If a student becomes pregnant and discloses pregnancy, an additional fetal monitor will be ordered. The fetal monitor should be worn at the waist level. Please see Radiation Advisory Statement located in the Appendix Section of this handbook for further information.

RADIATION MONITORING DEVICE — LOST

Students who have lost their radiation monitoring device are required to do the following:

1. Report the loss to a program faculty member (not the clinical instructor). A new radiation monitoring device will be provided. The lost radiation monitoring device will be replaced at the student's expense (a $30.00 fee).

2. Prepare and deliver a letter addressed to the GBC Radiology Technology Program Director explaining how the radiation monitoring device was lost. A statement regarding the proper way to handle and store the radiation monitoring device must be addressed as well as the steps that will be taken to assure the incident will not happen again.

3. Pick up the replacement radiation monitoring device as directed by the faculty. Once step three is completed, the student will be allowed to return to clinical. Time missed during this process will be made up at the end of the program if applicable.

The student's GBC radiation monitoring device cannot be worn if the student is working for pay.

RADIATION MONITORING REPORT

A copy of the radiation monitoring report will be filed in the clinical coordinator's office for confidentiality. It is the student's responsibility to review report. The students are notified through the clinical online course the report is available for the student to review.

The maximum radiation exposure allowed for a student is .5 rem or 500 mrem.

The radiation monitoring report will be reviewed upon arrival by the clinical coordinator. If the a student's radiation limits are outside of the programs designated exposure limit of 50 mrems
quarterly, the clinical coordinator is to notify the Program Director, verbally and in writing immediately. The Program Director will notify the student. At this time the student upon direction from faculty may need to:

1. cease clinical assignment until investigation into the radiation monitoring report is completed to insure accuracy.
2. schedule an appointment to meet in person with the Program Director, Clinical Coordinator, and/or Dean of Health Sciences and Human Services for necessary course of actions and radiation counseling. At this time a radiation physicist will possibly be contacted for input depending on the radiation exposure amount.
3. be dismissed from the program due to overexposure.

If this continues to be a repeated problem with the student, even after counselling the student will be dismissed from the program. (Please review Appendix-Radiation Safety)

A course of action and documentation of the meeting outcome will be given to the student and placed into the student's file to insure the health and safety of the student.

RADIATION ADVISORY STATEMENT

The GBC Radiology Technology Program would like to inform female students using ionizing radiation of the radiation hazard to the fetus in cases of pregnancy. The following excerpt from the National Council on Radiation Protection and Measurements (NCRP) report #105, Radiation Protection for Medical and Allied Health Personnel, outlines the hazard more completely:

### 3.6 Embryonic and Fetal Effects

The embryo or fetus is comprised of large numbers of rapidly dividing and radiosensitive cells. The amount and type of damage which may be induced are functions of the stage of development at which the fetus is irradiated and the absorbed dose.

Radiation received during the pre-implantation period can result in spontaneous abortion or resorption of the conceptus. Radiation injury during the period of organogenesis (2-8 weeks) can result in developmental abnormalities. The type of abnormality will depend on the organ system under development when the radiation is delivered. Radiation to the fetus between 8 and 15 weeks after conception increases the risk of mental retardation (Otake and Schull, 1984) and has more general adverse impact on intelligence and other neurological functions. The risk decreases during the subsequent period of fetal growth and development and, during the third trimester, is no greater than that of adults.

Special limits have been established for occupationally exposed pregnant women to ensure that the probability of birth defects is negligible.

The NCRP recommends the dose equivalent to the fetus not exceed 0.5 mSv (0.05 rem) in a month and the total dose equivalent not exceed 5 mSv (0.5 rem). These recommendations are easily achievable if the pregnant individual practices the —Cardinal Principles of Radiation Protection! of time, distance, and shielding. This should include but is not limited to:

1. Keeping the time of exposure to radiation as short as possible. This can be achieved by not holding patients, and limiting time spends in the radiographic room during fluoroscopy.
2. Maintaining a large distance between the source of radiation and the exposed individual. The technologist should stand as far from the radiographic table as possible during fluoroscopic examinations. Increasing the distance between the patient and self during portable and surgical examinations will reduce exposure as well.
3. Using appropriate shielding material between the source of radiation and the exposed person. Standing behind a primary protective barrier or using lead protective apparel.
when unable to leave the area of radiation (fluoroscopy, surgery, etc.) are means of reducing overall exposure.

4. Fetal radiation exposure is most frequently monitored by issuing the individual a second radiation monitoring device (known as the fetal monitoring device) to be worn under the apron at the waist when a protective apron is needed. This monitor reading shall not exceed 5.

5. Also, female student disclosure of suspected or confirmed pregnancy is strictly voluntary and may be withdrawn at anytime during pregnancy. Please review Appendix-Radiation Safety.

STUDENT CLINICAL SCHEDULE

No student clinical assignment or hours can be changed without the consent of program clinical coordinator. All hours and days are assigned to provide each student equal learning opportunities. Off hours, such as, weekends and nights after 7 p.m. are limited to 25% of the overall clinical hours.

STUDENT CLINICAL SUPERVISION — DEFINITIONS

Direct Supervision
Direct supervision indicates a qualified radiographer: reviews the request in relation to the student's achievement, evaluates the condition of the patient in relation to the student's knowledge, is present during the examination and will intervene if inappropriate judgment or actions are evident, AND reviews and approves the radiographs.

Indirect Supervision
Indirect supervision is defined as that supervision provided by a qualified radiographer —immediately available to assist the student regardless of the level of student achievement. —Immediately available is interpreted as the presence of a qualified radiographer adjacent to the room or location (same department) where the radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

STUDENT TIME COMMITMENT

The student's time commitment to the program will be 40 hours/week or less. However, at the end of RAD 227, students needing to complete more than 40 hours of clinical experience may voluntarily submit a makeup schedule in excess of 40 hours/week but must sign a program form assuring the schedule is voluntary.

TARDINESS

Program faculty is committed to starting class sessions on time. The students’ obligation is to be punctual for scheduled classes and lab sessions. Tardiness is inconsiderate, disruptive to the class and will be dealt with individually. Information covered during the students absence will be up to the student to obtain. It will not be repeated. If tardiness is a continual problem the student will be verbally reprimanded and/or not allowed to enter class after class starts.

Students that are tardy for clinical experience will be docked double time for the time missed. Time missed will be deducted from Sick Time (See Sick Leave policy). Students who are tardy are not allowed to make up the time missed at lunch or the end of the clinical day. Weather is not an excuse for tardiness (see weather under Cancelled Classes). After one late arrivals, during a clinical rotation, a verbal official reprimand will be given. After a total of two late arrivals, a written reprimand will be given. After three total late arrivals at clinical sites, the student will be dismissed from the program.
TIME CARDS (Attendance Sheets)

Clinical time is reported on time cards supplied to the student at the beginning of each semester of clinical rotation. The student will present the time card to a staff technologist (or other authorized person). The staff technologist will note the current time and initial the card. The student must submit time cards to the appropriate faculty member each week. Time cards that are more than one week late are subject to penalties as outlined in the course syllabus. Time recorded on anything other than the supplied time cards will not be accepted.

WORKING AS A TECHNOLOGIST AIDE

The program faculty will not provide a written or verbal reference for a student seeking employment in a technologist aide position. Work schedules should not jeopardize the student's status in the program by working excessive hours and/or shifts that prohibit the student from attending scheduled classroom or clinical experience. While working as a technologist aide, the college is not responsible for the actions of the student. The student uniform (including the GBC radiation monitoring device and name tag) cannot be worn while working for pay.
Admission to the AAS degree in radiology technology program is a separate process from admission to Great Basin College. Enrollment to the program is limited. Students will be admitted only in the fall semester to begin the five-semester program of courses. Qualified applicants are selected first from the Great Basin College service area. If there are still positions opened, residents from Nevada will be selected next, and then out-of-state applicants will be considered. Students who have applied for and been accepted into the radiology program are designated radiology technology students. Only radiology technology students can enroll in courses with the RAD designation, except for RAD 101, unless prior approval from radiology technology instructor. As of Fall 2015, RAD238 will be offered in the Fall of the first semester.

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th>Fourth Semester—Fall</th>
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<tbody>
<tr>
<td>INT 100 GBC Orientation (.5 Credits)</td>
<td>HMS200 Human Ethics (3 Credits)</td>
</tr>
<tr>
<td>BIOL 223 Human Anatomy and Physiology I (4 Credits)-BIOL190 is a prerequisite</td>
<td>RAD 242 Radiology Quality Management (1 Credit)(online)</td>
</tr>
<tr>
<td>RAD 101 Exploration of Radiology (.5 Credits)(online)</td>
<td>RAD 226 Clinical Radiology II (315 hrs) (7 Credits)</td>
</tr>
<tr>
<td>MATH 120 Fundamentals of College Mathematics (3 Credits)</td>
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<tr>
<td>Certified Nursing Assistant Course</td>
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<tr>
<th>First Semester—Fall</th>
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<tbody>
<tr>
<td>PSC101 Introduction to American Politics (3 Credits)</td>
</tr>
<tr>
<td>BIOL 224 Human Anatomy and Physiology II (4 Credits)</td>
</tr>
<tr>
<td>RAD 112 Radiology Medical Terminology/ Patient Care (2 Credits)</td>
</tr>
<tr>
<td>RAD 116 Radiology I (3 Credits)</td>
</tr>
<tr>
<td>RAD 118 Electrical and Radiation Physics (3 Credits)</td>
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<tr>
<td>RAD238 Radiation Safety and Protection (2 Credits)(online) Fall 2015 Class</td>
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<tr>
<th>Second Semester—Spring</th>
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<tbody>
<tr>
<td>ENG 102 Composition II (3 Credits)</td>
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<tr>
<td>PHIL 102 Critical Thinking (3 Credits)or Humanity</td>
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<tr>
<td>RAD 126 Radiology Procedures II (3 Credits)</td>
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<tr>
<td>RAD 128 Imaging Equipment (3 Credits)</td>
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<tr>
<td>RAD 124 Radiographic Photography and Techniques (3 Credits)</td>
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<tr>
<th>Early Fall—Session</th>
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<tbody>
<tr>
<td>RAD 225 Clinical Radiology I (315 hrs) (7 Credits)-end of July</td>
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</table>

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<thead>
<tr>
<th>Credits</th>
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<tbody>
<tr>
<td>General Education: ........................... 18.5</td>
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<tr>
<td>Radiology (includes Biology) ............... 28.5</td>
</tr>
<tr>
<td>Clinical: (1,260 hours) ...................... 28.0</td>
</tr>
<tr>
<td>Total Course Credits ....................... 75.0</td>
</tr>
</tbody>
</table>

To schedule an advisement appointment contact: Mary Doucette  
Radiology Technology Program  
775.753.2463 mary.doucette@gbcnv.edu

You must place into English 101 at the start of the program.
PROGRAM CURRICULUM
GBC RADIOLOGY TECHNOLOGY PROGRAM COURSE DESCRIPTIONS

Please note all radiology classes are internet enhanced or online in a password protected learning environment through WebCanvas (GBC Distance Education Platform).

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>RAD 101(online)</td>
<td>Exploration of Radiology</td>
<td>(.5)</td>
</tr>
<tr>
<td>RAD 112</td>
<td>Radiology Patient Care and Medical Terminology</td>
<td>(2)</td>
</tr>
<tr>
<td>RAD 116</td>
<td>Radiology Procedures I</td>
<td>(3)</td>
</tr>
<tr>
<td>RAD 118</td>
<td>Electrical and Radiation Physics</td>
<td>(3)</td>
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<tr>
<td>RAD 124</td>
<td>Radiographic Photography and Techniques</td>
<td>(3)</td>
</tr>
<tr>
<td>RAD 126</td>
<td>Radiology Procedures II</td>
<td>(3)</td>
</tr>
<tr>
<td>RAD 128</td>
<td>Imaging Equipment</td>
<td>(3)</td>
</tr>
<tr>
<td>RAD 225</td>
<td>Clinical Radiology I</td>
<td>(7)</td>
</tr>
<tr>
<td>RAD 226</td>
<td>Clinical Radiology II</td>
<td>(6)</td>
</tr>
<tr>
<td>RAD 227</td>
<td>Clinical Radiology III</td>
<td>(14)</td>
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RAD 101(online)
For students who are interested in becoming a radiological technologist. Designed to give the student a basic knowledge of what a radiological technologist does and what careers are available in this field. The major learning outcome for this course is to help the students determine if this is the right career choice for them. Prerequisite: None.

RAD 112
Covers procedures and practices related to radiological technology with an emphasis patient care, patient safety and communication. Aseptic techniques and procedures used to maintain a sterile field is explained. The use of prefixes, suffixes, roots and medical terms will be covered. Previous Medical Terminology course is recommended, but not required. Prerequisite: Admission to the Radiology Technology Program.

RAD 116
Learn radiology positioning and anatomy. Identify the anatomic structures that will be on an x-ray examination, pathology noted and radiation safety measures that should be used. Prerequisite: Admission to the Radiology Technology Program.

RAD 118
Provides knowledge of x-ray terminology and structure of x-ray circuitry, radiation production, radiation characteristics and the photon interactions. Prerequisite: Admission to the Radiology Technology Program.

RAD 124
Covers processing of the radiographic image, from darkroom to computerized radiography. The principles and practices with manipulation of exposure factors to obtain acceptable image quality will be discussed at length. Prerequisite: Admission to the Radiology Technology Program.

RAD 126
A continuation of RAD 116. Reviews advanced radiology procedures, pathology noted on images, radiopharmacology and film critique. Prerequisite: Admission to the Radiology Technology Program.

RAD 128
Review all the radiographic equipment used in imaging departments and how the equipment works. Prerequisite: Admission to the Radiology Technology Program.

RAD 225
A planned clinical experience. Gives the student the opportunity to apply didactic education to work related examinations under the supervision of a registered technologist. The student must demonstrate clinical competency to continue in the program. Prerequisite: Admission to the Radiology Technology Program and enrollment into all the concurrent semester II program courses.

RAD 226
This is a continuation of RAD 225. The student will continue to apply knowledge gained in the classroom to work experience. Prerequisite: Admission to the Radiology Technology Program and enrollment into all the concurrent semester II program courses.

RAD 227
This is a continuation of RAD 226. Further clinical experience will take place in order to achieve required competency. Prerequisite: Admission to the Radiology Technology Program and enrollment into all the concurrent semester program courses.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>RAD 238 (online)</td>
<td>Radiation and Safety and Protection</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Course covers the ALARA (as low as reasonably achievable) concept. It also includes the definitions and significance of radiation protection and the biological effects of radiation. National and state requirements will be discussed. Prerequisite: Admission to the Radiology Technology Program and enrollment into all the concurrent II semester program courses.</td>
<td></td>
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<tr>
<td>RAD 242 (online)</td>
<td>Radiology Quality Management</td>
<td>1</td>
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<tr>
<td></td>
<td>A study of quality control methods, pertaining to equipment and quality issues in the radiology department. Covers performance improvement studies and quality assurance programs in relationship to current health care trends. Prerequisite: Admission to the Radiology Technology Program and enrollment into all the concurrent II semester program courses. ARRT certified radiographers may also enroll in this class.</td>
<td></td>
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</table>
PROGRAM COSTS (Estimated)

The costs over the two years will vary from year to year. Fees are added to courses utilizing lab supplies.

Approximate Program Related Costs:

Estimated total program tuition.................................................................$7,450.00
Textbooks & online access fees ................................................................. $1,750.00
Uniforms and supplies .............................................................................$200.00
Student Background Check and Drug Screening (required for clinical rotation)........................................ $95.50
Immunizations (estimate) ..................................................................................Individual amount
Physical Examination ..................................................................................Individual amount
Health Insurance ..........................................................................................Individual amount
Liability Insurance .......................................................................................... $50.00
Clinical support items ..................................................................................Individual amount
Housing and Travel to clinical facilities .......................................................Individual amount

Graduation approximate costs:

Graduation fee (done in January-March of the last semester) ......................... $15.00
GBC graduation announcements .................................................................. $1.00 each
Cap and gown ................................................................................................ $25.00
ARRT Certification ....................................................................................... $200.00
Functional Abilities
Bloodborne Pathogen Exposure and Prevention Policy
Health Sciences Admission and Progression Committee
Writing Expectations for Nursing Students
National Student Nurses Association
GBC Standards of Conduct for Nursing Students
ANA Code of Ethics for Nurses
American Registry of Radiologist Technologists Code of Ethics
Code of Ethics for EMS Practioners
Nevada State Board of Nursing – Conduct of Nursing
NSNA Bill of Rights and Responsibilities for Students of Nursing
NSNA Code of Academic and Clinical Conduct
Nursing Program Injury Report
Exposure to Bloodborne Pathogen Form
Student Test Query Form
Notification of Unsatisfactory Student Progress Form
Radiology Student Clinical Evaluation Form
Radiology Competency Form
Radiology Clinical Orientation
Radiology Student Exam Log
Radiology Attendance Form
Radiology Voluntary Declaration Form
Radiology Prior Conviction Statement of Understanding
Radiology Release Form
<table>
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<tr>
<th>Appendix - 2</th>
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<tbody>
<tr>
<td>Radiology Monitoring Form</td>
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<tr>
<td>Previous Radiation Exposure Form</td>
</tr>
<tr>
<td>Radiology Clinical Documentation Checklist</td>
</tr>
<tr>
<td>Radiology Student Health Form</td>
</tr>
<tr>
<td>Radiation Advisory Statement</td>
</tr>
<tr>
<td>Radiology Safety Policies</td>
</tr>
<tr>
<td>Student Agreement for the 2013-2014 Academic Year</td>
</tr>
<tr>
<td>Agreement to Participate in Practice Lab Procedures</td>
</tr>
<tr>
<td>Confidentiality Agreement and Consent for Photography and Video Recording</td>
</tr>
</tbody>
</table>
Functional Abilities (Technical Standards)

The Health Science and Human Services Programs require the following functional abilities with or without reasonable accommodations:

1. Visual acuity must be adequate to assess patients and their environments, as well as to implement the nursing care plans that are developed from such assessments. Examples of relevant activities (nonexclusive):  
   a. Detect changes in skin color or condition  
   b. Collect data from recording equipment and measurement devices used in patient care  
   c. Detect a fire in a patient area and initiate emergency action  
   d. Draw up the correct quantity of medication into a syringe

2. Hearing ability must be of sufficient acuity to assess patients and their environments and to implement the nursing care plans that are developed from such assessments. Examples of relevant activities (nonexclusive):  
   a. Detect sounds related to bodily functions using a stethoscope  
   b. Detect audible signals generated by mechanical systems that monitor bodily functions  
   c. Communicate clearly in telephone conversations  
   d. Communicate effectively with patients and with other members of the healthcare team

3. Olfactory ability must be adequate to assess patient and to implement the nursing care plans that are developed from such assessments. Examples of relevant activities (nonexclusive):  
   a. Detect foul odors of bodily fluids or spoiled foods  
   b. Detect smoke from burning materials  
   c. Detect ketones on a client’s breath

4. Tactile ability must be sufficient to assess patient and to implement the nursing care plans that are developed from such assessments. Examples of relevant activities (nonexclusive):  
   a. Detect changes in skin temperatures  
   b. Detect unsafe temperature levels in heat-producing devices used in patient care  
   c. Detect anatomical abnormalities, such as subcutaneous crepitus, edema, or infiltrated intravenous fluid  
   d. Perform techniques such as the insertion of urinary catheters

5. Strength and mobility must be sufficient to perform patient care activities and emergency procedures. Examples of relevant activities (nonexclusive):  
   a. Safely transfer patients in and out of bed and assist them with ambulation using appropriate assistive devices  
   b. Safely control the fall of a patient, by slowly lowering the patient  
   c. Turn and position patients as needed to prevent complications due to bed rest  
   d. Hang intravenous bags at the appropriate level  
   e. Accurately read the volumes in body fluid collection devices hung below bed level  
   f. Perform cardiopulmonary resuscitation

6. Fine motor skills must be sufficient to perform psychomotor skills integral to patient care. Examples of relevant activities (nonexclusive):  
   a. Safely dispose of needles in sharps containers  
   b. Accurately place and maintain position of stethoscope for detecting sounds of bodily functions  
   c. Manipulate small equipment and containers, such as syringes, vials, ampoules, and medication packages, to administer medications

7. Physical endurance sufficient to complete assigned periods of clinical practice and to function effectively under stress in acute health care situations.

8. Ability to speak, comprehend, read, and write English at a level that meets the need for accurate, clear and effective communication.
9. Emotional stability to function effectively under stress, to work as a part of a team and to respond appropriately to supervision; to adapt to changing situations, to respond appropriately to patients and families under stress, and to follow through on assigned patient care responsibilities.

10. Cognitive ability to collect, analyze, and integrate information and knowledge to make clinical judgments and management decisions that promote positive patient outcomes.

11. Other abilities sufficient to demonstrate competencies such as the ability to arrive to a clinic on a timely basis; to meet the demands for timely performance of duties; to meet the organizational requirements to perform these duties in a professional and competent manner.
Bloodborne Pathogen Exposure and Prevention Policy

The HSHS Programs have developed a Bloodborne Pathogen Exposure and Prevention Policy to be in compliance with Occupational Safety and Health Administration (OSHA) Standards. The policy is intended to provide direction to students and faculty to help prevent exposure to bloodborne pathogens and guidance should such exposure occur.

The purpose of this policy is to reduce the risk of student exposure to air and body substance pathogens such as, but not limited to, Tuberculosis, Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and the Human Immunodeficiency Virus (HIV).

HIV Screening

The GBC HSHS programs will not undertake any program of screening faculty or students for antibody to HIV. Any student or faculty wishing to be tested will be referred to his/her private physician.

Standard Precautions

Standard Precautions is an approach to infection control that requires the application of blood and body fluid precautions for all patients and patient specimens regardless of diagnosis. Standard precautions will be the minimum standard of practice throughout courses offered in the HSHS programs at GBC where bloodborne pathogen exposure could occur.

Methods of Compliance

Students must become familiar and comply with the GBC HSHS Pathogen Exposure and Prevention Policy. Students must also become familiar and comply with the exposure plan (needle stick policy) of the clinical sites to which they are assigned.

Prevention of Bloodborne Pathogen Exposure

- Students are required to participate annually in Bloodborne Pathogen Exposure Prevention and Control Class. The student must also have satisfactorily demonstrated skill in using protective equipment and procedures before receiving a patient care assignment.
- Students must have documented immunity to hepatitis B, Measles, rubella, varicella, and diphtheria prior to going to any clinical site.
- The decision to exempt a student from clinical experience will be made on a case-by-case basis by the faculty responsible for the clinical course.
- All students must have medical insurance upon entering and throughout their enrollment in the HSHS programs. It is the student's responsibility to obtain and pay for this insurance, as well as to understand the benefits and limitations of any insurance they maintain or is maintained on their behalf.

Occurrence of Exposure or Incident

Student

A student in the GBC HSHS programs who has exposure to blood, body fluid or other potentially infectious material to non-intact skin or mucous membranes from a needle stick, sharps injury or other cause must immediately:

- Wash needle stick and cuts with soap and water
- Flush splashes to the nose, mouth or skin with copious amounts of water
- Irrigate eyes with clean water, saline or sterile irrigants
- Remove soiled personal protective equipment and/or clothing as soon as possible.

After washing, flushing and/or irrigating the exposed area, the student must immediately:
- Notify the appropriate registered nurse at the clinical facility **AND**
- Notify clinical faculty who will then implement the process below. (If there is a witness to the incident, have them do this immediately if possible.)

**Faculty**

The clinical faculty will be responsible for coordinating the following procedures:
- Identify the source of the exposure.
- Obtain consent from source client, if not in chart.
- Determine who will be the health care provider for the student for counseling and treatment if needed.
- Send the student to their health care provider to obtain medical evaluation and post-exposure follow-up within 1 to 2 hours of the exposure.
- Student should bring a copy of the documents with as much completed information as possible related to the incident to their health care provider. They should also have the contact number for source information (such as employee health office) so that the health care provider may obtain results.
- Initiate the documentation needed for GBC and the clinical agency.

**NOTE:**
The National HIV/AIDS Center provides a PEPline, a Clinicians’ Post-Exposure Prophylaxis Hotline which offers up-to-the-minute advice on managing occupational exposures (needlesticks, etc.) to HIV, hepatitis and other blood borne pathogens. It is offered 24 hours a day, 7 days a week at 1-888-488-4911.

**Documentation and Follow-up:**

**Student and Faculty**
- Notify the Dean of Health Science and Human Services of the incident as quickly as possible
- Complete an incident report at the clinical facility, if required; and be aware of and follow any reporting and follow-up requirements of the clinical facility.
- Complete a GBC HSHS Exposure to Bloodborne Pathogens form.
- It is the student’s responsibility to make his/her healthcare provider aware of the result of any blood panel drawn as a result of an exposure.

*The National HIV/AIDS Center provides a PEPline, a Clinicians’ Post-Exposure Prophylaxis Hotline which offers up-to the minute advice on managing occupational exposures (needlesticks, etc.) to HIV, hepatitis and other blood borne pathogens. It is offered 24 hours a day, 7 days a week at 1-888-488-4911.*
Department of Health Science and Human Services

HEALTH SCIENCE ADMISSIONS AND PROGRESSION COMMITTEE

Membership:

1. Six (6) Faculty:
   a. One (1) teaching in the AAS Nursing Program, one (1) teaching in the RN-BSN Program, one (1) teaching in the AAS Radiology Technology Program, one (1) teaching in the EMS/Paramedic Program, one (1) teaching in the Human Services Program, and one (1) at-large Health Science and Human Services Department faculty member.
   b. At least one of the faculty must be tenured.
   c. Faculty members of the committee will be elected spring semester at the last departmental faculty meeting.
   d. In the event that a committee member cannot attend an Admission and Progression meeting, that member shall find a representative from within their program, if possible, to serve as proxy for that meeting. If there are no student appearances expected for the meeting, written proxy of vote(s) on the issues addressed on the agenda for that meeting is also an acceptable substitute.

2. The Dean will serve as an ex-officio member of the committee with voting privileges.

3. The Administrative Assistant for the department will service as an ex-officio member of the committee without voting privileges and will coordinate staff support for the committee.

Term of Service:

1. Faculty serve a two-year term and may serve additional terms.

Functions:

1. Make recommendations to Department of Health Science and Human Services faculty regarding policies and procedures for student admission to department health science degree programs.

2. Review applications and select students for admission to departmental health science degree programs, including review of appeals for admission.

3. Review and make decisions related to progression or reinstatement of individual students in health science degree programs.

4. Assure the collection and dissemination of formative and summative data for evaluation of admission and progression; use relevant data admission and progression decisions.
Writing Expectations for Great Basin
Health Science and Human Services Students

Purpose:

- Articulate writing competencies required of HSHS students.

Expectations for Written Assignments:
All written assignments are to be in APA 6th Edition format and submitted by Word document on the due date, unless otherwise specified by faculty. Writing competencies to be demonstrated by students are as follows:

- Use terminology, sentence construction, citation style, formatting, grammar, and punctuation consistent with scholarly writing.

- Write content that is purposeful, logically sequenced, organized, and, derived from evidence-based materials such as peer reviewed journals, course textbooks, best practice guidelines, outcomes management reports or other scientifically based literature.

- Reference scholarly content consistent with APA 6th Edition; refrain from using web sites intended for layman, medical consumers, marketing sites, or references less rigorously reviewed for scientific merit, unless appropriate for specific purposes such as patient education. Deviation from required APA formatting will be indicated by faculty when warranted.

- Document reflective thought, thinking, reasoning and judgment when responding to specific questions and assignments such as patient education, journaling, and peer evaluations.

- Pursue academic writing in a manner consistent with the standards of academic integrity adopted by Great Basin College. This includes scrutinizing written materials to assure that authors, sources and websites are properly cited.

- Acknowledge late assignments will not be accepted or will be penalized unless prior arrangements are made with faculty.

- If the writing requirements are not met for an assignment then points may be deducted, the assignment may need to be rewritten, or the assignment may receive a failing grade.
NATIONAL STUDENT NURSES’ ASSOCIATION

Nursing students are encouraged to belong to the National Student Nurses Association. This program offers the student many opportunities. Dues for the 2009-2010 year are: New membership $20, Renewal $30 and two-year membership $50. Review the Bill of Rights and Responsibilities for Students of Nursing (Appendix F-4).

What is the National Student Nurses’ Association (NSNA)? The NSNA is a pre-professional association for nursing students. Involvement in NSNA prepares students for involvement in professional associations upon graduation.

The mission of the NSNA is to:
- Organize, represent and mentor students preparing for initial licensure as registered nurses, as well as those nurses enrolled in baccalaureate completion programs
- Promote development of skills needed to be responsible and accountable members of the nursing profession
- Advocate high quality health care
- Advocate for and contribute to advances in nursing education
- Develop nursing students who are prepared to lead the profession in the future

Why People Join Professional Societies
There are several reasons why people join associations. The American Society of Association Executives conducted a survey of professional membership associations to determine why members join. The top answers, in order of preference, were:
- The ability to make professional contacts and the opportunity to network with people who can impact your profession and give you access to new opportunities, friends, jobs and information.
- Being part of the profession and peer recognition.
- Specific member benefits.

Why Students Join NSNA
NSNA conducted a comprehensive survey of its membership to find out why students joined NSNA, what programs members liked best, and what new services and benefits members would like to receive. The following reasons for belonging to NSNA were ranked high by respondents:
- Receiving Imprint magazine.
- Availability of low-cost malpractice insurance, group health insurance and student education loan program.
- Participation in Breakthrough to Nursing, community health, legislative and recruitment projects
- Discounts on nursing-related items, state board review courses, publications, textbooks and journals
- Reduced registration fees for the Annual Convention and MidYear Conference
- NSNA Foundation Scholarship Program that offers scholarships annually.

NSNA members were asked to indicate the value of membership. NSNA:
- Gives nursing students the opportunity to meet and exchange ideas with other nursing students from around the country.
- Increases nursing students’ awareness of issues confronting the nursing profession today.
- Provides information about changing political and career trends in nursing.
- Prepares students for entry into the profession by providing access to state board reviews, study tools while still in school, involvement in projects which enhance knowledge gained in class (ie. Community Health).
- Promotes student interaction with professional and student leaders from across the country at conventions and conferences.
GBC STANDARDS OF CONDUCT
FOR HEALTH SCIENCE AND HUMAN SERVICES STUDENTS

All HSHS students are held to the GBC and NSHE Student Conduct Policies as published in the GBC Catalogue.

It is expected that HSHS students will come to class, practice lab, clinical assignment and/or testing sessions in a condition conducive to competent and safe performance. Faculty are held legally and professionally accountable for taking prompt, appropriate, and decisive action if a student is unable to perform the essential functional abilities required for satisfactory completion of all aspects of the program.

Examples of physical, cognitive, behavioral problems and lack of competency which may be questioned include, but are not limited, to:

- Frequent absenteeism and/or tardiness (no documented medical reason for absence).
- Drowsiness or sleepiness.
- Smell of alcohol on the breath/body.
- Increased inability to meet schedules and deadlines.
- Slurred/incoherent speech or speech pattern different from normal speech.
- Unusually aggressive behavior.
- Unexplained change in mood.
- Change in appearance.
- Lack of manual dexterity.
- Lack of or decreased coordination in body movement.
- Inappropriate responses to stimuli.
- Unexplained work-related accident or injury.
- Inattentiveness to work.

Students who arrive to class, practice lab, clinical assignment and/or testing sessions who are considered by their instructor to be unable to safely or effectively carry out required program related activities may be subject to:

1. having their work performance and behavior witnessed and documented
2. questioning in private as to the nature of the problem
3. meeting with the Dean
4. referral to the appropriate GBC administrative staff member
5. receiving a failing grade and dismissal from the program.
6. possible ineligible for readmission.
The ANA House of Delegates approved these nine provisions of the new Code of Ethics for Nurses at its June 30, 2001, meeting in Washington, DC. In July 2001 the Congress of nursing Practice and Economics voted to accept the new language of the interpretive statements, resulting in a fully approved revised Code of Ethics for Nurses with Interpretive Statements, as follows.

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

2. The nurse’s primary commitment is to the patient, whether an individual, family, group, or community.

3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care.

5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.
AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS
CODE OF ETHICS

1. The Radiologic Technologist conducts himself/herself 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 principle objective of the profession to provide services to humanity with full respect for the dignity of humankind.

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, regardless of sex, race, creed, religion, or socioeconomic status.

4. The Radiologic Technologist practices technology founded upon theoretical knowledge and concepts, utilizes equipment and accessories consistent with the purpose for which it has 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 management of the patient, and recognizes that interpretation and diagnosis 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 the radiation exposure to the patient, self and other members of the health care 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 individuals or the community.

10. The Radiologic Technologist continually strives to improve knowledge and skills by participating in educational and professional activities, sharing knowledge with colleagues and investigating new and innovative aspects of professional practice. One means available to improve knowledge and skills is through professional continuing education.

11. Any student acting individually or in concert with others, who violates any part of the code of ethics, shall be subject to disciplinary procedures, including possible termination from the program.
Code of Ethics for EMS Practitioners

Professional status as an Emergency Medical Services (EMS) Practitioner is maintained and enriched by the willingness of the individual practitioner to accept and fulfill obligations to society, other medical professionals, and the EMS profession. As an EMS practitioner, I solemnly pledge myself to the following code of professional ethics:

to conserve life, alleviate suffering, promote health, do no harm, and encourage the quality and equal availability of emergency medical care.

to provide services based on human need, with compassion and respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status; to not judge the merits of the patient’s request for service, nor allow the patient’s socioeconomic status to influence our demeanor or the care that we provide.

to not use professional knowledge and skills in any enterprise detrimental to the public well being.

to respect and hold in confidence all information of a confidential nature obtained in the course of professional service unless required by law to divulge such information.

to use social media in a responsible and professional manner that does not discredit, dishonor, or embarrass an EMS organization, co-workers, other health care practitioners, patients, individuals or the community at large.

as a citizen, to understand and uphold the law and perform the duties of citizenship; as a professional, to work with concerned citizens and other health care professionals in promoting a high standard of emergency medical care to all people.

to maintain professional competence, striving always for clinical excellence in the delivery of patient care.

to assume responsibility in upholding standards of professional practice and education.

to assume responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and to know and uphold the laws which affect the practice of EMS.

to be aware of and participate in matters of legislation and regulation affecting EMS.

to work cooperatively with EMS associates and other allied healthcare professionals in the best interest of our patients.

to refuse participation in unethical procedures, and assume the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

CONDUCT OF NURSING

(Adopted from the Nevada State Board of Nursing 2002, Nevada Administrative Code)

Definition: Nursing behavior (acts, knowledge, and practices) which fails to conform to accepted standards of the nursing profession and which could jeopardize the health and welfare of people constitutes unprofessional conduct and includes but is not limited to the following:

1. Discriminating on the basis of race, religious creed, color, national origin, age, disability, ancestry or sex in the rendering of nursing services.
2. Performing acts beyond the scope of the practice.
3. Assuming duties and responsibilities without adequate training.
4. Assigning or delegating functions, tasks or responsibilities to unqualified persons.
5. Failing to safeguard a patient from the incompetent, abusive or illegal practice of any person.
6. Practicing nursing while, with or without good cause, his physical, mental or emotional condition impairs his ability to act in a manner consistent with established or customary nursing standards, or both.
7. Practicing nursing, if any amount of alcohol or a controlled substance or dangerous drug that is not legally prescribed is present in the body of the nurse as determined by a test of the blood, saliva, breath or urine of the nurse while on duty.
8. Failing to respect and maintain a patient’s right to privacy.
9. Violating a patient’s confidentiality.
10. Failing to document properly the administration of a controlled substance.
11. Soliciting services or soliciting or borrowing money, materials or other property, from a:
   (a) Patient
   (b) Family member of a patient;
   (c) Person with significant personal ties to a patient
12. Diverting supplies, equipment or drugs for personal or unauthorized use.
13. Inaccurate recording, falsifying or otherwise altering or destroying records.
14. Leaving an assignment without properly notifying the appropriate personnel or abandoning a patient in need of care.
15. Failing to collaborate with other members of a health care team as necessary to meet the health needs of a patient.
16. Failing to observe the conditions, signs and symptoms of a patient, to record the information or to report significant changes to the appropriate persons.
17. Failing to perform nursing functions in a manner consistent with established or customary standards.
18. Causing a patient physical, mental or emotional harm by taking direct or indirect actions or failing to take appropriate actions.
19. Engaging in sexual contact with a patient or client.

In addition to the Conduct of Nursing requirements of the Nevada Administrative Code, dismissal can result from misconduct in either or both of the following areas:

- **Academic misconduct** ▶ cheating, fabrication, plagiarism, interference with the work or progress of another student, violation of course rules, and academic dishonesty.
- **Personal misconduct** ▶ false accusation against other students or faculty, release of computer passwords, physical or verbal abuse, damage to university property, failure to comply with university regulations, possession or distribution of illegal drugs, and possession of weapons against university regulation.
BILL OF RIGHTS AND RESPONSIBILITIES
FOR STUDENTS OF NURSING (NSNA)

An NSNA Student Bill of Rights and Responsibilities was initially adopted in 1975. The following updated version was adopted by the NSNA House of Delegates in San Antonio, Texas (1991). Item #4 was revised by the NSNA House of Delegates in Baltimore, Maryland (2006)

1. Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.

2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom: students should exercise their freedom in a responsible manner.

3. Each institution has a duty to develop policies and procedures which provide and safeguard the students’ freedom to learn.

4. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, color, creed, national origin, ethnicity, age, gender, marital status, life style, disability, or economic status.

5. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

6. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

7. Information about student views, beliefs, political ideation, or sexual orientation which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student, and should not be used as a basis of evaluation.

8. The student should have the right to have a responsible voice in the determination of his/her curriculum.

9. Institutions should have a carefully considered policy as to the information which should be a part of a student's permanent educational record and as to the conditions of this disclosure.

10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.

11. Students should be allowed to invite and to hear any person of their own choosing within the Institution’s acceptable realm, thereby taking the responsibility of furthering their education.

12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, e.g., through a faculty-student council, student membership or representation on faculty committees.

13. The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission, its community life, or its objectives and philosophy.

14. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available set of institutional regulations. It is the responsibility of the student to know these regulations. Grievance procedures should be available for every student.

15. As citizens and members of an academic community, students are subject to the obligations which accrue to them by virtue of this membership and should enjoy the same freedoms of citizenship.

16. Students have the right to belong or refuse to belong to any organization of their choice.
17. Students have the right to personal privacy in their living space to the extent that the welfare and property of others are respected.

18. Adequate safety precautions should be provided by nursing programs, for example, adequate street lighting, locks, and other safety measures deemed necessary by the environment.

19. Dress code, if present in school, should be established with student input in conjunction with the school director and faculty, so the highest professional standards are maintained, but also taking into consideration points of comfort and practicality for the student.

20. Grading systems should be carefully reviewed periodically with students and faculty for clarification and better student-faculty understanding.

21. Students should have a clear mechanism for input into the evaluation of nursing faculty.
NSNA CODE OF ACADEMIC AND CLINICAL CONDUCT

Preamble

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments. The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A Code for Nursing Students

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we:

1. Advocate for the rights of all clients.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and the proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001
Name of Person(s) Injured: ___________________________________________________

Person Completing this Form (if different from above): ___________________________

Date & Time of Incident/Accident: _____________________________________________

Exact location of the Incident/Accident: ________________________________________

Description of the injury: ____________________________________________________

__________________________________________________________________________

Were there witnesses to this accident? If yes, list below:

Describe the circumstances in which the incident/accident occurred:

Describe follow-up care:

Was person injured referred for follow-up care? If yes, which facility? ____________

__________________________________________________________________________

Any further comments:

________________________________  _________________________________

Signature of Injured/Person Completing Form    Signature of Dean

NOTE: Emergency first aid treatment may be given by the clinical faculty. However, neither the affiliated clinical agencies nor the college assumes the cost of the treatment and students should report to their own physician for care as needed.
EXPOSURE TO BLOODBORNE PATHOGEN FORM

Complete the following form and return it to the Dean of Health Science and Human Services.

Student Name: ________________________________ Faculty Name: ________________________________

Exposed Individual’s Name: _______________________________ Date of Birth: __________________

Address: __________________________________________________________________________

Telephone number    Home: _____________________________ Cell: __________________________

Source of exposure (state name of person if applicable): ____________________________________

Date of occurrence: _________________ Time occurred: ___________ Time reported: ____________

Name and title of person initially notified: _________________________________________________

Location of occurrence: ________________________________________________________________

Check the following that apply to the occurrence:

___ percutaneous exposure (break in the skin that causes bleeding)
___ Mucous membrane contact (eyes, mouth, nose)
___ chapped skin, abraded skin, dermatitis
___ exposure to chemical
___ other, explain: _________________________________________________________________

Were bloodborne pathogens (blood, saliva, body fluids, contaminated solutions, etc…) involved?

   Yes  No      (circle 1)

Explain: __________________________________________________________________________

Describe the incident precisely: ________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________
What did you do after being exposed? ____________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

How do you feel this incident can be prevented in the future? _______________________________

__________________________________________________________________________________

__________________________________________________________________________________

Signature of person making report: ________________________________ Date: __________________

Signature of faculty if applicable: ________________________________ Date: __________________

Dean of Health Science & Human Services __________________________ Date: ________________
## Student Test Item Query Form

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<th>Student Name:</th>
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<th>Class:</th>
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I am protesting the test item:

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<tr>
<th>Rationale: (Explain why you believe the test item is incorrect)</th>
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</table>

Reference Source: (Cite three published resources, including the page number, to validate your protest.)

1.  

2.  

3. 
Great Basin College  
Department of Health Science and Human Services  

CONFIDENTIAL NOTIFICATION OF UNSATISFACTORY STUDENT PROGRESS

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Date:</th>
<th>Advisor:</th>
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<tbody>
<tr>
<td>Course:</td>
<td>Grade</td>
<td>Instructor(s):</td>
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*Use the continuation sheet if more space is required*

Areas Needing Improvement (documentation required):


Instructor Recommendations/Student Remedial Plan:


Student Response: (Optional):

Follow-up appointment with Instructor (date/time): Date/Time
Follow-up appointment with Advisor (date/time): Date/Time

Student Signature: ___________________________ Date: ___________________________
(Signature signifies acknowledgement of this notification only)

If a student believes that he/she is being treated unfairly or that an injustice of substantial proportion has occurred, the student should refer to the student handbook for information regarding grievance of this notice.

Instructor Signature: ___________________________ Date: ___________________________

Instructions:
1. Instructor prints two (2) copies.
2. Instructor and student sign both copies. Instructor gives one copy to the student and one copy to the Administrative Assistant for the student’s records.
3. The Administrative Assistant will notify the student’s advisor and the Admission/Progression Committee Chair.
4. If the student is not in Elko, the Faculty or, if requested, the Administrative Assistant will mail the form to the student for their signature or fax it to their location for their signature.
5. THIS INFORMATION IS HIGHLY CONFIDENTIAL. In the event this form must be emailed, the email subject line must contain the wording CONFIDENTIAL DOCUMENT. The form must be attached to the email and the email must contain the following confidentiality notice: Confidentiality Notice: This message and any attachments are for the sole use of the intended recipient and may contain confidential and privileged information that is exempt from public disclosure. Any unauthorized review, use, disclosure or distribution is prohibited. If you have received this message in error please contact the sender immediately (by phone or reply electronic mail) and then destroy all copies of the original message.
GREAT BASIN COLLEGE
RADIOLOGY STUDENT CLINICAL EVALUATION FORM

The supervising technologist or clinical instructor is to evaluate the student’s clinical performance by completing this form. It will be used to determine the student’s clinical grade.

Student Name_______________________ Date_____________ Clinical Site__________________

3= Above Average    2= Average        1=Below Average

Grading Scale:  >57pts=A      50-57pts=B     44-50pts=C   <44pts=failing

<table>
<thead>
<tr>
<th>Skills</th>
<th>3</th>
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<tbody>
<tr>
<td>1. Properly identifies patients, exams and evaluates orders</td>
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<tr>
<td>2. Obtains patient history</td>
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<td>3. Demonstrates knowledge of exam</td>
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<td>4. Demonstrates good patient relationships and education</td>
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<td>5. Completes proper documentation for medical records</td>
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<td>6. Adheres to college and facility’s repeat policy (should be supervised on all repeats)</td>
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<td>7. Applies standard precaution measures consistently</td>
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</tbody>
</table>

Critical Thinking Skills

1. Demonstrates proper positioning techniques
2. Selects appropriate technical factors
3. Practices radiation protection principles
4. Modifies exams according to patient condition

<table>
<thead>
<tr>
<th>Personal Qualities</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Demonstrates initiative and effort</td>
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<tr>
<td>2. Follows instructions and is always prepared to work</td>
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<tr>
<td>3. Uses time efficiently and responsibly</td>
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<tr>
<td>4. Appropriately interacts with staff and patients</td>
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<tr>
<td>5. Punctual and dependable</td>
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<tr>
<td>6. Accepts and learns from constructive criticism</td>
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<tr>
<td>7. Maintains a clean and professional appearance</td>
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<td>8. Communicates effectively</td>
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<tr>
<td>9. Sensitive to patient needs and modesty</td>
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<tr>
<td>10. Conducts self in a professional manner</td>
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</tbody>
</table>

Total (63 pts. Possible)

Technologist Signature___________________________________     Date ______________

Technologist Comments:________________________________________
________________________________________________________________
________________________________________________________________

Area of Excellence: __________________________________________
________________________________________________________________

APPENDIX - 27
Areas of Improvement:
GREAT BASIN COLLEGE—RADIOLOGY STUDENT COMPETENCY FORM

Student___________________   Date____________________  Pt. MR#________________________
Evaluator_________________________(Must be registered tech)         Exam____________________


Passing Criteria: If all starred items are marked ‘yes’ (or N/A) the competency is passed. If repeat
is necessary due to student error, competency is failed.

The following is only to be completed by Technologist:
Were you asked to evaluate this exam for competency prior to the beginning of the exam?
   (   )Yes  (   )No

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td><strong>Patient/ Room Prep</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. *Two identifiers were used in identifying the patient</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. *Patient was asked for possibility of pregnancy</td>
<td></td>
<td></td>
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<tr>
<td>3. *Patient history was obtained</td>
<td></td>
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<tr>
<td>4. Properly identified self to patient</td>
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<tr>
<td>5. Patient was properly dressed for the exam</td>
<td></td>
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<tr>
<td>6. Room was clean</td>
<td></td>
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<tr>
<td>7. Appropriate equipment was prepared</td>
<td></td>
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<tr>
<td>8. Clear directions were given to the patient</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ALARA</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. *Shielding was used</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. * ALARA technique was selected</td>
<td></td>
<td></td>
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<tr>
<td>3. Collimation was used</td>
<td></td>
<td></td>
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<tr>
<td><strong>Technical Factors</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. * Proper marker placement</td>
<td></td>
<td></td>
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<tr>
<td>2. Proper technique selected (Sensitivity or exposure index is within acceptable parameters)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Positioning</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. *Proper SID and Central Ray position used</td>
<td></td>
<td></td>
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<tr>
<td>2. *All required images obtained</td>
<td></td>
<td></td>
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<tr>
<td>3. * Adjustments were made for patient condition</td>
<td></td>
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<tr>
<td>4. *All required anatomy was imaged</td>
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<tr>
<td><strong>Patient Care</strong></td>
<td></td>
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<tr>
<td>1. * Student interaction with patient and team members was courteous and professional,</td>
<td></td>
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<tr>
<td>2. *Post procedure instructions/expectations were explained</td>
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<tr>
<td>3. Proper breathing instructions were given</td>
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<tr>
<td>4. Patient was observed for physical changes</td>
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<tr>
<td><strong>Image Evaluation</strong></td>
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<td></td>
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<tr>
<td>1. *Diagnostic quality images were produced</td>
<td></td>
<td></td>
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<tr>
<td>2. Were any repeat films necessary? (If due to student error comp is failed, if due to patient, it may be passed) Please specify reason for repeat here:</td>
<td></td>
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</tr>
<tr>
<td>3. *Student can identify appropriate anatomy and quality points on image</td>
<td></td>
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<tr>
<td>4. Image is free of artifacts</td>
<td></td>
<td></td>
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</tbody>
</table>

Technologist’s Signature _________________________      I was present for the entire exam (yes/no)

APPENDIX - 29
GBC RADIOLOGY STUDENT ORIENTATION

It is the student’s responsibility to use this tool when starting a new clinical rotation. It is to be completed by the second week of the clinical rotation and kept in the student clinical handbook.

<table>
<thead>
<tr>
<th>EVALUATION</th>
<th>DATE</th>
<th>STUDENT INITIALS</th>
<th>EDUCATOR INITIALS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Equipment:</strong></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>a. Telephone</td>
<td></td>
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<tr>
<td>b. Portable Machines</td>
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<tr>
<td>c. C-Arms</td>
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<tr>
<td>d. Imaging Receptors</td>
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<tr>
<td>e. Darkroom (if applicable)</td>
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<tr>
<td>f. Wheel chairs/Stretchers</td>
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<tr>
<td>g. Technique Charts</td>
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<tr>
<td>h. Other:</td>
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</tbody>
</table>

| **Scheduling / Procedures:** |      |                   |                   |          |
| a. Knows where protocol book is for procedures and scheduling |      |                   |                   |          |
| b. Knows where to find preps |      |                   |                   |          |
| c. Knows where to locate orders and what has to be on a patient’s order to be valid. |      |                   |                   |          |
| d. Patient: Confidentiality / HIPAA Guidelines |      |                   |                   |          |
| e. Obtaining previous exam results, films, etc. |      |                   |                   |          |

| **Introduction of Personnel:** |      |                   |                   |          |
| a. Dept. Director            |      |                   |                   |          |
| b. Radiologist               |      |                   |                   |          |
| c. Front office staff        |      |                   |                   |          |
| d. Technologists             |      |                   |                   |          |
| e. Other:                    |      |                   |                   |          |

| **Helping Families and Public:** |      |                   |                   |          |
| a. Nearest public restroom location |      |                   |                   |          |
| b. Nearest public telephone |      |                   |                   |          |
| c. Nearest public waiting area |      |                   |                   |          |
| d. Directions to public elevators |      |                   |                   |          |
| e. Directions to the main entrance |      |                   |                   |          |
| f. Directions to the cafeteria |      |                   |                   |          |
| g. Other:                    |      |                   |                   |          |

<p>| <strong>Department:</strong>              |      |                   |                   |          |
| a. Nearest fire alarm and extinguisher |      |                   |                   |          |
| b. Describe emergency evacuation route |      |                   |                   |          |
| c. Location of the oxygen and medical gas shut-off valve |      |                   |                   |          |
| d. Shortest route to stairwell |      |                   |                   |          |
| e. How to call a code or procedure for medical emergencies |      |                   |                   |          |
| f. Policy and procedure location |      |                   |                   |          |
| g. MQSA information location |      |                   |                   |          |</p>
<table>
<thead>
<tr>
<th>h. Substance abuse information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Specific Areas:</td>
</tr>
</tbody>
</table>
## GBC RADIOLOGY STUDENT LOG OF CLINICAL EXAMS

<table>
<thead>
<tr>
<th>Date of Exam</th>
<th>Accession Number</th>
<th>Description of Exam</th>
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</tbody>
</table>
## GBC RADIOLOGY CLINICAL ATTENDANCE LOG

<table>
<thead>
<tr>
<th>Date</th>
<th>Time In / Out</th>
<th>Technologist’s Signature</th>
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GREAT BASIN COLLEGE
RADIOLOGY STUDENT VOLUNTARY DECLARATION FORM

I, ________________________________, understand there may be times throughout the Radiology Technology Program in which I may be presented with the opportunity to work more than 10 (10) clinical hours in any one day; and I declare that I voluntarily will choose to work more than ten (10) hours a day if given the opportunity.

I also understand that there may be occurrences during the semester where didactic and clinical hours combined may exceed forty (40) hours per week and I gladly volunteer to participate in all of those hours if given the opportunity.

_________________________________________   ___________________________
Student Signature      Date
GREAT BASIN COLLEGE
RADIOLOGY TECHNOLOGY PROGRAM
PRIOR CONVICTION STATEMENT OF UNDERSTANDING

I, _________________________________, understand that graduation from the GBC Radiology Technology program does not guarantee certification as a Radiology Technologist. Certification is granted by the American Registry for Radiology Technologists and they have the final determination of eligibility or ineligibility to take the ARRT examination for radiographers.

I also understand that prior felony or misdemeanor conviction(s) may affect my eligibility status and that it is my responsibility to request and submit a pre-application screening by the ARRT regarding prior felony or misdemeanor conviction(s).

_________________________________________   ___________________________
Student Signature      Date
I, ________________________________, give the R.T. program permission to do the following:

(Please print name)

- Post the radiation exposure record which will include my name and ID number in the clinical online course.
- Release my training information (OSHA, HIPPA, Blood Borne Pathogens), immunization information, CPR, and insurance verification to the clinical education facilities as mandated by the facility contract.
- Release my name and social security number to the clinical education site when needed for clinical site security access.
- Post clinical schedules in the clinical site which will include my name, initials, and clinical hour.
- Include my name with other students on clinical education site schedules which will be released to other RT program students, RT program clinical sites, and RT program faculty. Include my name and contact information for class information contacts.

_________________________________________   ___________________________
Student Signature      Date

_________________________________________   ___________________________
Program Faculty Signature     Date
GREAT BASIN COLLEGE  
RADIATION MONITORING INFORMATION REQUEST

<table>
<thead>
<tr>
<th>1. (Last Name)</th>
<th>(First Name)</th>
<th>(Middle)</th>
<th>(Maiden)</th>
<th>2. Birth date</th>
<th>3. SSN</th>
</tr>
</thead>
</table>

4. Have you previously had a film badge or been on a radiation monitoring program at the University of Nevada System / GBC?

5. Have you worked with or have you received occupational exposure to non-ionizing radiation?

6. Have you worked with radioactive materials or with radiation producing equipment or in areas requiring the wearing of a radiation measuring device at locations other than at the University of Nevada System / GBC?

7. If you checked YES above list the organization(s) where radioactive work was done. Please print and provide COMPLETE mailing address including zip code. Do not abbreviate.

<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>MAILING ADDRESS / ZIP CODE</th>
<th>Period of Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From</td>
</tr>
</tbody>
</table>

I certify that the above information is correct and complete to the best of my knowledge. I HEREBY AUTHORIZE, RELEASE MY FORMER EMPLOYERS OF MY OCCUPATIONAL RADIATION EXPOSURE HISTORY (FROM INTERNAL AND/OR EXTERNAL SOURCES) TO GREAT BASIN COLLEGE.

Signature _________________________________                Date ____________________________

The above information is used to develop a data of your exposure history. The information is used for your protection, is confidential and is released to others under controlled circumstances. Personal information (name, age, Social Security Number, etc.) will be used to develop an accurate and unique identification.
Complete this form only if you have had previous occupational exposure to radiation.

Date: _________________________________________

To Whom It May Concern:

You are hereby authorized to release my radiation exposure records to the Nevada System of Higher Education, Great Basin College, Radiology Technology Program, 1500 College Parkway, Elko, NV 89801.

Please include any records of radiation exposure you may have accumulated concerning my previous employment.

Please supply the radiation exposure records for the individual indicated below. He/She has reported working at your installation for the period _____________________ to ______________________.

Thank you for your cooperation.

Sincerely,

____________________________________________  ___________________________
Signature       Date

Name: ___________________________________________________________________________
Social Security Number: ____________________________   Birthdate: ________________________
Date(s) of employment at your institution:       From ________________    To _________________
Department in which employed: ____________________________
GREAT BASIN COLLEGE
Radiology Clinical Documentation Checklist

All of the below must be completed prior to start of clinical rotation.

Student Name: _______________________________________________

Date:  ______________________________________________________

FILES:

1. ☐ CPR: Copy of card. Expiration Date: _____________________
2. ☐ Background and Drug Screening Reports completed. Do not hand in a copy to the college. Please Note: Banner will have a separate background and drug screening.
3. ☐ Immunization Record: Copies of TB, Hepatitis B, MMR, Tetanus, Chicken Pox
4. ☐ Health Insurance: Copy of card.
5. ☐ Health Physical Form
6. ☐ Ordered Uniforms: Put down date ordered.
7. ☐ Malpractice Insurance Proof. This can be purchased through ASRT online.
8. ☐ Sexual Harassment Education
9. ☐ Hospital Orientation
10. ☐ Banner Churchill County Hospital (This is only needed if you are schedule for a Fallon rotation)
11. ☐ Small passport photo
12. Emergency contact information
   Name: ___________________________________________
   Relationship: ______________________________________
   Contact Phone Number: _____________________________
   Address: _________________________________________

This form with accompanied documentation must be submitted to the Program Director by May 1 prior to clinical assignment.
GREAT BASIN COLLEGE
RADIOLOGY TECHNOLOGY PROGRAM
STUDENT HEALTH FORM

To Be Completed by Student:

NAME ___________________________ DOB __________________
ADDRESS __________________________________________________________________________
CITY ___________________________ STATE ___________ ZIP ___________

If you answer ‘yes’ to any of the following, please give an explanation.

<table>
<thead>
<tr>
<th>DO YOU NOW OR HAVE YOU EVER HAD:</th>
<th>NO</th>
<th>YES</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcoholism or drug dependency</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allergies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Back disorder</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Chronic headaches or migraines</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communicable disease</td>
<td></td>
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<tr>
<td>Diabetes mellitus</td>
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<td></td>
<td></td>
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<tr>
<td>Heart disease</td>
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<tr>
<td>Hepatitis</td>
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<td>Hernia</td>
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<tr>
<td>Hypertension or hypotension</td>
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<tr>
<td>Psychiatric illness or mental health issues</td>
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<tr>
<td>Seizure disorder</td>
<td></td>
<td></td>
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<tr>
<td>Skin disease</td>
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<tr>
<td>Smoking habit</td>
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<tr>
<td>Tuberculosis or positive skin test</td>
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</table>

I consider my general health status to be:  □ Excellent  □ Good  □ Fair  □ Poor

STUDENT’S SIGNATURE: ________________________________________________
To be completed by Physician:

If you answer ‘yes’ to any of the following, please give an explanation.

<table>
<thead>
<tr>
<th>Does this patient now have or ever had:</th>
<th>NO</th>
<th>YES</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcoholism or drug dependency</td>
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<tr>
<td>Allergies</td>
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<td>Back disorder</td>
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<tr>
<td>Chronic headaches or migraines</td>
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<tr>
<td>Communicable disease</td>
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<tr>
<td>Diabetes mellitus</td>
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<tr>
<td>Heart disease</td>
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<td>Hepatitis</td>
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<td>Hernia</td>
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<tr>
<td>Hypertension or hypotension</td>
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<td>Psychiatric illness or mental health issues</td>
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<td>Smoking habit</td>
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<tr>
<td>Tuberculosis or positive skin test</td>
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</table>

The following requirements must be validated:

<table>
<thead>
<tr>
<th>Is able to:</th>
<th>NO</th>
<th>YES</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assess clients through auscultation, percussion, palpation, and other diagnostic maneuvers</td>
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<td>Manipulate equipment necessary to assist the individual, family and/or group to desired outcomes.</td>
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<td>Lift and move individuals and/or groups of individuals to provide safe care and emergency treatment.</td>
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<td>Perform cardiopulmonary resuscitation</td>
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<td>Perform independently of others</td>
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<td>Possess cognitive abilities to measure, calculate dosages, reason, analyze and synthesize.</td>
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Comments: _______________________________________________________________________________________

PHYSICIAN’S SIGNATURE: ______________________ DATE _________________
RADIATION ADVISORY STATEMENT

The GBC Radiology Technology Program would like to inform female students using onizing radiation of the radiation hazard to the fetus in cases of pregnancy. The following excerpt from the National Council on Radiation Protection and Measurements (NCRP) report #105, *Radiation Protection for Medical and Allied Health Personnel*, outlines the hazard more completely:

### 3.6 Embryonic and Fetal Effects

The embryo or fetus is comprised of large numbers of rapidly dividing and radiosensitive cells. The amount and type of damage which may be induced are functions of the stage of development at which the fetus is irradiated and the absorbed dose.

Radiation received during the pre-implantation period can result in spontaneous abortion or resorption of the conceptus. Radiation injury during the period of organogenesis (2-8 weeks) can result in developmental abnormalities. The type of abnormality will depend on the organ system under development when the radiation is delivered. Radiation to the fetus between 8 and 15 weeks after conception increases the risk of mental retardation (Otake and Schull, 1984) and has more general adverse impact on intelligence and other neurological functions. The risk decreases during the subsequent period of fetal growth and development and, during the third trimester, is no greater than that of adults.

Special limits have been established for occupationally exposed pregnant women to ensure that the probability of birth defects is negligible.

The NCRP recommends the dose equivalent to the fetus not exceed 0.5 mSv (0.05 rem) in a month and the total dose equivalent not exceed 5 mSv (0.5 rem). These recommendations are easily achievable if the pregnant individual practices the "Cardinal Principles of Radiation Protection" of time, distance, and shielding. This should include but is not limited to:

6. Keeping the time of exposure to radiation as short as possible. This can be achieved by not holding patients, and limiting time spends in the radiographic room during fluoroscopy.

7. Maintaining a large distance between the source of radiation and the exposed individual. The technologist should stand as far from the radiographic table as possible during fluoroscopic examinations. Increasing the distance between the patient and self during portable and surgical examinations will reduce exposure as well.

8. Using appropriate shielding material between the source of radiation and the exposed person. Standing behind a primary protective barrier or using lead protective apparel when unable to leave the area of radiation (fluoroscopy, surgery, etc.) are means of reducing overall exposure.

9. Fetal radiation exposure is most frequently monitored by issuing the individual a second radiation monitoring device (known as the fetal monitoring device) to be worn under the apron at the waist when a protective apron is needed. This monitor reading shall not exceed

Also, female student disclosure of suspected or confirmed pregnancy is strictly voluntary and may be withdrawn at anytime during pregnancy.
GBC RADIOLOGY TECHNOLOGY PROGRAM
RADIATION SAFETY PROGRAM

Great Basin College (GBC) will implement the following radiation safety program and maintenance:
The following will be provided to workers/faculty (workers and faculty involved will be those who a radiation dosimeter has been issued) and students who will be working within the radiology lab (Health Sciences and Human Services Building, room 102).

STUDENTS:

Students who have been accepted into the Radiology Technology (RT) Program will be educated upon acceptance to the program, during the orientation meeting and throughout their time in the GBC Radiology Technology Program. The following information is also obtained within the R.T. program student handbook:

**ALARA**-As Low As Reasonably Achievable (R.T. Student Handbook)

“ALARA-All students when working with ionizing radiation must adhere to the ALARA concept, which means as low as reasonably achievable. All students must make the attempt to minimize the time or duration of an exposure, maximize distance for personnel and others in the exposure area, and shield patient or others when possible (time, distance, shielding). This is a concept the students will learn, be evaluated on and utilize during the education process of becoming a Radiology Technologist. At no time should a student hold an image receptor or patient during clinical rotation.”

**RADIATION MONITORING**-(R.T. Student Handbook)

“The Radiation Monitor/Film Badge is a part of the student uniform and must be worn at collar level at all times during clinical rotation. If wearing a lead apron, the monitor should be worn at the collar level outside the lead apron. See Radiation Monitor Policy.”

**RADIATION MONITOR POLICY**-(R.T. Student Handbook)

“A copy of the radiation monitoring report will be filed in the clinical coordinator’s office for confidentiality. It is the student’s responsibility to review report. The students are notified through the clinical online course the report is available for the student to review.

The radiation monitoring report will be reviewed upon arrival by the clinical coordinator. If the a student’s radiation limits are outside of the programs designated exposure limit of 5 mSv (0.5 rem), the clinical coordinator is to notify the Program Director, verbally and in writing immediately. The Program Director will notify the student. At this time the student upon direction from faculty may be asked to:

1. cease clinical assignment until investigation into the radiation monitoring report is completed to insure accuracy.
2. schedule an appointment to meet in person with the Program Director, Clinical Coordinator, and/or Dean of Health Sciences and Human Services for necessary course of actions and radiation counseling. At this time a radiation physicist will possibly be contacted for input depending on the radiation exposure amount.

A course of action and documentation of the meeting outcome will be given to the student and placed into the student's file to insure the health and safety of the student.”
RADIATION MONITORING DEVICE-(In the R.T. Student Handbook)

“Students cannot participate in any clinical experience or energized laboratory experience without the radiation monitoring device on their person. The student will be issued a radiation monitoring device (film badge) for use in the clinical education setting.

If a student becomes pregnant and discloses pregnancy, an additional fetal monitor will be ordered. The fetal monitor should be worn at the waist level. Please see radiation advisory statement located inside this handbook for further information.”

RADIATION MONITORING DEVICE — LOST-(In the R.T. Student Handbook)

“Students who have lost their radiation monitoring device are required to do the following:
Report the loss to a program faculty member (not the clinical instructor). A new radiation monitoring device will be provided. The lost radiation monitoring device will be replaced at the student's expense (a $30.00 fee).

Prepare and deliver a letter addressed to the GBC Radiology Technology Program Director explaining how the radiation monitoring device was lost. A statement regarding the proper way to handle and store the radiation monitoring device must be addressed as well as the steps that will be taken to assure the incident will not happen again.

Pick up the replacement radiation monitoring device as directed by the faculty. Once step three is completed, the student will be allowed to return to clinical. Time missed during this process will be made up at the end of the program if applicable.

The student's GBC radiation monitoring device cannot be worn if the student is working for pay.

PREGNANCY POLICY-(R.T. Student Handbook)

Student disclosure of suspected or confirmed pregnancy is strictly voluntary. Students choosing to inform the program faculty of a pregnancy MUST DO SO IN WRITING and must include the projected delivery date. It is recommended the student meet with program faculty to discuss program completion options, and appropriate personal radiation protection methods (See Radiation Advisory Statement).

RADIATION ADVISORY STATEMENT-(R.T. Student Handbook)

Please see statement attached at the end of the policy.

RELEASE OF INFORMATION FORMS FOR RADIATION MONITORING RECORDS

Radiology Technology Program Release Form (R.T. Student Handbook)
Radiation Monitoring Information Request- (R.T. Student Handbook)

PROVISION OF RADIATION PROTECTION DEVICES

The student will receive a dose monitoring device during the first semester when lab work begins.
Lead aprons are available for use, but mainly as a student prop. The students are not to be in the radiology lab room during an exposure.

OTHER EDUCATION PROCESSES FOR ALARA

Completion of RAD238, Radiation Protection in the Fall of the first year of the Radiology Technology Program.

Clinical Competency – documented by the clinical competency form and student evaluation form completed in clinical rotations during RAD225, RAD226, and RAD227.

WORKERS/FACULTY-PEOPLE WHO ARE ISSUED DOSE MONITORING DEVICES

Personnel Monitoring equipment will be supplied to workers, to include the radiation monitoring device, who may be exposed to radiation over the 10% of the annual dosage limit of occupation exposure of 5 Rem annually.

Radiology Technology Faculty- All faculty working in the lab with students will be ARRT registered technologists who have documentation of radiation protection knowledge through the ARRT registry process. Documentation of current ARRT registry is required and updated annually.

All faculty will need to obtain their life-time maximum dosage from previous employment within the first semester of employment.

PUBLIC

GBC will prevent any member of the public from entering the radiology lab without a radiology technology faculty.

Radiology maintenance/engineer by the company who installed the equipment is not included in the “public”.

GENERAL INFORMATION

GBC Radiology Technology Faculty and Students will adhere to radiation safety guidelines as follows:

ALARA concept of exposures to be “as low as reasonably achievable.”

DISTANCE-all personnel should be behind a lead shield or as far away from the radiation source as possible.

TIME-Use the lowest exposure time as possible.

SHIELDING-Lead shield (Aprons) should be worn anytime personnel are in the radiology room during an exposure.

Radiographic room doors must be closed during an exposure.

Annual review of the radiation safety program will be completed annually by the Radiology Technology Program Director and will be documented in a sign off sheet on the front of this radiation safety book.
All student and faculty radiation monitoring reports will be reviewed with each individual at a minimum, annually. The students monitoring report should be reviewed at each clinical site visit with the most current report. Each student should sign the report. Annually, a State of Nevada, Cumulative Occupational Dose History will be given to the students and faculty. This will be signed by the individual and a copy will be made for the program and individual records.
GREAT BASIN COLLEGE

HEALTH SCIENCE AND HUMAN SERVICES PROGRAMS

STUDENT AGREEMENT FOR THE 2017-2018 ACADEMIC YEAR

I have read, understand and agree to abide by the policies and guidelines stated in the Great Basin College Health Science and Human Services Programs 2017-2018 Student Handbook.

(initial) I understand that as a condition of enrollment in a program offered through the Great Basin College Health Science and Human Services Department, I agree that a clinical facility/agency may, at any time, require a "for cause" drug and/or alcohol screen. I agree to execute a consent for release of the results of the drug and/or alcohol screening information to the clinical facility/agency should they request such information.

(initial) I authorize Health Science and Human Services Department to release my immunization, CPR, background and drug screening reports to the clinical education facilities as mandated by the affiliation contract.

(initial) I understand and acknowledge that once admitted to one of programs offered by the Great Basin College Health Science and Human Services Department, failure to maintain the professional and/or ethical standards of the program may result in dismissal from the program. I also understand that the Health Science and Human Services Department Admission and Progression committee may at any time request information from the Administrative Officer of Great Basin College to determine whether I have ever violated NSHE (Nevada System of Higher Education) Code.

(initial) I understand and acknowledge that no resources or information from any Health Science and Human Services course can be shared outside the classroom or lab.

My emergency contact person(s) are listed below. I understand that this individual or individuals are responsible for ensuring that I am transported home in the event one of my faculty or the Health Science and Human Services Department Dean determines that I am not able to continue being present in the classroom, lab, or clinical setting.

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printed Name       Student Signature           Date

Witness: (Faculty / Dean)     Date

Complete this copy of the Agreement and return to the GBC Health Science and Human Services Department.
GREAT BASIN COLLEGE
HEALTH SCIENCE AND HUMAN SERVICES DEPARTMENT
Agreement to Participate in Practice Lab Procedures
For the 2017-2018 Academic Year

During my enrollment in one of the programs offered by the GBC Health Science and Human Services Department and under the direct supervision of a faculty member, I agree to allow a student classmate to perform the following procedures on my person:

6. Subcutaneous injection  (For Nursing and Paramedic Programs Only)  
7. Intradermal injection  (For Nursing and Paramedic Programs Only)  
8. Intramuscular injection  (For Nursing and Paramedic Programs Only)  
9. Intravenous catheterization (peripheral)  (For Nursing and Paramedic Programs Only)  
10. Positioning  (For Radiology Program Only)  

I agree to hold harmless and waive the liability of the student and/or students performing the procedure(s), the supervising instructor and Great Basin College for any injuries incurred as a result of my agreeing to have these procedures performed on my person.

________________________________________
Printed Name

________________________________________
Student Signature

________________________________________
Date

________________________________________
Witness: (Faculty / Dean)

________________________________________
Date

Complete this copy of the Agreement and return to the GBC Health Science and Human Services Department.
During your participation at the Great Basin College Practice Labs, you will be an active participant and observer of the performance of other individuals in the management of acute medical, surgical, and other health care events in simulated experiences.

The objective of the simulation experience program is to educate pre-licensed and licensed health care practitioners to better assess and improve their performance in evolving health care situations. Simulations are designed to challenge a healthcare professional's response and judgment in stress environments.

Due to the unique aspects of this form of training, you are required to maintain and hold confidential all information regarding the performance of specific individuals and the details of the scenarios.

There is continuous audiovisual digital recording during all simulations which will be used for educational purposes. This video recording is considered a QUALITY ASSURANCE TOOL and is protected by Federal Law.

By signing this agreement, you agree to maintain strict confidentiality regarding both your and others' performance, whether seen in real time, on video, or otherwise communicated to you. Failure to maintain confidentiality may result in unwarranted and unfair defamation of character of the participants.

To maintain optimal simulation experiences for other learners who will be following you in the center, you are to maintain strict confidentiality regarding the specifics of the scenarios. A breach of confidentiality may result in loss of privileges in the Practice Labs.

By signing below, you acknowledge you have read and understand this statement and agree to maintain the strictest confidentiality about the performance of individuals and the simulation scenarios you observe.

________ I agree to maintain strict confidentiality about the details of the scenarios and the performance of other participants during scenarios at Great Basin College Practice Labs.

________ I authorize the Great Basin College Practice Labs to use the video recording(s) and photographs made in the Practice Labs for the following purposes:

_____ 1) Debriefing scenario participants,

_____ 2) Administrative review,

_____ 3) Educational research,

_____ 4) Commercial purposes, which can include public relations, promotional advertisements, and/or fund raising activities. I understand that, unless otherwise approved by me, I will not be specifically identified.

__________________________________________  ____________________________________
Last Name, First Name                        (Please Print)               Date

__________________________________________      _____________________________________
Signature                                                                Witness

Complete this copy of the Agreement and return to the
GBC Health Science and Human Services Department.

APPENDIX - 59