

# VALENCIA COLLEGE

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## *Radiologic and Imaging Sciences*

*Bachelor of Science degree and  
Advanced Technical Certificates (CT, MR, M)*

## Program Handbook

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The purpose of this handbook is to familiarize the student with the policies of the program, and to provide direction to the student throughout his or her course of study.

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## Program Information

### Introduction and Welcome

Welcome to the Valencia College Radiologic and Imaging Sciences Bachelor's degree Program. This handbook will provide you with information about the program and will answer your questions, not only as new students, but throughout the program. **KEEP IT IN AN EASILY ACCESSIBLE FOLDER ON YOUR DESKTOP.** All of the faculty endeavor to help you achieve your educational goals. We wish you success.

This handbook provides a set of guidelines to facilitate learning, to maintain our high standards of professionalism and to assure that you, the student, receive all the benefits from this educational opportunity. All policies and standards apply to both the BS degree and the Advanced Technical Certificate (ATC) programs.

The college catalog states, "Valencia College reserves the right to make changes in the regulations and offerings in this handbook as circumstances require." However, it is our desire to state as many specific expectations and requirements as possible. Students are responsible for accessing Valencia's online college catalog and student handbook as needed to clarify policies and procedures.

## Administration and Faculty

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## History

In July 2009, the University of Central Florida decided to sunset several academic programs. Radiologic Sciences was one of these. Because this was the only bachelor's degree in radiologic sciences offered in the Florida public college system, this decision created a serious void in the medical imaging professions. Without an available pathway for obtaining an advanced degree, imaging professionals were left without one of the necessary tools for professional advancement.

Following this decision by UCF, the presidents of the *Direct Connect to UCF Consortium* agreed to a coordinated plan to have the state and community college partners develop and offer baccalaureate degrees in these areas to ensure a smooth transition for currently enrolled students and to meet community demands and local workforce needs for the future. After careful analysis of the associate and baccalaureate level enrollment data, regional workforce demands, and local economic development initiatives, the partners agreed by consensus that Valencia was best prepared and equipped to develop the proposal for a baccalaureate degree program in Radiologic Sciences to serve Central Florida. The inaugural class in the BS in Radiologic and Imaging Sciences degree program started in the fall semester of 2011.

## Program Purpose/Mission Statement

The Radiologic & Imaging Sciences program offers professionals with an AS degree in Radiography, Sonography, Nuclear Medicine or Radiation Therapy the opportunity to expand their knowledge and clinical skills in the advanced imaging modalities, quality management, administration and education.

## Program Goal

Prepare graduates to assume leadership roles within the imaging professions.

## Program Learning Outcomes and Performance Indicators

Students will:

1. Perform effective communication skills within the healthcare environment.
  - 1.1 Use appropriate writing style to communicate ideas in professional documents.
  - 1.2 Demonstrate professional interpersonal communication within the healthcare setting.
2. Practice professional behaviors in the healthcare setting.
  - 2.1 Demonstrate sensitivity in resolving simulated healthcare issues arising from cultural differences.
  - 2.2 Collaborate with other professionals to accomplish a common goal.
  - 2.3 Apply principles of professional ethics during clinical practice.
3. Perform advanced level skills as described by the scope of practice for a selected clinical concentration (CT, MRI, or Mammography).
  - 3.1 Perform procedures according to standards of quality practice.
  - 3.2 Provide effective patient care in the clinical setting.
4. Execute safe clinical decision making in medical imaging.
  - 4.1 Observe appropriate safety measures during performance of clinical procedures.
  - 4.2 Demonstrate critical thinking during problem solving in a simulated clinical scenario.
5. Demonstrate information literacy.
  - 5.1 Analyze research articles to determine accuracy and validity of findings.
  - 5.2 Integrate information literacy concepts into a research project.

5.3 Critique research projects to determine appropriateness and usefulness to the profession.

### **Program Learning Outcomes Assessment**

Assessment of student learning provides quantitative and qualitative information about what the program is designed to accomplish and what students should know, understand, and be able to achieve upon graduation. Program assessment is not an evaluation of individual students, faculty or staff. It is a process used to provide the program with feedback on its performance with the intent of helping improve the program and improve student learning. The assessment process produces information which supports data-driven decisions for program improvement. The program has developed a detailed assessment plan incorporating both program learning outcomes and course learning outcomes.

Assessment activities are conducted from student entry to student exit and post-graduation, and students will be asked to participate in these activities throughout their tenure at the College. Student participation is crucial to the assessment process.

The Program Advisory Committee is involved with the assessment process, primarily in the evaluation of data and development of strategies for the improvement of student learning. The Advisory Committee is kept regularly informed about the assessment activities through periodic updates including email and online surveys and through annual meetings.

### **Valencia Student Core Competencies**

Valencia faculty have defined four interrelated competencies (Think, Value, Communicate, Act) that prepare students to succeed in the world community. These competencies and include:

In this program, through lecture and discussion, group work, and other learning activities, you will further develop your mastery of these competencies which are also outlined in the College Catalog.

**Think**—Critical thinking is a vital skill for healthcare professionals. You need to think clearly, critically, and creatively in workplace settings. You need to be able to analyze, synthesize, integrate, and evaluate information quickly and correctly to be able to meet the needs of your patients and the profession.

**Value**-- Making reasoned value judgments and responsible commitments are a part of being a health professional. With empathy and fair-mindedness, individually and in groups, a health professional needs to:

- Recognize values as expressed in attitudes, choices, and commitments among personal, ethical, aesthetic, cultural, and scientific values
- Employ values and standards of judgment from different disciplines
- Evaluate own and others' values from individual, cultural, and global perspectives
- Articulate a considered and self-determined set of values

**Communicate**—Effective skills and strategies for communication with different audiences using varied and appropriate methods (oral, written, visual/graphic, nonverbal) is essential in the medical fields. In speaking, listening, reading and writing, in verbal and non-verbal ways, with honesty and civility, in different disciplines and settings, health professionals need to:

- Identify own strengths and need for improvement as a communicator
- Employ methods of communication appropriate to audience and purpose
- Evaluate the effectiveness of own and others' communication



**Act**—Medical professionals must integrate all their technical skills and knowledge to act purposefully, reflectively, and responsibly in their personal and professional community. A health professional needs to:

- Apply disciplinary knowledge, skills, and values to the workplace and beyond
- Implement effective problem-solving, decision-making, and goal setting strategies
- Act effectively and appropriately in personal and professional settings
- Assess the effectiveness of personal behavior choices
- Respond appropriately to changing circumstances

## Program Requirements and Course Descriptions

An overview of the [BS degree program](#) with all program requirements and course descriptions can be accessed at the embedded link.

### Program Curriculum

The Bachelor of Science in Radiologic and Imaging Sciences degree program consists of general education courses, the core curriculum and a single concentration identified by the student at the time of application and admission to the program. The Practicum course the student should select must correspond to the Concentration in the official Valencia record. A student may change his or her declared Concentration prior to taking the Practicum.

With the exception of the clinical practicum and any general education courses needed, all courses will be offered on-line using the [Canvas LMS platform](#).

There are six (6) concentrations currently available:

#### Computed Tomography

This patient-focused concentration enables you to develop skills to become a CT technologist. You will gain an understanding of the physical principles and instrumentation involved in CT, as well as quality management. This includes procedure protocols, evaluating equipment operation, ensuring accurate diagnosis and safe patient care.

#### Magnetic Resonance Imaging

This patient-focused concentration enables you to develop skills to become an MRI technologist. You will gain an understanding of the basic concepts of magnetic resonance, including magnet types, the generation of magnetic resonance signal and magnet safety. You will also learn procedures covering anatomy, pathology and equipment applications for the various regions of the human body.

#### Mammography

This patient-focused concentration enables you to develop skills to become a Mammography technologist. You will gain an understanding of the concepts and imaging theory applied in Mammography as well as quality management. You will also learn procedures and protocols, breast anatomy and pathology, and equipment operation applied to Mammography.

#### Leadership (non-clinical track)

The concentration provides specialized course work for those aspiring to, or already in, leadership positions within their respective health professions. You will gain knowledge and skills

related to healthcare administrative and supervisory duties which will enable you to more effectively perform leadership roles within healthcare.

### **Cardiac Ultrasound (for Sonographers and Radiographers)**

From diagnosis to treatment, you will focus on managing cardiovascular disease from the patient perspective. You will learn basic techniques of non-invasive ultrasound modalities used to evaluate disorders of cardiac circulation, cardiac valves and myocardium, pre- and post-procedure care and therapeutic measures to treat cardiovascular diseases. You will develop echocardiographic examination skills in the laboratory and clinical setting. By completing six course credits beyond this concentration, you will be eligible to sit for the Cardiovascular Credentialing International (CCI) Registered Cardiac Sonographer (RCS) specialty examination.

### **Vascular Ultrasound (for Sonographers only)**

The Vascular Sonography program is designed for individuals who are currently certified in sonography (ARDMS or ARRT) or Echocardiography (ARDMS or CCI) and hold an eligible degree from a regionally accredited institution. Students completing this advanced technical certificate will gain knowledge and skills toward eligibility for the American Registry of Diagnostic Medical Sonographers (ARDMS) vascular technology exam and employment opportunities as credential vascular technologists. With the exception of lab and clinical practicums, this is an online program. **\*See Vascular ATC for specific ATC requirements.**

**Projected Course Offerings** These course offerings are subject to change.

<b>CORE</b>	<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
HSA 3702 Research Methods and Information Literacy	X	X	X
RTE 3213 Radiology Information Systems	X	X	
RTE 4574 Advanced Imaging Modalities	X	X	
HSC 4555 Pathophysiologic Mechanisms	X	X	
HSC 4640 Introduction to Health Law	X	X	X
HSC 4652 Ethics and Health Care	X	X	X
HSA 4184 Leadership in Health Care	X	X	X
<b>CONCENTRATION/ELECTIVE COURSES</b>			
<i>These courses may be used as Elective credit if not being used as a Concentration requirement</i>			
RTE 3116 Advanced Patient Care	X		X
RTE 3765 Anatomy for the Medical Imager	limited seats	limited seats	X
RTE 3590 Computed Tomography	ATC	ATC	X
RTE 3591 MRI Principles Instrumentation	ATC		X
RTE 3592 MR Imaging & Procedures	X	limited seats	
RTE 3593C Advanced MRI Procedures		limited seats	limited seats
RTE 4474 Quality Management		limited seats	X
RTE 3205 Administration and Supervision	X		
RTE 3588 Mammography			limited seats
HSA 4340 Human Resources Management	X	X	
HSA 4240 Organizational Behavior	X	X	
RTE 3253 Teaching in the Health Professions		X	
HSC 4500 Epidemiology	X		
RET 4034 Healthcare Delivery and Access	X		X
<b>PRACTICUM COURSES - CHECK PREREQUISITES</b>			
<b>Select Practicum Course for your Concentration</b>			
RTE 4941L Practicum* (for Mammography) <b>OR</b>	X	limited seats	limited seats
RTE 4942L CT Practicum* <b>OR</b>	X	limited seats	limited seats
RTE 4943L MRI Practicum*	X	limited seats	limited seats
<b>Courses Available Only to Sonographers in CU Concentration</b>			
RET 4440C Cardiac Ultrasound I*	X		
RET 4443 Cardiac Ultrasound Physics*	X		
RET 4942L Cardiac Ultrasound Clinical Practice I*		X	
RET 4441C Cardiac Ultrasound II*		X	
RET 4943L Cardiac Ultrasound Clinical Practice II*			X

## Program Policies

### MyVC and Student E-mail Accounts

MyVC is Valencia's online learning community, customized to each individual's interests, that links students, faculty and staff to one another and to powerful learning resources such as LifeMap, online registration, grades, degree audits, financial aid, and academic records.

**MyVC Help Desk: 407-582-5444.**

As an admitted Valencia student, you will receive an e-mail account through MyVC; this will be the primary and official form of communication from Valencia to you. You should not forward your MyVC e-mail as many Internet service providers filter MyVC e-mail as SPAM, and you may not receive all college communications. Official Valencia notices and helpful information will be provided to you through your MyVC e-mail, on your individual course sites, and throughout MyVC as general information. MyVC allows access to: your student records; register for courses; change your schedule and withdraw from courses; review your account and pay fees; view financial aid information; view your grades; obtain degree audits and unofficial transcripts; request official transcripts; and update your address. Also, you can develop your career and education plans as well as document your learning outcomes in MyVC.

**Valencia will use your MyVC e-mail to notify you of changes in your accounts, in your courses, and in college policies and procedures. To communicate in a more expedient manner, Valencia uses MyVC e-mail as the primary means of notifying students of important college business and information dealing with registration, deadlines, financial assistance, scholarships, tuition and fees, etc. Communications sent to a student's MyVC e-mail address are official notices.**

**You are responsible for the information and notices that are sent to you via your assigned Valencia e-mail.** To avoid missing important communications from Valencia, it is suggested that you set your Web browser to MyVC and check your account every day for official announcements and notifications.

### School of Health Sciences Gifting Policy

The School of Health Sciences strictly follows the State of Florida's policy enforced by Valencia College - Gifts should not be exchanged between College employees and students. Please see **POLICY: 6Hx28: 3E-05.2 [Ethical Conduct and Performance](#)**

### Rights and Responsibilities of Students and Faculty

<b>Student Rights</b> 1. To due process 2. To know how their grade will be determined and accurate records of process maintained 3. To have clearly stated expectations, objectives, and requirements 4. To have the opportunity and resources provided to meet objectives 5. To have faculty accessible according to college guidelines 6. To have knowledgeable faculty 7. To be evaluated objectively 8. To confidentiality <b>9. To have input into decision making</b>	<b>Faculty Rights</b> 1. To expect students to be prepared for class and clinical experiences 2. To expect students to avail themselves to experiences provided 3. To establish curriculum requirements 4. To expect students to pursue experiences 5. To expect students to do continual ongoing self-evaluation and set learning needs 6. To expect students to be self-directed (disciplined) 7. To be respected and treated courteously 8. To be treated as individuals 9. To privacy and confidentiality 10. To expect students to demonstrate professionalism (dress and behavior) 11. To due process 12. To an objective evaluation 13. To expect honesty from students
<b>Student Responsibilities</b> 1. To prepare for class and clinical experiences 2. To avail themselves of experiences provided 3. To meet curriculum requirements 4. To pursue experiences 5. To do self-evaluation and set learning needs 6. To be self-directed 7. To be respectful and courteous 8. To be treated as individuals 9. To respect privacy and confidentiality 10. To demonstrate professionalism (dress and behavior) 11. To respect the faculty right to due process 12. To evaluate faculty objectively 13. To be honest	<b>Faculty Responsibilities</b> 1. To provide a procedure for due process 2. To provide information in regard to the student's progress and how grades are determined 3. To state, outline expectations, objectives, and requirements clearly 4. To provide opportunities and resources to meet objectives 5. Maintain accessibility to students 6. To be competent practitioners 7. To treat students as individuals 8. To evaluate students as individuals 9. To evaluate students objectively 10. To maintain confidentiality 11. To provide a forum for student input into the decision making process

## Academic Standards and Progress

To maintain satisfactory academic progress at Valencia, you must achieve a minimum term grade point average (GPA) of 2.0 each term. Successful completion of a course is defined as a grade of A, B, or C. The student must earn a grade of "C" or better in all prerequisite and upper division courses to successfully complete the Bachelor's degree in Radiologic & Imaging Sciences.

Students in Bachelor's degree programs at Valencia College are limited to two (2) attempts per course. Being enrolled in a course for credit beyond the Drop/Refund Deadline counts as an attempt.

**An exception to this rule is the clinical practicum which cannot be repeated. Earning a grade less than C in a practicum course may result in dismissal from the program. Students who withdraw from a practicum course will only be allowed to re-enroll if they were passing the course at the time of**

**withdrawal and had to withdraw due to unforeseen circumstances. Students who earn less than a C in a practicum course will not be eligible for another clinical placement.**

Before withdrawing from a course, the student should talk with the professor to discuss course progress and contact the Program Advisor to discuss how a withdrawal will affect career and education plans and/or the status of financial aid.

Program academic courses in which a student receives a grade lower than “C” may be repeated for grade forgiveness. Students enrolled in Valencia’s Bachelor’s degree programs are limited to two course repeats for grade forgiveness.

Students demonstrating unsatisfactory academic progress will be subject to academic action including Academic Warning, Academic Probation and Dismissal from the program. Students have the right to appeal an academic action decision. The [appeal process is found here in the Valencia College Catalog](#). The Grounds for Dismissal are listed below. A student may be dismissed from the program at any time for violation of any of the following:

1. Excessive failures or withdrawals from Program and/or college courses.
2. Insubordination.
3. The conviction for and/or known use of, distribution of, or possession of illegal drugs or controlled substances.
4. Unprofessional or unethical conduct.
5. Cheating in related or professional courses.
6. If a hospital requests a student be removed for violations of hospital or departmental policy or procedure.
7. Falsifying records.
8. Failure of a clinical practicum course.

## **Student Dispute and Resolution in the Radiologic & Imaging Sciences Program**

This policy has been created to address any concern or complaint regarding an academic instructor, course, clinical site and/or non-academic matters (discrimination, harassment and related misconduct).

### **Valencia College-wide Student Dispute and Resolution Policy**

The college has created the following webpage to provide detailed policy, procedures and forms for [Student Dispute Resolution](#). Detailed policies may also be found in the [Academic Policies and Procedures](#) section of the Valencia College catalog.

This includes:

- *Final Grade Disputes*
- *Non-Final Grade and other Academic Disputes*
- *Student Administrative Complaint Resolution*
- *Civil Rights Discrimination*
- *Sexual Harassment / Sexual Assault (Title IX)*
- *Student Code of Conduct*

Discrimination, Harassment or Related Misconduct Complaint  
[Policy 6Hx28:8-10](#)

Students are encouraged to express any concern related to discrimination, harassment, or related misconduct directly to their Course Instructor, Clinical Coordinator, Program Chair, Dean or Campus President. Students may also express a concern related to discrimination, harassment, or related misconduct directly to the College's Title IX Coordinator/Equal Opportunity Officer at 407-582-3421 or via email [equalopportunity@valenciacollege.edu](mailto:equalopportunity@valenciacollege.edu). Students can refer to the following webpage for additional information and resources: [Equal Opportunity policy](#).

### **School of Allied Health - Academic Dispute Procedure**

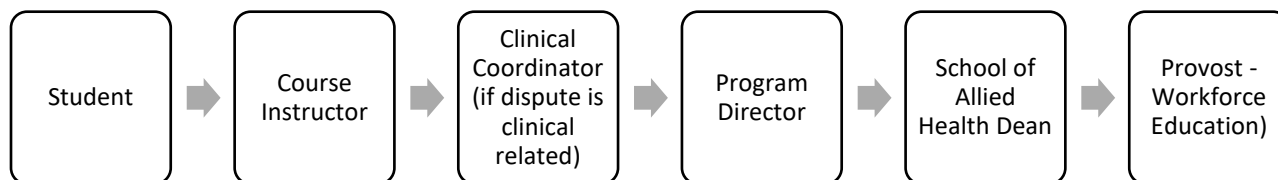
The following procedures have been created to assist our students with resolving any disputes or concerns within the division:

Any student who feels he/she has a justifiable academic or non-academic dispute regarding a Radiologic & Imaging Sciences program instructor, student, or clinic site shall follow the above reporting procedure within the division:

- I. If the complaint is regarding **didactic/lecture class**:
  - a. During normal office hours or by appointment, communicate openly with the issue with the Instructor and try to resolve the problem as soon as possible.
  - b. After discussion with Instructor - If the issue is still unresolved, contact the Program Chair to act as a mediator towards the resolution.
  - c. After mediation with the Program Chair – If the issue is still unresolved, make an appointment with the Allied Health Dean.
- II. If the complaint is regarding **clinical rotation**:
  - a. During normal office hours or by appointment, communicate openly with the Valencia College Clinical Instructor and try to resolve the problem as soon as possible.
  - b. After discussion with Valencia College Clinical Instructor - If the issue is still unresolved, contact the Program Chair to act as a mediator between all parties (to include reporting and updating the appropriate parties) to find a resolution.
  - c. After mediation with the Program Chair – If the issue is still unresolved, make an appointment with the Allied Health Dean.

In the event that the student is dissatisfied with the academic resolution and decision following their dispute, the student must follow [Valencia College's Policy on Student Academic Dispute and Administrative Complaint Resolution \(Policy 6Hx28:8-10\)](#)

### **School of Health Sciences's Student Dispute Chain of Command**



**NOTE:** If a student's dispute is related to an individual in the above chain of command, then it is advised that the student contact the next person in chain of command or express their concern through the [Student Dispute Resolution webpage](#)

Please submit a **CONCERN-ISSUE REPORT FORM** to initiate any process within the School of Health Sciences.

**NOTE:** Please be aware that initial communication regarding a student's performance or academic-standing should be between Allied Health Faculty/Administrators, and the individual student. Students are expected to communicate their own concerns and not defer to others to communicate on their behalf. Legal, ethical, and professional protocol limits the information that can be shared by the faculty with anyone other than the student ([FERPA Policy](#)). In the event the student should require additional individuals to be present or in any other manner, the student must sign release form specifically for the individual with whom the information is to be shared.

### Grading Scale

The School of Health Sciences has adopted the following grading scale which is used for all program courses. See each course syllabus for other grading criteria.

<b>A</b>	93 - 100%
<b>B</b>	85 - 92%
<b>C</b>	75 - 84%
<b>D</b>	69 - 74%
<b>F</b>	Below 69%

### Attendance/Tardiness/Withdrawal Policy

Regularity in classroom attendance and punctuality are vital to academic success. Students are expected to attend class regularly and punctually. Students who do not maintain regular attendance and who fall behind in their work may be withdrawn by the professor. **For online courses, attendance is determined by consistency in logging in and accessing the course content and completing assignments according to the schedule.**

According to Valencia policy, students who are not actively participating in an online class must be withdrawn by the instructor at the end of the first week. In order for the professor to document that you are actually in the class and actively participating, you must submit the first assignment by the scheduled due date.

*If withdrawn by the instructor, your transcript will reflect a W and this will count as one attempt for this course. If you decide early enough not to complete this course, it is better for you to drop the course yourself prior to the Drop/Refund Deadline to avoid negative consequences; if you decide after the Drop/Refund Deadline not to complete the course, it is better for you to withdraw yourself prior to the Withdrawal Deadline - "W" Grade to avoid negative consequences.*



During a first or second attempt in the same course at Valencia, if you withdraw, you will receive a W (Withdrawn). You will not receive credit for the course, and the W will not be calculated in your grade point average; however, the enrollment will count in your total attempts in the specific course.

## Academic Integrity

It is assumed that as healthcare professionals, students will adhere to and will maintain the highest standards of academic integrity and professional and ethical conduct. Students are expected to submit only their own original work and not cheat by giving answers to others or taking them from anyone else. **Ethics violations will be reported to the ARRT and the FL Department of Health for investigation.**

Unless otherwise stated, all assignments, quizzes and exams are to be completed individually by each student enrolled. Students may not communicate with other students during completion of a quiz or examination. Working with other students, giving or receiving assistance during quizzes or exams is a form of academic dishonesty and will be considered cheating. Copying or printing of any quiz or test questions (for any purpose) is expressly prohibited and also considered cheating.

*Plagiarism and Cheating of any kind on an examination, quiz, or assignment will result in at least an "F" for that assignment (and may, depending on the severity of the case, lead to an "F" for the entire course) and may be subject to appropriate sanctions according to the Student Code of Conduct in the current Valencia Student Handbook.*

## On-line Learning Netiquette

It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when communicating with both your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette. (Adapted from: [Netiquette Guide for Online Courses](#))

### GENERAL GUIDELINES

When communicating online, you should always:

- Treat others with respect, in all online communication
- Always use your professors' proper title: Dr. or Prof., or if you're in doubt use Mr. or Ms. Unless specifically invited, don't refer to them by first name.
- Use clear and concise language
- Remember that all college level communication should have correct spelling and grammar
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you"
- Use standard fonts such as Times New Roman and use a size 12 or 14 pt. font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETTED AS YELLING
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or be offensive
- Be careful with personal information (both yours and other's)
- Do not send confidential patient information via e-mail

### EMAIL NETIQUETTE

When you send an email to your instructor, teaching assistant, or classmates, you should:

- Use a descriptive subject line
- Be brief
- Sign your message with your name and return e-mail address
- Think before you send the e-mail to more than one person. Does everyone really need to see your message?
- Be sure you REALLY want everyone to receive your response when you click, "reply all"
- Be sure that the message author intended for the information to be passed along before you click the "forward" button

## DISCUSSION NETIQUETTE

When posting on the Discussion Board in your online class, you should:

- Always give proper credit when referencing or quoting another source
- Be sure to read all messages in a thread before replying
- Don't repeat someone else's post without adding something of your own to it
- Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point
- Always be respectful of others' opinions even when they differ from your own
- When you disagree with someone, you should express your differing opinion in a respectful, non-critical way
- Do not make personal or insulting remarks
- Be open-minded
- DO NOT USE ALL UPPERCASE IN YOUR MESSAGES -- THIS IS THE EQUIVALENT OF SHOUTING!!!

## Proctored Testing

To maintain program integrity, in some of the program courses, the midterm and final exams will be scheduled during a specific time window and may be proctored using an online service called Honorlock. Not all courses require proctored testing. The dates and times for each exam window will be on the course schedule. If the student is unable to take the exam at the scheduled time, he/she must contact the instructor prior to the scheduled exam time to make specific arrangements.

Honorlock allows students to take exams from any location while being monitored remotely. This service requires that students have a good quality high-speed internet connection, a webcam and a microphone. *Links and instructions are found in each course where this is required.*

## Writing Requirements

College level writing is an increasingly important skill for imaging professionals taking on leadership roles in their organizations. Because of this, outside reading, research and writing will be essential components of your education in this program. To encourage this habit, you will be required to submit written assignments and online discussions according to the module schedule in most of the courses offered. In order to demonstrate your understanding and knowledge of the assigned reading, there may

also be assignments or specific questions posted to the discussion board which you will be required to answer.

Some students seem to struggle with composing their own thought processes into well-written, clearly worded essays and resort to relying too much on the wording used in resources written by others. Plagiarism is a very serious and growing problem among college students.

Remember the goal of writing assignments is to enhance learning of the course content. Research shows that students learn more deeply when, after reading new subject matter, they are able to think about the information, and then communicate about it using their own words and ideas. Simply copy/pasting from others' ideas and words does nothing to increase students' understanding or learning, and is a complete waste of your time and mine. Therefore, when completing any written assignment in this program, you are expected to express your own ideas and thoughts, using your own words. The use of quotes or close paraphrases must be limited, and only used when absolutely necessary to help convey your message; and when these are used, they must be properly cited using APA format.

### **Plagiarism Detection Tools**

All written assignments are subject to submission through plagiarism detection software as deemed necessary by the instructor. If you are unsure of what exactly constitutes plagiarism, it is your responsibility to access appropriate resources and/or contact the college writing center for individualized assistance.

Turnitin© will be utilized to monitor your written work in specific courses within the program. This is an automated system which instructors can use to quickly and easily compare each student's assignment with billions of web sites, as well as an enormous database of student papers that grows with each submission. After the assignment is processed, the instructor receives a report from Unicheck that states if and how another author's work was used in the assignment.

As a general policy, the matching report will be used to adjust scores on your written assignments. Your match score should always be less than 15%. Scores above 20% will receive point deductions proportional to the percentage match. No credit (zero points) will be given for written assignments showing more than 50% matches regardless of proper citation use. Of course, matches citing your reference listing and/or question headings will not count toward these totals.

## **Clinical Practicum Guidelines**

Placement in clinical practicum is recommended to occur the semester following successful completion of the pre-requisite course work. It is, however, not automatic and must be specifically requested. The placement process will only begin after the student notifies the coordinator of Clinical Practicum of his or her intention to enroll by submitting the "Practicum Request Form" (see appendix A). The student must also be enrolled in the practicum course and satisfy all compliance requirements before placement will be secured.

The clinical practicum must be completed within a single semester and includes a total of 240 hours. During a normal 15-week semester, that would be 16 hours per week. During the 12-week summer semester, that requires 20 hours per week. Additional hours may be requested during the semester of enrollment on a space available basis. Specific days and times may be scheduled based on the student's

availability with the approval of the clinical site; however, the student should be careful to consider patient volume and the availability of a variety of procedures when setting his or her weekly schedule.

**Only one (1) clinical practicum course can be completed during the BS degree.** This means that the student will enroll in either RTE 4941L (Mammography); or RTE 4942L (CT); or RTE 4943L (MRI). Students wanting to complete an additional practicum course must first graduate from the BS-RIS degree program and then apply for and enroll in the appropriate Advanced Technical Certificate (ATC) program at Valencia College.

The rationale for this policy is that we are limited in the number of clinical facilities and opportunities we have available to place students for practicum. We must ensure that every student has a timely opportunity for clinical practice.

**Only one (1) attempt at a clinical practicum course is allowed. Students who fail the practicum or withdraw due to poor performance will not be permitted to repeat the course.**

- **Clinical practicum must be begun within 1 year of completion of the course prerequisites in order to assure current content knowledge needed safe clinical practice.**
  - **Vascular Sonography ATC: Clinical practicum must be completed as outlined in the Vascular Sonography ATC curriculum.**

### **Clinical Competency vs. ARRT eligibility requirements**

(For CT, MRI and Mammography)

Enrollment in and completion of a Clinical Practicum course through Valencia College provides for a clinical rotation to achieve clinical experience in performing and documenting procedures toward compliance with the American Registry of Radiologic Technologists eligibility requirements. The practicum course is designed to provide significant clinical experience in a variety of procedures and allow students to complete the clinical requirements to be eligible for the ARRT certification exam. However, since this is dependent on the student's initiative during their clinical rotation, we cannot guarantee completion of ALL requirements needed to be eligible for the ARRT certification exam. It is always the student's responsibility to gain the necessary procedures to meet those requirements.

Of course, we will provide as much guidance and support as we can to help you be successful. Each course syllabus provides specific details about competency testing and other course requirements for satisfactory completion of the course. The student who wishes to fulfill ARRT's eligibility requirements may attempt to do so by completing the needed documentation and logging procedures, however this is an entirely separate process than successfully completing the clinical practicum course for Valencia College. Falsification of any clinical documents is considered a breach of ethics and may be reported to the ARRT.

### **Clinical Affiliates (for CT, MRI and Mammography)**

Clinical placement can **ONLY** be secured at facilities where Valencia College has an active affiliation agreement in effect. The existence of an affiliation agreement does not guarantee that the facility will accept students for placement during any given semester nor for the concentration requested. All effort will be made to place students at their preferred clinical site; however, there are sometimes

circumstances beyond our control that prevent this from happening. The following is a list of HC facilities/locations where an active affiliation agreement is in effect: (this list is subject to change)

	modality	NAME OF FACILITY	ADDRESS	
		<b>Orlando region</b>		
	CT/MR/Mammo	Orlando Regional Medical Center	1414 Kuhl Ave, Orlando, MP #3	Orlando
	MR	Arnold Palmer Hospital	92 West Miller St	Orlando
	CT/MR	Dr. Phillips Hospital	9400 Turkey Lake Rd	Orlando
	CT/MR/Mammo	South Seminole Hospital	555 West State Road 434	Longwood
	CT/MR	Health Central Hospital	10000 West Colonial Drive	Ocoee
	CT/MR/Mammo	South Lake Hospital	1900 Don Wickham Dr.	Clermont
	MR/Mammo	Simon Med Imaging Centers	Variable locations	
		<b>(South region)</b>		
	CT/MR	Kissimmee Outpatient Center	1503 West Oak Street	Kissimmee
	CT/MR/Mammo	Osceola Regional Medical Center	700 West Oak Street	Kissimmee
	CT	St. Cloud Regional Medical Center	2906 17th Street	St. Cloud
	MR	Lakeland Regional Medical Center	1324 Lakeland Hills Blvd.	Lakeland
	CT/MR	Winter Haven Hospital	200 Avenue F, NE	Winter Haven
		<b>(North region)</b>		
	CT/MR	Central Florida Regional Hospital	1401 West Seminole Blvd	Sanford
	CT/MR	Halifax Health Center	303 N. Clyde Morris Blvd	Daytona Beach
	CT/MR/Mammo	Advent Health Eastern Region	Varies	Volusia/Flagler
	CT/MR/Mammo	Leesburg Regional	700 N. Palmetto St	Leesburg
	CT/MR/Mammo	The Villages Regional	1451 El Camino Real	The Villages
	CT/MR	Baptist Health Center	800 Prudential Dr.	Jacksonville
		<b>(West coast)</b>		
	CT/MR	Advent Health-Carrollwood	7171 N. Dale Mabry Hwy	Tampa
	CT/MR	James A. Haley Veteran's Hospital	1300 Bruce B. Downs Blvd	Tampa
		<b>(East coast – Brevard Co) ***</b>		
	Mammo	Health First Diagnostic Center	1350 South Hickory St.	Melbourne
	Mammo	Cape Canaveral Hospital	701 W. Cocoa Beach Causeway	Cocoa Beach
	Mammo	Breast Center at Gateway	1223 Gateway Dr.	Melbourne

### Clinical Compliance

Valencia College utilizes *Castle Branch* to document and verify each student's eligibility to be placed in a clinical practicum. Specific instructions will be provided after the student has filed his or her intent to

enroll in the Practicum course. Prior to beginning the clinical practicum course, students must provide the following documentation:

- Current criminal background check and fingerprinting
- Drug screening
- Physical exam form
- Record with up-to-date immunization data

Specific instructions and estimated costs can be found at [Orientation and Compliance](#)

Demonstration of clinical compliance before and during clinical placement is a requirement of our clinical education sites. If a student is arrested after he/she has been accepted into the practicum course, he/she must notify program officials within 24 hours. Any arrest, regardless of guilt or innocence, **must be reported**. Failure to notify the programs officials will result in program dismissal due to unprofessional/unethical conduct. An arrest may affect the student's eligibility to attend clinical practicum and may delay program completion.

## Substance Abuse Policy

A student who is unable to perform clinical activities as assigned with reasonable skill and safety to patients by reason of illness, or use of alcohol, drugs, narcotics, chemicals or any other type of material, or as a result of any mental or physical condition, shall be required to submit to mental or physical examination. The physician and health care practitioner must possess expertise to diagnose the impairment and be approved by the department. Cost of the examination will be the responsibility of the student. Failure to submit to such an examination may result in dismissal from the program.

## Confidentiality and Use of Electronic Devices Policy

### Authorization to Release Student Information

Throughout the BS in Radiologic & Imaging Sciences program and at the completion of the program, information necessary for clinical affiliation and field licensure will be sent to the appropriate agency. The student will be asked to sign a consent form(s) which will be retained in the student's program file and Valencia College Records Office for the duration of student tenure.

Information concerning a student's performance while enrolled in the BS in Radiologic & Imaging Sciences program at Valencia College is subject to the Family Educational Rights and Privacy Act (FERPA). Education records, to include reference to a student's performance while enrolled in an educational program may be released only with the written permission of the student or as otherwise permitted by law. In order to release reference information to a potential employer or program, the [Student Consent to Release Education Records form](#) must be initiated by the student and submitted for up to two (2) parties per form, to whom disclosure of education record may be made. The requested information will be released to prospective employer(s) or admission program(s) directly from the Program Chair, Clinical Director or Instructor the student has provided as reference. This form is required for any student that would like a potential employer to obtain information about their performance, grades, conduct and/or employability. You may choose not to complete this form and opt-out of an employer having the ability to speak to a Program Chair, Clinical Director or Instructor in your program.

### **Clinical Confidential Information**

As a student in a Valencia College - Allied Health program, you may have access to confidential information. Confidential information includes client information, employee information, financial information, other information relating to your duty as a student and information proprietary to other companies or persons. You may have access to some or all of this confidential information through the clinical facility assignments, special education projects or other student activities.

Confidential information is protected by strict policies of the clinical facilities and by federal and state laws particularly the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)*. The intent of these laws and policies is to assure that confidential information, that is, Patient's Protected Health Information or Individually Identifiable Information provided to students orally or contained in patient medical records or maintained on the facility's electronic information system will remain confidential and used only as needed to perform legitimate duties as a student and will confine any discussion to the educational setting. Any information, either written or oral, having any relevance to patient care is strictly confidential to anyone outside of the direct care of the patient.

As a student, you are required to comply with the applicable policies and laws governing confidential information. You further understand that professional codes of ethics stipulate that maintaining confidentiality of patient information is a part of professional responsibility and integrity. *Therefore, students may not take any photographs, recordings, or videos while in the clinical setting, NAL, or classroom setting without special approvals from program manager or clinical site supervisor. Posting any such document to social networking or sharing with other individuals is strictly prohibited and may be a violation of Valencia's Academic Honesty policy. HIPAA Laws ensure that all forms of social media will maintain health care appropriate confidentiality.* Any violation of these laws will subject the student to discipline according to the [Student Code of Conduct \(POLICY: 6Hx28:8-03\)](#) which may include, but is not limited to, dismissal as a student and to legal liability. In addition to this policy, each clinical facility may require you to sign a related statement as you begin your clinical rotation.

### **Electronic Devices in Clinical Facility**

While in the clinical agency, students are not allowed personal calls utilizing the agency phone system, with the exception of emergency situations. In the event that an emergent situation warrants communication, it is the student's responsibility to notify the clinical instructor prior to any communication and obtain permission. All personal electronic communication devices must be in the "off" position while in any clinical setting. Electronic equipment (including all visual-auditory communication devices such as cell phones, tablets, video devices, simulation equipment, etc.) can only be used during breaks and outside of the clinical facility. Students must notify faculty when leaving the unit.

### **Clinical Schedules/Attendance/Make-Up Time**

Once the clinical schedule has been approved by the facility, any changes must be coordinated with the facility and the college. For reasons of accountability, liability, and responsibility the college must be aware of all times when students are present in clinical areas.

#### **Time sheet**

Students are to be signed in when they arrive and out when they leave by the Valencia designated Clinical Supervisor (clinical site employee) or floor supervisor. Time sheets must reflect time actually spent at the facility.

## Absences

In the event of illness or any complication that may prevent you from attending your clinical assignment, **YOU MUST** complete the following **BEFORE** your expected arrival time:

1. Call your Clinical Supervisor at your clinical facility
2. Notify your Practicum Coordinator (Valencia faculty)

## Make-up time

Make-up time is not required however, if you desire to make up missed time, you must coordinate the scheduling with the facility. Students may choose to attend additional clinical hours for enhanced experience with the express approval of the department supervisor. The college faculty must be notified of any changes or additions to the clinical schedule for liability purposes.

**\*Vascular Sonography ATC:** All clinical time must be completed, therefore, any time missed must be made up. Please see Clinical Schedules/Attendance/Make-Up Time for additional information.

## Dress Code

Clothing is a form of non-verbal communication that influences the self-concept of the wearer and conveys that concept to the observer. Students in the healthcare profession should adopt a style of dress that conveys competence, efficiency and safety. It is particularly important that students dress in a professional manner when guests are on campus and students are with patients. Rules and guidelines have been set to reduce risk of infection to the patient and to the student.

Students are required to appear professionally dressed and groomed whenever they are in attendance at a clinical site. Solid colored scrubs of any color may be worn unless the facility has a preferred style. **Closed toe and heel shoes only.** All dress code policies of the facility must be followed.

## Radiation Monitoring

Radiation monitoring is not provided for clinical practicum in CT, MRI, or Vascular Sonography. According to the State of Florida DOH guidelines, the CT scanner is located in a protected area and technologists are not exposed to ionizing radiation; and MRI and Sonography do not utilize ionizing radiation.

Students enrolling in the Mammography practicum will be provided with a radiation dosimeter to be worn during their clinical practicum hours. Dosimeters will be mailed to the student prior to the beginning of the practicum and must be returned to "Radiation Detection Company" by the student after the semester is completed.

## Student Health, Liability and Accident Policy

### Student Health Insurance

Students are strongly encouraged to maintain health insurance. Students can be treated at the clinic site for injuries occurring there but are responsible for all costs incurred and/or proof of insurance prior to treatment.

### Immunizations & CPR

Our clinical affiliates require that all students have current immunizations and CPR certification before they attend clinical education. This means documentation must be maintained in the CastleBranch



Tracker, and be available to the college for MMR, Varicella, HBV, Tetanus, PPD, influenza, CPR, and FIT testing throughout the entire program. It is the student's responsibility to see that all **immunizations, CPR, annual PPD, and annual FIT testing are current**. Failure to do so will prevent you from attending clinic. If a student is dismissed from clinic for lack of compliance, all missed time must be made up and the student loses all of his/her professionalism points for the semester. For the purpose of Valencia student clinical rotation, **only American Heart Association BLS CPR** certification is acceptable

### **Liability and Accident Insurance**

Students are assessed fees when enrolling in the clinical practicum course for liability and accident insurance. The following explains procedures to follow concerning accidents, injuries and exposure to communicable diseases. More specific concerns, other than those addressed herein, will be referred to the clinical sites' infection control policies and the Valencia Communicable Diseases procedures for safe and effective management.

### **Procedure for Reporting Clinical Incident, Injury, Exposure, and Errors**

**If injured at the clinical site or lab, students must complete the following steps:**

1. Notify your clinical instructor or lead teacher immediately, before the end of the clinical shift or lab time.
2. Seek medical attention at the clinical location if necessary or through your personal physician if you prefer. The medical provider will need all insurance information. This includes personal insurance and the college provided insurance.
  - Medical providers will file through personal (primary) insurance first, then through the college's insurance carrier (secondary).
  - Medical providers will file through the college's insurance carrier for students WITHOUT personal (primary) insurance.

### **Valencia College Sponsored Insurance Information:**

The coverage of Incident/Injury/Exposure insurance sponsored by Valencia College is through the Florida College System Risk Management Consortium for students in the Health Science programs but is limited to program clinical/lab related incidents only. The insurance does not cover sickness, disease, or injuries occurring on campus outside of clinical/lab activities. It is not group insurance with the college nor is it a worker's compensation policy. This coverage is secondary to a student's personal insurance – if a student does not have personal insurance, it will become their primary insurance for program clinical/lab related incidents only.

### **Responsibilities of the Clinical Faculty:**

The clinical faculty will notify the Clinical Director and/or Program Chair as soon as possible after any incident, including medication error, student injury, or patient injury, but no later than the end of the shift in which the medication error or other incident occurred. The Program Chair will notify the Dean of Allied Health, as soon as possible after the medication error or other incident but no later than 24 hours after the incident. The Dean of Allied Health will notify the Campus President and the VC Risk Manager.

The student and clinical faculty member should immediately complete the clinical facility's Incident/Accident/Error Form, which should then be given to unit/clinic supervisor. The student and clinical faculty member should then complete the School of Health Sciences's Clinical

Incident/Accident/Error Information Form and the clinical faculty member will submit completed form to the dean's suite within 24 hours of completion.

## **Social Media Policy**

### **Procedure for Reporting Medication Errors and Other Incidents**

#### **Involving Allied Health STUDENTS and CLINICAL PATIENTS:**

If a medication error or other incident involves a patient, the student will care for the patient immediately, and subsequently notify the clinical faculty when the patient's safety is determined.

After immediate attention is given to the patient following a medication error or other incident, the student will notify the clinical faculty in person or via pager or cell phone immediately. If the clinical faculty is not at the site, as in the case of Practicum, do not leave a message on a Valencia College (VC) office phone, as this message may not be answered in a timely manner. If a faculty member has not responded to either a pager or cell phone call in a timely manner, please try to reach the clinical faculty again, or contact another faculty member. Leaving a message on cell phone or office phone does not constitute contact.

If an incident or error causes the student to be injured, or expose the student to a blood borne pathogen, the student should seek immediate medical attention at the clinical location, if necessary following the above "Procedure for Reporting Student Clinical Incident/Injury/Exposures" contained within this handbook.

#### **Other Responsibilities of the Clinical Faculty:**

The clinical faculty will notify the Clinical Director and/or Program Chair as soon as possible after the medication error or other incident, but no later than the end of the shift in which the medication error or other incident occurred. The Program Chair will notify the Dean of Allied Health, as soon as possible after the medication error or other incident. The Dean of Allied Health will notify the Campus President and the VC Risk Manager.

The student and clinical faculty member should immediately complete the clinical facility's Incident/Accident/Error Form, which should then be given to unit/clinic supervisor.

The student and clinical faculty member should then complete the School of Health Sciences's Clinical Incident/Accident/Error Information Form (found in the forms portion of this handbook) and FAX the completed form to the attention of the VC Risk Manager at 407.582.1863 as noted on the bottom of the form.

The student, clinical faculty, Clinical Director (if applicable) and/or Program Chair will meet with the Dean of Allied Health and the VC Risk Manager to review the Incident/Accident/Error Information Form within 48 hours of incident. The course work or remediation will be required by the student, to remain enrolled in the Allied Health Program.

## Procedure for Pregnant Students

In an Allied Health program with lab and clinical exposure to blood borne pathogens, medical radiation, unstable environments, and/or the inherent threats of performing in a clinical site beyond academic control – a developing fetus may be exposed to potential harm or death. Students must understand their choice to continue their program of study and accreditation requirements below to minimize or remove the inherent risks in healthcare to both the student and her unborn child; therefore, it is the sole responsibility and option of a student who is, or suspects, they are pregnant to notify their Clinical Coordinator and/or Program Chair. The College has a commitment to provide resources to a student who discloses that she is pregnant, so she can make an informed decision about her academic pursuits related to her pregnancy. Valencia College also has a commitment to provide a fair and equitable opportunity for a revised academic program plan in accordance with College Policy, as well as state and federal laws and federal guidance. See [Valencia College Title IX & Equal Opportunity Policy](#)

In the event a student becomes pregnant in the BS Radiologic & Imaging Sciences program, and the term of the pregnancy is likely to overlap with the student's clinical practicum, it is highly suggested the student speak with her clinical coordinator and/or program chair. It is solely the student's responsibility and choice to speak with the faculty concerning her pregnancy and students should be advised that there are considerable possible health concerns for the fetus, especially during the critical first trimester of pregnancy.

Due to exposure to procedural radiation, students who want to proceed in performing their clinical competencies regularly, while pregnant, need to receive adequate radiation safety education due to exposure to procedural radiation, as well as separate dosimetry badges for the fetus (A federal regulatory requirement). Speaking with a clinical coordinator and/or program chair about the pregnancy and disclosing a due date is solely an attempt to guide and assist the student in her program accommodation needs and concerns, as well as meet federal and state regulatory requirements. Students are advised that the College will work with and assist pregnant students in identifying reasonable alternatives and support to foster continued participation in programs of study. On some occasions, students may choose to withdraw from a course or otherwise be delayed in their progress towards meeting program objectives. In such cases, students will work with the College to identify reasonable alternatives to allow the student to continue when possible. It is the student's choice to remain in or discontinue the program should she become pregnant. If you have any questions or concerns regarding this policy, please contact: **Mr. Ryan Kane, Title IX Coordinator/Equal Opportunity Officer**

1768 Park Center Drive, Orlando, FL 32835

Phone: 407-582-3421

Email: [Rkane8@valenciacollege.edu](mailto:Rkane8@valenciacollege.edu)

## Clinical Education Center Rules and Regulations

In order to maintain high standards of patient care, the Program has established the following rules of conduct in conjunction with the general hospital rules and regulations:

1. STUDENTS ARE SUBJECT TO ALL RULES AND REGULATIONS OF THE CLINICAL EDUCATION CENTER.
2. All patients with whom the student comes in contact will be treated with respect, dignity, and with careful attention given to patient modesty. Treat every patient as if you were the one being imaged. All hospital records and patient records are confidential in nature. Students are expected to maintain confidentiality in a professional manner.

3. A student should never leave a patient unattended. Please note hospital policy for safe practices in patient supervision.
4. Problems - Recognizing that the college and clinical affiliates conduct a joint effort in the education of students, any problem which may arise within the hospital area, should first be discussed with hospital officials (clinical supervisor) before involving the college faculty (clinical coordinators, program director) in the discussion.
5. Report any accident or incident to your clinical supervisor immediately and complete the necessary paperwork.
6. Students will, at all times, present themselves as professionals in the clinical education centers.
7. Students are to be in the clinical area only when they are scheduled to be there.
8. Possession of firearms or explosives, possession or consumption of alcoholic beverages, marijuana or un-prescribed narcotics on clinical site property will result in dismissal.
9. Insubordination to any superior could result in dismissal.
10. Conviction of a felony results in dismissal.

## Student Services and Academic Advising

Although bachelor's students in online programs generally do not need the same Student Services as students in on-campus associate degrees, all of the same services are available to bachelor's students. They are found in the [Valencia Catalog](#).

### Student Resources

Valencia College is interested in making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

### Academic Support Resources

Valencia offers a broad range of services to support student learning. The following link provides information and access to many of these. [Learning Support](#)

### Students with Disabilities

Students with disabilities who qualify for academic accommodations must provide a notification from the Office for Students with Disabilities (OSD) and discuss specific needs with the instructor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. The West Campus Office is located in the Student Services Building, Room 102. You can contact them at 407-582-1523.

### Finances

Each term there is a **Fee Payment Deadline**. Students who register and do not pay their fees by this date will be dropped from their classes and will need to attempt registration again with the Late Registration Fee of \$50. Students who initially register after the fee payment deadline also will be assessed the Late Registration Fee of \$50.

### Financial Aid

The BSRAD is covered by **financial aid** for students who qualify. Valencia [Financial Aid information](#) is provided at this link. The first step in determining your financial aid eligibility is submission of the FAFSA ([Free Application for Federal Student Aid](#)). Note that the federal government requires that some applications be reviewed for accuracy through a process called "verification." If you are selected for this process, you will be required to provide additional documentation to Valencia for review. You will be notified through your MyVC e-mail account or by letter which documents you will need to provide to complete your financial aid file. If you are selected for "verification," your application will take longer to review so apply for financial aid as soon as possible.

**Federal financial aid regulations** permit students on financial aid to **attempt 150%** of the number of credits required for a degree before the student must submit a Satisfactory Academic Progress (SAP) Appeal; thus, students on financial aid seeking the BSRAD can **attempt a total of 192 credits** before

having to file a SAP Appeal. This means that financial aid can be suspended while one is making excellent progress toward the completion of the BSRAD and a SAP Appeal would have to be submitted and approved in order for the aid to be continued. Of course, there are other factors that **affect one's financial aid status** such as grades, overall GPA, percentage of courses completed, etc.

### **Tuition Installment Plan**

Valencia also offers a [Tuition Installment Plan](#) (TIP). The fee and deadlines for signing up for TIP are provided at that site. You may find the [Business Office](#) site to be helpful as well.

### **Academic Advising**

The program advisor, Danielle Montague Walker, provides academic advising for BSRAD students. Contact her with any questions about course selection, registration, degree requirements, and/or progression toward degree. Although e-mail is preferred, you may call her as well. Of course, you can contact her for an appointment if you would like. Because there are only a few bachelor's degrees at Valencia, the bachelor's policies and procedures apply to a relatively-small number of Valencia students so it often is best to ask your questions of the bachelor's program advisor to obtain the answers that apply to bachelor's students.

### **Degree Audit**

Your degree audit identifies the course requirements for your program and indicates which of these courses you have completed, including the foreign language and General Education requirements; the audit excludes all courses not counted in the program.

It is recommended that you run your degree audit at least once per term, after grades have been processed, to check your progression to your degree. If you are considering changing your program, you may run a "what if analysis" degree audit for any degree or technical certificate to help you determine the courses you would need to complete the program.

To run your degree audit, follow these steps:

- Log onto MyVC
- Click *Students* tab at top
- Scroll down to *Path to Graduation*
- Select *#2 My Academic Progress (Degree Audit)*
- Select Term: *Select current or next term*
- Next screen should show your degree
- Click *Generate New Degree Audit*
- Select Term: *Select term you began the BS degree*
- Click your major
- Click *Generate Request*

Please review the audit closely and if you have questions, contact Danielle Montague Walker, the program advisor, at [alliedhealth.BS.ATC@valenciacollege.edu](mailto:alliedhealth.BS.ATC@valenciacollege.edu).

**Change of Degree Concentration** (CT, MRI, Mammography, Cardiac Ultrasound, Vascular Ultrasound or Leadership)

Should you want to change your degree Concentration, you may do so by completing the Change of Major Form in MyVC:

- Log onto MyVC
- Click *Students* tab at top
- Under Student Forms, select Admission & Records
- Select Change of Major Form

Complete the personal information at the top and the questions related to Change of Program; then sign and date the form at the bottom. You then may take the form to the Answer Center on any Valencia campus or you can e-mail the form to Matthew Runnals at [mrunnals@valenciacollege.edu](mailto:mrunnals@valenciacollege.edu) or mail it to:

Matthew Runnals  
Admissions Mail Code 4-8  
Valencia College  
1800 S. Kirkman Road  
Orlando, FL 32811

If you take the form to an Answer Center, please write ATC Student for Matthew Runnals across the top of the form.

If you have any questions about the form, you may contact Matthew Runnals.

### **Alternative Award of Credit**

The BS in Radiologic and Imaging Sciences degree program consists of a core curriculum (27 credit hours including two (2) elective courses) and a concentration (15 credit hours) which includes specific theory and principles course(s) and a clinical practicum if applicable. Five (5) of the concentrations (CT, MR, Mammography, Cardiac US and Vascular US) are considered advanced imaging modalities requiring the practicum; and one (1) –Leadership in Healthcare is considered a non-clinical track which does not include a practicum experience.

Students enter the program with their primary (entry level) certification completed and must select the non-clinical Leadership track or demonstrate advanced clinical skills in one of the chosen modalities to fulfill graduation requirements. This is accomplished by successfully completing the required courses in the chosen concentration-or obtaining a professional credential(s) in an advanced modality by a nationally-recognized credentialing body. Advanced credentials are earned through passing a rigorous national certification exam after documenting significant levels of clinical competency in the modality.

The program recognizes that credentialing by the ARRT, ARDMS or NMTCB in an advanced clinical practice modality indicates that the professional has achieved the appropriate level of theoretical knowledge and clinical competency to practice in the specific modality.

Students who have earned at least 21 upper division degree credits (3000 and 4000 level courses) and hold additional certification(s) above those considered entry level may apply for “Award of Credit” to satisfy the program requirements as indicated below.

Students with appropriate primary certification and additional post-primary certification in CT, MR or Mammography will be eligible for credit for clinical practicum and applicable principles courses.

Students with multiple primary certifications or post-primary certifications in content areas not included in the program curriculum may only receive credit for clinical experience. Completed applications will be reviewed by the academic department to determine eligibility for course credit in these situations.

If you hold more than one professional certification and you are interested in requesting the Award of Credit for your professional certifications, you should review the Award of Credit Agreement and the corresponding Request form. If you meet the requirements and want to request the Award of Credit, then you may follow the instructions and submit the paperwork for your request.

To locate the links for the Agreement and the Request Form with instructions,

- go to: [Alternative Award of Credit](#)
- scroll alphabetically to Radiologic and Imaging Sciences
- click on the Request Form and Certifications.



<i>Certification status</i>	<i>Potential credit awarded</i>	<i>Principles courses</i>	<i>Practical Practicum</i>
<b>ARRT Primary Certifications (Radiography, Radiation Therapy, Sonography, Nuclear Medicine)</b>			
Primary + MR	9	RTE 3591 RTE 3592	RTE 4943L
Primary + CT	6	RTE 3590	RTE 4942L
Primary + QM	3	RTE 4474	NA
Primary + M	6	RTE 3588	RTE 4941L
<b>ARDMS Primary Certifications (RDMS, RDCS, RVT) OR CCI Primary Certifications (RCS or RVS)</b>			
<b>RDMS and either RDCS or RCS</b> Cardiac Ultrasound	10	RET 4440C RET 4441 C	RET 4942L RET 4943L
<b>RDMS and either RVT or RVS</b> Vascular Ultrasound	10	SON 3172C SON 3173	SON 3806L SON 4816L
<b>RDCS and RVT or RCS and RVT</b> <b>Choose One:</b>			
Cardiac Ultrasound	10	RET 4440C RET 4441C	RET 4942L RET 4943L
Vascular Ultrasound	10	SON 3172C SON 3173	SON 3806L SON 4816L
<b>NMTCB Primary Certification (Nuclear Medicine Technology)</b>			
Primary + CT	6	RTE 3590	RTE 4942L

## Guidelines for Experiential Learning Credit

If you are currently employed in an advanced imaging modality such as MRI/CT/Mammography—or work at a facility that would allow you to cross-train in an advanced modality—and can provide appropriate documentation that you have satisfied the requirements of RTE 4941L (Practicum); RTE 4942L (CT Practicum); or RTE 4943L (MRI Practicum) through your professional experience, you may choose to apply for **Experiential Learning** credit instead of completing the practicum course. You must submit the required documentation and pay the Experiential Learning fee per credit (rather than regular tuition).

See the Experiential Learning Policy from the Valencia Catalog below:

### Experiential Learning (Valencia catalog)

*As a Valencia student, you may be awarded appropriate credit for your demonstrated knowledge gained from experiential learning. This learning may result from an industry certification, in-service training or employment experiences.*

*To request course credit based on experiential learning, you are required to provide documentation of the learning experience (certificates, employment records) and demonstrate acquired knowledge, skills, and competencies linked to the learning outcomes for the course(s)*

*for which you are seeking credit. Credit for experiential learning is awarded based on portfolio assessment.*

*You may obtain an Experiential Learning Packet including the Request for Portfolio Assessment in MyVC under Student Forms. The Experiential Learning fee is reflected with the fees in the Financial Information and Fees section of this catalog and is assessed per credit requested. To apply for Experiential Learning credit, you must complete the Request for Portfolio Assessment form and submit it along with the fees to the Business Office prior to submission of the portfolio. Once the application process has been completed, you may submit your portfolio to the appropriate Academic Dean's office. The Dean will assign the assessment to a faculty member qualified in the academic field who will provide a written evaluation of the assessment and determine if credit is to be awarded and, if so, the amount of credit.*

The process and forms needed to complete the Experiential Learning Portfolio can be found under "Student Forms" on the Valencia Web Site: [Experiential Learning](#)

You will need to demonstrate that your professional experience is equivalent to the learning objectives for the Practicum course you are seeking. The course objectives for each practicum course will be provided to you upon request. An Experiential Learning checklist is available for each of the three practicum courses. You will need to print the appropriate form and have it completed by your supervisor or Radiologist and submit it with your portfolio documents.

Credit will only be granted after the Experiential Learning Portfolio is approved and all prerequisite courses for the appropriate practicum course have been met.

**Vascular Sonography ATC:** Excluded from experiential learning

## Graduation

Valencia graduates students at the end of each Fall, Spring and Summer Full Terms and holds an annual commencement ceremony at the end of Spring Term. Graduates from the preceding Summer and Fall Terms can participate in the Spring Term graduation ceremony.

Early each term there is a **graduation application deadline** for students who plan to graduate at the end of that term. To graduate, you must submit a successful graduation application by the specific deadline listed in the [Important Dates and Deadlines Calendar](#) in the online Valencia Catalog:

To apply:

- sign on to MyVC
- click the Students Tab at the top
- scroll down to Path to Graduation
- click on the Graduation Application
- complete and submit the application

Soon after, you will receive a reply with an acceptance of your application or a denial. With either response, please forward the response to Danielle Montague Walker so that she will know your status—that you are "okay for graduation" or that she needs to look into something for you. Valencia encourages you to participate in the graduation ceremony for you to be recognized and for you to

represent your program. Participation in the graduation ceremony and the reception held for BS graduates gives you a chance to meet students and faculty with whom you may have worked throughout your program but whom you may never have met.

### **Licensure Status**

Your professional certification must remain current throughout your enrollment in the BSRAD Program. Any changes in licensure or certification status must be documented by submitting a copy of your current license. If at any time you become uncertified for any reason, or if you are obligated to surrender certification in any jurisdiction for disciplinary reasons, you must inform us of your change of status. It is your responsibility to report this to the Program Chair, Dr. Susan Gosnell.

### **Change of Name/Address**

Any change in name, local address, permanent address (if different from the local address), or telephone number should be reported to the Student Records Office promptly.

## **Appendix A: Clinical Practicum Request Form (CT, MRI, Mammography)**

## Practicum Request Form

Placement in clinical practicum is recommended to occur the semester following successful completion of the pre-requisite course work. It is, however, not automatic and must be specifically requested. In order to be placed in Clinical Practicum, you must complete and submit this form by the deadline, and respond to all follow-up correspondence. **You must also be registered for the practicum course and satisfy all compliance requirements before placement will be secured.**

Name:		VID# -	
Atlas Email:			
Phone:			
Address:			

**Indicate the program in which you are currently enrolled:**

<b>Certificate</b>	
<b>Bachelor's degree*</b>	

\*If enrolled in the BS program, you must have completed RTE 3116 or provided documentation of professional employment within the last 12 months to Julia Ribley.

**Indicate your modality/Practicum course:**

<b>MRI - RTE 4943L</b>	
<b>CT - RTE 4942L</b>	
<b>Mammo - RTE 4941L</b>	

**Indicate your preferred days/times.**

The clinical practicum must be completed within a single semester and consists of 240 hours of clinical time. During a normal 15 week semester (fall and spring), that would be 16 hours per week. The summer semester is only 12 weeks so you should plan to schedule 20 hours each week. Specific days and times may be scheduled based on the student's availability with the approval of the clinical site; however, the student should be careful to consider patient volume and the availability of a variety of procedures when setting his or her weekly schedule. We recommend performing your rotations during normal week day hours when possible to gain the most benefit from your rotation.

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Requested times							

**Special notes:** (Include any special considerations the faculty should know about your schedule)

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## Check the facility where you prefer to do your clinical practicum

(Indicate your first and second choices):

Clinical placement can **ONLY** be secured at facilities where Valencia College has an active affiliation agreement in effect. The existence of an affiliation agreement does not guarantee that the facility will accept students for placement during any given semester nor for the concentration requested. All effort will be made to place students at their preferred clinical site; however, there are sometimes circumstances beyond our control that prevent this from happening.

	modality	NAME OF FACILITY	ADDRESS	
		<b>Orlando (Central) region</b>		
	CT/MR/Mammo	Orlando Regional Medical Center	1414 Kuhl Ave, Orlando, MP #3	Orlando
	CT/MR	Dr. Phillips Hospital	9400 Turkey Lake Rd	Orlando
	CT/MR/Mammo	South Seminole Hospital	555 West State Road 434	Longwood
	CT/MR	Health Central Hospital	10000 West Colonial Drive	Ocoee
	CT/MR/Mammo	Simon Med Imaging Centers	Variable locations	Orlando area
	CT/MR/Mammo	Central Florida Regional Hospital	1401 West Seminole Blvd	Sanford
		<b>(South region)</b>		
	CT/MR/Mammo	South Lake Hospital	1900 Don Wickham Dr.	Clermont
	CT/MR	Kissimmee Outpatient Center	1503 West Oak Street	Kissimmee
	CT/MR/Mammo	Osceola Regional Medical Center	700 West Oak Street	Kissimmee
	CT	St. Cloud Regional Medical Center	2906 17th Street	St. Cloud
	MR	Lakeland Regional Medical Center	1324 Lakeland Hills Blvd.	Lakeland
	CT/MR	Winter Haven Hospital	200 Avenue F, NE	Winter Haven
		<b>(North region)</b>		
	CT/MR	Halifax Health Center	303 N. Clyde Morris Blvd	Daytona Beach
	CT/MR/Mammo	Advent Health Memorial Medical Center	Variable locations (Volusia/Flagler)	Volusia/Flagler
	CT/MR/Mammo	Leesburg Regional	700 N. Palmetto St	Leesburg
	CT/MR	The Villages Regional	1451 El Camino Real	The Villages
	CT/MR/Mammo	Baptist Health Center	800 Prudential Dr.	Jacksonville
		<b>(West coast)</b>		
	CT/MR	Advent Health -Carrollwood	7171 N. Dale Mabry Hwy	Tampa
	CT/MR	James A. Haley Veteran's Hospital	1300 Bruce B. Downs Blvd	Tampa
	CT/MR	Brandon Regional Hospital	119 Oakfield Dr.	Brandon
		<b>(East coast – Brevard Co) ***</b>		
	Mammo	Health First Diagnostic Center	1350 South Hickory St.	Melbourne

	Mammo	Cape Canaveral Hospital	701 W. Cocoa Beach Causeway	Cocoa Beach
	Mammo	Breast Center at Gateway	1223 Gateway Dr.	Melbourne

## Appendix B: Clinical Incident/Accident/Error Information Form



Student Claim Form  
 2017.pdf

## Appendix C: Vascular ATC

### VASCULAR ATC

#### MISSION

To prepare competent entry-level vascular technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains

#### PROGRAM OUTCOMES

##### Students will:

- ❖ Be prepared as competent entry level vascular sonographer in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domain
- ❖ Perform effective communication skills within the healthcare environment.
- ❖ Provide a safe environment in the healthcare setting.
- ❖ Practice professional behaviors in a healthcare setting.
- ❖ Execute safe clinical decision making in medical imaging.

#### IMPORTANT CONTACT INFORMATION

Carolyn DeLeo, Program Chair <a href="mailto:cdeleo@valenciacollege.edu">cdeleo@valenciacollege.edu</a> Office: 47-582-1143	Ann Marie Lyle, Clinical Coordinator <a href="mailto:alyle@valenciacollege.edu">alyle@valenciacollege.edu</a> Office: 407-582-1191
Maria Smith, Adjunct <a href="mailto:Maria.smith@nemours.org">Maria.smith@nemours.org</a> Work: 407-567-4211	Sally Sellars, Adjunct
Clinical Supervisor/Clinical Site	Clinical Supervisor/Clinical Site
Dr. Phillips Hospital: Work:	South Lake Hospital: Lori Haskins <a href="mailto:Lori.haskins@orlandohealth.com">Lori.haskins@orlandohealth.com</a> Work: 352-536-8871
Health Central: Jennifer Garcia, RDCS, RVT <a href="mailto:Jennifer.Garcia@healthcentral.org">Jennifer.Garcia@healthcentral.org</a> Work: 407-296-1543	South Seminole Hospital: Gretchen Warren, RVS, RCS <a href="mailto:Grethen.Warren@orlandohealth.com">Grethen.Warren@orlandohealth.com</a> Work: 407-464-5847
Orlando Health: Sally Sellars, RVT <a href="mailto:Sally.Sellars@orlandohealth.com">Sally.Sellars@orlandohealth.com</a> Work: 321-841-8590	

#### CURRICULUM OUTLINE

<u>Semester I, Summer Term</u>	<u>Lec</u>	<u>Lab</u>	<u>Clinic</u>	<u>Credit</u>
SON3172C Introduction to Vascular Sonography	2	4	0	3
<u>Semester II, Fall Term</u>	<u>Lec</u>	<u>Lab</u>	<u>Clinic</u>	<u>Credit</u>
SON3173 Vascular Sonography II	3	0	0	3
SON3806L Vascular Sonography Practicum I	0	0	16	2



### Semester III, Spring Term

SON4174 Vascular Sonography III

SON4816L Vascular Sonography Practicum II

<u>Lec</u>	<u>Lab</u>	<u>Clinic</u>	<u>Credit</u>
2	0	0	2
0	0	16	2

## **CLINICAL PRACTICUM HOURS**

	<b>Clinical/Lab Hours</b>
<b>Summer (Lab)</b>	48
<b>Fall (Clinical)</b>	240
<b>Spring (Clinical)</b>	240
<b>Total</b>	538

## **REQUIREMENTS FOR COMPLETING THE VASCULAR SONOGRAPHY ATC**

1. Satisfactory completion (with a passing grade) of the following vascular sonographic examination competencies.
  - a. Extracranial Cerebrovascular
  - b. Intracranial Cerebrovascular (Simulation)
  - c. Extremity Arterial Upper
  - d. Extremity Arterial Lower
  - e. Extremity Venous Upper
  - f. Extremity Venous Lower
  - g. Visceral Vascular (Renal) (Simulation)
  - h. Visceral Vascular (Mesenteric) (Simulation)
  - i. Visceral Vascular (Liver) (Simulation)
2. Completion of all required clinical time. Follow instruction in each semester's clinical syllabus.
3. Completion with passing grade of work required by each semester's syllabus both didactic and clinical.
4. Turn in all clinical badges, log sheets and time cards.