3505 Arendell Street, Morehead City, NC 28557 ♦ (252) 222-6000 ♦ www.carteret.edu

RADIOGRAPHY
2021-2022
Entry Fall 2021

The Radiography curriculum prepares the graduate to be a radiographer, a skilled healthcare professional who uses radiation to produce images of the human body.

Course work includes clinical rotations to area healthcare facilities, radiographic exposure, image processing, radiographic procedures, radiographic physics, pathology, patient care and management, radiation protection, image analysis, anatomy and physiology, and radiobiology.

Graduates of accredited programs who have met the ethics, education, and examination requirements are eligible for certification by the American Registry of Radiologic Technologists (ARRT). Radiographers who continue to meet the ethics and educational requirements and renew their registration each year are registered Radiologic Technologists.

Graduates may be employed in hospitals, clinics, physicians' offices, medical laboratories, government agencies, and industry.

Applications are accepted beginning **October 1, 2020** for admission into the Fall 2020 class. An applicant must have a complete admissions file by **March 31, 2021** to be considered for the acceptance process. It is recommended to submit your completed application as soon as possible during the allowed time frame.

ADMISSIONS REQUIREMENTS

1. **High School Transcript:** Must be a high school graduate or equivalent and provide an official transcript.
2. **Application:** All new students apply to, "Health Science: Therapeutic & Diagnostic Services (Nurse Aide Diploma). If currently enrolled at CCC, skip this step.

   Complete a "CFNC Online Application for Carteret Community College" for admission.
3. **Interest Form:** Complete an electronic "Health Sciences Interest Form" for program of study.
4. **Checklist:** Submit a "Health Sciences Program Packet Checklist" to the Health Sciences Advisor in Student Services. This form is available in Student Services, or on the program webpage at Admission Check List.
5. **Transcripts:** Request official transcripts from high school and all colleges attended and forward directly to the admissions office. Applicants who have earned a GED or Adult High School diploma must also have official scores and transcripts forwarded in addition to the high school transcripts.

Official transcripts are those received either by mail or by hand delivery to the Admissions office in the original, sealed envelope from the awarding institution or agency. Faxed transcripts are not considered to be official records. Transcripts are also accepted electronically directly from the awarding institution only.

Home-schooled students must submit a copy of the home school's approved registration from the state in which they are registered.

Wait until all transcripts have been received by the college before submitting the radiography packet. Contact Student Services to check whether your transcripts have been received. Transcripts must be received by the college prior to March 31, 2021 in order for the application packet to be complete.

6. **Placement Tests:** Placement tests must be completed (RISE, NCDAP or ACCUPLACER) within 10 years of starting semester if required at the time of college admission.

   Placement testing may be waived for the program based upon the following:

   - Completion of required college-prep or college-level course work with a grade of "C" or better
   - Achievement of benchmark scores on the SAT or ACT test

   Instructions on how to schedule placement testing are found on the college website under "How Do I Apply" (step four) or you may call the Academic Support office to schedule at (252) 222-6218.

7. **Academic Readiness:**
   I. ENGLISH:
      A. Be eligible to place into ENG 111 without a corequisite or complete ENG 111 with a corequisite prior to admission.
   II. MATH:
      A. Be eligible to place into MAT-143 without a corequisite or complete MAT-143 with a co-requisite prior to admission.

8. **Academic Requirements:**
   I. Algebra Competency – must complete **<u>one</u>** of the following:
      A. High School Math 3 (Algebra II) with minimum grade of "C"
      B. College Math (MAT-143 or higher) with minimum grade of "C"
   II. Biology Competency: (complete one)
      A. Unit of high school biology with a minimum grade of "C."
      B. College-level general biology (e.g. BIO-110, BIO-111) course with a minimum grade of "C."
   III. Chemistry or Physics Competency: (complete one)
      A. High school chemistry or physics course with a minimum grade of "C."
      B. College-level chemistry or physics course with a minimum grade of "C."

9. **Radiography Math Admission Test:** All applicants, regardless of previous course work or SAT/ACT scores or any other waiver, **must take** the designated math admission test. The math test must be taken **within 12 months of the March 31 application deadline** of the enrollment year.

10. **Work Experience:** The applicant must submit documentation of his/her work experience (i.e. resume). Included in the documentation should be the name of company/employer, length of time employed, state part-time or full-time employment, description of job duties and name and phone number of the contact person to verify employment. Submit this documentation to the Carteret Community College Admissions Officer at admissions@carteret.edu.

11. **Job Shadowing Experience/Candidate Information Session:** Applicants with complete admission files will be scheduled to complete a virtual Job Shadowing Experience of a radiology department and a group candidate information session with the program's faculty. The virtual job shadowing experience and the information session will be scheduled by the Radiography Program Chair when an applicant's file is complete. **It is very important to complete your radiography program packet as early as possible in order to be scheduled for both these requirements before April 30, 2021.**

12. **Notification:** Applicants will receive written notification of all enrollment decisions from the Radiography Program Chair by the second week of May.

13. **Medical History/Physical Form:** Applicants accepted into the Radiography Program must possess physical and emotional health compatible with the ability to provide safe patient care. A Medical History/Physical form will be mailed with the tentative acceptance letter by the Radiography Program Chair. The Physical Form must be completed by a physician, physician's assistant, or nurse practitioner. The Radiography Program Chair will designate the time frame for completion and submission of the forms.

DO NOT COMPLETE THESE FORMS OUTSIDE OF THE SPECIFIED TIME FRAME

14. **Technical Standards:** Candidates for admission must meet the technical standards as outlined in the technical standards form distributed during the candidate information session and located on the program web page under admission requirements.

15. **RECOMMENDED COURSES:**

Completion of the following courses is strongly recommended prior to the start of the second 8 week spring semester of the enrollment year in order to make an applicant more competitive for admission:

- BIO 168 and BIO 169 (Anatomy and Physiology I and II) *
- CHM 131 – Introduction to Chemistry or higher
- ENG 111 – Writing and Inquiry*
- ENG 112 – Writing/Research in the Discipline* OR
- ENG 114 – Professional Research & Reporting*
- HUM 115 – Critical Thinking*
- MAT 171 – Precalculus/Algebra (MAT 161 will be accepted)

- MED 120 – Survey of Medical Terminology or MED 121 and MED 122 Medical Terminology 1 & 2.
- PHY 110 – Conceptual Physics or higher
- PSY 150 – General Psychology*
- SPA 111 – Elementary Spanish I

*** Courses with the asterisk (*) are part of the radiography curriculum. It is strongly recommended you take them prior to enrolling in the radiography program. ***

NOTE: BIO 168 and BIO 169 (A+P I and A+P II) have a 5-year time limit for credit approval.

Financial Aid:

Students anticipating receiving financial aid during the Fall and Spring semesters may want to delay taking two of the following courses ENG 114, PSY 150 or HUM 115 until enrolled in the program. This will allow a student to carry the required number of credit hours to receive full financial aid during the Fall and Spring semesters.

CARTERET COMMUNITY COLLEGE RADIOGRAPHY PROGRAM

PRE-ADMISSION DATA SHEET

(2021 Enrollment)

Name of Applicant: _____High School Graduation Date: _____

College(s) Attended: _____Degree(s) Granted _____

I. ACADEMICS:

A. Related High School Courses:

(Tier A – Non-Honors Courses)

Math 3 (Algebra II) (80% or higher) = 10 _____

(Successful completion of DMA 010-060)

Advanced Math= 10 _____

Geom., Precalc., Calc. (C or Higher)

Biology (80% or higher)= 10 _____

College Bio Prereq. (BIO 110,111 or equivalent) (B grade or higher)

Physics or Chemistry = 10 _____

(80% or higher)

Other Advanced Science (not Biology)

(C or Higher)= 10 _____

TIER B (Honors/AP Courses):

Math 3 (Algebra II) =30 (A)20 (B)10 (C) _____

Adv. Math =30 (A)20 (B)10 (C) _____

Biology = 30 (A)20 (B)10 (C) _____

Physics = 30 (A)20 (B)10 (C) _____

Chemistry = 30 (A)20 (B)10 (C) _____

Other Adv.

Science= 30 (A)20 (B)10 (C) _____

B. Testing:

Before 2006: 2006 and After:

ACT20-21=10 _____ACT20-21=10 _____

22+=30 _____22+= 30 _____

SAT1000-1100=10 _____SAT1500 = 10 _____

1101+=30 _____1501+= 30 _____

C. High School Weighted GPA 3.0 or higher = 20 _____

D. College GPA:

Includes at least 1(4credit) Math or Science course;

minimum 1 semester with 12 credits 3.0–4.0 = 20 _____

E. BIO 168(A) =40 _____

(B) =20 _____

(C) =10 _____

BIO 169(A) =40 _____

(B) =20 _____

(C) =10 _____

F. Completed Bio Credits:BIO 168 and BIO 169 (40 Pts.) _____

G. Medical Terminology MED 120 or 121 and MED 122

(A) =20 _____

(B) =10_____

H. SPA 111=10 _____

I. College Math & Science:

Math 143:

(A)= 30 _____

(B)= 20 _____

(C)=10 _____

Math 171 or Higher: (MAT 161 Accepted)

(A) =50 _____

(B) =40 _____

(C) =30 _____

Introduction to Chemistry 131:

(A) =30 _____

(B) =20 _____

(C) =10 _____

General Chemistry 151

(A) =50 _____

(B) =40 _____

(C) =30 _____

Conceptual Physics 110

(A) =30 _____

(B) =20 _____

(C) =10 _____

College Physics 151

(A) =50 _____

(B) =40 _____

(C) =30 _____

J. Completed one (1) College Level Chemistry Course and one (1) College Level Physics Course=40_____

K. General Education Courses

Eng. 111 Writing and Inquiry

(A) =15 _____

(B) =10 _____

(C) = 5 _____

Eng. 112/114 (Writing and Research in the Discipline /Prof. Research &Reporting)

(A) =15 _____

(B) =10 _____

(C) = 5 _____

Hum 115 (Critical Thinking)

(A) =15 _____

(B) =10 _____

(C) = 5 _____

PSY 150 General Psychology

(A) =15 _____

(B) =10 _____

(C) = 5 _____

L. All General Education courses completed at Carteret CC =40 _____

M. Radiography Admission Test Scores:

Place into MAT 171= 40 _____

N. College Graduate:

BS Degree=50 _____

AS Degree=25 _____

II. PERSONAL QUALIFICATIONS:

A. People-Oriented Work Experience (FT)

1 - 2 years5 _____

3 – 5 years10 _____

6+ years20 _____

B. Other Job Experience:

Management15 _____

Health Care25 _____

Valid documentation of work experiences, including names and contact information of supervisors, must be submitted with the application in order to receive admission points. Submit this information to the admissions officer via an electronic copy or hard copy. Be sure to include your name and the program you are applying for on the information you submit.

TOTAL POINTS EARNED _____

FINAL NUMERICAL RANK _____

Signature: _____Date: _____

Elaine M. Postawa, M.Ed., R.T.R.
Chair, Radiography
Carteret Community College
Radiography Program

RADIOGRAPHY MISSION STATEMENT

Carteret Community College's Radiography Program is dedicated to the delivery of a quality education in radiography through continuous program improvement and actualization of program goals while fostering life-long learning. Through an outcome-focused learning environment the program will provide our healthcare community with competent, compassionate, professional entry-level radiographers who are prepared to sit for the American Registry of Radiologic Technologists (ARRT) examination, secure employment in their field, and engage in professional growth and development.

GOALS

1. Students will possess the knowledge and clinical competency skills of an entry-level radiographer.

2. Students will communicate effectively.

3. Students will demonstrate critical thinking skills.

4. Students /Graduates demonstrate professional ethics, and are committed to continued professional development.

Radiography students perform essentially the same physical and emotional activities as professional registered radiologic technologists in the clinical setting. Therefore, students accepted into the Radiography Program must be physically capable of successfully performing the following essential technical performance standards with or without reasonable accommodation, related to the occupation safely, accurately and expeditiously.

TECHNICAL PERFORMANCE STANDARDS

Please read the following standards carefully and make an assessment of your ability to perform the required technical performance standards listed below with or without reasonable accommodations.

Walking/Standing: Constantly walk or stand for extensive periods of time, to transport equipment, assist patients, perform radiologic exams, and assist the radiologists.

Use of All Extremities: Constantly use both hands and legs to ensure patient safety when (Hands/Legs) lifting, moving and transporting patients from a wheelchair/stretcher to the radiographic table and back again without causing undue pain or discomfort to the patient or one's self. Both extremities are necessary in the safe manipulation and operation of equipment and in the transporting of patients, x-ray equipment and supplies. Must be able to reach above shoulder level.

Tactile Sensation: Utilize his/her hands and fingers in order to position patients, grasp and easily manipulate equipment, and in assessing the patient. Must be able to palpate a pulse.

Lifting/Carrying: Frequently engage in lifting/carrying activities to move and transport patients, equipment and supplies. Maximum weight for lifting is established at 50 pounds. Varying weights are encountered when lifting and transporting patients. The individual is expected to request assistance when lifting and repositioning patients. The estimated weight for carrying is established at 25 pounds.

Pushing/Pulling: Frequently utilize pushing and pulling in the transfer of patients, equipment and supplies. They are necessary in the manipulation of x-ray equipment into proper positions for radiologic procedures including fixed and mobile units.

Reaching (High-Low Level): Frequently reach, twist and bend in moving and positioning patient's equipment and supplies. They are also required in operating the control panel for manipulation of technical and exposure factors. They are also required in responding to emergency situations and in the delivery of trauma radiological procedures where the patient's physical state may be jeopardized if proper care is not administered in a timely fashion.

Climbing Stairs: Occasionally climb stairs to take equipment, radiographs, etc., to other floors.

Stooping: Frequently stoop to position equipment, assist patients, or locate and obtain supplies.

Sitting: Occasionally sit to perform radiologic exams, record data on patient's examination request and schedule radiologic examinations.

Occupational Exposure: Possess the ability to protect self and others by implementing appropriate precautions due to possible exposure to communicable diseases, and/or blood and body fluids, toxic substances, and radiation exposure.

Reading Comprehension: Read and correctly carry out written instructions given on requisitions, treatment charts, notes and other records.

Hearing Comprehension: Understand and correctly carry out oral instructions given by instructors and clinical personnel including in the special procedures suite or operating room setting where all personnel are wearing surgical masks. Monitor equipment and background sounds during equipment operation and report unusual or abnormal sounds to the appropriate person.

Vision: Correctly read technique charts, read and select correct exposure factors at control consoles, and read and set correct distances and other equipment settings at the radiographic and fluoroscopic towers. Visually monitor patient for retention of correct position, correct breathing, motion or evidence of physical or emotional distress during the performance of radiologic procedures, including in dimly lighted environments. Monitor and evaluate the vital signs of a patient including the taking of temperatures and reading standard thermometers, taking blood pressure, monitoring respiration, and pulse rate. Evaluate radiographs for technical quality including visual perception of IR exposure levels, contrast levels, evidence of distortion, and evaluation of minute structural details for evidence of blur.

Communication: Communicate clearly, both orally and in writing, with the patient, patient's family, clinical personnel, and others in order to obtain or disseminate information relevant to patient care and work duties.

Interpersonal Skills: The radiography student must possess interpersonal skills sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.

Emotional Abilities: Demonstrate emotional stability and mental alertness in day-to-day interactions with patients, visitors, staff and peers in high stress/pressure situations in the radiologic environment.

GRADING SYSTEM

Part of any competency-based educational program is the establishment of minimum levels of achievement. The course materials distributed for each RAD course include a list of competencies, how each will be evaluated, and a minimum level of achievement for each. **The lowest level of acceptable achievement in a RAD course is 80%.** Some course work requires higher levels, even to 100% for essential items. The 80% minimum falls in the "B" range on the College's grading scale (see CCC College Catalog & Student

Handbook). Eighty percent is selected so that the minimum competence of the students will be average. Any sick and/or injured patient has the right to expect care from a healthcare professional that has at least average abilities.

Thus, the program's grading scale is as follows:

A = 90-100

B = 80-89

F = below 80

GENERAL EDUCATION COURSE REQUIREMENTS

A LETTER GRADE OF NO LOWER THAN A "C" WILL BE ACCEPTED FOR CREDIT IN THE RADIOGRAPHY PROGRAM:

ENG 111	HUM 115
ENG 112/114	BIO 168
PSY 150	BIO 169

ACADEMIC PERFORMANCE

High standards are essential to the education of health care professionals, and anything less than average is unacceptable in this program. A Radiography student who fails to meet the minimum competency level on any individual evaluation (test, etc.) will be directed by the instructor as to how they may correct that deficiency. Whether or not a student can remain in the program after failing a RAD course is determined by whether or not that course is a prerequisite for other courses (see Course Descriptions in the College Catalog). If it is a prerequisite, the student will have to drop out of the program and retake the failed course when it is offered again the next year and then continue in the curriculum. This continuation is possible only if there is a space available in the next year's class. Accreditation policies and procedures put limits on the number of students in the program. Thus, there can be no guarantee of space availability for any student. It is the student's responsibility to maintain contact with the Radiography Program Chair to determine if there is available space in the class so that he/she may continue.

A student can be readmitted to the program this way only one time. If the course that was failed is not a prerequisite for other courses, the student must make it up at a later date, without interrupting the rest of the curriculum sequence. This may delay graduation for the student.

REQUIREMENTS FOR PROGRESSING FROM FIRST YEAR TO SECOND YEAR

1. Successful completion of first-year curriculum courses.
2. Successful completion of clinical competencies for the first three clinical courses.
3. Successfully passing RAD171 Clinical Ed III course.

REQUIREMENTS FOR GRADUATION

1. Successful completion of all curriculum courses and didactic competencies.
2. Successful completion of clinical competencies.
3. Successful completion of all terminal competencies.
4. Successful completion of RAD 271 course.
5. Exit Evaluation Completed.
6. Payment of all fees.
7. Radiation dosimeter returned to Program Chair

Certification Eligibility Requirements: Ethics Requirements

All candidates must comply with the ARRT Standards of Ethics, including the Rules of Ethics. The Rules of Ethics are standards of minimally acceptable professional conduct for all Certificate Holders and Candidates. The rules are intended to promote the protection, safety, and comfort of patients. Registered Technologists and candidates engaging in any of the conduct or activities noted in the Rules of ethics, or who permit the occurrence of such conduct or activities, have violated the rules of ethics and are subject to sanctions.

Several types of misconduct, charges, and convictions violate The Rules of Ethics. They include:

- Felony or misdemeanor charges or convictions (not including speeding tickets or parking violations unrelated to drugs or alcohol).
- Charges or convictions concerning traffic violations related to drugs or alcohol
- Convictions in a military court
- Violations of state or federal narcotics or controlled substance laws, even if you aren't charged or convicted, Disciplinary actions concerning a professional license, permit, registration, or certification
- Violations of an educational honor code at an institution you attended to meet ARRT certification and registration requirements

Charges or convictions include:

- Those that were stayed, withheld or deferred, set aside, or suspended
- Any plea of guilty Alford plea, or plea of no contest (nolo contendere)
- Any court supervision, probation, or pretrial diversion
- Traffic violations charged as a misdemeanor or felony
- Traffic violations that involved drugs or alcohol

Candidates are not required to report offenses that were committed as a juvenile and were adjudicated through the juvenile court system.

The Application for Certification asks: "Have you ever been charged with or convicted in court of a misdemeanor or felony (including conviction of a similar offense in a military court-martial?" If your answer is "No, you move on to the next question. Anyone who answers "Yes" must provide a detailed explanation and copies of all documentation relevant to the matter. If you have a court-martial, you must provide a detailed personal explanation, documentation verifying the reasons for the court- martial, and the conditions of and status of the sentence.

A second question asks whether you have had any license, registration, or certification subjected to discipline by a regulatory authority or certification board other than the ARRT.

The certification application also asks you to respond to a question about violations or sanctions related to the honor code. All candidates must sign a written consent under the Family Education Rights and Privacy Act (FERPA). This consent allows ARRT to communicate freely and openly with program directors and to obtain specific parts of the educational records concerning violations of an honor code.

If a candidate is concerned about whether his or her past will affect eligibility for certification and registration, there is a way to find out in advance. ARRT investigates all potential ethics violations in order to determine eligibility, and such investigations can cause delays in processing applications. Candidates can avoid delay by requesting a pre-application ethics review of the violation before or during their education, rather than waiting until completing the educational program. ARRT will rule on the impact of the violation on eligibility for ARRT certification. Once ethics eligibility is established the candidate proceeds with application. The pre-application review packet can be downloaded from the https://www.arrt.org/handbooklinksw or you may request a copy by phoning ARRT at (651) 687-0048, ext. 8580.

OTHER INFORMATION

A criminal background check and drug screening are required by the clinical sites prior to participation in the clinical component of the program. A student's progress toward graduation would be jeopardized by any inability to complete the clinical portion of the program due to a clinical site not allowing the student to participate due to the results of the background check or drug screen. Any questions concerning the background check and drug screening should be directed to the Radiography Program Chair.

ADDITIONAL EXPENSES BEYOND TUITION

(amounts are estimates and subject to change)
Radiography – 1st Year

Medical Exam	$300.00	CPR Certification	$45.00
Uniforms	$200.00	Lab Fee	$65
Trajecsys - Clinical Documentation	$150.00	Activity/Technology Fees	$108
Books	$750.00	Liability and Accident Insurance	$37.00
Compliance Tracking System (CBC/DS/Immunizations)	$129.00	Radiation Dosimeter ($74.00 per semester – fall and spring.)	
Miscellaneous Supplies	$50	Summer semester is included pricing.	$140.00

Radiography – 2nd Year

Uniforms	$100.00	Activity/Technology Fees	$88.00
Liability and Accident Insurance	$25.00	Radiation Dosimeter ($48 per semester –	$99.00
Books	$500.00	Professional Conference (attendance is encouraged)	$350.00
ARRT Exam	$200.00	CCC Grad Ceremony	At Cost
Lab Fee	$80.00	Degree	At Cost
Miscellaneous Supplies	$50.00		

RADIOGRAPHY FACULTY

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PROGRAM APPROVAL INFORMATION

Joint Review Committee on Education in Radiologic Technology: 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182; Telephone number: (312)704-5300; E-mail: mail@jrcert.org;
Website: http://www.jrcert.org.

SACSCOC: Carteret Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of Carteret Community College.

For any admissions requirement questions, contact the Admissions Office at (252) 222-6155 or by e-mail at admissions@carteret.edu