

POLICY II: ATTENDANCE

E.II

1. Program Contact Hours: Program involvement (clinical and class) cannot exceed 40 hours per week unless make-up time is required due to a national emergency. A program week starts on Sunday 12 AM and ends on Saturday 11:59 PM.
2. Faculty Expectations: Students are expected to be present and on time for ALL scheduled class, laboratory, clinical, and test sessions. Absences/tardies/leave earlys for clinic are counted in the attendance grading portion of the clinical grade. The faculty expects each student to be in their assigned clinical area at all times. During times where there are no patients to exam, students should spend their time cleaning and stocking rooms, and practicing procedures. At no time should students leave their assigned area to “visit” other areas in the radiology department, doctor’s offices, or hospital/clinics. Visitors (employees and non-employees) to the student’s clinical areas are not permitted and students should not visit clinical sites during their “off” times.
3. Three Personal (Excused) Days: For clinicals, each student is given three (3) personal days (24 hours) per year for absences which occur in clinical time. A half-day = 4 hours; a whole day = 8 hours unless otherwise noted (some clinical days = 9 hours; ½ day = 4.5 hours). Absences beyond the three personal days are considered “unexcused” and all time must be made up prior to the beginning of the subsequent semester (see #6 below for clinical make-up time). Unused personal days cannot be carried over to the 2nd year of the program. Students may not use PTO to extend college breaks. If a student is sick before and/or after a scheduled break which extends the break, the student must supply a written physician’s note explaining the absence. Should such incidents occur, the student will be disciplined according to program policies. **The student is allowed to collect hour to hour ratio for Food Drive, 2 hrs. per 10 pounds, 1:1 ratio for community service, and evaluation credit. However, the student has to use any time earned (over the 24) by the subsequent semester, without taking more than 1 PTO day on a single rotation unless you have a doctor’s excuse. This excuse must be given to the clinical coordinator upon the return to class/clinic.**
Any time earned by the SGA Representatives will not be considered extra time that has to be used, it is time earned and can be used by the student at their own discretion.
4. Absence Notification: It is the student’s responsibility to personally notify the faculty of any absence or tardy (for class and/or clinic) 30 minutes prior to the scheduled start. Students should notify the course instructor for class absences and the program clinical coordinator for clinical absences. Each student must have a means to communicate with the faculty via a phone or cell phone. Out-of-range cell phone difficulties are not acceptable reasons for failure to notify faculty. Any type of failure to notify faculty will lead to disciplinary action. See the Program Disciplinary Policy for further details concerning attendance policy violations (i.e., verbal/written warnings, suspension, dismissal, etc.)
5. Class Absence(s): Each student is graded for class attendance (absences/tardies/leave early’s). After a student has missed the 3rd. class session, the student will be dropped from the course with a grade of “F” (excluding surgical/maternity leave). Class absences of two or more days and/or on a test day will require a written physician’s note explaining the illness. When an absence occurs, it is the responsibility of the student to contact the course instructor to review what course work was missed. All make-up/missed coursework, tests, and/or labs should be completed on the first class day back. Make-up test information can be found in the Academic Policy of this Handbook. In incidences where a large amount of course work is missed, the course instructor may allow an action plan to be produced to help the student complete assignments in a timely manner.

6. <u>Clinical Make-up Time:</u>	<u>Time Taken</u>	<u>Type</u>	<u>Make-up</u>
	1-3 days	Excused	0
	4 days	Unexcused	1:1 ratio
	5+ days	Unexcused	2:1 ratio (double)*
	1-4 tardies	Unexcused	1:1 ratio
	5+ tardies	Unexcused	2:1 ratio (double)

Clinical unexcused time must be made-up in the week it occurred (not to go over 40 hours). If the student is in jeopardy of exceeding the 40-hour limit, the student must arrange any existing make-up time with program faculty. All time must be made-up prior to the beginning of the subsequent semester. Unexcused days must be made up in ½ day or 1 day increments and preferable in the same clinical area in which the absence occurred. A Student Make-up Time Commitment Form must be completed for all make-up time. * Note: See maternity leave ratio in this policy.

7. Tardies/Documentation of Tardies: A tardy is when the student is not in class or in the assigned clinical rotation at the scheduled start-time. Students should clock in no more than 5 minutes early at a clinical site; for class, students should allow ample time considerations for parking/walking to class. (If a rotation begins at 7:30 am, the student should be in the clinical area at that time and not at the time card/sheet.) If a student is late to a clinical assignment, a clinical instructor must initial the time sheet/card when the student arrives to clinic. Should a student know he/she will be over 10 minutes late to class or clinic, he/she should notify program faculty and/or clinical instructor at the appropriate clinical site. Tardy time must be made up the day it occurred and documented on the time card/sheet along with the signature of a clinical instructor. If the student is in jeopardy of exceeding the 40 hours per week limit, make up time must be made up during student breaks prior to the subsequent semester. Tardies and/or absences over 2 hours will be counted as a ½ personal day and will be deducted from the total personal days for the year.
8. Leave Early(s): Only the program director or clinical coordinator may grant a student permission to leave class or clinical assignments early (which is an excused leave early). Leaving early without faculty permission is considered unexcused and will be made up on a 2:1 ratio. Only two excused leave early occurrences may be granted in a semester.
9. Scheduling: The program director has full authority to accept or reject changes in a student's schedule who request a change in either clinical assignment or hours (i.e., days off, weekend switch, etc.). Any change of schedule or time-off requests will occur only with the approval of the program director.
10. Bonus Time: Students who have not used all of their three personal days at the end of the first or second year (within last two weeks of semester) may schedule with program faculty, time-off for these days without penalty. The student must give at least one day advance notice to program faculty. No more than three (3) students will be allowed off on any one particular day. Students with any documented disciplinary actions during the current semester are not eligible.

11. Earned Free Day: Students can earn one free clinical day off per semester if: 1) all the required number of competency check-offs are completed and evaluated by the date specified on the syllabus or final exam schedule; evaluations must be completed regardless of CI availability; films should be presented in advance of the earned time date to assure CI and CC availability; and 2) rotational objectives and assignments are dated and completed by the earned time date; and 3) if no time is owed; and 4) no documented disciplinary actions during the current semester; and 5) patient logbook, signatures, technique sheets or forms, or pocket atlas, if applicable, must be dated and turned-in by the earned time date; and 6) must have less than five (0-5) tardies. The free day will be scheduled at the end of the earned semester, immediately prior to the final exam week. No carrying over or banking of free days is allowed.

12. Clinical Attendance Grading: Penalty points will be assessed on each clinical grade per rotation for any clinical absence, tardy or left early (LE) over 1 which occurred in that specific clinical rotation using the following scale:

Days	Points Deducted	Tardies/LE	Points Deducted from Clinical Score
0-1	0	0-1	0
2-3	-10	2-3	-3
4-5	-25	4-5	-10
5+	-100	6-7	-25
		8+	-50

Also : -5 for each notification failure;

-5 for errors using time cards/clinical sheets (i.e., forgetting to use card or sheet/recording wrong time/time not visible on card/failure to have CI sign card or sheet when supposed to or adding clinical hours or failure to complete objectives)

Additional points (-2) will be deducted for each day the student does not turn in items when due.

Semester Clinical Attendance Grading: All of the final attendance rotation grades per semester will reflect the semester grade. See grading scale above. The student will begin each semester rotations with 100 points.

13. Bereavement Leave: Three bereavement days are granted for immediate family members with no penalty to attendance grading for clinical or class. For this policy, immediate family members include: mother, father, children, spouse, grandmother, grandfather, and same for spouse's family. The program recognizes married partners/legal guardian children for bereavement and sickness absences.
14. Jury Duty: Any student called to serve on jury duty is encouraged to request a postponement until the end of the program since it may impede the student's progress in the program. If the student chooses to serve or a postponement is not granted, the time missed must be made up during student vacations/breaks or at the end of the program in order to be meet graduation eligibility. Official documentation of jury duty (days and time) is required to be submitted to the program faculty.

15. Sign-in/out Sheets or Time Cards: All clinical assigned times must be documented on sign-in/out sheets or time cards. Students may not sign/clock-in or out for other students. Accurate times must be recorded. If hand-written time sheets are used, a CI must initial each time a student is “in” and “out” routinely. A CI’s signature is required on the time card/sheet for documenting a tardy and/or make-up time.
16. Weekend Clinical Rotations (if used by the program): Students assigned to weekend clinical assignments are granted two days off to compensate for the weekend assignment because student involvement in program activities cannot exceed 40 hours per week. The first day off will be during the week before the weekend assignment, and the second day off occurs in the week after the weekend assignment. Due to the importance of learning and experiencing trauma radiology, student absences on weekends will be re-scheduled at the program director’s discretion. If the student does not attend his/her scheduled weekend and does not notify (call-in) the staff, time will be made up on a 2:1 basis.
17. Second Shift Rotations: In order to gain additional trauma experience, each student is scheduled second shift clinical rotations both in the program’s first and second years. Documented authorization by the lead/supervising technologist is required for a student to “stay over” the scheduled clinic time; students should seek a relief technologist to finish an examination that will go beyond the designated clinical time. The program faculty (clinical coordinator/program director) authorizes time compensation for “staying over”.
18. Inclement Weather Policy: The following scenarios are policy for inclement weather.
 - If the college is open, but the county or city schools in your area are closed due to weather, you are to **contact the clinical coordinator** on the cell phone number provided to the students, to be excused from clinic with the understanding that these hours will be made up at a later date, specified by program faculty, or the student may claim PTO.
 - If the college is open, but the county or city schools in the area you are to serve clinical hours are closed, you are to **contact the clinical coordinator** on the cell phone number provided to the students, to redirect to another clinical site. If redirection cannot occur, the student will be excused from clinic with the understanding that these hours will be made up at a later date, specified by program faculty, or the student may claim PTO.
 - If the college is open, and no city or county schools are closed, but you do not think it is safe to drive, you are to **contact the clinical coordinator** on the cell phone number provided to the students, to schedule PTO for the day.
 - If the college is closed, you do not have to attend class or clinicals as scheduled, however, per Board of Regents policy, time may have to be made up to satisfy the number of contact hours required for academic and clinical courses.
 - If the college is open and you are in clinic and the schools in that area close for weather, **contact the clinical coordinator** on the cell phone number provided to the students, to leave clinic or be directed to another clinical site, with the understanding that these hours will be made up at a later date, specified by program faculty, or the student may claim PTO.
 - If the college is open and you are in clinic and the schools in your area you live closed due to weather, **contact the clinical coordinator** on the cell phone number provided to the students, to leave and be excused for the day, with the understanding that these hours will be made up at a later date, specified by program faculty, or the student may claim PTO.

Revised 1/14/2011 per University System of Georgia, Board of Regents’ policy.

19. Outside Employment: Outside employment should not interfere with the program's schedules or policies. Students who work as "student radiologic technologist" may not wear program uniforms, program name tags, or program radiation dosimeters while on their job. Procedures performed on the job may not be used as part of the competency-based evaluation system or for graduation competencies. Meetings or in-services for employment between students and their employees should not occur on program time; any missed time will be deducted from the three personal days or is required to be made-up.
20. Physician's Release: A physician's written medical release must be submitted to the Program Director (prior to resuming program activities) in the following incidences: a student who is absent due to a communicable illness (see #22 below), and/or absence over two consecutive days, and/or missed a test . Written medical excuses from Radiologists will not be accepted as a doctor's excuse. An ED (Emergency Department) physician's written excuse is acceptable if the student was formerly admitted to the ED where the physician works and the doctor attended to the student.
21. Communicable Illness: Students with a contagious virus or infection (e.g., flu, strep-throat, GI virus, etc.) should refrain from attending class/clinic until either: 1) they have had no fever for 24 hours and/or 2) they have been on an antibiotic medicine at least 24 hours; and/or 3) have a medical release form signed by their personal physician that states the student is not contagious and may resume program activities.
22. OR/Mobile: Students should be dressed in scrubs/cover-ups prior to clocking/signing-in. At the end of the day, the student should clock/sign-out and then change clothes. Scrub clothing cannot be worn out of the hospital/clinical site without permission from faculty.
23. Adjunct Rotations: Students are allowed to rotate through adjunct imaging areas during the second year of the program if all of the required CBE's are completed to date. Students should strive to be present on all days of these rotations due to the limited time available for each student. Should an adjunct clinical area finish its schedule early or have scheduled equipment maintenance, the student assigned to this area should report to the clinical coordinator or a clinical instructor for re-assignment for the rest of the clinical shift. Students are not permitted to leave early in such an instance. Documentation of any clinical re-assignment (to include date and time) is required to be included on the student time card/sheet along with a CI's signature.
24. Breaks: During clinical time, students may have a 10 minute AM and/or PM break in the middle of a 4-hour block of time. Students are permitted to leave the clinical area for a break if the patient flow warrants and with notification to the student's supervising technologist or a clinical instructor. However, due to the nature of patient flow, most radiology "breaks" mean the technologists and students may bring their snack (i.e, soft drink, crackers, candy bar, etc.) back to the clinical break area (away from patients) and eat/drink. Missed break times cannot be added to the thirty-minute lunch to extend the time. Radiology department "break rooms or lounges" are off limits to students unless there are absolutely no patients that need to have examinations performed and all rooms are cleaned and stocked. Breakfast should not be eaten while on program time; students must plan to arrive early to the clinical facility and eat breakfast prior to clocking in for clinical assignments. Students are not permitted to use tobacco products (smoking/chew) during class or clinical assignments.
25. Lunch/Dinner Breaks: Each student is allowed thirty minutes for lunch or dinner (second shift). Exceptions to the time should occur only with the permission of the program clinical coordinator or rotations that have been previously approved for 1 hour lunches.
26. Autopsy Viewing: Each student is allowed to view one autopsy (maximum 2 hours) during regular program clinical hours. The student must seek the permission of the conducting pathologist to attend. No more than 3 DSC radiologic technology students may attend an

autopsy at one time. Viewing an autopsy after scheduled clinical hours will not count for any credited clinical time.

27. Studying on Clinical Time: Students may only study or do program assignments if there are no patients to be x-rayed or cases to be observed; and all rooms/clinical areas are cleaned and stocked. Students should not rely on assigned clinical time to study for or do class assignments/tests. For each occurrence, students will be credited with a clinical tardy of 15 minutes to be made-up. Each infraction will be documented for the student record. See the program Disciplinary Policy for specific information concerning violations of this policy.
28. Personal Phone Calls and Communication: Students should not be receiving or making personal phone calls/pages while on clinical assignments or in class/labs. All personal pagers, beepers, and phones cannot be with a student while in clinic or class. Family and friends of enrolled students should be instructed to call the program director in cases of emergency at (706) 272-2605 and the student will then be notified. For each occurrence, students will be credited with a clinical tardy of 15 minutes to be made-up. After three occurrences, the student will be credited with an unexcused ½ day for each occurrence.
29. Injuries Leave/Surgery Leave/Maternity Leave: Definitions:
 - Injuries: A student who sustains any type of injury that does not allow the student to perform normal clinical tasks has to take personal time off (PTO) to make up missed clinical time. The student can only return to full clinical duties with a doctor's release. If the student cannot make-up clinical time by the end of the current semester, then the student will be offered a Hardship Withdrawal from all RADT courses and will then restart the program the next year at the beginning of the semester in which the student or will be offered an Incomplete grade in the clinical course (providing that all other classes can be attended). In that case, the Incomplete grade must be resolved by the mid-term of the next semester. If the Incomplete cannot be resolved by that date, the Incomplete will be replaced by an F and the student is then dismissed from the program.
 - Surgery leave: A student who has been diagnosed with an illness that requires a surgical procedure (elective surgery is excluded). A written physician's note must be submitted to the program director stating type of surgery and estimated length of recovery. Pre and post surgery doctor visits follow the normal program attendance policy for absences and are not included in the extended illness/surgery leave.
 - Maternity leave: A student who has formerly (in writing) "declared" her pregnancy to the program director. A written physician's note must be submitted to the program director stating the estimated length of recovery. Maternity leave extends from true-labor-childbirth to the return of program activities as scheduled. Pre and post natal doctor visits follow the normal program attendance policy for absences and are not included in the maternity leave.
 - Banked time: Students are strongly encouraged to "bank" clinical time on a weekly basis to account for the time missed during a scheduled surgical or maternity leave. Banked time cannot exceed the 40 hour per week program involvement activity rule; and cannot exceed three weeks of the current semester clinical hours (Example: a 24-hour clinical week x 3 weeks = 72 hours). Such a 'banking' plan must be documented and discussed with the clinical coordinator. Banked time expires upon the student returning to the program as a full-time student and cannot be used for mother or baby doctor appointments.
 - Assignments: All course assignments, tests, and performance competencies are to be completed in a timely manner upon the student's return. The student is required to meet with course instructors to discuss a plan for the completion of assignments. Any incomplete course, which occurs in the surgical/maternity leave period, will be assigned a grade of Incomplete (I); such incompletes must be resolved prior to enrolling in the next semester to meet the required pre-requisite courses. Should a student not be able to

complete assignments or complete make-up time, the student may be required to withdraw from the program and re-enter at the beginning of the same semester the next year.

Make-up Clinical Time: All missed clinical time due to surgical/maternity leave will have a 1:1 ratio for make-up purposes. Should a student not be able to complete assignments or complete make-up time, the student may be required to withdraw from the program and re-enter at the beginning of the same semester the next year.

Surgical/Maternity leave clinical attendance grading: Banked clinical time will be excluded in the attendance grading for clinic. If a student is unable to bank time prior to the surgical/maternity leave, the time missed after the scheduled recovery period will fall under the normal clinical attendance grading policy. A physician's note is required for extenuating circumstances which may require additional leave time.

30. Absences due to a catastrophic event will follow the College/Program Contingency Plan Policy XXXII.

Dalton State Rad Tech Program Calendar and Student Clinical Obligations

Calendar:

The rad tech program follows the Dalton State College Academic Calendar that is found on the DSC website: <https://www.daltonstate.edu/about/calendars.cms>

The exception of the academic calendar is a 40-hour clinical week scheduled the week prior to the start of Fall semester class.

Other notes concerning Calendar:

1. **Pandemic Information:** Should a Covid closing of the college and/or clinical facilities occur, the program will be directed by the USG (University System of Georgia) on how to make-up class and/or clinical time.
2. **Inclement Weather/Event:** In cases of college closings due to weather related events, the College will make the decision if class and/or clinical time has to be made-up.

Student Clinical/Class Obligations:

Program Attendance: The rad tech program attendance is a full-time endeavor which includes six-sequential semesters. The program begins one cohort group in the summer semester and follows the college calendar as described above. Each week of each semester, students will attend class and clinical assignments up to no more than 40 hours per week. Students may not be assigned clinical settings on holidays that are observed by the college.

Grading for Class and Clinical Attendance: All program classes/clinicals have a variety of items which are evaluated for student grades (tests/assignments/quizzes/final exams/participation/performance, etc.). Attendance grading for both class and clinical assignments reflect tardiness, ethics, participation, level of responsibility, and professional behaviors.

Class Attendance: Class attendance is mandatory in person and only those students with excused health/pregnancy reasons are allowed to attend virtual classes.

Clinical Placement of students: Clinical placements of students are nondiscriminatory and solely determined by the program. Students are made aware of clinical policies and procedures including emergency preparedness and medical emergencies during program orientation as well as, a review of all program policies which are found in the Student Handbook. Each student is required to successfully complete a specific number of competency evaluations in order to meet graduation requirements. No more than 10 clinical hours per day are allowed to be assigned to each student. See Competency Evaluation Policy in Student Handbook for description of types and number of evaluations.

Clinical attendance: Clinical attendance is mandatory and completed in person. Each student is assigned clinical rotations in specified clinical sites throughout the program. All students are rotated between clinical sites either on a bi-monthly or monthly basis. The program faculty assigns clinical rotations each semester. The majority of clinical rotations are on first shift, but a specified number of evenings/weekends assignments will also be scheduled. If a student needs a certain type of competency evaluation, the faculty may re-locate the student where more of a specific exam is performed. All clinical assignments are fair and equitable to students.

PTO and Make-up Time: Each student receives three days (24 hours) of clinical PTO each year. PTO taken in excess of the three days are required to be made-up and scheduled with the program Clinical Coordinator. Students are allowed to make up clinical time during the term or scheduled breaks with appropriate student supervision. Absences from class are not part of the PTO days. Make-up time for extended illnesses and maternity leave are scheduled with the Clinical Coordinator. Banking time prior to leave may be completed if the student does not exceed the 40-hour program week.

Covid Rad Tech Quarantine (Class and Clinic) Policy 2022

Self-Disclosure: A student is required to self-disclose to the DSC Ken White Student Health Center if a student has symptoms and/or exposure to a positive Covid person and/or has a positive Covid test.

Quarantine: If a student is placed in quarantine (class and clinical) via the DSC Ken White Student Health Center due to a positive Covid test or a positive Covid exposure or is exhibiting symptoms, the student will be required to miss (class and clinical) the prescribed days of the quarantine. The following rules for missed quarantine days are:

1. Class days are to be experienced virtually if the student is well enough to attend. All class work/quizzes/tests are to be completed as scheduled or arrangements made with course instructor.
2. Clinical days:
 - A. On the first quarantine period, the student will be required to make-up 50% of the missed clinical time prior to the end of the current semester.
 - B. Additional quarantine periods, the student will be required to make-up all of the missed clinical time prior to the end of the current semester.
 - C. If the student is unable to make-up the clinical time due to occurrence at the end of the semester, the student will receive an Incomplete in the clinical course with the required time to made-up during semester break and prior to the start of the next semester.
 - D. If the student owes more time than can be made-up during a break, then the Incomplete must be resolved by the end of the first month of the next semester.
 - E. All made-up time is to be scheduled with Holly Miller.

Student Signature

Date: _____