



**MISSISSIPPI DELTA**  
COMMUNITY COLLEGE

# **Radiologic Technology**



***STUDENT HANDBOOK***

***Policy/Procedure Guide***

***2020-2021***

2020/2021

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# Faculty of MDCC Radiology Program

## PROGRAM DIRECTOR:

Christie Kisner, MHA/Ed, RT (R) (M) ARRT: Ms. Kisner graduated from the MDCC Radiology Program in 1990. She attended The Institute of Ultrasound Diagnostics in 1995. She holds a BS degree in Radiologic Sciences from Florida Hospital College. She received her Master's from University of Phoenix in Health Care Administration and Education in the fall of 2011. She started at MDCC in the fall of 2001. She is registered in Radiology and Mammography.

## CLINICAL COORDINATOR:

Ashley Putnam, MSRS, RT (R) (T) ARRT: Ms. Putnam graduated from the MDCC Radiology Program in 2000. She holds a BS degree in Radiologic Technology from the University of Louisiana at Monroe and a BSRS degree in Radiologic Sciences from Arkansas State University. She received her Master's degree in Radiologic Sciences from the Midwestern State University in 2010. She started at MDCC in spring of 2007. She is registered in Radiography and Radiation Therapy.

## DIDACTIC FACULTY:

Leslie Ainsworth, M.ED, RT (R) ARRT: Ms. Ainsworth graduated from the MDCC Radiology program in 2004. She Holds a BS degree in Exercise Science from Delta State University. She received her Master's degree in Education from Delta State University in 2010. She attended The Institute of Ultrasound Diagnostics in 2007. She started at MDCC in the fall of 2016. She is registered in Radiography.

## EMERGENCY NUMBERS ON CAMPUS:

Each office has voice mail so that important information may be relayed.

246-6503 Mrs. Holeman	<a href="mailto:pholeman@msdelta.edu">pholeman@msdelta.edu</a>
246-6510 Mrs. Kisner	<a href="mailto:ckisner@msdelta.edu">ckisner@msdelta.edu</a>
246-6504 Mrs. Ainsworth	<a href="mailto:lainsworth@msdelta.edu">lainsworth@msdelta.edu</a>
246-6254 Mrs. Putnam	<a href="mailto:aputnam@msdelta.edu">aputnam@msdelta.edu</a>

## **Radiology Handbook Overview Statement**

The administration, faculty, and staff welcome you to the MDCC Radiologic Technology Program. The Radiology Handbook provides students with information, policies, and guidelines to be successful in the Radiology program. Students must read and follow the policies set forth. The Radiology program reserves the right to alter or change any statement or policy without prior notice. Written notification is sufficient to effect policy change.

Students will also find specific information and requirements in respective Radiology course syllabi.

The MDCC Catalog (<http://www.msdelta.edu/college-catalog/docs/2019.pdf>), Website ([www.msdelta.edu](http://www.msdelta.edu)), and MDCC Student Handbook contain additional information on all services available at Mississippi Delta Community College and should be used by students to obtain full knowledge of all MDCC policies and procedures. The college reserves the right to alter or change any statement or policy without prior notice. The student will receive revisions as they occur.

### **Notice of Non-discrimination Statement**

Notice of Non-discrimination Statement In compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Pregnancy Discrimination Act of 1978 and other applicable Federal and State Acts, Mississippi Delta Community College offers equal education and employment opportunities and does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following have been designated to handle inquiries regarding these policies: EEOC Compliance/Non-Discrimination: Dr. Steven J. Jones, Vice President of Administrative Services; 662.246.6304 or [EEOC@msdelta.edu](mailto:EEOC@msdelta.edu). Title IX: Mr. Derrick Fields, Assistant to the Vice President of Student Services, 662.246.6444 or [titleIX@msdelta.edu](mailto:titleIX@msdelta.edu). Disability Support Services: Nakeshia Fipps, Counseling and Disability Support Service Coordinator, 662.246.6361 or [ADAcompliance@msdelta.edu](mailto:ADAcompliance@msdelta.edu). The mailing address for the above-named representatives is P.O. Box 668, Moorhead, MS 38761.

## **RADIOLOGIC TECHNOLOGY PROGRAM PHILOSOPHY**

We believe that as educators our role is to aid each individual's growth in self-worth and recognition of the student's maximum potential. To accomplish this task we must not only promote professional competency but also be aware of the student's personal and social needs.

Learning should be an intrinsic process evidenced by a lasting change in behavior. It is dependent upon individual abilities, needs, and motivation, and based upon realistic goal setting developed through positive self-regard and self-knowledge.

This learning is facilitated when the individual participates in the learning process and in the practice of applying principles and techniques in varying situations. Radiologic Technology should be dedicated to the promotion of health and the prevention and cure of disease while serving their fellow man by being a part of the medical team dedicated to alleviating suffering, developing new technology and participating as teachers.

Finally, we believe that Radiologic Technology should not simply be a means of material gain, but a labor of love and respect for the progress of medicine in the preservation of human life with regard for human dignity and compassion for the suffering of others.

# **THE RADIOLOGIC TECHNOLOGY PROGRAM MISSION STATEMENT**

The Mission of the Radiologic Technology Program is to provide students the opportunity to obtain the academic foundation, technical skills, and professional background in Radiological sciences to perform as a qualified radiographer upon graduation.

## **RADIOLOGIC TECHNOLOGY PROGRAM GOALS**

**Goal #1:** Students will be clinically competent.

**Goal # 2:** Students will communicate effectively.

**Goal #3:** Students will use critical thinking skills.

**Goal #4:** The students will model professionalism.

**Goal #5:** Graduates will successfully write the American Registry of Radiologic Technology (ARRT).

**Goal # 6:** The program will be effective in the education process.

## ACCREDITATION

The radiology program at MDCC has been accredited by the Joint Review Committee on Education in Radiologic Technology since 1982. To be accredited a program must demonstrate compliance with educational standards developed by professionals in the field. These standards are also recognized and approved by organizations which sponsor the accreditation process. This accreditation agency bases its surveys on a voluntary peer-review system. Although program accreditation is not mandated, some programs choose to circumvent the process by having this type of accreditation. MDCC is regionally accredited through the Commission on Colleges of the Southern Association of Colleges and Schools. Effectiveness data for the program is available on the JRCERT ([www.jrcert.org](http://www.jrcert.org)) and MDCC ([www.msdelta.edu](http://www.msdelta.edu)) websites.

The MDCC Radiology program is accredited by the Joint Review Committee on Education in Radiologic technology (JRCERT) having demonstrated compliance and adherence to the Standards of an Approved Radiography Program. A copy of the Standards is included in each student's handbook, which is reviewed with each student at the onset of the program. The JRC self-study may be requested and reviewed at any time by a student, applicant, parent or any other interested party. Any allegations relating to noncompliance with JRCERT standards should be directed to the program director in writing. If the student is not satisfied with the resolution the student may contact the Joint Review Committee on Education in Radiologic Technology (JRCERT).

### **Contact information for the JRCERT:**

20 N. Wacker Dr. Suite 2850  
Chicago, IL 60606-3182  
Website: [www.jrcert.org](http://www.jrcert.org)  
Email: [mail@jrcert.org](mailto:mail@jrcert.org)  
Phone: 312-704-5300  
Fax: 312-704-5304



## **MISSISSIPPI DELTA COMMUNITY COLLEGE RADIOLOGIC TECHNOLOGY**

The Radiologic Technology Program provides a general education and clinical training program that prepares students for a career in radiography. The technical program combines theory through traditional classroom instruction and laboratory experiences on campus, and clinical experiences in affiliating hospitals to provide opportunities for students to develop skills needed to enter the Radiology profession.

The Radiologic Technology Program commences in August of each year and runs for 22 consecutive months (5 semesters) with a projected graduation date in May. Students receive traditional classroom instruction and laboratory experience on campus during the program. Clinical experience with actual patient contact is provided by rotation through the affiliated hospitals during this period.

Affiliated hospitals are Delta Regional Medical Center in Greenville, Greenwood Leflore Hospital in Greenwood, Bolivar Medical Center in Cleveland, Northwest Mississippi Medical Center in Clarksdale, South Sunflower County Hospital in Indianola, University of Mississippi Medical Center Grenada, University of Mississippi Imaging Center in Grenada, Panola Medical Center in Batesville, Chicot Memorial Medical Center in Lake Village Arkansas and North Sunflower Medical Center in Ruleville. Clinical assignments are at the discretion of the college.

Students will be required to rotate in the evenings for some clinical rotations. Students are required to document nine (9) 11am -7pm shift during sophomore year either at Delta Regional Medical Center in Greenville or Greenwood Leflore Hospital in Greenwood

The MDCC Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology. Graduates of the program are awarded an Associate of Applied Science degree and are eligible to write the American Registry of Radiologic Technology (ARRT) examination.

The MDCC Radiologic Technology Program is licensed by the Mississippi State Board of Health and maintains regular inspection and licensing of radiographic equipment.

### **Legal Limitations** for Employment as a RT:

According to Mississippi State Law, an individual may not be eligible for employment in a health care agency if the person has ever been convicted of a felony, or plead guilty to, or plead nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (f), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, of felonious abuse and/or battery of a vulnerable adult.

## **National Registry**

Upon satisfactory completion of this program the student may apply to become certified in Radiology by the American Registry of Radiologic Technologists (ARRT). Applicants shall agree to perform duties only under supervision of a duly qualified physician and under no circumstances to give out oral or written diagnosis, or work independently.

Candidates must be of good moral character. Generally, the conviction of a felony or any other offense indicates a lack of good moral character for Registry purposes. Those convicted may be eligible if they have served their entire sentence including parole, and have had their civil rights restored.

Candidates must have had a high school education or equivalent and have successfully completed a program formally approved by ARRT in Radiography.

The examination is a 200-question exam. The student will receive the examination handbook by February of the year the student will graduate. It is the responsibility of the student to schedule the student test date and location.

Those who pass the exam (75% is the pass/fail) and meet all other requirements shall be issued a certificate which confers upon the applicant the right to use the title, "Registered Technologist" and its abbreviation R.T. (R) as long as the certificate remains in good standing.

The certificate is valid for the calendar year issued. It may be renewed by application and payment of a yearly renewal fee fixed by the Board of Trustees of the ARRT.

## **Mississippi State Department of Health**

In addition, radiographers in the State of MS are required to have a state license issued by the MS State Board of Health. ([https://msdh.ms.gov/msdhsite/\\_static/resources/563.pdf](https://msdh.ms.gov/msdhsite/_static/resources/563.pdf))

## MINIMUM ADMISSION REQUIREMENTS:

### MINIMUM ADMISSION REQUIREMENTS:

*Applicants must:*

- meet all general admission requirements for MDCC.
- be a high school graduate or have a satisfactory High School Equivalency score (GED or HiSET).
- have a minimum ACT score of 18 (15 if taken before October 28, 1989) if entering college for the first time OR a minimum ACT score of 16 to 17 (12 to 14 if taken before October 28, 1989) and have completed at least 12 semester hours with a “C” average or better in courses approved by the RT program.
- take the TEAS entrance test at the applicant's own expense. Must be taken within 18 months of the application deadline.
- Candidate must be 18 years of age before the start of the school year in which applying

### PROCEDURE:

Applicants must have the following documents on file in the Health Sciences office by April 1 to be considered for admission to the Radiologic Technology Program:

- MDCC application for admission or readmission
- MDCC application to the Radiologic Technology Program
- An official high school transcript from an approved high school or GED equivalency score, if not previously enrolled in college.
- an official college transcript from all colleges previously or presently attending.
- ACT score
- Entrance test score (TEAS)

Students are encouraged to submit all parts of the application well in advance of the deadline.

**Incomplete applications will not be reviewed for admission.**

### SELECTION:

No applicant will be considered unless the minimum admission requirements are met. Requirements are based on ACT scores, GPA scores, entrance test scores, and performance on core courses. A rating scale is used to evaluate admission requirements. All documents must be submitted in a timely manner. All applicants are considered on a competitive basis. Meeting the minimum requirements does not guarantee admission into the program. The number of applicants accepted is limited due to the nature of the program. Applicants will be notified by letter of their acceptance or non-acceptance to the program. The acceptance letter will include specific instructions regarding all requirements that must be completed prior to August admission. These requirements are listed below:

- completion of Anatomy & Physiology I (BIO 2513/2511) and Anatomy & Physiology II (BIO 2523/2521) with a grade of “C” or better during the summer session or regular session prior to admission to the RT program. Anatomy and Physiology must be completed within the last 5 years.

- completion of Fundamentals of Radiology (RGT 1213) with a grade of “C” or better during the summer session or regular session prior to admission to the RT Program
- satisfactory completion of First Aid/CPR taught during the summer
- satisfactory completion of Math 1102 during the summer, if indicated by entrance test score.
- satisfactory background check (see Policy on Admission to Health Science Program)
- health evaluation form completed by a physician or nurse practitioner
- proof of current immunizations including, but not limited to Hepatitis-B vaccination, Tdap booster, and TB skin test
- acceptable pre-admission drug screen
- attendance in pre-admission orientation

### STUDENT RESPONSIBILITIES

Students who are accepted into the program must:

- attend a Health Science orientation session.
- be aware that, in addition to the regular college fees, Radiologic Technology students will incur expenses for such items as uniforms, books, supplies, liability insurance, background check, Hepatitis B vaccination series, national and state certification examination fees, graduation fees, and registry review seminars.
- be responsible for their own transportation to the college campus and clinical agencies.

### PROGRESSION:

A Radiologic Technology student must maintain a grade of “C” in all RT, mathematics, and science courses to progress in the program. Students who do not maintain a “C” will be dismissed from the program.

# MISSISSIPPI DELTA COMMUNITY COLLEGE

## RADIOLOGIC TECHNOLOGY

### Core Performance Standards

The following performance standards provide descriptions of basic cognitive, sensory, affective, and psychomotor standards for successful radiologic technology program completion. Reasonable accommodations will be examined in accordance with the Americans with Disabilities Act (ADA). Any disability must be declared at the beginning of the program, if no disability is declared the student will be expected to perform at the same standard expected of all students in the program. In order to successfully complete the radiology program the student must be able to do the following:

#### **Essential Observation Standards**

**The RT student must be able to:**

- Observe clinical and laboratory demonstrations of patients being x-rayed for pathological conditions
- Read and comprehend text, numbers, and graphs displayed in print and on a computer monitor
- Display visual and tactile ability sufficient to safely assess and care for patients

#### **Essential Movement Standards**

**The RT student must be able to:**

- Move freely and safely about the radiology department
- Reach radiology bench tops and shelves, patients lying in hospital beds or patients seated in wheelchairs
- Travel to numerous x-ray rooms for practical experience
- Perform moderately taxing continuous physical work, often requiring prolonged standing
- Maneuver stationary and mobile radiology equipment safely performing x-rays on patients
- Adjust exposure factors to produce quality radiographs with minimal patient exposure
- Use an electronic keyboard to operate radiology instruments and to calculate exposure to patients
- Maneuver portable and C-arm equipment throughout the hospital

#### **Essential Communication Standards**

**The RT student must be able to:**

- Read and comprehend technical and professional materials
- Follow verbal and written instructions in order to correctly and independently perform radiology procedures
- Clearly instruct patients prior to x-ray procedure
- Effectively, confidentially, and sensitively converse with patients regarding radiology tests
- Communicate with faculty members, fellow students, staff, and other health care professionals verbally and in a recorded format
- Independently prepare patient history prior to radiology examinations

**Essential Intellectual Standards**

**The RT student must be able to:**

- Possess these intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, and self-expression
- Be able to exercise sufficient judgment to recognize and correct performance

**Essential Behavioral Standards**

**The RT student must:**

- be able to manage the use of time and be able to systematize actions in order to complete professional and technical tasks with realistic constraints
- possess the emotional stability necessary to effectively employ intellect and exercise appropriate judgment
- be able to provide professional and technical services while experiencing the stresses of task-related uncertainty and a distracting environment
- be flexible and creative and adapt to professional and technical change
- recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals
- adapt to working with unpleasant odors
- Support and promote the activities of fellow students and of health care professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem solving and patient care
- be honest, compassionate, ethical and responsible

The student must be forthright about errors or uncertainty. The student must be able to critically evaluate personal performance, accept constructive criticism, and look for ways to improve. The student must be able to evaluate the performance of fellow students and tactfully offer constructive comments.

**Please sign and return this form to the Radiology Technology Program.**

I understand the Core Performance Standards described for the Radiology Technology Program.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Mississippi Delta Community College

## Radiologic Technology Program

### CODE OF ETHICS

This Code of Ethics is to serve as a guide by whom radiologic technologists may evaluate their professional conduct as it relates to patients, colleagues, and other members of the allied health professions and health-care consumers. The Code of Ethics is not law, but it is intended to assist radiologic technologists in maintaining a high level of ethical conduct.

1. The radiologic technologist conducts herself/ himself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease of illness, and without discrimination on the basis of sex, race, creed, religion, or socioeconomic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the health care team. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
8. The radiologic technologist respects confidences entrusted in the course of professional practice respects the patient's right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
9. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities; sharing knowledge with colleagues and investigating new aspects of professional practice.
10. All students are responsible and accountable for their own actions.

11. Students will be considered for ethical probation and dismissal from the radiology program if evidence indicates violation of the ethical code.

When a student in the course of his/her classroom or clinical learning activities demonstrates a pattern of repeated irresponsible and/or unethical behavior the radiology or academic faculty may recommend to the Radiology Program Director that the student be placed on ethical probation and/or dismissed from the program.

When a student in the course of his/her clinical learning activities demonstrates behavior resulting in danger to a patient the radiology or clinical faculty may recommend to the Program Director immediate dismissal of the student.

Ethical Probation is defined as the period of time designated by faculty and administration in which the student's behavior must meet criteria set in the terms of probation in order to remain in the program. The purpose of probation is to redirect student behavior toward desired ethical conduct. Probation is considered a warning.

Dismissal is permanent removal from the radiology program. The purpose of dismissal is to enforce the maximum penalty for violation of the ethical code.



## Radiologic Technology Checklist

REQUIRED COURSES:	PREV. TAKEN	FALL	SPRING	SUMMER	FALL	SPRING
*BIO 2513 Anatomy & Physiology I (3 hrs)	BIO 2513	X	X	X	X	X
*BIO 2511 A & P I Lab (1 hr)	BIO 2511	X	X	X	X	X
*BIO 2523 Anatomy & Physiology II (3 hrs)	BIO 2523	X	X	X	X	X
*BIO 2521 A & P II Lab (1 hr)	BIO 2521	X	X	X	X	X
*RGT 1213 Fund of Radiology (3 hrs)	RGT 1213	X	X	X	X	X
RGT 1114 Clinical Education I (4 hrs)		RGT 1114				
RGT 1223 PT Care in Radiology (3 hrs)		RGT 1223				
RGT 1312 Principles of Rad Protection (2 hrs)		RGT 1312				
RGT 1323 Prin of Exposure & Image Prod (3 hrs)		RGT 1323				
RGT 1513 Radiographic Procedures I (3 hrs)		RGT 1513				
MAT 1313 College Algebra (3 hrs)		MAT 1313				
RGT 1523 Radiographic Proc II (3 hrs)			RGT 1523			
RGT 1124 Clinical Education II (4 hrs)			RGT 1124			
RGT 1613 Physics of Imaging Equip (3 hrs)			RGT 1613			
RGT 1333 Digital Imaging Acq & Display (3 hrs)			RGT 1333			
ENG 1113 English Composition I (3 hrs)			ENG 1113			
RGT 1139 Clinical Education III (9 hrs)				RGT 1139		
RGT 2147 Clinical Education IV (7 hrs)					RGT 2147	
RGT 2911 Radiation Biology (1 hr)					RGT 2911	
RGT 2532 Radiographic Procedures III (2 hrs)					RGT 2532	
RGT 2132 Ethical & Legal Responsibilities (2 hrs)					RGT 2132	
Social/Behavioral Science Elective (3 hrs)					Elective	
ART/MUS Appreciation or History Elective (3 hrs)					Elective	
RGT 2157 Clinical Education V (7 hrs)						RGT 2157
RGT 2921 Radiographic Pathology (1 hr)						RGT 2921
RGT 2542 Radiologic Procedures IV (2 hrs)						RGT 2542
RGT 2933 Certification Fundamentals (3 hrs)						RGT 2933
COM/SPT 1113 Public Speaking I (3 hrs)						SPT 1113
<b>APPROVED ELECTIVES:</b>						
TAH 1113 Medical Terms in Allied Health (3 hrs)						
ENG 1123 English Composition II (3 hrs)						
ART 1113 Art Appreciation OR MUS 1113 Music appreciation (3hrs)						
HIS History (3 hrs)						
ENG Literature (3 hrs)						
MFL Modern Foreign Language (3 hrs)						
PHI Philosophy (3 hrs)						
PSY Gen Psychology (3 hrs)						
SOC Sociology (3HRS)						
<b>ELECTIVES OFFERED BY THE PROGRAM (OPTIONAL)</b>						
RGT 2123 Sectional Anatomy (3 hrs)				RGT 2123		
RGT 2133 Computed Tomography (3 hrs)					RGT 2133	
RGT 2113 Mammography (3hrs)						RGT 2113
<b>Total Hours 88</b>	<b>11</b>	<b>18</b>	<b>16</b>	<b>9</b>	<b>18</b>	<b>16</b>
<b>Advisor Initials:</b>						

\*Required Prerequisites.

Rev. 14

An Associate in Applied Science degree will be awarded upon completion of not less than eighty-eight hours of credit with a minimum cumulative grade point average of 2.00. Students should consult the catalog of the university to which they plan to transfer for specific degree requirements.

**Mississippi Delta Community College**

**Radiologic Technology**

**Program of Study/ Estimated Cost Sheet 2020-2021**

Freshmen Fall 2020 August- December		Freshmen Spring 2021 January-May	
RGT 1312 Princ. of Rad Prot. RGT 1114 Clinical 1 RGT 1223 Pt. Care RGT 1413 Imaging Principles RGT 1513 Rad Proc 1		RGT 1613 Phy. Of Imaging Eq. RGT 1523 Rad Proc. 2 RGT 1124 Clinical 2 RGT 1423 Digital Imaging	
Tuition	\$ 1,530.00	Tuition	\$ 1,530.00
e-book (estimate)	\$ 1000.00	Drug Screen	\$ 70.00
Drug Screen	\$ 80.00	Duplication Fee	\$ 25.00
Insurance	\$ 30.00		
Background Check	\$ 60.00		
CPR	\$ 40.00		
Trajecsys	\$ 150.00		
Radiation Badge (instadose)	\$ 100.00		
MSRT & Tech Club	\$ 50.00		
Duplication Fee	\$25.00		
X-ray Markers	\$80.00		
I-pad	\$450.00		
Uniforms (set)	\$60.00		
Shoes	\$80.00	<b>Total</b>	<b>\$ 1625.00</b>
*ADDITIONAL Background Ck C'dale \$60.00			
<b>Total</b>	<b>\$ 3735.00</b>		

Freshmen Summer 2021 May - July	
RGT 1139 Clinical 3 (9hrs) 8 Week Rotation	
Tuition	\$ 1,530.00
<b>Total</b>	<b>\$ 1,530.00</b>

Sophomore Fall 2021 August- December		Sophomore Spring 2022 January-May	
RGT 2132 Ethics and Legal RGT 2147 Clinical 4 RGT 2911 Rad Biology RGT 2532 Rad Proc 3		RGT 2933 Cert. of Fund. RGT 2157 Clinical 5 RGT 2921 Rad Path RGT 2542 Rad Proc 3	
Tuition	\$ 1,530.00	Tuition	\$ 1,530.00
e-book(estimate)	\$ 500.00	Drug Screen	\$ 40.00
Drug Screen	\$ 40.00	Duplication Fee	\$ 25.00
Insurance	\$30.00	Graduation Pin	\$ 60.00
Radiation Badge (instadose)	\$100.00	Registry Rev Seminar (Kettering)	\$185.00
MSRT & Tech Club	\$100.00		
Duplication Fee	\$25.00		
Online Reg. Exam (Corectec)	\$100.00		
ASRT Modules	\$40.00		
<b>Total</b>	<b>\$ 2465.00</b>	<b>Total</b>	<b>\$ 1840.00</b>

## Classroom Policies

**Full time attendance is required in both academic classes and clinical experience.** Exception to these circumstances must be made prior to entering the program. Students are expected to prepare and attend all learning activities. Regular attendance is a significant factor that promotes success in college work. The program has been planned to ensure the proper ratio of experiences. This includes bringing the correct text, any assignments, and materials for note taking, tape recorders and calculators and accessories to be used in the lab.

**\*\*\* It is the responsibility of the student to consult the instructor, in advance when possible, if an absence is inevitable. The instructor also considers if and/ or how class work is to be made up and if/how credit for such work is assigned\*\*\***

CELL PHONES & ELECTRONIC DEVICES SHOULD ALWAYS BE ON SILENT OR OFF WHILE IN THE CLASSROOM OR LABORATORY.

**A student may be dismissed from class if habitually not prepared.**

### **CLASSROOM TARDINESS:**

Promptness for class is important. Habitual tardiness **will not be tolerated** and may result in dismissal. **Three** tardies within a semester for class assignments is considered excessive and will be treated the same as an absence.

### **ABSENCES:**

Only, the instructor of that class will excuse absences. Missed test and classwork may be made up according to program policy. A grade of "O" will be given if no make-up is allowed. The student should check with the instructor about missed assignments, tests and class work. Obtain class notes from a reliable classmate.

**\*\*Students will be allowed to make up one-unit test per course per semester. Students should refer to the specific policy noted in each course syllabus.**

### **SCHEDULED TEST FORM:**

I realize that I have missed a scheduled test in course \_\_\_\_\_ and will be allowed to take a make-up test. However, I understand that if I miss another scheduled test in this course I will not be allowed to make-up the test and will receive a "0".

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Instructor's Signature

### **ASSIGNMENTS/HOMEWORK/PROJECTS:**

The instructor reserves the right to penalize the student for negligence or reluctance in completing assignments, homework, projects, etc. This could include:

- deducting grade points for missing deadlines
- grade of "O" for incomplete
- remaining after hours to complete assignments
- probation until complete
- dismissal from class
- dismissal from the program for habitual offenders

### **REFERENCES:**

It is not always financially advisable to ask the student to purchase all the textbooks the instructor(s) may use for each course. Therefore, a list of references has been prepared for your information. A list of references may be found on the course syllabus.

### **PROGRAM GRADING SCALE:**

**Students are required to maintain a "C" (75) average in both academic and clinical aspects of the program at all times to progress in the program.** R.T. course grading scale is as follows:

- A - 93-100
- B - 84-92
- C - 75-83
- D - 68-74
- F - below 68

### **CHEATING POLICY**

According to the College Catalog, cheating is a form of misconduct and students found guilty risk dismissal from the college. Cover sheets will be provided during testing. The student is expected to use these at all time. The student is expected to face the front of the room in your desk (no turning sideways). All electronic devices (phones, apple watches, etc) must be removed from desk and placed in a secure spot. This hopefully will provide an environment not conducive to cheating. Any student even suspected of cheating will receive an "O" on this particular exam, be asked to move to the front of the class, and may risk expulsion.

### **DISMISSAL POLICY:**

The Mississippi Delta Community College Program of Radiologic Technology reserves the right to dismiss a student at any time for any of the following reasons:

1. Inability to maintain satisfactory grades
2. Failure to develop those qualities considered essential to the ethical practice of Radiology Technology. (After counseling, if needed)
3. Infraction of hospital or school rules and policies
4. Insubordination

The MDCC Program of Radiologic Technology recognizes that a wide range of problems not directly associated with one's school function can have an effect on a student's performance. In most instances, the student will overcome such personal problems independently and the effect on performance will be negligible.

In other instances, normal counseling will serve either as motivation or guidance by which such problems can be resolved so the student's performance will return to an accepted level.

In some cases, however, neither the efforts of the student nor counseling staff have the desired effect of resolving the student's problems. Therefore, the school believes it is in the interest of the student, the student's family, and the program to terminate the student from the program after hearings and due process as stated in the MDCC Student Handbook and catalog.

When it becomes obvious that a student is not maintaining academic or clinical standards necessary for the training and in the opinion of the college and clinical affiliate cannot improve the student's status to satisfactory standards; the student may be dismissed from the program at any time upon mutual agreement of the college and hospital. Expulsion of a student from the clinical affiliates will be made only upon mutual consent of the college and hospital. The student is expected to conform to all hospital policies and the ASRT Radiologic Technologist's Code of Ethics

### **DRESS CODE ON CAMPUS AT MDCC**

All students are expected to dress appropriately, in good taste, and well-groomed so as not to cause a distraction to the educational purposes of this institution.

*Inappropriate dress includes:*

- No shoes and shirt
- Sagging pants or shorts
- Headdress ("do rags")
- Exposed Underwear
- Short shorts
- Halter or midriff tops
- Hats in buildings
- Unreasonably short dresses
- Pajamas

Any member of the faculty/staff reserve the right to hinder a student from entering a classroom or college sponsored event due to inappropriate dress.

### **Smoking/Tobacco Use Policy:**

MDCC is a smoke free facility and prohibits the use of tobacco on any campus or instructional site. This includes electronic cigarettes and other devices.

Mississippi Delta Community College declared all campuses tobacco-free. The use of all tobacco and smoking products to include cigarettes (also electronic), cigars, pipes, and dipping products inside and outside of any facility owned or operated by the College are not permitted. The Tobacco-free Campus policy is part of the college's commitment to creating a healthy and productive environment for students, employees and visitors of our campus community. Smoking guidelines of each clinical agency must also be observed.

## **STUDENT ACTIVITIES/HONORS**

### **Fund Raising:**

MDCC Radiology program may conduct fundraisers to support student attendance to professional development meetings/events (MSRT Conference, registry review). Faculty asked that students be committed to the fundraising event and meet the minimum requirements.

### **Zeta Zeta Chapter- Phi Theta Kappa Honor Society:**

Phi Theta Kappa's mission is two-fold: 1) recognize and encourage the academic achievement of two-year college students and (2) provide opportunities for individual growth and development through participation in honors, leadership, service and fellowship programming.

Qualifications for membership of Zeta Zeta Chapter of Phi Theta Kappa:

- Be a full-time student enrolled in a program of study leading to a A.A. or A.S. degree or a technical degree and have completed one or more semesters with at least fifteen academic/technical hours. Intermediate, developmental and remedial courses will not be considered.
- As a freshman have a cumulative grade point average of 3.50 or better on fifteen semester hours during the \*qualifying semester. (\*Fall or Spring semesters). Summer school hours and dual enrollment hours will not be considered.
- As a sophomore have a cumulative grade point average of 3.50 or better on at least thirty semester hours.
- Transfer students must complete fifteen semester hours through Mississippi Delta Community College before being considered for membership.
- Exhibit superior scholarship and leadership; and show evidence of good character.

### **Lambda Nu:**

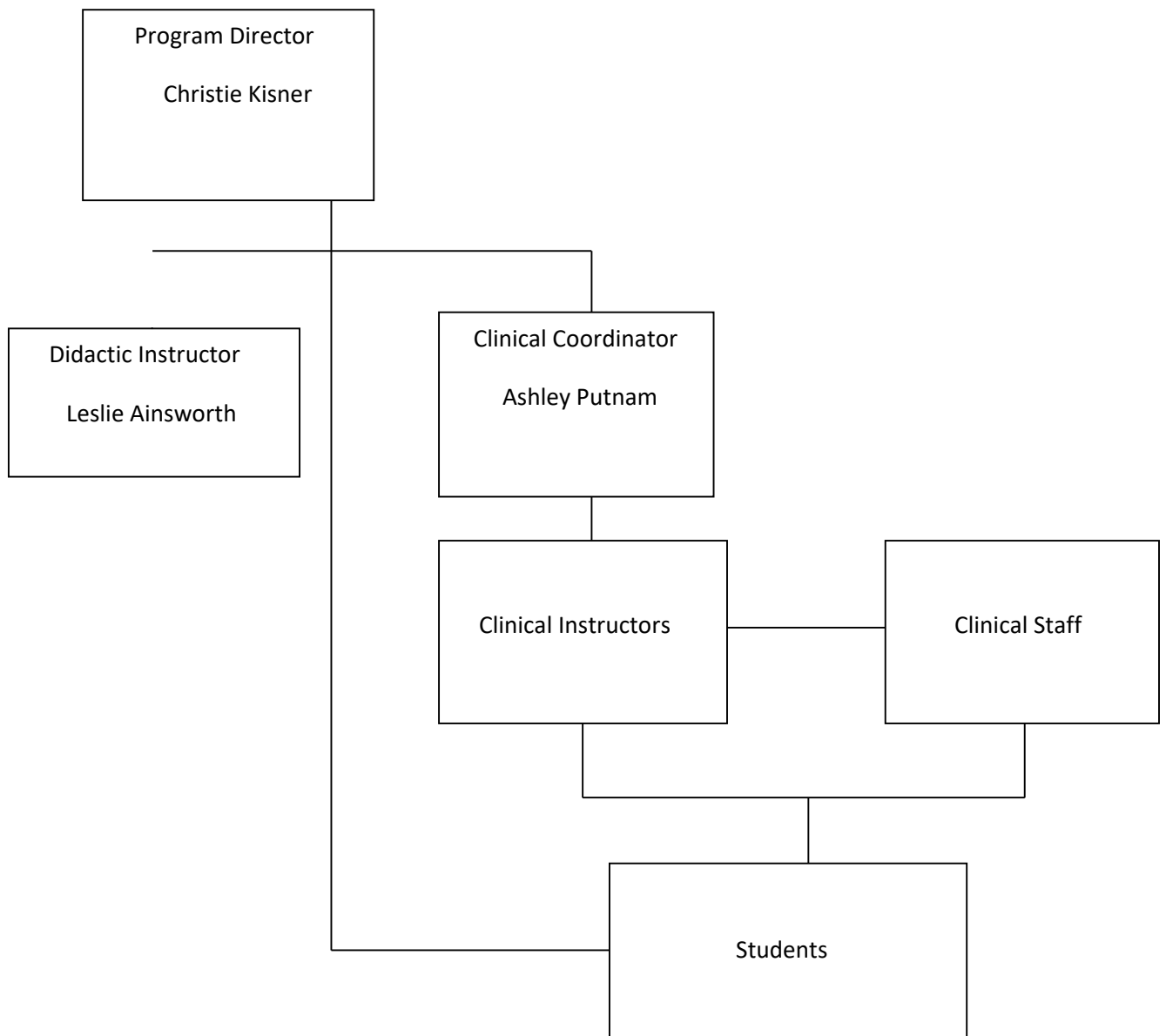
MISSISSIPPI ALPHA CHAPTER OF LAMBDA NU is a national honor society for radiologic and imaging sciences that was inaugurated at Mississippi Delta Community College in 2013. Initial selection of candidates is made by a review of transcripts by society advisors. Candidates must meet all of the following criteria:

1. Professional course GPA 3.0 or higher on 4.0 scale after one full time semester.
2. Enrollment in a radiologic or imaging sciences program as a full time student for at least two semesters.
3. Evidence of professional commitment beyond minimum requirements of the program, including, but not limited to:
  1. GPA higher than Chapter minimum
  2. actively pursuing an independent research project
  3. active membership in a professional organization, as evidenced by:
  4. holding office or committee appointments
  5. preparing for presentation of a professional paper or poster
  6. preparing for competition in a Quiz-Bowl
  7. clinical-based employment in a radiologic or imaging sciences field
  8. participating in a radiology elective course (Computed Tomography or Sectional Anatomy)

**Student Complaint Process:**

The RT program adheres to the MDCC Student Complaint Procedures as outlined in the MDCC Catalog/Student Handbook <https://www.msdelta.edu/college-catalog/docs/full-catalog-sacs-seal-20-21.pdf> (page 98). The RT faculty takes seriously any student's grievance or complaint. A student with a grievance in the classroom should follow the RT department organizational chart which begins with the faculty member followed by the director of the program. If the grievance is in clinical it begins with the clinical instructor, followed by the clinical coordinator/didactic instructor and ends with the director. If the grievance/complaint cannot be resolved within the department the student should seek resolution with the MDCC Student Complaint Procedure outline in the MDCC Catalog.

MDCC Radiologic Technology Program Organizational Chart



## **Program Policies**



**Policy on Readmission to Health Science Programs:**

A student may be considered for readmission to a specific health science program **one time only**. This applies to courses in any respective health science program, whether at MDCC or at another institution. The only exception may be: a student who has a passing grade in the classroom and clinical setting, but was forced to withdraw due to illness, accident, pregnancy, or family crisis may be considered for a second readmission.

Each student requesting readmission into a health science program will be considered on an individual basis. The student must inform the program director, **in writing**, of his/her desire to reenter the Radiologic Technology program. Space must be available in the class and clinical setting. No precedent will be set by the decision of an admissions committee.

At the direction of the Dean of Health Sciences with the recommendation of the Admission Committee, a student requesting readmission to a health science program may be required to take a challenge exam to assess placement. It may be necessary for the applicant to repeat courses.

If reinstatement is granted, he/she will reenter the program as a full-time student at the next course offering.

**Reentry into the program must occur within one year  
Beyond one year, the student must reapply and go through the admissions process**

**Policy on Acceptance of Transfer Students into Health Science Programs:**

The acceptance of transfer students into health science courses is based upon the following:

- space available in the specific course being requested
- evaluation of the applicant's college transcript and course material including:
  - appropriate grades in all course work being considered for transfer
  - comparable content, semester hours, and clinical experiences in courses being considered for transfer
  - letter documenting good standing from administrator of the transferring program
  - ability to meet all MDCC requirements for graduation
  - individual program guidelines

MISSISSIPPI DELTA COMMUNITY COLLEGE  
HEALTH SCIENCES  
SUBSTANCE USE POLICY

It is the goal of Mississippi Delta Community College to maintain an environment that is free from the effects of intoxicants or other substances affecting behavior. It is our belief that a substance/drug free environment is to the benefit of students and employees of Mississippi Delta Community College as well as the surrounding community. MDCC Health Sciences has a zero-tolerance drug/alcohol policy inclusive of: possession, use, or under the influence while on any MDCC campus or clinical affiliate.

Preadmission drug screening is required as a part of the physical exam for all students admitted to the Health Science Programs. A satisfactory drug screen is required for admission. All drug screening will be done in a manner to assure verification of an accurate specimen. All students who are tested must be witnessed by an approved MDCC Official or a staff member of the collecting agency. If there are any discrepancies with the specimen, the student may be subject to retesting. If any student(s) is caught falsifying a urine specimen or in possession of a falsified urine specimen that individual(s) will be immediately re-tested and be subject to disciplinary action by the College and the Health Science Department. If a student does not report for drug testing at the designated time, or leaves the drug testing area without giving a specimen, the test will be considered as a positive test and the student will be dismissed immediately from the program. All prescription medications taken regularly or as needed should be listed on the medical form. The student must notify the program director when taking prescription drugs which affect behavior.

Random and/or group drug screening may take place each semester. Any person in the role of a student in a Health Science Program who exhibits sensory symptoms or behavior indicative of being under the influence of mind-altering substances (reasonable suspicion exists) may be required to have a drug and/or alcohol screening performed immediately. The student will be suspended pending test results. Refusal by a student to participate in a drug screening is in violation of the established policy and will result in dismissal.

If any drug screening is positive, the student is dismissed immediately from the program. Any drug screening, whether it is done for employment purposes, law enforcement purposes or school purposes, that is positive during the period of time the student is enrolled in the Health Science program, the student will be dismissed immediately from the program. The student will be given an opportunity to meet with the Program Director and the Dean of Health Science. The student will be considered for probationary readmission (ONE time only) following completion of a chemical dependency program approved by the Health Science Program at the student's expense. If probationary readmittance is granted, after-care monitoring will be required for the duration of the course of study at the student's expense.

Drug testing procedures will be carried out at the direction of the Vice President of Student Services and the laboratory personnel conducting the screening. Testing may be in the form of urine testing or hair sampling as deemed necessary by the Vice President of Student Services in consultation with the collecting agency. Lab results are submitted directly from the lab to the Vice President of Student Services. The Vice President of Student Services sends notification of drug testing results to the Dean of Health Science or Program Director. Results are confidential and will be placed in the student's file.

MISSISSIPPI DELTA COMMUNITY COLLEGE

HEALTH SCIENCES  
SUBSTANCE USE POLICY

I, \_\_\_\_\_, have read and understand the substance use policy of Mississippi Delta Community College. I grant permission for drug and alcohol testing of myself and acknowledge consent by this signature affixed hereto. I grant permission for the laboratory facility to release lab results to Mississippi Delta Community College.

I understand that I am responsible for providing written documentation from my physician regarding controlled substances that I am taking that could be positively identified in a drug profile.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\*\*\*\*\* PLACED IN THE STUDENT'S PERMANENT FILE\*\*\*\*\*

# STATEMENT OF POLICY REGARDING BACKGROUND CHECKS

## BACKGROUND RECORD CHECK

All radiology students will be required to comply with MS State Law on criminal background checks as regulated by the MS Department of Health. According to the MS State Law an employee applicant shall not be eligible for employment if the criminal history record check discloses a felony conviction, guilty plea or plea of no contest to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (g), child abuse, arson, grand larceny, burglary, gratification of lust, or aggravated assault, or felonious abuse and/or battery of a vulnerable adult that has not been reversed on appeal or for which a pardon has not been granted. Students may also be required to have additional background checks to comply with clinical agency contracts which may include criminal record checks, credit checks, driving history check, and license check. Students must be able to attend clinical agency sites in order to meet the requirements of the radiology courses.

### Legal Limitations for Employment as a RT:

According to Mississippi State Law, an individual may not be eligible for employment in a health care agency if the person has ever been convicted of a felony, or plead guilty to, or plead nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (f), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, or felonious abuse and/or battery of a vulnerable adult.

MISSISSIPPI DELTA COMMUNITY COLLEGE

DIVISION OF HEALTH SCIENCES

POLICY AND PROCEDURE FOR BACKGROUND RECORD CHECK

All Health Science students who will be providing direct patient care in health care institutions regulated by the MS Department of Health should be aware that Mississippi law requires background checks for individuals seeking employment in a health care facility.

According to the Mississippi State Law, an individual may not be eligible for employment if the criminal history record check discloses a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (f), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, or felonious abuse and/or battery of a vulnerable adult that has not been reversed on appeal or for which a pardon has not been granted.

Clinical agencies have the right to refuse employment or eligibility to participate in clinical experiences based on background information. Students who have any eliminating background record will not be allowed admission to any health science program. A student may also be denied the ability to progress in a program of study based on eliminating background information.

The background record check is completed by submission of fingerprints by MDCC campus Police Department to the Mississippi Department of Health. The student is responsible for the fingerprinting fee. The background check MUST be completed prior to admission to a Health Science program or prior to clinical experiences, as defined by the program. Students who have a current background clearance letter processed through a Mississippi clinical agency and the Mississippi State Department of Health may submit that documentation to the program director/supervisor. If the background clearance expires during a student's program of study, the student must repeat the background records check. Students will also be subject to repeat a background record check based on clinical agency requirements, changes in the Mississippi law, rules or regulations, or any suspicion of criminal behavior.

Procedure for Background Record Check:

1. Student will be assigned a time to be fingerprinted by the MDCC Campus Police Department. This will be done in the Campus Police Department office in Tanner Hall or in the Allied Health Building as determined by the Program Director/Supervisor. Failure to attend assigned time may deter a student's admission into a program. Students WILL NOT be fingerprinted without an assigned time.
2. Student must complete Criminal History Background Application Information form.
3. At the assigned time of fingerprinting, the student MUST bring a photo ID driver's license.
4. Upon the completion of the background record check, the student will receive either a Criminal History Record clearance letter from the Mississippi Department of Health or a notarized clearance letter from MDCC, OR determination of non-suitability for employment.
5. If the student receives the clearance letters, a copy is maintained in the student record in the respective Health Science program office. The student is to maintain the original copy for use as indicated by clinical agencies. The student is to carry the original letter to clinical orientation as determined by each agency.
6. If the student receives non-suitability for employment or "RAP" sheet, the student will be required to meet with the Division of Health Sciences Chairperson and Program Director/Supervisor as indicated. Review of the criminal history record check findings will determine if the student is able to participate in clinical experiences based on disqualifying events. If a student does not meet the requirements of the Mississippi law, the student will not be allowed to participate in clinical and will be dismissed from the program. If a student has a non-disqualifying event, it is possible that the student will be able to participate in patient care activities and progress in the program.

If a student has a "RAP" sheet, it is the student's responsibility to meet with the Human Resources Department, as determined by the clinical agency, to review the student's "RAP" sheet for EACH clinical agency attending. The clinical agency has the right to restrict any student with a criminal history record from participating in patient care activities. In the event this occurs, the school will attempt to change clinical sites. However, if the student is not able to attend clinical, the student will not be able to meet the requirements of the program and thus, will not progress.

A copy of the "RAP" sheet will be maintained in a sealed envelope in the student's record in the respective Health Science program office. The student should maintain the original copy of the "RAP" sheet.

## **CONFIDENTIALITY GUIDELINES**

In compliance with the Health Insurance Portability and Accountability Act (HIPAA), information has been provided on maintaining confidentiality regarding patient privacy and data security as it relates to healthcare workers.

Each student is to view the DVD: HIPAA: A Guide for Healthcare Workers or a DVD specific to the appropriate field of study.

All patient medical and financial records and any other information of a private or sensitive nature are considered confidential. Confidential information should not be read or discussed by students unless pertaining to students learning requirements under HIPAA Regulations, patient information can only be discussed if it is directly related to treatment, and even then disclosure of patient information must be kept to a minimum. Discussion of confidential information must take place in private settings. Students must not discuss confidential information to family members or friends, or other parties who do not have a legitimate need to know. Disclosure of the patient's presence in any health care agency may violate confidentiality.

Any unauthorized disclosure of protected health information may subject the student to legal liability. Failure to maintain confidentiality may violate the Code of Ethics Policy and thus be grounds for disciplinary action.

**Each student must sign a confidentiality statement and agree to abide by the guidelines.**

## **CONFIDENTIAL INFORMATION:**

Confidential information learned about a patient in the clinical portion of your training must be regarded as a secret trust and must never be divulged. Through your work and professional relationship with the patient, one may learn many things about their illness, treatment and even their personal lives. This information should not be discussed inside or outside the hospital with ANYONE not professionally connected to the patient. Any breach of this policy could result not only in dismissal, but legal action by the patient as well.

## **SOCIAL NETWORKING POLICY**

The MDCC Radiology program recognizes that social networking websites are popular means of communication. Students who use these websites must be aware that posting certain information is illegal. All persons involved in healthcare delivery, including students enrolled in the Radiologic Technology program, have a definite responsibility to protect the privacy of the patient at all times. The professional information the students obtain in caring for patients is confidential, as is information concerning student files, personnel files, business office reports, and certain other records. Students are obligated not to discuss confidential information except as necessary in the performance of their duties. Confidential information is never discussed outside the hospital environment, or with anyone not having a need to know. This includes Facebook, twitter, and other social networks.

Inappropriate use of cell phones, PDA's or I-pads also falls into this category. Students will be held accountable for inappropriate social networking as it relates to personal and professional behaviors.

**If a student is found guilty of this activity could be grounds for dismissal, probation or 20-point demerit from that semester's clinical average.**

MISSISSIPPI DELTA COMMUNITY COLLEGE

RADIOLOGIC TECHNOLOGY

DIVISION OF HEALTH SCIENCE

AGREEMENT TO MAINTAIN CONFIDENTIALITY GUIDELINES

I acknowledge that I have been instructed on the guidelines regarding patient protected health information and the HIPAA guidelines as it relates to healthcare workers. I agree to abide by the confidentiality guidelines. I understand that in meeting the requirements of my education I will have access to protected health information. I understand I must maintain confidentiality of this information unless it relates to the performance of my assigned responsibilities. I understand that health care agencies may require additional instructions on specific HIPAA policies and matters of confidentiality as it relates to their agency

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Student Name (Print)

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Student name (Signature)

---

Date

\*\*\*\*\* PLACED IN THE STUDENT'S PERMANENT FILE \*\*\*\*\*



## **HEALTH:**

The school is interested in not only the student's health when the student is first enrolled, but also in your continued good health. Prior to admission the student must have a physical provided by the student's own physician at the student's own expense. The student will be taught and expected to practice good patient contact measures. The student will be required to have a T.B. skin test (one before starting the program and one before the start of sophomore year) A 2 step TB skin test is required when skin test documentation has not been provided and/or has not been administered in consecutive years. The student will also be required to have a yearly flu shot at the student's expense before starting clinical and during the sophomore year. Proof of Rubella vaccination is also required before any student can enter M.D.C.C. Due to increased risk of exposure to Hepatitis B; the vaccination for this virus is recommended but not required. (A vaccine declination form must be signed by the student if the student chooses not to receive this vaccination).

## **COMMUNICABLE DISEASE POLICY:**

Since exposure to disease is inherent to performance of the radiology testing, it is required that students strictly adhere to established safety practices. Before attending the clinical environment, students should begin the series of 3 vaccinations against Hepatitis B virus. A signed declination statement is required if one chooses not to receive the vaccine.

In the event that a student leaves the program due to exposure to a communicable disease, the student's position within the program will not be jeopardized. At what point the student will resume the education process will be determined by the program director and based in part on the month the student left the program.

## **Transportation**

Students are responsible for their own transportation and are expected to be in class and the assigned clinical areas at the times scheduled. Students may be assigned to a distant clinical site and are required to travel to the assigned site.

Mississippi Delta Community College  
Health Science Programs

**Decision Receive or Decline of Hepatitis B Vaccine**

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the option of being vaccinated with hepatitis B vaccine; however, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I have that option.

I HAVE \_\_\_\_\_ / HAVE NOT \_\_\_\_\_ (CHECK ONE) ELECTED TO RECEIVE THE VACCINE

I will provide proof of vaccination to MDCC with written evidence from the provider of the vaccine.

\_\_\_\_\_ D# \_\_\_\_\_  
Please print name

\_\_\_\_\_ Date \_\_\_\_\_  
Signature of Student

\_\_\_\_\_ Date \_\_\_\_\_  
Instructor Signature

\*\*\*\*\* PLACED IN THE STUDENT'S PERMANENT FILE \*\*\*\*\*

## **LATEX ALLERGY**

Approximately 3 million people in the U.S. are allergic to latex. Latex is used in more than 40,000 industrial, household, and medical products. Exposures to latex may result in skin rashes, hives, flushing, itching; nasal, eye, or sinus symptoms, asthma, and (rarely) shock. Reports of such allergic reactions to latex have increased in recent years—especially among healthcare workers. This statement is provided to notify students of the possible risk of latex allergies. It is important to notify the program if you are or become allergic/sensitive to latex products.

Students who have a latex sensitivity or a latex allergy must have documentation of such from their physician or other health care practitioner. Students should present this documentation to their program adviser the first week of the school term. If allergic condition develops while in the program the student must notify his/her instructor immediately. Please be aware that Mississippi Delta Community College cannot provide a latex-free environment to students in either the clinical practice laboratories on campus or clinical placement sites off campus. Applicants/Students who have a known latex allergy/sensitivity are encouraged to consult their personal health care provider prior to entering a health care profession.

Latex products are common in the medical environment. Our facility in the College and Health Professions has an open clinic design. Therefore, an individual with latex allergy/sensitivity wearing alternative vinyl or nitrile gloves is still exposed to latex residue of others working in the area or to latex present in the equipment, models, or manikins. **No additional accommodations for latex allergy are available.**

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I, \_\_\_\_\_, have read and understand the latex allergy policy of Mississippi Delta Community College.

I do not \_\_\_\_\_ or I do \_\_\_\_\_ have a latex sensitivity or allergy. *(Please check one)*

I understand that I am responsible for providing written documentation from my physician regarding any latex sensitivity or latex allergy and I must complete the MDCC latex allergy waiver prior to any laboratory or clinical activity.

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Student Signature

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Date

**MISSISSIPPI DELTA COMMUNITY COLLEGE  
DIVISION OF HEALTH SCIENCES**

**LATEX ALLERGY WAIVER OF LIABILITY**

Mississippi Delta Community College Health Science Programs are unable to provide a latex-free environment to students in either the Campus Lab or clinical facilities utilized in the program. Non-latex gloves will be provided to students with a latex allergy. However; an individual with latex allergy wearing alternative vinyl or nitrile gloves is still exposed to latex residue of others working in the area or to latex present in the equipment, models or manikins. There are no additional accommodations available for latex allergy.

I \_\_\_\_\_ have read and understand the above statement. I recognize that I may be exposed to latex and I assume the risk inherent in the profession I have chosen.

In addition, I HEREBY RELEASE the Mississippi Delta Community College, the Clinical Affiliates, their administration, and instructional staff from any and all liability resulting therefrom.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director/Chair Signature

\_\_\_\_\_  
Date

SWORN AND SUBSCRIBED BEFORE ME, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
My Commission Expires

**\*\*\*\*\* PLACED IN THE STUDENT'S PERMANENT FILE \*\*\*\*\***

**MISSISSIPPI DELTA COMMUNITY COLLEGE**  
**HEALTH SCIENCE PROGRAMS**  
**BLOODBORNE PATHOGENS & OTHER COMMUNICABLE DISEASES**  
**INSTRUCTION VERIFICATION & WAIVER OF LIABILITY**  
**HEALTH SCIENCE STUDENTS**

During the course of study as a Health Science student, the student may come in contact with patients who have communicable diseases, including HIV and Hepatitis. The student will also be handling blood or other potentially infectious materials.

Current information concerning communicable diseases, their transmission, and standard (universal) protective precautions to be used while caring for patients or handling potentially infectious materials will be taught.

The risk of an un-vaccinated individual contracting Hepatitis B is greater than the risk of contracting human immunodeficiency virus (HIV). Therefore, recommendations for the control of Hepatitis B infection will also prevent the spread of HIV. The student will be expected to assume the responsibility for using standard precautions to minimize risk of disease transmission. Failure to adhere to safety procedures may result in disease for the student and others. Habitual disregard for safety may result in dismissal from the program.

Because the student is at risk of acquiring hepatitis B virus infection, it is strongly recommended that the student be vaccinated with hepatitis B vaccine prior to contact with patients or body fluids capable of transmitting disease.

**PREGNANT HEALTH SCIENCE STUDENTS**

Pregnant health science students are not known to be at greater risk of contracting HIV than students who are not pregnant. However, if during pregnancy a student becomes infected with HIV, the infant has an increased risk of infection through prenatal or perinatal transmission. Because of this risk, pregnant students should be especially familiar with precautions for preventing the transmission or acquisition of HIV.

**HIV-POSITIVE STUDENTS**

1. Health science students who are HIV-positive who are not involved in invasive procedures need not be restricted from work unless they have some other illness for which any health care worker would be restricted.
2. For health care students who are HIV-positive, there is an increased danger from infection due to diseases they may come in contact with at class or in the workplace. HIV-positive students, who have altered immunity, are at risk of acquiring or experiencing serious complication of such disease. Of particular concern is the risk of severe infection following exposure to patients with infectious disease(s) that are easily transmitted if appropriate precautions are not taken, (e.g. tuberculosis or chicken pox). HIV-positive students should discuss with their physician the risks associated with exposure to or taking care of patients with transmissible infections and should continue to follow infection control to minimize their risk of exposure to other infectious agents.
3. The health science student's physician in conjunction with the appropriate College officials will determine on an individual basis whether the HIV-positive student can adequately and safely perform patient care duties.

I have read and understand the above statement. I understand that I may be caring for patients with communicable diseases and may be exposed to potentially infectious materials.

My signature verifies that my instructor or a designated representative has explained and I understand the expectations relative to the OSHA Bloodborne Pathogen Standard as they relate to occupational exposure in the health care setting. The training I received included:

- an explanation of the epidemiology, modes of transmission, and symptoms of blood borne diseases
- an explanation of the health care facility's exposure control plan
- discussion of tasks which may include exposure to blood, and methods to reduce exposure through use of engineering controls, work practices ("standard blood and body fluid precautions"), and personal protective equipment
- information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment
- information on the hepatitis B vaccine, including its efficacy, safety, method of administration, benefits of vaccination, and how to obtain the vaccine

I have been given the opportunity to ask questions and I understand that compliance with the requirements is mandatory and that the failure on my part to comply may result in removal from the program. I assume the risk, including financial responsibility, of infection inherent to the profession I have chosen.

I understand if I choose to not take the Hepatitis B vaccine series, I will sign and submit a declination statement.

In addition, I HEREBY RELEASE the Mississippi Delta Community College, the Clinical Affiliates, their administration, and instructional staff from any and all liability resulting there from.

_____ Student's Signature	_____ Date
_____ Instructor's Signature	_____ Date
_____ Parent/Guardian Signature	_____ Date

*(STUDENTS UNDER 18 MUST BE NOTARIZED)*

**\*\*\*\*\* PLACED IN THE STUDENT'S PERMANENT FILE \*\*\*\*\***

## PREGNANCY POLICY

Female students who become pregnant or suspect pregnancy are encouraged by the National Council on Radiation Protection and Measurements (NCRP) to notify the Program Director or Instructor **immediately!** Notification must be made in writing. A student has the right to not declare her pregnancy, in which case, the student will be treated as though she were not pregnant. Once a student has declared her pregnancy, she also has the right to undeclare her pregnancy at any time and would be treated as though she was not pregnant. This is in accordance with Federal and State laws. Confidentiality is assured if necessary.

Students who have declared the pregnancy will receive counseling concerning continuation of studies during pregnancy. Pregnancy is **not** grounds for dismissal, but radiation exposure should be limited during this time for the protection of the fetus. Radiation overdose in the first trimester has been known to cause birth defects and health problems. This is of utmost importance to the health of the unborn child. The radiation dose to the expectant mother (and fetus) must not exceed 0.5 rem during the entire period of gestation.

Below are the recommendations concerning the student's progression in the program:

- Students who become pregnant while in the program will be given the option of withdrawing. She may return at a later date as determined by the student and Program Director. (option 1)
- Pregnant students who chose not to withdraw from the program must acknowledge in writing having received counseling and assume all risk for possible damage to the unborn fetus. The student will be offered a monitoring device to wear at waist level to monitor fetal exposure during gestation. Readings will be monitored closely by the Program's Radiation Safety Officer. The student will continue in the program and have the option of performing all required procedures (option 2) or proceed with limitations in fluoroscopy, portables, surgery, etc. and make up missed rotations after delivery. (option 3)
- Second year students will be given the option of completing the didactic portion of the program and withdrawing from the clinical courses. Clinical will be resumed as soon as feasible after the baby's birth, but the student must make up clinical days missed in excess of clinical absences allowed. First year students do not have this option because the clinical and didactic classes are too close in correlation. (option 4 only for second year students)
- Undeclare Pregnancy (option 5) **must be made in writing**



### Pregnancy Declaration

I, undersigned, hereby state my understanding of the possibility of hazards to my unborn child from the exposure to x-rays used in my clinical training. It is my understanding that this is an area where there are no definitive research studies and where much remains unknown. I have read the Pregnancy Policy and understand there are options available to me. I understand and acknowledge that Mississippi Delta Community College has given me the option of dropping out of the program immediately (option 1), continuing in the program without modification (option 2), continuing in the program with modification to protect the fetus (option 3) or second year students may withdraw from clinical and continue in the didactic classes and make up clinical days at a later time (option 4). If the third option is taken, Mississippi Delta Community College will take the recommended precautions for my safety, including my re-assignment to low radiation areas. I agree to accept assignments within these areas for the duration of my pregnancy upon the advice of the radiologist that this is the safest course of action for me and my unborn child. I hereby acknowledge that I have made this decision as a student technologist at Mississippi Delta Community College during my pregnancy as my own individual decision and not due to any pressure applied to me by the college. I may also undeclared my pregnancy at any time (option 5).

\_\_\_\_\_ I intend to drop out immediately (Option 1)

\_\_\_\_\_ I intend to continue in the program without modification to protect the fetus (Option 2)

\_\_\_\_\_ I intend to continue in the program with modification to protect the fetus (Option 3)

\_\_\_\_\_ I intend to withdraw from the clinical portion of the program and continue in the didactic classes and make-up all clinical days. (Option 4)

\_\_\_\_\_ I undeclared my pregnancy (option 5) **must be make in writing**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Student technologist)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Program Director)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Radiation Safety Officer)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Chair of Allied Health Science)



Mississippi Delta Community College  
Radiologic Technology

**Release of Information**

I hereby give permission to Mississippi Delta Community College and the Radiologic Technology Department to give my name and address to hospitals and other health care facilities for purposes of employment. In the event that I withdraw from the program, I understand that my name will no longer be made available.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Signature of Witness

**\*\*\*\*\* PLACED IN THE STUDENT'S PERMANENT FILE \*\*\*\*\***

### **PRE-REGISTRY EXAMS:**

During your second year, the student will be required to take online pre-registry exams in preparation for the ARRT exam. These standardized test scores indicate areas of weakness and strength for the student. Statistics have shown that these exams increase the likelihood of passing the Registry. Each student must pass at least ONE pre-registry exam with a 75 or better before being considered eligible for graduation and to sit for the ARRT.

### **RADIATION BADGE REPORT POLICY**

Radiation badges are a vital part of your clinical record. Each student will be provided a radiation badge at the beginning of first semester. Students are required to wear their badge in the energized laboratory on campus and while at the clinical setting. **Do not misuse badges.**

The student will be notified by the faculty when to turn in the badge for reading. It is the student's responsibility to bring badge to campus for processing. Failure to return badge within one week of assigned date for reading will result in a **5-point** demerit which will be deducted off the final clinical average of that semester

75 mR or higher/monthly readings is considered excessive. If a reading higher than normally anticipated is noted, the student is counseled by the Radiation Safety Officer to determine the reason. Recommendations for behavioral changes are made as appropriated.

Cumulative exposure records will be mailed to each student following graduation.

Reports are kept on file in the Program Director's office.

**There is a \$25.00 replacement fee for lost or misplaced badges. This replacement fee will be at the expense of the student.**

**There is a \$100.00 fee charged to a student account for badges not returned (ex. Graduation or withdrawal from the program)**

## **Program Job Policy/Work/Student Related**

The Radiologic Technology program officials allow each student to determine the amount of extra curriculum or work-related employment while in the program. If employment is in the area hospitals or other facilities, employment is strictly between the employer and the student. However, the student must be aware that they are no longer under the auspices of MDCC. Students cannot fulfill any school-related requirements while being a paid staff member at a facility. The students' continuation in the program may be at risk if found performing school-related activity during employment. Students are not allowed to use school issued radiation monitoring devices for employment. The student employing facility must furnish appropriate radiation-monitoring devices. This eliminates any possible error in educationally related exposures.

The students' academic education should be the students' top priority. The student must arrange the students work schedule accordingly. **Clinical schedules WILL NOT be adjusted to fit the students work schedule.**

If the radiology faculty feels that the student's scholastic average or clinical performance is declining due to outside work, counseling may be necessary.

### **WEATHER**

If road conditions are dangerous (ice or snow) listen to the TV or radio for school closings. If the MDCC campus is open, students are expected to report. If the MDCC campus is closed students are not expected to report to clinical. Instructors follow these same guidelines. Please sign up for text notifications. **Do Not Call Instructors.**

This is Mississippi Delta Community College's alert service provided through e2Campus. This service will send you instant alerts and time-sensitive messages, including up-to-date information on emergencies and campus closings. Messages can be sent to your cell phone via text message and to your e-mail account.

Registration is free. It is important that all students register to receive emergency alerts.

### ***MOBILE REGISTRATION:***

Text the keyword MDCCALERTS to the number 79516 to subscribe. (use the exact keyword, no spaces, when sending the text message). You'll receive a text message confirming your registration.

-OR-

### **WEB REGISTRATION:**

Signup from a computer by visiting <http://alerts.msdelta.edu> and creating an account. Need help? Visit <http://alerts.msdelta.edu> and submit a technical support ticket.

## **Workplace Hazard Policy**

Accidents to Students and/or Patients:

If injured while on duty, first report to the immediate R.T. There will be an accident report filled out NO MATTER HOW SMALL it may seem. Immediate care must be rendered in the Emergency Room if the Radiologists feel it is necessary. If further attention is required, the student will be referred to a private physician. The hospitals or college are not liable for accidents not reported AT THE TIME THEY OCCUR. Patient accidents MUST be reported IMMEDIATELY, NO MATTER HOW MINOR, to the supervising R.T. Accident reports are to be filled out before the patient leaves the department and they should be shown to a Radiologist, if one is present in the hospital.

### **Clinical/MDCC Energized Equipment Safety:**

Faculty and Student Responsibilities:

- Use safe practices at all times.
- Report all unsafe conditions and practices observed to your supervisor immediately.
- Never use unsafe equipment that could endanger yourselves or others.
- Adhere to all safety and fire prevention rules and regulations.
- Assume your share of responsibility for failure to report any conditions that might cause injury to yourself or others.
- Comply with all occupational safety policies.
- Think and act safely in performing any duties assigned.
- Any equipment used by unauthorized personnel must be reported to the immediate supervisor.
- Radiation personnel monitors are required for all Radiology rooms.
- X-ray room doors will be maintained in the closed position during exposure.
- Never make an exposure without using proper shielding and collimation to patients and others.

## RADIATION SAFETY

Wear your radiation film badge while in the clinical setting or x-ray laboratory at all times. It should be worn outside the apron about the collar level.

### **Radiation badge usage:**

- (1) Do not leave badge in vehicle (especially in direct sunlight)
- (2) Do not wear while personally receiving an x-ray examination/Dental x-ray
- (3) During possibility of exposure to water (laundry, rainy weather, Etc.

\*\*Any misuse of any radiation badge while in the program can be grounds for dismissal. In most instances, **10 points** will be deducted from final clinical average.

1. Wear a lead apron whenever in the fluoroscopic room during exposure time. Radiation badge is to be worn on the collar of lead apron.
- 2. Students are not allowed to hold patients during exposure.**
3. Stand at the end of the radiographic table during fluoroscopy whenever possible, or behind the lead shield, or behind the fluoroscopist.
4. Absolutely NO exposures will be made on human subjects without verified verbal or written doctor's orders (especially concerning fellow medical personnel).
5. Never allow anyone to be in the radiographic or fluoroscopic room or patient's room when a portable examination is taking place unless the person is protected by a lead apron. (Surgery suite is the exception).
6. Never allow a pregnant person to hold a child or even remain in the room during a radiographic examination of another person.
7. When anyone holds a patient (baby, etc.) they must wear lead gloves. Pigg-O-Stats should be utilized whenever possible.
8. In examination of a pregnant female, always place the lead shield over the abdomen and pelvis of the patient during x-ray (unless this is the area of interest).
9. Strict limitation of field size to the area necessary for the examination should be routinely practiced.
10. Limit x-ray exposure factors to the required minimum. Use accurate technique charts when available.
11. Whenever possible, the x-ray beam should not be directed toward the gonads.
12. Adequate gonad shield should always be used unless they interfere with the proposed examination.

13. During portable radiography, the minimum distance of the operator from the tube and the patient should be 6 feet.
14. Turn off the line voltage prior to any type of repair of an x-ray machine.
15. **Time, distance, and shielding** are the three factors, which reduce exposure to the individual.
16. The "ALARA" limits for this program should not exceed 75 mR per badge report. If received, counseling will be provided.

## **Consensual Relationships**

Mississippi Delta Community College may restrict consensual relationships between employees and students, and between employees.

All College employees must preserve the integrity of their relationships with students, and are expected to maintain at all times the highest level of professionalism with students, whether or not any real authority over the students exists. Therefore, situations which may present the appearance of a consensual romantic or sexual relationship between a College employee and any student of the College should be avoided.

No College employee shall enter into or maintain a consensual romantic or sexual relationship with a student of the College.

No College employee shall enter into or maintain a consensual romantic or sexual relationship with any other employee over whom they exercise any academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence.

Any student or employee who is determined to be in violation of this policy is subject to appropriate disciplinary action, which may include dismissal from the College, in the case of a student, or termination, in the case of an employee. Due process will be followed for any student or employee subjected to disciplinary action.

This policy shall not apply to students, faculty, or staff who are married to each other.

For purposes of this Policy and Procedure, the following terms are defined:

*Employee*: An employee is any person employed by Mississippi Delta Community College as a faculty or staff member, whether full-time or part-time. For purposes of this policy and procedure, adjunct instructors are considered employees of the College.

*Student*: A student is any person enrolled full-time or part-time in any instructional program at Mississippi Delta Community College.

*Consensual relationship*: A consensual relationship is a sexual and/or romantic relationship, other than marriage, between two persons who voluntarily enter into such a relationship.

Note: See College's Sexual Harassment Policy for non-consensual relationships.

## **Section 2**

# **CLINICAL INFORMATION AND POLICIES**



## Clinical Expectation

MDCC Radiology students rotate through a number of clinical locations in surrounding counties. Student will be required to travel to different areas to participate in their clinical assignments. It is very important that student have a valid driver's license and reliable transportation. It is the responsibility of the student to cover their own fuel expenses for travel to clinical sites. **Program staff will not make exceptions or adjustments in clinical assignments based upon traveling distance.**

**\*\*\*\*Due to current COVID pandemic, schedules and times may vary according to clinical site availability\*\*\*\* Students will be notified to any changes that may occur.**

Current clinical sites include:

Delta Regional Medical Center in Greenville, Greenwood Leflore Hospital in Greenwood, Bolivar Medical Center in Cleveland, Northwest Mississippi Medical Center in Clarksdale, South Sunflower County Hospital in Indianola, University of Mississippi Medical Center Grenada & University of Mississippi Imaging Center both in Grenada, Panola Medical Center in Batesville, Chicot Memorial Medical Center in Lake Village Arkansas and North Sunflower Medical Center in Ruleville. Clinical assignments are at the discretion of the college.

Clinical hours are from 8:00 to 3:30 or afternoon shift 11-7

- Students will also be assigned afternoon/trauma rotations at Delta Regional Medical Center or Greenwood Leflore Hospital
- Students are not assigned clinical rotation on recognized holidays or when college is closed
- Students receive vacation time according to the college calendar. Summer vacation is to be scheduled **before or after** summer clinical session.

### **Clinical Rotation Schedules**

Clinical rotation for fall and spring semesters, first year students will attend clinical Tuesday and Thursdays (beginning the first Tuesday in October) from 8-3:30 for all clinical sites except Greenwood Leflore Hospital.

Summer rotations are 8 Weeks, M-F (May-July).

Clinical rotations for fall and spring semesters, second year students will attend clinical Monday, Wednesday and Friday.

Some of our clinical affiliates are rural hospitals and are limited on their variety of radiography exams. To give students as much varied experience as possible; we will rotate each student through several clinical facilities (small facilities, large facilities, and clinics). Each of these affiliates has its own specific rules.

These may vary slightly from one facility to another. Students are required to abide by the rules of each individual facility. Students will be required to perform non-technical duties (patient transport, stocking and cleaning rooms, etc...) that are required to keep a radiology department running smoothly.

### **Trauma Rotation (11-7pm) Policy**

- Normally begin during Clinical 3 (summer rotation)
- Only sites for trauma rotations are Delta Regional Medical Center and Greenwood Leflore Hospital
- Each student is required to complete **(9) 11-7** before the students will be eligible for graduation.
- Students can complete the 9 days in sequence or randomly depending on the number of open slots at the two above clinical sites.
- Trauma rotations must be 9 complete days (7 ½ hours a day). **Students will not be allowed to take ½ day cuts on these shifts.** Faculty will not give credit for a trauma rotation day if a ½ cut is taken.
- On trauma rotations, students are expected to be at clinical by 11 am ready to work, please do not come in at 11 am and expect to have a 30-minute lunch break at 12:00.
- It is highly suggested that student complete or begin on trauma rotation when assigned to these two facilities, students who are assigned to other facilities will only be allowed trauma rotation days when there is an open student slot. **\*\*\*Trauma rotations must be approved by faculty and facility prior to date\*\*\***
- Students are expected to follow all rules and regulation that are in place for normal 8 to 3:30 shift
- Trauma shifts **will not be** scheduled on recognized holidays or when college is closed

### **Modality/ Elective Rotation:**

In the spring of sophomore year, students who have completed all competencies for graduation may request modality rotation. All students will be provided equal opportunity to rotate through advanced imaging modalities if available. These modalities include: Computed Tomography (CT), Ultrasound, Nuclear Medicine (NM), Magnetic Resonance Imaging (MRI), and Mammography

### **Mammography Clinical Rotations Policy:**

The radiography program sponsored by Mississippi Delta Community College has revised its policy, effective August 1, 2017, regarding the placement of students in elective clinical mammography rotations to observe and/or perform breast imaging. Under the revised policy, all students, male and female, will be offered the opportunity to participate in clinical mammography rotations. The program will make every effort to place a male student in a clinical mammography rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.

The change in the program's policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student clinical mammography rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position statement is also available on the JRCERT Web site, [www.jrcert.org](http://www.jrcert.org), Programs & Faculty, Program Resources.

## **GENERAL INFORMATION:**

To gain the practical experience required to perform the duties of a Radiologic Technologist, it is necessary to spend time in the clinical setting.

MDCC is affiliated with nine excellent area hospitals to provide this experience. The following information is concerning these hospitals, which are our program's Clinical Education Centers at the present time.

1. BOLIVAR MEDICAL CENTER  
901 E Sunflower Road  
Cleveland, Mississippi  
(662) 846-2523  
Clinical Instructors: Eva Irby, RT (R)
  
2. DELTA REGIONAL MEDICAL CENTER  
1400 E. Union Street  
Greenville, Mississippi  
(662) 334-2025  
Clinical Instructors: Hayley Boykin, RT, (R)
  
3. GREENWOOD LEFLORE HOSPITAL  
1401 River Road  
Greenwood, Mississippi  
(662) 459-2670  
Clinical Instructors: Maggie Jeffords, RT (R)  
Ashley Wilson RT(R)
  
- GREENWOOD ORTHOPEDICS  
201 8<sup>th</sup> Street, Greenwood Mississippi  
(662) 453-0504  
Instructor: Kelly Carr
  
4. NORTHWEST MISSISSIPPI MEDICAL CENTER  
1970 Hospital Drive  
Clarksdale, Mississippi 38614  
(662) 627-3211  
Clinical Instructors: Vicky Rybolt, RT (R)
  
5. SOUTH SUNFLOWER COUNTY HOSPITAL  
122 E Baker St.  
Indianola, MS 38751  
(662) 887-5235  
Clinical Instructors: Melissa Baker, RT(R)

6. UNIVERSITY OF MISSISSIPPI MEDICAL CENTER IN GRENADA  
960 Avent Dr.  
Grenada, MS 38901  
(662) 227-7000  
Clinical Instructors: Lila Leach, RT (R)  
Adam Milam, RT, (R)  
  
UNIVERSITY MEDICAL CENTER- Grenada Imaging Center  
1300 Sunset Drive, Suite U  
Grenada, MS 38901  
(662) 226-9326  
Clinical Instructor: Stephanie Molck, RT (R)
7. PANOLA MEDICAL CENTER  
303 Medical Center Drive  
Batesville, MS 38606  
(662) 712-2295  
Clinical Instructors: Nola Stonestreet, RT (R)  
Shaun Willoughby, RT, (R)
8. NORTH SUNFLOWER MEDICAL CENTER  
840 North Oak Avenue  
Ruleville, MS 38771  
(662) 756-2711  
Clinical Instructor: Stephanie Henderson, RT (R)
9. CHICOT MEMORIAL MEDICAL CENTER  
2729 Highway 65 & 82  
Lake Village, Arkansas 71653  
(870) 265-9203  
Clinical Instructor: Crystal McFarland, RT (R)

## **CLINICAL ABSENCES and TARDIES:**

Clinical Education Center absences and tardies will be handled in the following manner for the R.T. Program:

- Students should be at clinical no later than **8:00** a.m. and remain until **3:30** p.m.
  - Students are expected to be at clinical on time and ready to work. **DO NOT** clock in then go to cafeteria to eat breakfast!!!
  - If a student is **1 minute** past the scheduled arrival time (8:00) at the assigned CEC, the student is considered tardy and this will be recorded on the student's permanent record.
    - **The student is required to make up the amount of tardiness that day.** (Example: If the student arrives arrive at 9:00 instead of 8:00; the student must stay until 4:30 to make up this time
  - Clock in between 8:00 and 9:00 am will be considered as a Tardy (and must be made up that day), any clock in after 9:00 am will be considered a half ( $\frac{1}{2}$ ) cut.
  - **For every tardy after 3 there will be a 10-point demerit per tardy.** This will be taken off your final clinical average for that semester.
  - Students will be allowed 30 minutes for lunch and/or smoke breaks. Smokers should limit lunchtime to 15 minutes if they take smoke breaks.
  - **Students are not permitted to work through lunch in order to leave early.** Exceptions in the event of emergency.
- The student has **3 excused clinical (cuts) absences per clinical semester.** These can be taken as a whole day or  $\frac{1}{2}$  day. Half cuts start or end at 11:30.
  - Excess of Three (3) will result in 10-point deduction from final clinical average for that semester. This time must be made up as soon as possible.
  - **Absences in excess of 3 per clinical semester can result in dismissal from the program in most instances.**
  - Certain situations will be reviewed by the program director and clinical coordinator
    - Exceptions to this rule will be considered in the case of Medical Emergency or death of an immediate family member (father, mother, sibling, spouse, or child). Situation other that list above must be approved by program director and clinical coordinator.
    - Students will be allowed to remain and make up this time only with the approval of the faculty, Dean of Health Sciences and a hearing from the proper officials at the college.
    - Appeals may be made to the Dean of Health Sciences for consideration of readmission according to procedures outlined in the college catalog.

- **Banking days**
  - Under certain circumstances (example: pregnancy) students may be allowed to bank clinical days. **This is done only with approval from MDCC faculty.** If approved to bank days, students are only allowed to bank these days during normal school schedule (example: before or after summer clinical), Days cannot be banked during Holidays.

**Policy for absences, tardies or early departures from any scheduled clinical experience hours.**

Students are to call the C.I. (or R.T. in charge) at the assigned CEC before 9:00 a.m. if they must be absent or tardy.

- This is required for everyone whether it entails a long-distance call or not. (This is a courtesy to the hospital radiology department to alleviate any concerns regarding your absence).
  - Students are required to notify clinical instructor at assigned clinical site **AND Clinical Coordinator (Mrs Putnam)**.
  - **Failure to call in by 9:00 results in a 5-point demerit.**
- Early departure from clinical diminishes the student's access to valid clinical experiences. A full clinical day is defined as 7.5 hours with a 30-minute lunch break (7 work hours). Early departure is no longer allowed unless 6.5 clinical work hours have been clocked. This equates to 30 minutes early. Instances where the 1:1 registered technologist to student ratio cannot be maintained within a department will be considered excused, but must be documented by the clinical instructor.
- Students who must leave the CEC early for good reason (such as emergencies, illness, and doctor's appointments which cannot be scheduled during off hours) must obtain permission from the C. I. or Director prior to leaving. Each student is given schedules in advance and should make appointments around these. Any arrangements regarding changes in regular clinical scheduling must be pre-approved by C. I. and instructor.
- If the student work less than 5 hours, this will be considered a half cut.
- **Time instances for a tardy clock-in and leaving early** will be a normal clock in or out. When tardy, clock in as usual, then log back in to Trajecs and send an email to [aputnam@msdelta.edu](mailto:aputnam@msdelta.edu) (already saved) stating you are tardy. When leaving early, clock out as usual. If allowed to leave early by the Clinical Site, the clinical instructor must comment on the time approval page that you have been excused early from clinical. It is the student's responsibility to verify the documentation is complete.
- Time exceptions are reserved for absences and time instance errors only. Please note that excessive time exceptions are penalized as a 5 pt demerit to the final clinical average. Creating and maintaining daily time records is the responsibility of the student. If a time record does not exist, then credit will not be awarded for the clinical hours. This may result in excessive tardies or absences and the associated penalties for the student.

**Failure to follow these policies will be handled in the following manner:**

- Three tardies within a semester will be considered as excessive. If a fourth tardy is given during the same semester, the student will be deducted 10-points from the semester clinical average. 10 points will be deducted for each tardy thereafter.
- If the student exceeds more than three tardies in one semester, they can be dismissed from the program.
- If no "Clock in" is recorded in Trajecsys, it is considered an absence. Any discrepancy in this must be documented by the C.I. (not a staff technologist.)
- If the student must be absent for several days due to school activities, hospitalization, and death of an immediate family member, etc., notify the Director, Instructor, or C.I. in advance, if possible and give an estimate of the days absence. Otherwise, the students are to call every absence without fail. It is suggested that appointments be made on days other than clinical days or class periods.

**STUDENT POLICIES IN THE CLINICAL WITH RESPECT TO PATIENT, RADIOLOGIST AND DOCTORS**

The student is expected to demonstrate loyalty and cooperation so that the Radiology Department and program fulfill the obligations of adequate patient care and proper student training.

To the Radiologists, the student owes loyalty and obedience in all matters pertaining to the Department of Radiology. Respect and courtesy are due them as members of the medical profession. Please:

- Always address them by the title of "Doctor",
- Willingly conform to their directions,
- Accept their corrections graciously.

To all other physicians using the facilities of the Radiology Department, please pay them the same respect and give them prompt, cheerful service.

The student should endeavor to instill the highest ideals of charity toward the sick. To achieve this:

1. Treat the patient with a warm and friendly approach, but not a familiar one.
2. Clothe them and perform the examination with the utmost regard to modesty.
3. Explain the procedure to them, answer their questions, and give the feeling of personal interest and concern.
4. Carefully watch the aged, unconscious, mentally disturbed, and children.
5. Anticipate the patient's needs. Remember, they are your FIRST concern.
6. Know the type of examination to be done, the information on the request, and have the room clean and set up for that examination PRIOR to bringing the patient into the radiographic room.



7. The student, if available, should transport an inpatient to the hospital room. They are usually not well and want to return to their room as soon as possible.
8. Have the area neat and clean before leaving for the day and following each examination. Restock all articles that have been used.

**THE FOLLOWING RULES SHOULD BE OBSERVED WHEN IN THE CLINICAL EDUCATION CENTERS DURING YOUR PROGRAM OF STUDY:**

1. When assigned to an area, work in that area only. No loitering in unassigned areas unless there is business concerning a patient.
2. Be responsible for your assigned area. Report any preventative maintenance needed for that area, emergency rooms, portable units, and equipment to the R.T. in charge or teaching staff during program hours.
3. Interpretation of radiographs and any discussion of radiographic findings is the responsibility of the Radiologists. Please refer any questions of this type to the attending physician or Radiologist.
4. Absolutely no radiographs are to be made without a written or verbal order from a physician. If a patient, friend or relative to "X-ray" anything without this, refer the person to his physician or contact his office yourself.
5. As your course of instruction progresses, the student will be instructed in the "do's" and "don'ts" concerning safe handling of the equipment and accessories. Apply these at all times. Replacement and repair of equipment is costly and time consuming. Negligence will not be tolerated.
6. Radiation safety measures and regulations will be presented to the student during your course of study. Students are to apply these to not only you, but also the patients and other personnel when applicable. Radiation overdoses can have serious effects. Therefore, students have a moral and legal obligation to properly apply radiation protection measures once learned. Failure to do so may result in dismissal.
7. Please limit your usage of departmental telephone lines. If the students are busy, all incoming callers will be asked to leave their name and number or a message, except in cases of emergency, so the call may be returned later. Please ask friends and relatives to call the hospital only when important. Please discourage any relatives or friends from visiting the clinical.
8. If the student must leave the Clinical Education Center for personal or business reasons, check with the Director or Instructors during regular school hours, the R.T. in charge otherwise, BEFORE leaving and as far in advance as possible.
9. If the student must leave the Clinical Education Center for personal or business reasons, check with the Director or Instructors during regular school hours, the R.T. in charge otherwise, BEFORE leaving and as far in advance as possible.

10. Health and business appointments should be made on your regular time off after class. If it is necessary to miss school due to one of these, time missed will be made up at the discretion of the teaching staff.
11. Leave the Clinical Education Center at the end of your assigned duty or school day. The student may return or remain only if you have school assignments or permission from the instructors. I.D. badge must be worn at all times when you are at the clinical facility.
12. Be prepared to stay or possibly be called back to assist at the hospital in times of emergency or disaster.
13. In order to maintain accurate records; report any address or telephone number changes immediate to the teaching staff and Clinical Instructor. This is necessary in case of emergencies.
- 14. STUDENTS WILL NOT BE ALLOWED TO PERFORM PORTABLE EXAMS UNLESS ACCOMPANIED BY A STAFF TECHNOLOGIST. IF FOUND VIOLATING THIS POLICY, THIS IS GROUNDS FOR AUTOMATIC DISMISSAL FROM THE PROGRAM.**
- 15. STUDENTS WILL NOT BE ALLOWED TO REPEAT RADIOGRAPHS UNLESS ACCOMPANIED BY A STAFF TECHNOLOGIST. IF FOUND VIOLATING THIS POLICY, THIS IS GROUNDS FOR AUTOMATIC DISMISSAL FROM THE PROGRAM.**
- 16. FALSIFICATION OF ANY DOCUMENTATION ON ONLINE CLINICAL TRACKING SYSTEM (TRAJECSYS) IS GROUNDS FOR IMMEDIATE DISMISSAL.**
- 17. STUDENTS ARE NOT ALLOWED TO HOLD PATIENTS DURING A PROCEDURE. IF FOUND VIOLATING THIS POLICY, THIS IS GROUNDS FOR IMMEDIATE DISMISSAL.**
18. All the clinical facilities have a "No Smoking" policy. The student should strictly adhere to this policy. This includes dipping and chewing tobacco.
19. Any improper fraternization between students and hospital personnel is strictly forbidden during clinical hours. \*No patient solicitation.
20. No smoking, eating or drinking in radiographic rooms, radioisotope laboratories, ultrasound or therapy areas.
21. Never leave a baby or unresponsive adult on a radiographic table unattended.

In addition to these rules and policies, when applicable, students are also expected to follow those outlined in the Personnel Policies of each Clinical Education Center. To determine applicable policies, the student may ask the Clinical Instructors or the Director.

### **Policy for Gender Sensitive Exams:**

The MDCC faculty feel that gender associated exams should be left up to the patient receiving the exam. Those students who are in fluoroscopy rotations whereby examinations such as Hysterosalpingograms, Cystograms, Voiding cystourethrograms, etc. are being done should ask the Clinical Instructor to get verbal consent from the patient if a male or female student (whatever is the case) can stay in the room while the procedure is being done. The MDCC Radiology Program fully supports male and female students doing gender associated examinations.

### **HOSPITAL BENEFITS:**

Students are not currently eligible for any of the benefits provided for employees as covered in the Personnel Policies. The students are advised to carry Hospitalization Insurance, or remain on your parent's or spouse's. Students must also provide liability insurance through the college group policy or on your own. Proof will be necessary if purchased outside of group policy.

### **STUDENT AS HOSPITAL EMPLOYEES**

Occasionally an MDCC student is also an employee of one of the affiliated hospitals. All agreements concerning student employment are between the student and the hospital.

### **MAXIMUM SCHOOL HOURS**

Students will only be allowed 40 hours maximum (that includes clinical and class time) per week.

### **ACCIDENTS AT THE CLINICAL:**

If injured while on duty, first report to your immediate R.T. There will be an accident report filled out NO MATTER HOW SMALL it may seem. Immediate care must be rendered in the Emergency Room if the Radiologists feel it is necessary. If further attention is required, the student will be referred to a private physician. The hospitals or college are not liable for accidents not reported AT THE TIME THEY OCCUR. Patient accidents MUST be reported IMMEDIATELY, NO MATTER HOW MINOR, to the supervising R.T. Accident reports are to be filled out before the patient leaves the department and they should be shown to a Radiologist, if one is present in the hospital.

### **SEXUAL HARASSMENT**

We believe that unprofessional behavior or sexual harassment is a form of misconduct that undermines the integrity of the learning environment. No student or patient - either male or female - should be subject to unsolicited and unwelcome inappropriate conduct, either verbal or physical. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with clinical/learning effectiveness. Such behavior will not be tolerated. If the student feels to be the recipient of this type of behavior the student should, inform the clinical instructors and/or program instructors. Harassment incurred upon an individual by a student may be grounds for dismissal.

## **HARASSMENT**

Harassment of a fellow student or healthcare employee is considered unprofessional and will not be tolerated. This included any comments posted on Facebook, twitter, or other social networks.

**If a student is found guilty of unacceptable behavior it could be grounds for dismissal, probation, and/or clinical demerits.**

## **TRANSPORTATION**

**All students are required to provide for their own transportation to and from the Clinical Education Centers.** These are located in Indianola, Greenwood, Greenville, Grenada, Cleveland, Batesville, Clarksdale, Ruleville and Lake Village, AR at this time. Clinical experience and some laboratory work will occur at these sites during the entire 22-month program. The student should be prepared to travel to these a minimum of 2 to 3 days per week and up to five per week in some phases of this program.

## **ROTATION ASSIGNMENTS:**

As well as rotating through each Clinical Education Center, students will be assigned to different rooms areas in the Clinical on a rotational basis for clinical experience. These schedules will be approved prior to implementation by MDCC faculty. Students are under the direct supervision of the technologists assigned to this area. Instructors and technologists reserve the right to make any day-to-day changes in this assignment as is deemed necessary to insure departmental continuity and a good balance of clinical experience.

Make up time will be made up during normal school schedule if hours do not exceed the maximum allowed. **Students are not allowed to make up time during holidays or when college is closed.**

## **CLINICAL DRESS CODE:**

(Clinical dress code is based on the clinical affiliate Dress Code Policies)

Students should be properly and professionally attired when on duty. The way you appear to patients and hospital staff is a reflection on the Hospital, Radiology Department and MDCC. The following guidelines will followed while in this program.

### **Females** –

#### **Brand: Cherokee / Color: Pewter**

- These are to be kept clean and pressed each day. Pant uniforms are allowed as well as dresses. Full slips are recommended with dresses. Bras will be worn while on duty. Pants must be hemmed (No elastic bottoms or rolled up pants will be tolerated). Please make sure that scrubs fit properly.
- Females are permitted to wear lab coats (Pewter ONLY). No colored sweaters or jackets are to be worn. **Students are encouraged to purchase at least 1 lab coat**
- Pewter undershirts can be worn under scrubs. (We recommend short ones).
- Your hair should be clean and worn in a manner, which is neat and will not create a health or safety hazard for the student or the patient.
  - Females with long hair should keep it pulled back and out of the patient's way at all times. **(Students are not allowed to wear bold colored hair or highlights to clinical, example: red, blue, purple)**. Students will be asked to leave clinical if in violation of policy.
- Make-up should be worn in good taste. Please don't overdo.
- Strong perfume is discouraged.
- Good hygiene is a must.

### **Males**

#### **Brand: Cherokee / Color: Pewter**

- Pants rules are same as females.
- Males will be permitted to pewter gray lab coats. (We recommend short ones). No colored jackets or pullovers are to be worn **Students are encouraged to purchase at least 1 lab coat**
- If T-shirts are worn under scrub tops it must also be pewter (no white or colored will be allowed). Sleeves must not be longer than scrubs. T-shirts must be tucked in at all times
- Hair should be kept clean and neat. **(Students are not allowed to wear bold colored hair or highlights to clinical, example: red, blue, purple)**. Students will be asked to leave clinical if in violation of policy.
- Males must be clean-shaven daily. (Beard and mustache may be worn if grown outside class, i.e. Christmas break or prior to class starting.)
- Strong perfume or aftershave is discouraged.
- Good hygiene is a must.

### **Females' and Males' shoes**

1. Students have a choice between ALL gray, brown, black or white leather shoes (**solid leather-no mesh**) or solid leather “clog” type shoe. **Limited color will be permitted.** No high tops will be worn at any time. If possible, these shoes will be used only for clinical use and
  - Students will not be permitted to wear boots or loafer type shoes to clinical

**SHOES MUST BE KEPT CLEAN AT ALL TIMES.**

### **Jewelry and Tattoos/Body Piercing**

1. Jewelry should be worn with good taste and comfort with working in mind, preferably watch and wedding band.
2. No body piercing should be visible at any time while in the clinical setting (which includes tongue piercing, nose piercing, eyebrow piercing, or dermal piercings, etc). **Earrings are not permitted by males or females.**
3. **All visible tattoos or body art must be covered at all times during clinical experiences. The student is responsible for taking appropriate measures to ensure tattoos or body art is not visible.**
4. Students are asked to wear appropriate clothing when returning to the hospital when off duty, whether it is to complete assignments or visit patients. No "cut-offs", halter tops, etc.
5. Nail polish is not to be worn as it is very easy to flake off and cause radiographic artifacts. Nails should be kept at a moderate length.
  - Acrylic Nails are not to be worn to clinical.
  - Males- nails must be kept clean and at a short length.

**\*\*The teaching staff reserves the right to make judgments regarding appropriate dress, good taste, and other grooming aspects. If at any time a student is corrected about dress, unless stated, the student is expected to correct the violation immediately.**

**This may include going home to make the correction. Time needed for this will be made up that day.**

## CLINICAL ACCESSORIES

- RADIATION BADGE - worn to measure the amount of radiation the student receives while performing examinations. Wear these in the appropriate areas (collar) whenever in the Clinical Education Centers or x-ray laboratories. The readings from these are important for health considerations. Please notify MDCC instructors if badge is lost or broken.
- ID MARKERS - Students are responsible for ordering their own initialed ID markers at the beginning of freshmen year. Students will be provided information on how to order. For legal reasons it is important that every anatomical part of the body radiographed be marked with lead markers as to whether it is a left or right side of part. Left and right markers are some of the most valuable equipment needed. Carry a set at all times. The use of another person's ID markers is forbidden.
- NAME TAGS - each student will receive a MDCC name tag at the beginning of school. Each student is required to wear the tag to each clinical affiliate. Some clinicals supply badges for students to get in and out of doors at the site. Please return these badges when leaving the clinical site.
  - ID TAG – some clinical sites require that you wear a badge from their site. This will be furnished by the clinical site during orientation or the first day of clinical rotation. Each student will be responsible for turning ID tag into CI before changing sites. Wear this on the lapel, visible. They are helpful to the patients and other personnel. **Only wear MDCC name tag and ID's for the clinical site you are assigned.**
- Scrub hat- some clinical sites may require students to wear a solid color scrub or surgical cap while at clinical. Additional information will be provided to the student prior to start of clinical rotations.
- OTHER - Pens and notebooks are required.

\*If a student is found to be lacking in any of these accessories by a clinical instructor/MDCC instructor, points may be deducted from clinical evaluation.

## Clinical Documentation

The MDCC Radiology program uses Trajecsys online tracking system for all clinical documentation. Students will be orientated to the system by the Clinical Coordinator prior to beginning clinical. Students are expected to follow guideline set by the Radiology Program.

## CLINICAL EXPERIENCE DATA SHEETS:

A record of your clinical experience is to be kept daily. This is the only method approved by the American Registry to record the amount and variety of procedures experienced while in the program. Each day the student is responsible for entering in experiences on Trajecsys. Since these records must be part of your training and must be submitted upon request to the Registry as proof of your clinical experience, probation and dismissal may result for reluctance on your part to properly maintain these or submit on time. They become a part of your permanent record so try to keep them as up-to-date and neat as possible. Each student must document **3,000 clinical experience** exams before graduation.

## **Clinical Education Site Supervision**

The clinical phase of the Radiology Program provides an environment for supervised clinical education and experience and offers a sufficient and well-balanced variety of radiographic procedures and radiographic equipment. Students are required to demonstrate exam performance in the campus lab before demonstrating in the clinical setting.

### **Direct Supervision Policy**

Students are considered under direct supervision of the radiologic technologist until competency has been achieved. This means the technologist is physically present during the procedure, evaluates the requisition and condition of the patient in relation to the student's knowledge, and reviews the images. Direct supervision is utilized whenever (a) the student has not yet successfully passed competency on that particular exam; (b) the student is repeating the radiograph. If a student is found guilty of performing a procedure without direct supervision before competency is achieved it may be grounds for dismissal of the program.

### **Indirect Supervision Policy**

After a student has achieved competency the student is said to be supervised under indirect supervision. Indirect supervision is interpreted as a radiologic technologist must be immediately available to the student. The technologist must be in an adjacent room or location from where the student is performing the procedure. If a student is found guilty of performing a procedure without indirect supervision it may be grounds for dismissal of the program.



**Policy for checking off / completing competencies at clinical:**

- Competencies are graded on a pass/fail scale  
-procedures must be completed without errors to receive a “pass”
- If student completes competency with a “pass”  
he/she must inform MDCC instructors so the anatomy section of the competency can be completed.
- The student has 3 attempts to complete a particular competency with a “Pass” standing
- After the 3<sup>rd</sup> attempt the student will be asked to come on campus for remediation in the Radiology lab before a 4<sup>th</sup> attempt is done.  
After remediation the student may attend clinical only after faculty recommendation.
- When the student attempts the 4<sup>th</sup> attempt and does not pass the student will be asked to withdraw from the program or be given an “F” in clinical.
- This policy will be enforced on all mandatory and elective competencies required for graduation

## **Student Competency Criteria**

### Patient Communication:

- Explain procedure and behave in a professional manner
- Maintain patient's privacy
- Verifies date of last menstrual period for female patients

### Interpret Request:

- Identify and perform correct procedure
- Recall patient's name and DOB

### Room Prep:

- Room clean and ready for exam
- Cassettes and appropriate supplies ready

### Patient Instructions:

- Explain procedure to patient in appropriate language in an attempt to increase patient understanding (not by demonstration)
- Give proper breathing instructions for exam

### Part Centered:

- Part is demonstrated in proper perspective
- Patient oblique or rotated correctly

### Accuracy of CR:

- Appropriate CR location
- Angle of CR is done appropriately

### Patient Positioned Correctly:

- No motion is present
- Patient oblique or rotated correctly
- Assist patient as needed for correct position
- Position patient correctly on the table

### Routine Views:

- Knew the routine specific to clinical rotation
- Performed exam in logical order

### Proper Alignment:

- Align CR, part, and film correctly
- Tube, Bucky, and Cassette are manipulated correctly

### Time Per Projection:

- Exam performed in timely manner with consideration of patient's physical/mental condition

### Cassette Size:

- Appropriate cassette/grid size used specific to clinical rotation

### Correct SID:

- SID specific to clinical rotation

### Marker Placement:

- Correct marker used
- "R" or "L" markers including the student's initials must be visible on every image of exam to be considered acceptable for competency

### Proper Collimation:

- Collimation visible
- No repeats
- Gonadal shielding in place (if appropriate)

Anatomy Included:

- All anatomy is present
- Part is demonstrated in proper perspective

Proper Density/Contrast:

- Appropriate factors are selected on the control panel for examination
- Compensation of factors for pathology were used

Overall Image Quality/S#

- “S” number was appropriated for the examination

No Artifacts Present

- No preventable artifacts are present in the examination

I have read and understand the above policy for clinical competency completion.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

### **MRI Safety Screening and Education Policy**

To promote the safety of radiography students, patients and the public, the students will be educated on the potential hazards of Magnetic Resonance Imaging.

Prior to entering the clinical setting all students will view the MRI Safety Video and complete the MRI Safety and Screening form. The screening form is necessary to ensure student awareness of the contraindications. It is important that the student complete the screening form accurately.

## Mississippi Delta Community College Student MRI Safety Screening Form

Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

1. Have you had any prior surgery or an operation ( e.g., arthroscopy, endoscopy, etc.) of any kind?

No Yes

If yes, please indicate the date and type of surgery:

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Type of surgery \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Type of surgery \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Type of surgery \_\_\_\_\_

2. Have you experienced any problem related to a previous MRI examination or MR procedure?

No Yes

If yes, please describe: \_\_\_\_\_

4. Have you ever had an injury to the eye or body by a metallic object or foreign body (e.g., BB, bullet, shrapnel, etc.)?

No Yes

Please indicate if you have had any of the following:

*(Consult the faculty for help if unfamiliar with a device.)*

Yes	No	Aneurysm clip(s)
Yes	No	Cardiac pacemaker
Yes	No	Implanted Cardioverter defibrillator (ICD)
Yes	No	Electronic implant or device
Yes	No	Magnetically-activated implant or device
Yes	No	Neurostimulation system
Yes	No	Spinal cord stimulator
Yes	No	Internal electrodes or wires
Yes	No	Bone growth/ bone fusion stimulator
Yes	No	Cochlear, otologic, or other ear implant
Yes	No	Insulin or other infusion pump
Yes	No	Implanted drug infusion device
Yes	No	Any type of prosthesis (eye, penile, etc.)
Yes	No	Heart valve prosthesis
Yes	No	Eyelid spring or wire
Yes	No	Artificial or prosthetic limb
Yes	No	Metallic stent, filter, or coil
Yes	No	Shunt (spinal or intraventricular)
Yes	No	Vascular access port and/or catheter
Yes	No	Radiation seeds or implants
Yes	No	Swan-Ganz or thermodilution catheter
Yes	No	Medication patch (Nicotine, Nitroglycerine)
Yes	No	Any metallic fragment or foreign body
Yes	No	Wire mesh implant

Yes	No	Tissue expander (e.g., breast)
Yes	No	Surgical staples, clips, or metallic sutures
Yes	No	Joint replacement (hip, knee, etc.)
Yes	No	Bone/joint pin, screw, nail, wire, plate, etc.
Yes	No	IUD, diaphragm, or pessary
Yes	No	Dentures or partial plates
Yes	No	Tattoo or permanent makeup
Yes	No	Body piercing jewelry
Yes	No	Hearing aid (Remove before entering MR system room)
Yes	No	Other implant _____

Before entering the MR environment or MR system room, you must remove all metallic objects including hearing aids, dentures, partial plates, keys, beeper, cell phone, eyeglasses, hair pins, bank cards, magnetic strip cards, coins, pens, pocket knife, nail clippers, tools, clothing with metal fasteners, and clothing with metallic threads.

**Please consult the MRI Technologist or Radiologist if you have a question or concern BEFORE you enter the MR room.**

I attest that the above information is correct to the best of my knowledge. I read and understand the contents of this form and had the opportunity to ask questions regarding the information on this form.

Student Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

I attest that I have viewed the MRI safety video and had the opportunity to ask questions on the viewed information.

Student Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Faculty review:

Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## Academic Integrity Declaration Form

I have read the M.D.C.C. Radiology Program Handbook and cheating policy. I understand all policies stated therein and hereby agree to abide by these policies while enrolled in the Radiology Technology Program.

The Honor Pledge:

“I will abstain from all fraud in academic or clinical work. I will neither give nor receive aid on any form of test or assigned work where such aid is not prohibited, nor tolerate this conduct in any member of the community. I will deal responsibly with such acts when I observe them. By my conduct and influence, I will endeavor to build a high standard of honesty and truthfulness in all academic and clinical work.”

---

Signature of Student

Date

\*\*\*\*\* PLACED IN THE STUDENT'S PERMANENT FILE \*\*\*\*\*

# **Student Forms**



MDCC RADIOLOGY PROGRAM

Clinical Demerit

Student Name: \_\_\_\_\_

Clinical Site: \_\_\_\_\_

Date: \_\_\_\_\_

Explain why you feel the student should receive a Demerit.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Clinical Instructor Signature: \_\_\_\_\_

MDCC Faculty Signature: \_\_\_\_\_

Demerit Granted? YES or NO

Demerit Points Granted: \_\_\_\_\_ (2, 5, 10, or 20 points)

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_

Students Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## 2 POINT DEMERITS

1. PROFESSIONAL APPEARANCE (WEARING SPECIFIED COLOR SCRUBS, HAIR CLEAN AND NEATLY GROOMED, LONG HAIR TIED BACK OR UP) .
2. NOT CLEANING X-RAY ROOMS (STOCKING SUPPLIES, LINEN, ECT)
3. NOT HAVING ID MARKERS
4. USING ANOTHER PERSON'S MARKER
5. MISLABELING FILM
6. FAILURE TO PUT A MARKER OR CORRECT MARKER ON EXAM
7. NOT FOLLOWING CLOCKING IN AND OUT PROCEDURES ON TRAJECSYS
8. NOT VERIFYING REQUEST
9. FAILURE TO REPORT EQUIPMENT FAILURE
10. NOT FOLLOWING HOSPITAL SMOKING POLICY
11. NO NAME TAG/HOSPITAL ID
12. UNPROFESSIONAL BEHAVIOR @ CLINICAL
13. NOT FOLLOWING DEPARTMENTAL EATING OR DRINKING POLICY
14. NOT KNOWING HOSPITAL ROUTINES ON PROCEDURES
15. NOT PROPERLY ANSWERING PHONE CALLS AT CLINICAL
16. NOT MAKING UP TIME (**TARDY**) THAT DAY

## 5 POINT DEMERITS

1. NOT CALLING IN BEFORE 9 AM WHEN ABSENT OR TARDY FROM CLINICAL (CI and CO)
2. FAILURE TO FINISH ENTIRE EXAM
3. INCONSISTENT PERFORMANCE IN CLINICAL SETTING
4. LEAVING PATIENT UNATTENDED
5. IMPROPERLY IDENTIFYING PATIENTS
6. NOT PRACTICING UNIVERSAL PRECAUTIONS/ Proper PPE
7. FAILURE TO QUESTION PREGNANCY AND TO SHIELD ALL PATIENTS OF CHILD-BEARING AGE AND PEDIATRIC PATIENTS
8. TOO MANY PERSONAL PHONE CALLS
9. NOT EXPLAINING PROCEDURE TO PATIENT
10. DISCUSSING HIS/HER OUTSIDE INTERESTS IN FRONT OF PATIENT
11. TAKING LONGER LUNCH BREAKS THAN THE ALLOTTED TIME
12. TALKING ,TEXTING, OR USING SOCIAL MEDIA SITES (FACEBOOK, TWITTER, ETC) ON CELLPHONE DURING CLINICAL HOURS (EXCEPT DURING LUNCH AND BREAK)
13. NOT FOLLOWING PROPER COMPETENCY CHECK-OFF PROCEDURE SET BY MDCC INSTRUCTORS, ANY COMPETENCY DONE IMPROPERLY WILL BE REDONE BEFORE CREDIT IS GIVEN
14. TALKING ABOUT TECHNOLOGISTS, OTHER STUDENTS OR ANY OTHER MATTER THAT SHOULD NOT BE DISCUSSED AT CLINICAL
15. Not following school policy when contacting clinical, clinical instructor or faculty
16. NOT CHECKING OFF ON COMPLETED CLINICAL COMPS IN A TIMELY MANNER
17. NOT RETURNING RADIATION BADGES TO FACULTY FOR READING IN A TIMELY MANNER (HANDBOOK STATES YOU HAVE ONE WEEK)
18. NOT WEARING RADIATION BADGE AT CLINICAL
19. NOT HAVING STAFF CHECK IMAGES BEFORE SENDING TO PACS/RADIOLOGY
20. NOT STAYING IN ASSIGNED AREA
21. FAILURE TO OBTAIN PATIENT HISTORY
22. EXCESSIVE TIME EXCEPTIONS IN TRAJECSYS
23. FAILURE TO ADD EXAM KEYS TO COMPETENCIES IN TRAJECSYS
24. FAILURE TO UPDATE CLINICAL EXPERIENCE LOG SHEETS IN A TIMELY MANNER
25. FAILURE TO TURN CLINICAL STUDENT BADGE INTO CI BEFORE CHANGING SITES

## 10 POINT DEMERITS

1. ALL ABSENCES AFTER THREE (3)
2. OVER 3 TARDIES
3. LEAVING CLINICAL WITHOUT PERMISSION
4. INSUBORDINATION TO CLINICAL INSTRUCTOR
5. NOT REPORTING TO ASSIGNED CLINICAL
6. INAPPROPRIATE LANGUAGE AT CLINICAL
7. MISUSE OF FILM BADGES

**20 POINT DEMERITS (THESE DEMERITS COULD BE GROUNDS FOR DISMISSAL)**

1. FALSIFICATION OF ANY CLINICAL DOCUMENTS (TIME CLOCK, COMPS, DAILY TRACKING, PROFICIENCIES, ECT)
2. NOT SUBMITTING REQUIRED NUMBER OF EVALUATIONS ON TIME (ROOM, FINAL EVALUATION).
3. SLEEPING DURING CLINICAL
4. STUDENTS FOUND NOT FOLLOWING PROPER SUPERVISION POLICY (DIRECT AND INDIRECT)
5. REPEATING AN EXAM WITHOUT A TECHNOLOGIST PRESENT
6. PERFORMING AN PORTABLE EXAM WITHOUT A TECHNOLOGIST PRESENT
7. HOLDING A PATIENT DURING A PROCEDURE
8. CHEATING
9. Not following Social Networking Policy

## CLINICAL COMPETENCIES

### CLINICAL I COMPETENCIES

1. Evaluation of requisitions/physician's orders
2. Patient identification assessment
3. Radiographic room preparation
4. Routine radiographic equipment manipulation
5. Patient transport techniques
6. Accessing equipment identification
7. Basic image processing
8. Dept./Institutional organization and structure
9. Basic radiation protection skills
10. Communication skills
11. Provide clean table and orderly cabinets and storage space
12. Find and re-supply means
13. Have appropriate size cassettes, emesis basins, drugs, syringes and needles ready

**CLINICAL II COMPETENCIES:** Must complete **8 mandatory** competencies from the following list: Students may choose to work ahead and complete any elective competencies from the elective list items 1-9 from clinical III.

#### **Mandatory:**

1. Chest - PA and Lateral, Routine
2. Chest - W/C OR stretcher
3. Chest - 6 yrs or ↓
4. Abdomen - Flat and Erect OR Decubitus
5. KUB
6. Upper Extremity - Shoulder
7. Upper Extremity – Elbow
8. Upper Extremity – Forearm
9. Upper Extremity - Wrist
10. Upper Extremity - Hand
11. Upper Extremity - Finger/Thumb
12. Digestive System - U.G.I. (upper gastro-intestinal)
13. Digestive System - B.E. (barium enema)
14. Digestive System - B.S. (barium swallow)
15. Digestive System - S.B. (small bowel)

**CLINICAL III COMPETENCIES:** Must complete **12 mandatory and 5 electives** (At this point competencies can be completed from this list or previous list.)

Mandatory:

1. C-Spine
2. L-Spine
3. T-Spine
4. Pelvic Girdle – Pelvis
5. Pelvic Girdle – Hip
6. Foot
7. Ankle
8. Tib/Fib
9. Femur
10. Knee
11. Bony thorax – Ribs

Electives:

1. Chest-Decubitus
2. Below 6 Kub
3. Clavicle
4. A.C. joints
5. Scapula
6. Sternum
7. Pediatric Extremity Lower (6 and below, Femur Toes)
8. Larynx/soft tissue neck
9. ERCP
10. Scoliosis
11. Toes
12. Pediatric Extremity Upper (6 or below Humerus-fingers)
13. Patella
14. Os Calcis (heel)
15. SI Joints
16. Myelography
17. Cystography /cystourethrogram
18. Urinary system- I V U (intravenous urogram)

**CLINICAL IV COMPETENCIES:** Must complete **10 mandatory and 6 electives.** (At this point competencies can be completed from this list or previous lists.)

Mandatory:

1. Sinus
2. Portable KUB
3. Portable Orthopedic
4. Portable Chest
5. Trauma: Lower Extremities  
(Femur-Toes)
6. Trauma: Shoulder (scapula Y, Transthoracic or Axillary)
7. Trauma: Upper extremity (nonshoulder)  
(Humerus-Fingers)
8. Trauma cross table lateral Hip
9. C-arm (orthopedic)
10. C-arm (Non-Orthopedic)

Electives:

1. Skull
2. Arthrogram
3. Mobile study below 6 yrs
4. Trauma cross-table lateral C-spine

**CLINICAL V COMPETENCIES:** Must complete **6 mandatory and 4 electives.** (At this point competencies can be completed from this list or previous lists.)

Electives:

1. Orbits
2. Zygomatic arches
3. Mandible
4. Facial Bones
5. Nasal

\*Trauma is considered a serious injury or shock to the body that requires modification of the routine radiographic procedure. Modifications may include variations in positioning, minimal movement of the body part, etc.

\*37 mandatory competencies must be completed along with 15 electives before graduation.

Of the 37 mandatory competencies, up to 3 can be simulated

Of the 15 elective competencies, up to 3 can be simulated

**\*\*\* Student must also complete 9 days of 11-7 shift at designated clinical sites\*\*\***

**\*\*Sophomore student must also complete the listed below proficiencies before graduation**

### Proficiencies

\*\*\*Starting 4<sup>th</sup> semester sophomore radiology student must complete the following before graduation

<b>Chest and Thorax</b>	<b>Upper Extremities</b>	<b>Lower Extremities</b>	<b>Head</b>	<b>Spine/Pelvis</b>
Routine Chest-5	<b>5 of any of the following</b>	<b>5 of any of the following</b>	<b>1 of the following</b>	<b>3 of any of the following</b>
<b>2 of the following</b>	> Finger	>Foot	>Sinus	> C-spine
>W/C CXR	> Hand	>Ankle		>T-spine
>Ribs	> Wrist	>Knee		>L-spine
>Stretcher CXR	>Forearm	>Tib/Fib		>Pelvis
	>Elbow	>Femur		>Hip
	>Humerus			>Cross table hip
>Shoulder				

<b>Abdomen</b>	<b>Fluoro</b>	<b>Surgery</b>	<b>Portable Exams</b>
KUB-3	<b>2 of the following</b>	<b>1 of the following</b>	Adult Port CXR- 3
Flat and Upright ABD-1	>UGI	>C-arm Orthopedic	<b>1 of the following</b>
	>BE	>C-arm non ortho	>KUB
	>SB		>Orthopedic
	>BS		

<b>Pediatrics</b>	<b>Trauma</b>
Pediatric Chest-2	<b>1 of the following</b>
	>trauma non shoulder
	>trauma shoulder
	>trauma Lower Extremity
	>trauma Upper Extremity



## **JRCERT STANDARDS**

# **Standards for an Accredited Educational Program in Radiography**

EFFECTIVE JANUARY 1, 2014

Adopted by:

**The Joint Review Committee on Education  
in Radiologic Technology - October 2013**



*Joint Review Committee on Education in Radiologic Technology*  
*20 N. Wacker Drive, Suite 2850*  
*Chicago, IL 60606-3182*  
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[www.jrcert.org](http://www.jrcert.org)

The Joint Review Committee on Education in Radiologic Technology (JRCERT) is dedicated to excellence in education and to the quality and safety of patient care through the accreditation of educational programs in the radiologic sciences.

The JRCERT is the only agency recognized by the United States Department of Education (USDE) and the Council on Higher Education Accreditation (CHEA) for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. The JRCERT awards accreditation to programs demonstrating substantial compliance with these **STANDARDS**.

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## Introductory Statement

The Joint Review Committee on Education in Radiologic Technology (JRCERT) **Standards for an Accredited Educational Program in Radiography** are designed to promote academic excellence, patient safety, and quality healthcare. The **STANDARDS** require a program to articulate its purposes; to demonstrate that it has adequate human, physical, and financial resources effectively organized for the accomplishment of its purposes; to document its effectiveness in accomplishing these purposes; and to provide assurance that it can continue to meet accreditation standards.

The JRCERT accreditation process offers a means of providing assurance to the public that a program meets specific quality standards. The process helps to maintain program quality and stimulates program improvement through program assessment.

There are six (6) standards. Each standard is titled and includes a narrative statement supported by specific objectives. Each objective, in turn, includes the following clarifying elements:

- **Explanation** - provides clarification on the intent and key details of the objective.
- **Required Program Response** - requires the program to provide a brief narrative and/or documentation that demonstrates compliance with the objective.
- **Possible Site Visitor Evaluation Methods** - identifies additional materials that may be examined and personnel who may be interviewed by the site visitors at the time of the on-site evaluation to help determine if the program has met the particular objective. Review of additional materials and/or interviews with listed personnel is at the discretion of the site visit team.

Following each standard, the program must provide a **Summary** that includes the following:

- Major strengths related to the standard
- Major concerns related to the standard
- The program's plan for addressing each concern identified
- Describe any progress already achieved in addressing each concern
- Describe any constraints in implementing improvements

**The submitted narrative response and/or documentation, together with the results of the on-site evaluation conducted by the site visit team, will be used by the JRCERT Board of Directors in determining the program's compliance with the STANDARDS.**

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## Standard One

### *Integrity*

**Standard One:**        **The program demonstrates integrity in the following:**

- **Representations to communities of interest and the public,**
- **Pursuit of fair and equitable academic practices, and**
- **Treatment of, and respect for, students, faculty, and staff.**

#### **Objectives:**

In support of **Standard One**, the program:

- 1.1 Adheres to high ethical standards in relation to students, faculty, and staff.
- 1.2 Provides equitable learning opportunities for all students.
- 1.3 Provides timely, appropriate, and educationally valid clinical experiences for each admitted student.
- 1.4 Limits required clinical assignments for students to not more than 10 hours per day and the total didactic and clinical involvement to not more than 40 hours per week.
- 1.5 Assures the security and confidentiality of student records, instructional materials, and other appropriate program materials.
- 1.6 Has a grievance procedure that is readily accessible, fair, and equitably applied.
- 1.7 Assures that students are made aware of the JRCERT **Standards for an Accredited Educational Program in Radiography** and the avenue to pursue allegations of non-compliance with the **STANDARDS**.
- 1.8 Has publications that accurately reflect the program's policies, procedures, and offerings.
- 1.9 Makes available to students, faculty, and the general public accurate information about admission policies, tuition and fees, refund policies, academic calendars, clinical obligations, grading system, graduation requirements, and the criteria for transfer credit.
- 1.10 Makes the program's mission statement, goals, and student learning outcomes readily available to students, faculty, administrators, and the general public.
- 1.11 Documents that the program engages the communities of interest for the purpose of continuous program improvement.

- 1.12 Has student recruitment and admission practices that are non-discriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability, national origin, and any other protected class.
  
- 1.13 Has student recruitment and admission practices that are consistent with published policies of the sponsoring institution and the program.
  
- 1.14 Has program faculty recruitment and employment practices that are non-discriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability, national origin, and any other protected class.
  
- 1.15 Has procedures for maintaining the integrity of distance education courses.

**Standard Two:**

***Resources***

**Standard Two:**        **The program has sufficient resources to support the quality and effectiveness of the educational process.**

**Objectives:**

In support of **Standard Two**, the program:

**Administrative Structure**

- 2.1     Has an appropriate organizational structure and sufficient administrative support to achieve the program's mission.
  
- 2.2     Provides an adequate number of faculty to meet all educational, program, administrative, and accreditation requirements.
  
- 2.3     Provides faculty with opportunities for continued professional development.
  
- 2.4     Provides clerical support services, as needed, to meet all educational, program, and administrative requirements.

**Learning Resources/Services**

- 2.5     Assures JRCERT recognition of all clinical settings.
  
- 2.6     Provides classrooms, laboratories, and administrative and faculty offices to facilitate the achievement of the program's mission.
  
- 2.7     Reviews and maintains program learning resources to assure the achievement of student learning.
  
- 2.8     Provides access to student services in support of student learning.

**Fiscal Support**

- 2.9     Has sufficient ongoing financial resources to support the program's mission.
  
- 2.10    For those institutions and programs for which the JRCERT serves as a gatekeeper for Title IV financial aid, maintains compliance with United States Department of Education (USDE) policies and procedures.



**Standard Three**  
*Curriculum and Academic Practices*

**Standard Three:**     **The program’s curriculum and academic practices prepare students for professional practice.**

**Objectives:**

In support of **Standard Three**, the program:

- 3.1 Has a program mission statement that defines its purpose and scope and is periodically reevaluated.
- 3.2 Provides a well-structured, competency-based curriculum that prepares students to practice in the professional discipline.
- 3.3 Provides learning opportunities in current and developing imaging and/or therapeutic technologies.
- 3.4 Assures an appropriate relationship between program length and the subject matter taught for the terminal award offered.
- 3.5 Measures the length of all didactic and clinical courses in clock hours or credit hours.
- 3.6 Maintains a master plan of education.
- 3.7 Provides timely and supportive academic, behavioral, and clinical advisement to students enrolled in the program.
- 3.8 Documents that the responsibilities of faculty and clinical staff are delineated and performed.
- 3.9 Evaluates program faculty and clinical instructor performance and shares evaluation results regularly to assure instructional responsibilities are performed.

**Standard Four**  
*Health and Safety*

**Standard Four:**        **The program’s policies and procedures promote the health, safety, and optimal use of radiation for students, patients, and the general public.**

**Objectives:**

In support of **Standard Four**, the program:

- 4.1 Assures the radiation safety of students through the implementation of published policies and procedures that are in compliance with Nuclear Regulatory Commission regulations and state laws as applicable.
- 4.2 Has a published pregnancy policy that is consistent with applicable federal regulations and state laws, made known to accepted and enrolled female students, and contains the following elements:
  - Written notice of voluntary declaration,
  - Option for student continuance in the program without modification, and
  - Option for written withdrawal of declaration.
- 4.3 Assures that students employ proper radiation safety practices.
- 4.4 Assures that medical imaging procedures are performed under the direct supervision of a qualified radiographer until a student achieves competency.
- 4.5 Assures that medical imaging procedures are performed under the indirect supervision of a qualified radiographer after a student achieves competency.
- 4.6 Assures that students are directly supervised by a qualified radiographer when repeating unsatisfactory images.
- 4.7 Assures sponsoring institution’s policies safeguard the health and safety of students.
- 4.8 Assures that students are oriented to clinical setting policies and procedures in regard to health and safety.

## **Standard Five Assessment**

**Standard Five:**        **The program develops and implements a system of planning and evaluation of student learning and program effectiveness outcomes in support of its mission.**

### **Objectives:**

In support of **Standard Five**, the program:

### **Student Learning**

5.1     Develops an assessment plan that, at a minimum, measures the program's student learning outcomes in relation to the following goals: clinical competence, critical thinking, professionalism, and communication skills.

### **Program Effectiveness**

5.2     Documents the following program effectiveness data:

- Five-year average credentialing examination pass rate of not less than 75 percent at first attempt within six months of graduation,
- Five-year average job placement rate of not less than 75 percent within twelve months of graduation,
- Program completion rate,
- Graduate satisfaction, and
- Employer satisfaction.

5.3     Makes available to the general public program effectiveness data (credentialing examination pass rate, job placement rate, and program completion rate) on an annual basis.

### **Analysis and Actions**

5.4     Analyzes and shares student learning outcome data and program effectiveness data to foster continuous program improvement.

5.5     Periodically evaluates its assessment plan to assure continuous program improvement.

## **Standard Six**

### *Institutional/Programmatic Data*

**Standard Six: The program complies with JRCERT policies, procedures, and STANDARDS to achieve and maintain specialized accreditation.**

#### **Objectives:**

In support of **Standard Six**, the program:

#### **Sponsoring Institution**

- 6.1 Documents the continuing institutional accreditation of the sponsoring institution.
- 6.2 Documents that the program's energized laboratories are in compliance with applicable state and/or federal radiation safety laws.

#### **Personnel**

- 6.3 Documents that all faculty and staff possess academic and professional qualifications appropriate for their assignments.

#### **Clinical Settings**

- 6.4 Establishes and maintains affiliation agreements with clinical settings.
- 6.5 Documents that clinical settings are in compliance with applicable state and/or federal radiation safety laws.

#### **Program Sponsorship, Substantive Changes, and Notification of Program Officials**

- 6.6 Complies with requirements to achieve and maintain JRCERT accreditation.

## Awarding, Maintaining, and Administering Accreditation

### A. Program/Sponsoring Institution Responsibilities

#### 1. Applying for Accreditation

The accreditation review process conducted by the Joint Review Committee on Education in Radiologic Technology (JRCERT) can be initiated only at the written request of the chief executive officer or an officially designated representative of the sponsoring institution.

This process is initiated by submitting an application and self-study report, prepared according to JRCERT guidelines, to:

Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182

#### 2. Administrative Requirements for Maintaining Accreditation

- a. Submitting the self-study report or a required progress report within a reasonable period of time, as determined by the JRCERT.
- b. Agreeing to a reasonable site visit date before the end of the period for which accreditation was awarded.
- c. Informing the JRCERT, within a reasonable period of time, of changes in the institutional or program officials, program director, clinical coordinator, full-time didactic faculty, and clinical instructor(s).
- d. Paying JRCERT fees within a reasonable period of time.

e. Returning, by the established deadline, a completed Annual Report.

f. Returning, by the established deadline, any other information requested by the JRCERT.

Programs are required to comply with these and other administrative requirements for maintaining accreditation. Additional information on policies and procedures is available at [www.jrcert.org](http://www.jrcert.org).

Program failure to meet administrative requirements for maintaining accreditation will lead to being placed on Administrative Probationary Accreditation and result in Withdrawal of Accreditation.

## B. JRCERT Responsibilities

### 1. Administering the Accreditation Review Process

The JRCERT reviews educational programs to assess compliance with the **Standards for an Accredited Educational Program in Radiography**.

The accreditation process includes a site visit.

Before the JRCERT takes accreditation action, the program being reviewed must respond to the report of findings.

The JRCERT is responsible for recognition of clinical settings.

### 2. Accreditation Actions

JRCERT accreditation actions for Probation may be reconsidered following the established procedure.

JRCERT accreditation actions for Accreditation Withheld or Accreditation Withdrawn may be appealed following the established procedure. Procedures for appeal are available at [www.jrcert.org](http://www.jrcert.org).

All other JRCERT accreditation actions are final.

A program or sponsoring institution may, at any time prior to the final accreditation action, withdraw its request for initial or continuing accreditation.

Educators may wish to contact the following organizations for additional information and materials:

accreditation: Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
(312) 704-5300  
[www.jrcert.org](http://www.jrcert.org)

curriculum: American Society of Radiologic Technologists  
15000 Central Avenue, S.E.  
Albuquerque, NM 87123-3909  
(505) 298-4500  
[www.asrt.org](http://www.asrt.org)

certification: American Registry of Radiologic Technologists  
1255 Northland Drive  
St. Paul, MN 55120-1155  
(651) 687-0048  
[www.arrt.org](http://www.arrt.org)

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(312) 704-5304 (fax)

[mail@jrcert.org](mailto:mail@jrcert.org) (e-mail)

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