



program handbook 2018/2019

## **RADIOLOGIC TECHNOLOGY**

### Associate Degree Program

The purpose of this handbook is to familiarize the student with the policies of the program, so as to give direction to the student throughout their course of study

2221 Madison Avenue  
Toledo, Ohio 43604

419.251.1313 888.80.MERCY  
[www.mercycollege.edu](http://www.mercycollege.edu)

**TO: Radiologic Technology Students**

**FROM: Dana Eskins - Program Director, Radiologic Technology**

**DATE: August 2018**

Here is the Radiologic Technology Program Handbook for the 2018-2019 academic year. Please print and sign this form and return it to your Program Director. By doing so, you agree to read and follow these guidelines.

The Radiologic Technology Program Handbook outlines all the information specific to program. Mercy College of Ohio medical imaging students are expected to be familiar with the information, requirements, and policies and to abide by them. Failure to do so may impede a student's progress or may result in disciplinary action. In addition to the information provided in the Program Handbook, students are responsible for knowing and abiding by all Mercy College of Ohio requirements, policies and procedures which can be located in the Mercy College of Ohio Catalog located on the Mercy College of Ohio website.

Mercy College website: <https://www.mercycollege.edu>

**PRINTED NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## Contents

PROGRAM HANDBOOK POLICY/RIGHTS RESERVED.....	3
GRIEVANCE REPORTING.....	3
CRIMINAL CONVICTION NOTICE .....	3
CIVIL RIGHTS/NONDISCRIMINATION STATEMENT .....	4
TITLE IX STATEMENT .....	4
RADIOLOGIC TECHNOLOGY OVERVIEW.....	4
PROGRAM HANDBOOK.....	4
COLLEGE CATALOG.....	4
PROGRAM HISTORY .....	5
PROGRAM ACCREDITATION.....	5
PROGRAM PHILOSOPHY .....	5
PROGRAM MISSION STATEMENT .....	5
PROGRAM GOALS .....	5
PROGRAM LEARNING OUTCOMES.....	6
CURRICULUM PROGRESSION STATEMENT .....	6
GENERAL PROGRAM POLICIES & PRACTICES.....	6
HONOR CODE.....	6
PROGRAM MAXIMUM TIME POLICY.....	6
PROGRAM DISCIPLINE POLICY .....	6
PROGRAM ASSESSMENT PLAN .....	7
PROGRAM RETENTION CRITERIA/STANDARDS OF PROGRESS .....	7
GRADING POLICY.....	7
PROGRAM READMISSION PROTOCOL .....	7
RADIATION SAFETY .....	8
RADIATION SAFETY PLAN & PROTOCOL .....	8
OSL USAGE RESPONSIBILITIES.....	8
PROGRAM PREGNANCY POLICY.....	9
Fetal Radiation Badge Protocol.....	10
EXPENSES .....	10
STUDENT REPRESENTATION .....	10
SPECIAL CONSIDERATIONS.....	10
CLINICAL EDUCATION .....	11
CLINICAL APPLICATION .....	11

HEALTH REQUIREMENTS, DRUG SCREENS AND CRIMINAL BACKGROUND CHECKS .....	11
INITIAL CLINICAL PLACEMENT PROCEDURE.....	11
CONTINUED CLINICAL ASSIGNMENT POLICY .....	12
DRESS CODE REQUIREMENTS .....	12
DRESS CODE INFRACTION POLICY.....	14
CLINICAL ATTENDANCE POLICY.....	14
CLINICAL START & END TIME .....	15
CLINICAL TIME-KEEPING POLICY .....	15
CLINICAL MAKE-UP TIME POLICY .....	15
CLINICAL GRADING POLICY .....	15
CLINICAL SUPERVISION DEFINITIONS .....	15
DIRECT SUPERVISION POLICY.....	16
INDIRECT SUPERVISION POLICY .....	16
REMOVAL FROM THE FLOOR POLICY.....	16
REPEAT RADIOGRAPH POLICY.....	16
PREGNANT PATIENT POLICY .....	16
COMPETENCY REMOVAL POLICY .....	17
COMPETENCY REQUIREMENT NOTICE .....	17
CLINICAL LUNCH POLICY .....	17
PERSONAL DEVICES POLICY .....	17
PAID CLINICAL WORK POLICY.....	17
VENIPUNCTURE & INJECTABLE SUBSTANCES POLICY .....	17
ISOLATION PROCEDURE POLICY.....	18
EXCLUSION FROM PATIENT CARE POLICY.....	18
MAMMOGRAPHY AND/OR SENSITIVE ANATOMY POLICY.....	18
MRI SAFETY POLICY .....	18
HAZARDOUS MATERIALS/WASTE MANAGEMENT POLICY .....	18
PATIENT CARE PROTOCOL .....	19
TECHNOLOGIST- STUDENT RELATIONSHIP .....	19
X-RAY IMAGE MARKER POLICY .....	19
CONFIDENTIALITY OF PROTECTED INFORMATION POLICY (HEALTH/FACILITY/PHYSICIAN/EMPLOYEE).....	20
CLASSROOM & LABORATORY POLICIES .....	20
COLLEGE DRESS CODE POLICY .....	20
PERSONAL DEVICES CLASS POLICY.....	20

DIDACTIC ATTENDANCE POLICY.....	20
ENERGIZED LABORATORY USAGE POLICY.....	21
RADIOGRAPHIC SIMULATION POLICY .....	21
ADDITIONAL POLICIES & PRACTICES.....	21
ACADEMIC ADVISING .....	21
CLOSING THE COLLEGE (Inclement Weather) and CLINICAL ASSIGNMENTS.....	21
POLICIES SPECIFIC TO THE CLASS OF 2019.....	22
EARLY RELEASE FROM CLINICAL ASSIGNMENT POLICY .....	22
Appendix A – Technical Standards for Radiologic Technologists.....	23
Appendix B– JRCERT ACCREDITATION STANDARDS .....	24
Appendix C – ARRT Code of Ethics.....	25
Appendix D – Mercy College Radiation Protection Plan.....	26
Occupational Exposure Limits.....	26
Maintaining Occupational Exposure Limits As Low As Reasonably Achievable (ALARA) .....	26
Establishment of ALARA Investigational Levels .....	26
Appendix E: CI Role .....	27
Appendix F: AIDET Information.....	28
Appendix G: Additional Resources.....	29

## **PROGRAM HANDBOOK POLICY/RIGHTS RESERVED**

All college publications contain current pertinent information. While striving to ensure the accuracy of published information, the College may need and reserves the right, to make necessary changes in any or all of the policies, requirements, curriculum offerings and programs, tuition, fees, and other academic regulations contained herein. The Program Handbook does not constitute a contract with a student or an applicant. Questions concerning policies and procedures not covered in this Program Handbook should be referred to the Program Director.

## **GRIEVANCE REPORTING**

The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Mercy College is committed to maintaining the JRCERT Accreditation Standards. Complaints about program noncompliance with the JRCERT Standards (**Appendix A**) can be handled through the Student Complaint policy contained in the Mercy College Catalog or can be reported directly to the JRCERT. A record of each complaint and complaint resolution will be maintained by the Program Director.

Joint Review Committee on Education in Radiologic Technology  
20 N. Wacker Drive, Suite 2850, Chicago Illinois, 60606-3182  
Tel: (312) 704-5300, email: mail@jrcert.org

## **CRIMINAL CONVICTION NOTICE**

Individuals convicted of a crime may be prohibited from being registered with the American Registry of Radiologic Technology (ARRT) and subsequent employment within the profession. The ARRT administers and makes all eligibility decisions for the national radiography certification examination. Any program

student convicted of a crime should contact the Radiologic Technology Program Director immediately for pre-certification instructions. More information can be found here:

<https://www.arrt.org/pdfs/ethics/ethics-review-pre-application.pdf>.

### **CIVIL RIGHTS/NONDISCRIMINATION STATEMENT**

Mercy College of Ohio is committed to a policy of nondiscrimination on the bases of race, color, national and ethnic origin, sex, sexual orientation, disability, age, marital status, religion, pregnancy, genetic information, and any other legally-protected class in admissions and educational programs, services and activities, in accord with applicable federal and state law. For more information about Mercy College of Ohio policies, compliance and consumer information, please visit: [www.mercycollege.edu/compliance](http://www.mercycollege.edu/compliance). Inquiries and complaints of discrimination may be addressed to the Director of Compliance and Risk Management at 419-251-1710, or 2221 Madison Avenue Toledo, OH 43604.

### **TITLE IX STATEMENT**

In accordance with the Education Amendments of 1972, 34 CFR Part 106, Mercy College of Ohio has designated a Title IX Coordinator and Deputy Title IX Coordinator (Youngstown location) to ensure compliance regarding sex/gender discrimination of any type. Please direct questions/concerns to:

Leslie Erwin, Title IX Coordinator

419-251-1710

[leslie.erwin@mercycollege.edu](mailto:leslie.erwin@mercycollege.edu)

[titleIX@mercycollege.edu](mailto:titleIX@mercycollege.edu)

Betsy Cardwell, Deputy Title IX Coordinator

330-480-2170

[elizabeth.cardwell@mercycollege.edu](mailto:elizabeth.cardwell@mercycollege.edu)

### **RADIOLOGIC TECHNOLOGY OVERVIEW**

Radiologic Technology is the art and science of the use of x-rays, or high-level energy, to produce diagnostic images. These images are necessary for diagnosis and treatment of a variety of medical conditions. The technology involves the use of modern equipment while producing quality radiographs for a radiologist to interpret. To do this the technologist, following the orders of a physician, positions the patient to demonstrate the anatomy in question, directs a beam of radiation, controls the intensity, the quantity, and the timing of the radiation exposure. Additionally, the technologist processes the image and then evaluates its diagnostic quality. The art of radiologic technology requires adaptation to the many situations that can develop during the imaging process. Technical standards for radiologic technologists can be found in **Appendix A**.

### **PROGRAM HANDBOOK**

The Program Handbook is provided to allow students who are enrolled in the Mercy College of Ohio's Radiologic Technology Program to better understand the program and its policies. It contains information about the program philosophy, goals, course requirements, evaluation methods, policies and procedures. **Students are expected to be familiar with the material contained in this Program Handbook.**

### **COLLEGE CATALOG**

In addition to this reference tool, the 2018/19 Undergraduate [College Catalog](http://www.mercycollege.edu/my-mercy/college-catalogs) is an important resource during your time here at Mercy College. A PDF version of the College Catalog is available on the College's website for download: <http://www.mercycollege.edu/my-mercy/college-catalogs>.

## **PROGRAM HISTORY**

Mercy College of Ohio (formally Mercy College of Northwest Ohio) accepted sponsorship for the Radiologic Technology Program in January 1999. Before this time, St. Vincent Mercy Medical Center had been the sponsor of the certificate program, which was founded in 1951. In June 1999, Mercy College of Ohio submitted a request to the HLC for approval of the Associate of Science in Radiologic Technology Degree status. The Associate Degree status was approved in August of 1999.

## **PROGRAM ACCREDITATION**

Mercy College of Ohio is regionally accredited by the Higher Learning Commission (HLC). \* The Radiologic Technology Program accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). \*\* The JRCERT Standards are referenced in **Appendix B** of this Program Handbook. The leaflet, "JRCERT Accreditation," will be distributed to students during orientation. Upon completion of this program, graduates are qualified to sit for the American Registry of Radiologic Technology (ARRT) certification examination. In addition to the registry with the ARRT, graduates must be licensed by the Ohio Department of Health prior to practice in the state of Ohio.

\*The Higher Learning Commission, 30 N. LaSalle Street, Chicago, Illinois 60620. \*\* See above for JRCERT contact information.

## **PROGRAM PHILOSOPHY**

The Radiologic Technology Program strives to educate and prepare students for entry-level Radiologic Technology positions. The program sets realistic and achievable goals/objectives for each student based on professional guidelines and accreditation standards. The goal is to produce a competent and compassionate imaging professional who can function in a dynamic healthcare environment.

Education is a continuous process through which learners develop knowledge and transferable skills that result in personal and professional growth. The faculty facilitates the learning process through the sequential presentation of concepts, theories and experiential activities within an environment that promotes mutual trust, critical thinking, and self-development.

## **PROGRAM MISSION STATEMENT**

To educate and prepare students for entry-level Radiologic Technology positions as compassionate, competent health care professionals.

## **PROGRAM GOALS**

*To develop graduates who:*

1. Demonstrate clinical competence in performing diagnostic radiographic procedures in a compassionate, professional manner.
2. Demonstrate problem-solving and critical thinking skills in radiography.
3. Employ effective oral and written communication skills.
4. Understand the importance of continuous learning, professional development and Christian values.
5. To develop graduates who meet the needs of the healthcare community as employable radiographers.

## **PROGRAM LEARNING OUTCOMES**

*Students will be able to:*

1. Produce diagnostic quality radiographs
2. Evaluate radiographic images for appropriate quality
3. Apply proper radiation protection to patients, self and others
4. Provide appropriate patient care in changing situations
5. Perform effectively in a variety of imaging areas
6. Demonstrate effective communication skills
7. Practice professional and ethical behaviors
8. Integrate Mercy Core Values into clinical practice
9. Perform at entry-level expectations

## **CURRICULUM PROGRESSION STATEMENT**

The Radiologic Technology curriculum is designed to create a logical progression of learning from foundational knowledge to increasingly complex concepts. All RAD classes must be taken sequentially. RAD courses are offered once per year.

## **GENERAL PROGRAM POLICIES & PRACTICES**

### **HONOR CODE**

It is expected that students will conduct themselves in an ethical, responsible and honorable manner. Conduct requires that you adhere to the basic tenets of ethical behavior. Keeping this in mind, respecting the rights and privacy of others, following the policies and guidelines of Mercy College (College Catalog), the Radiologic Technology Program (Program Handbook), Clinical Sites, and all Academic Integrity Policies will be considered minimal behavior standards.

Students are expected to apply the ARRT *Standards of Ethics* to their actions. These standards of professional ethics guide actions toward patients, physicians, and hospital personnel during training and future employment. Failure to behave professionally can result in a warning or removal from the program. See the ARRT Code of Ethics in **Appendix C**.

### **PROGRAM MAXIMUM TIME POLICY**

Students will not be scheduled for more than ten (10) clinical hours in any one day. Furthermore, combined scheduled didactic and clinical hours will not exceed forty (40) hours each week. Total time including clinical make-up time will be monitored by the Clinical Coordinator on an individual student basis.

### **PROGRAM DISCIPLINE POLICY**

This policy will be enforced as outlined in the Student Code of Conduct in the College Catalog.

In addition, the following will be enforced:

1. Two College Disciplinary Forms on the same or related infraction, during the program, may result in dismissal from the program.
2. Three College Disciplinary Forms reports, during the program, in different areas may result in program dismissal.

The Program Director and related course-instructor will be involved in all academic discipline issues in some capacity.

Serious infractions may result in immediate program dismissal. Relevant examples in the Radiologic Technology program include but are not limited to: misuse of imaging equipment, unauthorized use of radiation, and/or inappropriate patient care or professional behaviors.



## PROGRAM ASSESSMENT PLAN

The program is assessed in a variety of ways, including:

1. Radiologic Technology program assessment of student learning outcomes based on the goals and objectives of the program and participation in Mercy College institutional assessment.
2. The Program Advisory Committee meetings for program planning, evaluation, and improvement.
3. Students complete evaluations of the course and the instructor at the end of each semester and assess the clinical component of the program.
4. Instructors complete self-evaluations at the end of each course to facilitate continuous improvement.
5. Graduates are asked to complete a six-month post-graduation Alumni Survey.
6. Employers of the Program Graduates are given a satisfaction survey to complete.

## PROGRAM RETENTION CRITERIA/STANDARDS OF PROGRESS

Refer to the academic dismissal and academic probation policy in the Mercy College Catalog. In addition, program dismissal may occur when any of the following conditions apply after program admission:

- Failure to maintain a 2.0 cumulative GPA; or
- Failure to achieve a grade of “C” or higher in all program courses (includes coursework with a prefix designation of RAD along with BIO 220 and BIO 221).
  - General education coursework that has been repeated and a grade of “C” or higher has been achieved is not included.
  - Refer to the course repeat policy in the college catalog for more information.

Students who are program dismissed may apply for readmission to the program. Readmission is not guaranteed. Refer to the **readmission protocol** in the appropriate program handbook.

## GRADING POLICY

The grade determinants used in the Radiologic Technology Program courses will be established by each instructor as outlined in the course syllabus. The Radiologic Technology program utilizes the following grading scale for all courses with a RAD prefix:

<b>A</b>	93-100%
<b>B</b>	85-92%
<b>C</b>	78-84%
<b>D</b>	72-77%
<b>F</b>	71% and below

To progress in the Radiologic Technology program, all RAD courses must be completed with a final grade of “C” or better.

## PROGRAM READMISSION PROTOCOL

Students dismissed for academic and non-academic reasons may request consideration for reinstatement. All requests for program readmission must be made by **January 1<sup>st</sup>** to be considered for the following academic year.

- Any student who is absent for two semesters or longer at the time of their intended program return must re-take and pass all previous final exams as well as all previous laboratory simulations for prior RAD courses, as directed by the Program Director.
  - This means that a score of 78% or higher on each of your final exams. Additionally, you will need to achieve a “Pass” and score above a 78% on each of your previous laboratory simulations. The simulation process will match the process for students completing simulations during the current academic year regarding positional selection, repeat opportunities, and grading.
- Any student who fails any two RAD courses will not be considered for readmission.

- Students who are dismissed for academic and non-academic reasons are not guaranteed readmission.

**Note: Student readmission to the program is contingent upon clinical space and required remediation is subject to the judgment of the Program Director. A specific clinical location is not guaranteed.**

## **RADIATION SAFETY**

### **RADIATION SAFETY PLAN & PROTOCOL**

All radiologic technology students are expected to wear their Mercy College issued radiation dosimeters while in the lab (during all energized activities) and the clinical setting. Dosimeters will be provided to the students from the Individual Responsible for Radiation Protection (IRRP) on a quarterly basis. Students will have a separate OSL (Optically Stimulated Luminescence Radiation Dosimeter) for clinic and lab. Monitoring devices must be exchanged no later than the date given by the IRRP each quarter. Dosimeters must be worn and stored as directed by the manufacturer. Any lost OSL must be reported to the IRRP immediately. If a temporary dosimeter is unavailable, the student will not be allowed to participate in energized laboratory experiments or clinical practicum until this has been received.

Protection measures of time, distance and shielding to keep personal radiation exposure as low as reasonably achievable (ALARA) are expected to be followed under all circumstances. Basic radiation instruction, explanation and interpretation of radiation exposure reports will be discussed during the radiation protection module of RAD 111. Additionally, occupational dose limits for students (and students under 18 years old) will be covered in the curriculum.

The Mercy St. Vincent Medical Center X-ray Quality Assurance Committee, the Certified Radiation Expert (CRE) and/or the college IRRP will review the radiation monitoring reports for all students. These radiation exposure reports are given to each student annually and can be obtained by IRRP upon request through the Landauer website. Should the radiation exposure for an individual student exceed *125mrem* in any given quarter, the student will be counseled per the Mercy College Radiation Protection Policy. Radiation protection practices and the student clinical schedule will be reviewed to attempt to determine where/how the student received the exposure. A Counseling Form will also be completed and placed in the student's file. Students shall not exceed state and federal guidelines for radiation exposure.

A portion of the Radiation Protection plan is available in **Appendix D**.

### **OSL USAGE RESPONSIBILITIES**

Responsibilities of the student include:

- Wearing a non-expired, student-issued radiation monitoring device during energized lab experiments and clinical practicum.
- Reporting the loss or damage of a monitoring device to the Clinical Coordinator immediately. Without a monitor, students MAY NOT participate in fluoroscopy, surgery, portable, or any potential ionizing radiation exposure area.
- College issued OSLs are only to be used for college requirements. If external employment is gained and it warrants the use a radiation monitoring device, this must be a separate device provided by the respective employer.
- Devices are not to be worn if the student technologist is undergoing a personal diagnostic imaging procedure as a patient.
- Students are to leave their clinical OSLs at the clinical site and stored on the dosimeter badge boards provided by the college, when not being used. However, when students rotate to outpatient imaging facilities, the OSL should be go with the student for that rotation and then be returned to the storage board.

Responsibilities of the college employee assigned as the IRRP include:

- Annual distribution of OSL readings in the first quarter of the calendar year
  - Student will be asked to sign an acknowledgment statement
- A final OSL reading upon availability of the report after the student has completed the Program via mail
- The IRRP or a faculty member will prompt students at the end of each quarterly cycle for OSLs, to bring in the expired devices to be traded for new quarterly OSLs.
- Quarterly, designated college personnel will pick up expired OSLs from the clinical sites and exchange them with the new OSLs for use throughout that quarter.

### PROGRAM PREGNANCY POLICY

Pregnant students should refer to the Pregnant Student policy in the College Catalog for guidelines and associated procedures for the protection and equal treatment of pregnant individuals or persons with pregnancy-related conditions at Mercy College. According to this policy, a student who is pregnant is strongly encouraged to notify the College as soon as possible; however, the choice to declare a pregnancy is voluntary, and a student is not required to disclose this information to the College.

Because of the nature of the Radiologic Technology program, students in this program should be aware of the following information. The National Council on Radiation Protection (NCRP) recommends that the Dose Equivalent Limits for a declared pregnant radiation worker (students above 18 years of age) should be limited to 0.5 rem (5 mSv) for the entire gestation period. Also, the recommendation is that no more than 0.05 rem (0.5 mSv) be received by the embryo/fetus in any one month.

It is recommended that students in the program notify the Program Director, Clinical Coordinator, and IRRP immediately if pregnancy is suspected. A declared pregnant student is defined as a woman who has **voluntarily informed** Radiologic Technology program officials, **in writing**, of her pregnancy and estimated date of conception. The program director will provide forms upon request.

For all declared pregnant Radiologic Technology students, the following guidelines apply:

- A copy of NRC Regulatory Guide 8.13 regarding detrimental effects to the fetus will be provided along with other educational resources;
- The student will meet with either the Program Director or the IRRP to:
  - Discuss fetal radiation risk;
  - Be provided an opportunity to ask questions regarding risk or review program policies;
  - Order a second radiation dosimeter (fetal OSL).
- Each pregnant student will be handled on a case-by-case basis. Options include, but are not limited to, the following:
  - Option 1 – **Continue in the Radiologic Technology program without modification**
  - Option 2 – Continue in the didactic portion of the program and complete missed clinical time upon delivery, in accordance with the collaborative plan developed with the Title IX coordinator.
  - Option 3 – Continue in the didactic portion of the program and bank anticipated missed clinical time prior to delivery\*, taking caution in fluoroscopy and portable rotations, in accordance with the collaborative plan developed with the Title IX coordinator.
  - Option 4 – Request a Leave of Absence\*\*.
- The student who had filed a voluntary declaration of pregnancy may at any time submit to the Program Director or IRRP a **written withdrawal of the declaration** of pregnancy. Note: The student is not considered pregnant in the absence of voluntary disclosure or upon withdrawal of pregnancy declaration.

Note: Program faculty may evaluate clinical competencies achieved prior to time off for pregnancy to ensure competency remains upon return to the clinical practicum. Competencies will need to be repeated if deemed necessary.

\*A student may bank clinical time in advance to cover pregnancy leave with the concurrence of the Clinical Coordinator provided it does not exceed the Program's maximum daily and weekly time allotments (see Program Maximum Time policy).

\*\* See the Program Readmission Protocol for more details.

#### FETAL RADIATION BADGE PROTOCOL

A voluntarily declared pregnant Radiologic Technology student will be provided a fetal OSL to be worn at waist level, below the lead apron (when applicable), during clinical rotations throughout the gestational period. The fetal OSL will be issued each month and dose readings will be monitored closely by program officials. Fetal dose is to be kept as low as reasonably achievable (ALARA) and should not exceed the above stated limits.

#### EXPENSES

Students should expect the following categories of expenses each semester:

- Tuition and fees – see the Mercy College.edu website, *Cost of Attendance*.
- Textbooks – cost will vary per semester.
- Supplies – paper, folders, calculator, etc.
- Clinical education expenses include program uniform, shoes and lanyard, transportation, x-ray initial markers. Additional clinical expenses may be incurred from physical examination, immunizations, fingerprinting and background testing; these are required for clinical practicum placement.
- Basic life support (BLS) or cardiopulmonary resuscitation (CPR) certification.
- Professional organizations – Students are encouraged to obtain student membership in the Ohio Society of Radiologic Technologists (OSRT) and the American Society of Radiologic Technologists (ASRT).
- Certification & licensure – ARRT exam, ODH State License, and/or GXMO (General X-ray Machine Operator) exam.

#### STUDENT REPRESENTATION

The Radiologic Technology program will have two student representatives per cohort. Each cohort will nominate and elect class representatives. Representatives are invited to the Radiologic Technology Program Advisory Committee meetings and are asked to collaborate with Program Officials where possible.

#### SPECIAL CONSIDERATIONS

Unique problems or unexpected circumstances related to progression or graduation should be brought to the attention of the Program Director. Consideration will be handled on a **case-by-case** basis and enforced with as much consistency as possible, in accordance with related policies.

## **CLINICAL EDUCATION**

Clinical education allows for application of classroom concepts. Registered Technologists in the assigned clinical site provide clinical supervision and instruction. Each site has one or more designated Clinical Instructors; these individuals are not College employees but have assumed leadership roles for mentoring and site instruction. Students will occasionally be visited and evaluated by the Radiologic Technology Clinical Coordinator during the practicum.

The numbers of clinical hours per week are determined by the course requirements. Students will be scheduled for specific clinical attendance times depending on the clinical assignment. Students are not to be in the clinical setting outside of the assigned clinical times unless they have written permission. Student liability insurance does not cover the student under circumstances outside of the assigned clinical learning times.

### **The following disclosures should be understood:**

- Assigned clinical hours and clinical site locations may change.
- Students are not guaranteed placement at a specific clinical site.
- Requirements for clinical competency, evaluation, and documentation may change.

The Clinical Coordinator is responsible for placing students in their clinical education sites. Rotations to additional clinical education sites are part of the clinical education. Students will be responsible for their transportation to and from clinical sites and for parking regulations of the clinical sites. Failure to attend a specific rotation without pre-authorization will result in lost grade points (see course syllabi). The expectations of each semester will be covered in the syllabus at the beginning of each new clinical course. Students will evaluate their clinical experience at the end of each rotation.

## **CLINICAL APPLICATION**

Students will learn about performing radiographic studies in the classroom, practice their skills and then prove competency during the simulation process in the radiologic technology program laboratory. Skills are then performed in the clinic on patients under direct supervision of a Registered Technologist, R.T.(R). When the students feel they have attained a level of competency, they will ask an R.T.(R) to evaluate their performances. The R.T.(R) will complete the student competency evaluation form, in the Trajecsys Reporting System, if the student performs the exam competently in its entirety. After the competency form is submitted into Trajecsys, with a passing grad, the student is eligible to perform the exam under indirect supervision.

Students may not perform radiographic studies or tasks prior to didactic instruction. If the student is asked to do a procedure or a task prior to instruction, it is the responsibility of the student to inform the requesting physician or technologist that he/she is a student and has had no prior instruction in the exam/task. The student will at that time observe the technologist performing the requested exam/task.

## **HEALTH REQUIREMENTS, DRUG SCREENS AND CRIMINAL BACKGROUND CHECKS**

**Incomplete health records will result in removal from the clinical site until health records have been updated.** Removal from the clinical site will result in missed clinical days which are subject to point deductions as outlined in clinical course syllabi.

## **INITIAL CLINICAL PLACEMENT PROCEDURE**

Students will have the opportunity to list their clinical site preferences. Preferences and geographic location will be considered when determining placement, but students may be assigned to any of our JRCERT-recognized clinical facilities. The Clinical Coordinator will assign each student a clinical seat based on maintaining the correct student to technologist ratio at any given clinical site. **Continued placement at a specific clinical site and/or specific clinical shifts may change at any time based on the needs of the program or clinical facility.**

Students may be required to travel a distance from the campus (up to 60 miles from Mercy College) to occupy a clinical seat. All students are responsible for their own travel expenses and transportation to and from the clinical sites. Currently, JRCERT-recognized clinical facilities are located in Defiance, Tiffin, Toledo, Sylvania, Perrysburg, and Oregon, OH, and Monroe, MI.

All students are required to rotate to at least one other clinical site for an alternate rotation in general diagnostic radiography. Additionally, students are required to complete rotations in advanced modalities. Advanced modality rotations may include computed tomography, magnetic resonance imaging, nuclear medicine, ultrasound, interventional radiology, cardiac catheterization, and radiation therapy. Students are required to fulfill all scheduled clinical rotations.

### **CONTINUED CLINICAL ASSIGNMENT POLICY**

Placement for clinical education requires a minimum of “C” grades in all Radiologic Technology courses. Academic performance does not, in and of itself, assure placement in the clinic. Along with academic excellence, program approval is required before placement in the clinical learning environment. Problems that would deter the student from working effectively in the clinical setting or behaviors that are inappropriate may preclude clinical assignment.

Behaviors that will prevent a student from assignment or continued assignment to clinical experience are, BUT ARE NOT LIMITED TO:

- Violation of Mercy College of Ohio policies or student code of conduct, or any clinical education site policy.
- Repeating a radiograph for any reason without the **direct supervision** of a R.T.(R)
- Any breach of the Standards of Ethics as prescribed by ARRT
- Excessive absenteeism during a single semester or over the course the program
- Misuse and/or unauthorized of radiation
- Incomplete or false information on health records or any documents; HIPAA violations.
- Failure to notify both the clinical site and the college when absent.

**Note:** *Any student who is dismissed from a clinical education site because of being deemed “unsafe”, may be automatically dismissed from the program. Please refer to the College Catalog for details of the Student Code of Conduct and disciplinary procedures.*

### **DRESS CODE REQUIREMENTS**

Professional attire and professional appearance is a requirement during all clinical assignments. The following guidelines are to be followed. All situations may not be covered in these guidelines and are left up to the discretion of the Clinical Coordinator. Failure to comply with appropriate dress will result in disciplinary action and/or removal from the clinical assignment.

#### **Uniforms:**

- Students must wear the program scrub uniform during their clinical assignments; operating room assignments are the only exception.
- Students must wear their uniform correctly; non-issued clothing such as sweaters or jackets are prohibited.
- A student identification badge must be worn on a lanyard and be fully be visible during clinical assignment.
- The student must wear an occupational radiation dosimeter while in the clinical setting.

**Hair:**

- Hair needs to be neat, clean, and controlled
- Hair must be pulled back and off the shoulders.
- Hair must not fall into face or eyes; it should be appropriately pinned to prevent hair from covering your face. Manipulating your hair throughout the imaging exam subjects you to infection control risks.
- Hair will be a “natural” color (not green, purple, blue etc.).
- All hair accessories are to be small and tasteful (a solid, neutral color).
- Facial Hair will be neat and trimmed (if applicable)

**Clothing:**

- Hems should be no shorter than one inch above the ankle for pants; cuffs will not be rolled and/or dragging on the ground.
- All clothing must be clean and neat in appearance.
- Clothing needs to be sized for the individual. Form fitting clothing is unacceptable, as is oversized clothing.
- Undergarments should in no way be visible.
- Plain white, black, or gray long sleeve shirts or tank tops may be worn under the program scrub top.

**Shoes:**

- Shoes worn in the clinic need to be black and no advertisement displayed on them. Shoes are to be worn in clinic ONLY.
- Cloth/mesh shoes are not acceptable in the clinic.
- Shoes need to cover the entire foot.
- Shoes must be clean and/or polished.
- Shoelaces must be clean and tied.
- Shoes worn in the clinic should have quiet heels.

**Socks:**

- Solid black socks must be worn at all times while in the clinic.
- Crew socks must cover the skin of the legs (even when sitting with knees bent); no ankle socks or shoe height socks are allowed.
- Stripes, ornamentation, lace, loose knit are not acceptable.

**Nails:**

- Artificial/acrylic nails are prohibited per infection control policy.
- The length of nails should not interfere with glove integrity.
- The length of nails should not extend beyond the tip of the fingers.
- Clear nail polish is acceptable but other colors are prohibited.
- Nail ornaments are prohibited.

**Jewelry:**

- A small watch with a second hand is advised.
- Earrings are limited to one pair or two in one ear. They should be small, not exceeding the size of the ear lobe. For safety reasons dangling earrings are prohibited.
- Rings that compromise glove integrity are not to be worn. Rings are limited to one per hand. (Wedding and engagement ring set will count as one.)
- Necklaces are limited to one. It will be worn inside the shirt for safety reasons.
- Nose, tongue, and other visible facial/body jewelry are unacceptable.
- Tattoos must be covered if they are visible (i.e. not covered by the program scrub uniform).

**Personal Grooming/Hygiene:**

- Scented after-shave cologne or perfume is not to be worn. (Patients may be allergic to specific scents, or find them to be offensive).
- Daily showering and the use of deodorant is required.
- Make-up is to be minimal and natural in appearance.
- Hats of any kind are prohibited.
- You will be immediately removed from the clinical site if you smell of alcohol, cigarettes, or any illegal substances.

**DRESS CODE INFRACTION POLICY**

You may be asked to change wardrobe or be sent home from the clinical site for any dress code infraction. If you are sent home, the incident will be treated as an unexcused absence and will impact your grade accordingly. Minor fixable violations and repeat violations will impact your grade as indicated in your course syllabus.

**CLINICAL ATTENDANCE POLICY**

Responsible attendance is an essential component of the student's clinical education. Students are responsible for their own transportation to assigned clinical sites. Students are required to attend all scheduled clinical sessions. Clinical practice attendance is mandatory. The clinical practicum is designed to facilitate the transfer of theoretical knowledge to clinical practice. Missed hours can prevent adequate development and assessment of the required knowledge, skills, attitudes and clinical judgment. Absence from clinical jeopardizes the student's ability to successfully meet the required clinical course proficiency.

Time management is a necessary professional skill, and punctuality is expected in professional workplaces. Students are expected to arrive on time for clinical and stay for the entire time allotted for that clinical experience. All clinical time that is missed, excused or unexcused, must be made up by the end of semester. This includes tardy time or occurrences of leaving the clinical assignment early.

Absences are either excused or unexcused. Excused absences must be made up, but do not result in a grade deduction. **Unexcused absences will result in a grade penalty.** Acceptable excused absences are: Illness (a physician's note will be required), a family death (obituary will be required), military leave (advance notification to the instructor required). Unexcused absences include: vacations, weddings, and family special events. Students are required to call the clinical site and email the Clinical Coordinator at [radcc@mercycollege.edu](mailto:radcc@mercycollege.edu) with any absence. Failure to do BOTH is considered a no call/no show, and will result in the student being required to make up two clinical days for every no call/no show missed day. For each unexcused tardy or occurrence of leaving early, two (2) percentage points will be deducted from the final grade. A combined total of three tardy incidents or occurrences of leaving early will result in making up time for one missed unexcused clinical day.

**Unexcused absences will result in a grade deduction for the semester in which it occurred, according to the following table:**

1 <sup>st</sup> unexcused absence	Letter grade drop - 5 percentage points	95% = A
2 <sup>nd</sup> unexcused absence	Letter grade drop - 8 percentage points	87% = B
3 <sup>rd</sup> unexcused absence	Letter grade drop - 8 percentage points	79% = C

**\*\* More than 3 occurrences over the course of the program (5 semesters) may result in dismissal from the program.**



**It is the student's responsibility to know all clinically associated phone numbers.** It is recommended that the student programs these numbers into their cell phone at the beginning of each semester. The Clinical Coordinator can be notified by calling the program cell phone number at **419-262-3817** for emergencies or via email at [RadCC@mercycollege.edu](mailto:RadCC@mercycollege.edu) for non-emergencies.

### **CLINICAL START & END TIME**

Clinical practicum start times and end times are subject to variation. This may be dependent on your clinical section, clinical site placement, and specific times of operation for respective rotation or service area.

### **CLINICAL TIME-KEEPING POLICY**

Students are expected to validate their clinical attendance. The method of validation will be verified by using Trajecsyst time-keeping system at the clinical site. Students will use Trajecsyst time-keeping system to clock in/out during scheduled clinical time. Students will have a designated computer at their clinical site so they are able to access Trajecsyst. The computer will be associated with a specific IP address the Clinical Coordinator will be able to track. Falsification of attendance records is considered academic dishonesty and will result in disciplinary action or possible dismissal from the program. Forgetting to clock in or out is not an acceptable excuse and may result in having to make up undocumented time.

### **CLINICAL MAKE-UP TIME POLICY**

All missed clinical time will be completed during, or at the end of the semester. No make-up time may be scheduled during holidays, or when the college is officially closed. In order to assure that time limitations are not exceeded, students are required to meet with the Clinical Coordinator prior to scheduling make-up clinical time. The Clinical Coordinator will review didactic schedules and clinical schedules, and will confirm that students will not exceed ten (10) clinical hours in a day, or forty (40) combined didactic and clinical hours in a week.

- The "Clinical Assignment Make-Up Time" form will be authorized by the Clinical Coordinator and signed by the student. This form will indicate the rescheduled clinical date, the total number of clinical hours per day, and the combined number of clinical and didactic hours per week.
- The student will receive a grade of incomplete until the clinical time is made up.

Students with an incomplete have ten (10) class days after the start of the next semester to complete the requirements. Note: point deduction may occur for make-up time as determined by the Clinical Coordinator.

### **CLINICAL GRADING POLICY**

Details of clinical grading will be included in the respective course syllabi. Performance evaluations, clinical projects and assignments, documentation, compliance with professional appearance standards, and attendance will determine clinical grade. The Clinical Staff, Clinical Instructors, and Clinical Coordinator will evaluate the student on an ongoing basis.

### **CLINICAL SUPERVISION DEFINITIONS**

- **Direct Supervision-** Student Supervision by a qualified practitioner who reviews the procedure in relation to the student's achievement, evaluates the condition of the patient in relation to the student's knowledge, is present during the procedure, and reviews and approves the procedure. A qualified radiographer is present during the student performance of a repeat of any unsatisfactory radiograph.
- **Indirect Supervision-** For radiography, that supervision provided by a qualified practitioner immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

- **Immediately available** is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. If the student requires assistance, the radiographer must be within hearing range of the student. The JRCERT does not accept electronic devices as a form of indirect supervision.

Also, see **Appendix E** for the Clinical Instructor (CI) role description.

### **DIRECT SUPERVISION POLICY**

After successfully completing a simulation at the college, students are required to request direct supervision prior to obtaining their clinical competency. Successful simulation is documented on the student's competency log with a college instructor's signature. Students are required to perform under the direct supervision of an R.T.(R) during any procedure in which the student has not yet gained clinical competency. Students are required to decline participation in the procedure, if direct supervision cannot be achieved. The Clinical Coordinator must be notified immediately if direct supervision is required and cannot be achieved. If a student is asked to perform a procedure prior to didactic instruction, the student is to inform the technologist that he or she has not yet received didactic instruction on said procedure, but is willing to participate in the learning environment by observing the procedure.

### **INDIRECT SUPERVISION POLICY**

Upon competency achievement, students are permitted to perform radiologic procedures with indirect supervision of a qualified radiologic technologist. During the procedure, the qualified radiographer who is providing indirect supervision, is required to provide immediate assistance, should the student and/or patient require assistance. If indirect supervision of a qualified radiographer is not available the student is not permitted to perform the imaging procedure, until indirect supervision can be obtained.

### **REMOVAL FROM THE FLOOR POLICY**

Students are strictly prohibited from initiating radiologic exposure if supervision (see direct and indirect supervision policies) is unavailable. During absences of indirect supervision, it is acceptable for students to perform other clinical tasks, unrelated to direct medical imaging (including but not limited to: answering telephones, directing patients, transporting patients for nearby imaging departments, etc.).

### **REPEAT RADIOGRAPH POLICY**

If the qualified radiographer who is providing indirect supervision determines that a radiograph is unsatisfactory and requires a repeat exposure, the qualified radiographer must provide direct supervision and be physically present during the repeat exposure. Students **MUST** have the direct supervision regardless of how minor the repeat may be. The qualified technologist is required to approve the patient position and technical factors prior to re-exposure of the patient. Documented non-compliance of this policy is considered grounds for dismissal from the program.

It is the responsibility of the student to limit the patient radiation dosage to as low as reasonably achievable (ALARA). Students must also observe the radiation safety policy of the institution to which they are assigned. The policy and the practice of the students in the program is to decline to repeat a radiograph until they are provided with the direct supervision of a R.T.(R). **Problems with the availability of direct supervision are to be brought immediately to the attention of the Clinical Coordinator and/or Program Director.**

### **PREGNANT PATIENT POLICY**

It is important to determine that the patient to be radiographed is not pregnant prior to radiation exposure. If there is any question of pregnancy, it is to be brought to the attention of a Radiologist. Students are not to expose a pregnant patient or a possibly pregnant patient even with the Radiologist's permission. The student is expected to observe an R.T.(R) perform the examination.

## **COMPETENCY REMOVAL POLICY**

Students are required to successfully achieve competencies prior to working under indirect supervision of a qualified radiographer. Once a competency is obtained, students are expected and required to maintain competency for said procedure. Competencies may be removed if competency is not maintained.

- Competencies may be removed if it is determined that a student has not maintained competency on a procedure.
- Competency removal may be requested by a qualified radiographer, a Clinical Instructor, or the Clinical Coordinator.
- The Clinical Coordinator will meet with the student involved in the competency removal, and a reason for competency removal will be addressed with the student.
- The Clinical Coordinator will then inform the student that direct supervision of a qualified radiographer is again required to perform said procedure, until competency can again be achieved.
- After the student successfully completes a re-evaluation for a competency, the student may work under indirect supervision when performing this procedure

## **COMPETENCY REQUIREMENT NOTICE**

The student is expected to progressively demonstrate clinical competency. Minimum thresholds will be in place for each clinical practicum experience. At program completion, the student must have completed all competencies to sit for the ARRT radiography exam. The student will be counseled if they are below required competencies for the semester. End a practicum below required levels may result in a grade of incomplete and impact progression within the program. Mercy College may require competencies that exceed the minimum ARRT requirements.

## **CLINICAL LUNCH POLICY**

Students are entitled to a lunch when shifts extend beyond 6 hours. The R.T.(R) to whom the student is assigned, site coordinator, or the department manager will determine the lunch schedule. Students who leave the premises for lunch must notify the technologist in charge and clock out when leaving and then clock in again upon return.

## **PERSONAL DEVICES POLICY**

Devices including but not limited to cell phones, tablets, and laptops are not to be used during clinical assignment. Students may make personal calls on their scheduled break or during lunch. Please see the course syllabus for associated point deductions.

## **PAID CLINICAL WORK POLICY**

No stipend is paid to Radiologic Technology Program students during their clinical education. Clinical education is an educational requirement and, as such, is just as important as time spent in the classroom. Students may **never** take the place of a R.T.(R), regardless of patient volumes or site staffing levels. Students may be employed in the field of study outside regularly scheduled educational hours, provided the work does not interfere with their academic responsibilities.

## **VENIPUNCTURE & INJECTABLE SUBSTANCES POLICY**

Students will be trained in venipuncture. After obtaining competency in venipuncture, students will follow the contrast administration policies of the respective radiology department. Note: not all facilities will permit students to perform venipuncture and/or contrast media injections. If permitted to participate in the parenteral injection of contrast media and other medications the student radiographer must be directly supervised by an R.T.(R) or radiologist throughout the procedure to ensure proper diagnosing of and treatment for possible allergic reaction.

### **ISOLATION PROCEDURE POLICY**

Students are not to be involved with patients with **known active TB** or any other infectious disease requiring an N-95 respirator during their training period. Any problems or conflicts with this policy are to be brought to the Clinical Coordinator and Program Director.

### **EXCLUSION FROM PATIENT CARE POLICY**

A student may ask to be excused from providing a specific aspect of a patient's care or treatment when the prescribed care or treatment conflicts with the student's values, ethics or religious beliefs. The letter of request, detailing the rationale for exclusion, is to be submitted to the Clinical Coordinator and the Program Director.

### **MAMMOGRAPHY AND/OR SENSITIVE ANATOMY POLICY**

All students, male and female, will be offered the opportunity to participate in mammography clinical rotations. The program will make every effort to place a male student in a mammography clinical rotation if requested; however, the program is not able 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.

Additionally, the policy may be applied to any imaging procedures performed by professionals who are of the opposite gender of the patient.

### **MRI SAFETY POLICY**

This policy is to ensure the safety of the Radiologic Technology student when entering the magnetic resonance imaging (MRI) department. Students must follow the rules and advise of the qualified MRI technologist, while in the MRI department. Students will receive MRI safety training each year.

- All students in the radiologic technology program will receive instruction on MRI safety during RAD 111, clinical orientation.
- Students are required to fill out and sign a pre-screening MRI safety checklist at Mercy College, during RAD 111.
- All students will be screened again and receive additional training during RAD 241, in preparation for a clinical rotation to an MRI department/facility.
- Students will be screened a third time at the assigned MRI facility.

Students are expected and required to be truthful in disclosing his or her medical or personal information, as it relates to MRI safety. Students must provide notification if his or her medical history changes, which could impact MRI safety. Students are not permitted to enter the MRI room without being thoroughly screened by qualified MR personnel. This may potentially compromise his/her safety and/or the safety of everyone in the MR environment. The MRI technologist on duty is responsible for the safety and wellbeing of all person who enter the MRI room. If you are instructed to not enter the room for any reason, you must follow these instructions. Students are never permitted to bring any metal objects, or any other object into the MRI room which may impact MRI safety.

### **HAZARDOUS MATERIALS/WASTE MANAGEMENT POLICY**

During orientation to the clinical education site, the student will be shown: the location of the Hazardous Materials/Waste Management Manual, the Materials Safety Data Sheets (MSDS), the inventory of hazardous materials, hazard warning labels and their significance, and measures that a student can take

to protect him/her from hazardous materials. The student has the right to information and to be free from retaliation for exercising his/her rights.

### **PATIENT CARE PROTOCOL**

Patients are to be treated with respect and dignity always. Their physical comfort, emotional well-being, and safety are to be held in highest regard. A general rule of thumb is that every patient should be treated as you would wish to be treated.

It is expected that students utilize the AIDET approach when interacting with patients. More information on this approach can be found in **Appendix F**.

### **TECHNOLOGIST- STUDENT RELATIONSHIP**

*The R.T.(R) has the right to expect that the **student will**:*

- Be punctual
- Show an eagerness to learn
- Have good interpersonal relationships with all personnel
- Adhere to the ARRT Code of Ethics
- Follow the policy and procedures of the clinical site and of the college
- Use all equipment and materials responsibly during the clinical experience
- Respond to positive suggestions that would improve the student performance
- Request to leave the assigned area and return quickly
- Show courtesy, cooperation and respect.

*The Student has the right to expect that the **R.T.(R) will**:*

- Provide **direct or indirect supervision** of the student that is assigned to him/her based on their completed competencies.
- Under all circumstances provide **direct supervision** to the student repeating a radiograph for any reason.
- Set an example and guide the student radiographer for their development in a professional and ethical manner.
- Instruct and guide the student radiographer in the proper method of patient care.
- Demonstrate and explain the use of the equipment in the assigned radiology department.
- Instruct and guide the student in radiation protection practices.
- Guide the student in the selection of exposure factors.
- Objectively and routinely evaluate the student's clinical performance and confer with the Clinical Coordinator.
- Treat the student with respect.

**Note:** this list is not all inclusive.

### **X-RAY IMAGE MARKER POLICY**

The student is expected to use x-ray markers (right and left with their initials) in the clinic and lab. Markers will need to be purchased by the student prior to entering the clinical setting. Markers can be ordered from a variety of websites; recommendations will be provided in RAD 111. The student will follow the policy of the assigned clinical site in the use and placement of markers for image documentation. The student is expected to ask the technologist to whom he/she is assigned if any question about the use or placement of markers on radiographs occurs. Electronic/digital markers are not an acceptable replacement for physical x-ray markers.

## **CONFIDENTIALITY OF PROTECTED INFORMATION POLICY (HEALTH/FACILITY/PHYSICIAN/EMPLOYEE)**

By law, all information contained in a patient's medical record/electronic health record, known as protected health information (PHI), is confidential. Information pertaining to the facility or relating to physicians or employees is considered confidential as well. All information that is discussed or made available in class or in the clinical facilities is therefore considered confidential and may not be discussed outside of the classroom or clinic.

Students may not disclose confidential information to unauthorized individuals, including family and/or friends. Failure to respect confidential information will result in dismissal from the program due to a breach of HIPAA laws.

## **CLASSROOM & LABORATORY POLICIES**

### **COLLEGE DRESS CODE POLICY**

Professional attire and professional appearance is a requirement while in the classroom and lab. Specific points to note:

- Due to Infection Control Policy, students must NOT wear the program scrub uniform to class if they are coming from their assigned clinical education site. A change of clothes is necessary before entering the college.
- Students must wear the Program uniform for all Laboratory Simulations.
- Students are expected to follow the dress code guidelines as listed in the College Catalog. All situations may not be covered in these guidelines and are left up to the discretion of the faculty. Failure to comply with appropriate dress will result in disciplinary action and/or removal from the classroom or lab.

### **PERSONAL DEVICES CLASS POLICY**

Cell phones must be silenced before class and stowed away accordingly. If it is necessary to have your cell phone on (e.g. childcare or family emergency) you must receive the instructor's approval before the start of class. You will be allowed to check your phone during breaks. At the end of a break, cell phones must be stowed away. If you have your phone out during any lecture or classroom activity, you may be asked to leave and will be considered absent (resulting in lost points), unless the instructor is asking you to use that device as part of an activity.

Personal computers can be used to take notes but should only be used for academic purposes in the classroom environment.

### **DIDACTIC ATTENDANCE POLICY**

**Students are expected to attend classes and lab.** Points for attendance, punctuality, and professionalism may be given for each class. A phone call, text message, or email is appropriate and is expected if you will be late or absent from any didactic activity. Please store the appropriate phone numbers in your cell phone in case an unexpected situation arises.

Policy for absence on the day an exam or simulation is as follows:

- Appropriate documentation must be provided to be excused.
- *Exams and quizzes*- You are to complete your exam before the next day you are in attendance unless there are additional extenuating circumstances. It is your responsibility to contact the instructor and/or testing center to make these arrangements. All students will be tested over the same material; however, make-up exams *may* be a different format than the original exam.
- *Simulations*- You are to complete your simulation before the next day you are in attendance for class unless there are additional extenuating circumstances. It is your responsibility to contact the instructor to make these arrangements.

Tardiness and leaving early are disruptive to the classroom setting and to student learning and may result in the loss of attendance and participation points. If you must leave class early, please discuss it with the instructor in advance, failure to do so will result in a reduction of attendance points. Tardiness and Absence Policies will be reviewed in class. Excessive absences or tardiness will affect your final grade.

Course syllabi will indicate specific policies.

### **ENERGIZED LABORATORY USAGE POLICY**

The student is prohibited from conducting radiographic experiments without the supervision of an R.T.(R). Exposures involving human subjects are strictly prohibited. Initiation of radiation exposure without supervision may result in program dismissal.

### **RADIOGRAPHIC SIMULATION POLICY**

Simulations will be performed in the radiologic laboratory setting to ensure the student has gained competency in radiographic positioning prior to attempting competency in the clinical setting. Lab simulations are a timed exam that will be performed during scheduled laboratory sessions with a faculty member.

Specific policies related to the process, repeat protocol, and time limits will be explained in the respective course. Clinical uniforms are required for this graded activity.

**NOTE: Failure on the third attempt of a single simulation will result in failure of the course.** Failure of the course will result in dismissal from the Radiologic Technology Program.

## **ADDITIONAL POLICIES & PRACTICES**

### **ACADEMIC ADVISING**

Upon admission to the Radiologic Technology Program, each student is assigned an Academic Advisor. The academic advisor will monitor the academic progress of the assigned student throughout the curriculum and advise the student as necessary. The Academic Advisor has posted office hours, and is also available by appointment, or by e-mail. It is recommended that Radiologic Technology students meet with their academic advisor each semester.

### **COURSE ENROLLMENT**

It is the student's responsibility to register for courses each semester based on their respective plan of study. It is strongly recommended that you register for course in the EmpowerMe system promptly when the registration window opens to secure your seat in the courses you need.

Information on refund deadlines and how to add or drop a course can be found in the College Catalog. **Before** any Radiologic Technology Program course is dropped, the Program Director or assigned academic advisor should be notified by the student via e-mail or other communication means.

### **CLOSING THE COLLEGE (INCLEMENT WEATHER) AND CLINICAL ASSIGNMENTS**

See the policy in the College Catalog. If clinical time is missed due to unusual conditions, it is the discretion of the Clinical Coordinator, as to whether clinical time will need to be made up.

## **POLICIES SPECIFIC TO THE CLASS OF 2019**

### **EARLY RELEASE FROM CLINICAL ASSIGNMENT POLICY**

Students may petition the Program Director and Clinical Coordinator for Early Release for RAD 261 – Radiology Practicum VI. Early Release from the clinical assignment will be considered on an individual basis in the case that all of the following prerequisites have been met.

- a) A formal letter of petition from the student for early release has been submitted to both the Clinical Coordinator and Program Director.
- b) All of the clinical assignments and ARRT competency requirements have been met.
- c) All clinical paperwork is up to date and all clinical makeup time has been completed.
- d) Employment in radiography (or related field\*) has been obtained (per diem, part-time or full-time). A letter from the student's employer has been received to verify employment status.
- e) GXMO license has been obtained to allow the student to practice in radiologic technology until the student has passed the ARRT radiography certification examination.

There will be full and partial release options based on the student's employment status at the start of RAD 261. Early release only pertains to RAD 261; the student must complete all remaining didactic courses at their scheduled times. All students that do not qualify for early release must register for RAD 261 for 2 credit hours. Students that secure full release prior to the first day of RAD 261 (equivalent to 19 or more hours of employment per week) do not have to register for RAD 261. Students that secure employment less than 19 hours/week can qualify for variable credit hour course registration options based on the following table:

<b>Relevant field work hours secured per week before the first day of RAD 261</b>	<b>RAD 261 Credit Hours to register for</b>
0-9 hours	2 Credit Hours
9.5-19 hours	1 Credit Hour
19+ hours	0 Credit Hours

If the student secures early release opportunities after the first day of RAD 261 you will have to remain registered in RAD 261 for 2 credit hours and complete all required course work; however, clinical time is replaceable with work hours based on the below table:

<b>Relevant field work hours secured per week after the first day of RAD 261</b>	<b>RAD 261 clinical practicum hours that must be completed</b>
0-9 hours	19 hours
9.5-19 hours	9.5 hours
19+ hours	0 hours

Note: The day(s) that the student attends RAD 261 clinical practicum has to be consistent throughout the entire semester. All clinical assignments and projects have to be completed. Failure of the student to comply with the terms of the Early Release Policy may result in revocation of the student's early release.

\* Related field qualifications will be reviewed on an individual basis. GXMO license will still be required.



## **APPENDIX A – TECHNICAL STANDARDS FOR RADIOLOGIC TECHNOLOGISTS**

In order to assure patient and student safety, to meet the program competencies, and for successful completion of the objectives of each radiologic technology course, an individual must be able to independently, with or without reasonable accommodation, meet the following technical standards:

- Ability to learn in the classroom and various educational settings.
- Ability to speak, hear, observe, read, and understand the English language in a manner sufficient to provide safe and effective patient care.
- Ability to communicate in sensitive and effective interactions with patients, families, and members of the health care team.
- Ability to effectively use imaging equipment, patient care technologies, information systems, and communication devices.
- Ability to observe patient conditions and respond appropriately to health and illness for purposes of providing safe and effective patient care.
- Ability to assess radiographic images for appropriate quality
- Ability to meet physical strength and mobility demands of providing clinical care, attending to emergency situations, and performing maneuvers such as CPR.
- Ability to respond promptly to urgent and stressful situations that may occur during clinical education.
- Ability to think critically, solve problems, exercise professional judgement, promptly complete responsibilities, and make decisions for the care of persons, families, and /or communities across the health continuum and in a variety of settings.
- Ability to adjust imaging parameters and apply radiation protection factors accurately
- Ability to show concern for others, compassion, human dignity, ethical conduct, and accountability.
- Ability to adapt to and function effectively to stressful situations in both the classroom and clinical settings.

To be qualified for the Mercy College Radiologic Technology program, individuals must be able to meet both academic standards and the technical standards listed previously, with or without reasonable accommodation(s). It is a student's responsibility to request reasonable accommodations following the procedures outlined in the *Mercy College of Ohio Undergraduate Catalog* or on the College's website at [www.mercycollege.edu](http://www.mercycollege.edu); requests for reasonable accommodations will be reviewed and considered by the College. For further information regarding services and resources for students with disabilities and/or to request accommodations, please contact the Office of Accessibility and Testing Services at 419-251-1784 or [ADA504@mercycollege.edu](mailto:ADA504@mercycollege.edu).

These standards are not intended to deter any student who may be able to complete the requirements of the program with reasonable accommodations.

### **Please indicate below:**

- ☐ I can meet the technical standards with or without reasonable accommodations.
- ☐ I cannot meet the technical standards with or without reasonable accommodations.

---

**Student Signature**

---

**Date**

## **APPENDIX B– JRCERT ACCREDITATION STANDARDS**

**Standards for an Accredited Educational Program in Radiologic Sciences (*full copy on lab bulletin board*)**

<b>Standard One: Integrity</b>	<b>4</b>
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.	
<b>Standard Two: Resources</b>	<b>23</b>
The program has sufficient resources to support the quality and effectiveness of the educational process.	
<b>Standard Three: Curriculum and Academic Practices</b>	<b>35</b>
The program’s curriculum and academic practices prepare students for professional practice.	
<b>Standard Four: Health and Safety</b>	<b>47</b>
The program’s policies and procedures promote the health, safety, and optimal use of radiation for students, patients, and the general public.	
<b>Standard Five: Assessment</b>	<b>57</b>
The program develops and implements a system of planning and evaluation of student learning and program effectiveness outcomes in support of its mission.	
<b>Standard Six: Institutional/Programmatic Data</b>	<b>64</b>
The program complies with JRCERT policies, procedures, and <b>STANDARDS</b> to achieve and maintain specialized accreditation.	
<b>Awarding, Maintaining, and Administering Accreditation</b>	<b>73</b>

**Complete details of JRCERT accreditation standards can also found here:**

**<https://www.jrcert.org/programs-faculty/jrcert-standards/>**

## **APPENDIX C – ARRT CODE OF ETHICS**

The Code of Ethics shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Certificate Holders and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

1. The radiologic technologist acts 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 principal 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 or illness, and without discrimination on the basis of sex, race, creed, religion, or socio-economic 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 healthcare team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. 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.

**The complete ARRT Standards of Ethics can be found here:** <https://www.arrt.org/pdfs/governing-documents/standards-of-ethics.pdf>

## **APPENDIX D – MERCY COLLEGE RADIATION PROTECTION PLAN**

### **OCCUPATIONAL EXPOSURE LIMITS**

- 1.** We shall supply appropriate personnel monitoring equipment to, and shall require the use of such equipment by:
    - a. Each individual who enters a restricted area under such circumstances that he receives, or is likely to receive, a dose in any calendar year in excess of 10% of the applicable occupational exposure limit value specified in Ohio rule 3701:1-38-12.
    - b. Each individual under 18 years of age who enters a restricted area under such circumstances that they receive, or is likely to receive, a dose in any calendar year in excess of 5% of the applicable value in the above table.
- Occupational exposure limit value specified in Ohio rule 3701:1-38-12

Body Area	Rems per calendar year
The total effective dose equivalent	5
The sum of the deep dose equivalent and the committed dose equivalent to any individual organ or tissue other than the lens of the eye.	50
Lens dose equivalent	15
Shallow dose equivalent to skin or extremity	50

### **MAINTAINING OCCUPATIONAL EXPOSURE LIMITS AS LOW AS REASONABLY ACHIEVABLE (ALARA)**

- 2.** Mercy College of Ohio is committed to the program described as keeping individual and collective doses as low as reasonably achievable (ALARA).
- 3.** The IRRP will perform a quarterly review of occupational exposure with particular attention in which the investigational levels in the following tables are exceeded.
- 4.** The IRRP will evaluate overall efforts for maintaining doses ALARA on an annual basis.

#### **ALARA Investigational Levels (millirem per calendar quarter)**

Body Area	ALARA Level I	ALARA Level II
Whole Body	125	375
Extremities or Skin	1250	3750
Lens of Eyes	375	1125

### **ESTABLISHMENT OF ALARA INVESTIGATIONAL LEVELS**

Mercy College of Ohio hereby establishes investigational levels for occupational exposure which, when exceeded, will initiate review or investigation by the IRRP.

- 5.** Personnel dose less than Investigational Level I
  - a. Except when deemed appropriate by the IRRP, no further action will be taken in cases where an individual's dose is less than values for Investigational Level I
- 6.** Personnel dose equal to or greater than Investigational Level I but less than Investigational Level II
  - a. The IRRP will review the dose of each individual whose quarterly dose is equal to or greater than Investigational Level I.
  - b. If the dose does not equal or exceed Investigational Level II, no action related specifically to the exposure is required unless deemed appropriate by the IRRP.

7. Personnel dose equal to or greater than Investigational Level II
  - a. The IRRP will investigate in a timely manner the causes of all personnel doses equaling or exceeding Investigational Level II and, if warranted, will take action.

**Note: The complete Radiation Protection plan is available upon request.**

## **APPENDIX E: CI ROLE**

**Overview:** The Clinical Instructor will be responsible for coordinating the student clinical experience at a specific clinical site. This individual must possess the knowledge and skills to teach and supervise students in the clinical setting. The Clinical Instructor acts as a role model for students and an unpaid liaison between the college and clinical site.

### **Minimum Requirements:**

- Current American Registry of Radiologic Technologists credential in the category of radiography.
- Current Ohio Department of Health license in the field of radiology.
- Competent in instructional and evaluation procedures and techniques.
- Minimum of 2 years full-time experience as a diagnostic radiographer.
- Officially recognized by Joint Review Committee on Education in Radiologic Technology (JRCERT) as a Clinical Instructor

### **Responsibilities:**

- Knowledgeable of program goals and assessment practices.
- Understands the clinical objectives and clinical evaluation system.
- Understands the sequencing of didactic instruction and clinical education.
- Provides students with clinical instruction and supervision, both direct and indirect in accordance with documented student competencies.
- Evaluates students' clinical competence
- Maintains competency in the professional discipline through continuing professional development as mandated by the ARRT
- Compliant with ARRT and Ohio Department of Health requirements
- Understands current knowledge of program policies and procedures as it relates to the clinical environment.
- Orients new students to the clinical site, the radiology department and radiology equipment
- Meets with Clinical Coordinator to communicate student progress, strengths, and weaknesses.
- Assists in maintaining effective and well documented student clinical records
- Maintains confidentiality in accordance with program policy.

## **APPENDIX F: AIDET INFORMATION**

The keys to effective patient and customer communication include:

<b>A</b>	<b>ACKNOWLEDGE:</b>	Greet the patient by name. Make eye contact, smile, and acknowledge family or friends in the room.
<b>I</b>	<b>INTRODUCE:</b>	Introduce yourself with your name, skill set, professional certification, and experience.
<b>D</b>	<b>DURATION:</b>	Give an accurate time expectation for tests, physician arrival, and identify next steps. When this is not possible, give a time in which you will update the patient on progress.
<b>E</b>	<b>EXPLANATION:</b>	Explain step-by-step what to expect next, answer questions, and let the patient know how to contact you, such as a nurse call button.
<b>T</b>	<b>THANK YOU:</b>	Thank the patient and/or family. You might express gratitude to them for choosing your hospital or for their communication and cooperation. Thank family members for being there to support the patient.

Source:<https://www.studergroup.com/resources/news-media/healthcare-publications-resources/insights/november-2014/aidet-in-the-medical-practice-more-important-than>

## **APPENDIX G: ADDITIONAL RESOURCES**

ARRT – Standards of Ethics

<https://www.arrrt.org/pdfs/governing-documents/standards-of-ethics.pdf>

ARRT – Radiography Certification & Registration Handbook

<https://www.arrrt.org/pdfs/Disciplines/Handbooks/Handbook.pdf>

ARRT – Radiography Didactic and Clinical Requirements

<https://www.arrrt.org/pdfs/Disciplines/Competency-Requirements/RAD-Competency-Requirements.pdf>

ASRT – Digital Radiography Best Practices

[https://www.asrt.org/docs/default-source/whitepapers/asrt12\\_bstpracdigradwhp\\_final.pdf](https://www.asrt.org/docs/default-source/whitepapers/asrt12_bstpracdigradwhp_final.pdf)

ASRT – Radiography Practice Standards:

[https://www.asrt.org/docs/default-source/practice-standards-published/ps\\_rad.pdf?sfvrsn=2](https://www.asrt.org/docs/default-source/practice-standards-published/ps_rad.pdf?sfvrsn=2)

ASRT – Code of Ethics

<https://www.asrt.org/docs/default-source/practice-standards/codeofethics.pdf>