



RIVERLAND
Community College

RADIOGRAPHY PROGRAM



STUDENT HANDBOOK 2025-2026

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PURPOSE OF THE RADIOGRAPHY PROGRAM HANDBOOK

Welcome to the Riverland Community College's Radiography Program!

Your education should be a rewarding experience leading to a satisfying and challenging career. The purpose of this handbook is to inform students and prospective students of their responsibilities and to provide the policies and procedures for the Radiography Program at Riverland Community College. Information includes the academic and clinical components of the program. Specific policies have been developed to foster your educational growth and workplace preparedness.

This handbook is not intended to cover all topics and circumstances. We reserve the right to respond to specific situations in a manner that we believe best suits the needs of the program and the student(s) involved and most closely follow our stated policies.

This handbook replaces and supersedes all prior student information materials that were provided by the Riverland Community College Radiography Program. **The school reserves the right to withdraw or amend the handbook, prospectively or retrospectively at any time, without notice. Any changes that occur will be communicated to students with students required to sign a new acknowledgement of changed policy(s).**

Enrollment in the Radiography Program implies willingness on the part of the student to comply with the rules and regulations printed in the Student Handbook and with official communications from the program faculty.

If at any time you feel uncertain about program expectations:

- First refer to this Program Handbook.
- If question/concern is not answered, contact the Radiography Program Director or Clinical Coordinator at Riverland Community College for clarification.

Revised: 7/25

RIVERLAND COMMUNITY COLLEGE ACCREDITATION AND APPROVAL

HIGHER LEARNING COMMISSION

The Higher Learning Commission of the North Central Association of Colleges and Schools accredits Riverland Community College.



Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604
Phone: 800.621.7440 / 312.263.0456
www.hlcommission.org

RADIOGRAPHY PROGRAM ACCREDITATION

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY (JRCERT)

The Radiography Program at Riverland Community College is a consecutive 21-month, academic program that is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The program has a full 8-year accreditation with the next accreditation review date in April of 2025. Regionally, Riverland Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. Program Effectiveness data will be available on the JRCERT and Riverland Community College websites. Contact information for JRCERT:



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

Information about the accreditation of Radiologic Technology programs and Riverland Community College's Radiologic Technology Program pass rates, job placement rates, and program completion rates can be accessed at <http://www.jrcert.org/resources/program-effectiveness-data/>



RIVERLAND COMMUNITY COLLEGE MISSION & VALUES

Vision: We will offer the best opportunity for every enrolled student to attain academic and career goals in an ever-changing world.

Mission: To transform lives through excellence in service, education and career training.

Values: Cultivating student growth through service, collaboration, innovation, and respect.

Heart of Riverland: We are dedicated to our employees, out students, and out region.

RADIOGRAPHY PROGRAM MISSION

Our mission is to provide a comprehensive education in radiography, promoting the effectiveness of radiographic skills and professionalism needed for employment, quality care to diverse communities of patients, effective communication, and strong ethical judgement.

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AASC Approval Date: pending new approval

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PROGRAM DESCRIPTION

Radiologic technologists or radiographers are key members of the healthcare team who create images used to diagnose/treat patient injury or illness. Radiologic technologists produce x-ray images of internal parts of the body for use in diagnosing and/or treating medical problems at the request of a physician. They prepare patients for radiologic examinations by explaining the procedure, positioning patients, and preventing unnecessary radiation exposure to patients, healthcare workers and the general public.

Radiography education began in 1990 at the Minnesota Riverland Technical College, which later merged with two other colleges to become Riverland Community College.

The Radiography Program at Riverland Community College is based on the commitment of its Advisory Committee Members to educate individuals to become entry-level radiographers.

The Radiography Program is offered only as a **FULL-TIME DAY OPTION**. **The program accepts up to 22 students per year. A separate application is required for the Radiography Program.** Students are admitted each fall semester.

Clinical education, occurring at various healthcare facilities in southern Minnesota, is correlated with the didactic education to provide opportunities for the student to apply skills learned in the classroom. The curriculum is based on the American Society of Radiologic Technologists (ASRT) Curriculum Guide. All courses are sequenced and may have pre-requisites. Upon completion of the 21-month program, graduates are awarded an A.A.S. Degree from Riverland Community College and are eligible to take the nationally recognized certification exam administered by the American Registry of Radiologic Technologists (ARRT).

AMERICANS WITH DISABILITIES COMPLIANCE

If you have a documented learning, psychological or physical disability, you may be entitled to *reasonable* academic accommodations or services. To request accommodations or services, students should reach out Riverland Accessibility Systems by email accessibility@riverland.edu or visit www.riverland.edu/student-services/accessibility-sevices/. All students are expected to fulfill essential course requirements. The Radiography Program will **not** waive any essential skill or requirement of a course.

Riverland Community College is an affirmative action, equal opportunity employer and educator. This document is available in alternative formats to individuals with disabilities, consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

STUDENT LEARNER GOALS AND OUTCOMES

We believe professional education must prepare the graduate to be a competent radiographer, think analytically and creatively, develop critical thinking skills, expand with future innovations by developing life-long learning concepts, and facilitate better healthcare for society through cooperation and communication with other health practitioners. This program is designed to encourage the student's initiative and to support his/her intellectual and emotional development toward the ultimate goal of becoming an excellent radiographer.

Therefore, upon completion of this program, the graduate will:

Goal 1: Clinical Competence

Develop a radiographer who demonstrates clinical proficiency and competence.

Outcomes:

1. Students will demonstrate proper radiation protection to self, patients, and others.
2. Students will demonstrate proper positioning techniques to produce optimal diagnostic images.

Goal 2: Communication

Develop a radiographer who communicates effectively in the clinical setting.

Outcomes:

1. Students will demonstrate communication skills through patient rapport, awareness, and interaction.
2. Students will educate the patient about the imaging procedures.
3. Students will effectively communicate with radiologists, radiologic technologists, and other health-care professionals.

Goal 3: Critical Thinking

Develop a radiographer who demonstrates critical thinking and problem-solving skills.

Outcomes:

1. Students/Graduates will demonstrate the skills necessary to perform non-routine procedures.
2. Students/Graduates can recognize trauma patient conditions and initiate appropriate treatment.

Goal 4: Professionalism

Develop a radiographer who demonstrates professional and ethical behavior.

Outcomes:

1. Students will demonstrate punctuality to classes, clinical sites, and procedures.
2. Students/Graduates will utilize good judgement and discretion while performing exams.
3. Students/Graduates will demonstrate professional demeanor with their diverse patient population.
4. Students will act in a professional manner in the classroom and clinical setting.

Goal 5: Program Effectiveness

Provide a quality program that meets the expectations of the graduates.

Outcomes:

1. Program will demonstrate a consistent program completion rate.
2. Graduates will express satisfaction with the training they received.
3. Program will prepare students to pass the ARRT exam.
4. Program will prepare students to be employed as entry-level technologists.
5. Employers will be satisfied with students' entry-level skills.

The outcomes are assessed annually through clinical evaluations, graduate, and employer surveys.

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RADIOGRAPHY PROGRAM PHILOSOPHY AND GRADUATE PROGRAM OUTCOMES

Therefore, upon completion of this program, the graduate will:

1. Eliminate unnecessary radiation exposure of patient, self, and others through application of "As Low As Reasonably Achievable" (ALARA) radiation protection principles.
2. Perform routine radiographic procedures required for an entry-level Radiologic Technologist as recognized by the American Registry of Radiologic Technologists (ARRT) guidelines.
3. Think critically and use independent judgment when evaluating radiographs for optimal positioning, exposure, radiation protection, and additional qualities.
4. Promote patient comfort and safety and provide relevant patient care and communication with respect for diversity of culture, age and gender.
5. Recognize emergent and life-threatening situations, reacting efficiently and appropriately.
6. Integrate the use of standard precautions into imaging department routines.
7. Monitor performance of equipment systems through quality assessment evaluation and report deviations.
8. Facilitate optimal health care through effective communication and cooperation with other healthcare professionals.
9. Demonstrate professionalism in assigned duties within the legal and ethical parameters for radiologic technologists as outlined by the American Society of Radiologic Technologists (ASRT) Scope of Practice. <http://www.asrt.org/main/standards-regulations/practice-standards/practice-standards>

Revised 4/25

PROGRAM ADMISSION PROCESS

ADMISSION REQUIREMENTS

Applicants are required to complete the following prerequisite courses or the registrar-approved equivalent. A minimum of a C grade must be obtained in all prerequisite courses. A minimum overall GPA of 2.75 for application consideration is mandatory.

ENGL1101	Composition I	3 CR
PSYC1240	Developmental Psychology	3 CR
PHIL1140	Health Care/Medical Ethics	3 CR
HCNA1100	Nursing Assistant	4 CR
SPCH1200	Interpersonal Communication or SPCH1310	3 CR
BIOL1030	Human Biology (within 15 mo. of program start date)	3 CR
RADT1245	Skeletal Anatomy (within 15 mo. of program start date)	3 CR
RADT1200	Introduction to Radiologic Technology	1 CR
RADT1225	Radiographic Path and Med Terminology (within 2 yrs. of program start date)	2 CR

ADMISSION PROCEDURE

- Application to Riverland Community College
- Prerequisite courses completed by the application due date.
- Completion of Radiography Program Application. The Radiography application is available on the [website](#). The application must be on file and complete by the due date to be considered for admission into the Radiography Program.

**Because of high application numbers, students with an above-average academic profile will have a competitive advantage for one of the positions.

Notification to Applicants: Following completion of the selection process, students will be notified regarding their acceptance into the course. If appointed, the student will be contacted with information to attend **mandatory orientation(s)** meetings on campus over the summer and will need to register for fall semester courses.

PROGRAM PROGRESSION STANDARDS

The Radiography student must meet the following criteria to proceed through the program:

1. The student must achieve a grade of C or above in all academic courses.
2. The student must be able to perform the physical skills necessary to execute all radiographic exams. (Refer to Technical Standards)

3. The student must obtain a satisfactory rating on all Clinical Competency evaluations and Clinical Performance evaluations.
4. The student must exhibit ethical and professional conduct at all times. (Refer to ARRT Code of Ethics and ASRT Practice Standards)
 - If the student fails to attain, maintain, and abide by any one or more of the previous criteria, this will cause the student to be placed on academic probation with possible dismissal from the program. **Refer to the Student Discipline/Termination Policy for disciplinary action procedure in this handbook.**

GRADUATION REQUIREMENTS

The Associate of Applied Science Degree in Radiography is awarded to students who:

1. Earn a minimum grade of "C" in all RADT and general education courses.
2. Fulfill all Radiography course requirements.
3. Satisfactorily complete all clinical assignments.
4. Satisfactorily complete all Clinical Competency and Clinical Evaluation Requirements.
5. Satisfactorily pass final mock board exams as noted in program faculty's final course syllabus.
6. File an Application for Graduation within the specified time limits.
7. Fulfill all financial obligations to Riverland Community College
8. Attend the spring Riverland Graduation Ceremony and Pinning Ceremony at the completion of the program.

*****The student must complete all requirements for graduation to be eligible to take the ARRT Radiography exam.**

GRADUATION AND CERTIFICATION

Upon successful completion of the program, graduates are awarded an A.A.S. Degree from Riverland Community College and are eligible to take the nationally recognized certification exam administered by the ARRT (American Registry of Radiologic Technologists.)

ETHICS

Students are bound by the ARRT Code of Ethics.

The program has adopted the code of ethical practices and policies pertaining to student behavior from the ARRT/ASRT. Enrollment in the Riverland Community College Radiography Program constitutes an agreement to comply with the policies of the school, program, and clinical sites.

Regulations affecting admission, promotion, and other policies may be changed at any time by the program faculty and will apply to all students. Students will be notified in writing and required to sign

acknowledgement of any policy changes. The program adheres to the Family Education Rights and Privacy Act of 1974. The program does not release any student information to parents or any agency without a signed release of information for the student or a court subpoena for the information. Family Education Rights and Privacy Act (FERPA) and Federal Trade Commission guidelines are followed.

AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS (ARRT) CODE OF ETHICS

1. The Registered Technologist acts in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
2. The Registered Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of humankind.
3. The Registered Technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination, on the basis of sex, race, creed, religion, national origin, sex, marital status, status with regards to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age or any other legally protected basis.
4. The Registered Technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purpose for which they were designed, and employs procedures and techniques appropriately.
5. The Registered Technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The Registered 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 Registered Technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing the radiation exposure to the patient, self and other members of the health care team.
8. The Registered Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The Registered 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 Registered 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.
11. The Registered Technologist restrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgement and/or ability to practice radiologic technology with reasonable skill and safety to patients.

Last revised by the American Registry of Radiologic Technologists (ARRT) 9/2023

STUDENT BILL OF RIGHTS

Students, while in attendance at Riverland Community College Radiography Program, are given the following rights:

1. To receive the best academic and clinical education available
2. To be informed of your progress, in a timely manner, whether it is for an individual course or the entire program
3. To be provided with additional instruction, one-on-one, when requested
4. To utilize your right to study and use all available resources
5. To be treated in a respectful manner
6. To have your grades kept confidential unless permission is granted by the student
7. To be counseled on academic and clinical matters
8. To receive a wide variety of clinical procedures
9. To have your concerns listened to and acted upon in a reasonable time
10. To receive constructive criticism in private
11. To receive a reference when applying for a job/higher education following graduation

BACKGROUND STUDIES AND DRUG SCREENING

Riverland Community College Allied Health Programs Background Study Requirement:

Allied Health Programs include: Certified Nursing Assistant/Home Health Aide, Practical Nursing, Associate Degree Nursing, Radiography, Human Services, Emergency Medical Technician, and Health Unit Coordinator.

Students accepted and enrolled in an Allied Health Program must complete a Department of Human Services (DHS) background study. The background study will be initiated through the Allied Health Department at the college. Students will receive further details including the DHS privacy practices notice prior to the study being initiated.

A background study is a screening to determine whether a person has committed a disqualifying act. A DHS background study includes a review of criminal history information maintained by the Minnesota Bureau of Criminal Apprehension (BCA) and records of substantiated maltreatment of a child or vulnerable adult and other applicable records.

In 2014, a state law was passed to require background study subjects to be fingerprinted and photographed. Fingerprints of the study subject are required to conduct a Federal Bureau of Investigation (FBI) record check.

The study subject must receive clearance notification from DHS BEFORE providing direct contact. "Direct contact" means providing face-to-face care, training, supervision, counseling, consultation or medication assistance to the people being served by the facility.

Disqualifying Act

- A person can be disqualified if s/he is substantiated as a perpetrator of serious and/or recurring maltreatment of a vulnerable adult or a minor; and/or
- A person can be disqualified if s/he is convicted of, admits to or there is a preponderance of evidence that s/he committed certain crimes. A list of disqualifying crimes or conduct can be found in *Minnesota Statutes, Section 245C.15*. <https://www.revisor.mn.gov/statutes/?id=245C.15>

The student will be assessed a fee for the background study in the student fees. An individual who is disqualified from having direct patient contact because of a background study, and whose disqualification is not set aside by the Commissioner of Health, **will not be permitted to participate in a clinical placement in a Minnesota-licensed health care facility**. Failure to participate in a clinical placement required by the Riverland Community College Radiography Program will result in dismissal from the program.

SUBSTANCE ABUSE POLICY

The clinical education affiliate may require a drug-screening test. The student is required to comply with the clinical affiliate's policy.

The Radiography Program has a zero-tolerance for drug and alcohol use while the student is in any site utilized for learning.

If a faculty or clinical site member has reasonable suspicion of drug or alcohol use, the faculty or clinical site member may request or require the student to undergo immediate drug and alcohol testing. If the result of such testing is negative for drugs or alcohol, the student will be reinstated, and no punitive action will be taken. If the testing is positive, the student will be dismissed from the Riverland Radiography Program.

AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS BACKGROUND STUDY

When determining eligibility for examination, the ARRT requires that the applicant be of good moral character. Conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations is considered a violation of the Standards of Ethics. Such violations must be cleared by the ARRT before the applicant can be assigned to an examination. This background study is different than and in addition to the state background study performed prior to the start of the program.

****The Ethics Pre-Application Review** is a review of offenses that would otherwise need to be reported with your Application for Certification when you have completed an ARRT-recognized education program. The pre application review must be completed more than 6 months prior to graduation from an ARRT recognized radiography program. The student is advised to contact the Program Director concerning potential need for clearance to take the national examination ASAP so the ARRT Ethics Pre-Application process can be completed. ****Failure to do so may result in a delay of the application for the registry exam.**

All misdemeanor or felony offenses must be reported regardless of how long ago they were committed, including convictions or charges resulting in a plea of guilty, plea of nolo contendere (no contest), withheld or deferred adjudication, suspended or stay of sentence, pre-trial diversion activity, or military court-martial. If questions, refer to arrt.org or call the ARRT Ethics Requirements Department at 651.687.0048.

LEAVE OF ABSENCE AND READMISSION POLICY

Leave of absence (LOA) may be allowed for family emergency, extended illness, injury and maternity/paternity leave. LOA will be handled on an individual basis. A written request must be submitted to the program director within five business days of the initial request. If approved, a contract for continuation will be created. Terms of the contract must be completed successfully for a student to be readmitted to the program. A second LOA will not be granted, the student must reapply to the program.

Academic failure will result in dismissal from the program. The student may reapply for the next cohort, they will not be able to request a LOA with automatic reinstatement.

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TECHNICAL STANDARDS

You will be an excellent candidate for this field if you like a fast-paced environment and enjoy working with a variety of people. Good communication, problem-solving and analytical skills are also important for radiographers. The profession is a physically demanding one. Tasks on a typical day include assisting with lifting patients, transporting patients and moving heavy portable imaging equipment. The job can be stressful and you will be on your feet for several hours at a time. Radiologic technologists should be sensitive to patient's physical and psychological needs. They must pay attention to detail and be able to work as part of a team.

These technical standards are consistent with the duties of the entry-level radiographer in a professional position. These standards are not limited to, but include:

1. **Communication** – the ability to effectively communicate with personnel, patients and visitors in a verbal/non-verbal or written manner is required. Must be able to give and follow written and verbal directions in English.
2. **Teamwork** – work harmoniously with others in a team while maintaining a high level of enthusiasm.
3. **Auditory Skills** - hearing a patient's, co-worker's or visitor's request for help, and hearing/taking instructions from physicians and supervisors.
4. **Psychomotor Skills and Coordination** - performs physical movements required in lifting and moving patients and handling radiographic equipment.
5. **Visual Acuity** - reading instructions, books, computer screens, technique charts, and patient requisitions with extreme accuracy. Students must be able to view radiographs for accuracy.
6. **Manual Dexterity** - manipulating radiographic equipment, typing requisitions and using the keyboard of a computer.

7. **Physical** - must be able to stand 80% of the time, regularly lift 50 lbs. or more, regularly bend and stoop, and work with both arms above the head, repetitive motions, grasping, crouching, pulling, pushing, lifting, and carrying.
8. **Clinical Situations** – Students are subject to a variety of substances within the work environment and clinical sites. You can expect exposure to blood, body tissues, and fluids. There is the potential of exposure to electrical hazards, hazardous waste materials, radiation, chemicals, loud or unpleasant noises and high stress emergency situations. Students are given instruction about OSHA Blood-Borne Pathogen and Universal Precautions prior to starting clinical rotations.

If specific justifications are needed, program faculty will review the conditions. Every effort will be made to make **reasonable** accommodations that are necessary.

DIDACTIC EDUCATION SECTION

The purpose of didactic education in the Radiography Program is to prepare the student to practice in the professional discipline. The American Society of Radiologic Technologists *Professional Curriculum for Radiography*, which is followed by program faculty, provides the student with instruction in the areas of radiation protection, equipment operation and maintenance, image production and evaluation, radiographic procedures, and patient care. The clinical education is correlated with the didactic education to provide opportunities for the student to apply skills learned in the classroom. Prerequisite courses to apply to the program include both radiography specific and general education courses mandatory for the AAS degree award.

PREREQUISITE EDUCATION COURSE REQUIREMENTS

Applicants are required to complete the following prerequisite courses or the registrar-approved equivalent. A minimum of a C grade must be obtained in all prerequisite courses. An overall GPA of 2.75 is mandatory for application.

ENGL1101	Composition I	3 CR
PSYC1240	Developmental Psychology	3 CR
PHIL1140	Health Care/Medical Ethics	3 CR
HCNA1100	Nursing Assistant	4 CR
SPCH1200	Interpersonal Communication or SPCH1310	3 CR
BIOL1030	Human Biology (within 15 mo of program start date)	3 CR
RADT1245	Skeletal Anatomy (within 15 mo. of program start date)	3 CR
RADT1200	Introduction to Radiologic Technology	1 CR
RADT1225	Radiographic Path and Med Terminology (within 2 yrs. of program start date)	2 CR

RADIOGRAPHY PROGRAM REQUIRED CORE COURSES

Upon acceptance, the following courses make up the 21 mo. Radiography Program. See the course sequence on the Riverland Radiography Program website;
<https://www.riverland.edu/academics/programs/radiography-x-ray-aas/course-sequence/>.

Required Core Courses		
RADT1210	Introduction to Radiography and Patient Care	3 CR
RADT1231	Radiographic Procedures I	4 CR
RADT1281	Practicum Radiography I	6 CR
RADT1260	Radiographic Equipment and Exposure I	3 CR
RADT1235	Radiographic Procedures II	4 CR
RADT2283	Practicum Radiography II	6 CR
RADT2215	Image Evaluation	2 CR
RADT2239	Radiographic Procedures III	2 CR
RADT2261	Radiographic Equipment and Exposures II	3 CR
RADT2220	Radiation Biology and Protection	3 CR
RADT2240	Radiographic Topics and Skills I	1 CR
RADT2242	Radiographic Procedures IV	2 CR
RADT2287	Practicum Radiography III	7 CR
RADT2241	Radiographic Topics and Skills II	3 CR
RADT2265	Modality Exploration	2 CR
RADT2300	Practicum Radiography IV	7 CR

Students must be CPR certified before starting the program and remain certified throughout the program. CPR may be taken at the college for credit or through the American Heart Healthcare Provider or American Red Cross Professional Rescuer only.

RADIOGRAPHY DIDACTIC AND CLINICAL GRADING SCALE

Radiography didactic and clinical courses and test grades are assigned according to the following grade scale:

A	93 - 100%
B	87 - 92%
C	80 - 86%
Fail	79%

Revised 7/25

PROGRAM EXPENSES

Economic conditions or changes in the program may require an adjustment in costs. Such changes are usually made effective at the beginning of any school year. In addition to tuition, other costs for the program include books and other learning platforms, scrubs, radiation badges, CPR, immunizations, fingerprints, other program activities, and insurance for approximately an additional \$2000.

TRAVEL TO CLINICAL SITES

Students are required to travel to selected clinical sites within southern Minnesota. Students must have a valid driver's license and/or provide their own form of transportation. School schedules will not be modified to accommodate for individual transportation or employment needs. School will not pay for gasoline costs for travel. See clinical site list the in clinical education portion of this handbook.

TRAVEL TO SCHOOL RELATED ACTIVITIES

Opportunities are available for students to travel to educational and/or other activities during the school year. These are OPTIONAL activities and students may elect to attend and travel at their own expense or will attend the regularly scheduled day.

PROGRAM EXPECTATIONS OF THE STUDENT IN THE DIDACTIC SETTING

ACADEMIC STANDARDS

The Radiologic Technology professional courses follow a progressive intense course of study. Adequate completion of each previous term's professional courses is necessary prior to advancement to the next term. Any student that fails a didactic or clinical course will be dismissed from the program.

To ensure a positive learning environment for all students, the program expects the following:

1. Students are expected to be on time for class and ready to learn. If a test or quiz is in progress, the student may not enter the room without instructor approval. The instructor will determine if the student is allowed to take the exam. (Refer to Didactic Attendance Policy)
2. Engage in classroom activities. During lectures, actively participate; avoid sleeping; avoid doing personal work or assignments from other classes; avoid studying for tests for while in class; exhibit a positive attitude and interest in class. Students are expected to be prepared for class by completing assignments as instructed by faculty.
3. Take ownership and responsibility for your own learning. Complete assignments on time; be prepared to participate in learning; put forth effort to learn; ask questions; take responsibility for your own actions and maintain scholastic honesty and integrity. Late assignments may not be accepted or may result in a lower score. Nonperformance of assignments is not conducive to learning and will result in an incomplete.
4. Show respect for self, fellow classmates, instructors, and others. Give complete attention to and listen while others are talking; avoid arguing with instructors and classmates; avoid confrontations with others during classroom discussions; respect the opinions of others; keep conversations and questions focused on relevant course issues; avoid threatening behavior towards students, staff and professors; use appropriate language.
5. Students must continually check their Riverland email, as this is the main source of communication for both Riverland Community College and the program. Students are

responsible for all information that is communicated through the Riverland email and excuses to the contrary will not be accepted.

6. Exhibit respect for college/program property. Use equipment with care. It is expensive to replace and maintain; keep desk area neat and clean.

DIDACTIC ATTENDANCE POLICY

Attendance to all scheduled classes is required. Regular attendance is a vital component of the learning process. Prospective employers consider attendance records a good indicator of future employee behavior. Student attendance records are one of the records prospective employers typically inquire about. Attendance and arrival on time are required for all didactic courses.

1. Students are expected to attend all classes but in the case of illness or emergency, faculty need to be notified prior to the start of class/lab.
2. All illnesses must be reported to program faculty email and text. Make-up tests will be at the discretion of program faculty. Quizzes cannot be made up- a score of 0 will be recorded.
3. The student is solely responsible for the reading assignments, lecture material covered, and homework assignments.
4. The student who fails to meet an assigned (ie: homework) deadline because of absences will receive a zero on the assignment.
5. Students are responsible for any time missed in the Radiographic Procedures lab. Failure to complete a lab experience may result in an incomplete grade. Both missed lab competencies and remediation of lab experience will be scheduled with program faculty as their schedule permits.

*****Vacations are to be planned during scheduled breaks.**

This policy and procedure will be followed in all cases except where a faculty member or the instructor has agreed to waive said policy because of special extenuating circumstances (ie: military commitments).

RADIOGRAPHY ENERGIZED LAB POLICY

To ensure the safety of the student, radiation safety regulations must be followed at all times. A violation in radiation safety practices is considered a critical incident. Failure to comply with the radiation lab policy may result in disciplinary action.

The Radiography Program has a fixed radiographic unit and mobile radiographic equipment that is energized. They are used to supplement educational activities in the didactic setting.

The following instructions will be followed in the lab:

1. **Program faculty must be in the lab during times that exposures are taken.**
2. Under no circumstances will ionizing radiation be applied to human or other living beings.
3. Students will have access to the lab for study or positioning practice; however, the door will be locked during hours that faculty are not on campus
4. Film badges will be worn by program faculty and students while conducting experiments in the lab.
5. While taking a radiographic exposure, all individuals in the lab must stand behind the control booth or don lead aprons when utilizing the mobile equipment. Students may not hold or be in the x-ray area while the exposure is taken. Sponges, lead weights, blocks or other positioning aides may be used to hold positions or objects.
6. All doors must be shut during x-ray exposures.
7. Pregnant students may choose to leave the room instead of standing behind the control booth during an exposure. As with other students, at no time should a pregnant student be in the area of direct ionizing radiation.
8. At no time shall the fixed x-ray tube be aimed towards the control booth and an exposure made.
9. Collimation should be practiced when making exposures.
10. In the case of an emergency, pull the main breaker switch, which is clearly marked and notify program faculty immediately.

STATE AND FEDERAL POLICIES

Students are provided with instruction regarding OSHA regulations as well as basic Radiation Protection during the didactic course *Introduction to Radiography and Patient Care*. The information is then applied during the lab simulations and the Clinical Radiography courses. The RADT 2220 Radiation Biology and Protection then provides in-depth knowledge regarding state and federal radiation safety laws. Completion of the basic radiation protection material is provided and documented during program orientation sessions.

STUDENT RADIATION MONITORING POLICY

To help ensure that all student radiologic technologists are learning in a safe working environment, the amount of radiation received is monitored. Radiation badges and holders will be issued to each student. The badge holders must be properly positioned for accurate radiation measurement. Personnel monitors can be damaged physically and by excessive moisture or radiation. Common mistakes made in caring for monitors include washing them with uniforms or inadvertently leaving them on a lead apron after a procedure. Each student must exercise care to correctly use the badges and prevent loss or damage to them. Extra badges or replacement badges may be ordered as needed by contacting the Program Director.

It is the responsibility of each student to wear the assigned badge whenever he/she is in the clinical area or energized lab. One badge is to be worn on the collar. If wearing a lead apron, the student should wear this badge outside of the apron.

Occupational exposure limits applicable to radiography students are 5 rems per year (50mSv). Students exceeding any of these limits may be limited or delayed in their clinical education and will attend a conference with the Program Director/Radiation Safety Officer. Detailed information on radiation effects and limits is available from program staff as the most current evaluated and documented information by the National Council on Radiation Protection and Measurement (NCRP).

Specific program rules that each student must follow are:

1. Personnel monitors are to be worn at the collar. During fluoroscopy, special procedures, portable procedures, and other times when lead aprons are worn, the monitor is to be worn outside the lead apron.
2. Shielding from radiation is to be used any time exposure is taking place. Anytime the student is not behind a lead barrier wall during exposure, he/she is to wear a lead apron (and lead gloves as appropriate.)
3. Students are not allowed to hold patients during x-ray exposures unless absolutely necessary. If there are no alternatives to holding available, the student must wear appropriate shielding.
4. Students are NOT to hold image receptors. Devices to accomplish the immobilization of the patient and/or the image receptor are required to be used instead.
5. Whenever the student is not directly involved in assisting the radiologist with the patient, their exposure should be minimized (behind the barrier wall), and distances from the radiation beam should be maximized.
6. If a student becomes pregnant, or is potentially pregnant, she should follow the Pregnancy policy in the handbook.

Students are expected to practice the ALARA principles through recognized radiation safety strategies as instructed in the program. Students shall not wear radiation badges while having a radiographic exam performed on themselves as a patient.

Radiation dose reports are available to each student. The Program Director or Clinical Coordinator will send out quarterly reports to students directly. Students will be informed of any exposure 50 mrem or more per badge reading. For guidelines regarding the pregnant student, refer to the Student Pregnancy Policy.

Upon completion of the program, the Program Director will email a termination report to the student with their final total dose throughout the program. The program keeps these reports and will be available to any alumni that would need that information.

STUDENT CONFERENCES

Faculty have open door policies regarding the student's progress in the program. Availability and access is the primary goal of the instructors. Office hours are posted on the faculty door and/or the course syllabus on Brightspace at the beginning of each semester. Students should take advantage of

this availability to become academically sufficient. A student success conference will be held with each student throughout each semester in the Radiography Program. The objective of the conferences is to provide feedback to the student regarding academic grade/behavioral and clinical progress. A passing grade of C is required in all radiography courses. Unscheduled or informal conferences may be arranged if the need arises. The student should feel free to discuss questions, ideas, and problems with the program faculty at any time.

RADIOGRAPHY STUDENT PROFESSIONAL ORGANIZATIONS

Second year students are members of the state and national professional organizations for Radiographers; Minnesota Society of Radiologic Technologists (MSRT) - Minnesota Association of Radiography Students (MARS), and the American Society of Radiologic Technologists (ASRT). Membership includes professional journals, an annual state student seminar and other optional educational experiences/conferences. The purpose of membership is to instill the importance of professional organizations with hopes that students will continue involvement throughout their careers.

LAMBDA NU HONOR SOCIETY

The Riverland Community College Radiography Program has established a local chapter of Minnesota Alpha Chapter of Lambda Nu (LN). This is a national honor society for the radiologic and imaging sciences. Students inducted into the chapter wear special maroon and forest green tassels and cords at graduation.

Its objectives are to:

- foster academic scholarship at the highest academic levels
- promote research and investigation in the radiologic and imaging sciences
- recognize exemplary scholarship

Individuals who have achieved academic honors are welcome to apply for acceptance to their local chapter of Lambda Nu. The national criteria are a 3.0 grade point average after one full time semester of a professional program. Second year students that are eligible to apply for membership will be notified by the program staff.

GRADUATION HONORS

When your application for graduation has been approved, your cumulative GPA at the end of the most recently completed term will be used to determine whether you will be recognized as a Distinction or High Distinction graduate for the commencement ceremony.

High Distinction: Students who have a GPA of 3.75 or above will be listed as High Distinction graduates in the graduation program and allowed to wear a gold honors stole.

Distinction: Students with a GPA between 3.25 and 3.74 will be recognized as Distinction graduates in the graduation program and allowed to wear a gold cord.

Honors designations noted on your final transcript will be based on your cumulative GPA calculated after the completion of the program. Notations will be added to the transcript concurrently with the degree, diploma, or certificate earned.

CLINICAL EDUCATION SECTION

The purpose of this section of the Student Handbook is to provide guidance to both the clinical supervisors and the students in the Radiography Program. It should also serve as a reference for in resolving questions and problems concerning student responsibilities and performance.

Clinical education in radiography provides opportunities for the student to apply theoretical principles of radiography, patient care, procedures, and radiation protection to practical experience. Students will have the status of learners and will not replace members of the affiliated staff. Paperwork containing performance objectives, required hours, submission documents, and a course calendar will be utilized during each clinical semester. The information will be reviewed with the students prior to each clinical rotation.

4/25

PROGRAM EXPECTATIONS OF THE STUDENT PRIOR TO AND DURING CLINICAL RADIOGRAPHY COURSES

Students not adhering to the following expectations may be asked to leave the clinical area and administrative action may follow. The student must:

1. Verify current health status.
2. Complete the required immunizations and vaccinations; MN background check; CPR certification; and provide health insurance information.
3. Provide their own transportation to and from clinical sites (clinical education sites are geographically dispersed).
4. Prepare prior to the clinical experience by reviewing radiographic procedures.
5. Arrive promptly for clinical experience and **accurately** document clinical hours.
6. If ill, the clinical site and Clinical Coordinator need to be made aware at least one hour prior to start of the scheduled shift. See Clinical Attendance Policy for specifics.
7. Assume responsibility for providing safe and effective patient care through application of ALARA radiation protection principles.
8. Communicate professionally with peers, affiliate staff and facility administration, Riverland Community College faculty and administration, and patients and their families in a respectful nonjudgmental manner.
9. Promote patient comfort and safety, and provide relevant patient care and communication with respect for diversity of culture, age and gender.
10. Practice the Code of Ethics of the ASRT.

11. Adhere to the Riverland Community College dress code for Radiography students or the assigned Clinical Education Center, whichever is stricter.
12. Assume responsibility for completion of evaluations by the appropriate individuals.
13. Accurately record clinical exams and competencies as required for current rotation.
14. Complete all assignments according to the clinical plan and submit by required deadline.
15. Observe in other modalities as time permits.
16. Take issues unresolved by the staff technologist to the attention of the Clinical Instructor. For further clarification, contact the Clinical Coordinator. The Program Director may be contacted if the Clinical Coordinator is unavailable.

CLINICAL SCHEDULING POLICY

Clinical placements are made solely by the Program's Practicum Placement Committee (PPC). No student or clinical site may self-select, trade, or decline an assigned placement without prior written approval from the Program Director or Clinical Coordinator.

Placement Principles

- Equitability – Students rotate through a balanced mix of hospital sizes, patient populations, and shift times.
- Consistency – Each cohort follows the same published rotation matrix.
- Timeliness – Schedules are released at least 6 weeks before the start of each semester.
- Educational Validity – Assignments are sequenced to match didactic content and ensure progressive skill development.

The clinical schedule follows the schedule of Riverland Community College with relation to holidays and length of the semester. Students are not assigned to the clinical setting on nationally recognized holidays or during semester breaks. Each student will experience clinical education in a variety of facilities for a total of 4 semesters. Clinical hours are routinely scheduled from 8:00-4:30 Tuesdays and Thursdays only for first year students and Monday, Wednesday, Friday for second year students. If an adjustment is necessary periodically due to procedure start time (surgery, fluoro) to accomplish competency an email must be sent to the CC in advance. This should only happen occasionally and with discussion and clearance from CI then CC. There are a couple of sites whose hours of operation do not work with the 8:00-4:30 schedule. During the second year, students may be scheduled some off hour shifts if the clinical objectives have been met for the semester. The hours need to be approved by the clinical coordinator ahead of time.

The Clinical Coordinator and/or Program Director is responsible for the clinical assignments. Students are required to travel to selected clinical sites through southern Minnesota. Students must have a valid driver's license and/or provide their own form of transportation. **School schedules will not be modified to accommodate for individual work or transportation needs. Personal and work schedules must not interfere with didactic or clinical schedules.**

The student will be assigned to a hospital and/or clinic 8.5 hours per day for each scheduled clinical day. **This includes a mandatory 30 minute lunch break within their scheduled shift as required by JRCERT and the State of Minnesota.** A more specific schedule may be made by the clinical instructor on site.

Students will follow as closely as possible the shift and room rotation schedule designed by the Clinical Instructor. **Rotations may be rearranged only with advance permission from the Clinical Instructor, and Clinical Coordinator.** It is understood that, on occasion, circumstances may occur where a student's clinical education will be advanced by patient procedures presenting at the end of a shift. The student may voluntarily remain. This will be documented on the time sheet and may be flexed on a different day. This is not to be used to be released early – only for extended time due to patient care. **Program faculty reserve the right to adjust weekly clinical schedules as program needs arise.**

Radiography Program Affiliated Clinical Sites

Mayo Clinic Health System - Albert Lea

404 Fountain St.
Albert Lea, MN 56007

Mayo Clinic Health System - Austin

1000 1st. Drive NW
Austin, MN 55912

Mayo Clinic Health System – Fairmont

800 Medical Center Dr
Fairmont, MN 56031-0800

Mankato Clinic, LTD

1230 E. Main, Box 8674
Mankato, MN 56002
(Pain Management Clinic hr. 7:30-4:00)

Mayo Clinic Health System – Mankato

101 Martin Luther King Jr. Dr.
Mankato, MN 56001
(Eastridge hrs. 8:30-5:00)

Faribault Medical Center – Allina Health

200 State Avenue
Faribault, MN 55021-6345

Allina Clinic - Faribault

100 State Ave
Faribault, MN 55021

Allina Clinic - Northfield

1400 Jefferson Rd
Northfield, MN 55057

Allina Clinic - Lakeville

(tentative)

New Ulm Medical Center- Allina Health

1324 5th North Street
New Ulm, MN 56073

Olmsted Medical Center—Hospital/Clinics

1650 S.E. 4th St (Hosp) 210 9th St. (SE) 5067 55th St (NW)
Rochester 55904 55901 5901

Olmsted Medical Center) - Owatonna

(tentative)

Mayo Clinic Health System – Owatonna

2200 NW 26th Street
Owatonna, MN 55060
(507) 446-5118

Owatonna Hospital/Allina Health System

2250 26th Street N.W
Owatonna, MN 55060

Rivers Edge Hospital and Clinics St. Peter

1900 N Sunrise Drive
St Peter, MN 56082

United Hospital District & Affiliates

515 South Moore
Blue Earth, MN 56013

CLINICAL COMPETENCIES

Upon completion of a procedures course, the student is expected to transfer the cognitive information presented in the classroom to psychomotor and affective skills used in the clinical setting. A laboratory demonstration and simulation exam are used to facilitate this transfer of information. The student will

observe and participate in patient exams under direct supervision of a registered radiographer. After this, the student must pass a competency exam.

When the student and Clinical Instructor have determined readiness for competency evaluation, the Clinical Instructor (or supervising registered technologist) will observe the procedure and evaluate the student's performance according to the criteria on the Clinical Competency Exam form. The student will adhere to the department guidelines/protocols. Failure involves no penalty, but the failed competency form is to be turned in to the CC; the procedure will be performed another time. After 5 attempts a remedial/lab session will be scheduled with the CC. Documentation of all competencies will be completed by clinical instructors and clinical staff.

All students will participate in mandatory advanced-modality rotations during Practicum III and IV.

1. Practicum III

- Minimum of 16 hours in CT.

2. Practicum IV

- Minimum of 16 additional hours in CT.
- Minimum of 4 hours in MRI.
- Minimum of 4 hours in DEXA.
- Minimum of 4 hours in Mammography (when applicable).

All modality rotations are scheduled solely by program faculty in coordination with clinical affiliates. A Modality Scheduling Matrix is maintained and monitored to ensure equitable opportunities for all students. Site capacity and student progress are regularly evaluated to ensure comparable exposure.

Students must document all advanced-modality experiences on the Clinical Competency Card, indicating whether they observed, assisted, or performed procedures. Clinical instructors/technologists must initial each entry to verify participation. Modality checklists will be used to assess engagement and provide feedback.

Students who miss scheduled modality hours must complete make-up time during designated remediation blocks at the end of the semester. Failure to complete required hours may delay graduation or result in an incomplete clinical course grade.

CLINICAL COURSE GRADE & DOCUMENTATION PROCEDURE

At the beginning of each clinical practicum the students will be given a course syllabus and clinical plan and clinical paperwork to be completed during the semester. The clinical competency record will be utilized to document successful competency completion.

Each student will tally specific exams as requested by the clinical coordinator. In addition, the student will maintain accurate time records, complete orientation checklists, equipment and procedures checklists, evaluations (progress and mid/end term) and other assignments that may be posted on Brightspace by posted due dates.

Clinical assignments, evaluations, competencies and adhering to program policies make up the clinical grade under the same grading scale as the didactic courses.

****Grading specifics are addressed in the *Clinical Training Plan* developed by the Clinical Coordinator prior to each clinical rotation.**

RADIOGRAPHIC REQUIREMENTS

Radiographic identification markers are a legally binding form of identification used for radiographic examinations. Each student will receive 2 sets of leaded right and left markers with his or her initials on them. Markers will be ordered by the program faculty with payment charged in the student fees. The student must have his or her markers available each clinical day. If lost, they must be replaced through the program faculty. No student may use another student's or technologist's marker.

Acceptable images produced by students **MUST** demonstrate the following:

- visible R or L marker with student initials
- proper technique
- proper positioning

The Clinical Instructor or supervising radiologic technologist will determine if the above essential requirements are met.

CLINICAL ATTENDANCE POLICY

The student must have regular attendance to achieve the course goals and objectives. **Attendance will be monitored.** Students should keep in mind that the clinical radiography courses serve as an extended job interview. Poor attendance may adversely affect clinical performance evaluation, the clinical course grade, and/or future employment opportunities. Prospective employers ROUTINELY ask for attendance information. This record may be shared with prospective employers and other educational programs to which the student may apply.

STUDENT TIME OFF (STO)

Each student will receive a specific number of hours of allowed clinical student time off (STO) at the beginning of each semester.

- STO may be used in **30-minute increments**.
- STO will be used for all clinical absences including **tardiness, sick time (family and/or personal), medical appointments, weather related absences (when college is not canceled), car breakdowns, etc.** **STO is not vacation time. All vacations should to be planned during scheduled school breaks.**
- **STO is given per semester as follows:**
 - **Clinical practicum/semester 1 = 8 hours**
 - **Clinical practicum/semester 2 = 8 hours**
 - **Clinical practicum 3 (semester 4) = 16 hours**
 - **Clinical practicum 4 (semester 5) = 16 hours**

If a student exceeds the allotted hours of STO, the additional time must be made up at the end of the semester or during semester (spring) break.

For illness, you must contact the clinical instructor and clinical coordinator 1 hour before your scheduled shift by email and text. In addition, call the clinical site to report illness. See the Clinical Instructor list for site phone numbers.

Failure to notify the proper clinical staff and clinical coordinator of an absence will result in an unexcused absence and an occurrence.

Students need to consult the academic calendar to schedule vacations or any other time they need to be absent from school. During this two-year program, students need to be present during regularly scheduled time to complete coursework and clinical objectives. The Program Director and Clinical Coordinator will address special circumstances and situations on an individual basis.

BEREAVEMENT TIME

Immediate family (mother, father, spouse, children, grandchildren, brother, sister) funeral time will not be included in the STO bank. Each student may use up to 5 days for an immediate family member funeral. Funeral leave for other family members (grandparents, mother-in-law, and father-in-law) may be granted up to 3 days. Time for persons not listed above will be taken from the STO bank.

CLINICAL SUPERVISION POLICY

In accordance with the Joint Review Committee on Education in Radiologic Technology Standards for an Accredited Educational Program in Radiography, the policies for direct, indirect supervision and repeat exams are as follows:

DIRECT SUPERVISION

Until students achieve the program's required competency in a given procedure, all clinical assignments will be carried out under the direct supervision of an ARRT certified radiographer. Following are the parameters of direct supervision:

1. The qualified radiographer reviews the procedure in relation to the student's achievement and level of experience.
2. The qualified radiographer evaluates the condition of the patient in relation to the student's knowledge.
3. The qualified radiographer is present during the procedure
4. The qualified radiographer reviews and approves the procedure
5. A qualified radiographer is present during student performance of any repeat of any unsatisfactory radiograph.
6. A qualified radiographer needs to be in attendance for mobile and surgical procedures.
7. A limited x-ray operator cannot provide direct supervision.

INDIRECT SUPERVISION

After demonstrating competency, students may be permitted to perform procedures with indirect supervision. Following are the parameters of indirect supervision:

1. The qualified radiographer must be immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the presence of a qualified radiographer 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.
2. The qualified radiographer reviews and approves the procedure.

REPEAT EXAMINATIONS

All images performed by students will be checked and evaluated by a registered radiographer.

1. The registered radiographer will evaluate the student's finished images as satisfactory or unsatisfactory. The radiographer will discuss the reason causing the unsatisfactory radiograph and the corrective measures that will be taken to obtain good image quality.
2. Repeats of unsatisfactory radiographs must **always** be repeated in the presence of a qualified radiographer to assure the corrective measures are performed accurately (direct supervision).
3. A limited x-ray operator cannot supervise a repeat examination.

STUDENT IMAGES

A registered technologist **must** review and approve **ALL** student performed images before sending to PACS.

Any other limitations within the exam room or other electronic environment is site specific and should be reviewed at your clinical orientation.

Any breach of the aforementioned Clinical Supervision Policy may result in immediate termination from the Radiography Program.

Revised: 4/25

STUDENT CLINICAL DRESS CODE POLICY

Students are expected to comply with affiliate institution regulations if stricter than the program guidelines. "You never get a second chance to make a first impression"

1. Uniforms: Colored uniforms (scrubs) are worn at all times during the program, both on campus and in clinical. Students must purchase the program specified color of scrubs. Program logo is required to be embroidered on scrub tops and jackets and will be done by the program at the students' expense.
2. Tops –White or black (only) tops may be worn under the colored scrub top if you get cold. A colored uniform jacket is also appropriate.
3. Pants – Pants must not drag on the floor and should fit at the waist appropriately.
4. Uniform jackets may be worn in Caribbean blue or black color, but must have program embroidery on it.
5. Nametags/film badges: Each student will obtain a name tag through the college. The name tag will include a picture ID, the first name, last name initial, and student status at Riverland Community College. It should be visible at all times. Nametags identifying you as a Riverland Radiography Student and your film badge must be worn in the clinical setting at all times. If your clinical area supplies a nametag that meets this standard, it may be worn.
6. Shoes: Open back shoes are NOT acceptable. Shoes with holes on the top of the shoe are NOT acceptable. Shoes and laces should be kept clean. Shoe styles may vary with the clinical affiliate. The stricter guideline will be followed.
7. Jewelry: Large earrings and bracelets are not acceptable as professional attire. They can become hooked on equipment or patients can grab them. No bracelets, other than a wristwatch or medical alert are allowed. Visible body piercing will follow the clinical site dress code.
8. Cosmetics: Make-up shall be moderate and appropriate for a professional appearance. Perfume, oils, cologne, or strong after-shave should not be used, since people who are ill

are often bothered by their fragrance. Unscented deodorants are recommended.

Fingernails are to be of a length appropriate for patient comfort and latex glove safety. Nail polish should be neat and unchipped. No acrylic nails.

9. Hair: Hair must be kept clean, neat, and away from the face. Male students that have a beard or mustache must keep them neatly groomed.
10. Surgical Scrubs: Surgical scrubs and lab coats will be worn according to the clinical facilities surgical attire policy. All surgical scrubs must be left at the hospital.
11. Personnel radiation badges: Must be worn at all times at the clinical sites.
12. Tattoos: Tattoos that may be found offensive by the program staff, clinical staff or a patient must not be visible while working in the clinical setting. If the clinical site has a stricter tattoo policy, the site policy must be followed.

If Dress Code guidelines are not met, the student may be sent home to change into appropriate attire. The time for leaving clinicals will be subtracted from student's personal time. Repetitive abusers will be subject to disciplinary action.

******* Any of the above clinical policies that are not followed may affect the clinical practicum grade for the semester.***

PROGRAM POLICIES

VENIPUNCTURE POLICY

Venipuncture is included in a Radiographic Procedures course. Venipuncture simulation competencies will be performed during lab time. Students are not allowed to perform venipuncture or inject other students without supervision and an institution approved signed consent form. Students may practice venipuncture in the clinical setting, if the site allows it, after completing competency.

PROFESSIONAL LIABILITY INSURANCE POLICY

A major focus of any medical professional must be patient safety. Radiography students are responsible for their own actions, commission and/or omission. All students are required to maintain professional liability insurance. Therefore, each student is charged for professional liability insurance in the fall semester of each year that is provided by the college. Refer to "Program Expense Policy." Riverland Community College provides affiliate education centers with proof of coverage.

CERTIFICATION OF HEALTH POLICY & HEALTH INSURANCE POLICY

Prior to the first clinic rotations student must complete: a health verification form, an immunization record with documentation, hepatitis B vaccine series (started), flu vaccination (yearly), and mantoux (PPD) test for TB (yearly). The Mantoux test and hepatitis B and flu vaccines are available from the county public health department for a nominal fee.

Each student will provide his/her own health insurance. Riverland Community College and the affiliate education centers assume no liability for student injury or illness in the didactic or clinical education courses. If a student needs medical attention while participating in any radiography course, treatment shall be at the student's discretion. Billing for treatment and/or services rendered shall be directed to the student or his/her insurance carrier. Proof of insurance must be given to the Clinical Coordinator before attending the first clinical semester.

INCIDENT REPORT AND OCCUPATIONAL EXPOSURE POLICY

Any unusual occurrence (i.e. patient falling, exposure to TB, incorrect exam performed, etc.) during clinical education shall be reported to the Clinical Instructor. An incident report is completed by the supervising technologist and the student according to the procedure of the affiliate site. The student is also responsible for notifying the Clinical Coordinator and submitting a copy of the clinical site incident report within **24 hours to the Program Director**. The student will also submit a Radiography Program Incident Report form. This form is available on Brightspace or from program faculty.

COMMUNICABLE DISEASE AND/OR EXTENDED ILLNESS POLICY

Communicable diseases vary in the virulence, duration, mode of infection and effects. In order to fully protect other students, faculty, patients, and/or clinical staff:

1. Students with communicable diseases that are transferred by air, droplet, or contact and are of short duration may not attend clinical courses. They must inform the Clinical Instructor of their absence from clinical. Refer to the Clinical Policy regarding make-up time. Students should use their own judgment as to whether they should attend classes at the college. Nevertheless, course work missed is the sole responsibility of the student.
2. Students with communicable diseases that are of relatively long duration or extended illnesses must present a written diagnosis to the Program faculty and/or Clinical Instructor from the attending physician. Dependent upon the diagnosis, the student may be able to continue clinical with directions regarding patient contact or may be asked to discontinue the clinical course until the illness is resolved. A plan for missed clinical/classroom time will be developed by the Program Director and/or Clinical Coordinator. All information is confidential and is not released unless mandated by law.
3. Special circumstances may be considered in situations of extended illness or injury. **A note from a physician will be required for absences of more than 3 days. If any restrictions are assigned by the physician, the program faculty and clinical affiliate will determine if the student will be able to participate in the clinical rotation. A doctor's note will also be required for a student to return to clinicals.**
4. If a student has a medical condition that may result in missed time for appointments or missed days throughout the semester, the student should give program faculty a signed doctor's note. The student, program faculty, and clinical affiliate will work together on clinical hours.

CPR CERTIFICATION POLICY

A copy of the card must be submitted to the Clinical Coordinator before the start of the first semester, before attending clinical rotations. There are different options to take a CPR course offered. This course includes adult, child, infant, and two person CPR. If taken in the community, the American Heart Association or the American Red Cross course must be taken. Confirm the appropriate course with faculty staff. CPR certification must be maintained throughout the program.

MAGNETIC RESONANCE IMAGING (MRI) AND FERROMAGNETIC SAFETY POLICY

Students are advised that although the majority of their observation and clinical experience will be in general diagnostic radiology, you may be provided with the opportunity to observe, tour, or complete a special rotation in the Magnetic Resonance Imaging (MRI) area. In order to ensure student safety, and the safety of others in the department, it is important that students respect the following rules at all times while in the MRI environment:

1. Each facility's MRI clinical and safety policies and screening requirements must be followed and/or completed. If a student's status changes from initial screening, in any way, students are mandated to notify program faculty immediately.
2. **Do not** enter the MRI suite (Zones III and IV) unless cleared and accompanied by an MRI technologist.
3. **The magnet is always ON!**
4. Carrying ferromagnetic items or equipment into the MRI suite is strictly prohibited because these items can become projectiles, causing serious injury or death and/or equipment failure. These items include, but are not limited to, most metallic items such as oxygen tanks, wheelchairs, carts, monitors, IV poles, laundry hampers, tools, and furniture. MRI-compliant medical equipment is available for use in the MRI department; do not borrow or use this equipment for general use in other areas of the medical imaging department.
5. Personal ferromagnetic items must be removed prior to entering the MRI room. These include the following:
 - Purse, wallet, money clip, credit cards or other cards with magnetic strips, electronic devices such as beepers or cell phones, hearing aids, metallic jewelry (including all piercings) and watches, pens, paper clips, keys, nail clippers, coins, pocket knives, hair barrettes, hairpins, shoes, belt buckles, safety pins, and any article of clothing that has a metallic zipper, buttons, snaps, hooks, or under wires
6. If applicable, disclose or ask about all known indwelling metallic device(s) or fragment(s) to the supervising technologist or program faculty prior to entering an MRI scan room to prevent internal injury as described below.

In addition to the personal items listed, students are advised that any metallic implants, bullets, shrapnel, or similar metallic fragment in the body pose a potential health risk in the MRI suite because they could change position in response to the magnetic field, possibly causing injury. In addition, the

magnetic field of the scanner can damage an external hearing aid or cause a heart pacemaker to malfunction.

Examples of items that may create a health hazard or other problems in the MRI examination room include:

- Cardiac pacemaker, wires, heart valve(s) or implanted cardioverter defibrillator (ICD)
- Neurostimulator system
- Aneurysm clip(s)
- Metallic implant(s) or prostheses
- Implanted drug infusion device
- History of welding, grinding or metal injuries of or near the eye
- Shrapnel, bullet(s), BB's, or pellets
- Permanent cosmetics or tattoos (if being scanned)
- Dentures/teeth with magnetic keepers
- Eye, ear/cochlear, or other implants
- Medication patches that contain metal foil (i.e., transdermal patch)
- Insulin pump or CGM (continuous glucose monitoring)

Items that are allowable in the MRI suite and that generally do not pose a hazard to the student or other persons include:

- Intrauterine devices (IUD's)
- Gastric bypass devices (lapbands)
- Most cerebrospinal fluid (CSF) shunts unless programmable

The presence of indwelling or external ferromagnetic devices or objects does not disqualify a student from entering the Radiography Program. However, accepted students will be required to complete an MRI Safety Clearance Form as part of the pre-entrance physical to verify that it is either:

- 1) Safe for them to enter the scan room's magnetic field, or
- 2) Ensure that a radiography student with any indwelling or external ferromagnetic devices or objects is not inadvertently placed at risk during their clinical rotations while in the program.

Prior to a special rotation in MRI, each facility may require additional medical screening (such as a radiograph of the orbits), which may require a physician's order.

MRI ZONES

- Zone I
 - Any area accessible to the general public
- Zone II

- The area between the publicly accessible uncontrolled Zone I and the strictly controlled Zone III. Zone II is an unscreened MRI area typically including MR reception and waiting
- Zone III
 - Restricted MRI area with access to Zone IV. Access is limited with coded locks or individualized card readers Zone II includes the MR control area
- Zone IV
 - MRI scanner/magnet room

For more information regarding MRI Safety, please refer to the American College of Radiology's MR Safety Guidelines available at:

<http://www.acr.org/quality-safety/radiology-safety/mr-safety>

COLLEGE EMERGENCY PLAN

Fire, lock down, tornado, severe thunderstorm and mass casualty drills are held periodically during the school year. An evacuation plan is posted in each area of the College buildings. In the instance of an immediate threat to the college, alerts may be distributed utilizing our Emergency notification system, Star Alert. Star Alert can send an email and SMS Text messages. All Campus community members are automatically enrolled in the Star Alert system.

In the case of a radiation emergency in the Radiography lab, the main circuit switch should be pulled, lab evacuated, and program faculty notified. Program faculty will work with the Safety Administrator and Plant Operations manager to determine the extent of the emergency and steps to be taken at that time.

CONTINGENCY PLAN FOR EXTENUATING CIRCUMSTANCES

If extenuating catastrophic circumstances (i.e., mass casualty event, pandemic, natural disaster, etc.) impact Riverland Community College operations, Radiography program operations, or student access to clinical environments at the individual clinical sites, the Radiography Program may utilize the following steps to ensure the safety of program students and faculty. The Radiography Program will ensure that all graduates meet graduation requirements, including ARRT required competencies and successful completion of all coursework with a "C" or better.

Clinical modifications with appropriate notification include:

- Assigned clinical site changes
- Assigned clinical schedule (date and time) changes
- Modifications to student participation expectations (i.e. limited involvement with Isolation Patients)
- Extension of clinical course requirements beyond the expected completion date

Didactic modifications with appropriate notification, include:

- Class meeting location changes
- Class meeting schedule (date and time) changes

- Temporary utilization of distance learning tools for class meetings typically delivered face-to-face.
- Extension of course requirements beyond the expected completion date

As a student at Riverland Community College, your education is of utmost importance to us. We will do everything in our power to ensure that you graduate on time. However, extenuation catastrophic circumstances may extend the program requirements beyond the expected graduation date.

What you can expect from Program Leadership:

- Timely communication via Riverland email
- Prioritization of student and faculty safety
- Commitment to student professional development
- Assurance that all program graduates meet graduation requirements

NON – SEXUAL HARASSMENT POLICY

It is the policy of the Radiography Program that non-sexual harassment behaviors by or against any individual will not be tolerated. Non-sexual harassment includes any comment, action, or type of behavior that is threatening, insulting, intimidating or discriminatory and upsets the clinical or college environment.

Non-sexual harassment can include, but is *not* limited to the following:

- Verbal abuse regarding a person, a person’s family, age, religion, race and/or ethnicity
- Verbal or physical conduct of a threatening, intimidating, or humiliating nature
- Sabotaging or undermining an individual or group’s work performance or education experience
- Inappropriate physical contact, such as pushing, shoving, kicking, assault, or the threat of such conduct
- Inappropriate electronic communication, I.e., use of electronic mail, text messaging, voicemail, pagers, website, online chat rooms or videos in a threatening, intimidating, or humiliating manner
- Bullying

Students who feel that they have been the target of non-sexual harassment should report such incidents to program officials in writing. No individual will be disciplined or retaliated against for making a good faith complaint regarding non-sexual harassment. If non-sexual harassment behavior is found to have occurred, prompt action will be taken and the Riverland Community College Student Conduct Policy will be followed.

This policy does not cover sexual harassment. Individuals who feel that they have been sexually harassed should follow the Riverland Community College’s Sexual Harassment Policy found on the college website: <http://www.riverland.edu/studenthandbook/index.cfm>

5/16

INCLEMENT WEATHER POLICY

In the case of adverse weather, the student should use his or her own best judgment concerning driving conditions. If classes are not canceled by college administration, they will be held as scheduled, and students will be responsible for material presented. If classes are canceled, students will either be

notified by radio, telephone tree, social media, or the instructor, depending on the time of day. School closing will also be on the Riverland website. Students are encouraged to sign up for the college's "Star Alert" notification system.

When Riverland cancels classes or goes to an eLearning day, the students in the clinical sites will be excused. The clinical coordinator may post an assignment on Brightspace if an eLearning day is determined.

STUDENT EMPLOYMENT POLICY

Radiography students may be eligible for employment as limited x-ray operators under Minnesota Law while still in the program. The following criteria must be met:

1. The paid employment hours will not count toward clinical education hours, so the hours are not to be recorded on time cards.
2. Paid employment hours must not conflict with clinical education rotation schedules.
3. Riverland Community College shall not be held liable for any legal obligation arising from action by the student during paid employment activities.
4. Radiography students are not allowed to wear their student name tags or radiation badges during paid employment hours.
5. Radiography students are not allowed to complete competencies of radiographic exams during paid employment hours.

Revised: 4/25

CELL PHONES & ELECTRONIC DEVICES

On campus: Cell phones and other electronic devices used for personal communication, will be turned off prior to coming to class. If a device goes off during class, or is used during class, (this includes texting) the student may be asked to leave the classroom. The use of a laptop or recording device for note taking **must be approved by the faculty** prior to start of class lectures and if the student uses it for other reasons during lectures (checking emails etc.), the student will be asked to leave the classroom. During lab activities, students may use their own or classroom computers for research activities relating to the lab. Students may use their electronic devices during breaks.

Off campus (in clinical): No cell phones may be ON or in the possession of the student during clinical rotations. Cell phones should be in the student lockers, purses, or other assigned areas. All calls made with a cell phone while in clinical rotations must be made during breaks or in non-radiology areas.

Revised: 7/23

SOCIAL MEDIA/SOCIAL NETWORKING POLICY

Social Media is a way for people to use technology for social interaction through the use of words, images, audio and video. Examples of Social Media sites include, but are not limited to, websites such as Facebook, Snapchat, LinkedIn, Twitter, YouTube, Tumblr, Instagram, and more.

Students are required to comply with this social media policy. The intent of this policy is not to restrict the flow of useful and appropriate information, but to maintain Riverland Community College, their employees and the students' interests.

All students are prohibited from the following conduct in any form of social media:

1. Posting or discussing confidential patient information or any information or photographs concerning patients and/or families. **Maintaining the confidentiality of our patients and families is of utmost importance to the Radiography Program.**

**Any inappropriate disclosure of patient information, whether direct or indirect, is subject to disciplinary action, up to and including termination.

2. Posting or discussing information about the school, its services, employees or anyone associated with the school that is false, defamatory, or disparaging in nature.
3. Discriminatory or harassing postings or discussions concerning anyone associated with the school. Students and Employees are prohibited from using Social Media to harass, bully, or intimidate other students, faculty, or anyone associated with the school. Behaviors that constitute harassment or bullying include, but are not limited to, comments that are derogatory with respect to race, color, creed, religion, national origin, ancestry, genetic information, sex, age, disability, sexual orientation, marital status, veteran status, political beliefs or any other protected class or status recognized by federal, state or local law; sexually suggestive, humiliating or demeaning comments; threats to intimidate or physically injure another employee or anyone affiliated with the school.
4. Speaking or posting on behalf of Riverland Community College and/or the Radiography Program, without explicit permission from the Radiography Program Director.
5. Posting work-related pictures of school employees, students or anyone associated with the school without that person's permission.
6. Students are not permitted to access Social Media during classroom or clinical hours. Students found to be accessing these sites for non-school related purposes will be subject to progressive discipline.
7. Students are strongly encouraged to maintain professional boundaries with clinical instructors on social media while in the Riverland Community College Radiography Program.

Students who suspect or have knowledge of violations of this policy should contact the Radiography Program Director. **Failure to comply with this Social Media policy may result in disciplinary action up to and including dismissal from the program.**

STUDENT PREGNANCY POLICY

It is the policy of the Radiography Program that a female student who becomes pregnant during her two-year tenure in the program has the option of whether or not to inform program officials of her pregnancy (it is not required that she does this). The student, however, will not be considered pregnant until she formally

notifies the Program Director in writing of the pregnancy and the expected delivery date. If the student chooses to disclose her pregnancy, she may do so by informing the Program Director and Clinical Coordinator in writing. The form on the following page may be used for declaration of pregnancy. Once the pregnancy is declared, a conference will be held with Program officials to review radiation risks, dose limit guidelines, and the cardinal principles of radiation protection.

Upon declaration of pregnancy, the student has the following options:

- The student may choose to continue with the program without modification or interruption. The student will be expected to participate in the same classroom, clinical, and demonstration activities as the other students.
- The student and program officials will discuss possible modifications in clinical assignment, leave of absence from clinical assignments, and/or leave of absence from the program. The student will be allowed to make an informed decision based on her individual needs and preferences.
- The student may choose to withdraw their declaration of pregnancy. This must be done in writing.

Since ionizing radiation has been determined to be harmful to the developing embryo/fetus, the following recommendation and issues of compliance are required to protect the health of the student and child. The recommendations of the National Committee on Radiation Protection Report #116 state that the dose limit to the fetus from occupational exposure of the pregnant mother is 0.05 rem per month or 0.5 rem for the entire gestational period.

The pregnant student will be provided with a fetal monitor throughout the pregnancy term. The student must wear the badge at the waist to monitor fetal dose. It is the student's responsibility to disclose the pregnancy to the clinical area if they are comfortable doing so. All students must meet the clinical requirements for graduation; however, scheduling of clinical activities involving fluoroscopy, C-Arms, and portables may be rearranged as possible to accommodate minimal radiation exposure to the fetus. The pregnant student should maintain as much distance between the radiation source and her person as practical, and remain behind the control booth during the radiographic exposures whenever possible. During fluoroscopy, portables, surgical procedures, and special procedures, the pregnant student must wear a 0.5 mm lead equivalent apron. The pregnant student should never hold patients during radiographic exposures.

The student may request a leave of absence when either she or her physician feels she is no longer able to function in a manner conducive to learning. The return of the student must be approved by her physician and provide the appropriate documentation to the Program Director. Students seeking to resume coursework will meet with the Program Director and decisions will be based on individual circumstances. The student is responsible for missed class work. A plan for missed classroom time will be developed by the Program Director and/or Clinical Coordinator.

Information regarding a student's pregnancy will be held in the strictest confidence. If the student wishes to announce her condition, it is solely her choice to do so.

DECLARATION OF PREGNANCY FORM

**RIVERLAND COMMUNITY COLLEGE
RADIOGRAPHY PROGRAM**

I submit this Declaration of pregnancy to the Director of the Riverland Community College Radiography Program and Clinical Coordinator.

I, _____, _____ elect to continue my
(do or do not)

enrollment in this program without modification or interruption.

My expected date of delivery is _____.

I understand that my pregnancy is declared as of today's date. I understand that I will be assigned a fetal monitor throughout the pregnancy. I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 0.5 rem or 0.05 rem per month.

Student's Signature: _____

Date: _____

Conference Date: _____

Attended By: _____

WITHDRAWAL OF DECLARATION OF PREGNANCY FORM

**RIVERLAND COMMUNITY COLLEGE
RADIOGRAPHY PROGRAM**

I submit this Withdrawal of Declaration of pregnancy to the Director of the Riverland Community College Radiography Program and Clinical Coordinator.

Student's Signature: _____

Date: _____

Submission Date: _____

Program Official Signature _____

Date: _____

STUDENT DISCIPLINE/TERMINATION POLICY

Inappropriate Academic or Non-Academic Conduct

Action will be initiated at the discretion of the Program Director or Clinical Coordinator following documented reports of substandard, unethical or inappropriate conduct by the student.

- Possession/use of alcohol or illegal substances prior to or during class/clinical.
- Excessive tardiness and/or absenteeism during didactic or clinical education courses.
 - Refer to the Attendance Policies for specific guidelines to follow during all radiography education courses.
 - Unexcused absenteeism, which includes failure to follow notification of absence and/or falsification of sick time during clinical radiography courses. Refer to the Clinical Attendance Policy.
- Insubordination, which includes rude, discourteous, or uncivil, inappropriate behavior, directed at program faculty, clinical instructors, radiologists, or other clinical staff.
- Breach of any of the Code of Ethics. Refer to Code of Ethics
- Gross carelessness in regard to safety of patients or colleagues.
- Rude, discourteous, or uncivil treatment of patients, public, or staff.
- Dishonesty, cheating, plagiarism, or theft.
- Academic dishonesty for all courses (on campus and distance learning).
- If a clinical site dismisses a student during a semester, the student will receive a failing grade for that clinical semester. A failing grade results in dismissal from the program.

The above criteria are enforced by Riverland administration, program faculty, and the administrators of the Medical Imaging Departments of the affiliate clinical sites. Students do have the right to appeal decisions as outlined in the Riverland Community College Student Handbook.

II. Disciplinary Action Procedure

The list provided above includes but is not limited to offenses considered to be serious misconduct. Disciplinary action for the above and similar offenses may include:

- Dependent on the severity of the offense, an **oral warning** may be given to the student and documentation of the warning will remain in his/her file for a period of four weeks. If the situation does not reoccur during this time, the document will be discarded.
- A **written warning** may be given according to the severity of the conduct. This written warning will remain in the student's permanent file.
- **Continued offenses:** will be handled according to college policy. The "Student Rights" Section of the Riverland Community College Student Handbook shall be referenced during a conference scheduled between the program faculty and the student. Probation, immediate suspension, and/or possible termination may result if the offense is severe.

- **Probation:** Continued enrollment in the program is dependent upon improvement in behavior during a specified period. If the situation results in the student being placed on probation the student will be required to demonstrate satisfactory improvement. If satisfactory improvement is not demonstrated during this specified time frame, further disciplinary actions will be taken.
- **Termination:** Dismissal from the program. If the situation results in immediate termination from the program the student will be given the opportunity to appeal that decision through the college appeal process outlined on the following page.
 - If a student is dismissed from a clinical site, for any reason, the student is immediately terminated from the Radiography Program.

III. Reinstatement

Any application submitted by an individual who has been dismissed/expelled from the program for inappropriate academic or non-academic conduct will not be accepted.

Students do have the right to appeal decisions of the Radiography Program as outlined in the Riverland Community College Student Handbook. Refer to the Student Complaint Policy.



Student Complaint and Grievance Policy

Riverland Policy # 3.8

PURPOSE:

The purpose of this policy is to denote the process for a student to resolve a complaint or grievance. Minnesota State expects that all colleges have a policy on this topic. In addition, it outlines the process of seeking an appeal on a decision associated with a complaint or grievance.

APPLICABILITY:

Student Complaint and Grievance Policy

In the event a dispute arises between a student and a college employee, students have a right to initiate the Student Complaint and Grievance Policy. Prior to initiating a formal complaint or grievance, the college expects that a student has:

- Met with the college staff or faculty member to address the concern and to seek a resolution to the dispute.
- If the student does not receive a satisfactory resolution after directly engaging the staff or faculty member, the student should try to meet with the staff or faculty member's supervisor.

No retaliation of any kind shall be taken against a student for participating, or refusing to participate, in a grievance. Retaliation may be subject to action under appropriate student or employee policies.

DEFINITIONS: For the purposes associated with this policy, the following definitions apply:

Complaint: An oral or written claim concerning a college issue brought by a student alleging improper, unfair, or arbitrary treatment.

Grievance: A written claim raised by a student alleging improper, unfair, or arbitrary action by an employee involving the application of a specific provision of rule/regulation, or a board policy or procedure. This policy does not apply to those college rules or regulations, or to board policies or procedures that include an appeal or grievance process. In addition, this policy does not apply to a complaint about a course grade.

SCOPE: Students, faculty, and staff

DEFINITIONS:

For the purposes associated with this policy, the following definitions apply:

Complaint: An oral or written claim concerning a college issue brought by a student alleging improper, unfair, or arbitrary treatment.

Grievance: A written claim raised by a student alleging improper, unfair, or arbitrary action by an employee involving the application of a specific provision of rule/regulation, or a board policy or procedure. This policy does not apply to those college rules or regulations, or to board policies or procedures that include an appeal or grievance process. In addition, this policy does not apply to a complaint about a course grade.

DOES THIS POLICY HAVE A PROCEDURE? Yes (below)

Pursuant to the Minnesota State Board Policy 3.8; after trying to resolve the dispute with the staff or faculty member and/or their supervisor; if the student feels compelled to initiate a formal complaint, they must do so through the following steps:

- The student must complete a Student Complaint and Grievance Form and file the completed form with the Office of Human Resources.
- Within ten (10) business days of receiving a completed form, the Office of Human Resources will refer the written complaint to the appropriate department head, administrator, and/or area supervisor for investigation of the charges. If the complaint should involve issues of harassment or discrimination it will be forwarded to the Regional Investigator.
- If the complaint appears unwarranted, the department head, administrator, and/or area supervisor may discontinue proceedings.
- If there is sufficient evidence to support the complaint or grievance department head, administrator, and/or area supervisor shall offer the student an opportunity to resolve their concern at an informal meeting with the staff and the department head, administrator, and/or area supervisor, and additional staff/faculty.
- Within five (5) business days of the meeting, the department head, administrator, and/or area supervisor shall inform the student in writing of his/her decision concerning their complaint or grievance and any remedy to their grievance.

Appeals

Following the outcome of a decision, a student may request an appeal review before the Vice President of Strategic Enrollment & Equity or their designee. The request for an appeal must be submitted, in writing to the Vice President of Strategic Enrollment & Equity within ten (10) business days of the date of notification of the decision. Failure to file an appeal or request an extension in a timely manner constitutes a waiver of the right to an appeal. The basis for an appeal will be limited to the following grounds:

- New or newly discovered evidence of a nature that may substantially affect the outcome of the hearing exists.
- There was a procedural error that substantially affects the outcome of the hearing.

The Vice President of Strategic Enrollment & Equity will review the appeal letter and will determine if one or more of the grounds for appeal has merit. If a determination is made that the appeal has merit, the Vice President of Strategic Enrollment & Equity will schedule a meeting with the student and staff or faculty member. A student's advisor or advocate may attend this meeting but may not participate except to advise the student. The Vice President of Strategic Enrollment & Equity will render a decision to the student in writing within ten (10) business days of the appeal hearing.

If the grievance involves a Minnesota State Board Policy, the actions of the college Vice President of Strategic Enrollment & Equity, an issue of institutional or program quality such as an institution's compliance with the standards of an accrediting or licensing agency, or a claim of consumer fraud or deceptive trade practice, a student may further appeal the college decision to the chancellor. The decision of the chancellor is final and binding.

LIST RELATED POLICIES, PROCEDURES OR FORMS:

Minnesota State Board Policy 3.8

Submit completed form and policy to the Cabinet Member responsible for the division affected by the proposal. This section to be completed by President's Office.

Date Issued: 4/9/2015

Responsible Division / Author: Academic & Student Affairs / VP of Academics & Innovation &/or VP of Strategic Enrollment & Equity

Date Revised: 3/30/16 remove final step review of President; 8/2016 NEW Riverland and Minnesota State branding added; 6/2022 number and new template



Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
312.704.5300
www.jrcert.org

Joint Review Committee on Education in Radiologic Technology (JRCERT) Process for Reporting Allegations

I. Important Notes

1. The JRCERT cannot advocate on behalf of any student(s). An investigation into allegations of non-compliance addresses only the program's compliance with accreditation standards and will not affect the status of any individual student.
2. The investigation process may take several months.
3. The JRCERT will not divulge the identity of any complainant(s) unless required to do so through the legal process.

II. Process

1. Before submitting allegations, the individual must first attempt to resolve the complaint directly with program/institution officials by following the due process or grievance procedures provided by the program/institution. Each program/institution is required to publish its internal complaint procedure in an informational document such as a catalog or student handbook (Standard One, Objective 1.1).
2. If the individual is unable to resolve the complaint with program/institution officials or believes that the concerns have not been properly addressed, he or she may submit allegations of non-compliance to the JRCERT:

Chief Executive Officer
Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
PH: (312) 704 – 5300
Email: mail@jrcert.org

3. The Allegations Reporting Form must be completed and sent to the above address with required supporting materials. All submitted documentation must be legible.
4. Forms submitted without a signature or the required supporting material will not be considered.
5. If a complainant fails to submit appropriate materials as requested, the complaint will be closed.

The Higher Education Opportunities Act of 2008, as amended, provides that a student, graduate, faculty, or any other individual who believes he or she has been aggrieved by an educational program or institution has the right to submit documented allegation(s) to the agency accrediting the institution or program.

The JRCERT, recognized by the United States Department of Education for the accreditation of radiography, radiation therapy, magnetic resonance, and medical dosimetry educational programs investigates allegation(s) submitted, in writing, signed by any individual with reason to believe that an accredited program has acted contrary to the relevant accreditation standards or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.



Joint Review Committee on Education in Radiologic Technology
 20 N. Wacker Drive, Suite 2850
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Joint Review Committee on Education in Radiologic Technology (JRCERT) Allegations Reporting Form

I. General Information	
Name of Complainant	
Address	
Association to Program	<input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Clinical Staff <input type="checkbox"/> General Public
Describe the capacity in which the complainant is associated with the program.	
Signature	
Date	

II. Institution Sponsoring the Program	
Name	
City and State	
Type of Program	<input type="checkbox"/> Radiography <input type="checkbox"/> Radiation Therapy <input type="checkbox"/> Magnetic Resonance <input type="checkbox"/> Medical Dosimetry

III. Required Information

1. Attach a copy of the program's publication that includes the due process or grievance procedure.
2. Provide a narrative that identifies what you did at each step of the due process or grievance procedure, copies of materials you submitted as part of your appeal, and copies of correspondence you received in response to your appeal.
3. List the specific objective(s) from the accreditation standards (available at www.jrcert.org/jrcert-standards) and indicate what the program is alleged to have done that is not in compliance with the cited objective(s).

Example:

Objective: 5.4 direct supervision pre-competency

Allegation: Students often do patient exams without supervision before they have completed a competency check-off.



RCC Radiography Program Student Handbook Statement of Understanding

Please read each statement below. Initial each statement in the space indicated and provide your name, signature, and the date below. This document will be placed in your student file for reference in the event of any program policy violations.

1. ___ I have thoroughly read and understand the RCC Radiography Program Student Handbook. I comprehend the policies and regulations contained therein and the responsibilities to be undertaken.
2. ___ I have received and thoroughly read the Pregnancy policy as set forth in the Student Handbook.
3. ___ I understand the Corrective Action policy for the program and am aware of the consequences for program violations.
4. ___ I understand that I must complete each course with a final course grade of a "C" or higher to pass.
5. ___ I understand all information regarding a patient or former patient is confidential and is to be used only for education purposes .
6. ___ I understand I am a guest in the affiliate education centers and I will conduct myself accordingly. All known rules and regulations will be followed. When in doubt, I will contact the Clinical Instructor and/or Program faculty for clarification.
7. ___ I understand the clinical education centers vary in location and commuting/relocation may be necessary to fulfill the program's clinical obligations.
8. ___ I understand clinical experiences are assigned for their educational value. Preference of assigned facility may be requested, but it does not guarantee placement at that facility.
9. ___ I understand I may not function independently as a staff technologist. The Clinical Instructor will determine appropriate supervision consistent with accreditation guidelines, and I will request a registered technologist to be present when I repeat any radiograph.
10. ___ I understand the basics of Radiation Safety as written of Pg 20-21 are to be followed during all clinical rotations.
11. ___ I understand that success in this program will be enhanced by regular classroom and clinical attendance.
12. ___ I understand that I am responsible for information that is covered in class in my absence.
13. ___ I understand that I am ultimately responsible for my success in this program.
14. ___ I have reviewed this handbook and the JRCERT Standards and I agree to abide by the statements above and published herein. I understand that failure to meet any program expectation may result in negative consequences from administrative action. I was given an opportunity to ask questions of the program officials pertaining to anything.

Printed Name: _____

Signature of Student: _____

Date: _____

Signature of Program Director: _____ Date: _____