



RIVERLAND
Community College

RADIOGRAPHY



PROGRAM

STUDENT HANDBOOK 2016 - 2017

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Table of Contents

I. College and Program Officials	
• College and Program Officials	4
• Clinical Affiliates and Instructors	4
II. General Program Information	
• Purpose of Handbook	7
• Program Description	7
• Program Accreditation	8
• Program Mission	9
• Student Learner Goals and Outcomes	9
• Radiography Program Philosophy and Graduate Program Outcomes	10
• Program Admissions Process	11
• Program Progression Standards	12
• Graduation Requirements	13
• ETHICS/ARRT Code of Ethics	13
• Student Bill of Rights	15
• State of Minnesota Background Study/Substance Abuse	15
• ARRT Background Study	16
• Leave of Absence/Readmission	17
• Technical Standards	17
III. Didactic Education	
• General Education Requirements	18
• Textbooks	19
• Program Curriculum	19
• Didactic and Clinical Grading Scale	20
• Expenses	21
• Didactic Expectations	22
• Didactic Attendance Policy	23
• Make-Up Didactic Course Work Policy	23
• State and Federal Policies	24
• Radiography Energized Lab Policy	24
• Student Radiation Monitoring Policy	25
• Magnetic Resonance Imaging (MRI) Safety Policy	26
• Student Conferences	28
• Mammography Education Policy	28
• Radiography Student Organization	29
• Lambda Nu Honor Society	29
• Graduation Honors	30
IV. Clinical Education	30
• Expectation of Student in Clinical Courses	31
• Clinical Scheduling Policy	32
• Clinical Competencies	33
• Clinical Course Grade & Documentation Procedure	33
• Radiographic Requirements	34
• Clinical Attendance Policy	34
• Clinical Supervision Policy	35
• Clinical Instructor Expectations	37
• Clinical Dress Code Policy	37

V. Program Policies	
• Venipuncture	39
• Professional Liability Insurance	39
• Certification of Health & Health Insurance	39
• Incident and Occupational Exposure	40
• Communicable Disease and Extended Illness	40
• CPR certification	40
• College Emergency Plan	41
• Non-Sexual Harassment	41
• Inclement Weather	41
• Student Employment	42
• Cell Phones and Electronic Devices	42
• Social Media/Social Networking	42
• Professional Activities	43
• Student Organization Fundraising	44
• Student Pregnancy, Declaration and Withdrawal of Declaration Form	46-48
• Student Discipline/Termination	49
• Riverland Student Complaint Policy and Procedure	51-54
• JRCERT Student Complaint Process	55-56
VI. Statement of Understanding	57

I. Riverland Community College & Program Officials

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RCC Radiography Program Clinical Site Affiliates and Instructors:

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Revised 10/15

II. GENERAL PROGRAM INFORMATION

PURPOSE OF HANDBOOK

Welcome to the Riverland Community College 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 both orally and in writing with students required to sign a new acknowledgement of any changed policy.

Enrollment in the RCC 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, contact the Program Director or Clinical Coordinator at Riverland Community College for clarification.

Revised: 8/15

PROGRAM DESCRIPTION

Radiologic technologists or radiographers are key members of the healthcare team who create images used to diagnose patient injury or illness. Radiologic technologists produce x-ray images of internal parts of the body for use in diagnosing medical problems at the request of a physician. They administer non-radioactive materials into patient's bloodstreams for diagnostic purposes. They prepare patients for radiologic examinations by explaining the procedure, positioning patients, and prevent unnecessary radiation exposure. They practice radiation protection for patients, the general public and healthcare workers.

Radiography education began in 1990 at 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. Students are admitted in the fall through a selective admissions process. The program accepts up to 16 students per year.

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 ASRT (American Society of Radiologic Technologists) Curriculum Guide. All courses are sequenced and may have pre-requisites. Upon completion of the 24-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).

The program accepts up to 16 students per year. A separate application is required for the Radiography program.

Revised: 8/15

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, contact the Program Director. All students are expected to fulfill essential course requirements. The 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.

8/15

PROGRAM ACCREDITATION

The Radiography Program at Riverland Community College is a 24-month, 83 semester credit 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 review date in December of 2016. 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 Driver, Suite 2850

Chicago, IL 60606-3182

Phone: (312) 704-5300

Fax: (312) 704-5304 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/>

PROGRAM MISSION

The Riverland Community College Radiography Program's mission is to educate students to become competent radiologic technologists who provide exceptional service to the community.

STUDENT LEARNER GOALS AND OUTCOMES

New program goals and outcomes were developed and revised in April, 2015. The outcomes are assessed annually through clinical evaluations, graduate, and employer surveys.

Goal 1. Students will be clinically competent.

Outcomes:

- a. Produce radiographs of diagnostic quality.
- b. Demonstrate proper positioning skills
- c. Apply radiation protection appropriately to patients
- d. Select appropriate exposure techniques

Goal 2. Graduate entry-level technologists to fulfill the needs of the community.

Outcomes:

- a. Perform radiography at the entry level
- b. Write and pass the ARRT exam
- c. Retain the majority of admitted students
- d. Employ the students in jobs after graduation

Goal 3. Students will demonstrate problem solving and critical thinking skills necessary for professional practice.

Outcomes:

- a. Demonstrate clinical competency by producing quality radiographs with indirect supervision
- b. Critically evaluate radiographs in the clinical setting
- c. Critically review journal articles relevant to the profession
- d. Demonstrate age-specific competencies through appropriate behaviors with defined patient groups

Goal 4. Students will effectively communicate with all individuals encountered during the course of the program.

Outcomes:

- a. Demonstrate effective communication skills with faculty and clinical instructors
- b. Demonstrate appropriate communication skills with patients

Goal 5. Students will value lifelong learning and develop a professional mindset.

Outcomes:

- a. Actively participate in professional activities
- b. Apply professional values in the clinical setting
- c. Practice lifelong learning

Revised: 4/15

RADIOGRAPHY PROGRAM PHILOSOPHY AND GRADUATE PROGRAM OUTCOMES

The Radiography Program faculty recognizes that work is one of the most important features of adult life and provides a powerful motive for learning. Learning associated with a professional endeavor has an important impact on the student's self-concept. Therefore, our philosophy is to maximize student potential through leadership, mentoring, and closely interrelated didactic and clinical educational experiences.

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 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:

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. Promote own professional development through life-long learning activities and continuing education.
9. Facilitate optimal health care through effective communication and cooperation with other healthcare professionals.
10. 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>

AASC Approval Date: 11/20/2012

Advisory Committee Approval Date: 10/15/2012

Revised 11/12

PROGRAM ADMISSION PROCESS

Admission Recommendations:

Prior to enrollment in the program, the student should be able to complete math problems with fractions, decimals, percentages, ratios and proportions, and basic algebraic principles. Therefore, students are strongly encouraged to possess the math skills covered in MATH550 and MATH560.

General education credits required for graduation from the program may be taken prior to enrollment.

Program information meeting attendance is highly recommended. See “Open House” schedule on website.

Admission Requirements:

1. Applicants must have a high school diploma prior to entrance into the program or have completed the requirements for a GED.
2. Academic Eligibility:
 - If applicant has completed 0-8 college credits, he/she must be in the top 50% of his/her high school graduating class or be at the 51 percentile or above on the GED exam.
 - If applicant has completed 9 or more college credits, he/she must have a cumulative GPA of 2.75 or higher. (High school rank will not be considered for these students.)
3. Applicants are required to complete CHEM1121 General Organic Biochemistry or the registrar-approved equivalent. The biology department requires this course as a prerequisite for BIOL2021 Principles of Anatomy and Physiology I, at Riverland. It is offered frequently, including summer sessions at Riverland. BIOL2021 is a prerequisite and must be completed within the past 5 years of the semester you begin the Radiography program.
4. A minimum of a C grade must be obtained in prerequisite courses (CHEM and BIO) and any other transfer courses.

Admission Procedure:

Please see the current application or contact admissions for the application deadline.

1. Acceptance to Riverland Community College – If not currently enrolled. *The rad tech application will not be processed if you do not have a current application for admission on file.*
2. 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.
3. Incomplete prerequisite courses must be finished by program start date. A student may be accepted into the program while enrolled in prerequisites. Admission will be contingent on successfully completing the course.
4. Because of high application numbers, students with an above-average academic profile will have a competitive advantage for one of the positions (see score sheet on web site).
5. Notification to Applicants: Following completion of the selection process, students will be notified regarding their acceptance into the course.

6. If appointed, the student will be contacted to register for fall semester courses.

5/17/16

PROGRAM PROGRESSION STANDARDS

Riverland Community College requires students to make timely progress towards achieving a certificate, diploma, or degree in a chosen program of study. In addition, students are expected to perform at a satisfactory level to maintain their enrollment and continue to receive financial aid.

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 each "RADT" or Radiography related course. No individual "RADT" or Radiography related course may be dropped during a semester.
2. The student must earn a minimum grade of C in Chemistry, Anatomy & Physiology and general education courses.
 - a) If a student fails to achieve this level in a general education course, the student can repeat the course prior to the August start date or the student will forfeit their spot in the program and may reapply to the program for the next year.
3. The student must be able to perform the physical skills necessary to execute all radiographic exams. (Refer to Technical Standards, **p. 16.**
4. The student must obtain a satisfactory rating on all Clinical Competency evaluations and Clinical Performance evaluations.
5. The student must exhibit ethical and professional conduct at all times.

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. The Riverland Community College Satisfactory Policy in the college student handbook will be followed. If the student shows no improvement, he/she will be dismissed from the Riverland Community College Radiography Program.

Refer to the Student Discipline/Termination Policy for disciplinary action procedure on page 47-48.

Riverland Community College Satisfactory Policy:
<http://www.riverland.edu/policy/Satisfactory-Academic-Program.pdf>

Revised 12/15

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 pass composite and developmental exams as utilized and determined by the program.
3. Satisfactorily complete all clinical assignments.
4. Satisfactorily complete all Clinical Competency and Clinical Evaluation Requirements.
5. Present proof of current CPR certification to program faculty on or before the date of the Radiography Program Graduation.
6. File an Application for Graduation within the specified time limits.
7. Fulfill all financial obligations to Riverland Community College
8. Attend the 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.

Revised: 8/13

GRADUATION AND CERTIFICATION

Upon successful completion of the 24-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 ARRT (American Registry of Radiologic Technologists.)

Revised: 8/15

ETHICS

Students are bound by the ARRT Code of Ethics and the ASRT Standard of Practice.

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.

8/15

AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS CODE OF ETHICS

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

Adopted by: The American Society of Radiologic Technologists & the American Registry of Radiologic Technologists 2013

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

State of Minnesota Background Study:

Minnesota Law requires any person who provides a service that involves direct contact with patients and residents in health care facilities licensed by the Minnesota Department of Health to have an annual background study conducted by the state. 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 as a result 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.

Additional information may be reviewed at the following website:

<https://www.revisor.mn.gov/statutes/?id=245C.15>

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 such use, said faculty or clinical site member may request or require the student to undergo immediate drug and alcohol testing. Such testing will be at the expense of the student and will carry no liability for the faculty or clinical site member. In the instance of such reasonable suspicion, the student will be immediately dismissed from the college or clinical activity. 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 policy of the clinical affiliate will be enforced. The student will be subject to appropriate disciplinary action, up to and including termination from the Riverland Radiography Program.

Revised: 8/14

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 to be a violation of the Standards of Ethics. Such violations must be cleared by the ARRT before the applicant can be assigned to an examination.

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.

All offenses must be reported regardless of how long ago they were committed.

Exceptions are:

- offenses committed while a juvenile and processed in the juvenile court system;
- traffic violations that did not involve drugs or alcohol;
- charges that were dismissed if there were no court conditions required for the dismissal.

All other misdemeanor or felony offenses must be reported, 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.

The ARRT Ethics Pre-Application Review is reserved for those who:

- are not enrolled in an ARRT-recognized education program, or
- are more than six months until graduating from an ARRT-recognized education program.

The Riverland Community College Radiography Program reserves the right to deny admission to anyone who has been convicted of a crime (misdemeanor or felony) or is pending a criminal charge (excluding minor traffic violations.) It is also understood that conviction of a felony may be grounds for denial of eligibility to complete the ARRT licensure examination.

The student must contact the Program Director concerning potential examination and the ARRT Ethics Pre-Application process. A conference with the Program Director must be scheduled before July 1st of the end of the first academic yr. Failure to do so may result in a delay of the application for the registry exam.

Revised: 12/15

LEAVE OF ABSENCE 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 5 (five) business days of the initial request. If approved, a contract for continuation will be created. Didactic instruction must be completed according to program standards. All missed clinical experience must be rescheduled.

READMISSION POLICY

Readmission approval is a Radiologic Technology faculty decision. The student will be notified in writing, of the faculty's decision concerning readmission. If readmission is granted, it will be on a space available basis only (clinical placement). Readmission to a specific clinical site is not guaranteed. Students will meet with the program director to build a contract for successful completion of the program. Terms of the contract must be completed successfully for a student to progress in the program.

Students, who withdraw voluntarily and are in good standing academically and clinically, may re-enter the program on a space available basis by submitting a written request to the program director 2 (two) semesters in advance of their requested return. Faculty deliberation is not required in this situation.

Readmission *will not be considered* if the student has been out of the program for more than one year. The student will be eligible to reapply.

Students who have been dismissed from the Radiologic Technology program are ineligible to reapply.

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.

To participate in the clinical education portion of the program, the applicant must possess additional non-academic skills. 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 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.

Revised: 5/16

III. 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.

GENERAL EDUCATION COURSE REQUIREMENTS¹

There are general education courses that radiography students are required to complete to graduate from the college. These courses may be taken prior to acceptance in the Radiography Program or in specified semesters during the 24-month program. If general education courses are taken outside of the program course sequence, they must not interfere with Radiography courses and lab groups.

- CHEM1121 General, Organic, Biochemistry (Prerequisite) 3 cr.

¹ Could be subject to change.

- BIOL2021 Human Anatomy & Physiology I (Prerequisite) 4 cr.
- BIOL2022 Human Anatomy & Physiology II 4 cr.
- PSYC1240 Developmental Psychology 3 cr.
- ENGL1101 Freshman English 3 cr.
- PHIL1140 Health Care/Medical Ethics 3 cr.

Textbooks

Textbooks for the two years will cost approximately \$900 (estimate). Cost of books may change. All radiography professional books (this refers to all of the books for the RADT courses) should be purchased through the college Bookstore. These books are ordered by faculty to ensure the correct edition and correct printing is being used.

Revised 8/15

Riverland Community College Radiography Program Curriculum 2016 – Six Semesters

Course ID#	Course Title	Credits
<u>Lec/Lab/OJT</u>		
Prerequisites:		
CHEM1121	General, Organic, Biochemistry	3
BIOL2021	Principles of Anatomy & Physiology I	<u>4</u>
		7
<u>Year 1:</u>		
Fall		
RADT1225	Radiologic Pathology and Medical Terminology	2
RADT1210	Introduction to Radiography and Patient Care	3
RADT1231	Radiographic Procedures I	4
RADT1240	Introduction to Radiographic Equipment/Exposure	3
BIOL2022	Principles of Anatomy & Physiology II (*)	<u>4</u>
		16
Spring:		
RADT1281	Clinical Radiography I	12
PHIL 1140	Healthcare/Medical Ethics (*)	<u>3</u>
		15
Summer:		
RADT1235	Radiographic Procedures II	3
RADT1260	Radiographic Equipment/Exposure I	3
RADT2261	Radiographic Equipment/Exposure II	3
ENGL1101	Freshman English (*)	<u>3</u>
		12
<u>Year 2:</u>		
Fall:		
RADT2283	Clinical Radiography II	11
RADT2215	Image Evaluation	<u>1</u>
		12
Spring:		
PSYC1240	Developmental Psychology (*)	3
RADT2220	Radiation Biology & Protection	3
RADT2239	Radiographic Procedures III	4
RADT2265	Modality Exploration	<u>3</u>
		13
Summer:		

Credits: General	20
Radiography	63
	83

Additional Course Offerings:

RADT2286	Principles of Mammography (Elective)	2
RADT2288	Clinical Mammography (Elective)	1
RADT1230	Intro to Forensic Radiography (Elective)	3
 Certificate in Computed Tomography (Elective)		 9
Certificate in Magnetic Resonance Imaging (Elective)		12

Notes:

A separate application is required for the Radiography program

* These courses may be taken before starting the program.

Students must be CPR certified before starting the spring semester of clinical 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.

Revised : 9/04, 4/99, 2/98, 11/04, 9/05, 12/05, 2/08, 3/08, 8/09, 9/12, 4/13, 8/14

RADIOGRAPHY DIDACTIC AND CLINICAL GRADING SCALE

Radiography course and test grades are assigned according to the following grade scale:

A	92 - 100%
B	84 - 91%
C	76 - 83%
Fail	75%

Radiography course grades are an average of the letter grades weighted according to the specific course syllabus based on the following scale:

A	4.00 points
B	3.00 points
C	2.00 points

Radiography clinical grade scale:

A	90 - 100%
B	80 - 89%
C	70 - 79%
Fail	69%

Revised: 5/11

PROGRAM EXPENSES²

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.

1. Radiography Program Tuition:

Resident Tuition and Fees: **\$220.00** per credit

Non Resident Tuition and Fees: See Student Services

2. Radiography Program Fees:

Fall Semester Year 1:

Liability Insurance	\$11.05
MSRT Membership	\$20.00
Film Badge Service	\$31.00
MDH Background	<u>\$20.00</u>
	\$82.05

Fall Semester Year 2:

Liability Insurance	\$11.05
Film Badge Service	\$28.00
MDH Background	\$20.00
Dev. Test Books	<u>\$22.00</u>
	\$81.05

Spring Semester Year 1:

Film Badge Service	\$38.00
Personal Lead Markers	<u>\$40.00</u>
	\$78.00

Spring Semester Year 2:

Film Badge Service	\$34.00
Dev. Test Books	<u>\$22.00</u>
	\$56.00

Summer Session Year 1:

Film Badge Service	\$23.00
ASRT Membership	<u>\$30.00</u>
	\$53.00

Summer Year 2:

Dev. Test Books	\$22.00
Film Badge Service	<u>\$21.00</u>
	\$43.00

3. Estimated Additional Expenses:

Textbooks: \$900

Hepatitis B Vaccination (series of three): \$21.00 per dose at Public Health

Mantoux (PPD) test for TB (each year): \$30.00 per test at Public Health

Flu Vaccination (each year): \$14 per dose at Public Health

Uniforms (scrubs)

Current CPR Certification

Transportation to and from clinical sites

Meals at the college or at the clinical site

ARRT application fee of \$200.00

ARRT Exam Review Materials

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 needs.

Revised: 8/15

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.

² Subject to change each semester.

PROGRAM EXPECTATIONS OF THE STUDENT IN THE DIDACTIC SETTING

Academic Standards

The RCC 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 failing 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 make up the exam.
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 one's learning. Complete assignments on time; be prepared to participate in learning; put forth effort to learn; ask questions; take responsibility for one's 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 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. Exhibit respect for college/program property. Use equipment with care. It is expensive to replace and maintain; keep desk area neat and clean.

Revised: 8/15

DIDACTIC ATTENDANCE POLICY

All radiography students are expected to maintain acceptable attendance patterns during scheduled class and clinical rotations. Attendance at all scheduled classes is required unless the student is excused. Students will only be excused for documented illness or limited amounts of personal time from clinical education. Regular attendance is a vital component of the learning process. Prospective employers consider attendance records a good indicator of future employee behavior. We consider attendance important for that reason. You're attendance records are one of the records prospective employers typically inquire about. Attendance and arrival on time are required for all clinical courses.

Student Responsibilities:

1. Students are expected to attend all classes. Faculty need to be notified of any absences.
2. Students are responsible for material presented in their absence. It is the responsibility of the student to arrange for completion of class work. No make-up tests will be allowed unless arranged with the instructor prior to any missed exam.
3. Students are responsible for any time missed in the Radiographic Procedures lab. In some instances of student absence, it may not be possible to repeat lab experiences. Failure to complete a lab experience may result in an incomplete grade. Remediation of lab experience will be scheduled with program faculty.

Revised: 8/14

MAKE-UP FOR DIDACTIC COURSE WORK

Policy: The program officials and instructors will abide by the following procedures for permitting students to make up coursework missed as a result of being absent from a scheduled lecture session. This policy serves to eliminate as much as possible any potential advantage that a student may gain by being absent from a lecture session, and thereby obtain a greater amount of study time and/or preparation time for the scheduled activities of the class than those students in class.

Procedure:

1. The student is solely responsible for the reading assignments, lecture material covered, quizzes, homework assignments, making up any examination etc., which occurred during their absence. (Failure to notify the designated faculty of the absence, within 24 hrs. will result in the student receiving a zero (0) for the day's work and or test).
2. All examinations and/or quizzes must be made up on the students first regular scheduled day of attendance (Monday-Friday) following their absence from the lecture session. The student must follow the following procedures:
 - a. Contact the course instructor on the day of your return and inform the instructor you are presenting yourself to make up the missed examination or quiz.
 - b. In the event the course instructor is not available, immediately notify the program director or clinical coordinator of the situation (instructors who

anticipate they will not be available should submit the examination to a program official, who will proctor the make-up examination.

3. The student who fails to meet an assigned (ie: homework) deadline as a result of being absent on the deadline date must submit the assignment on the first regular scheduled lecture day of attendance.

The 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.

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. During Spring Semester Year 2, the students enroll in RADT 2220 Radiation Biology and Protection, which provides in-depth knowledge regarding state and federal radiation safety laws. Documentation of completion of the radiation protection module will be provided to the clinical site prior to the first clinical semester.

Revised: 8/15

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 that has been energized. It will be used to supplement educational activities in the didactic setting.

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. Students will notify faculty and sign in when using the radiography lab for practice.
4. Film badges will be worn by program faculty and students while conducting experiments in the lab. The control badge will be kept in the Clinical Coordinator's or Program Director's office.
5. While taking a radiographic exposure, all individuals in the lab must stand behind the control booth. 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 x-ray tube be aimed towards the control booth and an exposure made
9. Exposures should be taken table top, or in the table or upright bucky.
10. Collimation should be practiced when applicable

Revised: 8/15

STUDENT RADIATION MONITORING POLICY

To help insure 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 loaded and 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 fluoroscopic 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 attend a conference with the Program Director/Radiation Safety Officer. Detailed information on radiation effects and limits is available from college staff and in the college library in NCRP Reports No. 32, No. 33, No. 39, No. 91, and No. 116 in particular.

Specific program rules which each student must follow are:

1. Personnel monitors are to 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, so that it will accurately reflect total body dose, gonadal dose, or fetal dose and so that student records will correlate with employment records after graduation.
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 (time out behind the barrier wall), and distances from the radiation beam should be maximized, within reason.

6. If a student becomes pregnant, or is potentially pregnant, she should follow the Pregnancy section of this 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.

Every quarter, new radiation badges will be issued and badges from the previous quarter will be collected. The used badges are then mailed to a company for interpretation. The quarterly reports are reviewed and signed by the Program Director and students. The reports are filed in the badge report notebook kept in the lab cabinet. Students will be informed of any exposure 50 mrem or more per badge reading. Deep exposure exceeding 125 mrem per calendar quarter will be discussed in a conference attended by the Program Director, Clinical Coordinator, and the student. For guidelines regarding the pregnant student, refer to the Student Pregnancy Policy.

The permanent record of radiation dose for each student will be placed with transcripts in the Registrar's Office at Riverland Community College. The student will also receive this record from the radiography program director.

Revised: 8/15

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.
2. **Do not** enter the MRI suite (Zones III and IV) unless cleared and accompanied by an MRI technologist.
3. Assume 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)

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

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>

10/15

STUDENT CONFERENCES

Faculty has 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 at the beginning of each semester. Students should take advantage of this availability to become academically sufficient. A formal conference will be held with each student during 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 Radiography Department Supervisors, Clinical Instructors, or Program faculty at any time.

Revised: 10/15

MAMMOGRAPHY EDUCATION POLICY

Didactic Education:

During Semester 5, students are offered an elective course in RADT 2286 Principles of Mammography. This course provides the didactic training requirements of the Mammography Quality Standards Act (MQSA). The classroom instruction presents breast anatomy, positioning, and basic pathology. General equipment functions and routine positions are explained. Each student takes a turn positioning a classmate wearing a "breast vest." This is conducted as a group or privately with just the instructor present, depending on the student's wishes. All students must demonstrate positioning of both craniocaudal and mediolateral oblique projections.

During the Mammography course, students are provided classroom and lab instruction in mammographic equipment and exposure factors, as well as mammography quality assessment for digital imaging equipment and film processing.

Clinical Education:

The radiography program sponsored by Riverland Community College has revised its policy, effective May 1, 2016, regarding the placement of students in mammography clinical rotations to observe and/or perform breast imaging. (Additionally, the policy may be applied to any imaging procedures performed by professionals who are of the opposite gender of the patient.)

The clinical education for Mammography RADT 2288 is an elective. Student involvement in mammographic procedures is an institutional prerogative. Students choosing to achieve patient competency in mammography may contact program faculty if the opportunity is not available in the assigned clinical affiliate. Arrangement for patient competency will be made through the Clinical Coordinator. Options include:

1. Change clinical affiliate site.
2. Screen scheduled patients for appropriate participant.

Revised: 5/16

RADIOGRAPHY STUDENT ORGANIZATION

Upon acceptance to the RCC Radiography program, students become members of the RCC Radiography Student Organization. The organization holds regular fundraisers for service learning opportunities, and to help defray the costs of travel to the various professional activities. In addition, the group routinely raises money to pay for graduation and other group activities. Each class will elect class officers who will serve throughout the program. The officers attend the regular meetings of the Radiography Advisory committee. They serve as a liaison between the students and administrative personnel, and contribute to the development of general program policies.

All students are expected to support the efforts of the student organization and actively participate in all fundraising projects.

8/15

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.

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. RCC has established a 3.0 GPA for membership. First and second year students are eligible to apply for membership. The RCC radiography program has established the one-time induction fee of \$25 with \$20 for the national chapter and \$5 staying at the local chapter.

Students inducted into the chapter where students inducted into the chapter wear special maroon and forest green tassels and cords at graduation.

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.

8/15

IV. 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 RCC Radiography program regarding the development and the measurement of actual “on the job” competency in the radiology department. It should also serve as a reference for administrative technologists, clinical instructors, college staff, and students in resolving questions and problems concerning student 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, evaluation instruments, 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.

PROGRAM EXPECTATIONS OF THE STUDENT 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 may be geographically dispersed).
4. Prepare prior to the clinical experience by reviewing radiographic procedures.
5. Arrive promptly for clinical experience and accurately record clinical hours.
6. Attend clinical only when healthy; notify the Clinical Instructor prior to the scheduled start time if you will be absent or more than 15 minutes late.
7. Arrange with Clinical Instructor and Clinical Coordinator to make up missed clinical experience time if not using STO for time missed.
8. Assume responsibility for providing safe and effective patient care through application of ALARA radiation protection principles.
9. Communicate professionally with peers, affiliate staff, Riverland Community College faculty, and patients and their families in a respectful nonjudgmental manner.
10. Promote patient comfort and safety, and provide relevant patient care and communication with respect for diversity of culture, age and gender.
11. Practice the Code of Ethics of the ASRT.
12. Adhere to the Riverland Community College dress code for Radiography students or the assigned Clinical Education Center, whichever is stricter.
13. Assume responsibility for completion of evaluations by the appropriate individuals.
14. Accurately record clinical exams and competencies as required for current rotation.
15. Complete all assignments according to the clinical plan.
16. Observe in other modalities as time permits.
17. 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.

Revised: 8/15

CLINICAL SCHEDULING POLICY

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 days when the college is not in attendance. Each student will experience clinical education in a variety of facilities for a total of three (3) semesters. The total required hours per week of clinical and didactic instruction shall not exceed forty (40). During the first clinical rotation, students may be scheduled from 5 AM to 7 PM, Monday – Friday. During the final two clinical rotations, in addition to daytime hours, each student will be scheduled for weekend and/or evening hours. Evening hours are defined as any hours before 5 AM or after 7 PM, Monday – Friday. Weekend hours are defined as any hours on Saturday or Sunday. The program encourages the students to experience off hours, therefore a minimum of 40 hours of evening/weekend rotations will be scheduled for each student over the final two clinical rotations. Each student may not exceed 80 hours of evening/weekend rotations. Students are not to be scheduled between the hours of 12:00 AM and 6:00 AM for their non-regular hours.

Assignment to affiliate sites will take into account student preferences if they are consistent with clinical objectives and if space is available. The Clinical Coordinator is responsible for the clinical assignments. Clinical assignments require commuting for all students.

The student will be assigned to a hospital and/or clinic—eight (8) hours per day for each scheduled day of the college semester. The student shall be assigned for no more than thirty-two (32) hours per week to the clinical setting. Students will have a thirty (30) minute break which will not be included in the eight (8) hour clinical. 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, noting it on the time card. The additional time will be added to the students' STO bank.

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, Clinical Coordinator, or Program Director.

Any clinical hours over thirty-two (32) per week must be voluntary, and documented as such. 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 transportation needs.

Revised 8/15

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.

Evaluation forms for exam competency are included in the Clinical Education Record Book and are posted at each clinical site. 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 checklist. The student will adhere to the department guidelines concerning the experience requirements of the technologist for supervising a competency. Failure involves no penalty; the procedure may be performed another time. Documentation of competency will be completed by clinical instructors and clinical staff.

Revised 8/15

CLINICAL COURSE GRADE & DOCUMENTATION PROCEDURE

At the beginning of each clinical practicum. The students will be given a course syllabus/clinical plan and clinical paperwork. Each clinical plan will outline the assignments for the course. An assignment completion record will be kept on D2L. The clinical competency record will be utilized to document successful competency completion.

Determination of the clinical grade is based on the following components:

- clinical competencies completed – 25 % (50points)
- clinical instructor evaluations – 20% (40 points)
- journal article reviews – 5% (10 points)
- case studies assigned – 25 % (50 points)
- written exams covering all material to date – 25% (50 points)

Each student will tally the exams in which he/she was involved. In addition, the student will maintain accurate time records, complete equipment check lists and participate in discussions on D2L. Discussions and clinical paperwork are assigned to be submitted on specific dates as listed on D2L. Noncompliance results in points taken from final grade (1 point per late document, or missed discussion item).

Tardiness to the clinical site may also affect the clinical grade. Three unexcused tardies in a semester will drop the overall grade one letter.

Specifics are addressed in the *Clinical Training Plan* developed by the Clinical Coordinator prior to each clinical rotation. Each student is given a grade sheet at the end of each semester with their break down of points.

Radiography clinical grade scale:

A	90 - 100%
B	80 - 89%
C	70 - 79%
Fail	69%

Revised: 10/15

RADIOGRAPHIC REQUIREMENTS

Radiographic identification markers are a legally binding form of identification used for radiographic examinations. Each student will purchase two (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:

1. visible R or L marker with student initials
2. evidence of collimation
3. proper technique
4. proper positioning
5. gonadal shielding, if appropriate

The Clinical Instructor or supervising radiologic technologist will determine if the above essential requirements are met, as well as evaluate the procedure according to the clinical site protocol.

Revised: 6/10

CLINICAL ATTENDANCE POLICY

The student must have regular attendance to achieve the course goals and objectives. Attendance will be monitored and will become part of the student's permanent record. 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 total of **32 hours** of banked student time off (STO) at the beginning of the first clinical semester.

STO may be used in **15-minute increments**.

STO will be used for all absences including **tardiness, unexcused absence, sick time (family and/or personal), medical appointments, weather related absences, car breakdowns, job searches, etc.**

Tardiness is defined as one (1) minute past the scheduled start time and must be documented on the time card. Any more than 1 tardy in any clinical evaluation period will result in the clinical grade being reduced in the Professionalism category.

More than two (2) tardies in one term or consecutive terms with tardies will result in a meeting with the Program Director and Clinical Coordinator. The student may be placed on probation.

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. Students should NOT purchase tickets or confirm plans prior to getting approval from the Program Director.

To request STO, contact the Radiography Clinical Coordinator by phone (507- 433 – 0645) or e-mail Janice.blanchard@riverland.edu . Please notify faculty 24 hours in advance if possible for requested time off. **For illness**, you must contact the clinical instructor **before your scheduled shift** by phone. Students must also contact the Clinical Coordinator **by 9:00 a.m.** via e-mail or phone. For all other absences, contact the Clinical Coordinator for approval and she will then verify the absence with the Clinical Instructors. Always communicate with your clinical department. **“Communication”** is very important for all STO requests.

Failure to notify the proper staff of an absence will result in an unexcused absence and affect the student’s clinical grade.

If a student exceeds the 32 hours of STO, the additional time must be made up after graduation or during semester breaks in the clinical setting. An **Incomplete grade** will be assigned until the required time is met.

The student may accumulate up to a **maximum of 16 hours of STO** through non-clinical events, functions, or community service projects with **prior approval** from the Program Director. **The maximum hours of STO for starting the second clinical rotation can not exceed 32 and the maximum hours for starting the third clinical semester can not exceed 16.**

The Program Director and Clinical Coordinator will address special circumstances and situations on an individual basis. Refer to the Extended Illness Policy.

Bereavement Time

Immediate family (**mother, father, spouse, children, grandchildren, brother, sister**) funeral time will not be included in the 32 hour 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 off for other relatives will be taken from the STO bank

Revised 12/15

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. 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.

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). The **student's lead marker must be removed** from the image receptor and the lead marker of the qualified radiographer assisting in the repeat must be placed on the image receptor prior to making the repeat exposure.

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. Failure to follow this policy will result in disciplinary action.

Revised: 8/15

PROGRAM EXPECTATIONS OF THE CLINICAL INSTRUCTOR

Clinical Instructors are expected to:

1. Maintain current knowledge of program goals, policies, procedures, and student progress.
2. Understand the clinical objectives and clinical evaluation system.
3. Maintain professional competence and instructional methodology through continuing education.
4. Provide the student with clinical instruction.
5. Act as a role model for the student.
6. Direct the student to the appropriate resource for answers to their questions.
7. Monitor student attendance and maintain accurate records.
8. Provide the student with constructive criticism of their clinical performance and radiographic quality.
9. Enhance student's confidence with encouragement and guidance.
10. Complete student evaluations in a timely fashion, seeking input from staff interacting with the student.
11. Act as a liaison between the student and the clinical education center.
12. Consult with Program Officials to resolve problems or clarify objectives.
13. Assign students to clinical education activities consistent with the rotation objectives.
14. Provide appropriate student supervision as described in the Clinical Supervision Policy (direct vs. indirect supervision, repeat exams).

Revised: 8/15

STUDENT CLINICAL DRESS CODE POLICY

The way you dress reflects the Radiography Program. A professional image is important; always look your best. ***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 in the clinical areas.
 - Tops – a white or black top must be worn under a top with a deep V-neck. White or black (only) tops may be worn under the colored top if you get cold. A colored uniform jacket is also appropriate. The uniform top itself can be of any style as long as it is a "uniform" top (not a tee type shirt alone).
 - Pants – Any uniform pant of the appropriate color may be worn except those with banded ankles. Pants must not touch the floor and should fit at the waist appropriately. **Note: The top and bottom should be of the same manufacturer to ensure a color match.**

- The Riverland Community College Radiologic Technology patch must be stitched on the left arm sleeve two inches below the shoulder seam, **AND MUST BE VISIBLE AT ALL TIMES**. Patches will be provided by the program. Uniform jackets must also have an RCC Student Radiographer patch sewn in the same location as stated above.
2. **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 alone. If the clinical site ID does not meet this standard the nametag issued by the program must be worn.
 3. **Shoes:** Students are required to wear white or black shoes. Tennis or sport type shoes are acceptable if they are mainly white with no cloth or canvas. There may be a small amount of color on the shoe (no more than 10%). For example, the sole of the shoe or very small amount on the body of the shoe may be colored. White open back shoes are acceptable if there are no holes on the top of the shoe. Shoes and laces should be kept clean. Shoe styles may vary with the clinical affiliate. The stricter guideline will be followed.
 4. **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 wrist watch or medical alert are allowed. Visible body piercing ornaments are not permitted in the clinical environment.
 5. **Cosmetics:** Make-up shall be moderate and appropriate for a professional appearance. Perfume, 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.
 6. **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.
 7. **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.
 8. **Personnel radiation badgs:** must be worn at all times at the clinical sites.
 9. **Gum chewing is NOT ACCEPTED AT ANYTIME while in clinical.**
 10. **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. Tattoos must be covered. If the clinical site has a stricter tattoo policy, the site policy must be followed.

Any student who chooses to disregard the dress code will have a deduction from the clinical grade. The student will continue to have the clinical grade lowered for each infraction of the rules. Infractions will be discussed with the student at the time of the occurrence. This will be considered a written warning. Students may be sent home to change into appropriate attire. The time for leaving clinicals will be

subtracted from student's personal time. A student who has more than two (2) dress code violations will have their clinical grade lowered by one letter grade. Repetitive abusers will be subject to disciplinary action.

Revised: 8/15

V. PROGRAM POLICIES

VENIPUNCTURE POLICY

Venipuncture is included in the didactic course, RADT 2239 Radiographic Procedures III. Due to Advisory Committee preference, students may not perform venipuncture or inject patients in the clinical site. Students are not allowed to perform venipuncture or inject other students in the classroom. Venipuncture simulation will be performed during the RADT 2239 Radiographic Procedures III course for competency.

Revised: 8/15

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.

Revised: 8/14

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.

Revised: 12/15

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 made to the Clinical Coordinator before attending the first clinical semester.

Revised: 6/10

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 RCC Radiography program Incident Report form. This form is available on D2L or from program faculty. The student is advised of affiliate protocol for management of the incident and encouraged to follow the education center recommendations.

Revised: 8/15

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 but a doctor's note may be required for all illnesses resulting in two or more clinical days. **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.**

Revised: 8/15

CPR CERTIFICATION POLICY

A copy of the card must be submitted to the Clinical Coordinator before the end of the first semester, before attending clinical rotations. If taken at the college, HLTH1130 AHA CPR and First Aid Certification Course must be taken. 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.

Revised: 12/15

COLLEGE EMERGENCY PLAN

Fire, lock down, tornado and severe thunderstorm 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.

Additional policies can be found in the electronic Student Handbook on the college website: <http://www.riverland.edu/studenthandbook/index.cfm>

NON – SEXUAL HARASSMENT POLICY

It is the policy of the RCC 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 RCC 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 RCC 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, 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.

Weather and road conditions can vary between the college campus and the various clinical sites. When Riverland cancels classes, the students in the clinical sites will be excused. If a student remains in clinical, those hours become "extra" hours

Revised: 8/15

STUDENT EMPLOYMENT POLICY

Riverland Community College Radiography program faculty does not endorse students for employment opportunities in the clinical sites prior to graduation. Nevertheless, radiography

students may be eligible for employment as limited x-ray operators under Minnesota Law. 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: 8/14

CELL PHONES & ELECTRONIC DEVICES

On campus: Cell phones, beepers, pagers, 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 will 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 must 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: 10/15

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, MySpace, LinkedIn, Twitter, YouTube, Tumbler, and more. The RCC Radiography Program views social media sites positively and respects the rights of students and employees to use them as a medium of self-expression. However, posts made to Social Media sites may become viral or may be publicly available for a long time, potentially permanently, even if they are deleted from the website to which they were originally posted. Postings on social media sites have the potential to reflect negatively, as well as positively, on the Radiography program and Riverland Community College. The college and its employees and students have ethical and legal obligations with respect to these communications. In order to ensure that ethical and legal obligations are adhered to, 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 RCC Radiography program.**
2. Any inappropriate disclosure of patient information, whether direct or indirect, is subject to disciplinary action, up to and including termination.
3. Posting or discussing information about the school, its services, employees or anyone associated with the school that is false, defamatory, or disparaging in nature.
4. 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 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.
5. Speaking or posting on behalf of the school, without explicit permission from the Program Director of the school.
6. Posting work-related pictures of school employees, students or anyone associated with the school, without that person's permission.
7. 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.

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

Revised: 12/15

PROFESSIONAL ACTIVITIES POLICY

Students are strongly encouraged to participate in professional activities. Therefore, students purchase a two-year MSRT (Minnesota Society of Radiologic Technologists) student membership in the fall semester of their first year. This is one of the fees incurred in the Radiography Program. Students' attendance may be required at the following professional activities during the program:

1. MSRT Student Bowl and Mock Registry: Years 1 and 2 (depending on location)
2. MSRT Fall Conference: Year 2 (depending on location)
3. Class Field Trip: Year 2
4. A minimum of one MARS meeting (Minnesota Association of Radiological Students)

Hours of required attendance for activities listed above will be specified by program faculty prior to those activities.

Attendance at professional events and interacting with colleagues is an integral part of the professional life of a radiographer. Therefore, students will participate in a variety of activities. Students may have to bear the cost of some of the activities listed above. Students who are enrolled in one of the Clinical Radiography courses during any of the professional activities listed above are excused so he/she may participate. If a student is unable to participate, he/she will not be excused from clinical education activities.

Students who are enrolled in didactic courses during any of the professional activities listed above and are unable to participate will be required to submit a report to the Program Director.

Any student wishing to participate in other professional activities may receive compensatory time off from clinical education hours if the activity is approved by program faculty and student participation is verified; however, a maximum of two days (16 hours) compensatory time off is permissible.

Revised: 8/14

Student Organization Fundraising

RCC Guidelines for raising money for charitable organizations:

1. Consider the appropriateness of the association with the charitable organization – including the extent to which supporting the charitable entity is related to the stated mission of the student organization;
2. No use of student activity fee money - for advertising - as “seed” money – or any other associated purpose;
3. No use of other state resources for private purposes such as state vehicles to transport donations or college/university business office resources to process, retain money that has been raised;
4. Facilities use must comply with applicable campus policies (e.g., rooms, tables, bulletin boards, etc.)
5. E-mail/electronic message boards may not be used – but other means of promotion such as a public bulletin board may be utilized.
6. Consider arranging for a representative of the charitable organization to be present to directly collect donations in order to avoid accounting responsibilities and ensure that donors receive appropriate documentation for tax deductions.
7. Promotions should not suggest that the college/university is the sponsor of the activity. The student organization can but not the College.

RCC Radiography Student Organization Fundraising Guidelines for Professional Activities:

1. RCC Radiography Student Organization Fundraising Proposal needs to be submitted and approval received in advance of the event.
2. Participation is voluntary but encouraged.

3. All monies earned will be split equally among participants per event.
4. Nationally recognized meeting(s) and community service efforts will take priority.
5. Any leftover monies can be directed as the organization determines (example: Pinning ceremony, scholarships, charitable group).

Developed 8/14

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. She may also withdraw her declaration of pregnancy by notifying the Program Director in writing. 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.

The student may withdraw declaration of pregnancy at any time in a written format.

Revised: 8/15

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: _____

Revised: 8/15

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.

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

I. 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.
 1. Refer to the Clinical Attendance Policy for specific guidelines to follow during clinical education courses.
 2. Refer to course syllabi for specific guidelines to follow during didactic education courses.
 3. 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).

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.

Revised: 8/14

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.
- **Suspension:** Dismissal from the program for a specified time. If the situation results in suspension from the program, the student will be placed on suspension for a specified amount of time. If at the end of this time satisfactory improvement is not demonstrated, the student will be terminated from the program.
- **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.

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 Policy and Procedure

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

1. Met with the college staff or faculty member to address the concern and to seek a resolution to the dispute.
2. 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.

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

Step One - The complaint will be submitted in writing by using the Student Complaint Form, available in the back of the Student Handbook or the online version of the handbook ([www.riverland.edu/student handbook](http://www.riverland.edu/student%20handbook)) and filed with the Dean of Student Affairs.

Once the complaint has been received by the Dean of Student Affairs, an investigation will be conducted within ten (10) business days. If the complaint should involve issues of harassment or discrimination, it will be forwarded and investigated by the Human Resource Department.

After an investigation is complete, an informal review will be called between the student, the faculty/staff member, and the faculty/staff member's supervisor. The supervisor will issue a decision to the student in writing and copy to the Dean of Student Affairs within ten (10) business days. Should the complaining party disagree with the decision, s/he may request a formal appeal in writing by sending the appeal request to the Dean of Student Affairs or their designee.

Step Two - Following the decision on step one of the complaint, a student may request an appeal review before the Appeals Committee. The request for an appeal must be submitted, in writing to the Dean of Student Affairs within ten (10) business days of the date of notification of the decision in step one. Failure to file an appeal in a timely manner constitutes a waiver of the right to an appeal.

The appeals process will be conducted as follows:

1. The appeals committee shall consist of an Academic Dean or their designee, Dean of Student Affairs or their designee, and a faculty member. The academic dean in attendance will not have been directly involved in the initial investigation or decision. The faculty member in attendance shall not be from the student's program or classes in which the student is currently enrolled.
2. The appeal will be conducted within ten (10) business days of receiving the student's written request.
3. The student shall be allowed to appear before the committee and bring supporting

- evidence and an advisor or advocate to the hearing. The advisor or advocate may provide advice to the student, but may not participate in the hearing. The appeal is not a legal process, so attorneys are not allowed to participate in the process.
4. The appeals committee will issue a decision in writing to the student within ten (10) business days of the hearing.

Step Three - Following the decision of the appeal review, a student may request a third review before the Vice President of Academic and Student Affairs. The request for a third appeal must be submitted, in writing to the Vice President of Academic and Student Affairs within ten (10) days business of the date of the appeal review decision completed in step two. Failure to file an appeal in a timely manner constitutes a waiver of the right to an appeal.

The Vice President of Academic and Student Affairs will review the original appeal letter, the appeal review letter and the third appeal request, and will determine if the grounds for an appeal have merit. The Vice President of Academic and Student Affairs may schedule a meeting with the student. An advocate may attend this meeting but may not participate except to advise. In the event that new information is presented that may affect the outcome of the original petition decision or the appeal review decision, the Vice President of Academic and Student Affairs has the discretion to request a meeting with the Appeals Committee, the Dean of Students and the student. The Vice President of Academic and Student Affairs will render a decision in writing within ten (10) business days of the appeal meeting.



Submit to: Human Resources
 Austin West Campus
 Date/Time Received: _____
 By: _____

COMPLAINT FORM

Name of Alleged Offender: _____		Type of Complaint
<input type="checkbox"/> Employee	<input type="checkbox"/> Unknown	<input type="checkbox"/> Misconduct/Behavioral <input type="checkbox"/> College Services: Department _____ Type _____ <input type="checkbox"/> Other
Student ID# (if known): _____		
Date of Incident: (mm/dd/yy): _____		
Location of Incident: _____		
Time of Incident: a.m./p.m.: _____		

Details of alleged violation: Be as specific as possible in stating the facts. State names of additional witnesses and give a clear description of the situation, conditions, and actions. (You may attach supplemental documentation if necessary.)

Reported by (printed name of student, employee, other)(ID#)	Signature/Date: _____
	Home/Cell Phone: _____

Routed to: _____ Date: _____

Reviewed by (printed name of administrator)	Signature/Date
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Procedural Note: Employee misconduct, consistent with Riverland Community College's *Employee Code of Conduct* or other policies governed by MnSCU Board, federal or state laws, (1) the form is completed by the student or employee and filed in the office of Human Resources (2) An investigation may be conducted (3) the employee due process rights will be administered by the applicable bargaining agreements.

OVER

January 2015



COMPLAINT RESULTS

Submitted by Name/Date

Procedural Note: Employee misconduct, consistent with Riverland Community College's *Employee Code of Conduct* or other policies governed by MnSCU Board , federal or state laws, (1) the form is completed by the student or employee and filed in the office of Human Resources (2) An investigation may be conducted (3) the employee due process rights will be administered by the applicable bargaining agreements.

December 2012

Joint Review Committee on Education in Radiologic Technology (JRCERT)

Process for Reporting Allegations

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 legal process.

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 1.6)
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
Fax: (312) 704-5304
e-mail: 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 (JRCERT)

Allegations Reporting Form

Please print or type all information.

Name of Complainant: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Signature: _____ **Date:** _____

Institution sponsoring the program:

Name: _____

City: _____ **State:** _____

Type of Program (Check one):

Radiography _____ Radiation Therapy _____ Magnetic Resonance _____ Medical Dosimetry _____

The following materials must be submitted:

1. Attach a copy of the program's publication that includes due process or grievance procedure.
2. Provide a narrative that identifies what you did at each step of the due process or grievance procedure and copies of material 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/acc_standards.html) and indicate what the program is alleged to have done that is not in compliance with the cited objective(s).

Example:

Objective

4.4 direct supervision pre-competency

Allegation

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

**RADIOGRAPHY PROGRAM
STUDENT HANDBOOK**

VI. STATEMENT OF UNDERSTANDING

1. I understand all information regarding a patient or former patient is confidential and is to be used only for educational purposes in non-patient instructional settings.
2. 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 Officials for clarification.
3. I understand the clinical education centers vary in location and all students are expected to meet the same requirements; therefore, distance and weather do not change the program schedule unless Riverland Community College classes are canceled.
4. I understand the clinical education centers vary in location and commuting/relocation may be necessary to fulfill the program’s clinical obligations. I understand that additional expenses may be incurred for clinical travel.
5. 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.
6. 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.
7. I understand that success in this program will be enhanced by regular classroom and clinical attendance.
8. I understand that I am responsible for information that is covered in class in my absence.
9. I understand that I am ultimately responsible for my success in this program.
10. 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

Student Signature

Date

Program Official Signature

Date