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Introduction

On behalf of the faculty, we would like to welcome you to the McLennan Community College Radiologic Technology Program. In addition to offering the best possible professional education, we strive to provide continued exposure to current issues in health care and imaging, and to promote honesty and integrity in our profession. You will be working closely with dedicated faculty and facility professionals with considerable expertise in all aspects of imaging.

The R.T. program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and the Southern Accreditation of Colleges (SACS). Graduates of the program are eligible to make application to take the certification exam administered by the American Registry of Radiologic Technologists (ARRT). Graduates are also available to apply for a state license as a Medical Radiologic Technologist through the Texas Department of State Health Services.

The purpose of the Student Policy Handbook is to acquaint students with the policies and procedures of the Radiologic Technology Program. All students are expected to abide by the stated policies and procedures and failure to do so may lead to suspension and/or dismissal from the program. This handbook is a supplement to McLennan Community College’s General Catalog and the MCC Student Handbook, the Highlander Guide. Familiarize yourself with this policy manual. If you have any questions, please feel free to contact a faculty member.

Congratulations on being accepted into the MCC Radiologic Technology Program. You have been selected from a large and very competitive group of applicants. We are all very excited about the beginning of a significant and meaningful journey for you.

Meredith Heffner, MSHS, RT(R)
Program Director/Instructor
Radiologic Technology

Debbie Quinn, BSHS, RT(R)
Clinical Coordinator, Instructor
Radiologic Technology

Michelle Morphiss, BSHS, RT(R)
Associate Professor
McLennan Community College
Radiologic Technology Program

Faculty and Staff
Fall 2015

Meredith Heffner, MSHS, RT (R)
Program Director/Associate Professor
Office: CSC 116
Email: mheffner@mclennan.edu
(254) 299-8342

Deborah Quinn, BSHS, RT (R)
Clinical Coordinator, Professor
Office: CSC 117
E-mail: dquinn@mclennan.edu
(254)299-8305

Michelle Morphiss, BSHS, RT(R)
Associate Professor
CSC A14
E-mail: cmorphiss@mclennan.edu
Students from the class of 2013 work in the lab.

Students from the class of 2014 make a toast to Roentgen!
The Radiologic Technology Program began at McLennan Community College in fall, 1971 and is accredited by the Joint Review Committee on Education (JRCERT). As such, the program is responsible in maintaining the high educational and ethical standards set forth by the JRCERT, 20 N. Wacker Dr., Suite 2850, Chicago, IL 60606.

The Radiologic Technology program is a two-year associate degree program, accepting a new class each fall semester. Upon successful completion of the program, graduates are eligible to apply for and sit for the American Registry of Radiologic technology certification examination. Upon successful completion of the program, graduates will also be eligible to apply for state licensure by the Texas Department of Health, Medical Radiologic Technologist Division.

McLennan Community College provides equal educational opportunity for all qualified students and does not discriminate on the basis of sex, disability, race, creed, or religion, color, age, national origin or any other unlawful factors in its educational programs, activities, or employment as required by Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Educational Amendments Act of 1972 and the Age Discrimination Act of 1978.

**Philosophy**

The faculty of the Radiologic Technology Program is committed to preparing graduates who can safely and effectively perform as entry-level radiographers based on stated terminal competencies. This philosophy is consistent with the Mission Statement of the college.

The faculty recognizes that each individual has a right to respect and dignity. The faculty believes that the physical, psychological and sociological needs of each individual must be considered. Furthermore, we believe that all individuals have the right to be free from any form of harassment including sexual harassment.

Radiographers must be both competent and compassionate in the performance of their duties. The educational process facilitating that goal is a partnership between student and faculty. It is the duty of the faculty to coordinate the education of the student through a structured curriculum. It is the responsibility of the student to actively seek out new learning experiences and to extend the greatest effort both academically and in clinical practice.
Mission Statement

The purpose of the McLennan Community College Radiologic Technology Program is to prepare radiographers who will contribute to the profession by performing functions related to the needs of the patients as determined by the Radiologist and/or Attending Physician. The mission of the program is to supply students with didactic and clinical experiences that will prepare them to competently perform the duties of the entry-level radiographer. This will be accomplished through:

1. a structured curriculum with clearly written course syllabi which describe learning objectives and competencies to be achieved for both the didactic and supervised clinical education components

2. curriculum content to produce graduates who are competent, display professionalism and provide quality patient care

3. appropriate learning experiences and curriculum sequencing to develop the competencies necessary for graduation

Program Goals & Student Learning Outcomes

1. Students will graduate and will be qualified to work as entry level Radiologic Technologists.
   **Student Learning Outcomes:**
   Students will pass the ARRT national certification on the 1st attempt.

2. Graduates will be clinically competent.
   **Student Learning Outcomes:**
   - Students will apply positioning skills.
   - The program will ensure that students are capable of completing required procedures.
   - Employers will indicate that graduates are clinically competent

3. Graduates will communicate effectively in the academic and healthcare environment.
   **Student Learning Outcomes:**
   - Students will use effective oral communication with clinical staff & patients.
   - Students will practice written communication skills.
   - Employers will indicate that graduates they employ demonstrate adequate communication skills.
4. Graduates will use critical thinking and problem solving skill in the academic and healthcare environment.

Student Learning Outcomes:
Students will recognize and adjust to the need to deviate from routine due to patient conditions, equipment limitations or unusual circumstances. Students will adapt positioning for trauma patients.

5. Graduates will have knowledge of the value of professional development and growth.

Student Learning Outcomes:
- Students will determine the importance of continued professional development.
- Students will summarize the importance of attendance at professional meetings.
- Students will demonstrate professional & ethical behavior in the clinical setting.
- Students will develop a professional development plan.

Post-Graduation Employment

Completion of the Radiologic Technology program at McLennan Community College is not a guarantee of future employment. Students admitted into this program must put forth effort in their scholastic and clinical performance to demonstrate excellence in a competitive job market. The program director and faculty instructors will assist you when possible, but the graduate is ultimately responsible for attaining employment after graduation.

ARRT/ASRT Code of Ethics

The ARRT Code of Ethics serves as a guide by which Registered Technologists and Applicants may evaluate their professional conduct as it relates to patients, health care consumers, employers and colleagues. The Code of Ethics is intended to assist Registered Technologists and Applicants maintain a high level of ethical conduct, and provide protection, safety and comfort to patients. As a student radiographer, it is your responsibility to aspire to excellence through this Code of Ethics. Please refer to Appendix A for printed version of Code of Ethics.

Registry Eligibility

“Certification is a method of assuring the medical community and the public that an individual is qualified to practice within the medical community”. Registered Technologists and applicants must act consistently with the Rules of Ethics,
which are enforced and are intended to promote the protection, safety and comfort of patients. A condensed list of violations is provided below.

1. Employing fraud or deceit in procuring or attempting to procure, maintain, renew or obtain reinstatement for any document issued by the ARRT.
2. Cheating or attempting to cheat on the ARRT examination.
3. Conviction of a crime, including felony, gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported.
4. Failure to report to the ARRT that charges regarding the person’s permit, license, or registration certificate to practice Radiologic technology are pending or have been resolved adversely to the individual in any state, territory or country or that the individual has been refused a permit.
5. Failure or inability to perform Radiologic Technology with reasonable skill and safety.
6. Engaging in unprofessional behavior including but not limited to failure to conform to federal/state rules, and any practice that may create unnecessary danger to a patient’s life, health, or safety.
7. Delegating or accepting the delegation of a Radiologic technology function that could create unnecessary danger to a patient’s life, health, or safety.
8. Actual or potential inability to practice Radiologic technology with reasonable skill and safety to patients by reason of illness, use of alcohol, drugs, chemicals, or any other material or as the result of any mental or physical condition.
9. Adjudication as mentally incompetent, chemically dependent or a person dangerous to the public.
10. Engaging in unethical conduct, including but not limited to fraud and deceit.
11. Engaging in conduct that may be interpreted by the patient as sexual or sexually demeaning.
12. Revealing privileged communication about a patient.
13. Knowingly engaging or assisting any person to engage in abusive or fraudulent billing practices.
15. Knowingly aiding, assisting, advising or allowing a person without a current and appropriate state permit, license or registration certificate, or a current ARRT certificate of registration to practice Radiologic technology.
16. Violating a rule adopted by any state board, or state or federal law regulating the practice of Radiologic technology or a state or federal controlled substance or narcotics law.
17. Knowingly providing false or misleading information that is directly related to the care of a patient.
18. Practicing outside the scope of practice authorized by the individual’s current state permit, license, or registration certificate or current certificate of registration with the ARRT.
19. Making a false statement or knowingly providing false information to the ARRT or failing to cooperate with any investigation of the ARRT Ethics Committee.
20. Engaging in false, fraudulent, deceptive, or misleading communications to any persons regarding the individual’s education, training, credentials, experience, qualifications or the status of the individual’s state permit, license, or certificate of registration with the ARRT.
21. Knowing a violation or probable violation of any Rule of Ethics by any Registered Technologist or Applicant and failing to promptly report in writing the same to the ARRT.

The application for examination asks the question, "Have you ever been convicted of a felony or misdemeanor?" Those answering “Yes” must supply a complete explanation including court documents so that eligibility can be determined by the ARRT. Individuals who have been convicted of a crime may file a pre-application with the ARRT in order to obtain a ruling on the impact of the conviction on their eligibility. The individual may submit the pre-application any time after the first day of the professional phase of an accredited educational program. This process may enable the individual to avoid delays in processing an application for examination, which is made at the time of graduation. The pre-application form may be requested from the Department of Regulatory Services at the ARRT office, (www.ARRT.org or (651) 687-0048). There is a non-refundable fee for the pre-application review. Please see the website for current fee information.

Technical Standards for Radiologic Technology Students

Each student in the Radiologic Technology Program must demonstrate the following abilities by being able to:

1. **Observation** – participate actively in all learning activities and assist and comprehend the condition of the patient.
2. **Communication** – use the English language to communicate effectively, assess nonverbal communication and transmit information to patients, faculty, staff and other health care workers.
3. **Motor Function** – execute motor movements reasonably required to provide general and emergency care to patients.
4. **Intellectual/Conceptual Integrative and Quantitative Abilities** – measure, calculate reason, analyze, evaluate and synthesize, use problems solving and critical thinking skills.
5. **Behavioral and Social Attributes** – exercise good judgment, work under stress, adapt to changing environments, display flexibility, show compassion integrity and concern for others.
**Student Learning Outcomes**

On the basis of Program philosophy and Mission Statement, the faculty believes that the graduate of McLennan Community College Radiologic Technology Program will be able to:

1. provide appropriate patient education, care and comfort with the ability to anticipate patient needs
2. practice radiation protection and safety with an understanding of basic x-ray production and interactions
3. safely operate medical imaging equipment and accessory devices
4. position the patient to perform examinations and procedures
5. exercise independent judgment and discretion in the technical performance of medical imaging procedures
6. demonstrate knowledge of human structure, function and pathology
7. demonstrate knowledge and skills relating to quality assurance activities and medical image processing
8. evaluate medical images for technical quality
9. evaluate the performance of medical imaging systems, understand the safe limits of equipment operations, and recognize equipment malfunctions and report them to the proper authority
10. competently perform Radiologic procedures on children and adults, interacting with patients and families in a manner which provides the desired psychosocial support including the recognition of cultural and socioeconomic differences
11. document relevant aspects of patient care with regard to patient confidentiality
12. demonstrate an understanding of the role and responsibilities of the Radiologic technologist within the health care delivery system
13. demonstrate knowledge and skills relating to verbal, nonverbal, and written medical communication in patient care and professional relationships
14. develop professional values by supporting the profession’s code of ethics and complying with the profession’s scope of practice
15. participate in continuing development of knowledge and skills through lifelong learning activities and through reading and interpreting professional literature

**Radiography Task Inventory**

The ARRT has identified essential skills for entry-level radiographers. While the education program at McLennan Community College is much broader in scope than is required by the task inventory, mastery of the following skills as identified by the ARRT are considered mandatory for graduates of the program:
1. Confirm patient’s identity.
2. Evaluate patient’s ability to understand and comply with requirements for requested exam.
3. Obtain pertinent medical history.
4. Explain and confirm patient’s preparation (e.g. diet restrictions, preparatory medications) prior to imaging examinations.
5. Examine imaging examination requisition to verify accuracy and completeness of information (e.g. patient history, clinical diagnosis).
6. Respond as appropriate to imaging study inquiries from patients.
7. Sequence imaging procedures to avoid residual contrast material affecting future exams.
8. Assume responsibility for medical equipment attached to patients (e.g. IVs, oxygen) during the imaging procedures.
9. Follow environmental protection standards for handling and disposing of bio hazardous materials (e.g. sharps, blood, body fluids).
11. Notify appropriate personnel of adverse events or incidents (e.g. patient fall, wrong patient imaged).
12. Communicate scheduling delays to waiting patients.
13. Verify or obtain patient consent as necessary (e.g. contrast studies).
14. Recognize abnormal lab values relative to the imaging study ordered.
15. Communicate relevant information to others (e.g. MDs, RNs, other radiology personnel).
16. Explain procedure instructions to patient or patient’s family.
17. Practice standard precautions.
18. Follow appropriate procedures when in contact with patient in isolation.
19. Select immobilization devices, when indicated, to prevent patient’s movement and/or ensure patient’s safety.
20. Use proper body mechanics and/or mechanical transfer devices when assisting patients.
21. Prior to administration of contrast agent, gather information to determine appropriate dosage.
22. Prior to administration of contrast agent determine if patient is at increased risk of adverse reaction (preparatory medication reconciliation).
23. Confirm type of contrast media and prepare for administration.
24. Use sterile or aseptic technique when indicated.
25. Perform venipuncture for contrast administration.
26. Administer IV contrast media.
27. Observe patient after administration of contrast media to detect adverse reactions.
28. Obtain vital signs.
29. Recognize and communicate the need for prompt medical attention.
30. Administer emergency care.
31. Explain post-procedural instructions to patient or patient’s family.
32. Maintain confidentiality of patient’s information.
33. Clean, disinfect or sterilize facilities and equipment, and dispose of contaminated items in preparation for next examination.

34. Document required information on patient’s medical record (e.g. imaging procedure documentation, images).
   a. On paper
   b. Electronically

35. Evaluate the need for and use of protective shielding.

36. Take appropriate precautions to minimize radiation exposure to patient.

37. Question female patients of child-bearing age about possible pregnancy and take appropriate action (i.e. document response, contact physician).

38. Restrict beam to limit exposure area, improve image quality, and reduce radiation dose.

39. Set kVp, mA and time or automatic exposure system to achieve optimum image quality, safe operating conditions, and minimum radiation dose.
   a. Use pulsed fluoroscopy.
   b. Document fluoroscopy time.

40. Prevent all unnecessary persons from remaining in area during x-ray exposure.

41. Take appropriate precautions to minimize occupational radiation exposure.

42. Wear personnel monitoring device while on duty.

43. Evaluate individual occupational exposure reports to determine if values for the reporting period are within established limits.

44. Determine appropriate exposure factors using:
   a. Fixed kVp technique chart
   b. Variable kVp technique chart
   c. Calipers (to determine patient thickness for exposure)

45. Select radiographic exposure factors.
   a. Automatic Exposure Control (AEC)
   b. kVp and mAs (manual)
   c. Pre-programmed techniques (Anatomically Programmed Radiography)

46. Operate radiographic unit and accessories.
   a. Fixed unit
   b. Mobile unit (portable)
   c. Dedicated chest unit.

47. Operate fluoroscopic unit and accessories.
   a. Fixed fluoroscopic unit
   b. Mobile fluoroscopic unit (C-arm)

48. Operate electronic imaging and record keeping devices.
   a. Computerized Radiography (CR)
   b. Direct Digital Radiography (DR)
   c. Picture Archival and Communication System (PACS)
   d. Hospital Information System
   e. Radiology Information System (RIS)

49. Remove all radiopaque materials from patient or table that could interfere with the image.
50. Perform post-processing on digital images in preparation for interpretation (e.g. exposure indicator, brightness/contrast, window and level).

51. Use radiopaque markers to indicate anatomical side, position or other relevant information (e.g. time, upright, decubitus, post void).

52. Add electronic annotations on digital images to indicate position, or other relevant information (e.g. time, upright, decubitus, post void).

53. Use film-screen cassettes and automatic processing.

54. Select equipment and accessories (e.g. grid, compensating filter, shielding) for the examination requested.

55. Explain breathing instructions prior to making the exposure.

56. Position patient to demonstrate the desired anatomy using body landmarks.

57. Modify exposure factors for circumstances such as involuntary motion, casts and splints, pathological conditions, or patient’s inability to cooperate.

58. Verify accuracy of patient identification on an image.

59. Evaluate images for diagnostic quality.

60. Determine corrective measures if image is not of diagnostic quality and take appropriate action.

61. Store and handle the image receptor in a manner which will reduce the possibility of artifact production.

62. Visually inspect, recognize and report malfunctions in the imaging unit and accessories.

63. Recognize the need for basic evaluations of radiographic equipment and accessories.
   a. Light field to radiation field alignment
   b. Central ray alignment
   c. Shielding accessories (lead aprons and gloves)

64. Perform routine maintenance on digital equipment.
   a. Perform start up or shut down.
   b. Erase CR plate
   c. Equipment cleanliness (e.g. imaging plates, CR cassettes)
   d. Recognize and report malfunctions.

Position patient, x-ray tube and image receptor to produce the following images:

- Chest
- Orbits
- Ribs
- Paranasal sinuses
- Sternum
- Toes
- Soft tissue neck
- Foot
- Abdomen
- Calcaneus
- Esophagus
- Ankle
- Swallowing dysfunction study
- Tibia-fibula
- Upper GI Series, double or single contrast
- Knee
- Small bowel series
- Patella
- Barium enema, double or single contrast
- Femur
Surgical cholangiography Fingers
ERCP Hand
Cystography Wrist
Cystourethrography Forearm
Intravenous urography Elbow
Retrograde pyelography Humerus
Cervical spine Shoulder
Thoracic spine Scapula
Scoliosis series Clavicle
Lumbar spine Acromioclavicular joints
Sacrum & coccyx Bone survey
Sacroiliac joints Long bone measurement
Pelvis & hip Bone age
Skull Soft tissue/foreign body
Facial bones Arthrography
Mandible Myelography
Zygomatic arch
Temporomandibular joints
Nasal bones

**Elements for Success in the Workplace**

The following skills have been identified as essential elements for success in the Workplace.

I. **FOUNDATIONAL SKILLS**

   A. Basic Skills: reading, writing, performing arithmetical and Mathematical operations, listening and speaking.

   B. Thinking Skills: thinking creatively, making decisions, solving Problems, seeing things in the mind’s eye, knowing how to learn, and reasoning to discover rules or principles underlying relationships and applying that knowledge to solve problems

   C. Personal Qualities: displays responsibility, self-esteem, sociability, self-management, integrity and honesty

II. **COMPETENCIES**

   A. Resources: identifies, plans, organizes and allocates resources including time, money, material, facilities, and human resources
B. Interpersonal: works with others by participating as a member of teams, teaching new skills to others, serving clients and customers in ways that satisfy them, exercising leadership, negotiating and working well with people from diverse backgrounds

C. Information: manages information by acquiring and evaluating information, organizing and maintaining information, interpreting and communication information, and using computers to process information

D. Systems: understands complex interrelationships, including how social, organizational and technological systems work and how to operate effectively with them, how to monitor and correct performance, and improve or design systems

E. Technology: works with a variety of technologies by selecting technology, applying technology to tasks, and maintaining and troubleshooting technologies

Program Policies

Facilities and Laboratory Rules

Lecture classes in the Radiologic Technology Program are held in the Community Services Center (CSC) at 4601 N. 19th Street. The Two-way interactive students in Temple receive the transmission in a classroom on the Temple College Campus located in the Health Science Center, room 1834. The Radiologic Technology Lab is in room C203 in the Community Services Center. Any student wishing to use lab equipment at times other than regular class hours must make arrangements with program faculty.

Laboratory Activities - All students are expected to participate in all laboratory activities. Students will be used as “models”, allowing faculty and fellow students to position them for various radiographic procedures. All students will be expected to position other students for radiographic procedures. Under no circumstances will a student allow another student, worker or other human being to serve as a model for test exposures for experimentation. Attendance in lab will be taken and grades for laboratory assignments will be given.

Laboratory Rules – This is not a democracy. The following rules will be strictly enforced by all program faculty:
1. At NO time shall any individual be exposed to the useful beam. Equipment is to be used solely for the purpose of x-raying the radiographic phantoms during laboratory classes.
2. At **NO** time shall a student operate the equipment without the presence of a qualified instructor.

3. **NO** person shall be admitted into the laboratory without his/her personnel monitoring device.

4. Students will refer to the technique chart before making exposures.

5. There will be **NO** foul or profane language used in the laboratory or class.

6. **ALL** students will dress appropriately for laboratory activities. This includes but is not limited to the wearing of appropriate under garments and modest attire. Students must be attired in clothing that will facilitate, not distract from the learning environment.

7. Exposure of a personnel monitoring device to deceptively indicate a dose delivered to an individual is prohibited and may result in dismissal from the program.

8. Protective equipment shall be checked annually for defects. Faulty equipment or accessories shall be removed or repaired.

9. In the event of an emergency or malfunction involving the laboratory equipment, contact the program director immediately.

10. Students are expected to be present for their scheduled laboratory activities. Please make arrangements with the instructors to make up your lab time if you are going to be absent. (See the lab syllabus for details.)

11. If students are using the laboratory at times that are other than scheduled for class, the students will ensure that the lab stays clean and the equipment will be properly stored and turned off. If this is not done, lab privileges will be taken away.

**Radiation Protection (Lab & Clinical)**

1. Any time that x-rays are being generated (the x-ray tube is activated) the student will place their body completely behind or within the control booth and observe through the leaded glass window.

2. The student will not hold or support a patient during an x-ray exposure.

3. During activation of the x-ray tube, the student must be in a direct visual line with the patient and tube. The student may observe the patient from an adjacent room or hall, or through leaded glass protective windows.

4. During an x-ray exposure or procedure, the student will not stand in a direct line with the central ray (primary beam) even when wearing a lead apron. In all cases, the x-ray tube must be pointed away from the operator's body.

5. Under no circumstances will a student allow another student, worker or other human being to serve as a model for test exposures for experimentation.

6. If during fluoroscopic or mobile procedures, the student operator must remain in the room, the following will prevail:

   a. A lead apron will be worn at all times; a thyroid shield will be worn when available; or the operator may remain behind a lead screen and not in a direct line with the patient or x-ray tube.
b. Stand as far away from the patient as possible, consistent with performance of the examination.

7. Students will not operate fluoroscopic equipment without direct supervision. This includes, but is not limited to spot filming and remote operation of fluoroscopic units for positioning.

8. Students will abide by the principle of ALARA (as low as reasonably achievable) to minimize exposure to themselves and their patients. For monitoring purposes, the student's film badge reading will not exceed 100 mrem per year. High film badge readings result in counseling from the radiation safety officer and may result in removal from the clinical setting.

9. Radiation monitors will be worn by students in the clinical and laboratory setting. Monitors will be changed between the 25th and 30th of each month. **The student will be held responsible for this process.** Failure to make proper changes will result in termination of further clinical and laboratory activities until such changes are made. **Radiation monitors must be handled with care!** Do not launder the monitor or put it through any x-ray monitor or machine such as the ones found at the airport. Do not leave the monitor on the television or microwave and keep it away from extreme temperatures like those found in cars or glove compartments. The radiation monitor is for your protection and should be treated accordingly.

**Unsafe Practices:**

Following unsafe practice is grounds for disciplinary action, including dismissal from the program. Unsafe radiation practice includes, but is not limited to:

- Making radiographic exposures intentionally or unintentionally on fellow students or others. All radiographic exposures of humans must be made with a valid diagnosis and order from a physician.
- Attempting to perform exams under indirect supervision without fulfilling competency requirements.
- Repeating radiographs without direct supervision of a registered radiologic technologist.
- Participating in mobile radiography without wearing appropriate protective lead apparel.
- Being in a radiographic or fluoroscopic room during an exposure for no apparent reason.
- Holding patients.
- Tampering with film badges or radiation reports.
Radiation Safety Policy
(Revised July 2013)

Students in the Radiologic Technology program at McLennan Community College will be issued a radiation monitor (dosimeter) at the beginning of the program. Radiation monitors will be worn by students in the clinical and laboratory setting. Monitors will be changed between the 25th and 30th of each month. The student is responsible for bringing their monitor to class or clinical in a timely manner for exchange. Failure to make proper changes will result in suspension of further clinical and laboratory activities until such changes are made. Failure to make proper changes may also result in grade deductions. The Radiologic Technology program at McLennan Community College follows the recommendations of the National Council of Radiation Protection and Measurements (NCRP), report 116. The annual effective dose for student radiographers will be limited to 1 rem (100 mSv). This is also in compliance with NRC 10 CFR § 20.1301 (dose limits for individual members of the public) and below NRC § 20.1201 (occupational dose limits for adults). Student dosimeter readings are expected to be below 20 mrem monthly. Two consecutive monthly dosimeter readings of 20 mrem will be grounds for counseling per program policy.

The radiation safety officer will review the dosimetry report monthly. Students will be informed of their exposure on a monthly basis and acknowledge acceptable readings by initialing the radiation report. Students who have an unacceptable radiation reading will be immediately notified via MCC campus e-mail. Students will be required to have a counseling session with the RSO either in person or by telephone to discuss the unacceptable radiation dosimeter reading. The RSO will analyze and assess the situation that lead to the unacceptable reading, document on the Dosimetry Counseling Form, and prescribe appropriate remediation. The Dosimetry Counseling Form provides the opportunity for documentation of explanation and evaluation of the situation, discussion of the plan of action, and acknowledgement by both the student and the RSO. A signed copy of the Dosimetry Counseling Form will be given to the student and will also be kept in the student’s program record throughout enrollment and post-graduation from the Radiologic Technology program at McLennan Community College.
Pregnancy Policy

(Revised July 2013)

The National Council of Radiation Protection (NCRP) advises that control measures should be taken to avoid or reduce the risk of ionizing radiation exposure to the human embryo or fetus. It should be noted, however, that the risks of probability of detectable effects induced by medical diagnostic exposure are very small. While it is strictly voluntary, to ensure that extra protective measures be initiated promptly, it is suggested that the student notify the program director of documented pregnancy. The program will keep all information related to the pregnancy strictly confidential.

It is the policy of the McLennan Community College Radiologic Technology program to provide reasonable radiation protection to student radiographers occupationally exposed to ionizing radiation. Declared pregnant students are expected to follow the additional protective measures detailed below which have been developed to restrict the fetal radiation dose to not exceed 0.5 rem for the entire pregnancy.

After declaration, pregnant students in the Radiography program will be given a copy of the United States Nuclear Regulatory Commission Guide 8.13 which addresses pre-natal radiation exposure. The guide may be downloaded from the following website: www.nrc.gov/reading-rm/doc-collections/reg-guides/occupational-health/active/8-13/index.html. The pregnant student must make the final decision as to their acceptance or non-acceptance of this minimal risk.

The following procedure shall be followed:

1. Voluntary disclosure or declaration of pregnancy: To ensure that additional protective measures for the fetus and mother are initiated quickly, the student may wish to inform the program director upon medical verification of pregnancy. This voluntary disclosure may be withdrawn at any time upon written request from the pregnant student.

2. The program director will arrange for the student to review her previous radiation exposure history. The Department Chair will provide the student with a copy of NCR Guide 8.13 and will review protective actions and the risks associated with radiation exposure to the fetus.

After consultation with the program director, the student will choose from two options:

1. The student may opt to leave the program during her pregnancy. She will be eligible for reinstatement into the program upon completion of her
pregnancy leave. The student must re-enroll in any courses from which she dropped due to her pregnancy leave. If the student does not re-enter the program at the earliest possible date after the end of the pregnancy leave, she will have to reapply for the program under the standard application procedures.

a. **If the student decides to accept this option and leave the program, she must immediately notify the program director in writing.**

b. **An incomplete grade will be awarded for the course(s) in progress.** The remaining course work may be completed upon the student’s return; however, it may not be feasible for the student to re-enter the program immediately since all courses are offered chronologically and only once a year.

2. **The student may opt to remain in the program during her pregnancy, accepting full responsibility for her actions and relieving McLennan Community College, its faculty and clinical affiliates of any responsibility.** The pregnant student will not be given special assignments or modifications based on her condition and will be expected to follow the established program policies and clinical criteria as they apply to all students.

a. The student will be issued a fetal badge monitor that will be worn at the waistline during the gestational period. The fetal badge monitor is used to monitor fetal dose throughout pregnancy. The program adheres to 10 CFR § 20.1208 (dose equivalent to an embryo/fetus) to ensure that the dose equivalent to the embryo/fetus during the entire pregnancy, due to the occupational exposure of a declared pregnant woman, does not exceed 0.5 rem (5 mSv).

b. The student will be advised to wear a wrap-around lead apron during exposures to radiation.

c. The student is required to participate in all scheduled clinical rotation areas as assigned in order to complete required clinical competency exams with the exception of elective Nuclear Medicine and Radiation Therapy rotations.

3. The program director shall document the student’s decision in regard to the two options described above.

4. The student is required to complete and sign documentation acknowledging receipt of all information and associated documentation in regard to the pregnancy. All documentation shall be kept in the student’s personal file.

Please see Appendix B.
Grading Standard

The following grading standard system for letter grade assignment will be used for semester grade reporting. Specific grade compilation will be explained in the syllabi provided for each course at the beginning of the semester. Students must receive a “C” or better in each RADR course to continue in the program and for successful completion of the degree plan. Students who fail to meet this minimal requirement will not progress in the program.

A = 90 – 100%
B = 80 - 89%
C = 75 - 79%
D = 60 - 74% Unacceptable in Radiology
F = Below 60%

Evaluation of Student Performance

There are several clinical evaluation tools, which are utilized by the program to monitor and evaluate student progress. The forms are used to:

1. Define the skills which the students are expected to master during each semester. This information is important to the students and to the clinical instructors.
2. Provide a uniformed mechanism for evaluating all students at all clinical sites.
3. Provide a current summary of the individual student’s strengths and approximations allowing for identification of areas needing remediation.
4. Provide a mechanism to correlate strengths and approximations of the didactic portion of the program with the clinical education courses.
5. Allows the student the opportunity for self-evaluation and to correlate the self-evaluation with the evaluations of the clinical instructors.
6. Provide assessment in the cognitive, (thought process), psychomotor, (physical manipulation) and affective (attitude and emotional) domains.

Grade Requirements

Students must achieve a final (minimal) grade of “C” (75) in each RADR course. If this requirement is not met, the student will not be allowed to progress in the program.

Graduation from McLennan Community College requires a minimal overall grade point average of 2.0 within the radiography curriculum. Upon successful completion of the 72 hour semester credit hours in the Radiologic Technology curriculum, the student is eligible to make application for graduation for an Associate in Applied Science Degree in Radiologic Technology.
Attendance for Didactic Courses

Consistent attendance in all didactic courses is required for student success. Program faculty will follow at least the minimal college requirements for attendance in class, but will often require more than the minimal effort from the student. This is your chosen profession. You will not be successful if you do not attend class and laboratory. If a student misses 25% of the course, the instructor will initiate withdrawal procedures. It is common courtesy to notify the specific faculty in advance whenever absence is unavoidable. The faculty has the prerogative of determining whether a student may make up work or examinations that have been missed due to absence. All students will be treated equally with regards to make-up work.

Cell Phone Policy

**CELLULAR PHONES** must be silenced during class and lab. Cell phones may not be brought into testing areas.

Cell phones are a convenience to us all, and most of us have one in case we need to be contacted regarding emergencies with family, children, day cares, etc.

At this time, due to those emergent notification situations, students are allowed to keep their cell phones with them at the clinical sites, BUT, they are not to be out in the clinical or patient areas at any time. They are to be silenced or turned off while at clinical (work) so there is no temptation to sneak a peek! You may use them in lounge areas of the facilities (if that facility allows such) when you are at lunch and/or on break. No other time!

Ramifications of cell phone use at a clinical site:
- 1st infraction- written and verbal warning
- 2nd infraction- 1 day suspension from clinical
- 3rd infraction- 2 day suspension from clinical

These suspensions will count as absences, so this will affect your clinical grade with the appropriate absence policy point deductions.

**4th infraction- Removal from the program!**

This is policy will be strictly enforced and the clinical site supervisors are aware of this policy. Please don’t let something such as cell phone use jeopardize your position in this program.
Emergency/Personal Phone Calls
If there is an emergency, your families may contact the clinical site. Please make certain that families are informed of your clinical rotation and the appropriate phone numbers.

Student Involvement in Class and Clinical Activities
At no time shall students ever be expected to spend more than 40 hours per week in classroom and clinical activities. They will not receive any more credit for extra hours at the clinical site.

The Clinical Education Process
The clinical educational program is multifaceted. It offers the student a chance to be exposed to a variety of health care settings in order that the student understands the scope of the profession and the health care needs of the community. The clinical education program is competency based and is an integral part of the academic program. It exposes the student to clinical practice at various stages of experience and provides the student an opportunity to integrate acquired classroom knowledge with clinical practice in a supervised setting. The clinical setting fosters an environment for the student to develop effective communication skills with patients and other health care professionals while encouraging the development of critical thinking skills. A goal of the clinical education program is that graduates competently perform a full range of Radiologic procedures on children and adults in the following categories: head/neck, abdominal/gastrointestinal/genitourinary/musculoskeletal/chest/trauma/portable/surgical and special areas.

The Radiologic Technology program is competency based. Students are required to demonstrate competency in the laboratory before attempting competency testing in the clinical setting. As the student progress through the didactic education and laboratory practice, they are assigned a specific number and type of competencies to complete each semester. In order to be declared clinically competent, students must successfully complete a minimum number of competency exams for each designated procedure as indicated in the following paragraph. Students receive a copy of a competency profile in the first semester in order to help them track their own progress. Clinical instructors also evaluate students randomly each semester to ensure that the students retain clinical competency throughout the program.
Competency Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Clinical Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADR 1260</td>
<td>Clinical I</td>
<td>Complete 10 competency exams from the chest and abdomen category.</td>
</tr>
<tr>
<td>RADR 1261</td>
<td>Clinical II</td>
<td>Complete 20 competency exams from the chest, abdomen, pelvic girdle, extremity categories.</td>
</tr>
<tr>
<td>RADR 1660</td>
<td>Clinical III</td>
<td>Complete 30 competency exams from all categories.</td>
</tr>
<tr>
<td>RADR 2360</td>
<td>Clinical IV</td>
<td>Complete 20 competency exams from all categories.</td>
</tr>
<tr>
<td>RADR 2361</td>
<td>Clinical V</td>
<td>Complete 30 competency exams from all categories.</td>
</tr>
<tr>
<td>RADR 2662</td>
<td>Clinical VI</td>
<td>Complete any exams for clinical competency profile.</td>
</tr>
</tbody>
</table>

By program completion, students will demonstrate competency in all mandatory procedures and at least 15 of the 35 elective procedures as designated by the ARRT.

- Six mandatory general patient care activities.
- Thirty-one mandatory imaging procedures.
- Fifteen elective imaging procedures to be selected from a list of 35 procedures.
- One elective imaging procedure from the head section.
- Two elective imaging procedures from the fluoroscopy studies section, one of which must be either an Upper GI or a Barium Enema.

Documentation
Students are evaluated by clinical instructors in every clinical course. Students are required to keep a log of exams they observe or participate in. The exam log is kept electronically using E*Value. Exam competencies and clinical evaluations are also completed electronically using E*Value. Students are required to participate in this process honestly and accurately. Students who are found to have shared their password or log in information will be dismissed from the program. Falsification of any clinical record is grounds for dismissal from the program. Clinical sites and instructors are evaluated by the students each semester. This process is completed electronically and is a mandatory part of the clinical experience. This information is collected and a yearly report is given to the clinical affiliate.

Equitable Learning Opportunities
Program faculty and individuals from each clinical site will ensure that all Radiologic Technology students from McLennan Community College will receive equitable learning opportunities. All students, regardless of gender, should be provided the opportunity to observe and participate in specialty and diagnostic radiologic exams. Some patients may prefer that a student be excluded from
observing or participation due to gender. If this is so, no students should be
allowed in that particular exam. The clinical facility is encouraged to maintain a
fair and equitable opportunity for experience for all students.
To further facilitate a broad and rich clinical experience, students will be required
to participate in clinical rotations at multiple facilities. Clinical sites are
encouraged to assign students to various imaging areas in an equitable,
nondiscriminatory manner.
The Radiologic Technology Program is dedicated to excellence in the education
of future radiographers. Providing equitable learning opportunities for all students
facilitates excellence in education, patient care and safety, as well as ensuring
that the program closely follows the Standards for an Accredited Educational
Program in Radiologic Sciences as set forth by the JRCERT.

Patient Care

Students are required to meet the workforce standard of providing care to any
and all patients assigned to their care by the clinical instructor. Students
CANNOT refuse to provide care for patients. When assigned to a clinical
affiliate, the student is considered to be a guest in that facility and can be asked
to leave. If a student is dismissed from a clinical affiliate, they will also be
dismissed from the program. Students are to treat every patient with dignity,
respect and quality care, abiding with the Patient’s Bill of Rights.

E*Value Clinical Tracking

**Examination Log** - Each student assigned to clinical responsibilities will have to
maintain an accurate and ongoing total account of the radiographic examinations
in which they have participated throughout the six clinical courses. Information
should be entered electronically each day the student is in clinic. The exam log
will be reviewed by the faculty to help establish the following clinical assignments
and provides documentation of required competencies for certification.

**Competency Record** – Each student will have a specific exams in which
they must prove competency. The electronic competency form records those
radiographic procedures that a student has proven competency in. This will be
used to keep track of the student’s clinical performance and comprises a portion
of the semester grade. The student will complete assigned competency
examinations each semester as part of the fulfillment of specific clinical
requirements.
# Clinical Affiliates

<table>
<thead>
<tr>
<th>Hospital</th>
<th>City, State</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coryell Memorial Hospital</td>
<td>Gatesville, Texas</td>
<td>1507 W Main St</td>
</tr>
<tr>
<td>Goodall Witcher Hospital</td>
<td>Clifton, Texas</td>
<td>101 S. Avenue T</td>
</tr>
<tr>
<td>Baylor S&amp;W Hillcrest</td>
<td>Waco, Texas</td>
<td>100 Hillcrest Medical Boulevard</td>
</tr>
<tr>
<td>Hill Regional Hospital</td>
<td>Hillsboro, Texas</td>
<td>101 Circle Dr</td>
</tr>
<tr>
<td>King’s Daughter Clinic</td>
<td>Temple, Texas</td>
<td>1905 SW H.K. Dodgen Loop</td>
</tr>
<tr>
<td>McLane Children’s S&amp;W Hospital</td>
<td>Temple, Texas</td>
<td>1901 SW H.K. Dodgen Loop</td>
</tr>
<tr>
<td>McLane Children’s Pediatric Clinic</td>
<td>Temple, Texas</td>
<td>1901 SW HK Dodgen Loop</td>
</tr>
<tr>
<td>Providence Medical Center</td>
<td>Waco, Texas</td>
<td>6901 Medical Parkway</td>
</tr>
<tr>
<td>Baylor S&amp;W Hospital</td>
<td>Temple, Texas</td>
<td>2401 South 31st Street</td>
</tr>
<tr>
<td>Southwest Sports Medicine</td>
<td>Waco, Texas</td>
<td>50 Hillcrest Medical Blvd. # 303</td>
</tr>
<tr>
<td>Olin Teague V.A. Hospital</td>
<td>Temple, Texas</td>
<td>1901 South First</td>
</tr>
<tr>
<td>Waco Orthopedic Clinic</td>
<td>Waco, Texas</td>
<td>6600 Fishpond Road, Suite 201</td>
</tr>
</tbody>
</table>
Clinical Supervision of Students

Along with program faculty, individuals from the clinical affiliates volunteer to assist in the responsibilities of student clinical supervision. **Until a student achieves competency in any given procedure, all clinical assignments shall be carried out under the direct supervision of qualified radiographers.**

<table>
<thead>
<tr>
<th>Direct supervision means:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A qualified radiographer reviews the procedure in relation to the student’s achievement.</td>
</tr>
<tr>
<td>2. A qualified radiographer evaluates the condition of the patient in relationship to the student’s knowledge.</td>
</tr>
<tr>
<td>3. A qualified radiographer is present during the procedure.</td>
</tr>
<tr>
<td>4. A qualified radiographer reviews and approves the procedure.</td>
</tr>
<tr>
<td>5. A qualified radiographer is present during student performance of any repeat of any unsatisfactory radiograph.</td>
</tr>
</tbody>
</table>

Indirect supervision promotes patient safety and proper educational practices. Indirect supervision means:

1. A qualified radiographer is immediately available to assist students regardless of the level of student achievement.
2. “Immediately available” is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed.
3. This availability applies to all areas where ionizing radiation equipment is in use on patients.

A student will be an observer of examinations as long as the clinical instructor deems necessary. The student should be given the opportunity to perform various Radiologic procedures, use communication and critical thinking skills, and provide patient care and education. A qualified radiographer must always be immediately available to assist a student whenever such assistance is necessary. Students are expected to display initiative in the performance of clinical duties including completing exams, assisting radiographers with patients, cleaning and stocking examination rooms, or practicing of radiographic positioning.

**PLEASE NOTE:**

1. Students are NOT allowed to perform mobile radiographic or surgical radiographic procedures without the immediate presence of a qualified radiographer.
2. **ALL** unsatisfactory radiographs shall be repeated only in the presence of a qualified radiographer, regardless of the student’s level of competency.
Attendance for Clinical Courses

This policy supercedes any pre-existing clinical attendance policy.

Completion of clinical hour's accounts for a significant portion of the student’s learning experience in the Radiologic Technology program; therefore attendance is vitally important to the success of the student. There are occasions when an absence is necessary and we do understand that there is life outside of this program.

**HOWEVER**, frequent absences cause the student to miss vital learning opportunities and will have an adverse effect on their final grade. Any student absent for more than 25% of the clinical class hours may be withdrawn from the course and may not continue in the program. The following is a breakdown of how an absence will affect your **FINAL GRADE**.

******KEY WORD FINAL GRADE******

1 day of absence =  0 (which may be saved and taken at end of semester)
2 days of absence= 5 point deduction from **FINAL GRADE**
3 days of absence= 10 point deduction from **FINAL GRADE**
4 days of absence= 15 point deduction from **FINAL GRADE**
5 days of absence= 20 point deduction from **FINAL GRADE**
6 days of absence= 25 point deduction from **FINAL GRADE**
7 days of absence= Below passing- removal from program

Just as in the workforce realm, it is professional courtesy that your supervisor be notified if you are to be tardy or absent. **The student must contact the clinical coordinator by leaving a voice message at 254-299-8305 or by email if there is a need to be absent.** Failure to call the Clinical Coordinator will result in an unexcused absence and **10 points** will be deducted from the final grade for each occurrence of failure to contact the CC in addition to the point deduction for the absence. The clinical coordinator and the supervisor at the clinical site should be notified of absences at least 1 hour prior to clinical start time.

Absences that have exceptions to the above rules are as follows:

1. The death of an immediate family member. **(parent, spouse, child, sibling)** (Three clinical days maximum.)
2. Subpoena to be present at a court case. (Jury duty does not qualify-court issued work notice required.)
3. Activities outside of clinic that are directed by the program faculty. (award ceremony, advisory committee meeting, inclement weather).
Clinical Tardy Policy

This policy supercedes any pre-existing clinical tardy policy

Students are expected to report to their assigned clinical areas on time. A tardy constitutes ANY time after the pre-designated start time for the clinical rotation up to a 10 minute window. When the student is going to be tardy, they MUST contact the clinical coordinator by office phone or office email and should contact the clinical site to inform them of the likelihood they will be late. Tardies accrue throughout the duration of the program, not per semester!! Every effort will be made to carry over tardies so the student is always aware of the number of tardies they have charged against them. Every effort will be made to make the student aware of tardies as they accumulate but failure to notify the student has no bearing on the outcome of the penalty for being tardy.

In the event that a student arrives to log into E*Value any time after their designated start time, they are to contact the clinical coordinator about that and record a comment in the notes area of E*Value as well. Sometimes the student thinks they are going to arrive on time and then once they clock in, E*Value logs the time as after their designated arrival time, they must log a comment in the notes area and contact the clinical coordinator of that as well. That is considered a tardy!

It is the responsibility of the student to have contact information for the clinical supervisor of the facility they are assigned to, and the clinical coordinator. Contacting the clinical site does not excuse the student for being late. It simply is professional courtesy. Clinical sites develop relationships with students and the welfare of their student is important to them. An absence will be charged for students arriving after the 10 minute window unless the student contacts the clinical coordinator with the intent to take an occurrence. In the event of requesting an occurrence, the student will have a 2 hour window from the original start time, to arrive before being charged with an absence. The clinical coordinator must be contacted by office phone (254-299-8305) or office email dquinn@mclennan.edu as to whether or not the student is needing a tardy or an occurrence. The tardy policy is listed as follows:

1st Tardy- No consequence
2nd Tardy- Written reprimand and warning of consequence if behavior continues
3rd Tardy- 1 day suspension from clinical with no makeup option, 2nd written reprimand and reminder of consequences
4th Tardy- The student is removed from the program.

Contact Information for Clinical Coordinator

Deb Quinn
299-8305 Office
dquinn@mclennan.edu

When leaving a voice mail, please identify yourself and leave a brief message regarding your situation, and a phone number where you could be reached if necessary.
Clinical Occurrence Policy

An “occurrence” is an event that requires the student to vary from their normally scheduled clinical time. A two hour window of opportunity is open for a student to take care of NECESSITIES outside of their control that interferes with scheduled clinical time.

HOWEVER…… two points will be deducted from their FINAL CLINICAL GRADE for every occurrence. Also, just as in absences and tardies, the student is required to notify the Clinical Coordinator and the Clinical Site Supervisor of the need for an “occurrence”. Failure to notify the CC or the clinical site supervisor PRIOR to the occurrence will result in an absence.

EX: If a student has a need to leave within two hours before their scheduled time to leave, it is considered an “occurrence”.

EX: If a student has an outside appointment that requires they arrive within a two hour window of reporting time, it is considered an “occurrence”.

EX: If a student has the need to leave clinical in the middle of the day and return within the two hour window, it is considered an “occurrence”.

ABSENCE VS OCCURRENCE

EX: If a student fails to notify the CC or the clinical site supervisor of the need for an “occurrence”, it will be considered an absence!

Notification of “occurrences” will follow the same procedure as absences. Notification of CC and clinical site supervisor is a sign of professional courtesy and is required. A message must be left on the voice mail phone of the clinical coordinator at 254-299-8305 for documentation purposes.

Debbie Quinn, Clinical Coordinator 254-299-8305

When leaving a voice mail, please identify yourself and leave a brief message regarding your situation, and a phone number where you could be reached if necessary.

Clinical Time Tracking

Students are expected to keep accurate records of the time in clinic. Students will document their time electronically through the use of the E*Value system. Attendance will be monitored by the clinical coordinator on a periodic basis. The faculty of the program views the clinical time documentation as a
binding contract between the student and the program. **Falsifying any documentation (written/electronically) in any manner is unethical and will result in dismissal from the program. Students who are dismissed from the program for falsification of records will not be allowed to return to the program.**

Students will not leave the clinical site without notifying the clinical instructor, clinical supervisor or immediate supervising technologist. Failure to comply with this policy will result in the student being counted absent for the entire day of clinic.

Students who come to clinic unprepared or in violation of dress code policy may be relieved from duty and counted absent for the entire day. This includes but is not limited to failure to have the radiation monitor, lead markers, student identification name tag, and dirty or inappropriate clinical uniform.

**Inclement Weather Policy**

When inclement weather creates a condition under which there might be a question as to whether the college will operate on a normal basis, a college administrator designated by the president (generally the Vice President of Instruction) will determine if closing is necessary. The Director of Community Relations will release a statement concerning the college schedule to the campus and to the local news media. If the weather condition occurs during working hours, the statement will be released through normal distribution channels on campus. If the weather condition occurs after or before working hours, students should listen to local radio and television stations or access the college web page for announcements regarding the college working schedule.

Students are encouraged to sign up for **MCC myAlert**. **MCC myAlert** is an emergency notification service that gives McLennan Community College the ability to communicate health and safety emergency information quickly by email and text message. By enrolling in **MCC myAlert**, MCC can quickly pass on safety-related information, regardless of your location.

When inclement weather occurs, the student should also check the MCC Webpage and Blackboard for announcements regarding the status of clinical or didactic classes, as well as listening to local news media as directed above.

If the students are at their clinical site and the weather is deemed intolerable for safe travel to the students’ homes, the clinical faculty of MCC will call the student and inform them through their clinical instructor at the clinical site.
Clinical Uniform Policy

The McLennan Community College Radiologic Technology uniform consists of the following:

**MCC Radiologic Technology Student Scrub Uniform** - Navy Blue with patch on left arm of top.
White socks without any embellishment
White Duty Shoe
Watch with a second hand
White Lab Coat
Radiation Monitor
Student Identification nametag
Appropriate undergarments

Students in the clinical affiliates represent the program, the college and the profession. It is imperative that student radiographers conduct and present themselves as professionals. The additional requirements will be enforced and infractions may result in disciplinary action or dismissal from the program.

1. Students are to wear the full uniform in all clinical settings except in those, which have additional requirements such as surgery. Uniforms will be worn only when students are participating in clinical courses or other specified occasions of the college.
2. Uniforms must be laundered to maintain a clean and neat appearance.
3. Personal hygiene should include daily bathing as well as the use of deodorants and mouthwashes as needed. No fragrances, colognes or perfumes will be worn. Offensive body odors will not be tolerated.
4. Hair will be clean, neatly arranged and away from the face. **Hair extending below the collar must be pulled back and secured with a neutral barrette or band.** Bows are not allowed. All hair will be natural in appearance and color.
5. Facial hair will include ONLY neatly trimmed mustaches and beards that are close to the face. Sideburns will not extend below the earlobes.
6. Make-up will be applied in a manner that will give a natural look.
7. **NO FALSE or APPLIED fingernails will be allowed.** Natural fingernails will be kept smoothly rounded and to a length that does not extend beyond the tips of the fingers. Fingernails are to be kept clean. Only clear polish may be worn.
8. Acceptable jewelry includes the following: a wedding band or other simple ring, a watch, and one small chain not to exceed 18 inches in length. Individuals with pierced ears may only wear two sets of small stud earrings, which may not extend below the earlobes. **All other facial piercings must be removed while in the clinical setting. This includes tongue piercings.**
9. Visible tattoos should be covered as much as possible.
10. Students may wear a white shirt, tank, long sleeved shirt or turtle neck under the scrub top as long as a professional appearance is maintained.
11. **Chewing gum or eating in a clinical work area will not be allowed.** Breath mints or sprays are acceptable.
12. The use of any tobacco product in the clinical area or in the Community Services Center (CSC) is not permitted. The lingering smell of tobacco on breath, hands and clothing is objectionable to those who are ill and/or do not smoke.
13. The odor of alcoholic beverages, the appearance of having ingested alcohol or being under the influence of alcohol or a controlled substance is not allowed. Reporting to clinic under the influence will result in dismissal from the program.
14. Patient information will be kept confidential at all times. Even innocent or unintentional relaying of confidential information may result in legal investigation.

**Student Employment**

The program director and faculty of the program neither endorse nor discourage student employment. Students are exempt from the Texas Department of Health MRT licensure laws during clinical practice. **They are not exempt during employment as a Radiologic technologist or technical assistant.** Time for which a student is paid shall not be credited to the required clinical time mandated by the program. Under no circumstances will the student’s employment be allowed to conflict with regularly scheduled the classes, clinical assignments or laboratory activities of the program. Since student employment is not considered an educational activity, the student is not covered by any college policy and all liability shall be the responsibility of the employer. Any student employed in the Radiologic setting outside of MCC clinical hours will not wear any identifiers distinguishable to the college. This includes film badge and uniforms.

**Academic/Clinical Grievance Procedure**

Faculty will provide academic and clinical counseling throughout the program as necessary. Concerns regarding academic and clinical advising or instruction should be first addressed to the faculty member in question within 5 working days from the time of occurrence. If the student feels that a clinical problem has not been resolved, then the student should present the issue to the clinical coordinator. If no resolution is reached at this level, the student should advise the program director of the ongoing problem.
In accordance with the MCC Student Grievance Procedure, if the grievance is not resolved after consulting with faculty, clinical coordinator or program director, the student may discuss the issue with the Dean of Health Professions or the Vice President of Student Success. A formal grievance may be initiated by submitting a request in writing to the President of the College to have the issue considered by a formal grievance committee. This procedure is outlined in the Highlander Guide, available at www.mclennan.edu.

For information regarding the due process policies of the College, please refer to the Highlander’s Guide. The same organizational structures must be followed, which means that the student is expected to first start by discussing the issue with the specific faculty involved.

Time Line for Program Academic Grievances

<table>
<thead>
<tr>
<th>Maximum time in days</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Student advises faculty of issue In an informal meeting.</td>
</tr>
<tr>
<td>14</td>
<td>Faculty meets with student to provide written feedback and Strategies for resolution.</td>
</tr>
<tr>
<td>30</td>
<td>Student meets with program director if feedback and strategies do not resolve the grievance.</td>
</tr>
</tbody>
</table>

Time Line for Program Clinical Grievances

<table>
<thead>
<tr>
<th>Maximum time in days</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-5</td>
<td>Student advises faculty &amp; clinical instructor of issue in an informal meeting.</td>
</tr>
<tr>
<td>7</td>
<td>Faculty clinical instructor meets with student to provide written feedback &amp; strategies for resolution.</td>
</tr>
<tr>
<td>14</td>
<td>Faculty CI and student meet to assess resolution status of the issue. Further counseling or strategies are provided in writing.</td>
</tr>
<tr>
<td>30</td>
<td>Student meets with clinical coordinator if previous feedback &amp;</td>
</tr>
</tbody>
</table>
If academic or clinical grievances are not sufficiently resolved according to the detailed process and timeline, the student may initiate the formal grievance policy. Please see the Highlander Guide for specific steps in this process.

The program is responsible for maintaining the high educational and ethical standards set for the by the JRCERT. If any student feels the program is in non-compliance with any of the JRCERT standards, the following steps should be taken:

1. The student should discuss the grievance with the specific program faculty and then the program director.
2. If after consulting with program faculty, the student may discuss the grievance with the Dean of Health Professions.
3. If the grievance has not been resolved, the student may then meet with the Vice President of Instruction, and the President of the College.
4. If after all avenues at the college have been exhausted and the student still believes the program to be in non-compliance, he/she may contact the JRCERT directly via the website, [www.JRCERT.org](http://www.JRCERT.org) or by mail at: JRCERT, 20 N. Wacker Dr., Suite 2850, Chicago, IL 60606.

**Withdrawing from a Course**

Before withdrawing from a course or from the college, the student must first talk with the instructor of the course and notify the program director. Withdrawing from certain courses will result in the student being unable to progress in the program or delaying that student’s graduation from the program.

Students may initiate a withdrawal through the Office of Counseling Services, the Office of Admissions/Registrar, or the Program Director. A student who stops attending classes but who does not officially withdraw from class will receive a grade of “F”. Therefore, students should pay close attention to the last drop date to receive a course grade of “W”.

The student meets with the program director if resolution is unsatisfactory.

If the issue has not been resolved, the student should address the grievance to the Dean of Health Professions.
Readmission to the Radiologic Technology Program

The following procedures will be followed for students seeking readmission into the program:

1. The student must apply for readmission and follow all regular admission procedures. Deadlines for submission of application materials for readmissions are:
   - **Fall** – June 1st
   - **Spring** – October 1st
   - **Summer** – February 1st
   Students who exit the program during the first fall semester of enrollment are considered as new students and are evaluated according to standard program admissions policies.

2. Applicants for readmission will be evaluated according to the criteria listed below. Students will be admitted on a space available basis according to the priority group and within the same priority group, according to the date of completed application.

3. Applicants for readmission must present a plan for success with their completed application in order to be eligible for readmission.

   - **Priority 1:** Students who exited the program with a “B” or higher in all RADR courses.
   - **Priority 2:** Students who exited the program with a “C” (75) or higher in all RADR courses.
   - **Priority 3:** Students who exited the program with less than a “C” (75) in any RADR course.

3. The Admissions Committee of the Radiologic Technology Program will make the final decision regarding readmission applications based on space availability, priority group, date of application, and previous student record.

4. Students must maintain a minimum grade of “C” (75) in each RADR course and in certain co-requisite courses as well as an overall GPA of 2.0 in order to continue in the program or be eligible for readmission into the program. No more than one RADR course may be repeated, and the course may be repeated only once.

5. A student who has failed two RADR courses is not eligible for readmission. The student must wait five years from the date of initial entry into the Radiologic Technology program and apply as a new student. The student will compete as a new applicant at that time.
Disciplinary Issues

Students who are dismissed from the Radiologic Technology program for ethical or disciplinary issues are not eligible for readmission.

Clinical sites may ask the program to remove a student from the clinical site permanently for any reason. Removal from a clinical site is grounds for dismissal from the Radiologic Technology Program. Students removed from clinical sites and dismissed from the program are not eligible for re-entry.

Student Health Policies

Health Policy

Every student accepted into the program must provide documentation of compliance with the immunization requirements set forth by the Texas Department of Health for students enrolled in health career courses. While it is not mandatory, the program strongly recommends that students take the Hepatitis B vaccine series. Students electing not to take the vaccine must sign a waiver indicating that decision. Students electing not to take the Hepatitis B vaccine series may compromise their clinical placement and consequently, completion of the clinical requirements of the program.

Students must provide documentation of the required immunizations before being allowed to enter the clinical area. It is the student’s responsibility to keep current with immunizations as they progress through the program and to supply the program faculty with current documentation. Students are required to have the physical and mental skills necessary to meet the technical standards for Radiologic technology. Request for accommodation will be evaluated.

Accidental Injury /Health Coverage

Neither the college nor the clinical affiliates assume responsibility for an injury to the student during clinical hours. The student is encouraged to carry private health coverage and must report any injury to the clinical instructor at the time of injury and report the injury occurrence to MCC faculty as quickly as possible.

Liability Insurance

Students are required to purchase student liability insurance through the college. A special fee is assessed when the student registers for each clinical course.
**Infection Control Policy**

During the performance of clinical duties, student radiographers shall comply with Standard Precautions for preventing the spread of infection to patients, themselves and others. The following measures will be employed:

**Hands**

Hands should always be washed before and after contact with a client, even when gloves have been worn. Hands should be washed immediately with soap and water if coming in contact with blood, body fluid or human tissue.

**Gloves**

gloves should be worn when contact with blood, body fluids, tissues or contaminated surfaces is anticipated.

**Gown**

Gowns should be worn if blood spattering is likely.

**Mask/Goggles**

These should be worn if aerosolization or spattering is likely to occur.

**Sharp Objects**

Needles and other sharp objects should be handled in such a manner to prevent accidental cuts or punctures. Used needles should never be recapped but discarded in an approved sharps receptacle.

**Blood Spills**

Should be cleaned with appropriate solution promptly.

**Specimens**

Blood, body fluid or tissue specimens are considered to be Biohazards and should be labeled as such.

**Resuscitation**

The use of resuscitation bags is advised.

*Any needle stick accident, mucosal splash or blood/body fluid exposure accident must be reported immediately to the clinical instructor or supervisor, who in turn will notify program faculty. The student will follow exposure protocols set by the clinical site in which the exposure occurred.*

Students will use proper technique in preparing contrast media, take proper history and vital signs on patients to whom the contrast agent is to be administered. Students will not perform venous puncture until competency has been proven in the lab. Students will not inject contrast media at any time.
Communicable Disease Policy

Due to the nature of the clinical work that the radiography student performs in this program, she or he may find themselves caring for a patient with a communicable disease or one who has little or no immunity to a communicable disease. Therefore, it is the policy of this program that each student follows the infection control and exposure policies of the Radiologic Technology program, as well as those of the clinical education sites to which they are assigned.

Students developing signs or symptoms of communicable diseases that pose a hazard to the patients they serve, clinical personnel, or classmates should immediately report this information the clinical site supervisor, clinical instructor or clinical coordinator. If necessary, students should complete any facility specific incident forms.

Workplace Hazards for Radiologic Technology Students

Students in the Radiologic Technology program participate in clinical rotations in a working healthcare environment. Consequently, the student will also potentially be exposed to several workplace hazards. For the safety and health of the student, it is important to understand these hazards and to follow these guidelines.

Potential Hazard: Radiation Exposure

Students are exposed to radiation from portable and fixed x-ray machines as they are used for diagnostic procedures. Potential health effects of radiation exposure are somatic (body) and/or genetic in nature. Radiation exposure occurs when unprotected employees are near a machine in operation. The degree of exposure depends on the amount of radiation, the duration of exposure, the distance from the source and the type of shielding in place.

Solutions:
- Student will wear film badge appropriately, as well as exchange the badge in a timely manner each month. Badges should be worn at the collar level, outside of the lead apron.
- Students will not hold patients or equipment in the x-ray room at any time.
- Students will stand behind the lead barrier in the operator area.
- Students will wear lead aprons and other protective apparel while in fluoroscopic procedures or while performing mobile radiography.
- Students will report any equipment malfunction immediately to the clinical instructor at the site or the department supervisor.

Important:
Report any instances of accidental exposure or any concerns you have regarding radiation exposure in the workplace. Contact the Clinical Instructor or Program faculty immediately.
**Potential Hazard: Slips, Trips and Falls**
There is always potential for slips and falls in the Imaging department and when using portable x-ray equipment. Students may slip on fluids spilled on the floor, including blood, vomit, or excretions. Power cords also present a potential slip & trip hazard.

**Solutions:**
- Keep floors clean and dry. Clean up spills immediately and appropriately; notify the clinical instructor or department supervisor if you are unsure of the safe manner for cleaning a spill. Do not leave a spill unprotected.
- Keep aisles and halls clear of obstructions. Use floor plugs for portable equipment when possible.

**Important:**
*Clean up or report any spills. Report any slips or falls to the Clinical Instructor or Imaging department supervisor immediately. Complete incident reports as indicated by the clinical facility. Report the incident to the program Clinical Coordinator.*

**Potential Hazard: Bloodborne Pathogens**
Students may be exposed to blood or other potentially infectious fluids and materials during x-ray procedures.

**Solutions:**
- Treat all blood and other potentially infectious materials according to OSHA Bloodborne Pathogen Standards (1910.1030 (d) (1)).
- Wear gloves, masks and gowns if any exposure is anticipated. Wear gloves when contact with blood, mucous membranes, infectious materials or non-intact skin is anticipated. Wear gloves when starting IVs or when handling contaminated items or surfaces.
- All clinical sites provide Personal Protective Equipment. Ask the clinical instructor or Radiologic Technologist if you have any questions or concerns.
- Refer to the Infection Control Policy in the Student Handbook.

**Important:**
*Report any exposure to Bloodborne pathogens to the Clinical Instructor or Imaging department supervisor immediately. Complete appropriate incident reports. Notify the Clinical Coordinator of this event.*
Potential Hazard: Workplace Violence
The student may be exposed to potential violence from uncooperative, disoriented, or combative patients. Many patients come to the Imaging department from the Emergency Department and may be confused, frightened or violent.

Solutions:
- Participate in training offered during the program or at the clinical site to increase awareness of potentially violent situations and people.
- Ask the clinical instructor or department supervisor what the established plan is for dealing with such patients.
- Be alert to your patient’s behavior; do not hesitate to ask the Radiologic Technologist or clinical instructor to step in or offer advice.
- Be aware of call buttons in the imaging room and throughout the department. Use the buddy system if you feel that the patient may become agitated.
- Never hesitate to ask for help from the clinical facility technologists; they are experienced in dealing with these situations. Be observant and prepared to help the technologist if you can.

Important:
Contact the Clinical Instructor or Imaging department supervisor or the assigned technologist immediately if you are concerned with the behavior of a patient. Do not take unnecessary risks.

Potential Hazard: Ergonomics
Students in the Imaging department may be exposed to work-related musculoskeletal disorders from lifting and reaching for patients during procedures and patient transfers.

Solutions:
- Students will be trained prior to beginning the clinical courses in the Radiologic Technology program. The student should always lift items close to the body; avoid twisting or other awkward postures during lifting. Avoid lifting, reaching or working above shoulder height.
- Use mechanical aids to reduce the need to lift.
- Ask for help from other students and the Radiologic Technologist you are working with.
- Instruct the patient to help facilitate the lift and procedure.
- Remember that the patient relies on you for their safety; protect yourself and your patient.

Important:
Notify the Clinical Instructor or Imaging department supervisor if you have concerns regarding ergonomics in the workplace.
Students who have questions or concerns regarding workplace hazards should contact the clinical instructor, Imaging department supervisor or program faculty.

College Policies

Substance Abuse Policy

MCC is a drug-free campus as described by the Federal Drug-Free Schools and Communities Act Amendment of 1989. It is a violation of the General Conduct Policy to possess, attempt to possess, use, transmit or distribute drugs or alcohol on the campus or at any building, facility, grounds or other property owned, leased or controlled by the institution. Counseling and treatment resources are available from Career Development services, 254-299-8614.

Alcoholic beverages or any illicit substances are prohibited on the grounds of any clinical site affiliated with the Radiologic Technology program. Any infraction of this policy constitutes grounds for disciplinary action up to and including permanent dismissal from the Radiologic Technology program.

The Radiologic Technology program at McLennan Community College is dedicated to providing a safe, healthy, secure and drug free environment. All individuals associated with the program are expected to report to clinical, school and school activities in appropriate mental and physical condition, free from the effects of illicit drugs and alcohol. Use and abuse of illicit drugs and alcohol have an adverse effect on an individual's health, as well as the safe and efficient clinical performance of the student. Health risks associated with the use of illicit drugs and alcohol abuse include mental impairment, chronic illness and death. Students who feel that they may need counseling and treatment for drug or alcohol abuse are encouraged to contact Career Development for appropriate referral. The program faculty will make all efforts to help the student resolve their problems in an effective and confidential manner. The program recognizes the rights of individuals to privacy in dealing with matters of substance abuse. Program faculty will use the utmost discretion when dealing with referrals for substance abuse.

Any student who is identified as unfit for clinical assignment will be subject to appropriate drug or alcohol testing. Indications of unfitness for learning may include, but are not limited to, the odor of alcohol on the breath, unsteady gait, unexplained mood swings, incoherent speech and sudden inability to participate in activities in a safe and effective manner. Refusal to have alcohol and drug screening will subject the student to immediate suspension from the program with possible permanent dismissal from the program. Any student determined to be impaired to the point of requiring drug or alcohol screening will not be allowed to return to clinical until the results of the test are
known. If the student does not pass the screening exam they may be referred to Student Development for treatment referral and may be subject to suspension or dismissal from the program. Students who fail drug screening may return to the program and clinical rotations after treatment if a written conditions of return agreement is signed by the student.

Clinical sites may ask the program to remove a student from the clinical site permanently for any reason. **Removal from a clinical site is grounds for dismissal from the Radiologic Technology Program. Students removed from clinical sites and dismissed from the program are not eligible for re-entry.**

Students are advised to refer to the Highlander Guide for any questions regarding the General Conduct Policy of the college. [http://www.mclennan.edu/students/hguide/Guide.pdf](http://www.mclennan.edu/students/hguide/Guide.pdf)

**Sexual Harassment Policy**

The Radiologic Technology program does not tolerate sexual harassment on the McLennan Community College campus or in the clinical setting. The program abides by the college policy regarding this issue. The student is advised to contact the Clinical Instructor, Clinical Coordinator or Program Director if sexual harassment is suspected in the clinical setting. The program will abide by the college policy as dictated in the Highlander Guide. The Highlander Guide is available online at: [http://www.mclennan.edu/students/hguide/Guide.pdf](http://www.mclennan.edu/students/hguide/Guide.pdf)

**From the Highlander Guide**

*Sexual harassment is reprehensible and will not be tolerated by McLennan Community College. All members of the college community, including but not limited to the Board of Trustees, the administration, the faculty, staff, students, and members of the public while on campus) are expected to conduct themselves in a manner that will provide an atmosphere free from sexual harassment.*

**Prohibited Acts**

*No member of the college community shall engage in sexual harassment.*

**Definition of Sexual Harassment**

*For the purposes of the policy, “sexual harassment” is defined as unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:*
a. Submission to such conduct is made explicitly or implicitly a term or condition of an individual’s employment or status in a course, program or activity;  
b. Submission to or rejection of such conduct is used as a basis for an employment or educational decision affecting an individual; or  
c. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or educational performance or of creating an intimidating, hostile or offensive environment for work or learning.

Student’s who are faced with sexual harassment will follow the college policy and procedure for filing an informal or formal complaint. This procedure is outlined in the Highlander Guide. The Program Director and Program Faculty will assist the Radiologic Technology student if so desired. The program requests that students inform a member of program faculty of sexual harassment incidents so that all students are protected from this type of situation.

**Academic Integrity: A Student's Responsibilities**

All students who enroll at McLennan Community College are admitted with the expectation that they will demonstrate integrity in every aspect of their work both for and with other members of this academic community. Please read this information carefully. Once you matriculate, you have accepted responsibility for your actions.

**How does the college define Academic Integrity?**

The Center for Academic Integrity, of which McLennan Community College is a member, defines ACADEMIC INTEGRITY as a "commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect and responsibility; from these values flow principles of behavior that enable academic communities to translate ideas into action." Individual faculty members determine their class policies and behavioral expectations for students. Students who commit violations of academic integrity should expect serious consequences. Offenses will be tracked so that appropriate sanctions can be applied.

**How serious are the consequences for Academic Dishonesty?**

According to a survey conducted jointly by MCC’s Academic Integrity Committee and the Planning, Assessment, and Institutional Research Office during the spring of 2010, faculty on this campus clearly take academic dishonesty infractions very seriously and articulate their policies within course syllabi. The professor's grading system is the first measure of consequence for a student who commits a breach of academic integrity. The grading system can be found in the course plan for each class in which the student enrolls. Faculty members and/or their department chairs may require a meeting with students caught cheating, including plagiarizing, to discuss incidences of cheating and the penalty
How is Cheating defined?
With regard to cheating, plagiarism or other forms of academic dishonesty, the term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) dependence upon the aid of sources beyond those authorized by the professor in writing papers, preparing reports, solving problems or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the MCC faculty or staff. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

What happens to a student identified as having Cheated?
If the student's offense rises to the level of invoking, within the course grading system, penalties of consequence, it is a reportable offense. Students who are caught cheating, including plagiarizing, will be subject to penalties specified in the course syllabus and, in addition, will be reported to Student Discipline for further tracking. Students who repeatedly commit acts of academic dishonesty will be subject to academic suspension from the college. Student Discipline publishes a periodic summary of student lapses in academic integrity to keep the faculty apprised not only of general trends with this important aspect of college life but also of administrative actions taken. Although names are not reported in this summary, Student Development keeps a record of repeat offenders for determination of future consequences. The intent of this policy is to focus all partners in the academic exchange - students, faculty, and administrators - on issues of accountability and to increase students' understanding that academic training includes an expectation of academic integrity, the absence of which incurs serious response.

For more information about issues of student discipline, including appeals, please refer to the Highlander Guide student handbook.

Workplace Policies

Fire Safety

The safety of the students, faculty, staff and guests of McLennan Community College is of primary importance to the Radiologic Technology program. To assure that you know
what to do in case of a fire emergency, please become familiar with the following information.

In case of fire, please contact your instructor or other MCC faculty, security or staff member. MCC employees are familiar with the fire alarm signal and evacuation procedures and will be adequately prepared should a fire occur. We ask that Radiologic Technology students exercised good judgment and conduct themselves in a manner that will help prevent fires while on campus and while a guest at clinical sites.

The use of tobacco products is prohibited in all buildings at MCC, within 30 feet of all building entrances and in all college owned vehicles. The use of tobacco products shall be allowed at designated smoking areas; these are clearly marked and have receptacles for extinguishing smoking materials. Non smoking signs are placed at all entrances to campus buildings. The smoking policy applies to all employees, students, independent contractors and visitors.

When you attend clinical rotations, you are a guest of the clinical site and you are expected to abide by the smoking policy at each site. Failure to follow specific smoking policy will lead to disciplinary action, including dismissal from the program.

Reporting a Fire at MCC:

- In all cases of fire, call campus police immediately at extension 8911.
- Familiarize yourself with the location of fire extinguishers, fire exits, alarm systems. Know how to use fire pulls and fire extinguishers.
- If an emergency exists, the building alarm should be activated.
- If a large fire exists that appears uncontrollable, call 8911 immediately. The Campus Police will call the Fire Department and the Physical Plant. Evacuate all rooms, closing doors to reduce oxygen to the fire. Do not lock the doors!

Evacuation Procedures

- If you are notified to evacuate a building, leave by the nearest marked exit, alerting others to do the same.
- Assist the handicapped to exit.
- Elevators are reserved for the handicapped; evacuation chairs are located on stairwells if elevators are not to be used.
- Proceed to the nearest parking lot for further instructions from your instructor.

Fire Incidents at the Clinical Site

Students will be oriented to appropriate procedures to respond to fire emergencies at each clinical site. The student is responsible for paying close attention at each orientation training session for this information. Familiarize yourself with the location and appropriate use of fire alarms, fire extinguishers and hoses. Be sure that you know the appropriate response to a clinical site fire drill; students may be expected to participate in such drills. When in doubt, ask your clinical site supervisor for the location of emergency equipment and the appropriate response to fire situations.
Hazardous Chemical Policy

Radiologic Technology students do not normally come into contact with hazardous chemicals in the course of a normal day in the didactic or clinical day. However, safety of the student and instructor is of the utmost importance to this program. The program adheres to the following rules regarding this topic, based upon the McLennan Community College Environmental Health and Safety Manual.

Rule:

All chemicals and solvents are treated as potential hazards from initial delivery to ultimate use and require the use of safe practices at all times.

Responsibility:

It is the responsibility of each student and all levels of supervision to be aware of the hazards related to the use of solvents, chemical cleaning materials, water treatment and other chemicals and to obey rules related to their use. The location of applicable safety stations and other first aid materials shall be known prior to working in the areas where their use may be required.

Clinical sites will orient all students to any solvents, chemical cleaning materials, water treatment solutions, or other chemicals used in their facility. Location and use of safety stations and first aid materials shall be reviewed in orientation prior to students working in areas where use may be required.

Handling of Chemical Materials:

Solvents, chemical cleaning, water treatment, and other chemicals shall be handled in accordance with industry safe practice and the instructions on the label. Appropriate warning signs shall be posted in areas where a hazardous material is in use.

Storage of Chemical Materials:

Solvents, chemical cleaning, water treatment, and other chemicals shall be stored in accordance with industry safe practices and the instructions on the container label. Acids and bases or oxidizer and reducers are not stored in the same cabinet due to the possibility of extremely violent reactions between the two. Acid should never be mixed with an alkaline solution.

Protection Equipment:

Use of protection equipment is required to protect more than the eyes when handling certain solvents and chemicals. Coverall goggles are recommended.
Full face protection including full face shields and coverall goggles is the best way to minimize serious eye and face injury.

First Aid:

First Aid procedures vary depending on the chemical nature of the material ingested or splashed; Instruction on the container label or MSDS must be followed.

In the event a student or instructor should come in contact with solvents or chemicals in the eyes or on the skin, the affected area should be irrigated for a minimum of 15 minutes when an eye wash station or shower is immediately available. If eye wash station or shower is not immediately available in the work area, sink locations when clean water is available may be used to irrigate the affected area. If a student receives a splash or ingests chemical materials and irrigation facilities or clean water are not available, they should be immediately referred to the emergency department of a hospital.

Incident Reporting:

Students or instructors involved in chemical splash or ingestion should take appropriate first aid steps immediately. The incident should be reported to the clinical site supervisor, clinical coordinator and program director immediately and appropriate documentation should be completed.

**Electrical Safety Policy**

The Radiologic Technology program recognizes its responsibility and obligation to provide for environmental health and safety in the classroom and clinical site. The physical well being of the student, instructors and visitors is of utmost importance to the program and to the college.

All electrical equipment will be properly maintained by the college or appropriate maintenance personnel. The energized lab equipment will be serviced on a preventative maintenance schedule as well as on an as needed basis. Students and instructors should report any equipment malfunctions to the program director immediately. The program director will contact the appropriate service provider. The equipment will be removed from operation until it is deemed safe for use by the service engineer and the program director.

Students and instructors will be educated in the proper use of all energized lab equipment. Power cords should never be a trip hazard in the lab or classroom.

The college utilizes lockout/tagout procedures in accordance with OSHA Lockout/Tagout Standards 29 CFR 1910.147.
Students and instructors are not to use electrical equipment that has been taken out of service for repair until instructed to do so by the service engineer or program director.

While on the clinical site, students and instructors are to follow safety policies established by each clinical facility. These policies include, but are not limited to, the safe use of portable equipment and power cords. Students must follow all established safety guidelines while on clinical rotations or face disciplinary action by the program.

Students and instructors who recognize potential electrical hazards or problems are encouraged to report these issues to the program director or to the clinical site supervisor immediately. The Radiologic Technology program is dedicated to the safety of the students, instructors and patients during the course of the educational experience and will make all efforts to enhance this experience.

### Student Services

#### General Services Available at MCC

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore</td>
<td>The McLennan Community College bookstore is operated by Follett. Textbooks and supplies can be purchased and textbooks that are in good condition may be re-sold to the bookstore at a reduced price after the course is completed.</td>
</tr>
<tr>
<td>Library</td>
<td>The Library is located in the LTC building and all students should acquaint themselves with the Library and its resources.</td>
</tr>
<tr>
<td>Student Success Services</td>
<td>Student Success Services offers assistance to students with educational planning and study habits.</td>
</tr>
<tr>
<td>Tutorial Services Program</td>
<td>The Tutorial Program is available to students with academic potential who may be having difficulty with their course work. This program offers tutorial assistance, individual and group counseling, and referrals to health, employment and housing agency resources. Qualified MCC students are recruited to serve as peer tutors for most academic and technical areas. Students who desire program services must complete an application.</td>
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</tbody>
</table>
Computer
Lab

All students registered at MCC have access to the Computer
Information Systems microcomputer lab. Students will need
to bring their own storage media and be familiar with the
software program they plan to use.

Personal
Development

Counseling and support services are provided for single
parents, displaced homemakers and disabled persons
enrolled in technical vocational programs. Individual
counseling, support groups, career assessment, mobility
aids, interpreters and referrals to appropriate agencies are
among the many services available.

Financial Aid

The Office of Student Financial Assistance assists eligible
students in obtaining financial assistance to meet
educational expenses. Financial assistance is usually in the
form of student grants, loans, scholarships or a combination
of these. Application and information is available at the
Office of Student Financial Assistance.

Student Activities
And Health
Services

The Office of Student Activities and Health Services is
responsible for providing the campus community with a
balanced program of cultural, social and educational
activities as well as emergency first aid care for students and
staff.

Community Clinic at MCC

The Community Clinic at MCC is a partnership between McLennan Community
College and the Family Health Center. The Family Health Center operates this
primary care clinic for the college's students and employees and the community.

Services

- Well Child and Well Woman Exams
- Immunizations
- Management of Acute Illnesses and Stable Chronic Illnesses
  (such as diabetes, asthma and hypertension)
- X-rays, Lab Services and Minor Surgery
- Referrals for Additional Services

To use the clinic, please call for an appointment to become an established patient.
The Community Clinic accepts Medicare, Medicaid, most private medical insurance and the Family Health Center’s Good Health Card discount program (more information available at the clinic).

Contact Information

Phone: 254-755-0195
MCC’s Community Services Center
4601 N. 19th St.

Allied Health Division Criminal Background Check

Introduction
The Joint Commission requires verification of competency of all individuals who have direct contact with patients or employees; this includes students doing clinical rotations in the facility. Competency extends beyond technical skills to an individual’s criminal history.

Purpose:
This policy is designed to protect the community of health care consumers from services provided by students who have documented illegal and unethical behaviors. These requirements also allow the Allied Health division to be in compliance with clinical affiliation agreements.

Policy:
Successful completion of a criminal background check is required for admission and continuation in all Allied Health Programs. Students will be given specific directions from the program about how to obtain the background check. Background checks will be honored for the duration of the student’s enrollment in the clinical program if the participating student has not had a break in the enrollment of an Allied Health class. A break in enrollment is defined as nonattendance of one full semester or more. The above information must be verifiable through the college/school and must be sent to the clinical agency. The following histories will disqualify an individual from consideration for admission because the student would not be eligible for clinical placement: (this includes, but is not limited to):

- Murder
- Capital murder
- Manslaughter
- Criminally negligent homicide
- Unlawful restraint
- Kidnapping
- Aggravated kidnapping
- Continuous sexual abuse of a young child or children
- Indecent exposure
• Indecency with a child
• Improper relationship between educator and student
• Improper photography or visual recording
• Sexual assault
• Aggravated assault
• Aggravated sexual assault
• Intentional, knowing, or reckless injury to child, elderly individual, or disabled individual
• Intentional, knowing, or reckless abandonment or endangerment of child
• Deadly conduct
• Terroristic threat
• Aiding suicide
• Prohibited sexual conduct (incest)
• Agreement to abduct child from custody
• Violation of certain order in family violence case
• Violation of protective order preventing hate crime
• Sale or purchase of child
• Arson
• Robbery
• Aggravated robbery
• Burglary
• Online solicitation of minor
• Money laundering
• Medicaid fraud
• Cruelty to animals
• Compelling prostitution
• Causing sexual performance by a child
• Possession or promotion of child pornography
• Any other offense for which registration as a sex offender is required.

The following histories will disqualify an individual from consideration for admission if the conviction occurred within the last five (5) full calendar years:
• Assault punishable as a Class A misdemeanor or felony.
• Theft punishable as a felony
• Misapplication of fiduciary property or property of financial institution punishable of Class A misdemeanor or felony
• Securing execution of a document by deception punishable as a Class A misdemeanor or felony (not tampering with a government document)
• False identification as a peace officer
• Disorderly conduct

For students accepted to a clinical program with access to a licensing/registry body review process:
If an individual does not meet one or more of the aforementioned standards, she/he may pursue a declaratory order process with her/his licensing/registry body. If the licensing/registry body approves the individual to take the licensing/credentialing exam, the individual may be able to participate in the clinical rotation, depending on the affiliation agreement.

Disclaimers
• Successful completion of a criminal background check for an Allied Health Program does not ensure eligibility for licensure or future employment.
• Clinical agencies can establish more stringent standards, if they so desire, to meet regulatory requirements for their facility.
• Clinical agencies can conduct additional background checks at their discretion.
• If a student is found to be ineligible for clinical placement any time during the program, the student is unable to meet clinical learning objectives and will be withdrawn pending resolution of the situation.

Costs for Background Checks
Cost of the criminal background check will be the responsibility for any students entering Allied Health Programs at McLennan Community College. Students will use the testing agency designated by the College. The student will be responsible for scheduling his or her own time at the agency and will be required to follow all procedures required by that agency for accurate testing. The student will be responsible for ensuring that the results of all testing be sent by the agency directly to the director of the allied health program in which they are admitted or enrolled.

Screening Requirements
Successful completion of a criminal background check is required for admission and continuation in all Allied Health programs at McLennan Community College. Admission to an Allied Health program is considered conditional until the results of the criminal background check are approved by the program director. Students will be given specific instructions from the program about obtaining the background check.

Drug screens and criminal background checks must also be completed within the thirty (30) days prior to a student’s initial entry into the clinical assignment portion of his or her respective health science program. For some programs, clinical assignments begin immediately when classes begin for the semester. For other programs, clinical assignments are scheduled for later in the program. Verification of a negative drug screen and a satisfactory criminal background check must be received prior to the first clinical day in the student's program. The results may be acceptable for all clinical rotations during the student’s enrollment in the program unless there is a break during that student’s enrollment. A break in enrollment (leaving the program) is defined as
nonattendance for a portion of a semester or more. Attendance must be verifiable through the College.

Students who are not disqualified should not assume that their criminal background check shows no criminal activity. The student should report any convictions to the appropriate licensing or registry boards at least three months prior to the examination date.

Each student must report within three business days to the Program Director and the Division Chair of Allied Health any arrests and/or criminal charges or convictions filed subsequent to the completion of the criminal background check. Failure to report will make the student subject to administrative withdrawal from the program.

Any student who changes programs or stays out of an Allied Health program at McLennan Community College for 12 months will be required to submit a new criminal background check and drug screen upon re-entry to the Allied Health Division.

All background check results on McLennan Community College students will be made available to clinical agencies upon request. Some clinical facilities require submission of the criminal background reports prior to the student beginning a clinical rotation.

**Disclosure**
Students are required to disclose any prior criminal record by accurately answering the following question on the application for admission to the allied health program:

*Have you ever been convicted of a crime other than a minor traffic violation? (Circle one) YES  NO*

Please note that **Driving Under the Influence (DUI)** and **Driving Under Suspension (DUS)** are NOT considered minor traffic violations. Failure to disclose may result in withdrawal from the program of study.

**Records of Criminal Background Checks**
Records of criminal background checks will be kept in a secured file in the office of the director of that student’s allied health program. It will be accessible only to the program director, the program clinical coordinator, the division director for allied health, the dean of workforce education, any of the college vice presidents, the president of the college, the college attorneys, and any college judicial panel which may be created to review a student’s case or upon court order.
Allied Health Division Clinical Drug Screening Policy

Introduction

The Joint Commission requires verification of competency of all individuals who have direct contact with patients or employees; this includes students participating in clinical rotations in the facility. Competency extends beyond technical skills to include screening for drug use.

Screening Requirements

Drug screens must be completed within the thirty (30) days prior to a student's initial entry into the clinical assignment portion of their respective health science program. For some programs, clinical assignments begin immediately when classes begin for the semester. For other programs, clinical assignments are scheduled for later in the program. Verification of a negative drug screen must be received prior to the first clinical day in the student's program. The results will be acceptable for all clinical rotations during the student's enrollment in the program unless there is a break during that student's enrollment. A break in enrollment (leaving the program) is defined as nonattendance for a portion of a semester or more. Attendance must be verifiable through the College.

The Substance Abuse Panel 10 (SAP 10) tests for marijuana, cocaine, phencyclidine, opiates, methamphetamine, methadone, amphetamines, barbiturates, benzodiazepines and tricyclic antidepressant.

Costs for Drug Screening

Cost of the drug screen will be the responsibility for any students entering Allied Health Programs at McLennan Community College. Students will use the testing agency designated by the College. The student will be responsible for scheduling his or her own time at the agency and will be required to follow all procedures required by that agency for accurate testing. The student will be responsible for ensuring that the results of all testing be sent by the agency directly to the director of the allied health program in which they are admitted or enrolled.

Disqualifications from Clinical Affiliation Participation

A student will not be allowed to participate in clinical affiliations if he or she is found to have a positive drug screen on the Substance Abuse Panel 10 (SAP 10). If the student feels that the positive result is in error, he or she will be able to request a Medical Review through the testing agency and pay an additional fee for that service. The testing agency will have its Medical Review Officer assess the screen and follow through with an appropriate investigation. The student will be responsible for the cost of the medical review. A student will not be allowed to participate in clinical activity in any MCC Allied Health program for twelve (12) months following a verified positive drug screen. The student will then be
required to undergo an additional drug screen which must be negative, prior to a clinical assignment, per the stated policy above.

"For Cause" Screening (Zero Tolerance)
At any time during classroom, lab, or clinical portions of a health science program, the student is suspected of being under the influence of drugs or alcohol, the program faculty or clinical facility personnel may require the student to be tested for drugs and/or alcohol. If the clinical facility has the capability of doing the screen on site, the facility may use that service. The student is responsible for any cost of the screening. If a student must be dismissed from the clinical facility during a clinical assignment to undergo testing and/or for inappropriate behavior due to possible drug or alcohol influence, the student will be responsible for providing contact information for someone to provide transportation for the student to be taken away from the site and, as necessary, to the college-designated testing agency. Failure by the student to comply with these policies is grounds for dismissal from the health science program in which the student is enrolled. A positive drug or alcohol test is also grounds for dismissal from the program in which the student is enrolled.

Records of Drug Screens and Criminal Background Checks
Records of drug screens and criminal background checks will be kept in a locked file in the office of the director of that student's health science program. It will be accessible only to the program director, the program clinical coordinator, the division director for health sciences, the dean of workforce education, any of the college vice presidents, the president of the college, the college attorneys, and any college judicial panel which may be created to review a student's case.
This is to certify that I have received a copy of the McLennan Community College Radiologic Technology Program Student Policy Handbook and understand that I am responsible for knowing the content of such. I understand that I can ask questions at any time regarding the content and policies to gain better understanding. I agree to abide by all Rules and Regulations contained therein. I also understand that failure to abide by these Rules and Regulations may serve as grounds for my withdrawal from the Radiologic Technology Program.

__________________________________  ______________________
Signature                                      Date

I understand that McLennan Community College, its Staff and/or the Clinical Faculty and Staff are not financially liable for illness, injury, or medical expense I may incur while a student. I have the responsibility to provide for my own care by medical insurance or other means of my choice.

__________________________________  ______________________
Signature                                      Date

I agree to grant permission for the faculty of the Radiologic Technology Program to post any grades pertinent to my academic and clinical progress throughout my enrollment.

__________________________________  ______________________
Signature                                      Date

I hereby authorize the Radiologic Technology Program Director and/or Program faculty to release information concerning my performance while enrolled in the program to prospective employers of which I have listed program faculty as references. This information may be given out by letter or by phone conversation.

__________________________________  ______________________
Signature                                      Date
Appendix A: ARRT/ASRT Code of Ethics

1. The radiologic technologist conducts themselves in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion, or socioeconomic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the 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 of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the health care team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient’s right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient’s right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or 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.

Revised and adopted by the American Society of Radiologic Technologists and the American Registry of Radiologic Technologists, February 2003.
Appendix B: Declaration of Pregnancy

DECLARATION OF PREGNANCY

I voluntarily declare that I am pregnant and became pregnant on or around __________________________.

I have had the opportunity to discuss my status in the program with the Radiation Safety Officer and other program faculty as needed.

I have attended a counseling session with the Radiation Safety Officer and have been given the U.S. Nuclear Regulatory Commission Regulatory Guide 8.13, which addresses prenatal radiation exposure, and have made arrangements to receive a fetal dosimeter.

I have had the opportunity to ask questions concerning prenatal radiation exposure and have had those questions answered to my satisfaction.

I understand that the risk or probability of detectable effects induced by medical diagnostic exposure is small.

I accept full responsibility for my actions during my pregnancy and will adhere to the ALARA principle.

In doing so, I relieve McLennan Community College, its faculty and clinical affiliates of any responsibility in case of adverse effects.

_________________________________________  __________________________
Student Signature                           Radiation Safety Officer

_________________________________________  __________________________
Date                                           Date
Appendix C: Dosimetry Counseling Form

Radiologic Technology Program

Dosimetry Counseling Form

Student

Dosimetry Report Date

Reported Exposure Dose

Explanation of Cause:

Evaluation of Situation:

Plan of Action/Prevention of Recurrence:

My exposure report has been explained to me. I understand that my exposure record is cumulative and that I am ultimately responsible for my dose. I will abide by the decision and direction of the program RSO and Program Director concerning my exposure dose and clinical rotations.

Student

RSO or Program Director

Date

Date