

McLennan Community College

RADIOLOGIC TECHNOLOGY

Radiologic Standards of Practice



STUDENT POLICY HANDBOOK

2024

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McLennan Community College Radiologic Technology Program

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 eligible to apply for a state license as a Medical Radiologic Technologist through the Texas Medical Board.

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.

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Radiologic Technology Program McLennan Community College

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 will also be eligible to apply for state licensure by the Texas Medical Board, General Medical Radiologic Technologist Division.

McLennan Community College provides equal opportunities to all individuals and does not discriminate against any individual regardless of race, color, religion, national or ethnic origin, gender, disability, age, veteran status, genetic information, sexual orientation, gender identity, pregnancy, or other legally protected category in its educational programs, activities, or employment. The following staff member is designated to handle inquiries regarding nondiscrimination policies: Claudette Jackson, Acting Title IX Coordinator, 1400 College Drive, 254-299-8465, titleix@mclennan.edu

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

McLennan Community College Radiologic Technology Program's purpose 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-Supervising Clinician and Attending Physician. The mission of the program is to supply students with didactic and clinical experiences that result in competent and professional entry-level technologists able to meet the medical community's needs. 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

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.*

Graduates will be clinically competent.

Student Learning Outcomes:

- *Students will apply positioning skills.*
- *Students will be able to adequately determine exposure factors*
- *Students will be mindful of radiation safety and utilize radiation protection for patients, self, and others.*
- *Graduates will demonstrate clinical competence in the workplace.*

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, including research and presentations.*
- *Graduates will demonstrate appropriate communication skills with patients and peers in the workplace.*

Graduate will use critical thinking and problem solving in the academic and healthcare environment

Student Learning Outcomes:

- *Students will recognize the routine requirements or need to deviate from routine due to patient conditions, equipment limitations or unusual circumstances.*
- *Students demonstrate retention of knowledge, ability to apply and transfer learning in the lab or clinical setting.*
- *Graduates will be able to apply proper evaluation and analysis information to ensure optimal images are obtained.*

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 complete list of violations is accessible at [ARRT ETHICS REQUIREMENTS](#)

The Rules of Ethics form the second part of the Standards of Ethics. They are mandatory standards of minimally acceptable professional conduct for all Certificate Holders and Candidates. Certification and registration are methods of assuring the medical community and the public that an individual is qualified to practice within the profession. Because the public relies on certificates and registrations issued by ARRT, it is essential that Certificate Holders and Candidates act consistently with these Rules of Ethics. These Rules of Ethics are intended to promote the protection, safety, and comfort of patients.

The Rules of Ethics are enforceable. R.T.s are required to notify ARRT of any ethics violation, including state licensing issues and criminal charges and convictions, within 30 days of the occurrence or during their annual renewal of certification and registration, whichever comes first. Applicants for certification and registration are required to notify ARRT of any ethics violation, including state licensing issues and criminal charges and convictions, within 30 days of the occurrence.

Certificate Holders and Candidates engaging in any of the following conduct or activities, or who permit the occurrence of the following conduct or activities with respect to them, have violated the Rules of Ethics and are subject to sanctions as described hereunder:

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. To access the current ARRT Inventory specifications, please visit [ARRT Task Inventory](#)

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 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 plan 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 imaging 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. The annual effective dose for student radiographers will be limited to 1 mSv (0.1 rem). 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.
9. **Radiation dosimeters will be worn by students in the clinical and laboratory setting.** Each month, the reading will be electronically downloaded as a permanent exposure record for each student. An app is available for this purpose or other electronic transfers can be arranged if needed. The student will wear their dosimeter at the collar level when attending clinical and procedures lab. Proper care of the dosimeter is the responsibility of the student. Dosimeters can be permanently damaged if not cared for properly. (Refer to the "[Radiation Safety Policy](#)" below for more details).

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 radiation monitors (dosimeters) or radiation reports.

Radiation Safety Policy

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. Each month, the reading will be electronically downloaded as a permanent exposure record for each student. An app is available for this purpose or other electronic transfers can be arranged if needed. The student will wear their dosimeter at the collar level when attending clinical and procedures lab. Proper care of the dosimeter is the responsibility of the student. Dosimeters can be permanently damaged if not cared for properly. Proper care includes:

- Do not allow dosimeter to overheat by leaving in a hot car.

- Do not immerse dosimeter in water.
- Do not allow dosimeter to freeze.

A lost or damaged dosimeter must be reported immediately to the clinical coordinator or the program director for replacement at the student's expense.

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 mSv (0.1 rem)**. 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

Student Dosimetry Self-Monitoring and Reporting

Students are also required to complete a monthly manual reading, in addition to any pre-scheduled auto-readings, between the 1st and 5th of each month. As proof they have completed this self-monitoring process each month, students are expected to review their dosimetry reading via their individual password-protected access to the dosimetry company's website, Mirion, capture a screenshot their results, and upload the report in the current clinical course on our Learning Management System in the designated submission location.

Unacceptable Readings

Students are encouraged to reach out to the Program Director immediately if they exceed the monthly 20 mrem. Students who have an unacceptable radiation reading may also be 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. If unacceptable practice has been confirmed, the exposure and behavior will be documented on the Dosimetry Counseling Form and appropriate remediation will be prescribed for the situation. The Dosimetry Counseling Form provides the opportunity for documentation of explanation and evaluation of the situation, discussion of the plan of action, and acknowledgment 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

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 radiation safety officer 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 if time permits to complete all missed activities and assessments prior to the start of the next semester. It may not be feasible for the student to re-enter the program immediately since RADR courses are only offered chronologically and 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.

(See Appendix B for the "[Declaration of Pregnancy](#)" form)

(See Appendix C for the "[Withdrawal of Pregnancy Declaration](#)" form)

Criminal Background Check Policy

Once accepted to the McLennan Community College Radiologic Technology program, you will be required to have a criminal background check performed before attending clinical rotations at area healthcare facilities. **If you have any criminal convictions within the past five (5) years, you are advised to contact the program director for further advising.**

If you have a criminal conviction in your past, you are also advised to complete a pre-application ethics review with the American Registry of Radiologic Technologists. The required information is available on the ARRT website, www.arrt.org. You may also contact the program director for further information on the pre-applications ethics review or visit.

It is the sincere desire of the faculty that you are able to enter the program and have a satisfying experience as a student, as well as enjoy a rewarding career in Radiologic Technology. Criminal background checks are performed for the safety of the patients, visitors, and workers in the hospitals. **(Please refer to the [Health Professions Criminal Background Check](#) policy in this handbook for more detailed information).**

Drug Screening Policy

All McLennan Community College Radiologic Technology students are required to undergo drug screens and receive a negative report within 30 days prior to the start of their first clinical assignment. In addition, students will undergo a 2nd drug screening prior to the start of their 2nd year (fall semester). Failure to comply with requirements will result in withdrawal from the program. A positive result will also result in dismissal from the program. **(Please refer to the [Health Professions Drug Screening Policy](#) for detailed information).**

Magnetic Resonance Imaging Screening Policy & Procedure

Many of the program's affiliated clinical sites have MRI (magnetic resonance imaging) departments. Students must be fully aware of the magnetic fields that are used and also understand the

consequences of not following safety guidelines. Therefore, all program students are required to complete the program's MRI Safety training and complete an MRI safety screening form (See [Appendix E](#)), **PRIOR TO the start of their first clinical rotation in the first semester of the program.**

Participation in any clinical setting with a MR system is conditional upon the screening form being reviewed and deemed safe for the student to perform his/her duties in the clinical environment. Students who are not eligible due to a medical contraindication or the presence of ferromagnetic material will be scheduled in an alternative clinical rotation.

Students are required to update the program director and clinical coordinator if anything should change in their status after the initial screening process and may be asked to complete the screening process again.

Basic MRI Safety Information:

In MRI, the magnetic field is ALWAYS on. The radiologic technology student will comply with each clinical site's policies and procedures pertaining to metallic objects being introduced into the MRI scanning suite. Carrying ferromagnetic articles or introducing them to the MRI scanning area is strictly prohibited. These objects can become projectiles within the scanning room causing serious injury or death and/or equipment failure. **Failure to comply with clinical site policies and procedures for MRI safety may be grounds for dismissal from the site and the Radiologic Technology program at McLennan Community College.**

Items that need to be removed before entering the MR system room include but are not limited to:

- Purse, wallet, money clip, credit cards or other cards with magnetic strips
- Electronic devices such as beepers or cell phones
- Hearing aids
- Metallic jewelry, watches
- Pens, paper clips, keys, nail clippers, coins, pocket knives
- Hair barrettes, hairpins
- Any article of clothing that has a metallic zipper, buttons, snaps, hooks, or under-wires
- Shoes, belt buckles, safety pins

The MRI screening form includes questions pertaining to relevant prior events that might create a health risk or even death. Those with bullets, shrapnel, or similar metallic fragments in the body, face the risk that these materials could change position and cause injury. The magnetic field of the scanner can also damage or cause a health hazard related to prior medical interventions. The following list includes some of the contraindications to working in an MR environment.

Examples of items or things that may create a health hazard or other problems:

- Pacemaker
- Implantable cardioverter defibrillator (ICD)
- Neurostimulator system
- Aneurysm clip
- Metallic implant
- Implanted drug infusion device
- Foreign metal objects, especially if in or near the eye
- Shrapnel or bullet
- Permanent cosmetics or tattoos (if being scanned)
- Dentures/teeth with magnetic keepers

- Other implants that involve magnets
- Medication patches that contain metal foil (i.e., transdermal patch)

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

The program has evaluation tools which are to monitor and evaluate student progress. These 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 preceptors and is outlined in the “Progression of Students in Clinical” section of this handbook.
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 preceptors.
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 64-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.

Performance Goal, Expectation, and Requirements

The Radiologic Technology program coursework is designed to provide students with a structured comprehensive curriculum that prepares them for a career as a professional health care provider. It is imperative that students develop and maintain a strong knowledge base of all course material and

competencies to be successful. Therefore, the program has established a performance goal for all coursework and assessments in all RADR courses of an 80% or higher. Students that do not achieve the minimum grade of 80% will be required to complete an activity of remediation assigned by the instructor of the course immediately following. The activity requirements will vary as they will be customized according to factors such as the students' needs, the purpose of the assignment, its content, etc., and the instructor will maintain all records of completion. Students that fail to complete the required remediation activities will receive an "Incomplete" ("I") grade for the course, regardless of overall passing grade point average, until all work is submitted. An "Incomplete" ("I") in any course must be resolved prior to the start of the following semester or the resulting grade will convert to an "F" and the student will not pass the course.

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

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

Time Line for Program Clinical Grievances

<u>Maximum time in days</u>	<u>Action</u>
0-5	Student advises faculty & clinical

	instructor of issue in an informal meeting.
7	Faculty clinical preceptor meets with student to provide written feedback & strategies for resolution.
14	Faculty CI and student meet to assess resolution status of the issue. Further counseling or strategies are provided in writing.
30	Student meets with clinical coordinator if previous feedback & strategies do not resolve the issue.
35	Student meets with program director if resolution is unsatisfactory.
45	If the issue has not been resolved, the student should address the grievance to the Dean of Health Professions.

All meetings shall be fully documented by the MCC faculty or administrator and kept as a part of the student's program file.

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 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 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”.

Attendance for Didactic Courses

Consistent attendance in all didactic courses is required for student success. Program faculty will follow at least the minimal Health Profession’s division 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. If a student misses 15% 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.

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 not more than ten (10) hours per day in clinical. They will not receive any more credit for extra hours at the clinical site.

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 for any reason, are considered as new students and are evaluated according to standard program admissions policies. In addition, if student is granted readmission to the program, all RADR courses are required to be repeated despite initial outcome.

**Students who exit the program any time after the first semester of enrollment with a grade of 80% or higher will be asked to consider auditing, re-taking, or be required to prove competency in all previously RADR courses regardless of outcome the first time. This may include passing written or skills competency exam (with a minimum of 75% for each) as determined by the RADR faculty and admissions committee.

2. 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. Any course not completed with a “C” or higher will be required to be re-taken. **No more than one RADR course may be repeated, and the course may be repeated only once.**
3. All applicants for readmission will also 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.

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.

4. 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**.
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.**

Electronics/Mobile Devices Policy

Electronic devices may be used to accompany lectures or complete assessments. Taking pictures of lecture material without the instructor’s approval is not allowed. Recording of lectures is prohibited. If a student is caught recording or taking photos of course material/lectures without permission, counseling with the professor and program director will occur to document the situation and discuss consequences of violating academic integrity.

Cellular phones must be silenced during class and lab. Cell phones or other smart devices may not be brought into testing areas.

These are a convenience to us all, and we understand that a case might arise to need to be contacted regarding emergencies with family, children, day cares, etc. 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. Please keep all devices silenced or turned off while at clinical 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!

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

Smart watches, being an extension of your cell phone, are **not** permitted while you are participating in your clinical rotations. (A “smart” watch is defined as any watch or watch-like device that performs any of the following tasks similar to your cell phone: receiving or placing calls or texts, recording audio, accessing applications, taking pictures or videos, etc.)

Ramifications of cell phone or smart watch 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 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.

Social Media Policy

Students should refrain from posting information about patients or clinical activities on any social media such as Facebook, Twitter, etc... Sharing such information could be considered a violation of HIPAA resulting in dismissal from the program and possibly a fine and/or jail time.

Clinical Policies

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 preceptors also evaluate students randomly each semester to ensure that the students retain clinical competency throughout the program.

Competency Requirements:

RADR 1260	Clinical I	Complete 10 competency exams from the chest and abdomen category.
RADR 1261	Clinical II	Complete 20 competency exams from the chest, abdomen, pelvic girdle, extremity categories.
RADR 1460	Clinical III	Complete 30 competency exams from all categories.
RADR 2266	Practicum I	Complete 20 competency exams from all categories.
RADR 2267	Practicum II	Complete 30 competency exams from all categories.
RADR 2360	Clinical IV	Complete any exams for clinical competency profile.

By program completion, students will demonstrate competency in all mandatory procedures and at least 15 of the 34 elective procedures as designated by the ARRT.

- 10 mandatory general patient care activities.
- 36 mandatory imaging procedures.
- 15 elective imaging procedures to be selected from a list of 34 procedures.
- One of the 15 elective imaging procedure must be selected from the head section.
- Two of the 15 elective imaging procedures must be selected from the fluoroscopy studies section.

Clinical 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 preceptor. 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 Exam and Evaluation Tracking

Students are evaluated by clinical preceptors 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 preceptors 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.

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. Refer to the RADR Clinical or Practicum course syllabi for more specific information.

Competency Record

Each student will have a have 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

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.

Ascension Providence 6901 Medical Parkway	Waco, Texas 254-751-4489 (Radiology)
Ascension Med Grp Prov Ortho 7125 Sanger Avenue, Ste 516	Waco, Texas 254-752-9638 (Main Number)
Baylor S&W Hillcrest 100 Hillcrest Medical Boulevard	Waco, Texas 254-202-4178 (Radiology)
Baylor S&W Hospital 2401 South 31 st Street	Temple, Texas 254-724-7209 (Radiology)
Coryell Memorial Hospital 1507 W Main St	Gatesville, Texas 254-248-6238
Goodall Witcher Hospital 101 S. Avenue T	Clifton, Texas 254-675-8322 (Main Number)
Hill Regional Hospital 101 Circle Dr	Hillsboro, Texas 254-580-8815 (Radiology)
McLane Children's S&W Hospital 1901 SW H.K. Dodgen Loop	Temple, Texas 254-935-4277 (Radiology)
McLane Children's Pediatric Clinic 1901 SW HK Dodgen Loop	Temple, Texas 254-724-5437
Navarro Regional Hospital 3201 West TX-22	Corsicana, Texas 903-654-1060
Olin Teague V.A. Hospital 1901 South First	Temple, Texas 254-743-0648 (Radiology)

Seton Medical Center
850 W Central Texas Expy

Harker Heights, Texas
254-690-0900

SFOD Ascension Med Grp Temple
1905 SW H.K. Dodgen Loop

Temple, Texas
254-298-2530 (Main Number)

Southwest Sports Medicine
50 Hillcrest Medical Blvd. # 303

Waco, Texas
254-741-1400

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.**

Direct supervision means:

1. A qualified radiographer reviews the procedure in relation to the student's achievement.
2. A qualified radiographer evaluates the condition of the patient in relationship to the student's knowledge.
3. A qualified radiographer is present during the procedure.
4. A qualified radiographer reviews and approves the procedure.
5. A qualified radiographer is present during student performance of any repeat of any unsatisfactory radiograph.

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 preceptor 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, fluoroscopy, or surgical radiographic procedures without the **immediate** presence (DIRECTLY SUPERVISED) of a qualified radiographer.

2. **ALL** unsatisfactory radiographs **shall be** repeated only in the presence of a qualified radiographer (DIRECTLY SUPERVISED), regardless of the student's level of competency.

*Please refer to the "Progression of Students" section in the program's Student Policy Handbook for details regarding the specific progress of student during each semester of the program.

Documentation of Repeat Exposures:

The following documentation of repeat supervision is a requirement of the McLennan Community College Radiologic Technology program and associated students for accreditation by the JRCERT. The following procedures outline the process of ensuring that students are appropriately supervised when making repeat exposures:

- 1) Students **MUST** have a qualified (ARRT Registered and Certified) radiographer confirm the need for the repeat exposure.
- 2) Students must remain **DIRECTLY SUPERVISED** throughout the completion of the repeat exposure(s).
- 3) Student **MUST** document **ALL** repeat exposures in the E*Value clinical tracking system by adding the appropriate "Repeat with Direct Supervision" procedure code.
- 4) Upon submission, the supervising technologist will receive an email request to complete a "Repeat with Direct Supervision Verification".
- 5) All "Repeat with Direct Supervision Verifications" must be completed by the supervising technologist.

Progression of Students in Clinical Semester 1 Fall**• Didactic**

The initial semester for the new Radiologic Technology student is composed of two didactic courses:

- RADR 1203 Radiographic Patient Care
- RADR 1311 Basic Radiographic Procedures

Within these courses, the student is exposed to the medical legal concepts pertaining to health care and radiography, medical terminology, patient care, characteristics of the radiographer related to professionalism, and Radiography as a profession. The student will learn correct positioning and exposure criteria for the chest, abdomen, extremities and pelvis. The energized lab is utilized for positioning and exposure practice in a supervised, yet relaxed atmosphere. Students learn very basic principles of image production and the contribution of technical exposure factors to image quality.

• Clinical 1 RADR 1260

First semester Radiologic Technology students attend clinical after a 3-week training period on the MCC campus. During this training period, the student is trained in practical patient care

skills such as patient transfer, proper lifting technique, blood pressure, temperature, and oxygen administration. Students are certified in CPR before they attend clinical courses. Students are also apprised of radiation safety policies in both the clinical and laboratory settings; and receive MRI training and screening prior to commencing their clinical rotations. Students will be expected to become **competent in chest and abdomen radiography** during this semester. Students may be assigned to specific imaging rooms or to follow specific Radiologic Technologists per site preference.

Students participating in RADR 1260 are directly supervised at the clinical site. This means that a registered technologist is present during the procedure, evaluates the patient's condition, reviews the images in relation to student achievement, reviews and approves the images for completion, and is present during the repeat of any unacceptable radiography. **Students are never allowed to perform mobile, fluoroscopy, or surgical radiography without the immediate presence (DIRECT SUPERVISION) of a qualified radiographer.**

Students should be given the opportunity to perform various radiologic procedures, use communication and critical thinking skills, and provide patient care and education. 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 exams.

First year students are evaluated at the end of the semester at a level that is commensurate with their clinical experience and didactic knowledge.

This clinical evaluation is 40% of the RADR 1260 grade.

Semester 2 Spring

- **Didactic**

The second semester didactic courses include:

RADR 2301 Intermediate Radiographic Procedures

RADR 1313 Principles of Imaging I

RADR 2309 Radiographic Imaging Equipment

During this second semester, the Radiologic Technology student will learn Proper positioning and exposure criteria for the spine, skull, gastrointestinal system, ribs, and sternum.

Students continue positioning and exposure practice in the energized lab. Students will explore the x-ray tube as they gain understanding of the physics necessary for radiography. Students apply principles of image production to image processing, image receptors, grids, AEC, and digital imaging systems.

- **Clinical II RADR 1261**

During the second semester clinical course RADR 1261, the student is expected to demonstrate development of critical thinking skills, application of proper radiation protection techniques, and improved positioning skills. The student is responsible for attaining competency **in chest and abdominal imaging; and pelvic girdle, shoulder girdle and extremity work**. Students may be assigned to specific imaging rooms or to follow specific Radiologic Technologist as per site preference.

Students participating in RADR 1261 are directly supervised at the clinical site at all times. This means that a registered technologist is present during the procedure, evaluates

the patient's condition, reviews the images in relation to student achievement, reviews and approves the images for completion, and is present during the repeat of any unacceptable radiograph. Students are never allowed to perform mobile, fluoroscopy, or surgical radiography without the immediate presence (DIRECT SUPERVISION) of a qualified radiographer.

- Students should be given the opportunity to perform various radiologic procedures, use communication and critical thinking skills, and provide patient care and education.
- 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 exams.

First year students are evaluated at mid-term and end of semester at a level that is commensurate with their clinical experience and didactic knowledge. **This clinical evaluation grade is 40% of the clinical grade for RADR 1261.**

Summer I

- **Didactic**

The student is not enrolled in a didactic course during their first summer semester.

- **Clinical III RADR 1460**

The third semester, the student is enrolled in:

RADR 1460

This course allows the first-year student to focus on clinical experience, perfecting positioning and patient care skills in the clinical setting. Students are expected to attain competency in all areas, including chest, abdomen, extremity, spine, skull, GI, GU, mobile and surgical radiography. Students may be assigned to specific imaging rooms or to follow specific Radiologic Technologists per site preference.

Students participating in RADR 1460 are directly supervised at the clinical site. This means that a registered technologist is present during the procedure, evaluates the patient's condition, reviews the images in relation to student achievement, reviews and approves the images for completion, and is present during the repeat of any unacceptable radiograph. Students are never allowed to perform mobile, fluoroscopy, or surgical radiography without the immediate presence (DIRECT SUPERVISION) of a qualified radiographer.

- Students should be given the opportunity to perform various radiologic procedures, use communication and critical thinking skills, and provide patient care and education.
- 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 exams.

For the remaining 2 weeks of this semester, the first-year students will rotate through specialty modalities. This offers the first-year student the opportunity to familiarize themselves with other specialty areas of the imaging department.

First year students are evaluated at mid-term and end of semester at a level that is commensurate with their clinical experience and didactic knowledge. **This clinical evaluation grade is 40% of the clinical grade for RADR 1460.**

Semester 3 Fall

- **Didactic**

The second-year student is enrolled in:

RADR 2313 Radiation Biology and Protection

RADR 2305 Principles of Imaging II

The student will learn the effects of radiation exposure on biological systems, methods for measuring and monitoring exposure, and methods for protecting personnel and patients from excessive radiation exposure. Additionally, students will progress their principles training to develop a strong knowledge base in Digital Imaging and radiographic techniques to include QC and proper evaluation of image exposures.

- **Clinical Practicum I RADR 2266**

Students are enrolled in RADR 2266 Practicum I, the fourth clinical course. Students at this level should maintain competency at all levels of radiography **including chest, abdomen, extremity, spine, skull, GI, GU mobile radiography and surgical radiography.** Students may be assigned to specific imaging rooms or to follow specific Radiologic Technologists per site preference.

Students in the second year of the program are indirectly supervised and are expected to demonstrate higher levels of expertise and critical thinking in this practicum course except in specific situations outline below and in the supervision policy. A qualified radiographer must always be immediately available to assist a student whenever such assistance is necessary. Students are not allowed to perform mobile radiograph, fluoroscopy, or surgical radiography without the immediate presence (DIRECT SUPERVISION) of a qualified radiographer. All unsatisfactory radiographs must be repeated only in the presence of a qualified radiographer.

- Students should be given the opportunity to perform various radiologic procedures, use communication and critical thinking skills, and provide patient care and education.
- 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 exams.

Second year students are evaluated at mid-term and end of semester. They are held to a higher performance standard than first year students and should be evaluated at a level that is commensurate with their clinical experience and didactic knowledge. **This clinical evaluation grade is 40% of the clinical grade for RADR 2266 Practicum I.**

Semester 4 Spring

- **Didactic**

During the Spring semester, the second-year student is enrolled in:

RADR 2331 Advanced Radiographic Procedures
RADR 2217 Radiographic Pathology

Advanced Radiographic Procedures focuses on invasive, mobile, surgical and pediatric imaging and will be complemented the anatomical information by presenting information about the theory behind different imaging modalities and relevant image production. Students will identify anatomic relationships that are present under various sectional orientations using Computed Tomography, Magnetic Resonance and Ultrasound. This knowledge will prepare the radiography student for additional training and education in advance modalities. Students will also learn to recognize common pathologic processes that are visualized radiographically to aid in adapting technique and positioning for these patients.

- **Clinical Practicum II RADR 2267**

The second-year student continues to hone their professional skills and competency in the clinical setting. Students are responsible for completing their competency profile as indicated in the clinical education plan. Students may be assigned to specific imaging rooms or to follow specific Radiologic Technologists per site preference.

Students in the second year of the program are indirectly supervised. This means a qualified radiographer must always be immediately available to assist a student whenever such assistance is necessary. Students are not allowed to perform mobile radiography, fluoroscopy, or surgical radiography procedures without the immediate presence (DIRECT SUPERVISION) of a qualified radiographer. All unsatisfactory radiographs must be repeated only in the presence of a qualified radiographer.

- Students should be given the opportunity to perform various radiologic procedures, use communication and critical thinking skills, and provide patient care and education.
- Students are expected to display initiative in the performance of clinical duties and stocking examination rooms, or practicing of radiographic exams.

Second year students are evaluated at mid-term and end of semester. They are held to a higher standard than first year students and should be evaluated at a level that is commensurate with their clinical experience and didactic knowledge. **This clinical evaluation grade is 40% of the clinical grade for RADR 2267.**

Summer II

- **Didactic**

The student is enrolled in:

RADR 2235 Radiologic Technology Seminar

This seminar class acts as a capstone course for the program to bring together major aspects of previous didactic disciplines in preparation for the American Registry of Radiologic Technologist certification exam.

Students will participate in classroom work one day a week which consists of review lectures, testing and mock registry exams. Specialized tutoring will be available to students who need additional assistance.

- **Clinical IV RADR 2360**

This clinical rotation consists of rotation through specialized modalities of the imaging departments. Students will be assigned to Computed Tomography, Magnetic Resonance Imaging, Sonography, Interventional Radiography, Mammography, Nuclear Medicine, Radiation Therapy, PACS administration, Surgery and other modalities of interest. Rotations may also be available for experience with Radiologist reading, education and management tracks at the student's request.

Students will be assigned a specialty modality with weekly rotations in an effort to place them in each specialty area.

At the end of the summer semester the second-year student will then be moved back into the routine radiography rotation for the remaining 2 weeks of the program. This allows the first-year students to rotate briefly through specialty modalities during that time.

- Students should be given the opportunity to perform various radiologic procedures, use communication and critical thinking skills and provide patient care and education.
- 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 exams.

Second year students are evaluated on a weekly basis using a Likert scale for participation, interest shown during their rotation through the specialty modality, and a brief reflection paper written regarding the advantages of the particular modality they were assigned to for that week. They are evaluated on a level that is appropriate for specialty rotation.

Attendance for Clinical Courses

Completion of clinical hours account 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. Frequent absences cause the student to miss vital learning opportunities and will have an adverse effect on their final grade.

Clinical Absences Policy

In alignment with MCC's Health Profession's division attendance policy, a student absent for more than 15% of the course may be withdrawn and therefore will not be able to continue in the program. However, clinical training is essential. In an effort to ensure all students complete the appropriate amount of clinical training and demonstrate a professional level of attendance in clinical, the following procedures are required and grading method is utilized:

When the student is going to be absent, **the following procedures must occur as soon as possible (at least one-hour prior is desired):**

- 1) contact the clinical coordinator** by office phone or office email
- 2) contact the clinical site** to inform them of your absence.

Consequences:

The following is a breakdown of how an absence will affect your **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

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

1. The death of an immediate family member. (*immediate family*: a spouse, son or daughter, parent, stepchild, parent-in-law, sibling, sibling-in-law, grandparents, grandchildren, family members residing with the employees)
Bereavement period = three clinical days maximum
2. The death of extended family member (*extended family*: ex: aunt/uncle or cousin)
Bereavement period = one day maximum allowed
3. Subpoena to be present at a court case. (court issued work notice required)
4. Activities outside of clinic that are directed by the program faculty. (i.e. award ceremony, advisory committee meeting, and inclement weather).

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, **the following procedures must occur:**

- 1) contact the clinical coordinator** by office phone or office email immediately
- 2) contact the clinical site** to inform them of your expected arrival time.
- 3) record a comment** in the notes area of E*Value.

Tardies accrue throughout the duration of the program, not per semester.

In the event that a student arrives to log into E*Value and only then realizes it is after their designated start time, **the following procedures must occur:**

- 1) **contact the clinical coordinator** by office phone or office email right away
- 2) **record a comment** in the notes area of E*Value.

Contacting the clinical site does not excuse the student for being late. It simply is professional courtesy.

Consequences:

Within 10-minute window:

1st - 3rd Tardy - No consequence with proper notification

*A courtesy email may be sent to warn student of the future tardy consequences but failure to receive a warning has no bearing on the outcome of an additional tardy. **It is the responsibility of the student to contact the CC in the event that they clock in tardy.**

4th Tardy - The student is removed from the program.

Beyond 10-minute window:

An absence will be charged for students arriving after the 10-minute window (refer to “Clinical Absence Policy” above) **unless** the student contacts the clinical coordinator **before** exceeding 10-minute tardy window with the intent to take an occurrence (refer to the “Clinical Occurrence Policy” below).

Clinical Occurrence Policy

An “occurrence” is an option for the student to take a two consecutive hour window of scheduled clinical time to accommodate any planned or unplanned circumstances outside of your control.

When the student is going to be tardy, **the following procedures must occur:**

- 1) **contact the clinical coordinator** by office phone or office email PRIOR to taking the occurrence
- 2) **contact or inform clinical site** of your time to be missed.
- 3) **record a comment** in the notes area of E*Value.

Consequences:

Within allowed 2-hr window:

2 (two) points will be deducted from the **FINAL CLINICAL GRADE** for each occurrence.

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”**.

Exceeding 2-hr window:

An absence will be charged if a student exceeds the allowed 2-hr window for an occurrence (refer to “Clinical Absence Policy” above).

Failure to Notify

Failure to notify the clinical coordinator and clinical site as outlined in the attendance policies above will result in an **unexcused absence and 10 points** will be deducted from the **FINAL CLINICAL GRADE** each time and in addition to the point deduction for the absence accrued at the same time.

Contact Information for Clinical Coordinator:

Michelle Morphis, MBA, RT (R)
254-299-8584 Office
mmorphis@mclennan.edu

Note: 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 clinical. 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.

Missing in Action

Students will not leave the clinical site anytime during the scheduled clinical shift without notifying the clinical preceptor, clinical supervisor or immediate supervising technologist, the clinical coordinator, and properly documenting in E*Value time-tracking. **Failure to comply will be considered falsifying documentation and will result in dismissal from the program.**

E*Value Technical Issue Procedures

If at any time a student experiences technical issues or forgets to clock in or clock out at the start of the day, end of day, before or after meal break **the following procedures must occur:**

- 1) Contact the clinical coordinator via email with details
- 2) Ask the clinical preceptor or a staff technologist to email clinical coordinator verifying your time/attendance for that day and verifying the details

Clinical Uniform Policy

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

MCC Radiologic Technology Student Scrub Uniform –

Blue with patch on left arm of top
Socks without any embellishment
Shoes – mostly white, black or navy
Watch with a second hand
Navy 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. Proper undergarments are required.
5. 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 and all other hair accessories need to be simple and neutral in color. All hair will be natural in appearance and color.
6. Facial hair will include ONLY neatly trimmed mustaches and beards that are close to the face. Sideburns will not extend below the earlobes.
7. Make-up will be applied in a manner that will give a natural look.
8. **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.
9. 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.**
10. Visible tattoos should be covered as much as possible.
11. 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.
12. **Chewing gum or eating in a clinical work area will not be allowed.** Breath mints or sprays are acceptable.
13. 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.

14. 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.
15. Patient information will be kept confidential at all times. Even innocent or unintentional relaying of confidential information may result in legal investigation.

Clinical Dress Code Violation

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.

Student Employment

The program director and faculty of the program neither endorse nor discourage student employment. Students are exempt from the Texas Medical Board 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 radiation monitor (dosimeter) and uniforms.

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 State Health Services for students enrolled in health professions program/courses.

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.** (refer to the Health Professions Division policy on "Student Clinical Immunizations" in this handbook).

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 required to carry private health coverage and must report any injury to the clinical preceptor at the time of injury. In addition, please ensure a report the injury occurrence is submitted 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 | Needles and other sharp objects should be handled in such |

Objects	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 preceptor 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 to the clinical site supervisor, clinical preceptor 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 radiation monitor (dosimeter) appropriately, as well as care for and protect the dosimeter appropriately. Dosimeters 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 preceptor 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 preceptor 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 preceptor 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 preceptor 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 preceptor 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 preceptor 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 preceptor 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 preceptor 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 preceptor 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 preceptor 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 preceptor, Imaging department supervisor or program faculty.

College Policies

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 Brightspace 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 preceptor at the clinical site.

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>

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 Preceptor, 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>

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 to be assigned in the course. Academic Integrity policy and procedures apply equally to all courses - whether on campus or online.

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](#).

Nondiscrimination Policy

McLennan Community College provides equal opportunities to all individuals and does not discriminate against any individual regardless of race, color, religion, national or ethnic origin, gender, disability, age, veteran status, genetic information, sexual orientation, gender identity, pregnancy, or other legally protected category in its educational programs, activities, or employment. The following staff member is designated to handle inquiries regarding nondiscrimination policies: Drew Canham, Vice President of Student Success, 1400 College Drive, 254-299-8645, titleix@mclennan.edu

McLennan Community College se compromete a proporcionar igualdad de oportunidades a todas las personas y no discrimina a ninguna persona independientemente de la raza, color, religión, origen nacional o étnico, género, discapacidad, edad, condición de veterano, información genética, orientación sexual, identidad de género, embarazo u otra categoría legalmente protegida en sus programas educativos, actividades o empleo. Para obtener información sobre el cumplimiento de esta política de no discriminación por parte de la institución, comuníquese con Drew Canham, vicepresidente Éxito Estudiantil, 1400 College Drive, 254-299-8645, titleix@mclennan.edu.

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. Nonsmoking 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/tag out 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.

College Services

General Services Available at MCC

General Information

Highlander Central

One-stop shop for all questions related to Becoming a Student, Financial Aid, and Records and Registration

Enrollment Services Center

Phone: 254-299-8622

Text: 254-693-4913

highlandercentral@mclennan.edu

Student Development

Academic planning and career exploration,

SSC 2nd floor (299-8614)

Student Engagement

Getting involved in campus activities,

SSC 3rd floor (299-8443)

Technology Help Desk

Technology help, changing passwords, Wi-Fi problems

Learning Technology Center, Second Floor

254-299-8077

helpdesk@mclennan.edu

Title IX

(Policies and Procedures: E-XXVIII-a)

McLennan Community College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Claudette Jackson, Acting Title IX Coordinator, 1400 College Drive, 254-299-8645, titleix@mclennan.edu. A lack of English language skills will not be a barrier to admission to and participation in career and technical education programs.

Academics

Success Coaches

Providing support, resources, and strategies to develop strengths and reach academic and personal goals.

Completion Center, Student Services Center, Room 249

254-299-8226

success@mclennan.edu

Support & Empowerment Program

Emotional support and financial assistance for students in special populations; must meet eligibility requirements

Completion Center, Student Services Center, Room 249

254-299-8600

success@mclennan.edu

Library

Ready to serve students with all your library needs. Visit our library to enjoy the rich resources available to you as a member of McLennan Community College.

Main library number: 254.299.8325

Advising & Career Services

Academic planning and career exploration

Student Services Center, Second Floor

254-299-8614

advise@mclennan.edu
careers@mclennan.edu

[Disability Services](#)

Provide special accommodations for students with disabilities
SSC 211 (299-8122)

[TRIO Student Support Services](#)

Free services for first-generation, low-income, or students with disabilities
Student Services Center, Room 304
254-299-8431
trioss@mclennan.edu

Visit the [Campus Resources Education Web \(Crew\)](#) to find more services related to Food, Shelter & Transportation, Financial Resources, Health & Wellness, and Advice.

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.

Health Professions Division Policies

Health Professions 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 Health Professions division to be in compliance with clinical affiliation agreements.

In compliance with HB 1508, students are advised that a criminal background could prevent licensure by the State of Texas. Students are further advised to consult with the program director or faculty member for guidance. Students also have the right to request a criminal history evaluation letter from the applicable licensing agency.

Policy:

Successful completion of a criminal background check is required for admission and continuation in all Health Professions Programs. Students will be given specific directions from the program about how to obtain the background check.

Background checks may 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 a Health Professions 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 an attestation will be provided to the clinical agency. Individual programs may require more frequent background checks to meet clinical requirements.

Nursing Programs:

All students admitted, re-admitted, or transferred into the Associate Degree (ADN) or Vocational Nursing (VN) program, must have a cleared criminal background check from the Texas Board of Nursing by 5:00 pm on the Friday preceding the first day of class. Students are required to pay for the costs. Prior to admission, students will be instructed of the procedure to follow for obtaining a criminal background check. The fingerprint process will initiate a criminal background check with results being sent to the Texas Board of Nursing and will be kept on file at the Texas Board of Nursing for future licensure. The blue clearance background card or the letter stating the person is cleared that is received from the Texas Board of Nursing must be submitted to the ADN or VN admissions office by 5:00pm on the Friday preceding the first day of class. The information received from the criminal background check will determine eligibility for full acceptance status into the nursing program. All students must have clearance of a criminal background check from the Texas Board of Nursing before full admission status is granted. Students must be aware that results of the criminal background check history may bar them from full acceptance status into the nursing program (see examples on www.bon.state.tx.us and www.bon.state.tx.us/disciplinaryaction/discp-guide.html). Students must report any and all arrests or convictions while enrolled in the program. If a student exits the program for any one long semester before reentering, the criminal background check process and drug screening must be repeated. Students will not be allowed to reenter if they do not have a cleared criminal background check and negative drug screen within the designated timeframe.

Any student admitted on the contingency of a cleared background check and who is not cleared by the Texas Board of Nursing by 5:00pm on the Friday preceding the first day of class will have guaranteed admission only to the next admission class if the following criteria are met:

- 1) another application (no fee required) to the nursing program along with a letter of intent is submitted by the admission deadline date to join the next nursing class
- 2) clearance is obtained by the first day of the next nursing class in which student is applying for
- 3) all other admission criteria are met, including a negative drug screen within 30 days of the first day of the class.

Disqualifying Histories

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
- Hate crimes
- 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
- Fraud
- Identity theft
- 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
- Moral turpitude

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.
- Drug related issues
- Theft
- 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 (document tampering)
- False identification as a peace officer
- Disorderly conduct

Any terms of probation must be complete prior to admission to a health professions program. The following histories will disqualify an individual from consideration for admission if the conviction occurred within the last 12 months:

- Driving while intoxicated (DWI or DUI)
- Theft by check
- Public intoxication
- Minor in possession

*Any terms of probation must be complete prior to admission to a health professions program. **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 participate in the clinical rotation, depending on the affiliation agreement.

Disclaimers

- **Successful completion of a criminal background check for a Health Professions Program does not ensure eligibility for licensure or future employment.**
- **Individual Health Professions programs may require more frequent or multiple background checks in order to meet clinical requirements.**
- **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

All costs for criminal background checks are the responsibility of the student entering or enrolled in a Health Professions program 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.

Screening Requirements

Successful completion of a criminal background check is required for admission and continuation in all Health Professions programs at McLennan Community College. Admission to a Health Professions 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 Dean of Health Professions 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 a Health Professions 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 Health Professions Division.

The Health Professions division will provide an attestation of the background check and drug screen to clinical affiliates prior to each rotation. Clinical facilities may submit a written request for additional information regarding background checks and drug screens for students and faculty participating in clinical rotations.

Disclosure

Students are required to disclose any prior criminal record by accurately answering the following question on the application for admission to the Health Professions 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.
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Records of Criminal Background Checks

Criminal background checks and drug screens are reviewed securely through the provider's website. Any printed records of criminal background checks will be kept in a secured file in the office of the program director of that student's Health Professions program. It will be accessible only to the program director, the program clinical coordinator, the Dean of Health Professions, 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.

(See Appendix F: Health Professions Background Check Policy Acknowledgement)

Health Professions Division Clinical Drug Screening Policy

Purpose: 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.

Policy:

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 Professions 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.

Individual programs may require more frequent screening to meet clinical affiliation requirements. The Substance Abuse Panel 12 (SAP 12) tests for:

- Amphetamines
- Barbiturate
- Benzodiazepines
- Cannabinoids
- Cocaine
- MDMA [Urine Testing]
- Methadone
- Methaqualone
- Opiates
- Oxycodone
- Phencyclidine
- Propoxyphene

Costs for Drug Screening

Cost of the drug screen will be the responsibility for any students entering a Health Professions Program 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 testing 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 Health Professions 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 12 (SAP 12). 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 (removed from program) in any MCC Health Professions 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 Professions 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.

CBD Statement

Using CBD products with 0.3 percent or higher levels of THC may cause a positive result for marijuana metabolites on the clinical drug screen. Students who test positive for marijuana metabolites are not eligible for clinical placement and may not progress in the program.

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 Dean of Health Professions, 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.

Impaired Student Policy & Procedures

Effective date: 11/2019

Responsibility: Program Directors, Clinical Coordinators

Review date: 3/29/2023

Purpose: 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. Students attending clinical while under the influence of any substance affecting their ability to respond in a reasonable and acceptable manner is considered inappropriate behavior, unsafe practice and is grounds removal from the clinical environment.

Faculty who suspect any student of attending clinical while under the influence of any substance affecting the student's ability should abide by the following procedure:

1. If the clinical environment is on McLennan Community College campus:
 - a. Faculty or designated professional is required to stay with student throughout the following process.

b. If student needs medical evaluation, student will be referred to the Emergency Department of a local hospital and a responsible party will be notified of their visit to the emergency room and asked to pick them up following exam. Have another healthcare professional witness student behavior.

c. Student should not be allowed to void prior to urine specimen collection.

d. Student may not return to the clinical experience for the remainder of the scheduled clinical day.

e. Notify Campus Police at 8911 or (254) 299-8911 of the current situation.

f. Notify A&D Testing at (254)399-8378 to provide an on-site screening.

i. A&D Testing will perform a Rapid Screen and Alcohol Breath Analyzer

ii. If the Rapid Screen is positive, A&D Testing will then confirm the results with a lab 12 panel drug screen.

iii. A&D Testing will send MCC Health Professions Division an invoice for the services performed.

g. For positive results

i. Student will be advised to contact Clinical Coordinator and Program Director, by next business day, to schedule an appointment for review of occurrence.

ii. Student will call responsible party to pick them up immediately from the clinical environment. Note: Student will be advised that they may not drive themselves.

iii. Clinical hours missed will count as an absence.

iv. Students will not be allowed to participate in clinical affiliations for 12 months following a verified positive drug screen. Student must follow readmission procedures of program. Students are not guaranteed re-entry into program.

h. For negative results

i. Student will call responsible party to pick them up immediately from the clinical environment.

Note: Student will be advised that they may not drive themselves.

ii. Clinical hours missed will count as an absence.

iii. Student will be counseled by clinical coordinator and program director regarding impaired behavior and subsequent occurrences.

i. Notify Clinical Coordinator of occurrence.

2. If the clinical environment is not on McLennan Community College campus

a. Faculty or designated professional is required to stay with student throughout the following process.

b. If student needs medical evaluation, student will be referred to the Emergency Department. A responsible party will be notified of their visit to the emergency room and asked to pick them up following exam. Have another healthcare professional witness student behavior.

c. Student should not be allowed to void prior to specimen collection.

d. Notify the facility's security department regarding the student.

e. Notify A&D Testing at (254)399-8378 to provide an on-site screening.

i. A&D Testing will perform a Rapid Screen and Alcohol Breath Analyzer

ii. If the Rapid Screen is positive, A&D Testing will then confirm the results with a lab 12 panel drug screen.

iii. A&D Testing will send MCC Health Professions Division an invoice for the services performed.

f. For positive results

i. Student will be advised to contact Clinical Coordinator and Program Director, by next business day, to schedule an appointment for review of occurrence.

- ii. Student will call responsible party to pick them up immediately from the clinical environment. Note: Student will be advised that they may not drive themselves.
 - iii. Clinical hours missed will count as an absence.
 - iv. Students will not be allowed to participate in clinical affiliations for 12 months following a verified positive drug screen. Student must follow readmission procedures of program. Students are not guaranteed re-entry into program.
- g. For negative results
- i. Student will call responsible party to pick them up immediately from the clinical environment. Note: Student will be advised that they may not drive themselves.
 - ii. Clinical hours missed will count as an absence.
 - iii. Student will be counseled by clinical coordinator and program director regarding impaired behavior and subsequent occurrences.
- h. Notify Clinical Coordinator of occurrence.

Professional Behaviors Policy

Subject: Professional Behaviors

Effective date: March 22, 2023

Responsibility: Faculty, Program Directors, Clinical Coordinators

Review date:

Purpose: To define standards & expectations of professional behavior necessary for success in Health Professions programs, disciplines, and the workforce, as well as provide a mechanism for reporting and addressing deficits in professional behavior.

Policy: Students enrolled in Health Professions (HP) programs at McLennan Community College are expected to maintain a professional decorum in the classroom, clinical, lab, and simulation setting that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the educational opportunity.

Students in McLennan Health Professions programs have willingly applied for and entered into a professional degree program that prepares them for entry into the workforce, as well as readiness for licensure or certification. Implicit in professional degree programs is the need to develop professional behaviors as well as entry level competencies.

Professional behaviors include, but are not limited to, commitment to learning, interpersonal skills, communication skills, effective use of time and resources, use of constructive feedback, problem solving, professionalism, responsibility, critical thinking, and stress management.

Each HP program will evaluate students on a continual basis throughout the program in classroom, lab activities, clinical activities, and interaction between fellow students, faculty, and instructors. If a student is found to be lacking in any area of professional behaviors, program faculty will utilize discipline specific tools and forms to review and assess deficiencies, as well as develop a plan of action with constructive feedback with the intent to improve professionalism and performance in all settings. Professional performance improvement is considered a collaboration between the student and the faculty. Students are expected to actively participate in the improvement process when deficits are identified.

Deficits in professional behaviors include, but are not limited to:

- Lack of integrity and honesty in the classroom, clinical, lab, and simulation setting (e.g., cheating, falsifying documentation, deliberate plagiarism, practicing outside of defined scope).
- Failure to demonstrate professional demeanor or concern for self, peer, faculty, or patient safety (e.g., use of offensive language & gestures, self-harm, deliberate inappropriate use

of equipment, being under the influence of alcohol or drugs in the classroom, clinical, lab, or simulation setting) • Unmet professional responsibility (e.g., poor attendance, tardiness, disruptive, distracting or insensitive behavior in the classroom, lab, clinical, or simulation setting; unpreparedness or refusal to participate in skills demonstrations or tasks in the classroom, clinical, lab, or simulation center, whether in individual or in group settings; failing to show for scheduled meetings without notification (no call/no show)).

- Exhibiting disruptive behavior, incivility (e. g., inappropriate gestures, cursing, verbal or non-verbal intimidation, belittling or demeaning language, making statements attacking peers, faculty, or staff, the use of social media, chat rooms, or other venues to gossip, belittle, provoke fear, or stir emotions of or about peers, faculty, staff, or college leadership, etc.)
- Lack of effort toward self-improvement & adaptability (e.g., resistance or defensive attitude toward constructive feedback, failing to complete assigned improvement plans [outside of coursework], or follow up as instructed with meetings, assignments, check-ins, emails, phone calls, or forms [regardless of course assignments])
- Lack of respect for cultural diversity (e.g., disrespecting others regarding age, culture, race, religion, ethnic origin, gender, sexual orientation)

Any student who persists with the same deficiencies without positive actions to stop or measurably improve, or multiple repeated deficits in professional behavior over 3 different episodes may be dismissed from the program based upon lack of progress in professional behavior. Failure to actively participate in any performance improvement plan (academic/classroom, clinical, skills, simulation) will indicate a lack of interest in professional behavior improvement, and will result in the escalation of the consequences of this policy to program dismissal. This policy is in effect throughout enrollment in any HP program, across all courses, program related activities and clinical work as professional behavior extends across all aspects of the program.

Procedure:

Complaints regarding a breach of professional behavior may be initiated by Health Professions students, faculty, or staff. External partners who wish to file a complaint should use the “Outside of Due Process” procedure.

HP Programs should follow discipline specific policy to address deficits in professional behaviors. Written documentation and a plan of action should be in place for a breach of professional behavior. Initial complaints should go immediately to the program director with written documentation. All subsequent complaints are to be sent to the program director and copied to any other members of the college discipline and leadership teams as instructed.

SPECIAL CIRCUMSTANCES:

As depicted in the Health Professions Professional Behaviors Policy and the General Conduct policy for MCC, certain behaviors are completely unacceptable and will escalate the violation process to third-level consequences which require failure of the course in which the violation occurred. These violations include but are not limited to bullying/cyberbullying, terroristic threats, physical harm to another student, faculty, or self.

Student Clinical Immunization Requirements

Subject: Student Clinical Immunization Requirements

Effective date: 8.7.2019

Responsibility: Program Directors, Clinical Coordinators

Review date: 11.16.23

Purpose: Texas Administrative Code Rule §97.64 requires that students enrolled in non- veterinary health-related programs with direct patient care and/or potential exposure to blood or body fluids complete the following immunizations:

1. Tetanus-Diphtheria-Acellular Pertussis Immunization. All students must have proof of a tetanus/diphtheria/acellular pertussis (Tdap) immunization within the last 10 years. One dose of a tetanus containing vaccine (Td) is an acceptable substitute if Tdap is medically contraindicated.
2. Measles, Mumps, Rubella Vaccines.
 - a. Students born on or after January 1, 1957, must show, prior to patient contact, acceptable evidence of two doses of a measles-containing vaccine administered since January 1, 1968 (preferably MMR vaccine).
 - b. Students born on or after January 1, 1957, must show, prior to patient contact acceptable evidence of vaccination of two doses of a mumps vaccine.
 - c. Students must show, prior to patient contact, acceptable evidence of one dose of rubella vaccine.
3. Hepatitis B Vaccine. Students are required to receive a complete series of hepatitis B vaccine prior to the start of direct patient care. An accelerated schedule, as recommended by the CDC, may be followed, with the first dose administered, followed by second dose in 4 weeks; and followed by 3rd dose at least 4 months from initial dose and 8 weeks from 2nd dose.
4. Varicella Vaccine. Students are required to have two doses of varicella vaccine.

Additionally, students enrolled in health professions programs at McLennan Community College will be required to complete annual tuberculosis screening and seasonal influenza vaccination as required for clinical rotations.

Students enrolled in veterinary programs are required to complete the following immunizations:

1. Rabies Vaccine. Students whose coursework involves direct contact with animals or animal remains shall receive a complete primary series of rabies vaccine prior to contact. Serum antibody levels should be checked and booster doses administered according to current CDC guidelines. Students may request an exemption from the rabies vaccine requirement, but will be required to follow safe handling practices outlined in the program rabies mitigation plan.
2. Hepatitis B Vaccine. Students are required to receive a complete series of hepatitis B vaccine prior to the start of coursework that involves potential exposure to human or animal blood or bodily fluids.
3. Tetanus-Diphtheria-Acellular Pertussis Immunization. All students must have proof of a tetanus/diphtheria/acellular pertussis (Tdap) immunization within the last 10 years. One dose of a tetanus containing vaccine (Td) is an acceptable substitute if Tdap is medically contraindicated.

COVID-19 Vaccines:

McLennan Community College does not require students in Health Professions programs to receive COVID-19 vaccinations. However, some clinical affiliates may require students and clinical faculty to be vaccinated against COVID-19 or provide a college approved exemption. If an assigned clinical site requires COVID-19 vaccinations, Health Professions programs will accept any documented series of COVID-19 vaccine authorized, approved, or otherwise in compliance with CDC and FDA guidelines.

Lack of Documentation:

Students who claim to have had a complete series of vaccinations, as described above, but have not properly documented them, cannot participate in course work activities that involve direct patient contact with potential exposure to blood or bodily fluids in an educational or medical facility, or direct contact with animals or animal remains until such time as proper documentation has been submitted and accepted by the program.

Provisional Enrollment

Texas Administrative Code §97.64 permits students to be provisionally enrolled if the student has received at least one dose of each specific vaccine prior to enrollment and completes each series as quickly as medically feasible according to CDC Adult Immunization schedule.

Provisionally enrolled students may not participate in direct patient care or animal care until full vaccination series have been administered.

Limited Exceptions:

Serological Confirmation of Immunity

Students may provide serologic confirmation of immunity (titer) to measles, rubella, mumps, hepatitis A, hepatitis B, or varicella. (TAC §97.65) A valid laboratory report must indicate confirmation of either immunity or infection and must be provided prior to participation in coursework.

There is no exemption process for immunizations required by Title 25, Texas Administrative Code 97.64.

Policy:

Students must provide proper documentation of all vaccinations prior to coursework involving patient or animal contact according to Texas Administrative Code and Division Policy. Students may not participate in coursework until proper documentation has been submitted and accepted.

Procedures:

TB Testing: McLennan Health Professions students and faculty must complete TB blood testing (interferon-gamma release assay or IGRA). There are currently two FDA approved blood tests the QuantiFERON TB Gold Plus (QFT Plus) and the T-Spot TB test (T-spot).

Students who are continuously enrolled and faculty who are continuously employed will only require one blood test and then completion of an annual TB symptom screening form.

A health care provider will draw blood and send it to a laboratory for analysis and results. Students are responsible for uploading results into Complio.

Positive TB blood test: This means that the person has been infected with TB bacteria. Additional tests are needed to determine if the person has latent TB infection or TB disease.

Negative TB blood test: This means that the person's blood did not react to the test and that latent TB infection or TB disease is not likely.

Immunization Exemption for Influenza & COVID 19 Vaccines

Effective date: 9/1/2022

Responsibility: Dean, Program Directors, Clinical Coordinators

Review date: November 16, 2023

Purpose: Texas Administrative Code Title 25, Part 1, Chapter 1, Subchapter A, Rule 1.702 requires that each health care facility shall develop, implement, and enforce policies and procedures to protect patients from vaccine preventable diseases. As such, our clinical affiliates may require annual influenza vaccines and COVID-19 vaccines for students and program faculty. TAC policy allows for procedures for individuals to be exempt from required vaccines based on reasons of conscience or medical conditions.

Policy: Exemptions for the annual influenza vaccine and the COVID-19 vaccine will be considered on an individual basis upon completion and submission of the request form and supporting documentation. Exemptions are not guaranteed and may not be accepted by the clinical affiliate. Influenza exemptions are granted for one year only.

Procedure:

- Students enrolled in McLennan Health Professions programs who wish to request an exemption from the annual influenza vaccine or the COVID-19 vaccine must complete the *Statement of Exemption from Immunization* form.
- A separate form must be filled out for each vaccination.
- Medical exemptions require documentation from a health care provider, as well as a signature and seal or stamp from the practice.
- Exemptions for reason of conscience (religious exemptions) should include adequate details and documentation to provide understanding of beliefs on the vaccine in question.
- **Original** completed forms should be submitted to the program director. Scanned documents, jpgs, screenshots, etc. are not acceptable.
- Exemption requests will be reviewed by the Program Director and Dean of Health Professions.
- Exemption response will be returned to the student via McLennan student e-mail.

APPENDICES

Appendix A: ARRT Standards of Ethics

1. The Registered Technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The Registered Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The Registered Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The Registered Technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The Registered Technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The Registered Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The Registered Technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The Registered Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The Registered Technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The Registered Technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
11. The Registered Technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

Last Revised and published by the American Registry of Radiologic Technologists, September 1, 2022

Appendix B: Declaration of Pregnancy

DECLARATION OF PREGNANCY

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

Date

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: Withdrawal of Pregnancy Declaration

WITHDRAWAL OF PREGNANCY DECLARATION

I am withdrawing my previous declaration of pregnancy. I understand that as a result of signing and submitting this form, my monthly fetal monitoring dosimeter badge will be discontinued.

Date of Withdrawal of Pregnancy Declaration: _____

Signature of Student

Date

Acknowledgement of receipt of Pregnancy Withdrawal Document:

Signature of Program Director

Date

Appendix D: 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

Appendix F: Health Professions Criminal Background Check Acknowledgment

Health Professions Division Criminal Background Check

I have read and understand the Health Professions Division Criminal Background Check policy. I understand that I must abide by this policy throughout my enrollment in any Health Professions Program at McLennan Community College.

Student Signature

Date

Student's Printed Name

Student ID Number

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 and have medical health insurance.

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