

Radiologic Technology



STUDENT HANDBOOK

Policy/Procedure Manual

2026-2027

Table of Contents

Section 1 Radiology Program

Program Faculty	4
Handbook Overview & Non-discrimination Statement	5
Program Philosophy	6
Program Mission & Goal	7
Accreditation (JRCERT)	8
Program Description	9
National & State License	10-11
Professional Societies	12
Minimum Admission Requirements & Progression	13-14
Core Performance Standards	15-16
Code of Ethics	17-18
Program Checklist	19
Program Estimated Cost	20
Program Classroom Policy	21-22
Program Grading Scale	23
Dismissal Policy	24
Campus Dress Code & Tobacco Use Policy	25
Student Activities/Honors	26
Student Grievance & Petitions Procedures	27
Program Re-admission & Transfer Policy	28-29
Substance Use Policy & Acknowledge Form	30-34
Medical Cannabis Policy & Acknowledge Form	35-37
Background Check Policy	38-40
Social Networking Policy & Acknowledge Form	41-43
Health	44
Disability Information	44
Communicable Disease Policy & Acknowledge Form	45
Hepatitis Decline Form	46
Latex Allergy Policy & Acknowledge and Waiver Form	47-49
Blood borne Pathogen Policy & Waiver Form	50-51
Pregnancy Policy & Declaration Form	52-53
Release of Information Form	54
Pre-registry Exam and Radiation Badge Policy	55
Program Job Policy Form	56
Weather	56
Campus & Clinical Energized Equipment Safety	57
Radiation Safety & Badge Use	58-59
Consensual Relationship Policy	60

Section 2 Clinical Information & Policies

Confidentiality Guidelines.	62-63
Clinical Expectations, Sites & Rotations	64-65
Trauma Rotations Policy & Modality Rotations	66-67
General Clinical Information	68-69
Clinical Absence and Tardies Policy	70-72
Clinical Interactions Policy	73
Clinical Education	74-75
Gender Sensitive Exams Policy	76
Sexual Harassment & Harassment Policy	77
Clinical Dress Code, Jewelry, Tattoos & Piercing.....	79-80
Clinical Accessories	81
Clinical Documentation	82
Clinical Direct and Indirect Supervision Policy.....	83
Clinical Competency Policy & Criteria.....	84-86
MRI Safety Screening Policy & Screening Form.....	87-89
Handbook Agreement and Honor Pledge Form.....	90
Clinical Demerit Form & List	92-94
Clinical Competency List.....	95-98
Program Course Description	100-102
JRCERT Standards.....	103-110

Mississippi Delta Community College

Radiologic Technology Program

Health Science Division	Office number	Office Telephone Numbers	Email
<u>Dean of Health Sciences</u> Dr. Patricia Kelly Ed.D.	Horton	662-246-6417	pkelly@msdelta.edu
<u>RT Faculty & Staff</u>			
<u>Program Director</u> Christie Kisner MHA/Ed, RT(R) (M) ARRT	Greer-Stafford Allied Health Building RM 110	662-246-6510	ckisner@msdelta.edu
<u>Clinical Coordinator</u> Leslie Sweet M.ED RT (R) ARRT	Greer-Stafford Allied Health Building RM 109	662-246-6504	lsweet@msdelta.edu
<u>Didactic Instructor</u> Carlie Johnson MBA/HA RT (R)ARRT	Greer-Stafford Allied Health Building RM 108	662-246-6254	cjohnson@msdelta.edu
<u>Health Science Office Coordinator</u> Phylicia McGee	Greer-Stafford Allied Health Building RM153	662-246-6503	pmcgee@msdelta.edu

Radiology Handbook Overview Statement

The administration, faculty, and staff welcome you to the MDCC Radiologic Technology Program. The Radiology Handbook provides students with information, policies, and guidelines to be successful in the Radiology program. Students must read and follow the policies set forth. The Radiology program reserves the right to make, alter or change any statement or policy without prior notice. Students will receive revisions as they occur. **The policies outlined in this handbook apply to the listed academic year.**

Students will also find specific information and requirements in the respective Radiology course syllabus.

The MDCC Catalog, Website (<mailto:https://msdelta.edu/college-catalog/docs/full-catalog-2026-2027-final.pdf>) and MDCC Student Handbook contain additional information on all services available at Mississippi Delta Community College and should be used by students to obtain full knowledge of all MDCC policies and procedures. The college reserves the right to alter or change any statement or policy without prior notice. The students will receive revisions as they occur.

All radiologic technology students must read the entire student Handbook, sign the acknowledgement form and turn into the instructor.

Notice of Non-discrimination Statement

In compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Pregnancy Discrimination Act of 1978 and other applicable Federal and State Acts, Mississippi Delta Community College offers equal education and employment opportunities and does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following have been designated to handle inquiries regarding these policies: EEOC Compliance/Non-Discrimination: Waunita Roberts Jones, Executive Director of Human Resources; 662.246.6390 or EEOC@msdelta.edu. Title IX: DeAndre House, Vice President of Student Services, 662.246.6444 or titleIX@msdelta.edu. Disability Support Services: Jalisha Kee, Coordinator of Counseling and Disability Support Services, 662.246.6442 or ADAcompliance@msdelta.edu. The mailing address for the above named representatives is P.O. Box 668, Moorhead, MS 38761

RADIOLOGIC TECHNOLOGY PROGRAM PHILOSOPHY

We believe that as educators our role is to aid everyone's growth in self-worth and recognition of the student's maximum potential. To accomplish this task, we must not only promote professional competency but also be aware of the student's personal and social needs.

Learning should be an intrinsic process evidenced by a lasting change in behavior. It is dependent upon individual abilities, needs, and motivation, and based upon realistic goal setting developed through positive self-regard and self-knowledge.

This learning is facilitated when the individual participates in the learning process and in the practice of applying principles and techniques in varying situations. Radiologic Technology should be dedicated to the promotion of health and the prevention and cure of disease while serving their fellow man by being a part of the medical team dedicated to alleviating suffering, developing new technology and participating as teachers.

Finally, we believe that Radiologic Technology should not simply be a means of material gain, but a labor of love and respect for the progress of medicine in the preservation of human life with regard for human dignity and compassion for the suffering of others.

MISSISSIPPI DELTA COMMUNITY COLLEGE

RADIOLOGIC TECHNOLOGY

MISSION STATEMENT

The Mission of the Radiologic Technology Program is to provide students the opportunity to obtain the academic foundation, technical skills, and professional background in Radiological sciences to perform as a qualified radiographer upon graduation.

STUDENT GOALS AND LEARNING OUTCOMES

Goal #1: Students will be clinically competent.

Goal # 2: Students will communicate effectively.

Goal #3: Students will demonstrate critical thinking

Goal #4: The students will model professionalism.

Goal #5: Graduates will successfully write the American Registry of Radiologic Technology (ARRT).

Goal # 6: The program will be effective in the education process.

ACCREDITATION

Mississippi Delta Community College is accredited by Southern Association of Colleges and Schools Commission on Colleges (SACSCOC's) to award the Associate in Art and the Associate of Applied Sciences Degrees. Questions about MDCC may be directed in writing to SACSCOC's at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on the SACSCOC's website.

The Radiology program at MDCC is programmatically accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), the national accrediting agency for radiography programs. The accreditation process has been developed to ensure that radiologic programs follow educational standards that ensure academic excellence. The JRCERT accredits the Radiologic Technology program in accordance with the Standards for an Accredited Educational Program in Radiologic Sciences.

To be accredited a program must demonstrate compliance with educational standards developed by professionals in the field. These standards are also recognized and approved by organizations which sponsor the accreditation process. This accreditation agency bases its surveys on a voluntary peer-review system. Although program accreditation is not mandated, some programs choose to circumvent the process by having this type of accreditation. MDCC is regionally accredited through the Commission on Colleges of the Southern Association of Colleges and Schools. Effectiveness data for the program is available on the JRCERT (www.jrcert.org) and MDCC (www.msdelta.edu) websites.

The STANDARDS require:

The MDCC Radiology program is accredited by the Joint Review Committee on Education in Radiologic technology (JRCERT) having demonstrated compliance and adherence to the Standards of an Approved Radiography Program. A copy of the Standards is included in each student's handbook, which is reviewed with each student at the onset of the program. The JRC self-study may be requested and reviewed at any time by a student, applicant, parent or any other interested party. Any allegations relating to noncompliance with JRCERT standards should be directed to the program director in writing. If the student is not satisfied with the resolution the student may contact the Joint Review Committee on Education in Radiologic Technology (JRCERT) to file an allegation. Visit JRCERT webpage: <https://www.jrcert.org/accreditation-for-students/allegations/>

JRCERT STANDARDS: A copy of the "2021 Standards for an Accredited Educational Program in Radiologic Sciences" are available on page 101 of the student handbook or viewed online at <https://www.jrcert.org/wp-content/uploads/2025/03/2021-Radiography-Standards.pdf>

Contact information for the JRCERT:

20 N. Wacker Dr. Suite 2850

Chicago, IL 60606-3182

Website:

<https://www.jrcert.org/>

Email: mail@jrcert.org

Phone: 312-704-5300

Fax: 312-704-5304

MISSISSIPPI DELTA COMMUNITY COLLEGE

RADIOLOGIC TECHNOLOGY

Program Description

The Radiologic Technology Program provides a general education and clinical training program that prepares students for a career in radiography. The technical program combines theory through traditional classroom instruction and laboratory experiences on campus, and clinical experiences in affiliating hospitals to provide opportunities for students to develop skills needed to enter the Radiology profession.

The Radiologic Technology Program commences in August of each year and runs for 22 consecutive months (5 semesters) with a projected graduation date in May. Students receive traditional classroom instruction and laboratory experience on campus during the program. Clinical experience with actual patient contact is provided by rotation through the affiliated hospitals during this period. Industry standards are based on the ARRT Content Specifications for the Examination in Radiography. More information can be found on the ARRT website.

Affiliated hospitals are Bolivar Medical Center in Cleveland, Delta Health-The Medical Center in Greenville, Greenwood Leflore Hospital in Greenwood, Northwest Mississippi Regional Medical Center in Clarksdale, North Sunflower Medical Center in Ruleville, South Sunflower County Hospital in Indianola, University of MS Medical Center Grenada in Grenada, University of MS Medical Imaging Center in Grenada, Chicot Memorial Medical Center in Lake Village, AR and Tyler Holmes Memorial Hospital, Winona . Clinical assignments are at the discretion of the college. Additional clinical agencies must be utilized as needed. Clinical placements are determined at the discretion of the college.

Students will be required to rotate in the evenings for some clinical rotations.

The MDCC Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology. Graduates of the program are awarded an Associate of Applied Science degree and are eligible to write the American Registry of Radiologic Technology (ARRT) examination.

Legal Limitations for Employment as a RT:

According to Mississippi State Law Code 43-11-13, an individual may not be eligible for employment in a healthcare agency if the person has ever been convicted of a felony, or plead guilty to, or plead nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (h), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, of felonious abuse and/or battery of a vulnerable adult.

National and State Licensure

American Registry of Radiologic Technologist (ARRT)

Upon satisfactory completion of this program the student may apply to become certified in Radiology by the American Registry of Radiologic Technologists (ARRT). Applicants shall agree to perform duties only under supervision of a duly qualified physician and under no circumstances to give out oral or written diagnosis or work independently.

The examination is a 200-question exam. The student will receive the examination information by February of the year the student will graduate. It is the responsibility of the student to schedule the student test date and location.

Those who pass the exam (75% is the pass/fail) and meet all other requirements shall be issued a certificate which confers upon the applicant the right to use the title, "Registered Technologist" and its abbreviation R.T. (R) as long as the certificate remains in good standing.

The certificate is valid for the calendar year issued. It may be renewed by application and payment of a yearly renewal fee fixed by the Board of Trustees of the ARRT.

The candidate for certification by the American Registry of Radiologic Technologists (ARRT) must be of good moral character. The conviction of a felony or misdemeanor (with the sole exceptions of speeding and parking violations or juvenile offenses that were adjusted in Juvenile court) may indicate a lack of good moral character for Registry purposes.

Anything less than complete and total disclosure of any and all convictions will be considered as having provided false or misleading information to the ARRT. This is grounds for permanent denial of eligibility for certification.

The ARRT strongly encourages students with misdemeanor or felony convictions to submit a pre-application review of eligibility. This review can be started at any time but should be completed six months prior to graduation. All violations must be cleared before an applicant is determined eligible and assigned to a testing window. Pre-application review forms and instructions are available by contacting the Ethics Department at the ARRT office.

The "Pre-application Review of Eligibility" form can also be downloaded from the ARRT's web site at <https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-review-preapplication>

Radiology Professional Organization

The ARRT may be contacted using the following:

The American Registry of Radiologic Technologists 1255
Northland Drive
St. Paul, MN 55120-1155
Telephone: (651) 687-0048
Website:
<https://www.arrt.org/>

Mississippi State Department of Health (MSDH)

In addition, radiographers in the State of Mississippi are required to have a state license issued by the MS State Board of Health.

The Mississippi State Department of Health may be contacted by the following

Mississippi State Department of Health
570 East Woodrow Wilson Drive
Jackson, MS 39216
Telephone: (601) 576-7400
Website: <https://msdh.ms.gov/>

***Additional information about individual state licensures can be found at ASRT website:

<https://www.asrt.org/main/standards-and-regulations/legislation-regulations-and-advocacy/states-that-regulate>

American Society of Radiologic Technologists (ASRT)

The mission of the American Society of Radiologic Technologists is to advance and elevate the medical imaging and radiation therapy profession and to enhance the quality and safety of patient care. ASRT is the largest professional association for medical imaging technologists and radiation therapists. For more information visit website: <https://www.asrt.org/>

Mississippi Society of Radiologic Technologists (MSRT)

The Mississippi Society of Radiologic Technologists (MSRT) is a member society for imaging professionals. We are an affiliate of the American Society of Radiologic Technologists (www.asrt.org) acting as advocates for our members and the patients we serve. The purpose of the MSRT is:

- To advance the professions of radiologic technology disciplines and specialties
- To maintain high standards of education
- To enhance the quality of patient care
- To further the welfare and socioeconomics of radiologic technologists

Website: <https://msrt.wildapricot.org/>

RADIOLOGIC TECHNOLOGY PROGRAM

MINIMUM ADMISSION REQUIREMENTS

Applicants must:

- Meet general admission requirements
- Be a high school graduate or have a satisfactory High School Equivalency score (GED or HiSET)
- Meet one of the following ACT criteria:
 - A minimum ACT composite score of 18 (or 15 if taken before October 28, 1989) and maintain at least a 2.0 GPA across all college coursework; OR
 - A minimum ACT composite score of 16-17 (or 12-14 if taken before October 28, 1989) and complete at least 12 semester hours of RGT program approved coursework with a “C” average of higher and a minimum overall GPA of 2.0.
- Completion of the ACT science section if required for admission.
- Must be 18 at the start of program

PROCEDURE:

Applicants must have the following documents on file in the Health Sciences office by program’s posted due date to be considered for admission to the Radiologic Technology Program:

- MDCC application for admission or readmission
- MDCC application to the Radiologic Technology Program
- An official high school transcript from an approved high school or High School Equivalency score (GED or HiSET), if not previously enrolled in college
- An official college transcript from all colleges previously or presently attending
- ACT scores (including science score)

Students are encouraged to submit all parts of the application well in advance of the deadline. **Incomplete applications will not be reviewed for admission.**

SELECTION:

No applicant will be considered unless the minimum admission requirements are met. Admission requirements are assessed using a rating scale that considers ACT scores, GPA, entrance test scores, performance on core courses (**in-progress courses will not be considered**), applicable previous degrees and certificates earned from an accredited college/university, and other program-specific considerations. All documents must be submitted in a timely manner. All applicants are considered on a competitive basis. Meeting the minimum requirements does not guarantee admission into the program. The number of applicants accepted is limited due to the nature of the program. Applicants will be notified by email of their conditional acceptance or non-acceptance to the program. The conditional acceptance notification will include specific instructions regarding all requirements that must be completed prior to August admission.

These requirements are listed below:

- Completion of Anatomy & Physiology I (BIO 2513/2511) and Anatomy & Physiology II (BIO 2523/2521) with a grade of “C” or better during the summer session or regular session prior to admission to the RT program. A & P I and II lecture and lab components must be completed within five years preceding program admission.
- Completion of Fundamentals of Radiology (RGT 1213) with a grade of “C” or better during the summer session or regular session prior to admission to the RT Program. If taken out-of-state, the student will need to repeat prior to admissions to the RT program.

HEALTH AND COMPLIANCE REQUIREMENTS

Requirements upon program admission/entrance include:

- Satisfactory completion of American Heart Association Healthcare Providers CPR (date and time for CPR training will be provided by RGT faculty)
- Satisfactory background check (see Health Science Background Information Policy located on the Health Science website)
- Health evaluation form completed by a licensed healthcare provider
- Proof of current immunizations including, but not limited to Hepatitis-B vaccination series, Tdap booster, and TB skin test (2-step TB skin test is required for all new entering students)

Failure to provide compliance documentation as requested will result in the student not meeting entry requirements or the inability to progress.

STUDENT RESPONSIBILITIES:

Students who are accepted into the program must:

- Attend mandatory Health Science orientation session
- Be aware that, in addition to the regular college fees, Radiologic Technology students will incur expenses for such items as uniforms, books, supplies, liability insurance, accident insurance, background check, Hepatitis B vaccination series, national and state certification examination fees, and registry review seminars. Fees are not limited to these listed
- Be responsible for their own transportation to the college campus and clinical agencies

PROGRESSION:

A Radiologic Technology student must successfully complete all RT courses including didactic, laboratory, and clinical components as well as required program courses in mathematics and science, with a final grade of “C” or higher to progress in the program.

To progress in the program, students must have a minimum C (75%) or higher average in each course, in addition, the test average for each course must also be a minimum average of C (75%) in each course at the completion of each semester.

RADIOLOGIC TECHNOLOGY

Core Performance Standards

The following performance standards provide descriptions of basic cognitive, sensory, affective, and psychomotor standards for successful radiologic technology program completion. Reasonable accommodations will be examined in accordance with the Americans with Disabilities Act (ADA). Any disability must be declared at the beginning of the program, if no disability is declared the student will be expected to perform at the same standard expected of all students in the program.

In order to successfully complete the radiology program the student must be able to do the following:

Essential Observation Standards

The RT student must be able to:

- observe clinical and laboratory demonstrations of patients being x-rayed for pathological conditions
- read and comprehend text, numbers, and graphs displayed in print and on a computer monitor
- display visual and tactile ability sufficient to safely assess and care for patients

Essential Movement Standards

The RT student must be able to

- move freely and safely about the radiology department
- reach radiology bench tops and shelves, patients lying in hospital beds or patients seated in wheelchairs
- travel to numerous x-ray rooms for practical experience
- perform moderately taxing continuous physical work, often requiring prolonged standing
- maneuver stationary and mobile radiology equipment safely performing x-rays on patients
- adjust exposure factors to produce quality radiographs with minimal patient exposure
- use an electronic keyboard to operate radiology instruments and to calculate exposure to patients
- maneuver portable and C-arm equipment throughout the hospital

Essential Communication Standards

The RT student must be able to:

- read and comprehend technical and professional materials
- follow verbal and written instructions in order to correctly and independently perform radiology procedures
- clearly instruct patients prior to x-ray procedure
- effectively, confidentially, and sensitively converse with patients regarding radiology tests

- communicate with faculty members, fellow students, staff, and other healthcare professionals verbally and in a recorded format
- independently prepare patient history prior to radiology examinations

Essential Intellectual Standards

The RT student must be able to:

- possess these intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, and self-expression
- be able to exercise sufficient judgment to recognize and correct performance

Essential Behavioral Standards

The RT student must be able to:

- be able to manage the use of time and be able to systematize actions in order to complete professional and technical tasks with realistic constraints
- possess the emotional stability necessary to effectively employ intellect and exercise appropriate judgment
- be able to provide professional and technical services while experiencing the stresses of task-related uncertainty and a distracting environment
- be flexible and creative and adapt to professional and technical change
- recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals
- adapt to working with unpleasant odors
- support and promote the activities of fellow students and of healthcare professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem solving and patient care
- be honest, compassionate, ethical and responsible

The student must be forthright about errors or uncertainty. The student must be able to critically evaluate her or his own performance, accept constructive criticism, and look for ways to improve. The student must be able to evaluate the performance of fellow students and tactfully offer constructive comments.

Please sign and return this form to the Radiology Technology Program.

I understand the Core Performance Standards described for the Radiology Technology

Program. Signature _____ Date _____

Mississippi Delta Community College

Radiology Technology Program

CODE OF ETHICS

This Code of Ethics is to serve as a guide by whom radiologic technologists may evaluate their professional conduct as it relates to patients, colleagues, and other members of the allied health professions and health-care consumers. The Code of Ethics is not law, but it is intended to assist radiologic technologists in maintaining a high level of ethical conduct.

1. The radiologic technologist conducts herself/himself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principle objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease of illness, and without discrimination on the basis of sex, race, creed, religion, or socioeconomic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the health care team. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
8. The radiologic technologist respects confidence 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.

9. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities; sharing knowledge with colleagues and investigating new aspects of professional practice.
10. All students are responsible and accountable for their own actions.
11. Students will be considered for ethical probation and dismissal from the radiology program if evidence indicates violation of the ethical code.

When a student in the course of his/her classroom or clinical learning activities demonstrates a pattern of repeated irresponsible and/or unethical behavior the radiology or academic faculty may recommend to the Radiology Program Director that the student be placed on ethical probation and/or dismissed from the program.

When a student in the course of his/her clinical learning activities demonstrates behavior resulting in danger to a patient the radiology or clinical faculty may recommend to the Program Director immediate dismissal of the student.

Ethical Probation is defined as the period of time designated by faculty and administration in which the student's behavior must meet criteria set in the terms of probation in order to remain in the program. The purpose of probation is to redirect student behavior toward desired ethical conduct. Probation is considered a warning.

Dismissal is permanent removal from the radiology program. The purpose of dismissal is to enforce the maximum penalty for violation of the ethical code.

Health Sciences Associate of Applied Science Degree Plan
RADIOLOGIC TECHNOLOGY PROGRAM CHECK SHEET | MDRT Major | CIP Code: 51.0911 Rev.2026

REQUIRED COURSES:		Prev. Taken	FALL 20____	SPRING 20____	SUMMER 20____	FALL 20____	SPRING 20____
*BIO 2513/2511 Anatomy & Physiology I Lec/Lab	4 hrs.	BIO 2513/2511	X	X	X	X	X
*BIO 2523/2521 Anatomy & Physiology II Lec/Lab	4 hrs.	BIO 2523/2521	X	X	X	X	X
*RGT 1213 Fund of Radiology	3 hrs.	RGT 1213	X	X	X	X	X
RGT 1114 Clinical Education I	4 hrs.		RGT 1114				
RGT 1223 PT Care in Radiology	3 hrs.		RGT 1223				
RGT 1312 Principles of Radiology Protection	2 hrs.		RGT 1312				
RGT 1323 Principles of Exposure & Imaging Prod.	3 hrs.		RGT 1323				
RGT 1513 Radiographic Procedures I	3 hrs.		RGT 1513				
MAT 1313 College Algebra	3 hrs.		MAT 1313				
RGT 1523 Radiographic Procedures II	3 hrs.			RGT 1523			
RGT 1124 Clinical Education II	4 hrs.			RGT 1124			
RGT 1613 Physics of Imaging Equipment	3 hrs.			RGT 1613			
RGT 1333 Digital Image Acquisition & Display	3 hrs.			RGT 1333			
ENG 1113 English Composition I	3 hrs.			ENG 1113			
RGT 1139 Clinical Education III	9 hrs.				RGT 1139		
RGT 2147 Clinical Education IV	7 hrs.					RGT 2147	
RGT 2911 Radiation Biology	1 hr.					RGT 2911	
RGT 2532 Radiographic Procedures III	2 hrs.					RGT 2532	
RGT 2132 Ethical & Legal Responsibilities	2 hrs.					RGT 2132	
Social/Behavioral Science Elective	3 hrs.					Elective	
ART/MUS Appreciation or History Elective	3 hrs.					Elective	
RGT 2157 Clinical Education V	7 hrs.						RGT 2157
RGT 2921 Radiographic Pathology	1 hr.						RGT 2921
RGT 2542 Radiologic Procedures IV	2 hrs.						RGT 2542
RGT 2933 Certification Fundamentals	3 hrs.						RGT 2933
SPT/COM 1113 Public Speaking	3 hrs.						SPT/COM 1113
RECOMMENDED ELECTIVES:							
ART 1113 Art Appr. OR MUS 1113 Music Appr.	3 hrs.						
ENG 1123 English Composition II	3 hrs.						
History	3 hrs.						
Literature	3 hrs.						
LLS 1333 Intro to Health Professions	3 hrs.						
PSY 1513 Gen Psychology	3 hrs.						
SOC 2113 Sociology	3 hrs.						
TAH 1113 Medical Terms in Allied Health	3 hrs.						
ELECTIVES OFFERED BY THE PROGRAM (OPTIONAL):							
RGT 2123 Sectional Anatomy	3 hrs.				RGT 2123		
RGT 2133 Computed Tomography	3 hrs.					RGT 2133	
RGT 2113 Mammography	3 hrs.						RGT 2113
Total Number of Hours	88 hrs.	11	18	16	9	18	16
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 88						
	Advisor Initials						

Required prerequisites that must be completed within 5 years of admission to the program. An Associate of Applied Science degree will be awarded upon completion of not less than eighty-eight hours of credit with a minimum cumulative grade point average of 2.00.

Classroom Policies

- **Full time attendance is required in both academic classes and clinical experience.**
 - Students are expected to prepare and attend all learning activities.
 - Bring all supplies needed for class/lab (laptop, pens, etc).
- Exception to these circumstances must be made prior to entering the program. Regular attendance is a significant factor that promotes success in college work. The program has been planned to ensure the proper ratio of experiences.

***** It is the responsibility of the student to consult the instructor in advance, when possible, if an absence is inevitable. The instructor also considers if and/ or how class work is to be made up and if/how credit for such work is assigned. It is the responsibility of the student to schedule a time to make up missed work. ******

A student may be dismissed from class if habitually not prepared.

Electronic Devices Policy

- All electronic devices that may disrupt instruction must be turned off or silenced, on vibrate, during scheduled classroom or laboratory hours and off campus program related activities including but not limited to clinical experiences.
 - This may include but not limited to cell phones, pagers, and/or music players of any kind. Students may check their electronic devices during breaks or between classes. If it is necessary to respond to a call or page, the student should leave the classroom with minimal disruption and may re-enter the classroom at the next break. Cell phones should not be out and/or in use during classroom/lecture, laboratory or clinical time.
- At specified times instructors may allow use of smart phones or tablets pertaining to subject matter. Tablets and laptop computers are allowed in the classroom at the discretion of the instructor for note taking or access to PowerPoint.
- Whether in lecture or laboratory, students are to only access course related sites. No social networking, instant messaging, email, etc., are allowed during class or laboratory time. This includes the use of iPad, PCs, laptops, mobile phones, etc. Students may perform these types of activities during designated breaks.
- **Refer to the specific policy in each course syllabus on specific electronic use policy.**
- Calculators may be allowed or provided for specific quizzes/tests/exams
- **Audio recording of lectures, laboratory sessions, etc. must be approved by instructor prior to use.**

Academic Honesty Policy

- **According to the College Catalog/ section Academic Honesty, cheating is a form of misconduct and students found guilty are at risk of dismissal from the radiologic technology program**
- Methods of testing included: paper and/or online
 - When using an electronic device for online testing, all program must be closed, lockdown browser may be required.
 - Students must use a laptop (cell-phones and I-pads will not be allowed as a method of taking test unless approved by instructor).
 - The student is expected to face the front of the room in desk (no turning sideways and no privacy screen allowed).
- All electronic devices (phones, apple watches, etc) must be removed from desk (silence mode) and placed in a secure spot.
- This hopefully will provide an environment not conducive to cheating.
- Forms of academic misconduct includes, but is not limited:
 - Plagiarizing from a source
 - Use of AI to complete homework and/or assignments
 - Cheating in any manner on tests, papers, reports, ect
 - Turning in work that was not completed by you
 - Improperly using technology including Artificial intelligence (AI)
 - Stealing, buying or selling course material
 - Deliberately conveying false or misleading information

CLASSROOM TARDINESS:

- Promptness for class is important.
- Habitual tardiness **will not be tolerated** and may result in dismissal.
- **Students are not allowed late entry into class until the next break**
- **Three** tardies within a semester for class is considered excessive and will be treated the same as an absence.
- **For every tardy after 3 there a 5-point demerit per tardy will be deducted from the class you were tardy**

CLASSROOM ABSENCES:

- Only, the instructor of that class will excuse absences.
- The student should check with the instructor about missed assignments, tests and class work. Obtain class notes from a reliable classmate.
- A grade of "O" will be given if no make-up is allowed.
- Refer to the course syllabus on specific policies
- **For every Absence after 3 there a 5-point demerit per absence will be deducted from the class you were absent**

Make-Up Policy

****Students should refer to the specific policy noted in each course syllabus.** It is the student's responsibility to contact instructor when assignment/test are missed.

ASSIGNMENTS/HOMEWORK/PROJECTS:

The instructor reserves the right to penalize the student for negligence or reluctance in completing assignments, homework, projects, etc. This could include:

- deducting grade points for missing deadlines
- grade of "O" for incomplete
- remaining after hours to complete assignments
- probation until complete
- dismissal from class
- dismissal from the program for habitual offenders

REFERENCE:

It is not always financially advisable to ask the student to purchase all the textbooks the instructor(s) may use for each course. Therefore, a list of references has been prepared for your information. A list of references may be found on the course syllabus.

PROGRAM GRADING SCALE:

R.T. course grading scale is as follows:

- A - 93-100
- B - 84-92
- C - 75-83
- D - 68-74
- F - below 68

To progress in the program, students must have a minimum "C" (75%) or higher average in each course, in addition, the test average for each course must also be a minimum average of C (75%) in each course at the completion of each semester.

Student grades will be posted on the Internet Campus Portal (Canvas). Canvas can be accessed through the main MDCC web page (www.msdelta.edu) under the "My Delta" link. Log-on using your ID and password. Choose Canvas then the course in which you wish to view your progress. Using the course navigator, choose "Grades" to view your grades. This web site will also be utilized to post class materials including but not limited to: PowerPoint, lecture objectives, lecture outlines, assignments and study guides. Quizzes may also be given through the Canvas platform. Check the course syllabus for instructor's use of Canvas. All course assignments must be turned in on time and must be college-level work. Faculty have the right to not accept late assignments, and/or deduct points for late or unacceptable work per course

RGT DISMISSAL POLICY:

The Mississippi Delta Community College Program of Radiologic Technology reserves the right to dismiss a student at any time. Behaviors which may result in immediate dismissal from the program, but are not limited to:

- Inability to maintain satisfactory grades
- Failure to develop those qualities considered essential to the ethical practice of Radiology Technology. (After counseling, if needed)
 - Infraction of hospital or school rules and policies
 - Behavior issues
 - Insubordination
 - Dishonesty
 - Plagiarism (cheating)
 - Felony conviction while enrolled in the program
 - Drugs and alcohol use/abuse
 - Unexcused and/or excessive absenteeism
 - HIPAA violations

The MDCC Program of Radiologic Technology recognizes that a wide range of problems not directly associated with one's school function can influence a student's performance. In most instances, the student will overcome such personal problems independently and the effect on performance will be negligible.

In other instances, normal counseling will serve either as motivation or guidance by which such problems can be resolved so the student's performance will return to an accepted level.

In some cases, however, neither the efforts of the students nor counseling staff have the desired effect of resolving the student's problems. Therefore, the school believes it is in the interest of the student, the student's family, and the program to terminate the student from the program after hearings and due process as stated in the MDCC Student Handbook and catalog.

When it becomes obvious that a student is not maintaining academic or clinical standards necessary for the training and in the opinion of the college and clinical affiliate cannot improve the student's status to satisfactory standards; the student may be dismissed from the program at any time upon mutual agreement of the college and hospital. Expulsion of a student from the clinical affiliates will be made only upon mutual consent of the college and hospital. The student is expected to conform to all hospital policies and the ASRT Radiologic Technologist's Code of Ethics

Online Tutoring

MDCC provides an online tutoring service, BrainFuse. Students can access BrainFuse Online Tutoring by selecting it from the left-hand Navigation Panel in Canvas for all courses. This module provides useful information regarding the various tutoring tools available to students using BrainFuse

DRESS CODE ON CAMPUS AT MDCC

All students are expected to dress appropriately, in good taste, and well-groomed so as not to cause a distraction to the educational purposes of this institution.

Inappropriate dress includes:

- No shoes and shirt Sagging
- pants or shorts Headdress
- ("do rags") Exposed
- Underwear Short shorts
- Halter or midriff tops
- Hats in buildings
- Unreasonably short dresses
- Pajamas

Any member of the faculty/staff reserve the right to hinder a student from entering a classroom or college sponsored event due to inappropriate dress. Any student found in violation of the Dress Code will be subject to disciplinary sanction by the VP of Student Service Office.

Smoking/Tobacco Use Policy:

MDCC is a smoke free facility and prohibits the use of tobacco on any campus or instructional site. This includes electronic cigarettes and other devices.

Mississippi Delta Community College declared all campuses tobacco-free. The use of all tobacco and smoking products to include cigarettes (also electronic), cigars, pipes, and dipping products inside and outside of any facility owned or operated by the College are not permitted. The Tobacco-free Campus policy is part of the college's commitment to creating a healthy and productive environment for students, employees and visitors of our campus community. Smoking guidelines of each clinical agency must also be observed.

STUDENT ACTIVITIES/HONORS

Fund Raising

MDCC Radiology program may conduct fundraisers to support student attendance to professional development meetings/events (MSRT Conference, registry review). Faculty asked that students be committed to the fundraising event and meet the minimum requirements.

Zeta Zeta Chapter- Phi Theta Kappa Honor Society (PTK)

Phi Theta Kappa's mission is two-fold: 1) recognize and encourage the academic achievement of two-year college students and (2) provide opportunities for individual growth and development through participation in honors, leadership, service and fellowship programming.

Qualifications for membership of Zeta Zeta Chapter of Phi Theta Kappa:

- Be a full-time student enrolled in a program of study leading to a A.A. or A.S. degree or a technical degree and have completed one or more semesters with at least fifteen academic/technical hours. Intermediate, developmental and remedial courses will not be considered.
- As a freshman have a cumulative grade point average of 3.50 or better on fifteen semester hours during the *qualifying semester. (*Fall or Spring semesters). Summer school hours and dual enrollment hours will not be considered.
- As a sophomore have a cumulative grade point average of 3.50 or better on at least thirty semester hours.
- Transfer students must complete fifteen semester hours through Mississippi Delta Community College before being considered for membership.
- Exhibit superior scholarship and leadership; and show evidence of good character.

MISSISSIPPI ALPHA CHAPTER OF LAMBDA NU:

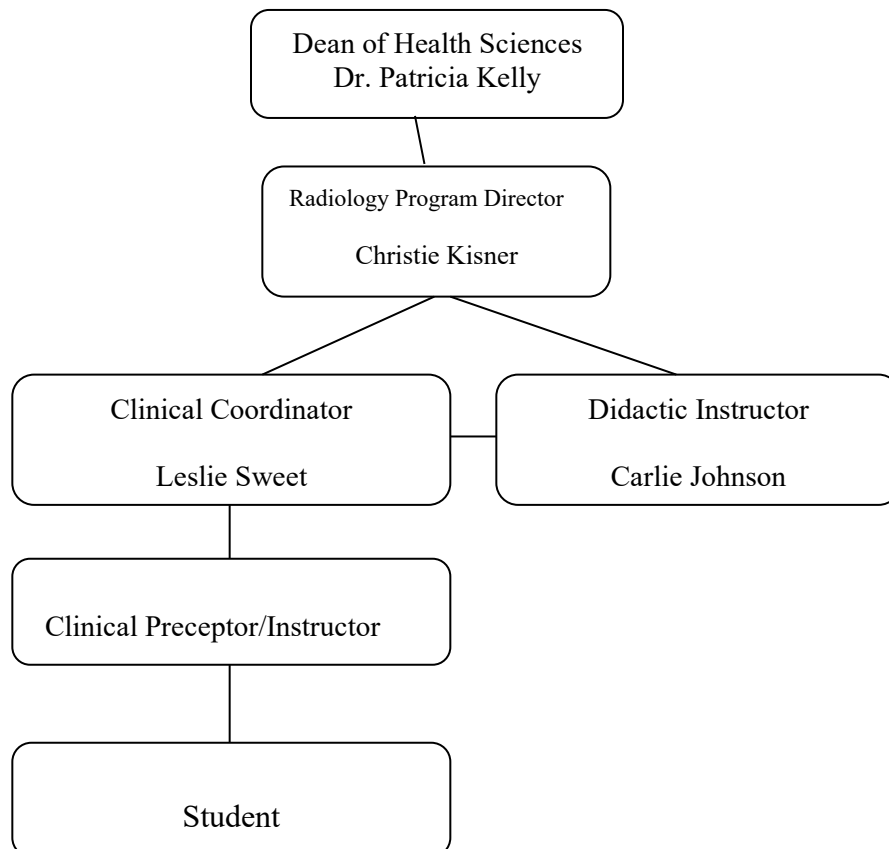
Is a national honor society for radiologic and imaging sciences that was inaugurated at Mississippi Delta Community College in 2013. Initial selection of candidates is made by a review of transcripts by society advisors. Candidates must meet all the following criteria:

1. Professional course GPA 3.0 or higher on 4.0 scale after one full time semester.
2. Enrollment in a radiologic or imaging sciences program as a full-time student for at least two semesters.
3. Evidence of professional commitment beyond minimum requirements of the program, including, but not limited to:
 - GPA higher than Chapter minimum
 - actively pursuing an independent research project
 - active membership in a professional organization, as evidenced by:
 - holding office or committee appointments
 - preparing for presentation of a professional paper or poster
 - Preparing for competition in a Quiz-Bowl
 - clinical-based employment in a radiologic or imaging sciences field
 - participating in a radiology elective course (Computed Tomography or Sectional Anatomy)

Student Grievance & Petition Process

It is the policy of the Mississippi Delta Community College Radiologic Technology Program to work with students in finding a fair and just solution to problems that may arise, including grievances, questions, misunderstandings, or discrimination. All students have the right to due process. Students are urged to first take their problems to the instructor of the course in which the problem occurred. If the student and instructor are unable to come to an agreement, the student can then take their issues through the program chain of command, see organizational chart below. Any instructional grievances beyond the Health Science division must follow the MDCC Grievance policy found in the MDCC college catalog/student handbook/Section: Disciplinary Process for Students. Student complaints regarding the program should be first addressed to the RGT Program Director. Unresolved complaints or complaints about the RGT Program Director should be directed to the Dean of Health Sciences. The Dean of Health Sciences office is located on the main campus in Moorhead, 16 MS; Horton office 223; email: pkelly@msdelta.edu phone: 662-246-6417. All complaints will be documented, including the projected outcome, and kept on file at the program facility. No retaliation will occur by the college or program due to a complaint being filed. Complaints regarding accreditation of this program should be addressed to the Joint Review Committee on Education in Radiologic Technology (JRCERT). Their email is mail@jrcert.org or phone: 312-704-5300.

MDCC Radiologic Technology Program Organizational Chart



POLICY ON READMISSION TO HEALTH SCIENCE PROGRAMS

1. A student may be considered for readmission to a specific health science program one time only. This applies to courses in any respective health science program, whether at MDCC or at another institution. The only exception:
 - A student who had a passing grade in the classroom and clinical setting, but was forced to withdraw due to illness, accident, pregnancy, or family crisis may be considered for a second readmission.
 - If an applicant has ever attended another health science program a letter of good standing from their former school's program must be sent following MDCC's program application instructions. A letter of good standing indicates that the student is eligible for immediate readmission into the former program of study.
2. Each student being considered for readmission into a health science program will be considered on an individual basis. Space must be available in the class. No precedent will be set by the decision of the committee.
3. At the discretion of the Dean of Health Sciences with the recommendation of the Admission Committee, a student requesting readmission to a health science program may be required to take a challenge exam to assess placement. It may be necessary that courses be repeated. **Per RGT program policy, it may be necessary for the applicant to repeat** courses (most readmit students are required to repeat all semesters).
4. **Re-entry into the program must occur within one year. Beyond one year, the student must reapply and go through the admissions process**

READMISSION PROCEDURE

1. The student should request readmission in writing to the RGT program director prior to program application deadline
2. Student will be notified of day and time to meet with re-admission committee
2. The student will complete a self-assessment form.
4. The student will meet with the program Re-admission Committee.
5. The Re-Admission Committee will make a recommendation for readmission.
6. The student will be notified in writing of acceptance or non-acceptance.

After information is reviewed, every effort is made to readmit students; however, Readmission may be denied based on objective data regarding the individual application.

POLICY ON ACCEPTANCE OF TRANSFER STUDENTS INTO HEALTH SCIENCE PROGRAMS

The acceptance of transfer students into health science courses is based upon the following:

- space available in the specific course being requested
- evaluation of the applicant's college transcript and course material including:
 - appropriate grades in all course work being considered for transfer
 - comparable content, semester hours, and clinical experiences in courses being considered for transfer
- Letter documenting good standing from administrator of the transferring program
 - Letter of good standing indicates that the student is eligible for immediate readmission into the former program of study
- Ability to meet all MDCC requirements for graduation
- Individual program guidelines

**MISSISSIPPI DELTA COMMUNITY COLLEGE
HEALTH SCIENCES
SUBSTANCE ABUSE OR MISUSE POLICY**

I. PURPOSE AND GOALS

Mississippi Delta Community College (“MDCC”) and its Health Sciences Department recognize that substance abuse is a significant public health problem in the United States, and that drug overdose is now a leading cause of death among Americans under 50 years of age. Abuse and misuse pose health risks, potential legal violations, and affect many individuals, including health care providers and patients.

Abuse or misuse may affect the ability of a health care provider to deliver safe, high-quality care. This policy promotes and assists the students’ ability to maintain personal and professional integrity and facilitates the student’s success both clinically and didactically. This policy promotes a healthy learning environment for students. In the clinical and laboratory setting, this policy enhances patient safety and meets the mandated clinical requirements set forth by the clinical facilities utilized by MDCC.

It is the goal of MDCC to maintain an environment that is free from the abuse or misuse of intoxicants that impair mental acuity or physical dexterity in the classroom, lab, and/or clinical settings. It is our belief that a substance/drug free environment benefits the students and employees of MDCC as well as the surrounding community. MDCC Health Sciences will not tolerate abuse or misuse of drugs or alcohol while on any MDCC campus or clinical affiliate or as a student of any MDCC Health Sciences program.

II. PROGRAM ENTRANCE AND OTHER REQUIREMENTS

A satisfactory substance screen is required for admission, readmission, and/or progression in MDCC’s Health Science programs. All testing or screening will be done by certified laboratories who maintain normal chain of custody requirements. Substance screen results must meet all MDCC affiliated clinical agency requirements, and this issue may not be altered or changed by this policy. If a clinical requirement of a provider conflicts with this policy, the clinical agreement shall control.

Substance testing procedures will be carried out under the direction of the Dean of Health Sciences utilizing the college’s designated testing agency. Testing will generally be done by hair or urine, but MDCC reserves the right to use blood testing if the circumstances warrant such testing if deemed necessary by the Dean of Health Sciences in consultation with the collecting/testing agency.

Testing results are submitted directly to the Dean of Health Sciences. The Dean of Health Sciences sends notification of substance testing results to the Program Director. Substance test results for the College of Health Sciences will be securely maintained under the supervision of the Dean of Health Sciences.

III. TESTING REQUIREMENTS

To ensure a drug-free workplace and learning environment, MDCC's College of Health Sciences' students are required to submit to substance testing prior to program admission, randomly each semester, and for reasonable cause. Pre-admission substance screening is required for all students admitted to the Health Science Programs. Random and/or group substance screening will take place each semester. Any person in the role of a student in a Health Science Program who exhibits symptoms or behavior indicative of being under the influence of mind-altering substances (reasonable suspicion exists) may be required to have a substance and/or alcohol screening performed immediately.

Faculty members, Program Directors, and the Dean of Health Sciences will consult to determine if there is reasonable suspicion of student impairment due to drug or alcohol use (including over-the-counter or prescribed medications) based upon but not limited to: unusual or aberrant behavior or patterns of abnormal or erratic behavior; physical symptoms of impairment; arrest or conviction of a drug or alcohol related offense; evidence of drug tampering, drug diversion, or misappropriation; direct observation of drug use or discrepant drug counts; alterations in student clinical, laboratory, fieldwork, and/or didactic performance; school, clinical, or work-related injury or illness; observation of poor judgement or careless acts which caused or had the potential to cause patient injury, jeopardize the safety of self or others, or resulted in damage to equipment. If tested due to suspicion, the student may be suspended pending test results and the student's demonstrated behavior and condition. Refusal by a student to participate in a substance screening is in violation of this policy and will result in dismissal.

All substance screening will be done in a manner to ensure verification of an accurate specimen. Collection and testing will be performed by an authorized substance testing agency/laboratory designated by the MDCC Dean of Health Sciences. All students who are tested must be witnessed by an approved MDCC employee or a staff member of MDCC's designated collecting agency. Test results from an outside vendor will not be accepted, except as stated below during any appeal process. If the collected specimen does not meet the necessary testing standards of the collecting agency, the student may be subject to re-collection.

If any student(s) is caught falsifying a specimen or in possession of a falsified specimen, that individual(s) will be immediately re-tested and be subject to disciplinary action by MDCC and the College of Health Sciences. If a student does not report or refuses substance testing at the designated time, or leaves the testing area without giving a specimen, the test will be considered positive and the student will be dismissed immediately from the program.

IV. DUTY TO DISCLOSE

All prescription or other medications taken regularly or as needed should be listed on the student Health Assessment Form. Students are responsible for updating their student Health Assessment record as medications change or are added.

V. TEST RESULTS

All testing will be done by certified laboratories. While MDCC reserves the right to use blood testing, the testing done pursuant to this policy will generally be done by hair or urine testing. If blood testing is used, it will be used in conjunction with a reasonable suspicion analysis, and two separate blood samples will be taken and tested before any positive result is reported.

For hair testing, at the time of collection, two separate hair collections for each student will occur subject to customary chain of custody requirements. If the initial screening of the first sample shows a negative result, the test will be reported as negative. If the initial screening of the first sample shows a positive result, the same sample will be confirmed by Gas or Liquid Chromatography and Mass Spectrometry ("GC/LC-MS") testing. If that confirmation process shows a negative result, the result will be reported as negative.

If the confirmation process of the first hair specimen shows positive, the student may challenge the result by having the collected, second sample tested under the direction of the initial testing company at a different, certified laboratory of the same equivalency, at the student's cost. The request for the second sample specimen testing must be made in writing within twenty-four (24) hours of the notification of the positive result, or the test will be reported as positive, subject to the MRO's actions stated below. A copy of the submission of payment must be submitted to the program director (U.S. mail, whether first class, certified, or otherwise, or FedEx, UPS, wire, or the exact transmittal.) If either of the results of the initial or confirmation testing of the second sample show negative, the test will be reported as negative. If both the initial and confirmation screenings for the second sample show positive, then a positive result will be reported, subject to the Medical Review Officer's ("MRO") actions stated below.

For urine testing, a specimen will be collected by split specimen, and placed into two bottles by the collecting agency, bottle A and bottle B, which is sent to a certified lab by proper chain of custody. If the testing of the specimen in Bottle A yields a negative result, the test will be reported as negative. If the testing of the specimen in Bottle A shows a positive, confirmed result, the student may challenge that result by having Bottle B tested under the direction of the initial testing company at a different, certified laboratory of the same equivalency, at the student's cost. The request to test the Bottle B specimen must be made in writing within twenty-four (24) hours of the notification of the positive result, or the test will be reported as positive, subject to the MRO's actions stated below. A copy of the submission of payment must be submitted to the program director (U.S. mail, whether first class, certified, or otherwise, or FedEx, UPS, wire, or the exact transmittal.)

If a student is confirmed positive by the certified laboratory, the MRO from the testing laboratory will contact the student to request verification/documentation of any controlled or prescribed drug. The MRO will make multiple attempts to contact the student. Failure of the student to respond to the MRO will result in a positive drug screen result. The MRO will review the information provided by the student. If the information provided to the MRO satisfies the requirements to report a negative drug screen, the MRO

will issue a negative drug screen result.

Students with prescriptions must provide to the MRO acceptable documentation of prescriptions within 24 hours after notification of a positive test result. If the information provided by the student to the MRO does NOT satisfy the requirements to report as a negative drug screen, the MRO will issue a confirmed positive drug screen result.

VI. POSITIVE TEST RESULTS AND DISCIPLINARY ACTION

Students who test positive—as reported by the MRO/testing agency or laboratory—will be immediately removed from all clinical, lab, and hands on activities or sessions. The student will be allowed to attend classroom lectures only, subject to the appeal procedures stated below. This includes positive tests reported to the College by an MRO or testing agency for employment purposes, law enforcement purposes, or school purposes. Nothing in this policy shall prohibit reporting of positive test results as required or allowed by law, subject to the Family Educational and Privacy Rights Act (“FERPA”). Prior to any report being made, an individual assessment of the facts and circumstances must be made regarding the specific student at issue.

Students who wish to file an appeal of a positive drug testing result must do so within forty-eight (48) hours of MDCC receiving the positive result. The appeal must be in writing and must be hand-delivered to the Dean of Health Sciences. The student’s appeal will be heard within three (3) working/business days of the receipt of the appeal by the Dean. MDCC will create an appeal committee, chaired by the Dean of Health Sciences, to hear the appeal. The members of said committee will be knowledgeable of this policy and have no direct involvement or relationship with the student. This is the sole and exclusive appeal remedy for any Health Sciences student.

The appeal committee will not be bound by any formal rules of evidence or law and will use its best judgment, in its discretion, to receive evidence, information, and testimony during any appeal hearing. The committee shall have the authority to limit the time of and information received during any hearing. The committee shall have the authority to accept the positive result, not accept the positive result if the facts and circumstances warrant a rejection in the committee’s discretion, or make any remedy it believes is necessary based on the information presented during the hearing.

The student will be allowed to present any information the student believes to be relevant, subject to the above limitations as established by the committee. The student will be allowed to have one advisor present during the hearing; however, the student should be aware that it is unlikely MDCC will have legal counsel present during the hearing. The committee will want to hear from the student (not the advisor), and the committee has the discretion to limit the involvement of the advisor during any hearing. There will be no exceptions made to the rule of only one advisor per student during any hearing.

The committee will hear the information presented during the hearing and any other information it considers relevant and render a decision to the student within twenty-four (24) hours of the conclusion of the hearing. The committee's decision will be final, subject to an appeal directly to the College President. Any appeal to the College President must be made in writing and within twenty-four (24) hours of the committee providing notice of its decision to the student. The appeal to the President will be solely in writing, and the President will render a decision within forty-eight (48) hours of receiving the student's appeal. The student must also copy the committee chairperson on any appeal. The failure by the student to meet any of these timelines will result in dismissal of the appeal.

Any missed clinical, lab, or hands on work or assignments during the appeal process shall not be the liability or responsibility of MDCC. Further, MDCC shall not—and cannot—alter any clinical or laboratory requirements because of or due to any appeal.

Students who are dismissed due to a positive drug screen will be given an opportunity to meet with the Program Director and the Dean of Health Sciences for possible consideration of readmission the following year. The student may be considered for probationary re-admission (ONE time only) following completion of a chemical dependency program approved by the Health Science Program at the student's expense. Once completed, the student is then eligible to be considered for re-admission into the Health Science program.

Any student being considered for re-admission into a Health Science program will be considered on an individual basis. Space must be available in the class and no precedent will be established based on any individual decision. At the discretion of the Dean of Health Sciences with the recommendation of the Admission Committee, a student requesting re-admission to a Health Science program may be required to take a challenge exam to assess placement. It may be necessary that courses be repeated. If probationary re-admittance is granted, after-care monitoring will be required for the duration of the course of study at the student's expense. The re-admitted student must meet and follow all policies of re-admission as outlined by the program.

I, _____, have read, understand, and shall abide by the substance abuse and misuse policy of Mississippi Delta Community College. I grant permission for drug and alcohol testing of myself and acknowledge consent by this signature affixed hereto. I grant permission for the laboratory facility or testing agency to release lab results to Mississippi Delta Community College.

Student Signature

Date

Signature of Parent/Guardian
(If under the age of 18)

Date

Revised: 11/23, 1/2024

Mississippi Delta Community College
College of Health Sciences

Medical Cannabis Policy

It is the goal of Mississippi Delta Community College to maintain an environment that is free from the effects of intoxicants that impair mental acuity or physical dexterity in the classroom, lab, and clinical settings. The College of Health Sciences has a zero tolerance of illegal substance use/abuse and misuse of legal substances.

Mississippi Medical Cannabis (Marijuana) Act allows for the controlled use of medical cannabis in the State of Mississippi. Thus, Mississippi citizens may legally obtain a medical cannabis (marijuana) ID card from the Mississippi Department of Health.

Despite the passage of this legislation, the College will continue to schedule drug screens by department/ program as outlined in the MDCC Health Sciences Substance Use Policy.

1. If the student is taking a prescribed substance, they are required to disclose the prescription information on the Health Sciences' Health Assessment Exam Form. The student must notify and provide written proof of any medications which may affect behavior to the program director.
2. Students subsequently must also provide written documentation from their licensed health care provider to the drug testing agency that performed the screen indicating there is a medical necessity for the medication within two business days of notification.
3. Failure to submit appropriate documentation from a licensed health care provider for medical necessity for the medication will result in the test being considered a "positive" result.
4. Despite a medical necessity for taking Medical Cannabis (Marijuana), the student may not be able to participate in class/lab/clinical/internships/externships/fieldwork experiences if:
 - a. This medication impairs the student's ability to appropriately function and meet the physical and cognitive functioning required for the safety of the student, classmates, faculty, and/or patients. This determination may be made by MDCC employees and/or clinical site if impairment is observed or suspected.
 - b. If impairment is suspected per MDCC Substance Use Policy: *Any person in the role of a student in a Health Science Program who exhibits sensory symptoms or behavior indicative of being under the influence of mind altering substances (reasonable suspicion exists) may be required to have a drug and/or alcohol screening performed immediately. If tested due to suspicion, the student will be suspended pending test results. If a student does not report or refuses substance testing at the designated time, or leaves the testing area without giving a specimen, the test will be*

considered as a positive test and the student will be dismissed immediately from the program.

- c. If the clinical facility does not permit students with a legal medical cannabis (marijuana) ID card to participate in clinical experiences at their particular location, the student will not be able to complete the required clinical contact hour requirements. There will be no accommodations made to ensure a student is placed at a clinical affiliate due to prescription use of this substance.
5. A decision regarding the student's ability to participate in clinical/internship/fieldwork experiences will be made at the program level utilizing each department's/program's current student review process.
6. Students are able to request a medical leave of absence if they believe that a medication condition and its subsequent treatments would prohibit them from appropriately functioning in their role as a student and/or health care provider.

By Mississippi's Medical Marijuana Law Statutory exemptions include:

1. This Law shall not: require any employer to permit, accommodate, or allow the medical use of medical cannabis, or to modify any job or working conditions of any employee who engages in the medical use of medical cannabis or who for any reason seeks to engage in the medical use of medical cannabis;
2. This Law shall not: prohibit or limit the ability of any employer from establishing or enforcing a drug testing policy;
3. Authorized individuals can impose civil, criminal, or other penalties for individuals engaging in the following while under the influence of medical marijuana: Acting with negligence, gross negligence, recklessness, in breach of any applicable professional or occupational standard of care, or to the effect an intentional wrong as a result, in whole or in part, of that individual's medical use of medical cannabis

MDCC will follow the clinical affiliations' guidelines and the MDCC Substance Use Policy at all times.

**Mississippi Delta Community College
College of Health Sciences**

Medical Cannabis Policy

I, _____, have read and understand the Medical Cannabis policy of Mississippi Delta Community College. I grant permission for substance testing of myself and acknowledge consent by this signature affixed hereto. I grant permission for the laboratory facility to release lab results to Mississippi Delta Community College.

I understand that I am responsible for providing written documentation from my physician regarding controlled substances that I am taking that could be positively identified in a substance profile.

Student Signature

Date

Signature of Parent/Guardian (if under age of 18)

Date

***** PLACED IN THE STUDENT'S PERMANENT FILE*****

STATEMENT OF POLICY REGARDING BACKGROUND CHECKS

BACKGROUND RECORD CHECK

All radiology students will be required to comply with MS State Law on criminal background checks as regulated by the MS Department of Health. According the MS State Law an employee applicant shall not be eligible for employment if the criminal history record check discloses a felony conviction, guilty plea or plea of no contest to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (g), child abuse, arson, grand larceny, burglary, gratification of lust, or aggravated assault, or felonious abuse and/or battery of a vulnerable adult that has not been reversed on appeal or for which a pardon has not been granted. Students may also be required to have additional background checks to comply with clinical agency contracts which may include criminal record checks, credit checks, driving history check, and license check. Students must be able to attend clinical agency sites in order to meet the requirements of the radiology courses.

Legal Limitations for Employment as a RT:

According to Mississippi State Law, an individual may not be eligible for employment in a health care agency if the person has ever been convicted of a felony, or plead guilty to, or plead nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (f), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, of felonious abuse and/or battery of a vulnerable adult.

MISSISSIPPI DELTA COMMUNITY COLLEGE
COLLEGE OF HEALTH SCIENCES

POLICY AND PROCEDURE FOR BACKGROUND RECORD CHECK

All Health Science students who will be providing direct patient care in health care institutions regulated by the MS Department of Health should be aware that Mississippi law requires background checks for individuals seeking employment in a health care facility. All MDCC Health Science programs are required to meet clinical facility and state requirements for criminal background check.

Pursuant to Section 37-29-232 of the Mississippi code of 1972 and Section 43-11-13 of the Mississippi Code of 1972, all Health Science students must submit to a fingerprint background check prior to admission and/or any clinical activity. Each student must receive a clear or acceptable criminal background check in order to be fully admitted and progress in an MDCC Health Science program.

According to Mississippi Code 43-11-13, an individual may not be eligible for employment if the criminal history record check discloses a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, any sex offense listed in Section 45-33-23(h), child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault, or felonious abuse and/or battery of a vulnerable adult that has not been reversed on appeal or for which a pardon has not been granted.

The background check is conducted through the submission of fingerprints by the MDCC College of Health Science office to the Mississippi Department of Health (MSDH) via the Mississippi Screening Assurance for Employee Enrollment and Registries (SAFER) system. The student is responsible for the fingerprinting fee. The background check **MUST** be completed before admission to a Health Science program and prior to clinical experiences, as defined by the program. Students with a current background clearance letter processed through a Mississippi clinical agency and the Mississippi State Department of Health may submit that documentation to the program Chair/Director. If the background clearance expires during a student's program of study, the student must undergo the background check again. It is the responsibility of the student to immediately report any allegations or charges of misdemeanor(s) or felony(s) that occur after the criminal background check has been originally submitted.

Students may be required to repeat the background record check based on clinical agency requirements, changes in Mississippi law, rules or regulations, or any reasonable suspicion of criminal behavior. Students admitted to Health Science Programs may also need to complete additional paperwork and pay additional fees related to the background check requirement. Some agencies may also require additional background checks to comply with specific clinical agency contracts, which may include criminal record checks, credit checks, driving history checks, and license checks.

No disqualifying events:

Effective July 1, 2026, the Mississippi State Department of Health (MSDH) Background Check Unit will consider a background check result returned as 'OK' in the SAFER system as indicating no disqualifying events; the student will be issued a notarized clearance letter from the Dean of Health Sciences that is good for two years, as long as the student is continuously enrolled. These letters are to be used for school purposes only.

May have a disqualifying event: If the student's report is returned as "may have a disqualifying event" Effective July 1, 2026, the Mississippi State Department of Health (MSDH) Background Check Unit will review all healthcare background reports and make final employment eligibility determinations. If the MSDH legal team identifies a disqualifying offense as outlined in Mississippi

Code §43-11-13, the background report will be mailed directly to the student. MDCC shall defer disqualification determinations to MSDH. The student should retain the MSDH background report for their records.

If a disqualifying event is identified, MSDH will issue a “NO” determination through SAFER. Students receiving a “NO” determination will be ineligible for admission to, and/or continuation in, the program.

If the student disagrees with MSDH’s rendering the student has the right to request an appeal. Students who wish to file an appeal must do so within forty-eight (48) hours.

To appeal the decision and submit any relevant legal documentation to the MSDH background check unit.

- If legal documentation is provided proving the applicant was found not guilty, charges were dropped, and/or the case was dismissed, the MSDH Criminal History Fingerprint Unit will issue an “OK” letter in SAFER.
- If the applicant is unable to provide sufficient legal documentation, the MSDH Background Check Unit will issue a “NO” letter in SAFER.

Please note that the use and creation of waiver letters will be discontinued under this new process for any new healthcare rap sheets processed on or after July 1, 2026.

Students must be able to attend clinical agency sites in order to meet the requirements of their specific Health Science Program. Therefore, if a student is barred from any clinical agency, they will lose the ability to progress in a program and will not be able to continue.

In addition to educational requirements, licensure and certification boards may require a criminal background check or background check compliance statement prior to licensure/certification exam testing, and at their discretion, may deny any application to sit for the exam or application for licensure due to, but not limited to, conviction of a felony, or commission of fraud or deceit in the application process.

MDCC College of Health Sciences Procedure for Background Record Check:

1. Students will register for a time to be fingerprinted by the College of Health Sciences. Students will receive instructions for appointment registration before or during the Allied Health/ADN new student orientation. Fingerprinting will be conducted in the Allied Health or Horton Buildings as determined by the Program Director/Chair. Failure to attend assigned time may deter a student’s admission into a program. Students WILL NOT be fingerprinted without an assigned time.
2. Students must complete a Criminal History Background Application Information form prior to assigned fingerprinting time. This form will be provided to the students at or after new student orientation.
3. At the assigned time of fingerprinting, the student **MUST** bring a current, non-expired photo ID (driver’s license or passport).

SOCIAL NETWORKING POLICY

As a student in a MDCC Health Sciences program, you will encounter confidential information within the classroom or patient care environment during clinical experiences/practicums. Violations of the MDCC Health Sciences social media policy will result in disciplinary action, which may result in dismissal from the program. It is the responsibility of the student to follow the following policy related to Social Media Policy outlined below.

MDCC Health Sciences Social Media Policy

Social media includes, but is not limited to, blogs (Blogger, Blogspot, Wordpress, etc.), photo and/or video-sharing sites and apps (YouTube, Flickr, Instagram, SnapChat, Vine, etc.), e-zines (digital magazines), wikis (Wikipedia), social networks (Facebook, Twitter, LinkedIn, Pinterest, etc.), video and audio podcasts (posted to the web or hosted by applications (ex.: iTunes), ratings sites and apps (Urbanspoon, Yelp, Rate My Professor, etc.), and discussion sections of web pages or applications (comment section under articles on news or information websites).

While social media is an important and timely means of communication, those who use social media must be aware that posting certain information is illegal. Offenders may be subject to criminal and civil liability, and adverse institutional actions. Students must make every effort to present themselves in a mature, responsible, and professional manner when utilizing social media. Communications must always be civil and respectful.

Please be aware that no privatization measure is perfect and undesigned persons may still gain access to your networking site. Furthermore, posting, sharing, or even “liking” questionable or inappropriate posts publishes them to your newsfeed for circulation in your name. Litigation involving such issues is complex, as the content on social media sites is easily misconstrued, permanent, discoverable by courts, and utilized in these adversarial proceedings. Although posted information can be removed from the original site, exported information cannot. Any digital exposure can “live on” beyond its removal from the original website and continue to circulate in other venues.

Even when you are using your own personal social media account, if MDCC is in your profile or comments other users will naturally associate you with the college. Think carefully before you post.

For all Health Science students, all social media postings must be made with the program, division, state and national Code of Conduct; Professional Behavior, Professional Ethics and Confidentiality; Safe/Unsafe Clinical/Practicum policies outlined in the program specific student handbook. Any violations of the above referenced policies through the use of social media platforms or portable electronic communication devices will result in disciplinary action which may include placement on probation, failure in a course and/or dismissal. Therefore, think carefully before you post any information on a website or application, and consider your goals in

participating.

The following best practices are encouraged:

You are personally responsible for the content you publish.

- Do NOT post the personal information or photograph of any patient/client at clinical sites. Removal of an individual's name does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, types of treatment, or the use of a highly specific medical photograph (such as a before/after photograph of a patient having surgery or a photograph of a patient from one of the medical outreach trips) may still allow the reader to recognize the identity of a specific individual. Posting patient/client information could violate state or federal laws such as the Health Insurance Portability and Accountability Act (HIPAA).
- Do NOT represent yourself as another person, real or fictitious, or otherwise attempt to obscure your identity as a means to circumvent the prohibitions included in this policy.
- Do NOT share, post, or otherwise disseminate any information, including images of you or others participating in a clinical site experience/practicum unless you obtain written approval
- Maintain professional boundaries in the use of electronic media. Online contact with patients/clients or former patients/clients blurs the distinction between a professional and personal relationship. You should not have any online contact with a current patient/client outside the communication methods allowed within the clinic/program.
- Do NOT post vulgar, false, obscene, harassing statements, or statements disparaging the race, religion, political, age, sex, sexual orientation or disability of any individual with whom you come into contact as a result of your role in an MDCC Health Science program.
- Do not post copyrighted content
- Obtain written permission from faculty and fellow students to videotape or audio tape conversations, lectures or any other communication.
- Obtain permission from fellow students prior to posting any personal information or photographs related to MDCC activities.

Maintain Transparency

Make it clear in your post when sharing your views that you are speaking for yourself and not MDCC or a specific program. Even with this declaration readers will associate you with this institution and the program you are enrolled.

- You may NOT represent yourself as an official representative or spokesperson for the college on your personal social media outlet.

Take the High Ground

Discuss ideas and situations civilly. Do not pick fights online.

- Make sure posts are relevant and accurate.
- Do not display vulgar language.

- When commenting on others individual's post refrain from posting potentially inflammatory or unflattering material.

Respect Your Audience

Do not use any ethnic slurs, personal insults, obscenity, or engage in any conduct that would violate your professional Code of Conduct. Show proper consideration for others' privacy and for topics that may be considered sensitive, such as politics and religion.

- Do not display language or photographs that imply disrespect for any individual or group.
- Refrain from the presentation of personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.
- Do not verbally attack the college, faculty, staff, or students.
- Do not use social media to harass, threaten, insult, defame or bully another person or entity.
- Do not spread gossip or rumors of other unverified information NOT: everything posted on social media is true.

Monitor Comments

Respect the view of others even if you disagree. Carefully consider the accuracy, clarity, length and tone of your comments before posting them. Remain in professional tone and in good taste. Remember, your posts may last forever.

Does it Pass the Publicity Test?

If the content of your message is not acceptable for a face-to-face conversation then DO NOT post it. You should make every effort to present yourself in a mature, responsible, and professional manner. Note that nothing is perfectly protected and that person may still gain access to your post including future and/or current employers

If a student is found guilty of this activity could be grounds for dismissal, probation or 20-point demerit from that semester's clinical average.

HEALTH:

- The school is interested in not only the student's health when the student is first enrolled, but also in your continued good health.
- Prior to admission the student must have a physical provided by the student's own physician at the student's own expense.
- The student will be taught and expected to practice good patient contact measures.
- The student will be required to have a T.B.skin test (one before starting the program and one before the start of sophomore year) A 2 step TB skin test is required when skin test documentation has not been provided and/or has not been administered in consecutive years. (the 2 step TB skin test must be completed within 21 days of the 1st step)
- The student will also be required to have a yearly flu shot at the student's expense before starting clinical and during the sophomore year.
- Proof of Rubella vaccination is also required before any student can enter M.D.C.C.
- Due to increased risk of exposure to Hepatitis B; the vaccination for this virus is recommended but not required. (A vaccine declination form must be signed by the student if the student chooses not to receive this vaccination).

DISABILITY

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990m MDCC endeavors to make reasonable adjustments in its policies, practices, services, and facilities to ensure equal opportunity for those students who are disabled. If you are disabled you should discuss this with the RT faculty or the Counseling and Disability Support Services Coordinator, Jalisha Kee, (662.246.6442). Students must claim any disability **at the beginning of the semester**. Campus resources are available for all students with special needs. **If no disability is declared, the student will be expected to perform at the standard expected of all students in the program.**

COMMUNICABLE DISEASE POLICY:

Since exposure to disease is inherent to performance of laboratory testing, it is required that students strictly adhere to established safety practices. Before handling laboratory specimens, students should begin the series of vaccinations against Hepatitis B virus. A signed declination statement is required if one chooses not to receive the vaccine. Health science students who are HIV-positive who are not involved in invasive procedures need not be restricted from work unless they have some other illness for which any health care worker would be restricted.

In the event that a student leaves the program due to exposure to a communicable disease, the student's position within the program will not be jeopardized. The point at which the student may resume their education will be determined by the program director and based in part on the month the student leaves the program.

**Mississippi Delta Community
College Health Science Programs**

Decision Receive or Decline of Hepatitis B Vaccine

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the option of being vaccinated with hepatitis B vaccine; however, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I have that option.

I HAVE _____ / HAVE NOT _____ (CHECK ONE) ELECTED TO RECEIVE THE VACCINE

I will provide proof of vaccination to MDCC with written evidence from the provider of the vaccine.

_____ D# _____
Please print name

_____ Date _____
Signature of Student

_____ Date _____
Instructor Signature

***** PLACED IN THE STUDENT'S PERMANENT FILE *****

HEALTH SCIENCES

LATEX ALLERGY POLICY

Approximately 3 million people in the U.S. are allergic to latex. Latex is used in more than 40,000 industrial, household, and medical products. Exposures to latex may result in skin rashes, hives, flushing, itching; nasal, eye, or sinus symptoms, asthma, and (rarely) shock. Reports of such allergic reactions to latex have increased in recent years—especially among healthcare workers. This statement is provided to notify students of the possible risk of latex allergies. It is important to notify the program if you are or become allergic/sensitive to latex products.

Students who have a latex sensitivity or a latex allergy must have documentation of such from their physician or other health care practitioners. Students should present this documentation to their program adviser the first week of the school term. If allergic condition develops while in the program the student must notify his/her instructor immediately. Please be aware that Mississippi Delta Community College cannot provide a latex-free environment to students in either the clinical practice laboratories on campus or clinical placement sites off campus. Applicants/Students who have a known latex allergy/sensitivity are encouraged to consult their personal health care provider prior to entering a health care profession.

Latex products are common in the medical environment. Our facility in the College and Health Professions has an open clinic design. Therefore, an individual with latex allergy/sensitivity wearing alternative vinyl or nitrile gloves is still exposed to latex residue of others working in the area or to latex present in the equipment, models, or manikins. **No additional accommodation for latex allergy are available.**

Health Science
Latex Allergy Acknowledgement

I _____, have read and understand the latex allergy policy of Mississippi Delta Community College.

I do not _____ or/ I do _____ have a latex sensitivity or allergy. *(Please check one)*

I understand that I am responsible for providing written documentation from my physician regarding any latex sensitivity or latex allergy and I must complete the MDCC latex allergy waiver prior to any laboratory or clinical activity.

_____ Student Signature _____

_____ Date _____

******* PLACED IN THE STUDENT'S PERMANENT FILE *******

**MISSISSIPPI DELTA COMMUNITY COLLEGE
DIVISION OF HEALTH SCIENCES**

LATEX ALLERGY WAIVER OF LIABILITY

Mississippi Delta Community College Health Science Programs are unable to provide a latex-free environment to students in either the Campus Lab or clinical facilities utilized in the program. Non-latex gloves will be provided to students with a latex allergy. However; an individual with latex allergy wearing alternative vinyl or nitrile gloves is still exposed to latex residue of others working in the area or to latex present in the equipment, models or manikins. There are no additional accommodations available for latex allergy.

I _____ have read and understand the above statement.
I recognize that I may be exposed to latex and I assume the risk inherent in the profession I have chosen.

In addition, I HEREBY RELEASE the Mississippi Delta Community College, the Clinical Affiliates, their administration, and instructional staff from any and all liability resulting therefrom.

Student's Signature

Date

Program Director/Chair Signature

Date

SWORN AND SUBSCRIBED BEFORE ME, this the _____ day of _____, 20____.

Signature of Notary Public

My Commission Expires

******* PLACED IN THE STUDENT'S PERMANENT FILE *******

BLOODBORNE PATHOGENS & OTHER COMMUNICABLE DISEASES

During the course of study as a Health Science student, the student may come in contact with patients who have communicable diseases, including HIV and Hepatitis. The student will also be handling blood or other potentially infectious materials.

Current information concerning communicable diseases, their transmission, and standard (universal) protective precautions to be used while caring for patients or handling potentially infectious materials will be taught.

The risk of an un-vaccinated individual contracting Hepatitis B is greater than the risk of contracting human immunodeficiency virus (HIV). Therefore, recommendations for the control of Hepatitis B infection will also prevent the spread of HIV. The student will be expected to assume the responsibility for using standard precautions to minimize risk of disease transmission. Failure to adhere to safety procedures may result in disease for the student and others. **Habitual disregard for safety may result in dismissal from the program.**

Because the student is at risk of acquiring hepatitis B virus infection, therefore the hepatitis B vaccine series is required prior to contact with patients or body fluids capable of transmitting disease.

PREGNANT HEALTH SCIENCE STUDENTS

Pregnant health science students are not known to be at greater risk of contracting HIV than students who are not pregnant. However, if during pregnancy a student becomes infected with HIV, the infant has an increased risk of infection through prenatal or perinatal transmission.

Because of this risk, pregnant students should be especially familiar with precautions for preventing the transmission or acquisition of HIV.

HIV-POSITIVE STUDENTS

1. Health science students who are HIV-positive who are not involved in invasive procedures need not be restricted from work unless they have some other illness for which any health care worker would be restricted.
2. For health care students who are HIV-positive, there is an increased danger from infection due to diseases they may come in contact with at class or in the workplace. HIV-positive students, who have altered immunity, are at risk of acquiring or experiencing serious complication of such disease. Of particular concern is the risk of severe infection following exposure to patients with infectious disease(s) that are easily transmitted if appropriate precautions are not taken, (e.g. tuberculosis or chicken pox). HIV-positive students should discuss with their physician the risks associated with exposure to or taking care of patients with transmissible infections and should continue to follow infection control to minimize their risk of exposure to other infectious agents.
3. The health science student's physician in conjunction with the appropriate College officials will determine on an individual basis whether the HIV-positive student can adequately and safely perform patient care duties.

**HEALTH SCIENCE PROGRAMS
BLOODBORNE PATHOGENS & OTHER
COMMUNICABLE DISEASES**

Waiver Form

I have read and understand the above statement. I understand that I may be caring for patients with communicable diseases and may be exposed to potentially infectious materials.

My signature verifies that my instructor or a designated representative has explained and I understand the expectations relative to the OSHA Bloodborne Pathogen Standard as they relate to occupational exposure in the health care setting. Training includes but not limited to:

- an explanation of the epidemiology, modes of transmission, and symptoms of blood borne diseases
- an explanation of the health care facility's exposure control plan
- discussion of tasks which may include exposure to blood, and methods to reduce exposure through use of engineering controls, work practices ("standard blood and body fluid precautions"), and personal protective equipment
- information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment

I have been given the opportunity to ask questions and I understand that compliance with the requirements is mandatory and that the failure on my part to comply may result in removal from the program. I assume the risk, including financial responsibility, of infection inherent to the profession I have chosen.

I understand if I choose to not take the Hepatitis B vaccine series, I will sign and submit a declination statement.

In addition, I HEREBY RELEASE the Mississippi Delta Community College, the Clinical Affiliates, their administration, and instructional staff from any and all liability resulting there from.

Student's Signature

Date

Instructor's Signature

Date

Parent/Guardian Signature

Date

(STUDENTS UNDER 18 MUST BE NOTARIZED)

RADIOLOGIC TECHNOLOGY PROGRAM

PREGNANCY POLICY

Female students who become pregnant or suspect pregnancy are encouraged by the National Council on Radiation Protection and Measurements (NCRP) to notify the Program Director or Instructor **immediately!** Notification must be made in writing. A student has the right to not declare her pregnancy, in which case, the student will be treated as though she were not pregnant. Once a student has declared her pregnancy, she also has the right to undeclare her pregnancy at any time and would be treated as though she was not pregnant. This is in accordance with Federal and State laws. Confidentiality is assured if necessary.

Students who have declared the pregnancy will receive counseling concerning continuation of studies during pregnancy. Pregnancy is **not** grounds for dismissal, but radiation exposure should be limited during this time for the protection of the fetus. Radiation overdose in the first trimester has been known to cause birth defects and health problems. This is of utmost importance to the health of the unborn child. The radiation dose to the expectant mother (and fetus) must not exceed 0.5 rem during the entire period of gestation.

Below are the recommendations concerning the student's progression in the program:

- Students who become pregnant while in the program will be given the option of withdrawing. She may return at a later date as determined by the student and Program Director. (option 1)
- Pregnant students who chose not to withdraw from the program must acknowledge in writing having received counseling and assume all risk for possible damage to the unborn fetus. The student will be offered a monitoring device to wear at waist level to monitor fetal exposure during gestation. Readings will be monitored closely by the Program's Radiation Safety Officer. The student will continue in the program and have the option of performing all required procedures (option 2) or proceed with limitations in fluoroscopy, portables, surgery, etc. and make up missed rotations after delivery. (option 3)
- Second year students will be given the option of completing the didactic portion of the program and withdrawing from the clinical courses. Clinical will be resumed as soon as feasible after the baby's birth, but the student must make up clinical days missed in excess of clinical absences allowed. First year students do not have this option because the clinical and didactic classes are too close in correlation. (option 4 only for second year students)
- Undeclare Pregnancy (option 5) **must be made in writing**



Pregnancy Declaration

I, undersigned, hereby state my understanding of the possibility of hazards to my unborn child from the exposure to x-rays used in my clinical training. It is my understanding that this is an area where there are no definitive research studies and where much remains unknown. I have read the Pregnancy Policy and understand there are options available to me. I understand and acknowledge that Mississippi Delta Community College has given me the option of dropping out of the program immediately (option 1), continuing in the program without modification (option 2), continuing in the program with modification to protect the fetus (option 3) or second year students may withdraw from clinical and continue in the didactic classes and make up clinical days at a later time (option 4). If the third option is taken, Mississippi Delta Community College will take the recommended precautions for my safety, including my re-assignment to low radiation areas. I agree to accept assignments within these areas for the duration of my pregnancy upon the advice of the radiologist that this is the safest course of action for me and my unborn child. I hereby acknowledge that I have made this decision as a student technologist at Mississippi Delta Community College during my pregnancy as my own individual decision and not due to any pressure applied to me by the college. I may also undeclared my pregnancy at any time (option 5).

_____ I intend to drop out immediately (Option 1)

_____ I intend to continue in the program without modification to protect the fetus
(Option 2)

_____ I intend to continue in the program with modification to protect the fetus
(Option 3)

_____ I intend to withdraw from the clinical portion of the program and continue in
the didactic classes and make-up all clinical days. (Option 4)

_____ I undeclared my pregnancy (option 5) **must be made in writing**

Signed: _____ Date: _____

(Student technologist)

Signed: _____ Date: _____

(Program Director)

Signed: _____ Date: _____

(Radiation Safety Officer)

Signed: _____ Date: _____

(Chair of Allied Health Science)

Mississippi Delta Community College
Radiologic Technology

Release of Information

I hereby give permission to Mississippi Delta Community College and the _____ program to give my name, address and other information (CPR, immunization, health screening, background check, drug screens, etc.) to hospitals and other health care facilities hereafter referred to as clinical agency for purposes of clinical assignments and/or employment. I understand that in the Agreement of Affiliation between the College and the clinical agency, the clinical agency has the right to request this information.

I understand that the clinical agency will decide whether to grant me as a student of MDCC clinical privileges or student employment. I understand that, if I am barred from the clinical agency, I may not be allowed to participate in the clinical component of the Health Science program and therefore be unable to progress.

I hereby give permission to the _____ program to give my name and address to hospitals and other health care facilities for the purpose of recruiting. This means that I will be contacted only for employment possibilities. I am in no way obligated to the contracting agency.

In the event that I withdraw from the program, I understand that my name will no longer be made available.

I do not hold Mississippi Delta Community College responsible for any consequences that may result from the sharing of this information.

Student Signature

Date of Signature

Signature of Witness

***** PLACED IN THE STUDENT'S PERMANENT FILE *****

PRE-REGISTRY EXAMS:

During your second year, the student will be required to take online pre-registry exams in preparation for the ARRT exam. These standardized test scores indicate areas of weakness and strength for the student. Statistics have shown that these exams increase the likelihood of passing the Registry. Each student must pass at least ONE pre-registry exam with a 75 or better before being considered eligible for graduation and to sit for the ARRT.

RADIATION BADGE USE & REPORT POLICY

- Radiation badges are a vital part of your clinical record. Each student will be provided with a radiation badge at the beginning of first semester. Students are required to wear their badge in the energized laboratory on campus and while at the clinical setting. **Do not misuse badges.**
- The student will be notified by the faculty when to turn in the badge for reading. It is the student's responsibility to bring badges to campus for processing. Failure to return badge within one week of assigned date for reading will result in a **5-point** demerit which will be deducted off the final clinical average of that semester
- Students will be notified to initial badge reports monthly
- **75 mR or higher/monthly readings are considered excessive.**
 - If a reading higher than normally anticipated is noted, the student is counseled by the Radiation Safety Officer to determine the reason. Recommendations for behavioral changes are made as appropriate.
- Cumulative exposure records will be mailed to each student following graduation. Reports are kept on file in the Program Director's office.
- **There is a \$25.00 replacement fee for lost or misplaced badges. This replacement fee will be at the expense of the student.**
- **There is a \$100.00 fee charged to a student account for badges not returned (ex. Graduation or withdrawal from the program)**

Program Job Policy/Work/Student Related

- The Radiologic Technology program officials allow each student to determine the amount of extra curriculum or work-related employment while in the program.
- If employment is in the area hospitals or other facilities, employment is strictly between the employer and the student. However, the students must be aware that they are no longer under the auspices of MDCC.
- **Students cannot fulfill any school-related requirements while being a paid staff member at a facility.**
 - **The students' continuation in the program may be at risk if found performing school-related activity during employment.**
 - Students are not allowed to use school issued radiation monitoring devices for employment. The student employment facility must furnish appropriate radiation-monitoring devices. This eliminates any possible error in educationally related exposures.
- The students' academic education should be the students' top priority. The student must arrange the students' work schedule accordingly.
- **Clinical schedules WILL NOT be adjusted to fit the students' work schedule.**
- If the radiology faculty feels that the student's scholastic average or clinical performance is declining due to outside work, counseling may be necessary.

WEATHER

If road conditions are dangerous (ice or snow) listen to the TV or radio for school closings. If the MDCC campus is open, students are expected to report. If the MDCC campus is closed students are not expected to report to clinical. Instructors follow these same guidelines. Please sign up for text notifications. **Do Not Call Instructors.**

This is Mississippi Delta Community College's alert service provided through e2Campus. This service will send you instant alerts and time-sensitive messages, including up-to-date information on emergencies and campus closings. Messages can be sent to your cell phone via text message and to your e-mail account.

Registration is free. It is important that all students register to receive emergency alerts.

MOBILE REGISTRATION:

Text the keyword MDCCALERTS to the number 79516 to subscribe. (use the exact keyword, no spaces, when sending the text message). You'll receive a text message confirming your registration.

-OR-

WEB REGISTRATION:

Signup from a computer by visiting <http://alerts.msdelta.edu> and creating an account. Need help? Visit <http://alerts.msdelta.edu> and submit a technical support ticket.

Workplace Hazard Policy

Accidents to Students and/or Patients:

If injured while on duty, first report to the immediate R.T. There will be an accident report filled out NO MATTER HOW SMALL it may seem. Immediate care must be rendered in the Emergency Room if the Radiologists feel it is necessary. If further attention is required, the student will be referred to a private physician. The hospitals or college are not liable for accidents not reported AT THE TIME THEY OCCUR. Patient accidents MUST be reported IMMEDIATELY, NO MATTER HOW MINOR, to the supervising R.T.

Accident reports are to be filled out before the patient leaves the department and they should be shown to a Radiologist, if one is present in the hospital.

Clinical/MDCC Energized Equipment Safety

Faculty and Student Responsibilities:

- Always use safe practices.
- Report all unsafe conditions and practices observed to your supervisor immediately.
- Never use unsafe equipment that could endanger yourselves or others.
- Adhere to all safety and fire prevention rules and regulations.
- Assume your share of responsibility for failure to report any conditions that might cause injury to yourself or others.
- Comply with all occupational safety policies.
- Think and act safely in performing any duties assigned.
- Any equipment used by unauthorized personnel must be reported to the immediate supervisor.
- Radiation personnel monitors are required for all Radiology rooms.
- X-ray room doors will be maintained in the closed position during exposure.
- Never make an exposure without using proper shielding and collimation to patients and others.

RADIATION SAFETY

Wear your radiation badge while in the clinical setting or x-ray laboratory at all times. It should be worn outside the apron about the collar level.

Radiation badge usage:

- (1) Do not leave badge in vehicle (especially in direct sunlight)
- (2) Do not wear while personally receiving an x-ray examination/Dental x-ray
- (3) During possibility of exposure to water (laundry, rainy weather, Etc.

****Any misuse of any radiation badge while in the program can be grounds for dismissal. In most instances, **10 points** will be deducted from final clinical average.**

1. Wear a lead apron whenever in the fluoroscopic room during exposure time. Radiation badge is to be worn on the collar of lead apron.
- 2. Students must not hold image receptors during any radiographic procedure**
- 3. Students should not hold patients during any radiographic procedure**
4. Stand at the end of the radiographic table during fluoroscopy whenever possible, or behind the lead shield, or behind the fluoroscopist.
5. Absolutely NO exposures will be made on human subjects without verified verbal or written doctor's orders (especially concerning fellow medical personnel).
6. Never allow anyone to be in the radiographic or fluoroscopic room or patient's room when a portable examination is taking place unless the person is protected by a lead apron. (Surgery suite is the exception).
7. Never allow a pregnant person to hold a child or even remain in the room during a radiographic examination of another person.
8. When anyone holds a patient (baby, etc.) they must wear lead gloves. Pigg-O-Stats should be utilized whenever possible.
9. In examination of a pregnant female, always place the lead shield over the abdomen and pelvis of the patient during x-ray (unless this is the area of interest).
10. Strict limitation of field size to the area necessary for the examination should be routinely practiced.
11. Limit x-ray exposure factors to the required minimum. Use accurate technique charts when available.
12. Whenever possible, the x-ray beam should not be directed toward the gonads.

13. Adequate gonad shield should always be used unless they interfere with the proposed examination.
14. During portable radiography, the minimum distance of the operator from the tube and the patient should be 6 feet.
- 15. Students must be under direct supervision when performing a portable(mobile) study and repeating an image**
16. Turn off the line voltage prior to any type of repair of an x-ray machine.
17. **Time, distance, and shielding** are the three factors which reduce exposure to the individual.
18. The "ALARA" limits for this program should not exceed 75 mR per badge report. If received, counseling will be provided.

Consensual Relationships Policy

Mississippi Delta Community College may restrict consensual relationships between employees and students, and between employees.

- All College employees must preserve the integrity of their relationships with students, and are expected to maintain at all times the highest level of professionalism with students, whether or not any real authority over the students exists. Therefore, situations which may present the appearance of a consensual romantic or sexual relationship between a College employee and any student of the College should be avoided.
- No College employee shall enter into or maintain a consensual romantic or sexual relationship with a student of the College.
- No College employee shall enter into or maintain a consensual romantic or sexual relationship with any other employee over whom they exercise any academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence.

Any student or employee who is determined to be in violation of this policy is subject to appropriate disciplinary action, which may include dismissal from the College, in the case of a student, or termination, in the case of an employee. Due process for employees will be followed according to the MDCC Policies & Procedures Manual. Due process for students will be followed according to the disciplinary process for students in the MDCC College Catalog.

This policy shall not apply to students, faculty, or staff who are married to each

other. For purposes of this Policy and Procedure, the following terms are defined:

Employee: An employee is any person employed by Mississippi Delta Community College as a faculty or staff member, whether full-time or part-time. For purposes of this policy and procedure, adjunct instructors are considered employees of the College.

Student: A student is any person enrolled full-time or part-time in any instructional program at Mississippi Delta Community College.

Consensual relationship: A consensual relationship is a sexual and/or romantic relationship, other than marriage, between two persons who voluntarily enter into such a relationship.

Section 2

CLINICAL INFORMATION AND POLICIES

CONFIDENTIALITY GUIDELINES

In compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), information provided on maintaining confidentiality regarding patient privacy and data security as it relates to healthcare workers is provided to all students. HIPAA guidelines apply to all MDCC students and will be strictly enforced by the college and clinical agencies.

Each student completes the online learning module/s specific to the appropriate field of study.

All patient medical and financial records and any other information of a private or sensitive nature are confidential. Students should not read or discuss confidential information unless it pertains to his/her learning requirements. Under HIPAA Regulations, you can only discuss patient information directly related to treatment, and then you must limit the disclosure of any patient information to the minimum necessary for the immediate purpose. Discussion of confidential information must take place in private settings. Students must not discuss confidential information with family members or friends, or other parties who do not have a legitimate need to know. Disclosure of the client's presence in any health care agency may violate confidentiality.

Any unauthorized disclosure of protected health information may subject the student to legal liability. Failure to maintain confidentiality violates the Code of Ethics Policy and thus may be grounds for disciplinary action.

Each student must sign a confidentiality statement and agree to abide by the guidelines.

**MISSISSIPPI DELTA COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY**

AGREEMENT TO MAINTAIN CONFIDENTIALITY GUIDELINES

I acknowledge that I have been instructed on the guidelines regarding patient protected health information and the HIPAA guidelines as it relates to healthcare workers.

I agree to abide by the confidentiality guidelines. I understand that in meeting the requirements of my education I will have access to protected health information. I understand I must maintain confidentiality of this information unless it relates to the performance of my assigned responsibilities.

I understand that health care agencies may require additional instructions on specific HIPAA policies and matters of confidentiality as it relates to their agency.

Student Signature

Witness Signature

Date

Clinical Expectation

- MDCC Radiology students rotate through several clinical locations in surrounding counties.
- Students will be required to travel to different areas to participate in their clinical assignments.
 - It is very important that students have a valid driver's license and reliable transportation.
 - It is the responsibility of the student to cover their own fuel expenses for travel to clinical sites.
- **Program staff will not make exceptions or adjustments in clinical assignments based upon traveling distance.**

Current clinical sites

Delta Health- The Medical Center in Greenville, Greenwood Leflore Hospital in Greenwood, Bolivar Medical Center in Cleveland, Delta Health- Northwest Regional in Clarksdale, South Sunflower County Hospital in Indianola, University of Mississippi Medical Center Grenada & University of Mississippi Imaging Center both in Grenada, Chicot Memorial Medical Center in Lake Village Arkansas, North Sunflower Medical Center in Ruleville and Tyler Holmes Memorial Hospital, Winona. Additional clinical agencies must be utilized as needed. Clinical placements are determined at the discretion of the college

- Clinical hours are from 8:00am to 3:30 pm or afternoon shift 11am-7pm. (students may be required to work staggered shift)
- Students will also be assigned afternoon/trauma rotations (11 am-7pm) at Delta Health- The Medical Center or Greenwood Leflore Hospital
- Students are not assigned clinical rotation on recognized holidays or when college is closed
- Students receive vacation time according to the college calendar. Summer vacation is scheduled **before or after** the summer clinical session.

Clinical Rotation Schedules

- Clinical rotation for fall and spring semesters, first year students will attend clinical Tuesday and Thursdays (beginning the first Tuesday in October) from 8:00 a.m-3: 30p.m for all clinical sites.
- Summer rotations are 8 Weeks, M-F (May-July).
 - Students will complete 5 days of trauma rotations (11 am-7pm)
- Clinical rotations for fall and spring semesters, second year students will attend clinical Monday, Wednesday and Friday.

- Some of our clinical affiliates are in rural hospitals and are limited on their variety of radiography exams. To give students as much varied experience as possible; we will rotate each student through several clinical facilities (small facilities, large facilities, and clinics).
- Each of these affiliates has its own specific rules. These may vary slightly from one facility to another. Students are required to abide by the rules of each individual facility.
- Students will be required to perform non-technical duties (patient transport, stocking and cleaning rooms, etc...) that are required to keep a radiology department running smoothly.

Transportation (Clinical)

- All students are required to provide for their own transportation to and from the clinical sites.
- The student should be prepared to travel a minimum of 2 to 3 days per week and up to five per week in some phases of this program.
- On occasion, students may be asked to return to campus for a scheduled activity and return to clinical afterwards. Transportation is the student's responsibility.
Clinical rotations will not be altered.

Trauma Rotation (11am-7pm) Policy

- Normally begin during Clinical 3 (summer rotation)
- Only sites for trauma rotations are Delta Health-The Medical Center and Greenwood Leflore Hospital
- Each student is required to complete **(5) 11am-7pm** before the students will be eligible for graduation.
- Students can complete the 5 days in sequence or randomly depending on the number of open slots at the two above clinical sites.
 - Trauma rotations must be 5 complete days (7 ½ hours a day).
Students will not be allowed to take ½ day cuts on these shifts
 - Students will not receive credit for a trauma rotation day if a ½ cut is taken.
- On trauma rotations, students are expected to be at clinical by 11 am ready to work, do not come in at 11 am and expect to have a 30-minute lunch break at 12:00.
- It is highly suggested that student complete or begin on trauma rotation when assigned to these two facilities
 - Students who are assigned to other facilities will only be allowed trauma rotation days when there is an open student slot.
 - *****Trauma rotations must be approved by faculty and facility prior to date*****
- Students are expected to follow all rules and regulation that are in place for normal 8to 3:30 shift
- Trauma shifts **will not be** scheduled on recognized holidays or when college is closed

Modality/ Elective Rotation:

- During Clinical V, students who have completed all competencies for graduation may request modality rotation.
- Advanced imaging modalities: Computed Tomography (CT), Ultrasound, Nuclear Medicine (NM), Magnetic Resonance Imaging (MRI), Interventional (Specials) and Mammography
- All students will be provided equal opportunity to rotate through advanced imaging modalities if available. Mammography rotations may be considered in accordance with JRCERT and clinical site policy. The student must be directly supervised by a qualified radiographer at all times during these rotations.

Mammography Clinical Rotations Policy

- The radiography program sponsored by Mississippi Delta Community College has revised its policy, effective August 1, 2017, regarding the placement of students in elective clinical mammography rotations to observe and/or perform breast imaging.
- Under the revised policy, all students, male and female, will be offered the opportunity to participate in clinical mammography rotations.
- The program will make every effort to place a male student in a clinical mammography rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to female students.
- Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures.
- The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.
- The change in the program's policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student clinical mammography rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position statement is also available on the JRCERT Web site, www.jrcert.org, Programs & Faculty, Program Resources.

MRI (Magnetic Resonance Imaging) Safety Protocol

In MRI, the magnetic field is ALWAYS on; therefore, students are **strictly prohibited** from entering the MRI suite at any time. If transporting a patient to MRI, the student is only allowed to enter ZONE 1. Student must complete an MRI Screening Form prior to beginning their Clinical Education I rotation and will be rescreened prior to Modality rotations during Clinical V.

Please review the 2026 American College of Radiology's guidelines for MRI safety: ACR Guidance Document on MRI Safety Practices and the American College of Radiology's MR Safety Guidelines available at: <https://www.acr.org/Clinical-Resources/Clinical-Tools-and-Reference/radiology-safety/mr-safety>

GENERAL INFORMATION:

To gain the practical experience required to perform the duties of a Radiologic Technologist, it is necessary to spend time in the clinical setting.

MDCC is affiliated with nine excellent area hospitals to provide this experience. The following information is concerning these hospitals, which are our program's Clinical Education Centers at the present time.

- 1. Bolivar Medical Center**
901 E Sunflower Road
Cleveland, Mississippi
(662) 846-2523
Clinical Instructors: Cristi Sparks RT (R) (CT) (ARRT)
- 2. Delta Health- The Medical Center**
1400 E. Union Street
Greenville, Mississippi
(662) 334-2025
Clinical Instructors: Destiny Chase RT (R)(BD) (CT)(ARRT)
Neely Chennault RT (R) (ARRT)
- 3. Greenwood Leflore Hospital**
1401 River Road
Greenwood, Mississippi
(662) 459-2670
Clinical Instructors: Rosie Ellis RT (R)(CT)ARRT

Greenwood Orthopedic Clinic
201 8th Street, Greenwood Mississippi
(662) 453-0504
Instructor: Kellie Carr RT (R)(ARRT)
- 4. Northwest Mississippi Regional Medical Center**
1970 Hospital Drive
Clarksdale, Mississippi 38614
(662) 627-3211
Clinical Instructors: Vicky Rybolt, RT (R)(M) (ARRT)
- 5. South Sunflower County Hospital**
122 E Baker St.
Indianola, MS 38751
(662) 887-5235
Clinical Instructors: Whitney Carlson RT(R)(ARRT)

6. University of Mississippi Medical Center in Grenada

960 Avent Dr.
Grenada, MS 38901
(662) 227-7000

Clinical Instructors: Lila Leach, RT (R)(CT) (ARRT)
Jennifer Bruce RT (ARRT)

University Medical Center- Grenada Imaging Center

1300 Sunset Drive, Suite U
Grenada, MS 38901
(662) 226-9326

Clinical Instructor: Stephanie Molck, RT (R)(CT) (ARRT)

7. North Sunflower Medical Center

840 North Oak Avenue
Ruleville, MS 38771
(662) 756-2711

Clinical Instructor: Stephanie Henderson, RT (R)(M) (CT)(ARRT)

8. Chicot Memorial Medical Center

2729 Highway 65 & 82
Lake Village, Arkansas 71653
(870) 265-9203

Clinical Instructor: Clara Stevens, RT (R)(ARRT)

9. Tyler Holmes Memorial Hospital

409 Tyler Holmes Drive #1521
Winona, MS 38967
(662)283-4114

Clinical Instructor: Tara Dunn RT(R)(ARRT)

CLINICAL ABSENCES and TARDIES

Clinical Education Center absences and tardies will be handled in the following manner for the R.T. Program:

Tardies

- Students should be at clinical no later than **8:00** a.m. and remain until **3:30** p.m.
- Students are expected to be at clinical on time and ready to work. DO NOT clock in then go to cafeteria to eat breakfast!!!
- If a student is **1 minute** past the scheduled arrival time (8:00) at the assigned clinical, the student is considered tardy and this will be recorded on the student's permanent record.
- **The student is required to make up the amount of tardiness that day.**
(Example: If the student arrives at 9:00 instead of 8:00; the student must stay until 4:30 to make up this time)
- Clock in between 8:00 and 9:00 am will be considered as a Tardy (and must be made up that day), any clock in after 9:00 am will be considered a half (½) cut.
- **For every tardy after 3 there will be a 10-point demerit per tardy.** This will be taken off your final clinical average for that semester.
- Students will be allowed 30 minutes for lunch and/or smoke breaks. Smokers should limit lunchtime to 15 minutes if they take smoke breaks.
 - Students must have lunch times approved by clinical instructor (Technologist). DO not leave for lunch if the department is busy. DO not wait until 3 to take lunch, suggested time for lunch is between 11 and 1pm.
- **Students are not permitted to work through lunch to leave early.**

Absences

- The student has **3 excused clinical (cuts) absences per clinical semester.**
- These can be taken as a whole day or ½ day. (Half cuts start or end at 11:30)
- **There will be NO exceptions to this policy, use your cuts wisely**
- Excess of Three (3) will result in **10-point deduction for each day over the 3 cuts allowed.** Points will be deducted from final clinical average for that semester. **This time must be made up as soon as possible.**
- Any make up day must be approved by clinical coordinator.
- Appeals may be made to the Dean of Health Sciences for consideration of readmission according to procedures outlined in the college catalog.

Absences, tardy or early departures from any scheduled clinical experience hours policy

- Students are to call the Clinical Instructor/Preceptor (or R.T. in charge) at the assigned CEC before 9:00 a.m. if they must be absent or tardy.
 - This is required for everyone whether it entails a long-distance call or not. (This is a courtesy to the hospital radiology department to alleviate any concerns regarding your absence).
- Students are also required to notify **Clinical Coordinator** if they must be absent or tardy
 - **Failure to call in by 9:00 results in a 5-point demerit.**
- Early departure from clinical diminishes the student's access to valid clinical experiences. A full clinical day is defined as 7.5 hours with a 30-minute lunch break (7 work hours).
- Early departure is no longer allowed unless approved by the Clinical Coordinator.
- Students who must leave the CEC early (such as emergencies, illness, and doctor's appointments which cannot be scheduled during off hours) must obtain permission from the Clinical Instructor and Clinical Coordinator prior to leaving.
- Each student is given schedules in advance and should make appointments around these. Any arrangements regarding changes in regular clinical scheduling must be pre-approved by C. I. and MDCC Clinical Coordinator.
- **If the student works less than 5 hours, this will be considered a half cut.**
- **Time instances for a tardy clock-in and leaving early** will be a normal clock in or out.
 - When tardy, clock in as usual, and then log back in to Trajecsys and send an email to lsweet@msdelta.edu stating you are tardy. When leaving early, clock out as usual. If allowed to leave early by the Clinical Site, the clinical instructor must comment on the time approval page that you have been excused early from clinical. It is the student's responsibility to verify the documentation is complete.
- **Time exceptions** are reserved for absences and time instance errors only. Please note that excessive time exceptions are penalized as a 5 pt demerit to the final clinical average.
- **Creating and maintaining daily time records is the responsibility of the student. If a time record does not exist, then credit will not be awarded for the clinical hours. This may result in excessive tardies or absences and the associated penalties for the student.**

Failure to follow these policies will be handled in the following manner:

- Three tardies within a semester will be considered as excessive.
 - **If a fourth tardy is given during the same semester, the student will be deducted 10- points from the semester clinical average. 10 points will be deducted for each tardy thereafter.**
- If the student exceeds more than three tardies in one semester, they can be dismissed from the program.
- **If no “Clock in” is recorded in Trajecsyst, it is considered an absence. Any discrepancy in this must be documented by the Clinical Instructor (not a staff technologist).**
 - **“Forgetting” to clock in or out will count as a full cut or half cut depending on time student notices the no clock in. The student must notify the clinical coordinator of error.**
- If the student must be absent for several days due to school activities, hospitalization, and death of an immediate family member, etc., **notify the Program Director, Clinical Coordinator and Clinical Instructor in advance, if possible and give an estimate of the day’s absence**

Clinical Lunch Policy

Students are allowed a 30-minutes lunch break while at clinical. Lunch breaks must be documentation in Trajecsyst. Student are not permitted to work through lunch in order to leave early. Clinical lunch should be taken between 11:00am and 1:00pm, clinical instructors have the discretion to make adjustment to this schedule if needed. Students are to notify the clinical instructor and/or technologist when leaving for lunch. If a student takes a smoke break, the student must document in Trajecsyst and the time is deduced from the students 30-minute lunch break.

Clinical Interactions

STUDENT POLICIES IN THE CLINICAL WITH RESPECT TO PATIENT, RADIOLOGIST AND DOCTORS

The student is expected to demonstrate loyalty and cooperation so that the Radiology Department and program fulfill the obligations of adequate patient care and proper student training.

To the Radiologists, the student owes loyalty and obedience in all matters pertaining to the Department of Radiology. Respect and courtesy are due them as members of the medical profession. Please:

- Always address them by the title of "Doctor",
- Willingly conform to their directions,
- Accept their corrections graciously.

To all other physicians using the facilities of the Radiology Department, please pay them the same respect and give them prompt, cheerful service.

The student should endeavor to instill the highest ideals of charity toward the sick.

To achieve this:

1. Treat the patient with a warm and friendly approach, but not a familiar one.
2. Clothe them and perform the examination with the utmost regard to modesty.
3. Explain the procedure to them, answer their questions, and give the feeling of personal interest and concern.
4. Carefully watch the aged, unconscious, mentally disturbed, and children.
5. Anticipate the patient's needs. Remember, they are your FIRST concern.
6. Know the type of examination to be done, the information on the request, and have the room clean and set up for that examination PRIOR to bringing the patient into the radiographic room.
7. The student, if available, should transport an inpatient to the hospital room. They are usually not well and want to return to their room as soon as possible.
8. Have the area neat and clean before leaving for the day and following each examination. Restock all articles that have been used.

Clinical Education

THE FOLLOWING RULES SHOULD BE OBSERVED WHEN IN THE CLINICAL EDUCATION CENTERS DURING YOUR PROGRAM OF STUDY:

1. When assigned to an area, work in that area only. No loitering in unassigned areas unless there is business concerning a patient.
2. Be responsible for your assigned area. Report any preventative maintenance needed for that area, emergency rooms, portable units, and equipment to the R.T. in charge or teaching staff during program hours.
3. Interpretation of radiographs and any discussion of radiographic findings is the responsibility of the Radiologists. Please refer any questions of this type to the attending physician or Radiologist.
4. Absolutely no radiographs are to be made without a written or verbal order from a physician. If a patient, friend or relative to "X-ray" anything without this, refer the person to his physician or contact his office yourself.
5. As your course of instruction progresses, the student will be instructed in the "do's" and "don'ts" concerning safe handling of the equipment and accessories. Apply these at all times. Replacement and repair of equipment is costly and time consuming. Negligence will not be tolerated.
6. Radiation safety measures and regulations will be presented to the student during your course of study. Students are to apply these to not only you, but also the patients and other personnel when applicable. Radiation overdoses can have serious effects.
7. Therefore, students have a moral and legal obligation to properly apply radiation protection measures once learned. Failure to do so may result in dismissal.
8. Please limit your usage of departmental telephone lines. If the students are busy, all incoming callers will be asked to leave their name and number or a message, except in cases of emergency, so the call may be returned later. Please ask friends and relatives to call the hospital only when important. Please discourage any relatives or friends from visiting the clinical.
9. If the student must leave the Clinical Education Center for personal or business reasons, check with the Program Director or Clinical Coordinator during regular school hours, the R.T. in charge otherwise, BEFORE leaving and as far in advance as possible.
10. If the student must leave the Clinical Education Center for personal or business reasons, check with the Director or Instructors during regular school hours, otherwise the CI, BEFORE leaving and as far in advance as possible.
11. Health and business appointments should be made on your regular time off

after class. If it is necessary to miss school due to one of these, time missed will be made up at the discretion of the teaching staff.

12. Leave the Clinical Education Center at the end of your assigned duty or school day. The student may return or remain only if you have school assignments or permission from the instructors. I.D. badge must be worn at all times when you are at the clinical facility.
13. Be prepared to stay or possibly be called back to assist at the hospital in times of emergency or disaster.
14. In order to maintain accurate records; report any address or telephone number changes immediate to the teaching staff and Clinical Instructor. This is necessary in case of emergencies.
15. **STUDENTS WILL NOT BE ALLOWED TO PERFORM PORTABLE EXAMS UNLESS ACCOMPANIED BY A STAFF TECHNOLOGIST, STUDENT MUST BE UNDER DIRECT SUPERVISION. IF FOUND VIOLATING THIS POLICY, THIS IS GROUNDS FOR AUTOMATIC DISMISSAL FROM THE PROGRAM.**
16. **STUDENTS WILL NOT BE ALLOWED TO REPEAT RADIOGRAPHS UNLESS ACCOMPANIED BY A STAFF TECHNOLOGIST. IF FOUND VIOLATING THIS POLICY, THIS IS GROUNDS FOR AUTOMATIC DISMISSAL FROM THE PROGRAM.**
17. **FALSIFICATION OF ANY DOCUMENTATION ON ONLINE CLINICAL TRACKING SYSTEM (TRAJECSYS) IS GROUNDS FOR IMMEDIATE DISMISSAL.**
18. **STUDENTS ARE NOT ALLOWED TO HOLD PATIENTS OR IMAGE RECEPTORS DURING A RADIOGRAPHIC PROCEDURE. IF FOUND VIOLATING THIS POLICY, THIS IS GROUNDS FOR IMMEDIATE DISMISSAL.**
19. All the clinical facilities have a "No Smoking" policy. The student should strictly adhere to this policy. This includes dipping and chewing tobacco.
20. Any improper fraternization between students and hospital personnel is strictly forbidden during clinical hours. *No patient solicitation.
21. No smoking, eating or drinking in radiographic rooms, radioisotope laboratories, ultrasound or therapy areas.
22. Never leave a baby or unresponsive adult on a radiographic table unattended.

Policy for Gender Sensitive Exams

The MDCC faculty feel that gender associated exams should be left up to the patient receiving the exam. Those students who are in fluoroscopy rotations whereby examinations such as Hysterosalpingograms, Cystograms, Voiding cystourethrograms, etc. are being done should ask the Clinical Instructor to get verbal consent from the patient if a male or female student (whatever is the case) can stay in the room while the procedure is being done. The MDCC Radiology Program fully supports male and female students doing gender associated examinations.

HOSPITAL BENEFITS

Students are not currently eligible for any of the benefits provided for employees as covered in the Personnel Policies. The students are advised to carry Hospitalization Insurance, or remain on your parent's or spouse's. Students must also provide liability insurance through the college group policy or on your own. Proof will be necessary if purchased outside of group policy.

STUDENT AS HOSPITAL EMPLOYEES

Occasionally an MDCC student is also an employee of one of the affiliated hospitals. All agreements concerning student employment are between the student and the hospital.

MAXIMUM SCHOOL HOURS

Students will only be allowed a maximum of 10 hours a day (that includes clinical and class time)

Clinical Grading Guidelines

Grading scale for each clinical level in the Radiologic Technology Program:

A - 93-100

B - 84-92

C - 75-83

D - 68-74

F - below 68

Grades will be calculated from the following: Handbook test, Clinical room evaluations and Clinical final evaluations, demerits

Student must complete each clinical level with a "C" or better to advance

ACCIDENTS AT THE CLINICAL:

- If injured while on duty, first report to your immediate CI. There will be an accident report filled out NO MATTER HOW SMALL it may seem.
- Immediate care must be rendered in the Emergency Room if the Radiologists feel it is necessary. If further attention is required, the student will be referred to a private physician.
- The hospitals or college are not liable for accidents not reported AT THE TIME THEY OCCUR.
- Patient accidents MUST be reported IMMEDIATELY, NO MATTER HOW MINOR, to the supervising R.T. Accident reports are to be filled out before the patient leaves the department and they should be shown to a Radiologist, if one is present in the hospital.

SEXUAL HARASSMENT

We believe that unprofessional behavior or sexual harassment is a form of misconduct that undermines the integrity of the learning environment. No student or patient - either male or female - should be subject to unsolicited and unwelcome inappropriate conduct, either verbal or physical. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally

Offensive, that debilitates morale, and that, therefore, interferes with clinical/learning effectiveness. Such behavior will not be tolerated. If the student feels to be the recipient of this type of behavior the student should, inform the clinical instructors and/or program instructors. Harassment incurred upon an individual by a student may be grounds for dismissal.

HARASSMENT

Harassment of a fellow student or healthcare employee is considered unprofessional and will not be tolerated. This included any comments posted on Facebook, twitter, or other social networks.

If a student is found guilty of unacceptable behavior it could be grounds for dismissal, probation, and/or clinical demerits.

ROTATION ASSIGNMENTS

- As well as rotating through each Clinical Education Center, students will be assigned to different rooms areas in the Clinical on a rotational basis for clinical experience.
- These schedules will be approved prior to implementation by MDCC faculty.
- **Students are under the direct supervision of the technologists assigned to this area.**
- Instructors and technologists reserve the right to make any day-to-day changes in this assignment as is deemed necessary to insure departmental continuity and a good balance of clinical experience.
- Make up time will be made up during normal school schedule if hours do not exceed the maximum allowed.
- **Students are not allowed to make up time during holidays or when college is closed.**

CLINICAL DRESS CODE:

(Clinical dress code is based on the clinical affiliate Dress Code Policies)

Students should be properly and professionally attired when on duty. The way you appear to patients and hospital staff is a reflection on the Hospital, Radiology Department and MDCC. The following guidelines will be followed while in this program.

(Brand-Healing Hands) Black scrubs.

- Only Healing Hand/Black scrubs can be worn in the clinical setting
- Make sure scrubs fit properly
- No elastic bottoms or rolled pants (NO JOGGER TYPE PANTS)
- Solid black short or long sleeve undershirt can be worn under the scrubs and tucked in.
- Black lab coats may be worn in the clinical setting. Any other type of jacket, pullover or sweater **will NOT** be allowed during clinical assignments
- Keep scrubs clean and pressed
- Clean leather shoes, no mesh, are to be worn with scrubs. Students have the choice between ALL gray, brown, black or white. Students can wear clogs type shoes but must have enclosed heel and toe. High top shoes, boots or loafer type shoes are not permitted. Shoes must be clean at all times
- Long hair should be kept pulled back and out of the patient's way at all time
- **Students are not allowed to wear bold colored hair or highlights to clinical, example: red, blue, purple).** Students will be asked to leave clinical if in violation of policy.
- Males must be clean-shaven daily. (Beard and mustache may be worn if grown outside class, i.e. Christmas break or prior to class starting.)
- Students are not allowed to wear any head coverings while in the clinical setting unless approved by faculty (examples: bonnets, scarves, durags, hats, ect)
- **Sculptured or artificial nails are NOT to be worn. Fingernails must be kept clean and at a short length.**
- Earring, necklaces and bracelets are not to be worn in the clinical setting. Rings are against infection control standards in some areas and should be limited to plain bands only. A single watch may be worn and is recommended
- No body piercing should be visible at any time while in the clinical setting (which includes tongue piercing, nose piercing, eyebrow piercing, or dermal piercings, etc).
- **All visible tattoos or body art must be covered at all times during clinical experiences. The student is responsible for taking appropriate measures to ensure tattoos or body art is not visible.**
- Make-up should be worn in good taste, do not overdo

- The use of perfumes and scents are not to be worn in the clinical setting. They can be an irritant and may cause allergic reaction
- Good hygiene is a must
- Smoking is prohibited at all clinical sites and the student will be required to adhere to each clinical site policy regarding this matter

****The teaching staff reserves the right to make judgments regarding appropriate dress, good taste, and other grooming aspects. If at any time a student is corrected about dress, unless stated, the student is expected to correct the violation immediately.**

This may include going home to make the correction. Time needed for this will be made up that day.

CLINICAL ACCESSORIES

RADIATION BADGE

- Worn to measure the amount of radiation the student receives while performing examinations.
- Wear badge in the appropriate areas (collar) whenever in the Clinical Education Centers or x- ray laboratories.
- The readings from these are important for health considerations. Please notify MDCC instructors if badge is lost or broken.

LEAD MARKER POLICY

- All students are required to purchased lead initial markers prior to clinical education. If a marker is lost, the student must order a new set immediately.
- Lead markers should contain the students' first and last initials and should be colored as follows: **Right (RT) markers should be red, Left (LT) markers should be blue.**
 - Markers are not allowed to be unusual shapes and designs. Faculty strongly recommends that students always keep a second set of markers in case one or both are lost.
- Students are responsible for having these markers in order to properly identify the radiographic procedures they perform.
 - Students will not be allowed to complete competencies for a grade without their personal markers.
 - Students SHALL NOT use someone else's initial markers, NOR shall they allow another person to use their markers!

NAME TAGS

- Each student will receive a MDCC clinical name tag before the start of clinical. Each student is required to wear the tag to each clinical affiliate.

CLINICAL ID TAG

- Some clinical sites require that you wear a badge from their site. This will be furnished by the clinical site during orientation or the first day of clinical rotation.
- Wear this on the lapel, visible. They are helpful to the patients and other personnel. **Only wear MDCC name tag and ID's for the clinical site you are assigned**

OTHER

- Pens and notebooks may be required.

*If a student is found to be lacking in any of these accessories by a clinical instructor/MDCC instructor, points may be deducted from clinical evaluation.

Clinical Documentation

The MDCC Radiology program uses Trajecsys online tracking system for all clinical documentation. Students will be orientated to the system by the Clinical Coordinator prior to beginning clinical. Students are expected to follow guideline set by the Radiology Program.

CLINICAL EXPERIENCE DATA SHEETS

- A record of your clinical experience is to be kept daily.
- This is the only method approved by the American Registry to record the amount and variety of procedures experienced while in the program.
- Each day the student is responsible for entering in experiences on Trajecsys.
- Since these records must be part of your training and must be submitted upon request to the Registry as proof of your clinical experience, probation and dismissal may result for reluctance on your part to properly maintain these or submit on time.
 - They are part of your permanent record so try to keep them as up-to-date and neat as possible.
 - Each student must document **3,000 clinical experience** exams before graduation.

Clinical Education Site Supervision Policy

The clinical phase of the Radiology Program provides an environment for supervised clinical education and experience and offers a sufficient and well-balanced variety of radiographic procedures and radiographic equipment. Students are required to demonstrate exam performance in the campus lab before demonstrating in the clinical setting.

***Direct Supervision Policy**

Students are considered under direct supervision of the radiologic technologist until competency has been achieved. This means the technologist is physically present during the procedure, evaluates the requisition and condition of the patient in relation to the student's knowledge, and reviews the images. Direct supervision is utilized whenever:

- (a) The student has not yet successfully passed competency on that particular exam
- (b) The student is repeating the radiograph
- (c) Student is performing a portable exam.

If a student is found guilty of performing a procedure without direct supervision before competency is achieved it may be grounds for dismissal of the program.

***Indirect Supervision Policy**

After a student has achieved competency the student is said to be supervised under indirect supervision. Indirect supervision is interpreted as a qualified radiologic technologist must be *immediately available* to the student. The technologist must be in an adjacent room or location from where the student is performing the procedure.

If a student is found guilty of performing a procedure without indirect supervision it may be grounds for dismissal of the program.

Policy for checking off / completing competencies at clinical:

Competencies are graded on a pass/fail scale

- procedures must be completed without errors to receive a “pass”
 - students must repeat competencies if any error occurs
 - The student has 3 attempts to complete a particular competency with a “Pass” standing
 - After the 3rd attempt the student will be asked to come on campus for remediation in the Radiology lab before a 4th attempt is done.
After remediation the student may attend clinical only after faculty recommendation.
 - When the student attempts the 4th attempt and does not pass the student will be asked to withdraw from the program or be given an “F” in clinical.
 - This policy will be enforced on all mandatory and elective competencies required for graduation
- If student completes competency with a “pass”
MDCC instructors must be notified by the student once competency is completed so the anatomy section of the procedure can be completed.

Student Competency Criteria

Patient Communication:

- Explain procedure and behave in a professional manner
- Maintain patient's privacy
- Verifies date of last menstrual period for female patients

Identify and perform correct procedure

- Recall patient's name and DOB

Room Prep:

- Room clean and ready for exam
- Cassettes and appropriate supplies ready

Patient Instructions:

- Explain procedure to patient in appropriate language in an attempt to increase patient understanding (not by demonstration)
- Give proper breathing instructions for exam

Part Centered:

- Part is demonstrated in proper perspective
- Patient oblique or rotated correctly

Accuracy of CR:

- Appropriate CR location
- Angle of CR is done appropriately

Patient Positioned Correctly:

- No motion is present
- Patient oblique or rotated correctly
- Assist patient as needed for correct position
- Position patient correctly on the table

Routine Views:

- Knew the routine specific to clinical rotation
- Performed exam in logical order

Proper Alignment:

- Align CR, part, and film correctly
- Tube, Bucky, and Cassette are manipulated correctly

Time Per Projection:

- Exam performed in timely manner with consideration of patient's physical/mental condition

Cassette Size:

- Appropriate cassette/grid size used specific to clinical rotation

Correct SID:

- SID specific to clinical rotation

Marker Placement:

- Correct marker used
- "R" or "L" markers including the student's initials must be visible on every image of exam to be considered acceptable for competency

Proper Collimation:

- Collimation visible
- No repeats
- Gonadal shielding in place (if appropriate)

Anatomy Included:

- All anatomy is present
- Part is demonstrated in proper perspective

Proper Density/Contrast:

- Appropriate factors are selected on the control panel for examination
- Compensation of factors for pathology were used

Overall Image Quality/S#

- “S” number was appropriated for the examination

No Artifacts Present

- No preventable artifacts are present in the examination

I have read and understand the above policy for clinical competency completion.

Name: _____ Date: _____

Mississippi Delta Community College
Radiology Program
MRI Safety Screening and Education Policy

To promote the safety of radiography students, patients and the public, the students will be educated on the potential hazards of Magnetic Resonance Imaging.

Prior to entering the clinical setting all students will view the MRI Safety Video and complete the MRI Safety and Screening form. The screening form is necessary to ensure student awareness of the contraindications. It is important that the student complete the screening form accurately.

Individuals who have any kind of metal devices in their body (pacemaker, artificial heart valve, surgical clips, metal fragments, etc.) are potentially in a particularly high-risk group because such individuals are at risk for injury when working in a high magnetic field environment. Each will need to fill out a screening form to ensure that he or she fully understand these dangers prior to safely enter the MR system room for any type of clinical observation. If students have questions or concerns, please discuss them with the Program Director or Clinical Coordinator prior to entering the MRI area.

Warning: Certain implants, devices, or objects may be hazardous to the student or others in the MR environment. Do NOT enter the scan room if the students have questions or concerns regarding an implant, device, or object.

- Before entering the MRI department, the students must inform the appropriate authorities about anything that might create a health risk or interfere with imaging. Items that may create a health hazard or other problem during an MRI exam include: Cardiac pacemaker or implantable defibrillator
- Catheter that has metallic components that may pose a risk of a burn injury
- A ferromagnetic metallic vascular clip placed to prevent bleeding from an intracranial aneurysm
- An implanted or external medication pump (such as that used to deliver insulin or a pain-relieving drug)
- A cochlear (inner ear) implant
- A neurostimulation system
- A catheter that has metallic components that may pose a risk of a burn injury

Items that may need to be removed by students, patients and individuals before entering the MR system room include:

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

Important note: *Some items, including certain cardiac pacemakers, neurostimulation systems and medication pumps are acceptable for MRI. However, the MRI technologist and radiologist must know the exact type that students have in order to follow special procedures to ensure students safety.*

MRI SCREENING FORM

Mississippi Delta Community College Radiologic Technology MRI Screening Form

Name _____ D# _____

Date: _____

This screening form is necessary to ensure student awareness of the contraindications and to determine if a student can safely enter MRI at the clinical setting. It is important that you complete this form accurately. Individuals who have any kind of metal devices in their body are potentially in a particular high-risk group.

***** notify Clinical Coordinator if any changes occur while in the program*****

1. Have you had any prior surgery or an operation (e.g., arthroscopy, endoscopy, etc.) of any kind? ☐ No ☐ Yes

If yes, please indicate the date and type of surgery:

Date ___/___/___ Type of surgery _____

Date ___/___/___ Type of surgery _____

Date ___/___/___ Type of surgery _____

2. Have you experienced any problem related to a previous MRI examination or MR procedure?

☐ No ☐ Yes

If yes, please describe: _____

3. Have you ever had an injury to the eye or body by a metallic object or foreign body (e.g., BB, bullet, shrapnel, etc.)? ☐ No ☐ Yes

If yes, please describe: _____

Please indicate if you have any of the following:

- | | | |
|------------------------------|-----------------------------|--|
| ☐ Yes | ☐ No | Aneurysm clip(s) |
| ☐ Yes | ☐ No | Cardiac pacemaker |
| ☐ Yes | ☐ No | Implanted Cardioverter defibrillator (ICD) |
| ☐ Yes | ☐ No | Electronic implant or device |
| ☐ Yes | ☐ No | Magnetically-activated implant or device |
| ☐ Yes | ☐ No | Neurostimulation system |
| ☐ Yes | ☐ No | Spinal cord stimulator |
| ☐ Yes | ☐ No | Internal electrodes or wires |
| ☐ Yes | ☐ No | Bone growth/ bone fusion stimulator |
| ☐ Yes | ☐ No | Cochlear, otologic, or other ear implant |
| ☐ Yes | ☐ No | Insulin or other infusion pump |
| ☐ Yes | ☐ No | Implanted drug infusion device |
| ☐ Yes | ☐ No | Any type of prosthesis (eye, penile, etc.) |
| ☐ Yes | ☐ No | Heart valve prosthesis |
| ☐ Yes | ☐ No | Eyelid spring or wire |

- | | | |
|------------------------------|-----------------------------|---|
| ☐ Yes | ☐ No | Artificial or prosthetic limb |
| ☐ Yes | ☐ No | Metallic stent, filter, or coil |
| ☐ Yes | ☐ No | Shunt (spinal or intraventricular) |
| ☐ Yes | ☐ No | Vascular access port and/or catheter |
| ☐ Yes | ☐ No | Radiation seeds or implants |
| ☐ Yes | ☐ No | Swan-Ganz or thermodilution catheter |
| ☐ Yes | ☐ No | Medication patch (Nicotine, Nitroglycerine) |
| ☐ Yes | ☐ No | Any metallic fragment or foreign body |
| ☐ Yes | ☐ No | Wire mesh implant |
| ☐ Yes | ☐ No | Tissue expander (e.g., breast) |
| ☐ Yes | ☐ No | Surgical staples, clips, or metallic sutures |
| ☐ Yes | ☐ No | Joint replacement (hip, knee, etc.) |
| ☐ Yes | ☐ No | Bone/joint pin, screw, nail, wire, plate, etc. |
| ☐ Yes | ☐ No | IUD, diaphragm, or pessary |
| ☐ Yes | ☐ No | Dentures or partial plates |
| ☐ Yes | ☐ No | Tattoo or permanent makeup |
| ☐ Yes | ☐ No | Body piercing jewelry |
| ☐ Yes | ☐ No | Hearing aid (Remove before entering MR system room) |
| ☐ Yes | ☐ No | Other implant _____ |

Before entering the MR environment or MR system room, you must remove all metallic objects including hearing aids, dentures, partial plates, keys, beeper, cell phone, eyeglasses, hair pins, bank cards, magnetic strip cards, coins, pens, pocket knife, nail clippers, tools, clothing with metal fasteners, and clothing with metallic threads.

Please consult the MRI Technologist or Radiologist if you have a question or concern BEFORE you enter the MR room.

I attest that the above information is correct to the best of my knowledge. I read and understand the contents of this form and had the opportunity to ask questions regarding the information on this form.

Student Signature: _____ Date ____/____/____

I attest that I have viewed the MRI safety video and had the opportunity to ask questions on the viewed information.

Student Signature: _____ Date ____/____/____

Faculty review:

Signature: _____ Date ____/____/____



Radiologic Technology Program

Handbook Agreement

This is to certify that I have read and completely understand all policies and procedures described in the Students Handbook. In signing this document, I agree to abide by all policies listed and described in the handbook. I understand that failure to adhere to the policies can result in disciplinary actions and/ or expulsion from the Radiologic Technology program.

I understand that the program policies and/or procedures may be revised or added during the training period. I agree to adhere to these changes as implemented and communicated by the program.

The Honor Pledge:

"I will abstain from all fraud in academic or clinical work. I will neither give nor receive aid on any form of test or assigned work where such aid is not prohibited, nor tolerate this conduct in any member of the community. I will deal responsibly with such acts when I observe them. By my conduct and influence, I will endeavor to build a high standard of honesty and truthfulness in all academic and clinical work."

Student Name (Print)

Student Signature

Date

Witness

Date

***** PLACED IN THE STUDENT'S PERMANENT FILE *****

Student Forms

MDCC RADIOLOGY PROGRAM

Clinical Demerit

Student Name: _____

Clinical Site: _____

Date: _____

Explain why you feel the student should receive a Demerit.

Clinical Instructor Signature: _____

MDCC Faculty Signature: _____

Demerit Granted? YES or NO

Demerit Points Granted: _____ (2, 5, 10, or 20 points)

Comments: _____

Student Signature: _____

Students Comments: _____

CLINICAL DEMERITS

7/26

2 POINT DEMERITS

1. professional appearance (wearing specified color scrubs, hair clean and neatly groomed, long hair tied back or up).
2. not cleaning x-ray rooms (stocking supplies, linen, ect)
3. not having ID markers with initials
4. using another person's marker
5. mislabeling radiographic images
6. failure to put a marker or correct marker on exam
7. not following clocking in and out procedures on Trajecsyst
8. not verifying request
9. failure to report equipment failure
10. not following hospital smoking policy
11. no name tag/hospital ID
12. unprofessional behavior @ clinical
13. not following departmental eating or drinking policy
14. not knowing hospital routines on procedures
15. not properly answering phone calls at clinical
16. not making up time (**tardy**) that day
17. chewing gum at clinical
18. Excessive classroom tardy/absences

5 POINT DEMERITS

1. not calling in before 9 am when absent or tardy from clinical (CI and CO)
2. failure to finish entire exam
3. inconsistent performance in clinical setting
4. leaving patient unattended
5. improperly identifying patients
6. not practicing universal precautions/ proper PPE
7. failure to question pregnancy and to shield all patients of child-bearing age and pediatrics patients
8. too many personal phone calls
9. not explaining procedure to patient
10. discussing his/her outside interests in front of patient
11. taking longer lunch breaks than the allotted time
12. talking, texting, or using social media sites (Facebook, twitter, etc) on cellphone during clinical hours (except during lunch and break)
13. not following proper competency check-off procedure set by mdcc instructors, any competency done improperly will be redone before credit is given
14. talking about technologists, other students or any other matter that should not be discussed at clinical
15. not following school policy when contacting clinical, clinical instructor or faculty
16. not checking off on completed clinical comps in a timely manner
17. not returning radiation badge to faculty for reading in a timely manner (handbook states you have one week)
18. not wearing radiation badge at clinical
19. not having staff check images before sending to PACS (MIMPS)/radiology
20. not staying in assigned area
21. failure to obtain patient history
22. excessive time exceptions in Trajecsyst
23. failure to add exam keys to competencies in Trajecsyst
24. failure to update clinical experience log sheets in a timely manner
25. failure to turn clinical student badge into ci before changing sites
26. not completing clinical onboarding requirements on time (**2nd offence will be a 10Pt demerit**)

10 POINT DEMERITS

1. all absences after three (3)
2. over 3 tardies
3. leaving clinical without permission
4. insubordination to clinical instructor
5. not reporting to assigned clinical site
6. inappropriate language at clinical
7. misuse of radiation badge
8. insubordination at clinical and or mdcc campus
9. Not following clinical site or MDCC POLICIES

20 POINT DEMERITS (THESE DEMERITS COULD BE GROUNDS FOR DISMISSAL)

1. falsification of any clinical documents (time clock, comps, daily tracking, proficiencies, ect)
2. not submitting required number of evaluations on time (room, final evaluation).
3. sleeping during clinical
4. students found not following proper supervision policy (direct and indirect)
5. repeating an exam without a technologist present
6. performing a portable exam without a technologist present
7. holding a patient during a procedure
8. cheating
9. not following social networking policy

CLINICAL COMPETENCIES

CLINICAL 1 COMPETENCIES

1. Evaluation of requisitions/physician's orders (patient identify verification, exam order)
2. Radiographic room preparation
3. Equipment operation
4. Patient transport techniques
5. Accessing equipment identification
6. Basic image processing
7. Dept./Institutional organization and structure
8. Radiation safety
9. Technical selection
10. Communication skills
11. Provide clean x-ray table and orderly cabinets and storage space
12. Find and re-supply room
13. Have appropriate supplies for different procedures

CLINICAL II COMPETENCIES: Must complete **8 mandatory** competencies from the following list: Students may choose to work ahead and complete any elective competencies from the elective list that you have been tested and check off on at MDCC.

Mandatory:

1. Chest Routine (PA and Lateral)
2. Chest Routine-(65 years old or physically or cognitively impaired because of aging)
3. Chest – (wheelchair or stretcher)
4. Abdomen Supine
5. Abdomen Upright
6. Shoulder
7. Elbow
8. Forearm
9. Wrist
10. Hand
11. Finger or Thumb
12. Humerus

Electives: Fluoroscopy Studies (students must select 2 procedures from the section below and perform per site protocol)

1. Upper GI Series, Single or Double Contrast (UGI)
2. Contrast Enema, Single or Double Contrast (BE)
3. Small Bowel Series (SB)
4. Esophagus (BS) (Not Swallowing Dysfunction Study)

CLINICAL III COMPETENCIES: Must complete **12 mandatory and 5 electives** (At this point competencies can be completed from this list or previous list.)

Mandatory:

1. Geriatric Upper or Lower Extremity-(65 years old or physically or cognitively impaired because of aging)
2. Geriatric Hip or Spine-(65 years old or physically or cognitively impaired because of aging)
3. Cervical Spine
4. Lumbar Spine
5. Thoracic Spine
6. Pelvis
7. Hip
8. Femur
9. Knee
10. Tibia/Fibula
11. Foot
12. Ankle
13. Ribs
14. Clavicle

Electives:

1. Chest Lateral Decubitus
2. Abdomen Decubitus
3. A.C. joints
4. Scapula
5. Sternum
6. Upper Airway (Soft tissue neck)
7. ERCP
8. Toes
9. Scoliosis Series
10. Patella
11. Calcaneus
12. Sacroiliac Joints (SI joints)
13. Myelography/Lumbar Puncture/Epidural Injections
14. Cystography /Cystourethrography
15. Thoracolumbar Spine
16. Sacrum and/or coccyx
17. Nasogastric, Enteric or Orogastic/Enteric Tube (e.g. Dobhoff)
18. Pediatric Routine Chest (age 6 or younger)
19. Pediatric Upper or Lower Extremity (age 6 or younger)
20. Pediatric Abdomen (age 6 or younger)
21. Sternoclavicular Joints (SC Joints)

CLINICAL IV COMPETENCIES: Must complete **10 mandatory and 6 electives.** (At this point competencies can be completed from this list or previous lists.)

***** Trauma requires modifications in positioning, tube angle, or detector placement due to injury with monitoring of the patient's condition.***

Mandatory:

1. Cross-Table Lateral Hip
2. Mobile Abdomen
3. Mobile- Upper or Lower Extremity
4. Mobile Chest
5. Trauma: Lower Extremity **
6. Trauma: Shoulder or Humerus (Scapula Y, Transthoracic or Axillary) **
7. Trauma: Upper extremity (nonshoulder)
8. C-Arm Procedure (requiring manipulation to obtain more than one projection)
9. Surgical C-Arm Procedure (requiring manipulation around a sterile field)

Electives:

1. Skull
2. Arthrography/Joint Injection/ Aspiration
3. Pediatric Mobile Study (age 6 or younger)
4. Cross-Table Lateral Spine
5. Hysterosalpingography

CLINICAL V COMPETENCIES: Must complete **5 mandatory and 4 electives.** (At this point competencies can be completed from this list or previous lists.)

Electives:

1. Orbits
2. Mandible
3. Facial Bones
4. Nasal Bones
5. Temporomandibular Joints (TMJ)
6. Paranasal Sinuses

Summary

***35 mandatory competencies must be completed along with 17 electives before graduation.**

- **Of the 35 mandatory competencies, 3 can be simulated**
- **Of the 17 elective competencies 3 can be simulated**
- **Total of 6 simulations are allowed**

***** Student must also complete 5 days of 11-7 shift at designated clinical sites*****

****Sophomore students must also complete the listed below proficiencies before graduation**

PROFICIENCY

***Starting 4th semester sophomore radiology student must complete the following before graduation

Chest and Thorax	Upper Extremities	Lower Extremities	Head	Spine/Pelvis
Routine Chest-5	5 of any of the following	5 of any of the following	1 of the following	3 of any of the following
2 of the following	> Finger	>Foot	>Sinus	> C-spine
>W/C CXR	> Hand	>Ankle		>T-spine
>Ribs	> Wrist	>Knee		>L-spine
>Stretcher CXR	>Forearm	>Tib/Fib		>Pelvis
	>Elbow	>Femur		>Hip
	>Humerus			>Cross table hip

Abdomen	Fluoro	Surgery	Portable Exams
KUB-3	2 of the following	1 of the following	Adult Port CXR- 3
Flat and Upright ABD-1	>UGI	>C-arm Orthopedic	1 of the following
	>BE	>C-arm non ortho	>KUB
	>SB		>Orthopedic
	>BS		

Pediatrics	Trauma
Pediatric Chest-2	1 of the following
	>trauma non shoulder
	>trauma shoulder
	>trauma Lower Extremity
	>trauma Upper Extremity
Geriatrics	
2 exams from the following	Chest(routine), Upper or lower extremity, Hip or spine

RADIOLOGIC TECHNOLOGY (RADIOGRAPHY)

Course Description

RGT 1114. CLINICAL EDUCATION I. This course includes clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures.

4 Semester Credit Hours: 12-hr clinical

RGT 1124. CLINICAL EDUCATION II. This course involves clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures. This is a continuation from Clinical Education I.

4 Semester Credit Hours: 12-hr clinical

RGT 1139. CLINICAL EDUCATION III. This course is a clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures. This is a continuation from Clinical Education II.

9 Semester Credit Hours: 27-hr clinical

RGT 1213. FUNDAMENTALS OF RADIOGRAPHY. This course is an introduction to Radiologic Technology including professional, departmental, and historical aspects. Included are terminology, medical ethics, and fundamental legal responsibilities.

3 Semester Credit Hours: Lecture 3 hrs

RGT 1223. PATIENT CARE IN RADIOGRAPHY. Content will provide the concepts of optimal patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described, as well as infection control procedures utilizing standard precautions. The role of the radiographer in patient education is identified.

3 Semester Credit Hours: Lecture, 2 hrs; Laboratory, 2 hrs

RGT 1312. RADIATION PROTECTION. This course is designed to present an overview of the principles of radiation protection including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies, and healthcare organizations are incorporated.

2 Semester Credit Hours: Lecture, 2 hrs

RGT 1323. IMAGE PRODUCTION. This course is a study of the principles involving manipulation of factors controlling and influencing exposure and radiographic quality. Included are the prime factors of radiographic exposure, beam limiting devices, filtration, production and control of scatter and secondary radiation, exposure systems, technical conversion, and problem solving.

3 Semester Credit Hours: Lecture, 3 hrs;

RGT 1333. DIGITAL IMAGE ANALYSIS. Content imparts an understanding of the components, principles, and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Principles of digital system quality assurance and maintenance are presented.

3 Semester Credit Hours: Lecture, 3 hrs

RGT 1513. RADIOGRAPHIC PROCEDURES I. This course includes terminology, principles, and procedures involved in routine radiographic positioning for demonstration of the chest, abdomen, upper extremities, and digestive system. Included is a review of radiographic anatomy on each procedure.

3 Semester Credit Hours: Lecture, 3 hrs; Laboratory, 2 hrs

RGT 1523. RADIOGRAPHIC PROCEDURES II. This course includes principles and procedures involved in the radiographic positioning of the spinal column, urinary system, pelvic girdle, lower extremities, bony thorax, and mobile and trauma radiographic procedures. Included is a review of radiographic anatomy on each procedure. This is a continuation of Radiographic Procedures I

3 Semester Credit Hours: Lecture, 2 hrs; Laboratory, 2 hrs 2021-2022 Catalog/Student Handbook302

RGT 1613. PHYSICS OF IMAGING EQUIPMENT. This course is designed to establish knowledge based in radiographic, fluoroscopic, mobile, and tomographic equipment requirements and design. The content will also provide a basic knowledge of quality control. Computer applications in the radiologic sciences related to image capture, display, storage, and distribution are presented.

3 Semester Credit Hours: Lecture, 3 hrs

RGT 2113 MAMMOGRAPHY. This course is designed to provide the professional community with a cognitive online base of entry-level education in the practice of Mammography.

3 Semester Credit Hours: Lecture, 3 hrs

RGT 2123 SECTIONAL ANATOMY. This course is designed to study human sectional anatomy, including location, structure, and function, as well as relationships among structures. Radiographs, Computed Tomography (CT) images, and Magnetic Resonance Imaging (MRI), Ultrasound and PET images may be used to demonstrate the characteristic appearance of anatomic structures.

Course Prerequisite Numbers: A&P I (BIO 2513 & BIO 2511), A&P II (BIO 2523 & BIO 2521);

3 Semester Credit Hours: Lecture, 3 hrs

RGT 2132. ETHICAL & LEGAL RESPONSIBILITIES. Legal terminology, concepts, and principles will be presented in this course. Topics include misconduct, malpractice, legal and professional standards, and the ASRT scope of practice. The importance of proper documentation and informed consent is emphasized. This course will prepare students to better understand their patient, the patient's families and professional peers through comparison of diverse populations based on their value system, cultural and ethnic influences, communication styles, socio-economic influences, health risks, and life stages.

2 Semester Credit Hours: Lecture, 2 hrs

RGT 2133 COMPUTED TOMOGRAPHY-- This course is designed to explore the technical principles of Computed Tomography (CT). A review of patient care, contrast media, and adverse reactions, common CT procedures and protocols, image characteristics, and image quality control methods are taught.

Course Prerequisite: Sectional Anatomy (RGT 2123)

3 Semester Credit Hours: Lecture, 3 hrs

RGT 2147. CLINICAL EDUCATION IV. This course is a clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures. This is a continuation from Clinical Education I, II and III

7 Semester Credit Hours: 21-hr clinical

RGT 2157. CLINICAL EDUCATION V. This course is a clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures. This is a continuation from Clinical Education I, II, III and IV.

7 Semester Credit Hours: 21-hr clinical

RGT 2532. RADIOGRAPHIC PROCEDURES III. This course includes principles and procedures involved in radiographic positioning of the entire cranium and facial bones. Included is a review of radiographic anatomy on each procedure. This course is a continuation of Radiographic Procedures I and II.

2 Semester Credit Hours: Lecture, 1 hr; Laboratory, 2 hrs

RGT 2542. RADIOGRAPHIC PROCEDURES IV. This course is a study of special radiographic procedures that utilizes sterile techniques and specialized equipment. It also includes basic concepts of pharmacology. In addition, it also includes principles and procedures involved in radiographic positioning of the reproductive system. This is a continuation of Radiographic Procedures I, II, and III

2 Semester Credit Hours: Lecture, 2 hrs

RGT 2911. RADIATION BIOLOGY. This course is a study of the biological effects of radiation upon living matter. It includes genetic and somatic effects.

1 Semester Credit Hour: Lecture, 1 hr

RGT 2921. RADIOGRAPHIC PATHOLOGY. This course is designed to introduce theories of disease causation and the pathophysiologic disorders that compromise healthy systems. Etiology, pathophysiologic responses, clinical manifestations, radiographic appearance, and management of alterations in body systems will be presented.

1 Semester Credit Hour: Lecture, 1 hr

RGT 2933. CERTIFICATION FUNDAMENTALS. This course is designed to correlate scientific components of radiography to entry-level knowledge required by the profession.

3 Semester Credit Hours: Lecture, 3 hrs

Standards for an Accredited Educational Program in Radiography

Effective January 1, 2021

Adopted April 2020



Excellence in Education

Introductory Statement

The Joint Review Committee on Education in Radiologic Technology (JRCERT) **Standards for an Accredited Educational Program in Radiography** are designed to promote academic excellence, patient safety, and quality healthcare. The **Standards** require a program to articulate its purposes; to demonstrate that it has adequate human, physical, and financial resources effectively organized for the accomplishment of its purposes; to document its effectiveness in accomplishing these purposes; and to provide assurance that it can continue to meet accreditation standards.

The JRCERT is recognized by both the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA). The JRCERT **Standards** incorporate many of the regulations required by the USDE for accrediting organizations to assure the quality of education offered by higher education programs. Accountability for performance and transparency are also reflected in the **Standards** as they are key factors for CHEA recognition.

The JRCERT accreditation process offers a means of providing assurance to the public that a program meets specific quality standards. The process not only helps to maintain program quality but stimulates program improvement through outcomes assessment.

There are six (6) standards. Each standard is titled and includes a narrative statement supported by specific objectives. Each objective, in turn, includes the following clarifying elements:

- **Explanation** - provides clarification on the intent and key details of the objective.
- **Required Program Response** - requires the program to provide a brief narrative and/or documentation that demonstrates compliance with the objective.
- **Possible Site Visitor Evaluation Methods** - identifies additional materials that may be examined and personnel who may be interviewed by the site visitors at the time of the on-site evaluation in determining compliance with the particular objective. Review of supplemental materials and/or interviews is at the discretion of the site visit team.

Regarding each standard, the program must:

- Identify strengths related to each standard
- Identify opportunities for improvement related to each standard
- Describe the program's plan for addressing each opportunity for improvement
- Describe any progress already achieved in addressing each opportunity for improvement
- Provide any additional comments in relation to each standard

The self-study report, as well as the results of the on-site evaluation conducted by the site visit team, will determine the program's compliance with the Standards by the JRCERT Board of Directors.

Standards for an Accredited Educational Program in Radiography

Table of Contents

Standard One: Accountability, Fair Practices, and Public Information	4
The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.	
Standard Two: Institutional Commitment and Resources	13
The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission.	
Standard Three: Faculty and Staff.....	18
The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.	
Standard Four: Curriculum and Academic Practices.....	26
The program's curriculum and academic practices prepare students for professional practice.	
Standard Five: Health and Safety	38
The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.	
Standard Six: Programmatic Effectiveness and Assessment: Using Data for Sustained Improvement	44
The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.	
Glossary	50
Awarding, Maintaining, and Administering Accreditation	53

Standard One: Accountability, Fair Practices, and Public Information

The sponsoring institution and program promote accountability and fair practices in relation to students, faculty, and the public. Policies and procedures of the sponsoring institution and program must support the rights of students and faculty, be well-defined, written, and readily available.

Objectives:

- 1.1 The sponsoring institution and program provide students, faculty, and the public with policies, procedures, and relevant information. Policies and procedures must be fair, equitably applied, and readily available.
- 1.2 The sponsoring institution and program have faculty recruitment and employment practices that are nondiscriminatory.
- 1.3 The sponsoring institution and program have student recruitment and admission practices that are nondiscriminatory and consistent with published policies.
- 1.4 The program assures the confidentiality of student educational records.
- 1.5 The program assures that students and faculty are made aware of the JRCERT **Standards for an Accredited Educational Program in Radiography** and the avenue to pursue allegations of noncompliance with the **Standards**.
- 1.6 The program publishes program effectiveness data (credentialing examination pass rate, job placement rate, and program completion rate) on an annual basis.
- 1.7 The sponsoring institution and program comply with the requirements to achieve and maintain JRCERT accreditation.

Standard Two: Institutional Commitment and Resources

The sponsoring institution demonstrates a sound financial commitment to the program by assuring sufficient academic, fiscal, personnel, and physical resources to achieve the program's mission.

Objectives:

- 2.1 The sponsoring institution provides appropriate administrative support and demonstrates a sound financial commitment to the program.
- 2.2 The sponsoring institution provides the program with the physical resources needed to support the achievement of the program's mission.
- 2.3 The sponsoring institution provides student resources.
- 2.4 The sponsoring institution and program maintain compliance with United States Department of Education (USDE) Title IV financial aid policies and procedures, if the JRCERT serves as gatekeeper.

Standard Three: Faculty and Staff

The sponsoring institution provides the program adequate and qualified faculty that enable the program to meet its mission and promote student learning.

Objectives:

- 3.1 The sponsoring institution provides an adequate number of faculty to meet all educational, accreditation, and administrative requirements.
- 3.2 The sponsoring institution and program assure that all faculty and staff possess the academic and professional qualifications appropriate for their assignments.
- 3.3 The sponsoring institution and program assure the responsibilities of faculty and clinical staff are delineated and performed.
- 3.4 The sponsoring institution and program assure program faculty performance is evaluated and results are shared regularly to assure responsibilities are performed.
- 3.5 The sponsoring institution and/or program provide faculty with opportunities for continued professional development.

Standard Four: Curriculum and Academic Practices

The program's curriculum and academic practices prepare students for professional practice.

Objectives:

- 4.1 The program has a mission statement that defines its purpose.
- 4.2 The program provides a well-structured curriculum that prepares students to practice in the professional discipline.
- 4.3 All clinical settings must be recognized by the JRCERT.
- 4.4 The program provides timely, equitable, and educationally valid clinical experiences for all students.
- 4.5 The program provides learning opportunities in advanced imaging and/or therapeutic technologies.
- 4.6 The program assures an appropriate relationship between program length and the subject matter taught for the terminal award offered.
- 4.7 The program measures didactic, laboratory, and clinical courses in clock hours and/or credit hours through the use of a consistent formula.
- 4.8 The program provides timely and supportive academic and clinical advisement to students enrolled in the program.
- 4.9 The program has procedures for maintaining the integrity of distance education courses.

Standard Five: Health and Safety

The sponsoring institution and program have policies and procedures that promote the health, safety, and optimal use of radiation for students, patients, and the public.

Objectives:

- 5.1 The program assures the radiation safety of students through the implementation of published policies and procedures.
- 5.2 The program assures each energized laboratory is in compliance with applicable state and/or federal radiation safety laws.
- 5.3 The program assures that students employ proper safety practices.
- 5.4 The program assures that medical imaging procedures are performed under the appropriate supervision of a qualified radiographer.
- 5.5 The sponsoring institution and/or program have policies and procedures that safeguard the health and safety of students.

**Standard Six: Programmatic Effectiveness and Assessment:
Using Data for Sustained Improvement**

The extent of a program's effectiveness is linked to the ability to meet its mission, goals, and student learning outcomes. A systematic, ongoing assessment process provides credible evidence that enables analysis and critical discussions to foster ongoing program improvement.

Objectives:

- 6.1 The program maintains the following program effectiveness data:
 - five-year average credentialing examination pass rate of not less than 75 percent at first attempt within six months of graduation,
 - five-year average job placement rate of not less than 75 percent within twelve months of graduation, and
 - annual program completion rate.
- 6.2 The program analyzes and shares its program effectiveness data to facilitate ongoing program improvement.
- 6.3 The program has a systematic assessment plan that facilitates ongoing program improvement.
- 6.4 The program analyzes and shares student learning outcome data to facilitate ongoing program improvement.
- 6.5 The program periodically reevaluates its assessment process to assure continuous program improvement.

Copyright © 2020 by the JRCERT

Subject to the condition that proper attribution is given and this copyright notice is included on such copies, the JRCERT authorizes individuals to make up to one hundred (100) copies of this work for non-commercial, educational purposes. For permission to reproduce additional copies of this work, please write to:

JRCERT
20 North Wacker Drive
Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
(312) 704-5304 (fax)
<mailto:mail@jrcert.org> (e-mail)
<https://www.jrcert.org/>

