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Equal Opportunity Officers  
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## INTRODUCTION

The Radiography Student Handbook is provided to students admitted to the radiography program. The intent is to communicate policies and procedures, and prepare students for experiences unique to the radiography program. This handbook supplements the student information handbook. In some cases, policies and procedures are more defined in the radiography program student handbook as we prepare the students for the health care workforce, in response to local employer requests, to meet accreditation requirements, for the purposes of student success, to ensure equitable treatment of students, or a combination. If a process or responsibility in the radiography handbook differs from the college's process or responsibility, the radiography student handbook will be followed. Faculty may modify policies, given sufficient cause. These policies are intended to be current but are subject to change. The most current edition of the handbook is available on the MPTC Website.

It is the intent of this handbook to provide the format for evaluating student progress and competency in the clinical setting. Students, clinical preceptors, school program officials and college officials keep an ongoing accurate picture of the student's clinical progress through recorded performance evaluations. This assures that the student will not perform exams on patients without direct supervision before they are proved to be competent in that exam.

**Students are required to keep this handbook along with any required forms with them while they are at their clinical site.**

Feedback from the student and their clinical site is solicited and is essential in making this a reliable tool in the evaluation process. This evaluation tool helps in assessing the student's overall performance while the clinical evaluation form evaluates the student's overall performance in the Radiology Department.

We strive to create a high degree of competency, professionalism, diversity and self- motivation in each student of this program.

## **MISSION STATEMENT OF THE RADIOLOGICAL TECHNOLOGY PROGRAM**

The mission of the Radiologic Technology Program at Moraine Park Technical College is to provide the medical community with entry-level Radiologic Technologists competent to perform diagnostic medical radiography, along with the ability to successfully complete the certification examination administered by the American Registry of Radiologic Technologists. Consistent with the institutional mission, the program is committed to the development of the student's educational and professional growth. These students shall utilize continuing education as a means of maintaining those skills. The program integrates both general and technical education to ensure that graduates can meet the multiple demands of rapidly changing technology in the medical field.

## **PROGRAM GOALS AND STUDENT LEARNING OUTCOMES**

The Radiography Program has established goals and student learning outcomes in accordance with the Joint Review Committee on Education in Radiologic Technology Standards. The MPTC program establishes benchmarks and utilizes a variety of tools to assess whether student learning outcomes are achieved. Examples of some tools are student assignments, exams, and laboratory assessments. Some evaluations of technical skills and professional behavior include monthly evaluations, competency forms, employer surveys and graduate exit surveys.

### **Program Goals**

1. The students will perform competent radiography.
2. The students will communicate effectively.
3. The students strive to demonstrate critical thinking and problem-solving skills.
4. The students will develop professionally.
5. MPTC radiography program will demonstrate effectiveness.

### **Program Student Learning Outcomes**

1. Students demonstrate proper alignment position of the body part being radiographed.
2. Students will demonstrate the use of adequate radiation protection on exams.
3. Students provide necessary patient management to ensure comfort, well-being, and safety of the patient.
4. Students communication/interaction with patients is appropriate.
5. Students demonstrate the ability to analyze the diagnostic quality of a finished radiograph.
6. Students demonstrate a critical thinking approach to problem solving in trauma scenarios.
7. Students will be analyzed on professional development.
8. Students demonstrate professional conduct at the clinical sites.
9. Students will remain enrolled in the Radiography Program.
10. Students will pass the registry on the first attempt.

11. Students will be employed following program completion.
12. Students will be satisfied with the MPTC Radiography Program.
13. Student's satisfaction with clinical experience.
14. Employers will be satisfied with the MPTC Radiography graduates.

## HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

Students are required to learn about the health information privacy requirements (“Privacy Rule”) of the federal law, **Health Insurance Portability and Accountability Act (HIPAA)**. The purpose of this section is to summarize relevant MPTC policies regarding protection of patient health information. Noncompliance with MPTC and clinical policies will result in disciplinary action including dismissal from the program.

### Protected Health Information (PHI)

The Privacy Rule defines how healthcare providers, staff in healthcare settings, and students in clinical training programs can access, use, disclose, and maintain confidential patient information called “**Protected Health Information**” (“**PHI**”). PHI includes written, spoken, and electronic information. PHI means any information that identifies a patient, by demographic, financial, and/or medical, that is created by a healthcare provider or health plan that relates to the past, present or future condition, treatment, or payment of the individual. The Privacy Rule very broadly defines “**identifiers**” to include not only patient name, address, and social security number, but also, for example, fax numbers, e-mail addresses, vehicle identifiers, URLs, photographs, and voices or images on tapes or electronic media. **When in doubt, you should assume that any individual’s health information is protected under HIPAA.** The following lists ways in which you are permitted and prohibited from accessing, using, and disclosing PHI during clinical/field placement rotation at MPTC.

### Using and Disclosing PHI for Training Purposes Only

Students are permitted to access, use, and disclose PHI *only* as is *minimally necessary* to meet clinical training needs (accessing, using, or disclosing, the minimum amount of information needed for your training purposes). Students are not to video or audio record, photograph, snap pictures, photocopy, or print any part of the patient health information medical record, Electronic Health Record (EHR), Paper Chart, any electronic document, or paper document related to the patient/client Protected Health Information (PHI) for any reason or any circumstance directly or indirectly related to nursing course assignments.

Students are not permitted to disclose PHI Information to anyone outside of MPTC or the program, without first obtaining written patient authorization or de-identifying the Protected Health Information (PHI). **This means that students may not discuss or present identifiable patient information with or to anyone, including classmates or faculty, who are not part of the program.** Therefore, students are to de-identify PHI (discussed below) before presenting any patient information outside MPTC. If students are unable to de-identify such information, the student should discuss the need for identifiable information with the faculty member and the HIPAA Privacy Officer at the clinical site, to determine the appropriate procedures for obtaining patient authorization for use and disclosure of PHI.



### De-identified Information

For PHI to be considered “de-identified,” all the following identifiers of the patient or of relatives, employers, or household members of the patient, must be removed:

- Name
- Geographic subdivisions smaller than a state (i.e., county, town, or city, street address, and zip code) (note: in some cases, the initial three digits of a zip code may be used)
- All elements of dates (except year) for dates directly related to an individual (including birth date, admission date, discharge date, date of death, all ages over 89 and dates indicative of age over 89)
- Phone numbers
- Fax numbers
- E-mail addresses
- Social security number
- Medical record number
- Health plan beneficiary number
- Account number
- Certificate/license number
- Vehicle identifiers and serial numbers
- Device identifiers and serial numbers
- URLs
- Internet protocol addresses
- Biometric identifiers (e.g., fingerprints)
- Full face photographic and any comparable images
- Any other unique identifying number, characteristic, or code
- Any other information that could be used alone or in combination with other information to identify the individual, such as a picture of a face or body part

### Safeguarding Protected Health Information (PHI)

Below are common sense steps to take to protect PHI when using it, such as:

- When medical records are in public view where patients or others can see it, they should be covered, filed, turned over or otherwise protected
- When discussing patient concerns prevent others from overhearing the conversation. Whenever possible, hold conversations in private
- When medical records are not in use store them in offices, shelves or filing cabinets
- Do not remove patient official medical records from the clinical site
- Log out of electronic systems containing PHI when done using them
- Do not photograph or take snapshots of PHI or any part/component of the Electronic Record, Paper Chart, or any PHI document
- Do not print or photocopy PHI or any part/component of the Electronic Record, Paper Chart, or any PHI document
- Do not video or audio record PHI or any part/component of the Electronic Record, Paper Chart, or any PHI document

### Disclosure of PHI to Caregivers, Family or Friends Involved in Patient Care

Care must be taken when discussing PHI in front of or with a caregiver, family member or friend who is involved in the care of the patient.

### E-Mailing Protected Health Information (PHI) or Transmitting PHI via Social Media

Because of potential security risks, students are not permitted to e-mail or transmit information via social media with PHI to anyone.

### Requests for Access or Copies of Medical Records

HIPAA grants patients the right to access to and obtain copies of their medical records. However, please refer all such requests to the patient's primary health care provider (i.e., nurse) to ensure that proper procedures are followed.

### Requests for PHI by Law Enforcement

Requests for PHI by law enforcement officers (i.e., police, sheriff) must be referred to the patient's primary caregiver to ensure that proper procedures are followed.

### Failure to Follow MPTC Policies Governing PHI

Failure of students to follow policies governing access to, and use and disclosure of PHI will result in being denied access to MPTC facilities and clinical/field placement sites. Failure of students to follow policies governing access to, and use and disclosure of PHI might also result in civil and criminal penalties under federal law.

### Confidentiality Agreement

Students are required to sign a confidentiality agreement signifying that HIPAA regulations are understood and will be adhered to prior to participation in all clinical placement rotations.

**MORAINÉ PARK TECHNICAL COLLEGE**  
**FUNCTIONAL ABILITY CATEGORIES AND REPRESENTATIVE ACTIVITIES/ATTRIBUTES FOR THE**  
**RADIOGRAPHY PROGRAM**

<b>Gross Motor Skills</b>	Move within confined spaces Maintain balance in multiple positions Reach above shoulders (e.g., IV poles) Reach below waist (e.g., plug electrical appliance in wall outlet) Reach out front
<b>Fine Motor Skills</b>	Pick up objects with hands Grasp small objects with hands (e.g., IV tubing, pencil) Write with pen or pencil Key/type (e.g., use a computer) Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe) Twist (e.g., turn objects/knobs using hands) Squeeze with finger (e.g., eye dropper)
<b>Physical Endurance</b>	Stand (e.g., at client side during surgical or therapeutic procedure) Sustain repetitive movements (e.g., CPR) Maintain physical tolerance (e.g., work on your feet a minimum of 8 hours)
<b>Physical Strength</b>	Push and pull 20 pounds (e.g., position patient, move equipment) Support 50 pounds of weight Lift 50 pounds (e.g., pick up a child, transfer client, bend to lift an infant or child) Carry equipment/supplies Use upper body strength (e.g., perform CPR, physically restrain a client) Squeeze with hands (e.g., operate fire extinguisher)
<b>Mobility</b>	Twist Bend Stood/squat Move quickly (e.g., response to an emergency) Climb stairs Walk
<b>Hearing</b>	Hear normal speaking-level sounds (e.g., person-to-person report) Hear faint voices Hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes) Hear situations when not able to see lips (e.g., when masks are used) Hear auditory alarms (e.g., monitors, fire alarms, call bells)
<b>Visual</b>	See objects up to 20 inches away (e.g., information on computer screen, skin conditions) See objects up to 20 feet away (e.g., client in room) Use depth perception Use peripheral vision Distinguish color and color intensity (e.g., color codes on supplies, flushed skin/paleness)

<b>Tactile</b>	<ul style="list-style-type: none"> <li>Feel vibrations (e.g., palpate pulses)</li> <li>Detect temperature (e.g., skin, solutions)</li> <li>Feel differences in surface characteristics (e.g., skin turgor, rashes)</li> <li>Feel differences in sizes, shapes (e.g., palpate vein, identify body landmarks)</li> <li>Detect environmental temperature</li> </ul>
<b>Smell</b>	<ul style="list-style-type: none"> <li>Detect odors (e.g., foul smelling drainage, alcohol break, smoke, gasses or noxious smells)</li> </ul>
<b>Environment</b>	<ul style="list-style-type: none"> <li>Tolerate exposure to allergens (e.g., latex gloves, chemical substances)</li> <li>Tolerate strong soaps</li> <li>Tolerate strong odors</li> </ul>
<b>Reading</b>	<ul style="list-style-type: none"> <li>Read and understand written documents (e.g., flow sheets, charts, graphs)</li> <li>Read digital displays</li> </ul>
<b>Math</b>	<ul style="list-style-type: none"> <li>Comprehend and interpret graphic trends</li> <li>Calibrate equipment</li> <li>Convert numbers to and from metric, apothecaries', and American systems (e.g., dosages)</li> <li>Tell time</li> <li>Measure time (e.g., count duration of contractions, CPR, etc.)</li> <li>Count rates (e.g., drips/minute, pulse)</li> <li>Read and interpret measurement marks (e.g., measurement tapes and scales)</li> <li>Add, subtract, multiply, and/or divide whole numbers</li> <li>Compute fractions and decimals (e.g., medication dosages)</li> <li>Document numbers in records (e.g., charts, computerized data bases)</li> </ul>
<b>Emotional Stability</b>	<ul style="list-style-type: none"> <li>Establish professional relationships</li> <li>Provide client with emotional support</li> <li>Adapt to changing environment/stress</li> <li>Deal with the unexpected (e.g., client condition, crisis)</li> <li>Focus attention on task</li> <li>Cope with own emotions</li> <li>Perform multiple responsibilities concurrently</li> <li>Cope with strong emotions in others (e.g., grief)</li> </ul>
<b>Analytical Thinking</b>	<ul style="list-style-type: none"> <li>Transfer knowledge from one situation to another</li> <li>Process and interpret information from multiple sources</li> <li>Analyze and interpret abstract and concrete data</li> <li>Evaluate outcomes</li> <li>Problem-solve</li> <li>Prioritize tasks</li> <li>Use long-term memory</li> <li>Use short-term memory</li> </ul>

<b>Critical Thinking</b>	Identify cause-effect relationships Plan/control activities for others Synthesize knowledge and skills Sequence information Make decisions independently Adapt decisions based on new information
<b>Interpersonal Skills</b>	Establish rapport with individuals, families, and groups Respect/values cultural differences Negotiated interpersonal conflict
<b>Communication Skills</b>	Teach (e.g., client/family about health care) Influence people Direct/manage/delegate activities of others Speak English Write English Listen/comprehend spoken/written word Collaborate with other (e.g., health care workers, peers) Manage information

**RADIOGRAPHY CURRICULUM (STATEWIDE)**  
**Curriculum 2021-2022**

**Clinical Admissions Requirement(s):**

Petition Process FAQ (Currently accepted pre-core radiography students, go to *myMPTC* Student tab for specifics.)

<b>Course Number</b>	<b>Course Title</b>	<b>Credits</b>
801-136	English Composition 1	3
804-107	College Mathematics	3
806-177	General Anatomy and Physiology	4
<b>Semester 1</b>		
526-149	Radiographic Procedures 1	5
526-158	Introduction to Radiography	3
526-159	Radiographic Imaging	3
526-168	Radiography Clinical 1	2
890-101	**College 101	2
		<b>Total 15</b>
<b>Semester 2</b>		
103-159	**Computer Literacy-Microsoft Office	1
526-191	Radiographic Procedures 2	5
526-192	Radiography Clinical 2	3
526-230	Advanced Radiographic Imaging	2
		<b>Total 11</b>
<b>Spring/Summer 1</b>		
526-193	Radiography Clinical 3	3
		<b>Total 3</b>
<b>Semester 3</b>		
526-194	Imaging Equipment Operation	3
526-195	Radiographic Image Analysis	2
526-199	Radiography Clinical 4	3
801-196	Oral and Interpersonal Communication	3
809-198	Introduction to Psychology	3
		<b>Total 14</b>
<b>Semester 4</b>		
526-174	ARRT Certification Seminar	2
526-189	Radiographic Pathology	1
526-190	Radiography Clinical 5	2
526-197	Radiation Protection and Biology	3
526-231	Imaging Modalities	2
809-166	Introduction to Ethics: Theory and Application	3
		<b>Total 13</b>

Course Number	Course Title	Credits
Spring/Summer 2 526-198	Radiography Clinical 6	2
		<b>Total 2</b>
	<b>Total Program Credits and Institutional Requirements</b>	<b>Total 68</b>

**Exit Assessment:**

Clinical and an Accrediting Outcomes Checklist are the exit assessment graduation requirement for the program.

Institutional Requirements	
890-101	College 101- take 1 <sup>st</sup> semester
103-159	Computer Literacy/Advanced Standing – take 1 <sup>st</sup> semester

**PROGRAM COMPETENCY REQUIREMENTS**

To enable skill development, the following courses are assigned a numerical requirement for actual **Competency Exams (COE)** and a maximum number of simulated COE's permissible.

Course	Numerical Requirement	Total	Permissible Mocks
<b>Clinical I</b>	4		<b>0</b>
<b>Clinical II</b>	10	14	<b>0</b>
<b>Clinical III</b>	8	22	<b>0</b>
<b>Clinical IV</b>	18	40	<b>0</b>
<b>Clinical V</b>	18	58	<b>0</b>
<b>Clinical VI</b>	13	71	<b>7</b>

Students will be provided a list of required ARRT exam competencies at the beginning of the program on cardstock paper. This will be considered their “official record” of completed competencies. When a student successfully completes a required competency, they will be responsible for having the registered technologist that observed them performing the competency, to enter the exam into Trajecsyst, and to sign the “official record” with their initials and credentials. If both of these are not completed, the competency will not be awarded and the student will need to re-attempt that specific competency.

If a student fails to complete the required number of competencies for that semester, and program faculty feel that it is due to lack of effort by the student, the student will fail the course and will not be able to continue in the program. If the failure to complete the competencies is due to other factors, then the following will take place:

1. An “F” or incomplete grade will be assigned.
2. The student may be granted a period of **two weeks** into the next semester to complete the requirement.

If the requirement is completed within the period granted, the “F” grade will be replaced with a letter grade, dropped by one letter grade.

If the requirement is not completed within the period granted, the student will fail the course and will be dropped from the program.

### **PROGRAM GRADING SCALE**

Grading Scale

A = 94-100%

B = 87-93%

C = 80-86%

D = 75-79%

F = Below 75%

A minimum grade of 80% is required to successfully pass the course.

### **VALUE POINT SYSTEM**

At the beginning of each semester, each student will be awarded 3 value points to be used in accordance with the value point system for absenteeism. Points will be taken away from a student’s total with each infraction of the guidelines that occurs. Below you will find the guidelines used to determine when value points will be subtracted from the student’s total.

#### **Classroom Infractions:**

Two Absences	-1 value point
Tardy to class (two occurrences)	-1 value point
Failure to notify instructor of absence or late arrival	-1 value point
Use of cell phone during class period (after a warning)	-1 value point

#### **End of Semester Totals:**

2 – 3	value points remaining	No penalty
1	value point remaining	A 10% reduction in grade will be applied
0	value points remaining	Loss of letter grade-applied to clinical grade, and possible probation

**If a student is observed or suspected of cheating, and evidence is found to support this, they will automatically be terminated from the program.**



## **TERMINAL PERFORMANCE OBJECTIVES**

A graduate of the Radiologic Technologist Program from Moraine Park Technical College will be able to:

- Apply knowledge of anatomy, positioning and radiographic techniques to accurately demonstrate anatomical structures in a clinical setting.
- Determine exposure factors to achieve optimum radiographic techniques with minimum radiation exposure.
- Evaluate radiographic images for appropriate positioning and image quality.
- Apply the principles of radiation protection to the patient, self and others.
- Provide patient comfort, care and empathy.
- Demonstrate a professional relationship of consideration and cooperation at the college and clinical training sites.
- Demonstrate effectiveness in professional attitudes in the following areas: appearance, hygiene, attendance, punctuality, communication techniques, and acceptance of constructive criticism.
- Recognize emergency patient conditions and initiate lifesaving first aid and basic life-support procedures.
- Follow oral and written instructions to carry out imaging procedures with assurance.
- Evaluate the performance of radiographic systems; know the safe limits of equipment operation, and report equipment malfunctions.
- Given a digital processor, the student will be able to operate, store, handle and process any imaging receptor to the department standards.
- Report results and keep records according to established procedures.
- Demonstrate knowledge and skills relating to quality assurance programs.
- Abide by the ethics of medical professionals and the American Society of Radiologic Technologists Code of Ethics.
- Given a 220 objective, multiple-choice test items administered by the American Registry of Radiologic Technologist relating to and including items from the following subject areas: Patient Care and Management, Radiographic Procedures, Radiation Protection, Image Production and Evaluation, and Equipment Operation and Maintenance the student should be able to correctly answer a minimum of 75% of the questions.

## **SCOPE OF PRACTICE FOR THE RADIOLOGIC TECHNOLOGIST**

Completion of a formal program of study accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) **OR** completion of didactic and clinical experience acceptable to the American Registry of Radiologic Technologist **AND** Certification by the American Registry of Radiologic Technologists.

The art and science of radiography requires that the radiographer achieve a specific level of knowledge and skill. The radiographer must possess and demonstrate knowledge of and competency in, but not limited to, the following areas:

- **Human structure and function**—including general anatomy, cross-sectional anatomy and anatomical relationships, organ and organ system functions and relationships to perform accurate radiographic examinations.
- **Medical Ethics**—including ethical and legal considerations that impact upon practice.
- **Medical Terminology**—including knowledge of disease and abnormalities to allow the radiologic technologist to effectively communicate in the performance of radiographic procedures.
- **Pathology**—including knowledge of disease and abnormalities that influence performance of radiographic procedures.
- **Patient Care**—including attention and concern for the physical and psychological needs of the patient. Additionally, the technologist identifies the accurate assessment of life-threatening conditions and exercises independent judgment to implement basic life support procedures.
- **Positioning**—including proper beam-part-image receptor alignment with respect to source of radiation, selected imaging modality and area to be examined.
- **Principles of Radiographic Technique**—including appropriate selection of all technical factors and equipment to produce a quality diagnostic image.
- **Quality Assurance**—including digital processing procedures, sensitometry characteristics, preventative maintenance, and knowledge of equipment.
- **Radiation Physics**—including atomic structure, beam quality, radiation interactions, and the functions and operations of various generator components.
- **Radiation Protection**—including the use of beam restrictive devices, patient shielding techniques, accurate assessment and implementation of appropriate exposure factors as well as a working understanding of applicable governmental regulations. The primary utilization of this knowledge is to minimize radiation to the patient, the practitioner and others.
- **Radiobiology**—including understanding of beam formation and radiation interaction with matter as it relates to genetic and somatic effects. The necessity for this knowledge and its application is to reduce possible genetic damage to future generations resulting from unnecessary radiation exposure.
- **Special Techniques**—including all vascular and neurological radiographic procedures, computed tomography, MRI, mammography, and interventional radiography.

## CLINICAL EXPERIENCE OBJECTIVES

- **Orientation to Clinical Site**—after having received information concerning the clinical site the student will be able to:
  - Locate the various departments found within the clinical site.
  - Return or obtain supplies from various departments at the clinical site.
  - Return patients or retrieve patients from their rooms.
  - Identify rooms within the Radiology Department
  - Locate fire and emergency equipment and exits.
- **Professional Ethics**—given the essential information through class lecture relating to the practice of professional ethics, the students will:
  - Practice professional behavior within the Radiology Department.
  - Observe confidentiality and treat patients with respect and empathy.
  - Observe departmental policy and procedures.
  - Practice effective, accurate, and clear communication.
  - Be aware of legal responsibilities in the health care environment.
- **Equipment operation and safety**—after completing this unit of study, the student will be able to:
  - Identify and use equipment in the diagnostic radiology room.
  - Handle equipment carefully and safely.
  - Locate the radiation protection devices for staff and patients.
- **Radiation protection**—after completing this unit, the student will be able to employ radiation protection principles by:
  - Using appropriate beam limiting devices.
  - Applying appropriate radiation protection measures for patients and staff.
  - Selecting the proper image receptor.
  - Reducing image retakes through accurate positioning, selection of correct exposure factors with consideration of patient condition and body habitus, utilization of safe immobilization techniques, and proper digital imaging techniques.
  - Utilizing distance whenever possible during fluoroscopy and mobile radiography.
  - Wearing Radiation-monitoring devices correctly.
  - Ensuring adequate preparation of the patient for the examination to minimize the exposure dose to the patient.
- **Fluoroscopy**—in the clinical setting, the student will be able to:
  - Prepare the control panel and x-ray machine for a fluoroscopic examination.
  - Practice safety measures while assisting in the fluoroscopic room.
  - Prepare the room, equipment and supplies for the fluoroscopic examination.
  - Prepare and instruct the patient.
  - Assist radiologist with the examination.
  - Assist with overhead radiographs.
  - Critique the results.
- **Patient care related to Radiography**—in the clinical setting, the student will be able to:
  - Use proper body mechanics.
  - Transfer patients utilizing correct patient transfer techniques.
  - Attend to the general care and comfort of the patient.
  - Use universal precautions.

- Use sterile techniques for those procedures that require it.
- Prepare medication or contrast media using sterile technique.
- Use proper procedures with indwelling catheters or I.V. tubing.
- Administer enemas (cleansing and/or diagnostic) using proper procedure.
- Obtain and record vital signs as required.
- Effectively assist in emergency situations.
- Communicate effectively with patients, families of patients, co-workers, and supervisory personnel.
- Obtain pertinent information from patient chart and/or patient.
- **Positioning**—given didactic information in class lecture and in laboratory demonstrations, the student will be able to:
  - Apply knowledge of anatomy and radiographic positioning to obtain quality radiographic images.
  - Analyze body habitus and relate to radiographic positioning to obtain quality radiographic images.
  - Utilize the caliper correctly to determine exposure factors.
  - Critique the finished radiographic image for quality and accuracy of positioning.
  - Demonstrate knowledge of positioning and radiographic terminology.
  - Apply and adapt skills demonstrated in the simulated laboratory to the clinical sites.
- **Special procedures**—given the essential information to prepare the student for clinical education assignments in special procedures, the student may in a limited way participate in these specialty areas and will be able to:
  - Locate and identify equipment, instruments, and supplies used in specialties.
  - Perform a minor role in the special procedure suite.
  - Assist in the patient and room preparation.
  - Under supervision, set the control panel components for the examination.
  - Assist in patient care and positioning of the patient for examination.
  - Adhere to aseptic techniques.
  - Demonstrate a basic understanding of anatomical and procedural terminology employed.
  - Identify appropriate contrast media and method of approach.
  - Precautions to be taken during examination.
  - Participate in radiographic image critique.
- **Panorex**—in the clinical setting, the student may be able to:
  - Assemble the equipment for the identified examination.
  - Prepare and position the patient.
  - Set exposure factors.
  - Process the digital image.
- **Exposure**—having successfully completed this course of study, the student will:
  - Correctly compute the exposure factors (mAs, kVp, SID/FFD).
  - Utilize the correct applications and adjust technique accordingly in relation to specific radiographic studies (grid, filter, bucky, etc.).
  - Adapt technical factors according to pathological condition of the patient.
  - Correctly utilize beam restrictors and other devices to minimize patient exposure.

- Utilize the Inverse Square Law in reduction of exposure to patient, self, and staff.
- Utilize technique charts.
- Critique the finished digital image for technical quality.
- **Contrast agents**—Upon completion of this course of study, the student will be able to:
  - Identify the specific type of contrast medium for the specified examination, age and size of the patient.
  - Practice safety precautions utilized during injection of contrast medium.
  - Obtain patient history prior to examination for safety and legal purposes.
- **Intravenous puncture**—in the clinical setting the student may be able to:
  - Perform intravenous procedures always under direct supervision of a qualified R.T./R.N. personnel.
- **Mobile Radiography**—upon completion of this unit of study, the student will be able to:
  - Manipulate mobile x-ray equipment safely, utilize proper locks, consideration of space confinements and demonstrate radiation safety.
  - Relate exposure factors conversion for use in the mobile unit.
  - Adapt to challenging positioning situations resulting from limitations of unit, patient condition and physical space constraints.
  - Integrate the principles of bedside radiography to the surgical suite.
  - Practice sterile technique in the surgical suite and in isolation areas.
  - Clean the mobile unit prior and after use.
- **Pediatric radiography**—in the clinical setting, given didactic content in the unit on pediatric, the student will be able to:
  - Use age appropriate approach to effectively communicate with the patient.
  - Use safe immobilization techniques to provide patient security and safety.
  - Evaluate body habitus and employ minimal exposure factors to minimize radiation.
- **Mammography**—in the clinical setting, using an actual patient and under supervision, the student may be able to but is not required to:
  - Perform routine procedural steps in obtaining conventional radiographic positions for mammography.
  - Prepare equipment, supplies and set technical factors.
  - Prepare and instruct the patient.
  - Position markers.
- **Preventative Maintenance**—in the clinical setting, the student will be able to:
  - Apply the knowledge and principles of equipment operation.
  - Identify the logbook for the various pieces of equipment in the department.
  - Report malfunctioning of equipment to the proper person.
  - Relate signs and symptoms of malfunction to service personnel.
  - Remove the patient from table before checking out malfunctioning equipment.

- **Special Diagnostics**—nuclear medicine, sonography, CT, MRI, Radiation Therapy, PET. To provide an opportunity for the student to observe examinations in the special diagnostics area of a radiology department. The student will have an opportunity to utilize basic techniques and practices learned in didactic courses. Having learned fundamental knowledge and its application in radiologic technology, the student may be able to assist the technologist in this specialty:
  - Communicating and relating information to the patient.
  - Preparing the patient for examination under supervision of a technologist.
  - Preparing supplies and/or equipment used in examination under supervision.
  - Transporting patient to and from room.
  - Using common practices and procedures for patient comfort and safety.
- **Office area**—under supervision of the office personnel, the student will be able to:
  - Follow through on assigned work under guidance of clerical personnel.
  - Keep work organized, accurate, and neat.
- **Filing area**—under direct supervision, the student will be able to:
  - Write examinations on x-ray folder in preparation for interpretation.
  - Pull previous studies as indicated.
  - Record appropriate exam information.

### **JRCERT STANDARDS**

A copy of the *Standards for an Accredited Program In Radiological Sciences* of the Joint Review Committee on Education in Radiologic Technology is available upon request. The *Standards* describe the requirements for a structured program in Radiologic Sciences/Radiography.

Any student complaint or allegation of the program non-compliance with the JRCERT Standards should be made in writing to the program director. If the program director cannot resolve the student's concern, the written allegation shall be presented to the Associate Dean of Allied Health and/or follow the MPTC student grievance procedure. If a student believes he or she is unable to resolve a complaint, they may contact the CEO of JRCERT at (312) 704-5300 or e-mail: [mail@jrcert.org](mailto:mail@jrcert.org) , or mailing the complaint to:

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

## ASRT CODE OF ETHICS

Ethical professional conduct is expected of every member of the American Society of Radiologic Technologists and every individual registered by the American Registry of Radiologic Technologists. As a guide, the ASRT and the ARRT have issued a code of ethics for their members and registrants. By following the principles embodied in this code, radiologic technologists will protect the integrity of the profession and enhance the delivery of patient care.

Adherence to the code of ethics is only one component of each radiologic technologist's obligation to advance the values and standards of their profession. Technologists also should take advantage of activities that provide opportunities for personal growth while enhancing their competence as caregivers. These activities may include participating in research projects, volunteering in the community, sharing knowledge with colleagues through professional meetings and conferences, serving as an advocate for the profession on legislative issues and participating in other professional development activities.

By exhibiting high standards of ethics and pursuing professional development opportunities, radiologic technologists will demonstrate their commitment to quality patient care.

### **Code of Ethics**

- The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
- The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
- The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination based on race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
- 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.
- The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
- 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.
- 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 healthcare team.

- The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
- The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
- 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.
- The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

### **ENERGIZED LAB RULES**

- Students are **never** allowed to take an exposure without the direct supervision of a program instructor.
- Radiographic exposures will only be made on phantoms, or an object suggested by the instructor. Exposures will **never** be made on another person.
- All students and faculty are required to remain behind the control booth wall during an exposure.
- An exposure can only be made with the primary beam directed toward the upright bucky located on the labs outside wall.
- The entrance door to the lab must be closed, and will remain closed during an exposure.
- When an instructor is in the lab performing experiments with a group of students, the students not involved will remain in the classroom. The remaining students are prohibited from entering the lab without the permission of the instructor.
- Students and faculty are always required to bring their radiation badges to class and wear them while in the lab.
- Violation of any of the Energized Lab Rules will result in automatic termination from the radiography program.
- Any student caught abusing lab equipment will face disciplinary action, which may include dismissal from the radiography program.



### CLINICAL TRAINING ASSIGNMENT PROCESS

- Radiologic Technology students who complete all prerequisite core-coursework with a minimum Grade Point Average of 2.0 and have current financial status with MPTC will receive an appropriate clinical training placement.
- The assignment process takes place during the quarter preceding the clinical training experience. Placement in a clinical site will take place as soon as possible after completion of all pre-requisites (passing grade in all core-classes up to that point), but will depend on clinical site availability. If immediate placement is not possible, students will be placed in order of their availability.
- The program officials make all the arrangements, and students may **NOT** contact the clinical training sites unless directed to do so by a program official.
- All clinical training assignments are subject to the approval of the clinical training instructor following an interview (when applicable).
- Students may be placed in a clinical training site outside of the Fond du Lac area.
- Individual student needs will be considered; however, the final decision is the program official's and students may be required to travel up to an hour or more. Students who refuse a clinical site assignment without just cause may be terminated from the program.
- Students have Monthly Evaluations and Competency Forms that are to be completed by the clinical preceptors/registered technologists. These forms can be accessed and completed on Trajecsys. Monthly evaluations are to be completed within seven (7) days following the last day of the previous month. These are considered confidential, and should be treated as such. Monthly evaluations must be viewed by the student, and any necessary comments must be added by the 15<sup>th</sup> day of the following month.

### CLINICAL PREREQUISITES

- All students shall use personalized lead markers on images during clinical training. Lead markers will be assigned to each student before the start of their clinical training. The first set of markers will be provided to the student by MPTC at no cost. Replacement markers can be ordered at the student's expense. Replacement markers **must** be ordered through Todd.
- Student nametags are always to be worn on the outside of the clinical uniform while at the clinical site.
- The student will provide reliable transportation for class and clinical training.
- When enrolling at MPTC, **the student accepts full responsibility for all medical treatment and care and/or disability for any illness and/or injury incurred while on campus or at an affiliated clinical training site.** Neither the college nor the affiliated clinical training site is required to carry medical insurance or worker's compensation coverage on students. MPTC will not accept responsibility for medical or other costs incurred by sick or injured students while on campus or at the clinical training site.

- All students are required to respect and follow all dress codes and clinical standards and procedures while at the clinical training site. Failure to follow MPTC guidelines may result in disciplinary action. Such as; clinical probation, removal from clinical site, and/or dismissal from program.
- The student is responsible for his/her own lodging and board during clinical training.
- The expenses for which the student is responsible include but are not limited to:
  - Room and board
  - Meals
  - Uniforms
  - Health insurance
  - Medical bills
  - Additional lead markers (if needed)

### **CLINICAL EXPERIENCE GUIDELINES**

**Safety Orientation**—each clinical training site should orientate the student to the safety procedures. This orientation should include:

- Fire safety
- Location of safety equipment
- Instruction in safety procedures
- Radiation safety
- Personal health and hygiene
- Crash cart
- Infection control
- N-95 mask – students are not required to be fitted for masks and are never allowed to enter a patient’s room that requires the use of an N-95 mask.

**\*\*Students are required to adhere to all safety regulations and procedures. Failure to do so is grounds for dismissal from MPTC. The safety sign-off form should be returned to the program official at MPTC by the end of Clinical 1.**

**Clinical Rotations**—during the time the student is assigned to clinical training she/he may be expected to participate not only in radiographic procedures but also office area, patient transportation and other office procedures if their clinical education is not being compromised.

## CLINICAL SCHEDULING

- Personal vacations are to be scheduled only during times when classes/clinical training are not in session. In other words, students are to follow the MPTC calendar for scheduling their vacations. If a student schedules a vacation during the school year, the student will be placed on probation due to absenteeism and the student's clinical grade will decrease by 5% for each day of unexcused absence.
- All students may be assigned to day, evening, or weekend shifts as long as proper supervision is maintained; equitable rotation schedules, in cases of multiple students, is provided and appropriate variety of radiographic examinations are observed.
- Students are not allowed to work on-call.
- All weekend clinical hours must be arranged with the clinical preceptor. Any unassigned hours will not be counted towards overall clinical time.
- Students are absolutely forbidden to make changes to their clinical schedule without pre-approval from MPTC faculty and the Clinical preceptor at the assigned site. If it is discovered that a student made changes without approval, the following disciplinary action will be taken: 1st offense - clinical probation, 2nd offense - dismissal from program.
- Attendance documentation—Program faculty will monitor a student's attendance using Trajecsys. Students are responsible to log in and log out in Trajecsys using either a clinical site computer or their smart phone. It is a mandatory requirement that student's smart phones have GPS enabled. If a student's smart phone's GPS fails to record the students log in time, log out time, or accurate location on at least three occasions, it will then be a mandatory requirement for that student to clock in and out on the clinical site's computer. Any attempt to falsify a start time or end time by clocking in or out from outside of the department of their clinical site, such as clocking in or out while in the parking lot, is automatic grounds for dismissal from the MPTC Radiography Program. In addition, students who fail to clock in or out, no matter what the reason for the missed clocking of their time, will be given a tardy for that instance. If a student accumulates three tardies during any single semester they will receive a 10% reduction to their clinical grade.
- Classroom attendance—unless otherwise notified, students shall attend class at the college as designated by class schedule.
- Banked Clinical Hours—special circumstances, such as a lengthy surgery case or exam, which may cause students to work over the scheduled period, must be approved by the clinical preceptor. Banked hours will not be recorded unless it is more than 15 minutes in length over scheduled hours, and then in 15-minute increments thereafter. Arriving early to a clinical site prior to scheduled start time does not count as extra time accrued. Students shall NOT be scheduled, classroom and clinical combined, for more than 40 hours per week.
- Banked hours are required to be used in the semester in which they are accumulated. If a student wants to use banked hours, the student will notify program faculty a minimum of 24 hours prior to using the banked hours. If a student fails to do this, banked hours will not

be allowed to be used, and the hours missed will need to be made up. Using banked hours for emergency situations will be determined by program faculty on an individual basis.

- When not busy, there will be no loitering. Use idle time for cleaning and/or stocking rooms, practicing positioning, learning to operate equipment, reviewing procedure manuals and studying (if approved in advance by the clinical preceptor). Students will only be allowed to study from notecards (no textbooks, workbooks, or electronic devices). Students will be allowed to use textbooks and workbooks (no electronic devices) at the following sites: Aurora – Fond du Lac, Aurora – Germantown North, Convenient Care, Dean Clinic, North Fond du Lac Clinic.
- Breaks and lunch periods—standard practice accepts a morning break and afternoon lunch period. The student must take these breaks, but is expected to observe the departmental policy and will not take advantage of it. If a student is scheduled for 6 hours or more, a **mandatory 30-minute lunch must be taken. No exceptions.** If a student does not take a lunch break for the purpose of making up missed hours, the make-up time will not be counted.
- Students will be provided with a locker or other form of secure area to store personal belongings. Lockers may require a lock which the student may be responsible for purchasing.
- Personal phone calls—no personal phone calls should be received or made while in the clinical area except for emergencies. Department telephones may not be used for personal calls. Use the public telephone for personal use.
- Cell phones and personal electronic devices, i.e. tablets, laptops, etc., are not allowed during clinical training, except to log into Trajecsyst.
- If a student is observed or suspected of cheating, and evidence is found to support this, they will automatically be terminated from the program.

### **COMMUNICATION WITH FACULTY**

- Faculty can be contacted by cell phone, call or text, between the hours of 7:00 a.m. and 10:00 p.m. If faculty do not answer, leave a message and your call will be returned within 48 hours, or two (2) business days.
- Cell phone communication should only be used to notify faculty of clinical or classroom attendance issues. All other communication should be done via the school's email address, i.e. grade questions, assignment questions, etc.

## CLINICAL DRESS CODE

**Purpose:** To provide a program standard of student attire and personal hygiene.

**Guidelines:** Program students are expected to purchase and wear the uniform required by the program.

**Attire:** Program colors of royal blue and white are to be worn by the radiography students. Pants, scrub shirt and lab coat comprise the approved uniform. The required uniform must be purchased from the MPTC bookstore. It is strongly suggested that students begin the program with at least two (2) sets of uniforms. Additional tops and/or pants may be purchased as needed. Students are not allowed to wear sweatshirts, jackets, hoodies, etc. at clinical. If a student requires extra clothing to keep warm, MPTC logo attire, or a lab coat may be worn. Outerwear should always be removed while performing an exam on a patient. Shirts worn under the scrub top should be white or black and should not hang below scrub top. Some clinical sites may require additional dress code policies, and a student must adhere to that requirement. Name tag is always to be worn.

**Shoes:** The shoes are to be white, gray, or black in color. No wild colors or designs will be allowed. If you have a question regarding the acceptability of a shoe, check with the Program Director prior to purchasing them. No canvas shoes are allowed. Shoes are to be kept in good repair, and clean. A comfortable-style leather or vinyl shoe with a cushioned sole, such as Crocs, is recommended.

### **General Information:**

**Hair:** Student's hair must be clean and combed. Students with longer than shoulder length hair are required to keep it in a ponytail, or a bun. Colored highlights, i.e. red, green, blue, etc. are not allowed. Natural color highlights are acceptable.

**Make-up:** Students will keep the use of make-up to a minimum. If program faculty or clinical staff feel that a student is wearing too much make-up they will be asked to use less until an acceptable amount is reached.

**Offensive Odors:** Students are expected to bathe frequently, use deodorant, brush their teeth, use mouthwash or breath freshener as necessary, avoid perfumes, colognes, and essential oils, and take any other steps deemed necessary to eliminate odors that others may find offensive. Cigarette odors on person or clothing must be avoided during clinical hours.

**Fingernails:** Should be kept clean and trimmed, no extreme colored nail polish may be worn. No chipped fingernail polish will be allowed.

**Jewelry:** Wedding rings, wristwatches and earrings are acceptable. No dangling earrings can be worn, and no additional jewelry should be worn, this includes any type of oral piercing or any additional piercing that can be seen.

**Facial Hair:** Mustaches or beards may be worn but should always be kept clean and trimmed.

**Tattoos:** Any tattoo that can be seen outside of the uniform, which is deemed offensive by program faculty or the clinical site, will need to be covered up.

**As a professional, overall attire should always be clean, neat, and conservative. If in the opinion of the program faculty or clinical department director a student's appearance demonstrates a lack of professionalism, corrective action will be taken. If any of the previously listed guidelines are not followed, a student may be asked to leave the clinical site until the issue has been corrected.**

### **SICK TIME POLICY**

Students absent from clinical training:

- Contact the clinical preceptor/clinical site prior to the scheduled shift. This means the student will be required to make three (3) separate phone calls; Program Director, Clinical Coordinator, and clinical site.
- Failure to contact any of the three (3) instructors listed above, will result in a loss of 5% of the student's clinical grade. **No exceptions.**
- Students are responsible to notify the clinical preceptor to complete the Clinical Training Absence Form in Trajecsys. After an absence, the student is required to follow-up with the clinical preceptor to schedule make-up hours. The make-up date must then be added to the Clinical Training Absence Form.
- Students are allowed 1 excused absence per semester, with no percentage penalty. Examples of excused absences are: doctor's. excuse or family funeral. The hours missed will be required to be made up at the clinical site that they were missed at. All missed hours are required to be made up prior to the last month of the semester. Hours cannot be made up when MPTC campuses are closed.
- Any additional absences will be considered unexcused, but also required to be made up. Examples of unexcused absences are: a non-doctor's. excuse sickness, not wanting to drive in poor weather conditions, etc. Scheduling of make-up hours will need to be made between the instructors and the clinical site.
- After the one (1) excused absence, the student's clinical grade will decrease by 5% for each additional occurrence. If the student's total percentage falls below 80%, that student will fail that clinical and will not be allowed to continue in the program at this time. They may be allowed to re-enter the program the following year. See readmission policy. If a student's absence is discovered to be unethical, i.e. calling in sick, then going to Brewers game, going to a concert, leaving for vacation early, etc., the student will be placed on clinical probation immediately.
- No absences will be allowed during Clinical 3 and Clinical 6. If an absence does occur, depending on the circumstance, the student may receive a 5% penalty to their grade.

## **SOCIAL MEDIA POLICY**

It is unacceptable to post ANYTHING related to your education in the Radiography Program including: faculty, clinical preceptors, support staff, physical domain, or the educational environment of Moraine Park Technical College on FACEBOOK, MYSPACE or any other SOCIAL MEDIA site.

It is equally unacceptable to post any pictures, comments or reference to any patients, clinical sites and/or affiliates, employees or situations related to your clinical education. This includes any case study you are required to turn in for a grade. This is irrespective of the nature of the comments.

Failure to comply with these guidelines will include suspension or termination from the Radiography Program.

## **WSRT/WAERT STUDENT SYMPOSIUM GUIDELINES**

- The symposium is not a mandatory requirement for students, but it is strongly encouraged that students attend in order to prepare for their national boards. In the rare event that a student decides not to attend, that student will be required to attend clinical an equal number of days as the symposium.
- Student's behavior traveling to, from, or during the symposium, should always reflect credit to MPTC. This also applies to behavioral and verbal conduct during social activities or times when no formal activities or meetings are scheduled, such as late evening or early morning hours.
- Students are required to attend all lectures, meetings, workshops, or other activities related to the event.
- Students are not allowed to bring guests unless extenuating circumstances present themselves, in which case, program faculty must pre-approve the attendance of each guest.
- Students are expected to stay at the facility with the rest of the program attendees. If a student decides to stay at another facility, they will not be reimbursed for the cost of that stay.

## **HOLIDAYS**

- Students will not be assigned to clinical training when MPTC is closed during any major holidays (New Year's Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day) in which administration and faculty are not on campus.

## **COMPETENCY REQUIREMENTS**

Students must demonstrate competency on all 37 mandatory exams and 34 electives performed on patients only. Simulations may be done the last two weeks of Clinical Radiography VI.

## **INCIDENT REPORTS**

In the event of an incident involving a student during clinical training, the clinical preceptor must forward a legible copy of the incident form to MPTC program official.

An incident may be an occurrence that involves a student injury, student involvement during a patient/staff injury and/or failure to follow clinical site protocol. An incident report is included in the clinical training manual if needed.

## **ACCIDENTAL NEEDLE STICK**

If a needle stick occurs, the student will:

- Immediately notify the clinical training instructor
- Follow the department protocol for the incident
- Send a copy of the signed hospital incident form to MPTC program official.

## **CONFERENCES**

Faculty may choose to meet with a student at any time during the semester to discuss the student's progress in any area of his/her education. When a student is called in to meet with a faculty member for a conference, the meeting is documented via a Student Progress Memo. This documentation is used to summarize the conference and specify any actions that should result from the conference on either the student's or faculty member's part. A copy of the report is provided to the student, Dean, Program Advisor and a copy is placed in the student's program file.

Reasons for calling a conference with a student include, but are not limited to the following:

- a. Advising/scheduling
- b. Academic difficulties
- c. Attendance problems
- d. Punctuality problems
- e. Motivational problems
- f. Lack of attention to patient safety
- g. Procedural inaccuracy/speed
- h. Unethical or unprofessional conduct



- i. Incomplete assignments
- j. Difficulty in adapting to the clinical environment
- k. Problems with interpersonal relationships
- l. Clinical probation
- m. Disciplinary actions
- n. Dismissal

All disciplinary actions taken with a student are subject to the Student Grievance Procedure as outlined in the Moraine Park Technical College Handbook.

### **CLINICAL PROBATION**

When a student fails to make satisfactory achievement in the clinical setting as documented in clinical evaluations and/or on clinical competency evaluations, she/he may be placed on clinical probation. A student may be placed on clinical probation even though she/he is making academic progress.

Reasons that a student may be placed on clinical probation include, but are not limited to the following:

- a. Attendance problems
- b. Punctuality problems
- c. Lack of attention to patient safety
- d. Procedural inaccuracy/speed
- e. Unethical professional conduct
- f. Incomplete assignments (COEs, Clinical Assessments)
- g. Failure to adapt to the clinical/professional environment
- h. Failure to meet 80% grade/level

To remain in the Radiography Program, she/he must show improvement as determined by the clinical/College faculty in the application areas.

### **CLINICAL TRAINING COMPLAINT RESOLUTION**

- Any student with complaints regarding non-compliance of the clinical training site with MPTC must put a specific complaint in writing to program officials. Program officials will immediately contact the clinical preceptor at the training site and determination will be made of the appropriateness of the complaint.
- The program official must respond to the written complaint within 5 business days from the time the complaint was received.
- Possible resolution could include student reassignment and further evaluation of the site may be warranted.

## **STUDENT COMPLAINT RESOLUTION POLICY**

- To provide the program and students with protocols to follow when in a disagreement with an instructor over material, instruction, grade or other matters related to the program.
- If a student has a complaint or disagreement with an instructor over the material, instruction, grade or other matters related to instruction that cannot be resolved in a student-teacher discussion, the student is advised to contact the director of the Radiography Program, and then the associate dean in charge of the program. The Associate Dean of Health will evaluate the student's viewpoint and call the matter to the attention of the instructor. If the situation is not solved to the satisfaction of either the student or the instructor, each will be required to submit a written report to the Dean of Health and Human Services. The student may make an additional written appeal to the Vice President of Academic Affairs. The Vice President will communicate a decision to the student in writing. A copy of the communication will be provided to the instructor, the Associate Dean, and the Dean, as applicable. The decision of the Vice President is final.

### **Timelines:**

1. Student-Instructor meeting – 3 business days
2. Student-Director of Radiography Program – 5 business days
3. Student-Associate Dean of Health – 5 business days
4. Student-Dean of Health and Human Services– 5 business days
5. Student- Vice President of Academic Affairs- 5 business days

For each meeting in the process, the student will be contacted by the appropriate person and a response will be made within 48 hours.

## **DISMISSAL FROM THE CLINICAL SITE**

- In the event the clinical site dismisses a student; the student will leave the site immediately and contact the program official. **STUDENT MAY NOT CONTACT THE SITE WITHOUT PERMISSION OF PROGRAM OFFICIALS.**
- If the clinical site requests program officials to notify the student of dismissal, program officials will notify the student as soon as possible.
- Program official will determine through interviews of the clinical site and student the appropriate actions necessary which may include but are not limited to:
  - No action
  - Counseling
  - Placement at a different clinical site if one is available.
  - Removal from the clinical site
  - Probation
  - Suspension
  - Dismissal

**2021-2022**  
**Moraine Park Technical College**  
**HEALTH SCIENCE READMISSION POLICY AND PROCESS**  
**(Nursing, Radiography, Respiratory, Surgical Tech, Medical Lab Tech, Medical Assistant and Medical Office Specialist)**

Readmission Policy statement

A student cannot continue in a Health Science program if the student withdraws after the midpoint of a course or *receives a grade of D, F or NC* twice in the same core/program course or in two different core/program courses. The student is considered ineligible and must apply for Program Readmission through the Health Sciences Readmission Review Committee. It is the student's responsibility to withdraw from future semester courses that s/he is registered for but now ineligible to take. **A student is only allowed to apply one time per program enrollment for a Readmission Review and only if the student had extenuating circumstances that impacted the student's grades.**

Readmission Process

A student who is no longer eligible to continue in a Moraine Park Health Science program and believes it is due to extenuating circumstances beyond his/her control must apply for a Readmission Review.

The request must detail the extenuating circumstance and must include third party documentation to substantiate the basis for the review.

An extenuating circumstance is defined as any one of the following:

1. Death of an immediate relative of the student
2. Injury or illness of the student
3. Other circumstances that result in undue hardship to the student

Documentation must be provided to substantiate one of the above criteria. Requests without documentation and/or not meeting one of the criteria will be denied.

The Health Sciences Readmission Review Committee is composed of the Director of Enrollment Management, the Student Support Services Manager, the Associate Dean of Health and the Associate Dean of Nursing.

The decision made by the Readmission Review Committee is final.

**If Program readmission is granted and a student receives a grade of D or F in another program course (or withdraws after the midpoint), the student is ineligible to apply for the Readmission Process again and will not be able to continue in his/her program.**

**If Program Readmission is granted, course placement will be determined based on available openings; current students will have placement priority.**

### Readmission Process Steps:

1. Both a letter requesting program readmission and the necessary documentation must be submitted to and received by the Director of Enrollment Management. It is the student's responsibility to ensure receipt of this information. Please submit via hard copy or email to the Director of Enrollment Management at 235 N. National Ave., P.O. Box 1940, Fond du Lac, WI 54936-1940 or [readmissionshs@morainepark.edu](mailto:readmissionshs@morainepark.edu) by 4:30 p.m. the Friday **before** the requested meeting date. The information sent must include:
  - Your name, address, current phone number, student email address and student ID number.
  - Name of the courses involved with dates.
  - Reason for the withdrawal and/or unsatisfactory grades in courses, including the extenuating circumstances accounting for your performance in each of the impacted courses.
  - Documentation to support the extenuating circumstances.
  - Actions taken or plans to resolve or correct the unsatisfactory performance. **Be specific in describing these actions.**
2. A written recommendation(s) from a current or previous Moraine Park program instructor must be received by the Director of Enrollment Management by 4:30 p.m. the Friday **before** the requested meeting date. It is the student's responsibility to ensure the letter has been sent. If a student is unable to obtain a written recommendation from an instructor, s/he may not proceed with the Readmission Review process. Please have your Moraine Park program instructor email the written recommendation directly to the Director of Enrollment Management at [readmissionshs@morainepark.edu](mailto:readmissionshs@morainepark.edu). Please note, you will not receive a copy of this written recommendation.
3. The Director of Enrollment Management will determine if all eligibility requirements have been met. If so an email/letter from the Director of Enrollment Management will be sent to you notifying you of your meeting date and time.
4. You will be required to present your case in person at the Readmission Review Committee meeting. Please be prepared to present any additional information to support your request.
5. A letter from the Director of Enrollment Management will be sent to you including the Committee's decision and any recommendations.

The Health Sciences Readmission Review Committee will meet on the following dates:

- Friday, November 19, 2021, 9:00-11:30 a.m. at the Fond du Lac Campus
- Friday, January 14, 2022, 9:00-11:30 a.m. at the West Bend Campus
- Thursday, June 16, 2022, 9:00-11:30 a.m. at the Beaver Dam Campus

## **RADIATION PROTECTION RULES**

- The following radiation safety rules have been established for the protection of the patient and personnel from ionizing radiation during radiology clinical education. These rules are a combination of State and Federal regulations and/or laws and additional guidelines in the use of ionizing radiation. These rules are mandatory, and any exception must be reported to the clinical preceptor and program official immediately. All students shall practice appropriate radiation safety procedures in protecting themselves, their patients and other personnel from unnecessary exposure.
- Radiation protection practices are reviewed at the beginning of the students' training in Introduction to Radiography, Radiation Protection and Biology, and Radiographic Procedures I- II.
- Students are instructed about radiation hazards and how to protect themselves in Introduction to Radiography and Radiographic Positioning and Procedures I.
- Understand and apply the cardinal principles of radiation control (time, distance and shielding). Do not allow unfamiliarity to result in poor radiation procedures. Never stand in the primary beam. Always wear protective apparel or stand behind a protective barrier.
- Always wear the assigned TLD device (supplied by MPTC) positioned outside the lead apron on the collar.
- Students will view bi-monthly badge reports and initial them prior to having the RSO review the reports.
- No student should ever hold a patient or an image receptor during an exposure when an immobilization method is the appropriate standard of care.
- If personnel and/or family hold a patient, they must wear lead protective devices.
- Use gonadal shielding on all persons of childbearing age, and breast shielding when it will not interfere with the area of interest.
- Avoid radiographic examination of the pelvis, abdomen and lumbar spine of a pregnant woman, especially during the first trimester.
- Always collimate to the smallest field size appropriate for the examination.
- The ALARA (As Low as Reasonably Achievable) concept will be applied to all measurable radiation exposure.

## **MRI Safety Policy**

Students enrolled in the MPTC Radiography Program must comply with proper non-ionizing radiation safety monitoring procedures. Every student who chooses to participate in a Magnetic Resonance Imaging (MRI) clinical rotation must receive proper education regarding MRI safety and be screened for ferromagnetic objects prior to engaging in this modality. In addition, no student is to be left unattended during the actual patient procedure.

Prior to participating in an MRI clinical rotation, the radiography student will attend an educational safety session prepared and delivered by faculty during the 526-196 Modalities Course during the second year of the radiography program. No student will be allowed to observe or be present during an MRI procedure before attending this safety session.

The ACR established the 4-zone concept as defined in the ACR Guidance Document for Safe MR Practices: 2007. The four-zone concept provides for progressive restrictions in access to the MRI scanner. All MRI Suites are marked with Zone signs

- Zone I: General public freely accessible to the public. This area is typically outside the MR environment.
- Zone II: Limited Access: This is the Zone located between the public uncontrolled Zone 1 and the strictly controlled Zone 3. This area has limited access - available to patients, family members and hospital personnel who have been safety trained or safety screened by Level 2 MR personnel. It is in Zone II that the answers to MR screening questions, patient histories, medical insurance questions, etc. are typically obtained.
- Zone III: The MR scanner (Zone 4) itself is located adjacent to this space. Zone III can be defined as regions from which potentially hazardous energies (related to the MR imaging process) may be accessed. Zone III regions should be physically restricted from general public access by, for example, key locks, passkey locking systems, or any other reliable, physically restricting method. Only MR personnel shall be provided free access, such as the access keys or passkeys, to Zone III. Patients, family members, or hospital staff that has undergone safety screening or safety training will be allowed access to this area only when accompanied by appropriate MR personnel.
- Zone IV: Is the room housing the MR scanner itself. Zone IV should also be demarcated and clearly marked as being potentially hazardous due to the presence of very strong magnetic fields. Zone IV, by definition, will always be located within Zone III as it is the MR magnet and its associated magnetic field which generates the existence of Zone III. Only patients and family members, or hospital staff accompanied by Level 2 MR personnel who have undergone safety screening or safety training will be admitted to this Zone.

Following the safety session but prior to access to an MRI Imaging Department, the student radiographer will be properly screened for any potential ferromagnetic objects which include, but not limited to:

1. Implanted Cochlear Implants
2. Neurostimulator
3. Bladder Stimulator
4. Heart Stents
5. Heart Valves

6. Penile Implants
7. Pain Pump
8. Loop Recorders
9. Aneurysm Clips
10. Pacemaker, Pacemaker Wires, or Defibrillator
11. Artificial/Prosthetic Limbs
12. Internal Fixative Devices
  - a. Metal Rods
  - b. Plates or Screws
13. Shrapnel
14. Metal Shavings to the Eye
15. Body Piercings

In the event of any indicators that could prevent the student from entering the MRI Imaging Department, the MRI staff will immediately notify the program faculty.

If it is unclear as to whether a student does or does not have a ferromagnetic device that could prevent the student from entering the MRI environment (i.e. possible non-compatible implant device), the MRI staff will immediately notify the program faculty and provisions will be made to investigate MRI compatibility. If a student radiographer is not able to enter the MRI Imaging environment, he or she will still be able to actively participate in the clinical rotation with modifications.

Modifications include:

- Assisting with acquiring patient history and completing Pre-MRI questionnaire
- Observing proper protocol set-up and scanning

A signed form will be placed in the student's file that acknowledges proper screening has been performed prior to completing the MRI Modality rotation.

A copy of the completed MRI Imaging questionnaire for Student Radiographers is located in Trajecsys and must be filled out prior to entering the clinical setting. It is the student's responsibility to update any changes before completing an MRI Modality rotation at any of the affiliate clinical sites.

## **PERSONNEL DOSIMETRY EXPOSURE NOTIFICATION**

- **Policy**—The National Council on Radiation Safety and Protection created the ALARA Concept. The ALARA concept was created for the occupational worker, establishing guidelines for radiation exposure. All occupational workers following safe radiation practices should not receive more than one-tenth of the maximum permissible dose in an exposure period (80mrem per dosimeter reporting cycle) or .5 rem per year. Therefore, students who receive a personnel dosimetry report that exceeds one-tenth of the maximum permissible dose in any exposure period will be required to fill out an exposure notification form and be interviewed by the RT Department Head.
- **Purpose**—To provide students working in radiation areas with notification procedures that track exposure doses beyond the level that the ALARA Concept recommends.
- **Procedures**—All personnel dosimetry reports will be reviewed by the Radiography Program Official at MPTC. Personnel dosimetry reports over 80mrem per dosimeter reporting cycle or .5 rem per year will require the exposure notification report. Upon completion of the notification report an interview with the RT Department Head may be necessary to protect the safety of any students working in radiation areas and receiving measurable levels of radiation.

## **TITLE IX PREGNANCY AND PARENTING PROTECTIONS**

Moraine Park Technical College is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972 (Title IX). Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, employment policies, and health insurance coverage. Moraine Park Technical College has policy and procedure for ensuring the protection and equal treatment of pregnant individuals, persons with pregnancy related conditions, and new parents.

Students are encouraged to work with their faculty members and Moraine Park Technical College's support systems to devise a plan for how to best address the conditions as pregnancy progresses, anticipate the need for leaves, minimize the academic impact of their absence, and get back on track as efficiently and comfortably as possible. Students must contact the Director of Student Development/Title IX Coordinator to ensure Title IX protection plan is correctly administered.

Students admitted to Health Science Programs are potentially at greater risk for exposure to certain materials or incidents that may result in injury. Some of these exposures could potentially affect pregnant women or their unborn child. Possible exposures may include: needle stick exposure, chemical exposure, infectious agents and other illness.



## PREGNANCY POLICY

To receive a complete education within the Radiography Program, all students must participate in all aspects of planned classroom and clinical instruction. The program also recognizes the harmful effects of ionizing radiation on human tissues.

If the pregnancy is confirmed prior to entering the program, the student may choose to notify the Program Director. The student may then opt to postpone enrollment until the program's next starting date the following year. The student will be guaranteed placement in the following class.

If the student becomes pregnant while enrolled in the program, the student will have four options:

1. The student can continue in the program if the course requirements are met. The *student is not required to declare her pregnancy*; however it is important that the program is aware in order to take additional steps to protect the fetus and mother. If the student chooses to declare a pregnancy, it must be in writing and the student will then review the radiation safety materials related to pregnancy and the safety of the fetus.
  - A. Written Notification by the student is to include:
    1. Acknowledgement of the pregnancy
    2. Estimated date of conception
    3. Signature of the student
    4. Date of notification

The document of notification is retained by the Radiation Safety Officer at the clinical education setting and a copy sent to the Radiography Program Director at Moraine Park Technical College.

- B. The student is required to read the following radiation safety materials.
  1. NCRP Report No. 53, *Review of NCRP Radiation Dose Limit for the Embryo and Fetus in Occupational Exposed Women*.
  2. NCRP Report No. 54, *Medical Radiation Exposure of Pregnant and Potentially Pregnant Women*.
  3. United States Regulatory Commission, Regulatory Guide 8.13, Appendix A, "Effects on the Embryo/Fetus of Exposure to Radiation and other Environmental Hazards" and Appendix B, "Possible Health Risks to Children of Women Who are Exposed to Radiation During Pregnancy."
  4. Moraine Park Technical College Maternity Policy V.3.

Any questions regarding reports and the MPTC Maternity Policy are discussed with the Radiation Safety Officer (RSO) at the clinical education setting where the student is assigned. A record of this discussion will be made and placed in the RSO's records and a copy given to the student and the Radiography Program Director.

An additional film badge will be issued to monitor fetal dose; this badge will be worn at the level of the abdomen under the lead apron. The maximum permissible dose to the fetus is not to exceed >5 rem during the entire gestational period (NCRP Report No. 116, and NRC 10 CFR

20.1208). The pregnant student's badge reading will be monitored by the site's RSO and the Program Director, and reviewed with the student on a monthly basis.

It is the student's responsibility to utilize all protective measures for radiation safety for herself and the fetus. In the event that the student's total dosage nears the maximum prior to the end of the pregnancy, the student may be withheld from all clinical experiences; and any objectives not completed would need to be completed the following term.

1. Student will have the option for written withdrawal of declaration and submit this to the Program Director
2. The student may discontinue participation in the program for approximately one year. The student may then reenter the program at the beginning of the term at which participation was discontinued the previous year.
3. The student may choose to remain in the Radiography Program with **NO** modifications.

If the student chooses to remain out of the Radiography Program for longer than one year, or because of non-availability of a clinical position remains out for more than two years, the student will need to reapply as a new applicant to reenter the program.

## CONFIDENTIALITY

- All student records shall be maintained in accordance with the provisions of the Federal Family Educational Rights and Privacy Act of 1974.
- All student records accumulated during the program are considered confidential and kept in a locked file. The contents of a student's file are not revealed to any unauthorized person without the student's knowledge and written consent. Students may review any records, which pertain to them in the program official's office during regular office hours. Any records maintained by the clinical affiliates concerning individual students are subject to the same considerations regarding confidentiality, security and availability.
- Students are also required to respect the privacy rights of others which are spelled out in HIPPA.

## SUPERVISION OF RADIOGRAPHY STUDENTS

- Students must have adequate supervision during all clinical assignments. Students must perform all medical imaging procedures under the ***direct*** supervision of a qualified radiologic technologist until students have demonstrated and received documentation of exam competency.
- The following conditions constitute direct supervision:
  - A qualified registered technologist reviews the procedure in relation to the student's achievement and evaluates the condition of the patient in relation to student's knowledge.
  - A qualified radiologic technologist is physically present during the entire procedure.
  - A qualified radiologic technologist reviews and approves the procedure and its images prior to the patient being discharged from the imaging room.
- A qualified radiologic technologist is present during student repeat images and must also approve those images prior to the patient being discharged from the imaging room during the entire program scheduled clinical training. There is no exception to this policy.
- Students shall not take the responsibility or place of the qualified staff. However, after demonstrating competency, students may be permitted to perform procedures under ***indirect*** supervision of a qualified radiologic technologist who is immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the presence of a qualified radiologic technologist adjacent to the room or location where a radiographic procedure is being performed. The technologist must be available to hear a student if a student is in need of assistance. A qualified radiologic technologist reviews and approves the procedure and its images prior to the patient being discharged from the imaging room. This availability applies to all areas where ionizing radiation equipment is in use.

- At NO TIME is a student allowed to make an exposure without a qualified radiologic technologist in the immediate area/department. A supervisor or manager will be notified of the situation.
- The student will be under **direct** supervision when performing any portable exam, when working in the Operating Room, Angiographic facilities, CT, all pediatric patients, or with traumatic spine patients, during the entire clinical training time.

### **CLINICAL PRECEPTOR RESPONSIBILITIES**

- In the clinical setting, provide education, instruction and supervision of the radiologic science students, consistent with the established standard of medical care in radiological services.
- Ensure student orientation to department policy and procedures as well as safety procedures within the first clinical training week. Provide student access to written departmental policies/procedures.
- Provide regular feedback to the student.
- Demonstrate knowledge of program goals, clinical objectives, and clinical evaluations.
- Perform clinical progress and competency evaluations for students.
- Recognize and document student's outstanding performance, incident reports and/or counseling forms as required.
- Exhibits a positive professional attitude and communication skills toward students and the teaching process.
- Participates in continuing education to improve and maintain competence in evaluation and professional skills.
- Communicates with program officials regarding student progress, strengths, and weaknesses.
- Provides a positive role model for students of radiological science professions.
- Maintains confidentiality in accordance with program policy.
- Will participate in the student selection process of the clinical site.
- Conduct clinical training conferences with each student reviewing student progress.
- Responsible for completing the following student records in Trajecsys which would include:
  - Monthly clinical training evaluation form
  - Competency forms.
  - Clinical training absence form
- Facilitates proper student rotations in the clinical setting to achieve MPTC Program

goals and objectives

- Serves as a liaison between school and clinical training site as necessary.
- Implements and promotes diligent compliance with radiation monitoring procedures.

#### **CLINICAL PRECEPTOR QUALIFICATIONS**

- Shall be credentialed in good standing by respective credentialing agencies (ARRT) OR possess suitable equivalent.
- Shall meet the criteria for the position as established by the sponsoring institution and/or accrediting agencies.
- Shall demonstrate competence in instructional and evaluation procedures and techniques.
- Shall document a minimum of 2 years full-time professional experience, or as required by accreditation agencies.

#### **CLINICAL STAFF RESPONSIBILITIES**

- In the clinical setting, provide education, instruction and supervision of the radiologic science students, consistent with the established standard of medical care in radiological services.
- Demonstrate knowledge of program policies, clinical objectives, and clinical evaluations.
- Perform clinical competency evaluations for students.
- Implements and promotes diligent compliance with radiation monitoring procedures.

#### **RESPONSIBILITIES OF MPTC TO THE CLINICAL TRAINING SITE**

- Orientation of clinical preceptor to program academic and clinical education mission, program objectives and goals.
- Assignment of a student who is currently completing the didactic portion of the program with satisfactory results.
- Provide support of clinical objectives and assistance in establishing clinical education.
- Perform problem resolution, if needed.

## **CLINICAL TRAINING GRADING CRITERIA**

- The criteria for clinical training grades are determined by the following criteria:
  - Monthly evaluations
  - Attendance
  - Competencies
  - End-of-Semester Final Evaluation

## **ARRT COMPETENCIES**

**The Program Director will hand out a list of competencies that are required by the American Registry of Radiologic Technologists. These competencies must be performed by the students and critiqued by the Clinical preceptor. Procedures can be performed at any time the student feels that she/he is competent. MPTC realizes that not all facilities have the ability to perform all the competencies, those facilities should perform competencies in the areas that they are able to.**

## **MODALITY ROTATIONS**

**Mammography** - all students are given equal opportunity to rotate through the modality unless contraindicated by the clinical site.

**MRI** - Students will receive MRI safety training and must fill out an MRI Screening form prior to beginning clinical. It is the student's responsibility to notify faculty of any screening changes throughout the course of the program.

## **MORAINÉ PARK TECHNICAL COLLEGE** **TECHNICAL STANDARDS FOR RADIOGRAPHY**

### **Essential Functions of a Radiographer**

1. Perform radiologic examinations, including:
  - a. Obtain and document patient history
  - b. Explain procedure to patient and address patient concerns
  - c. Position patient properly using immobilization or support devices as necessary.
  - d. Assess patient condition.
  - e. Produce radiograph using accepted technique.
  - f. Report any unusual occurrences or changes in patient condition to the appropriate staff
2. Clean and maintain equipment and room
3. Assist in maintenance of room supplies
4. Prepare and administer contrast agents and other chemical mixtures
5. Process images acquired

## **Minimum Qualifications Necessary to perform essential functions of a Radiographer**

1. **Physical Requirements** – the position of radiologic technologist has been given a strength rating of “light work” by the US Dictionary of Occupational Titles (exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or negligible amount of force to move objects in activities or conditions existing two-thirds of the work shift). Included in the physical requirements are the positioning and moving of patients manually and by stretcher or wheelchair. When performing these functions with large patients, strength necessary may exceed the DOT rating. Requirements for supporting a patient are 50 pounds. Position also includes frequent sitting, standing, walking, and bending. Frequent reaching, occasional twisting and bending is also required, and exposure to fumes. Both hands are used for power, grip, speed, and precision work. Use of both feet is required.
2. **Data Conception** – the ability to gather, collates, or classifies information about data, people, or things. Reporting and/or carrying out a prescribed action in relation to the information are frequently involved.
3. **Visual Acuity** – the ability to differentiate colors and shades of color, clarity of vision at 20 inches or less, ability to judge distances and spatial relationships so as to see objects where and as they actually are, and ability to see in dimly lit areas.
4. **Manual Dexterity/Motor Coordination** – the ability to use body members to start, stop, control and adjust the progress of equipment. Operating equipment involves setting up and adjusting the equipment or material as the work progresses. Controlling involves observing gauges, dials, meters, etc., and turning switches and other devices. Must have good eye-hand-foot coordination.
5. **Reasoning Development**- the ability to apply principles of logical or scientific thinking to define problem, collect data, establish facts, and draw valid conclusions.
6. **Physical Communication** – to be able to carry out detailed but involved written or oral instructions and to convey detailed spoken instructions to other workers loudly, accurately, or quickly.
7. **Interpersonal Communication** – the ability to work with other people, to listen and logically interpret verbal communications.
8. **Language Development** – the ability to interpret oral, written diagrammatic instructions. Requires the ability to communicate the same types of complex information and data through speech and in writing using proper format, punctuation, spelling, grammar and using all parts of speech.
9. **Personal Temperament** – the ability to deal effectively with stress produced by staff-student interactions and patient interactions that may be of critical or emergency situations.

**MORAINÉ PARK TECHNICAL COLLEGE**  
**DECLARATION OF PREGNANCY**

TO: \_\_\_\_\_  
(Address/Person/Position/Department identified by school)

In accordance with the Wisconsin Department of Health and Family Services Administrative Code at HFS 157.22(8) "Dose to an Embryo/Fetus," I am declaring that I am pregnant. I believe that I became pregnant in \_\_\_\_\_ .  
(Only month and year)

I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 5mSv (500mrem) (unless that dose has already been exceeded between the time of conception and submitting of this form)

\_\_\_\_\_  
(Your signature)

\_\_\_\_\_  
(Your name printed)

\_\_\_\_\_  
(Date)



## Student Progress Memo

**Student Name:** Click here to enter text      **N#:** Click here to enter text

**Program:** Choose a program      **Student Status:** Choose a status

**Date:** Click here to enter a date

**Course/Course Number:** Click here to enter text

**Instructor/Associate Dean:** Choose one

**Area(s) of Concern:** Click here to enter text

**Student Plan(s) for Improvement/Success:** Click here to enter text

**Instructor Recommendation(s):** Click here to enter text

**Academic Alert:**

- Meet with Advisor
- Meet with Counselor
- Meet with Dean of Program
- Meet with Dean of Students

**Plans to be completed by (specify date):** Click here to enter text

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Instructor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_