

MIAMI DADE COLLEGE MEDICAL CENTER CAMPUS

SCHOOL OF HEALTH SCIENCES

RADIOGRAPHY PROGRAM

STUDENT HANDBOOK

ACADEMIC / CLINICAL POLICIES AND PROCEDURES

2025 - 2027

***The policies and procedures in this Handbook are subject to change without prior notification. The revised Student Handbook will be uploaded to the MDC Radiography Program homepage.**

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MISSION

As democracy's college, **Miami Dade College** changes lives through accessible, high-quality teaching and learning experiences. The College embraces its responsibility to serve as an economic, cultural and civic leader for the advancement of our diverse global community.

VISION

The *Vision of Miami Dade College* is to be the recognized leader in student learning, achievement and success while enriching our community

MDC Core Values

- An exceptional learning environment that challenges students and empowers them to attain their academic goals
- An international perspective that makes our students civically engaged and globally competitive
- A commitment to evidence-informed decision making and accountability
- Innovation and efficiency that ensure affordability while optimizing educational quality
- An exceptional work environment that engages an exemplary and diverse workforce
- Quality community partnerships that serve as the foundation for the development of relevant workforce, cultural and civic programs
- Cultural initiatives that capture the richness of Miami-Dade County's multicultural fabric
- Environmental awareness that results in intentional sustainability practices

SCHOOL OF HEALTH SCIENCES MISSION STATEMENT

The *Mission of the School of Health Sciences* is to provide excellent, affordable, accessible health care education, and to promote quality health care services in our community.

RADIOGRAPHY PROGRAM MISSION STATEMENT

The *Mission of the Radiography Program* at Miami Dade College is to provide the community with employable radiographers.

MIAMI DADE COLLEGE LEARNING OUTCOMES

Miami Dade College has adopted the General Education Outcomes listed below. Upon completion of a program of study at the Medical Campus, graduates from Miami Dade College should emulate these outcomes.

1. Communicate effectively using listening, speaking, reading and writing skills.
2. Use quantitative analytical skills to evaluate and process numerical data.
3. Solve problems using critical and creative thinking and scientific reasoning.
4. Formulate strategies to locate, evaluate, and apply information.
5. Demonstrate knowledge of diverse cultures, including global and historical perspectives.
6. Create strategies that can be used to fulfill personal, civic, and social responsibilities.
7. Demonstrate knowledge of ethical thinking and its application to issues in society.
8. Use computer and emerging technologies effectively.
9. Demonstrate an appreciation for aesthetics and creative activities.
10. Describe how natural systems function and recognize the impact of humans on the environment.

RADIOGRAPHY PROGRAM GOALS

- Students will be clinically competent
- Students will demonstrate communication skills
- Students will develop critical thinking skills
- Students will model professionalism
- Program will provide the community with employable radiographers

RADIOGRAPHY ORGANIZATIONAL CHART

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PURPOSE OF THE PROGRAM

The two (2) year Associate in Science Degree Program in Radiography at MDC Medical Campus prepares the graduate for immediate employment as a Radiographer. After graduation, candidates are eligible to apply for the Radiography certification examination given by the American Registry of Radiologic Technologists (A.R.R.T.), and to obtain a General Radiographer License in the State of Florida.

The program is accredited by:

1. Joint Review Committee on Education in Radiologic Technology (JRCERT). The six (6) **Standards of an Accredited Education Program in Radiologic Sciences** are included in the handbook.
2. Miami Dade College is accredited by the Southern Association of Colleges and Schools (SACS).

All Miami Dade College Radiography Program students will receive the Radiography Student Handbook Academic/Clinical Policies and Procedures (Student Handbook) prior to entering the Radiography Program. All students are required to read the contents of the handbook and submit the signed “Evidence of Understanding” form at the start of the program.

In order to keep the Radiography program in compliance with the rules and regulations of the Accrediting agency and/or with the State and Federal laws, the policies and procedures in this Handbook are subject to change without prior notice. The revised/updated Student Handbook will be published on the Radiography program webpage.

All female students must sign the “Evidence of Understanding” of the Pregnancy Policy and submit it at the beginning of the program (Located in the Appendix).

It is **mandatory** for all the students in the Radiography Program to adhere to Miami Dade College Radiography Program and Clinical Education Center Policies and Procedures. Non-compliance of the program’s Policies and Procedures may result in disciplinary action up to termination from the program.

Section 1

COLLEGE PROGRAM ACADEMIC INFORMATION

MDC is committed to provide equal access to educational opportunities to all regardless of sex, race, religion, marital status, age, national origin, and disability. The administration is committed to implementing Federal and State Laws and Regulations and District Board of Trustees Policies governing equal access/equal opportunity as stated in the Admission Policy.

MDC has an Open-Door Admission Policy that provides educational opportunities to all, who are interested in participating in the degree programs, courses, and services offered by the College. The instructional program is designed to prepare students for the upper division of senior colleges, universities, or for immediate job entry into career fields.

The student should be aware of the publications that contain vital information to help guide them while they are on campus and in clinical educational sites. Such items include **admission policies, grading procedures, due process, financial aid, academic regulations, conduct**, and a host of other information. It is the student's responsibility to become familiar with the contents of these publications:

- The College Catalog
- Students' Rights and Responsibilities Manual
- Radiography Program Student Handbook Academic/Clinical Policies and Procedures (Student Handbook)

The following requirements must be completed and submitted prior to the start of the First Fall Semester:

1. Completed Health Form, including documentation of the physical ability to meet Technical Standards, signed by physician; vaccination record; current negative T.B. test; and emergency contact information.
2. Documentation of completion of the CPR Course "C"/BLS for Health Care Workers, accredited American Heart Association (AHA), which must be kept current throughout the two (2) year program.
3. Documentation of the completion of the approved 4 hours HIV/AIDS course.
4. Proof of Medical Health Insurance. (Student must have medical coverage to include emergency coverage throughout the two (2) year program).
5. A signed Evidence of Understanding form for the Radiography Program Student Handbook Academic/Clinical Policies and Procedures.
6. All Female students must sign the Evidence of Understanding for the Pregnancy Policy.
7. Level 2 AHCA Background Check.
8. Students must ensure they have read and understood the ARRT Standards of Ethics.
[ARRT Standards of Ethics](#)
9. Must attend the program orientation.

Section 2

TECHNICAL STANDARDS

Radiography Program is a physical profession. Manipulation of the equipment in a procedure room and the ability to maneuver stretcher and wheelchair are required. Therefore, the following technical standards have been established. Your physician is required to evaluate your ability to meet the following technical standards and reflect it in the health form. In order to fulfill the clinical education requirements, **MDC Radiography Program students must be able to meet the following:**

1. Reach up to six (6) feet off the floor.
2. Communicate in a clear and concise manner with people in various departments.
3. Read and apply appropriate instructions in patient's charts, physician notes, and laboratory results.
4. Lift thirty (30) pounds of weight from floor to waist.
5. Transfer immobile patients from stretcher/bed onto the equipment couch with assistance from department personnel.
6. Push standard wheelchair/stretcher from waiting room to imaging area.
7. Understand and apply clinical instructions given from department personnel.
8. Utilize keyboard and input the clinical data into imaging console and computers.
9. Visually monitor patients in dimmed light.
10. Hear various equipment and background sounds during equipment operations.
11. Must be able to use good body mechanics to bend, stretch, reach, stoop, kneel, and twist in the performance of duties.
12. Must be able to perform duties that require standing and / or walking for continuous periods of time (4 hours or more).

Section 3

BEREAVEMENT LEAVE

In case of family death, the Bereavement Policy of the MDC Radiography Program grants the following:

1. One weeks (clinic and class) of bereavement in order to attend the services and funeral in the event of death in the immediate family.
The immediate family is defined as spouse, child, brother, sister, parent, mother-in-law, father-in-law, foster parent, daughter-in-law, son-in-law, grandparent, or grandchild. "Step" relatives are regarded similarly for purposes of interpretation of this Policy.
2. one days is granted for the death of aunts, nephews, nieces, uncles, or cousins. This is an excused absence.
3. Bereavement is the only time when a close friend/relative may call to notify Clinical Preceptors and Faculty of the reason for absence.

Note: Should the travel time exceed the allowed immediate family bereavement time (one week) the student will be required to make-up the excess clinical time.

Students must communicate to Clinical Preceptor, Clinical Faculty and Clinical Coordinator of expected time of absence, due to out of town/country travel.

The student is responsible for the following:

- Notifying the Classroom Faculty of bereavement and relationship to the student.
- Notifying the Clinical Preceptor, Clinical Faculty, and Clinical Coordinator of bereavement and relationship to the student.

Upon return the student will:

- Plan to complete any assignment missed during bereavement time.
- Obtain all handouts from classroom activities.
- Excess Bereavement time for Clinical Education will be documented on make-up sheet and completed according to Clinical Policy #12 Section 4

Section 4

JURY DUTY

If you receive a summons for jury duty, a letter may be obtained from the Program Coordinator requesting to be excused from jury duty. Students must notify the Program Coordinator immediately of call for jury duty by presenting the summons, before excused time off is authorized, or request a letter for the postponement of jury duty. If request for postponement is denied, the student will not be penalized for missed clinical and didactic time. In case of prolonged absences due to Jury Duty, the student may be offered the extra days in clinic to complete clinical requirements. Should it be necessary to give the student an "I," a contract will be written and the student will complete the course requirements by mid-term of the next semester.

The student is responsible for the following:

- Immediately notifying and requesting a letter of postponement for jury duty from the Radiography Program Coordinator.
- Notifying the **Classroom Faculty** of the dates of expected jury duty.
- Notifying the **Clinical Preceptor**, **Clinical Faculty**, and **Clinical Coordinator** of the dates of jury duty.

Upon return the student will:

- Make arrangement to sit for all missed tests and quizzes (time frame as stated in course outline).
- Obtain all classroom handouts and assignments given during absence.
- Arrange completion of missed clinical assignments with Clinical Faculty.

Section 5

PROFESSIONAL CONDUCT

During the Radiography Program, the student will develop characteristics of a health care professional that will comply with ARRT Standards of Ethics. These Standards will include development in the areas of professional appearance, professional integrity, conduct, reliability, dependability, critical thinking, problem solving, and team membership. Therefore, it is necessary to adhere to policies related to attendance, dress code, and acceptable behaviors as outlined in the Student Handbook.

It is mandatory for students to adhere strictly to ARRT Standards of Ethics to uphold the high level of ethical and professional conduct expected. Failure to comply with these ethical standards, including academic dishonesty, falsifying clinical and didactic records, will result in immediate dismissal from the program with no opportunity for reinstatement.

Acceptable student conduct is outlined in the MDC Catalog, Student Handbook of Students' Rights & Responsibilities, and the Radiography Program Student Handbook of Academic / Clinical Policies and Procedures. Students must comply with both sets of policies to maintain a "student in good standing" status. Students need to be familiar with the disciplinary action outlined in the listed documents, prior to signing the Evidence of Understanding Form in the Appendix. Professional conduct in the classroom is outlined in each didactic course syllabus.

ATTENDANCE POLICY FOR DIDACTIC COURSES

Your attendance and participation are essential to learning and achievement of the course objectives. Absence from lecture and lab may affect your final grades. Due to unexpected emergencies, **the student must notify the faculty member responsible for that course to arrange for make-up tests and/or handout material.** The MDC Catalog and College Students' Rights and Responsibilities have a Policy that enables faculty to withdraw a student from the course due to **excessive absenteeism.** **Students, who are having difficulty due to extreme personal situations are encouraged to contact the course instructor and explain the situation to avoid the academic withdrawal, which will result in a probationary status.** Your attendance in class defines your **attitude** and **motivation** toward becoming a **competent**, **reliable**, and **dependable** member of the Health Care Team.

DRESS CODE CLASSROOM / LAB & CLINICAL SITE

The personal appearance and demeanor of students reflect the College and program standards as well as students' interests and pride in the profession.

Student Uniform Guidelines (Male and Female):

Uniform Requirements:

- Royal blue scrub top with the **Miami Dade College** logo.
- Short consultation lab coat (mid-thigh length) with **MDC logo above the right pocket** (to be worn in cold weather).
- White or royal blue T-shirts may be worn **under the scrub top** but must not hang below the sleeves or bottom of the top.
- White or royal blue turtlenecks or long-sleeve tops may be worn **under the scrub top** in cold weather.
- Outer garments worn over scrubs (e.g., jackets or sweaters) must be **solid white or royal blue**, with **no stripes, patterns, or designs**.
- Shoes must be **all white** athletic or walking shoes with **no colored markings**.
- **White socks** are required.

Personal Grooming:

- Students must be **neatly groomed**, with clean, combed hair, manicured nails, and overall good personal hygiene. Uniforms must be **clean and neatly pressed**.
- Hair longer than shoulder length must be **tied back**; hairstyles must be **professional** (no Mohawks), and hair color must be **natural in appearance** (no green, purple, blue, red, yellow and any bright unnatural colors).
- Male students must be **clean-shaven**. Beards and goatees are **not permitted**. Mustaches must be **neatly trimmed** and cannot extend below the corners of the mouth.
- **Artificial fingernails or nail extenders** are not permitted.
- Natural nail tips must be **less than ¼ inch (6 mm)** in length.
- If nail polish is worn, it must be **clear or light in color** and free from cracks or chips.

Jewelry and Accessories:

- Only **plain band rings** are permitted; **rings with stones are not allowed**.
- Only **simple post earrings** in the ears are permitted, **no hoops or dangling earrings**.
- **Multiple bracelets or necklaces** are not allowed.
- **Visible tattoos** must be covered using a **plain white or royal blue long-sleeve T-shirt** with **no lettering**, worn under the scrub top.
- No piercings may be worn in any **visible body part** (other than ears as noted).
- **Hats, visors, sunglasses, or headgear** are not permitted during lectures, labs, or clinical hours.

Hygiene and Conduct:

- **Teeth must be brushed daily**; mouthwash should be used especially after consuming garlic/onions during lunch/dinner breaks.
- **Smokers** must use breath spray or mints before resuming patient care.
- **Gum chewing** is considered unprofessional and is **not permitted** during lecture, lab, or clinical hours.
- **Daily showers** and use of **deodorant** are highly recommended.
- Students must **avoid excessive use** of cologne, perfume, or body spray in clinical settings.

Policy Violations:

- **First offense:** Oral warning

- **Second offense:** Written warning and 10 points deduction from the Clinical Rotational Evaluation.
- **Third offense:** Dismissal from the program

Section 6

ACADEMIC INTEGRITY

The Radiography Faculty considers characteristics of a **Health Care Professional**, including integrity (ethical and moral), reliability, and dependability, to be essential. Throughout the 2-year program, students are expected to consistently demonstrate these qualities. Radiography students are accountable to the standards outlined in the College and/or Student Handbook.

Violation of the College Academic Integrity Policy is considered serious offense and will result in disciplinary action as outlined by this policy.

Any academic disciplinary measures will be formally documented on an Academic Conference Form, signed by the student, instructor, and Program Coordinator.

Students retain the right to appeal disciplinary actions in accordance with procedures outlined in the MDC Catalog, Student Handbook, and Student's Rights and Responsibilities.

Section 7

DIDACTIC GRADING SCALE

The grading scale used for all didactic courses in the Radiography Program that use the prefix RTE is as follows:

- A 94 – 100
- B 85 – 93
- C 75 – 84
- F 74 and below

Successful completion of all didactic “RTE” courses requires a **minimum of “C” 75% or better.**

The average of ALL Exam scores including Final Exam MUST equal to 75% or better for the student to pass the course. Additional assignments from instructor cannot be used to bring the student's grade up to passing. After students have met the 75% average score for ALL the exams the Final grade for the course will be calculated using the allocated percentage for the items as per the syllabus.

Radiographic Procedure Grading Standards

Students must pass the didactic portion of a particular procedure prior to testing on that procedure in the laboratory.

Note:

To maintain the integrity of course tests and quizzes, **No Copy** of these assessment tools may be kept by the student. Students are not permitted to screenshot or take a picture of any online tests and/or assignments.

Possession of **Tests, Quizzes, or Final Exams** will be viewed as **Academic Dishonesty** (cheating, and/or stealing). The course instructor will complete an Academic Conference Form, with the student, documenting non-compliance of the above Policy and submitting the documentation to the Program Coordinator. A meeting will be scheduled with the faculty and student. Students should be aware of the College policies in regard to academic dishonesty, which can be found in the following: **College**

Professionalism/Attendance

Classroom and clinical attendance are integral to a student's success in the Radiography Program. We uphold a stringent attendance policy to ensure students' commitment to their education and professional development. If a student must miss a scheduled class session, they are required to notify the faculty. Failure to do so could result in disciplinary action, particularly for instances of no call/no show.

Attendance, attitude, professionalism, and punctuality are key factors considered in determining a student's final grade for each course. Professionalism encompasses adherence to all Radiography Program policies, including the Uniform Policy. Grades may be affected by a percentage deduction for tardiness, absenteeism, lack of professionalism, or the demonstration of an unprofessional attitude. This grading scale is as follows:

Non-Compliance:

- 1 absence / and or tardy = 25% loss from professionalism / attendance grade
- 2 absences / and or tardy = 50% loss from professionalism / attendance grade
- 3 absences / and or tardy = 75% loss from professionalism / attendance grade
- 4 absences / and or tardy = 100% loss from professionalism / attendance grade plus conference

Following the third incident for any of the above Policies (Tardiness, Absenteeism, Professionalism and Demonstration of an attitude that is considered less than professional) will result in a written warning.

Further incidence will require a conference with Faculty and Program Coordinator for a disciplinary action up to dismissal from the program.

RTE COURSE FINAL GRADE AND REPEAT POLICY

A student admitted to the Radiography program will have a maximum of three (3) years to complete the two-year program, allowing for unforeseen circumstances. Given the sequential nature of Radiography program courses, if a student fails a course with the RTE prefix, they may repeat it only once and must wait one full academic year to do so. **The student may only return to the Program if they failed only one course and if there is availability at clinical sites. Additionally, if a student fails a course, they must return within one year to continue the program.**

If the student fails the same course for the second time, the student will be dismissed from the program, and will be unable to return.

1st failure = repeat course in one year

2nd failure = student dismissed

*Student will be required to update all items listed in Section 1 of the Program's Handbook, prior to reentry into the program.

STUDENT APPEAL FOR GRADES POLICY

When a student believes that he/she has been graded unfairly, the following procedure should be followed within 1 week (7 days) of the date the grade was received:

Step 1: A written appeal of the grade in question must be delivered to the responsible instructor, requesting a meeting to review the grade.

If satisfaction is reached, the process is completed.

If satisfaction is not reached, the process will proceed to the next level.

Step 2: A second appeal must be submitted within 1 week (7 days) requesting a meeting with the Instructor and Program Coordinator. The request must be in writing stating the reason for the second appeal.

If satisfaction is reached, the process is completed.

If satisfaction is not achieved, the process should proceed to the next level.

Step 3: Within 1 week (7 days) a third request must be made to the chairperson in writing requesting a meeting with the Instructor, Program Coordinator and Chairperson. The request must also document the reason for the 3rd appeal and paperwork from step 1 and 2 must be forwarded to the Chairperson, prior to the meeting.

If satisfaction is reached, the process is complete.

If satisfaction is not achieved, the student should refer to the MDC Rights & Responsibilities, and follow the rationale and procedures for appealing grades through the College Due Process (Appeal Process).

Section 8

REGISTRY

Approving or accrediting educational programs in Radiologic Sciences is the function of **Joint Review Committee on Education in Radiologic Technology (JRCERT)** or an identified agency, such as, the **Commission of Colleges of the Southern Association of Colleges and Schools (SACS)**.

The Radiography Program at Miami Dade College is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). A list of the six Standards established by the JRCERT to be met and maintained, is included in the Radiography Program Student Handbook of Academic / Clinical Policies and Procedures. A copy of the Standards can be found on the JRCERT website, <http://jrcert.org/programs-faculty/jrcert-standards/>

Should a student or member of the public wish to question non-compliance of a Standard or objective, they must follow the procedure and time line below. Upon affirmation of suspicion of non-compliance, the individual questioning non-compliance will:

1. Request a meeting with a Radiography Program Faculty member and submit in writing the standard, which the program is suspected of being in non-compliance.

If satisfaction is reached, the process is complete.

If satisfaction is not reached, the process will proceed to the next level.

2. Within 1-week (7 days) request in writing a meeting with the Program Coordinator. A written statement should be submitted, identifying the standard and the reason for suspicion of non-compliance.

If satisfaction is reached, the process is complete.

If satisfaction is not reached, the process will proceed to the next level.

3. Within 1-week (7 days) request in writing a meeting with the Department Chair and submit, in writing the suspected non-compliance and copy of paperwork from the prior 2 steps.

If satisfaction is reached, the process is complete.

If satisfaction is not reached, the process will proceed to the next level.

4. The individual would be free to contact the JRCERT and register their concern in writing, regarding non-compliance of the Radiography Program to the printed accreditation standards, as they understand them. (Refer to list of agencies under the section entitled Registry).

If a student or member of the public contacts the JRCERT without following the above process, they will be referred back to step one.

A.R.R.T. REQUIREMENTS

To be eligible to apply for the A.R.R.T. certification examination and qualify for the Department of Health (DOH), State of Florida General Radiographer License, the student must meet the following requirements:

- Have successfully completed a program of formal education that has been accredited by the JRCERT/ SACS.
- Be of good moral character that is defined by the A.R.R.T. and MQA as being conviction free or having served the sentence to include parole and restoration of civil rights (see note to follow).
- Be knowledgeable and agreeable to compliance with the **A.R.R.T. Standards of Ethics and the Rules of Ethics**. ([ARRT Standards of Ethics](#)).

Note: A conviction of either a misdemeanor or felony will require documentation to the A.R.R.T. and MQA, Office of Radiation Control, **of restoration of civil rights**. Documentation might include statements from parole officers, description of offense, sentence rendered and documentation of restored civil rights. **Students, who have any questions regarding their eligibility, should, upon reading this statement, immediately contact A.R.R.T. and MQA for information regarding the required documentation, and submit such documentation as soon as possible to ensure eligibility for registry examination and license.**

- Misdemeanor – (excluding parking/speeding violations) in which conviction is rendered.
- Felony – drug/alcohol, criminal proceedings where finding or verdict of guilt is rendered, or criminal proceedings, where an individual enters a plea of guilty or nolo contendere.

Certification and Registration: Three-Attempt, Three-Year Limit

Please review the ARRT website for guidelines for this Policy.

Remember, neither the Radiography Program nor Miami Dade College guarantees your successful completion of the A.R.R.T. Certification Exam.

The A.R.R.T., JRCERT and MQA may be contacted at the following addresses.

The American Registry of Radiologic Technologists (ARRT)

1255 Northland Drive

St. Paul, MN 55120-1155

Telephone: (651) 687-0048

Internet Address: www.arrt.org

The Joint Review Committee on Education in Radiologic Technology(JRCERT)

20 N. Wacker Drive., Suite 2850

Chicago, IL 60606-3182

Telephone: (312) 704-5300

E-Mail [Joint Review Committee on Education](#)

Department of Health Bureau of Radiation Control (MQA)

Radiologic Technology Program-Bin#C21

4052 Bald Cypress Way

Tallahassee, FL. 32399-1741

Telephone: (850) 245-4888

Internet Address: <https://www.floridahealth.gov/environmental-health/radiation-control/radtech/index.html>

American Society of Radiologic Technologists (ASRT)

15000 Central Avenue SE

Albuquerque, NM 87123-3909

Telephone: (800) 444-2778 / (505) 298-4500

Internet Address: www.asrt.org

NOTE: Approval by A.R.R.T. does not automatically qualify the graduate of licensure to practice in the State of Florida. Both governing agencies must be contacted prior to application for examination.

A.R.R.T. Upcoming changes to Examination Content and Clinical Requirements for Radiography effective 2022 can be obtained at:

Students are advised to visit the ARRT website and review the latest information.

**JRCERT STANDARDS FOR AN ACCREDITED EDUCATIONAL PROGRAM IN
RADIOLOGIC SCIENCES**

Standard One: Accountability, Fair Practices, and Public Information

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

Standard Two: Institutional Commitment and Resources

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

Standard Three: Faculty and Staff

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

Standard Four: Curriculum and Academic Practices

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

Standard Five: Health and Safety

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

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

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

Freshman Exit Exam:

A Freshman Exit Exam will be administered during RTE 1824 in the Summer semester. Exam questions will cover relevant material from all courses completed in the Fall and Spring Semester of the Freshman Year.

The Freshman Exit Exam must be passed with 75% or above. Students, who are not successful in the Exit Exam, will be offered 1 retake in the Summer Semester. If retake is unsuccessful, it will result in a contract for an "I" grade. The student will be offered only 1 additional attempt to successfully pass the exam immediately following In-processing of the Sophomore Fall Semester of RTE 2834. When successful, the RTE 1824 Clinical Grade will be changed from an "I" grade to a "C" grade. Failure to successfully pass the exit exam in the Sophomore Fall semester will result in termination.

Sophomore Exit Exam:

A Sophomore Exit Exam will be administered during the end of the Spring semester in RTE 2010. Exam questions will cover relevant material from all courses covered in the program. Students must pass the Exit Exam with the score of 80% and above.

For the students with the successful passing score 80% and above, the Program Coordinator will verify their ARRT applications and their eligibility to take the Board Certification Exam.

Unsuccessful attempt of the Exit Exam will result in an "F" grade for the RTE 2010. In order to pass the RTE 2010 course and exit exam, students will have to re-take RTE 2010 course and an exit exam in Summer A semester, with a score of 80% or above. When successful, the Program Coordinator will approve the ARRT Application for graduates. Failure to successfully pass the RTE2010 and an exit exam in Summer A semester will result in termination from the program.

The Program Coordinator will notify the A.R.R.T. of the successful completion of the Radiography Program and MDC requirements for graduation and the student is eligible to sit for the Certification Exam.

Notes:

CLINICAL

POLICIES

AND

PROCEDURES

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INTRODUCTION TO RADIOGRAPHY CLINICAL EDUCATION

Students enrolled in the Miami Dade College Radiography Program will be responsible for observing College Policy & Procedures and Radiography Program Student Handbook Academic/Policies & Procedures. **In addition, students will be required to adhere to their Clinical Education Center (Hospital Affiliate) Policies and Procedures.**

The Policies and Procedures, stated in the Radiography Program Student Handbook, represent a contractual agreement between Miami Dade College and the Radiography student for 24 months. Failure to comply with the policies and procedures in this handbook may affect student evaluations and may result in probation/dismissal.

No student will be permitted to begin or continue clinical practice without a current **CPR BLS “C”** card from an accredited by AHA training center, the required Medical documentation, and **the required Left and Right x-ray markers. All original documentation must be copied by the student for their personal files. In addition, all students are required to have yearly Influenza vaccine, annual PPD and Drug Test. Students are required to have Level 2 ACHA Background Checks. Students will be responsible to register to the electronic clinical portals Complio, Trajecsyst, and pay the associated fees.**

Note: Students are not allowed to get their clinical education experience in a place that their close relatives are employed (e.g. Mother, Father, Siblings, etc.).

RADIOGRAPHY PROGRAM STUDENT RESPONSIBILITIES

The student has a definite obligation to uphold the profession’s dignity and honor in his/her personal and professional life. The student’s standards should enhance and promote the status of both. It is the student’s responsibility to act and react as a responsible team member in all situations encountered in the Clinical Education Center. The student should be aware of the responsibilities they have to themselves, the patient, the physician, the technologist, and their fellow students. Students must communicate appropriately with their Clinical Faculty.

The following may be found on the A.R.R.T. web site (www.arrt.org).

- A.R.R.T. Standard of Ethics
- Scope of Practice
- Patient Bill of Rights
- Principles of Professional Conduct for Radiologic Technologists

CLINICAL COURSE OBJECTIVES

Throughout the six semesters in the Radiography Program, the student will attend the Clinical Education Centers. Each semester a soft copy of the Course Syllabi will be available to each student. The clinical assignments commencing the first semester and culminating at the completion of the 6th semester is conceivably the most important and meaningful activity, in which the student is engaged. During the time students are rotated through different diagnostic areas, they will be transferring knowledge from theory to application of skills in performing diagnostic radiographic procedures. During preliminary rotation through a given activity, students will be primarily engaged in observation, orientation, equipment manipulation, and patient care. As time progresses and experience is gained, so will the level of the students’ competencies.

Students will rotate through different areas of the radiology department 2-3 times during the six clinical courses. Each rotation area has rotation objectives.

These objectives are for the students' benefit and the Clinical Education Center's guide for evaluation of the student in each rotation. Evaluations should document progressive achievement in attaining competency in each clinical area.

FRESHMEN CLINICAL COURSES:

Students will refer to this Handbook regarding Clinical Policies and Procedures for the Radiography Program. Each clinical course is related to the didactic portion of the Radiography Program. The clinical goals and objectives will be clearly outlined and explained to the student at the beginning of the Radiography Program. Each semester the student will receive a **Clinical Course Syllabus**, which will define for the student the expected competencies and learning experiences to be documented during that semester. The **Rotational Schedule** is designed to develop skills in each area of the radiographer's scope of practice, and to follow sequentially with the didactic portion of the radiography course. Students will follow the rotation schedule as posted, and do the required competencies that apply to that area. Each Rotation Period identified on the Rotation schedule requires a Rotation Evaluation. Each Rotation Period is equal to **eight (8) or nine (9) clinical days**. Each semester the **student will submit Rotation Evaluations and completed Procedure Competency Evaluations**. **The final grade for the clinical course is calculated as follows: Rotation Evaluations and Procedure Competency Evaluations - 60%, Attendance 10%, and the Clinical Examination - 30% (one clinical exam per semester).**

During the three (3) semester courses, (fall, spring and summer), students will rotate through different areas of the assigned Clinical Education Center that correspond to the Didactic. Students will demonstrate knowledge in equipment manipulation, patient care techniques, radiographic anatomy, image diagnostic quality. Image evaluation will go along with the didactic portion of the radiography program. During the Fall and Spring Semesters, students will be permitted to do competencies only on those procedures, that were covered in the didactic course, after successfully passing the test for that procedure. Students must be familiar with the **Clinical Education Center's Department Protocols and Procedures**.

Freshmen will be in the Clinical Education Centers two (2) days per week during Fall and Spring semesters. In the Summer semester, students will be in clinic three (3) days per week.

1. RTE 1804 / Radiographic Clinical - 1

Days: Tuesday and Thursday – 7:30 am to 4:00 pm

The first in the series of six clinical courses. Under the direct supervision of faculty and clinical staff, performance of basic diagnostic radiographic procedures is carried out. This course will also provide student with an opportunity to integrate patient care procedures in the clinical experience.

2. RTE 1814 / Radiographic Clinical - 2

Days: Tuesday and Thursday 7:30 am to 4:00 pm

The purpose of this course is to provide the student the opportunity to integrate previously measured and evaluated clinical skills with new skills learned. Students will be able to demonstrate continued personal, professional growth and critical analysis of radiographic procedures. Students will continue to develop skills in clinical procedures, patient care skills and department procedures.

3. RTE 1824 / Radiographic Clinical - 3

Days: 3 days – Tuesday, Wednesday, Thursday – 7:30 am to 4:00pm

The student continues to rotate, under supervision, through different units of a Radiology Department. Development of a capability to assist in diagnostic procedures at a more complex level.

SOPHOMORE CLINICAL COURSES

The sophomore student will begin to develop skills in Operating Room Procedures and Pediatrics procedures. Students may rotate through other Clinical Education Centers to enhance their skills and adaptability. Image critique will continue to develop image evaluation skills in the areas of image quality and radiographic anatomy. During rotation through the Main/General Radiology area, students will spend time in ERCP, Cookie Swallow, and the Pain Center.

Procedural competencies will reflect the development of advanced student skills. Students will document procedures assisted and supervised in specialty areas. **Each specialty has a specific Rotation Evaluation. (Each rotation period identified on the Rotation Schedule requires a Rotation Evaluation. Final grade will comprise 70% of the student's Clinical Evaluation grade and 30% of the Clinical Examination (given during the semester)).**

1. **RTE 2834 / Radiographic Clinical – 4**

Days: Monday and Wednesday – 7:30 am to 4:00 pm

Performance of procedures of increasing levels of complexity and responsibility including specialized diagnostic procedures. At this level the program faculty and clinical supervisor will determine if the student can perform procedures with less supervision.

2. **RTE 2844 / Radiographic Clinical – 5**

Days: Monday, Wednesday, Friday – 7:30 am to 4:00 pm

The purpose of this course is to provide students advanced tasks and allow the integration of clinical skills in, trauma radiography, operating room, and pediatrics into the experiences of the student. Previously measured and evaluated clinical skills are cumulative and comprehensively measured. Students will continue to be evaluated on more complex radiographic procedures.

3. **RTE 2854 / Radiographic Clinical – 6**

Days: Monday, Wednesday, and Friday – 7:30 am to 4:00 pm

Students will complete the competencies required by the American Registry of Radiologic Technologists to become eligible to apply for the certification exam. Student will socialize into radiography practice by beginning to work more independently as of a radiographer. Students will also spend time observing in the areas of advanced imaging.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

(HIPAA) is a patient protection act. This affects you as a student in the Clinical Education Centers in respect to patient privacy. You will be privy to patient information such as patient care, medical records, social security numbers, age, DOB (date of birth) addresses, telephone numbers and medical information. As Health Care Professionals, we are required by this act to keep all the patient information patients as strictly confidential. Due to the extreme ramifications for non-compliance by Health Care Facilities, the guidelines for compliance are rigid and must be strictly adhered to by all persons within the Facility.

THERE IS NO EXCUSE FOR NON-COMPLIANCE TO THIS POLICY.

It is very important that no any patient's information leave the facility at the end of each day.

Recording a number, as means for retrieving a procedure for evaluation and image critique is acceptable. This information may be kept in the clinical site only. You may complete your Clinical Record and Daily Log using only the time and date. No identifying features, i.e. age, male/female, DOB, or any combination of such. The HIPAA Policy is a federal mandatory Policy; therefore, any violation is considered a federal violation with severe consequences.

YOU HAVE SIGNED A CONFIDENTIALITY STATEMENT AND WILL BE HELD ACCOUNTABLE FOR UNDERSTANDING WHAT YOU HAVE SIGNED.

ANY STUDENT WHO VIOLATES THE POLICY WILL BE DEALT WITH ACCORDINGLY BY THE RADIOGRAPHY PROGRAM COORDINATOR AND PROGRAM FACULTY.

CLINICAL GRADING SCALE

There are two (2) grading scales used for all courses in the Radiography Program that use the prefix RTE. The scale is different for lecture/laboratory courses and clinical educational courses. The purpose of the clinical education courses is to transfer knowledge from theory to application of skills in patient care procedures and diagnostic imaging procedures in a health care setting. The grading scale for the clinical education courses is higher because of the high level of accuracy required in health care. Comprehensive Radiographic Competency Evaluations and Clinical Exams are very important in the measurement of student's skills. Therefore, in the clinical setting below a "C" (85%) represents a failing grade.

Clinical Education Courses

A	96 – 100
B	90 – 95
<u>C</u>	<u>85 – 89</u>
F	84 and below

All grades for each clinical assignment must be **85%** or better. A final clinical course grade below 85% will result in dismissal from the program. Due to student illness or extenuating personal circumstances a student may be offered an "I" with contractual agreement to meet the Clinical Course Requirements. (Students must address a letter to the Radiography Program, explaining the circumstances by providing documentation to support illness or extenuating circumstances). This agreement will be decided upon in consultation with the Student, Clinical Faculty, Clinical Coordinator, and Program Coordinator.

All completed semester files will be located in the Clinical Coordinator's office in a locked cabinet.

SUPERVISION IN THE CLINICAL EDUCATION CENTER

MDC radiography students must be directly supervised by a qualified Radiographer until a student demonstrates competency in a given exam.

JRCERT Definition of Supervision:

Direct Supervision

Direct supervision assures patient safety and proper educational practices. The JRCERT defines direct supervision as student supervision by a qualified radiographer who:

- reviews the procedure in relation to the student's achievement,
- evaluates the condition of the patient in relation to the student's knowledge,
- is physically present during the conduct of the procedure, and
- reviews and approves the procedure and/or image.

Indirect Supervision

Indirect supervision promotes patient safety and proper educational practices. The JRCERT defines indirect supervision as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. "Immediately available" is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use on patients.

MDC radiography students must remain under direct supervision for the following procedures:

- **All examinations until student achieves Competency**
- **All Repeat Radiographs**
- **Pediatrics**
- **Mobile (portable) Radiography**
- **Emergency Room (ER)**
- **Operating Room (OR)**

Note: If the student has reached competency level in a particular radiographic exam, but a radiograph they have taken requires repeating, the **staff radiographer** responsible for that area **must directly supervise the repeat examination**. If there is **no staff radiographer** available, the student **must wait**, until a staff radiographer is available **to directly supervise the repeat radiographic procedure**.

All repeat examinations must be noted on the Radiography Repeat Procedure Form. In addition, the student must obtain the initials of the staff radiographer directly supervising them, on this Form.

MDC radiography students are prepared by lecture, Laboratory courses, and clinical practice prior to performing clinical competency evaluation. The student must successfully pass the exam for the particular anatomy prior to attempting competency evaluation. Students are made aware that they cannot undertake a particular competency, if they are not successful in their exam.

All students must perform 2 Assisted and 2 Supervised examinations under direct supervision, prior to performing a competency for the examination. These examinations must be logged on the Assisted and Supervised Clinical Record Log.

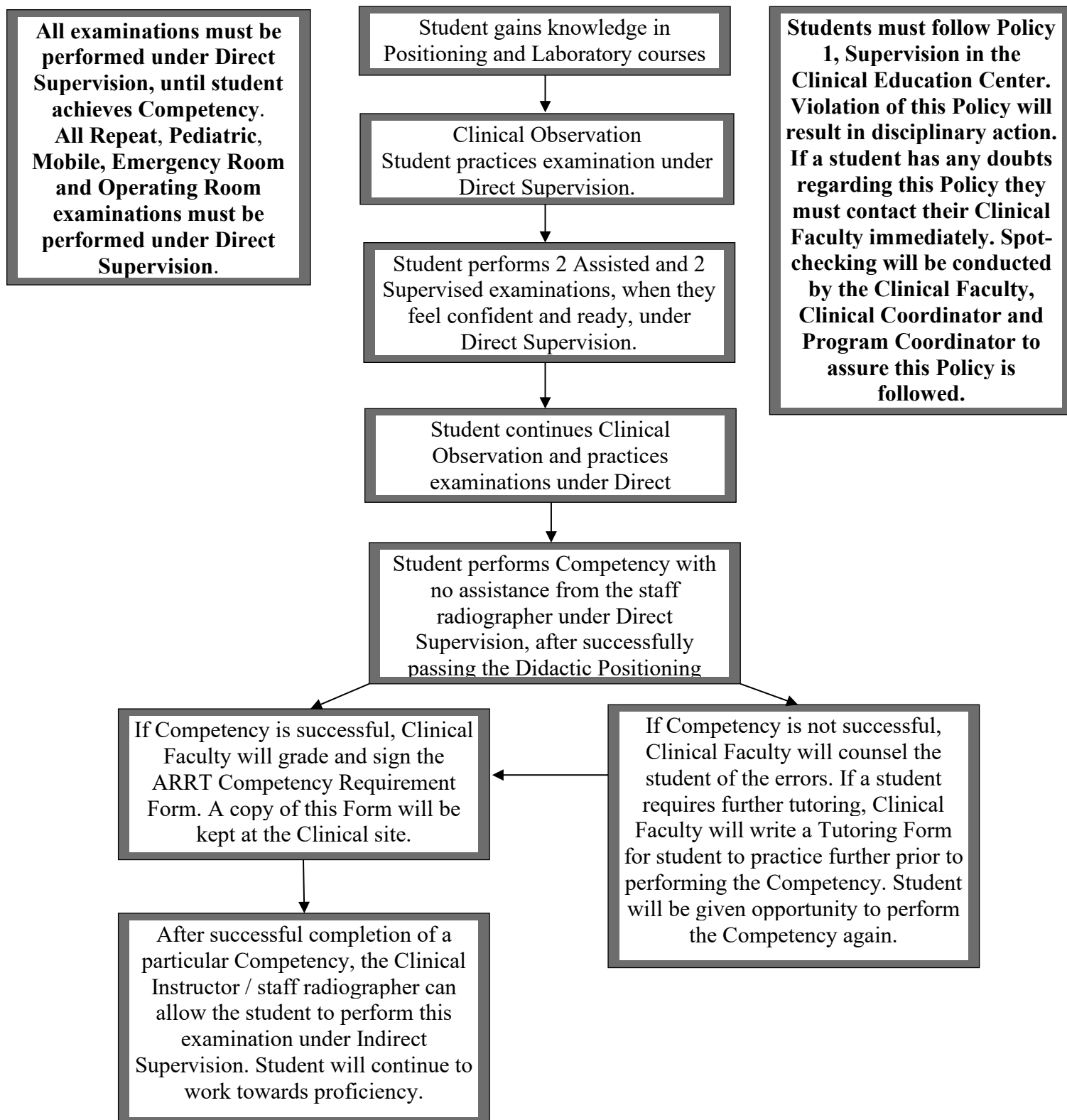
Students are responsible for the following:

1. Students must follow Policy 1, Supervision in the Clinical Education Center.
2. Students must work **under direct supervision** of a Staff Radiographer until competency has been successfully completed.
3. Students cannot perform a competency until they have successfully passed their Positioning Examination.
4. Students must complete performing 2 Assisted and 2 Supervised examinations and log them on the Assisted and Supervised Clinical Record Log, prior to performing a competency.
5. Students must have all radiographic procedures reviewed and initialed by Staff Radiographer/Clinical Instructor assigned to students.
6. Students **must** not release a patient from the Imaging Department, **without the direction of the Staff Radiographer/Radiologist**.
7. Students must complete Radiography Repeat Procedure Form for every repeat examination, which has to be initialed by the staff radiographer supervising them.

Non-compliance of Policy 1 and for the preceding student responsibilities will result in a documented conference form placing the student on program probation.

Continued non-compliance of the items above will result in recommendation by the Clinical Preceptor, Clinical Faculty, and Clinical Coordinator to the Program Coordinator for dismissal of the student from the program.

Radiography Program Clinical Education Flow Chart



POLICY – 2

CLINICAL SCHEDULES

Students are assigned to a MDC Clinical Education Center. Each Clinical Education Center has an approved number of students allowed by JRCERT Standards. This number reflects:

- (1) Total number of students from all radiography programs within Dade County, (2) Number assigned also reflects availability of equal number of rotations per student, and, (3) Equitable number of exams per student toward eligibility for competency.

Clinical Rotation schedules are between Monday and Friday. Clinical rotation schedules are made at the beginning of each Fall Semester. The Clinical Coordinator develops the initial rotation schedule. Clinical Faculty and Clinical Preceptors may rearrange Rotations to reflect students per area, work load, competency availability, and staff supervisors. Students will rotate through all areas of radiology by the end of their sixth semester. The clinical competencies will be consistent with room assignment and didactic instruction. A clinical course outline will be distributed at the beginning of each semester. Students will communicate effectively to their Clinical Faculty, and keep them abreast of their Clinical Education progress.

Consequence for non-compliance

Students, who change the rotation schedule without prior conference with Clinical Faculty and Clinical Preceptor will receive a zero (0) grade for that Clinical Rotation.

POLICY – 3

EVALUATIONS

Radiography students are evaluated throughout the semester after each rotation.

Students will be given the completed evaluation to sign and date, signifying that they have seen and reviewed the evaluation. **Signature does not mean agreement**, and the student may use the space provided to write comments in agreement with / disagreement with the evaluator's documentation. Procedural competencies are done:

1. When the student feels adequately prepared to perform the competency successfully.
2. Has documented the required number of procedures as listed in the Clinical Record.
3. Documented successful completion of didactic unit testing.

A student will request the technologist to observe and document their performance in the specified time frame. (Staff Radiographers, Clinical Preceptors, and Clinical Faculty may document the student's competency).

NOTE: It is the responsibility of the students to maintain their clinical files in order and submit it to the Clinical Coordinator in Out-processing. The files will be placed in the locked cabinet after student grades have been tabulated.

Rotation Evaluation:

The Rotation schedule identifies periods of time, 8-9 clinical days per period. Each rotation period requires a Rotation Evaluation. Each Rotation Evaluation is divided into 3 parts; Part I-Staff

Radiographers, Part II-Clinical Preceptors, Part III-Clinical Faculty. The Rotation Evaluation provides feedback to the student regarding:

The student is responsible for the following:

1. Submitting Rotation Evaluations in a timely fashion.
2. Completing the front top portion with their **name, rotation and dates**.
3. Submitting the Rotation Evaluation **BEFORE** the last day of the rotation.
4. Reviewing the evaluation and, if needed, write comments.
5. Signing and dating the evaluation.
6. Each submitted evaluation must be an original, **not a copy**.
7. Submit the evaluation in a timely fashion to the Clinical Faculty.
8. Make a copy of each evaluation following review with the Clinical Faculty for student's personal file.

Note: Rotation Evaluations are legal documents. These documents become INVALID, if required signatures, dates, and procedures are incomplete. For each blank space (10) points will be deducted from the final grade.

POLICY- 4

DOCUMENTATION OF COMPETENCY

Each semester, students are required to do a **minimum of eight (8) and Maximum of ten (10)** A.R.R.T. Procedural Competencies. Competencies cannot be carried over to the next semester. The only time when more Competencies will be accepted, is when students are scheduled for the pediatric rotation.

Verification of Eligibility for Competency means the student has:

- Successfully completed the unit test on that area of radiographic procedures in RTE1503 and 1513.
- Documented 2 assisted and 2 supervised procedures in the clinical record of the procedure they seek competency evaluation.
- Reviewed the competency evaluation to familiarize themselves with the step-by-step procedure and image evaluation requirements.
- Properly filled out the Competency Form prior to the procedure. The students must have the completed Assisted and Supervised Form readily available to the Clinical Faculty. The student is now ready to perform this Competency on the next patient who arrives at the site for this particular procedure.

Evaluation Procedure:

1. The Clinical Preceptor will assign a staff technologist to evaluate the student doing the Competency procedure.
2. The staff radiographer will sign the evaluation and return the competency evaluation to the student for completion by the Clinical Faculty.
3. Student submits the competency after showing the Assisted and Supervised Form (all forms must be completed with signatures / initials and dates).
4. The Clinical Faculty will evaluate the student's knowledge of image evaluation criteria, radiographic positions, and radiographic anatomy as seen on the radiographic images.

5. It is the student's responsibility to ensure that the Competency Form is signed by the qualified radiographer overseeing the examination and Clinical Faculty member overseeing the competency. Student must also sign and date the Competency Form. In addition, it is the students' responsibility to get their ARRT Form signed by the Clinical Faculty, after successfully completing the Competency.
6. A Competency is unsuccessful if a Staff Radiographer has to intervene.
7. The Clinical Faculty will record the grade on the students Clinical Grading Sheet.
8. Miami Dade College Radiography Program requires students to complete Competencies on patients. If students are unable to achieve certain Competencies, they need to keep their Clinical Faculty aware of this. Students will be required to perform simulated competencies (up to 10) in the Radiography Laboratory or at the Hospital, after arranging it with the Clinical Faculty. If the Competency is going to be completed in the Radiography Laboratory, then they must arrange it with one of the Faculty to oversee them.
9. The terminal competency grade (6th semester) will comprise of 50% Case Summary report grade and 50% of the Competency grade.
10. The student will copy the completed competency for their record.

Consequences

Students are not permitted to complete a radiographic competency prior to didactic completion and successful testing in that area of requested competency.

Students who do not complete the unit test successfully will arrange to repeat the unit test until a "Pass" grade is achieved.

Note: The repeat "P" (Pass) grade in 1503- and 1513-unit tests does not change the numerical grade for the initial test. The repetition of unit tests meets the A.R.R.T. Standards of Competency.

Note: Competency Evaluations are legal documents. These documents become INVALID if required signatures, dates, and procedures are incomplete. For each blank space (10) point from final grade will be deducted.

Tutoring Form

What is Tutoring?

Radiography can be overwhelming at first. Students begin to fall behind their classmates in the Clinical Education Center. Therefore, we have a tutoring program that provides for additional time in the Clinical Education Center to work on skills that are essential to successful completion of the radiography program. Throughout the semester, students are evaluated by staff and Clinical Preceptors regarding skills and ability to perform radiographic procedures competently. Procedure Competencies are also required to evaluate psychomotor skills.

Based on these evaluations, the Clinical Preceptor and the Clinical Faculty may recommend that the student have additional time in the clinic to improve these skills. The student may feel they are not able to keep up with the clinical course due to their perceived lack of confidence to perform, and missed time due to illness or family emergency. Therefore, they may request additional clinical experience to change their perceived lack of ability, relearn lost skills due to absence, and improve poor performance documented through the evaluation process.

What is not tutoring

- Accruing time to use later for personal benefit (Comp Time)
- Make-up time
- Accumulating time toward early completion of program
- Tutoring is not a means of advancing beyond the didactic portion of the program. Students, who are achieving excellent evaluations and are aggressively completing their Clinical Record according to schedule, who are able to competently perform radiographic procedures in a timely fashion are not candidates for tutoring.

Initiation of Tutoring Form

Students may request tutoring at any time. Following the time frame below, a student may initiate a request for tutoring with Clinical Faculty and Clinical Preceptor.

The student will have a consultation with the Clinic Preceptor/ Clinic Faculty to review evaluations and mutually agree on a goal(s) to be accomplished for a period of time. The student will select the day (Monday through Friday) and the time, excluding weekends and holidays. Clinical Preceptors, Clinical Faculty, and student must be aware of clinical hours of other college students. The entire period (1–2 months) may be agreed on, but an evaluation will be done at the end of each month to identify progress toward goals.

Students must work under direct supervision of a staff radiographer during the entire tutoring time. Competency Evaluations cannot be completed during tutoring hours.

A Tutoring Time Attendance sheet and Clinical Procedure Log will be kept by the student, and submitted at the end of the semester.

POLICY- 5

DRESS CODE CLASSROOM / LAB & CLINICAL SITE

The personal appearance and demeanor of students reflect the College and program standards as well as students' interests and pride in the profession.

Student Uniform Male and Female

Royal Blue scrubs: Shirt (top) with the **Miami Dade College Logo**.

Short Consultation Lab Coat (mid-thigh) **MDC Logo** above Right pocket (when cold).

White or royal blue T-shirts may be worn under scrub top but must not hang below sleeves or bottom of the scrub top.

White or royal blue turtle neck and long sleeves tops maybe worn under scrub top (when cold).

Garment worn over the scrub shirt when cold in the classroom or Laboratory, such as jackets or sweaters must be **all White or Royal Blue** (no stripes, no pattern or design on it).

All **White shoes**, athletic shoes, walking shoes **with no color markings**.

White socks.

- Students must be neatly groomed with hair combed, clean manicured nails, and have good personal hygiene. Uniforms must be clean and neatly pressed.
- Students with shoulder length hair or longer must keep hair secured back. Students must have professional hairstyle (**no Mohawk**) and hair color that is naturally occurring (**green, purple, blue or bright colors are not allowed**).
- **Mustaches or beards must be maintained in a neat and professional manner, adhering to the program standards.**
- Students will be responsible for not wearing artificial fingernails or extenders.
- Students will be responsible for keeping natural nail tips less than ¼ inch or 6mm long.

- If nail polish is worn, it must be of clear and light color and free of cracks or chips.
- Hats, visors, sunglasses, or head gear of any kind is not permitted during lecture, laboratory and/or clinical times.
- Students will be permitted to wear plain band rings only; rings with stones will not be permitted. Only simple post earrings in the ears are permitted; no hoop or dangling earrings and multiple bracelets and/or necklaces will not be permitted.
- Students with visible tattoos must cover these tattoos. Exposed tattoos will be covered with a long sleeve plain white or royal blue t-shirt that contains no lettering, worn under the required Royal blue Radiography scrub.
- No piercing is to be worn in any other visible body part.
- Clean teeth (daily brushing)
- Smokers – spray mouth /use a breath mint before returning to close patient contact.
- Teeth should be brushed and mouthwash used if onions/garlic is ingested during lunch/dinner break prior to returning to the patient care area.
- Gum chewing is unprofessional and not permitted during lecture/ laboratory, and during contact with the patient.
- Personal hygiene (daily shower, and use of deodorant) is highly recommended.
- Students must refrain from excessive use of cologne, perfume, and body spray in the clinical settings.

Violations of this Policy may result in an oral warning for the first incident, a written warning for the second incident, and dismissal from the program for the third offense.

Note: Clinical Education Centers may require students to have a Clinical I.D. while rotating through the facility. This Clinical ID must be worn with the MDC photo I.D. The issuance of the Clinical I.D. badge will be for authorized personnel, parking, cafeteria and other hospital benefits. This I.D. is the property of the hospital, and must be returned to the hospital upon completion of the rotation/or graduation from the Radiography Program.

POLICY- 6

MARKERS

Students will purchase and use their own **initialed, right and left markers** to properly identify the radiographic procedures they perform. Markers are considered an essential part of the uniform, and must be available to identify the student's images.

Students will purchase 3 sets of markers.

The student is responsible for:

- Maintaining a set of markers for the **entire program (must purchase 3 pairs of markers).**
- **Using their own markers** on procedures they do in the clinic and lab classes.
- Having markers with them in the clinic **at all times.**
- **Replacing markers** immediately, if lost.

Consequences

Failure to have student markers imprinted during exposure on each radiograph of the competency procedure will result in a grade of zero "0" for that competency. RT/LT written on the image is unacceptable for competency evaluation. All digital images submitted for competency must have student markers.

Students must have a set of markers at all times in the Clinical setting and Lab classes. Failure to have markers will result in the student being sent home, and the student will have to make-up the day.

POLICY- 7

ATTENDANCE

Attendance at the Clinical Sites is mandatory. Miami Dade College has Insurance Policies that cover Malpractice and Liability on Medical Campus and Clinical Sites. The attendance record is a legal document that will identify your presence/absence on any specific day. Therefore, it is imperative that the attendance record be documented accurately.

Attendance for the Clinical In-Processing and Out Processing is mandatory. Students must bring their paid schedule in the In-Processing.

Do NOT sign in or out for another student. Signing for another student is considered falsifying a record, which is subject to disciplinary action.

Excused Absences

- **Free Clinical Day:** Each student is permitted one free clinical day per semester. Prior approval is not required, but the student must notify both the Clinical Preceptor and Clinical Faculty in advance. A designated form must be completed and submitted in the Clinical Folder during out-processing.
- **Excused Absences for one day:** Absences or tardiness due to serious or sensitive situations (e.g., medical emergencies, car accidents, illness of a child or immediate family member) may be waived with appropriate documentation, which is highly required, even in sensitive circumstances.
- **Extended Excused Absence (More Than 3 consecutive days):** For extended excused absences lasting more than 3 consecutive days, the first week of clinical absences will be waived with proper documentation. If the absence extends beyond two weeks, a conference will be held with the Clinical Coordinator/ Program Coordinator to determine the best way to support the student in achieving their learning goals.
- For extended excused absence lasting more than one week, the first week of clinical absences will be waived with proper documentation.
- **Sent Home Due to Illness:** If a student is sent home from the clinical site due to illness, the missed time does not need to be made up **once per semester**. Any additional occurrences must be made up.
- **Tutoring Attendance:** Students who attend scheduled tutoring sessions on campus are not required to return to the clinical site afterward on that day.
- **Ongoing Emergency Absences:** If a student accumulates three emergency-related absences in one semester, a mandatory meeting with the Clinical Coordinator / Program Coordinator will be held to assess the situation and determine whether continued absences are hindering clinical learning. A plan will be created to support the students' success moving forward.

Unexcused Tardiness

Three late arrivals (up to one hour) during a semester will result in a Clinical Conference Form outlining required corrective actions. Continued tardiness may lead to a letter grade reduction and/or probation. Students must notify both the Clinical Preceptor and Clinical Faculty before any absence, using the contact info on the rotation schedule. Failure to do so will lower the attendance grade. When rotating to a new site, students must obtain and use that site's contact information calling regular faculty or the Clinical Coordinator does not meet notification requirements.

Consequences

Failure to follow attendance documentation policies may result in a Clinical Conference and could lead to consequences such as a grade reduction, probation, or dismissal from the program.

All clinical courses are scheduled to meet at specific times and days, which **must be strictly followed** in order to achieve the clinical objectives. You may not alter this assignment in any way. Your clinical days and hours are published well in advance. Your appointments, work schedule, and other classes must be scheduled around these days and times.

Individual work schedules **will not** interfere with the assigned clinical schedules. Students will receive attendance sheets at the beginning of each semester. These time sheets are to be kept in the attendance book in each Clinical Education Center. **Students may remove the attendance sheet when they are assigned to a rotation outside their main Clinical Education Center.** Outside rotations include Pediatric Rotations and additional Clinical Education Center to enhance the student clinical experience.

Clinical Education is extremely important; therefore, attendance is mandatory. It is recommended that the student refrain from any unnecessary absences. There are four (4) categories of excused absences:

- Bereavement
- Jury duty with non-acceptance of letter requesting excuse
- Extended illness with physician's documentation
- Contagious disease with physician documentation

Students are not permitted to be in clinical education and classroom sessions more than 40 hours in a given week per JRCERT.

Sophomore students are required to complete an eight (8) day pediatric rotation. If the student is sick during the pediatric rotation and/or another Clinical educational site, he/she will be required to make-up the missed time at the home clinical site before the end of the semester.

Illness as it affects Clinical and Didactic attendance

Illness is defined as: Any malady, disorder, sickness or general absence of good health that causes the students to be absent from a clinical or didactic assignment for a period not exceeding three (3) consecutive days.

Extended Illness is defined as: Any malady, disorder, sickness or general absence of good health that causes the student to be absent from clinical or didactic assignment for a period exceeding three (3) consecutive days.

Documentation of extended illness: Any student who has missed assignments due to extended illness shall provide appropriate written medical documentation. Appropriate written medical documentation

is defined as a document stating student has been under his/her care for dates from/to, and is released to normal clinical duties and signed by a licensed physician.

Returning from an extended illness: Any student returning to the program after an extended illness, shall provide appropriate written medical documentation indicating that, she/he is fully capacitated, and recuperated from the extended illness. In addition, she/he is physically and mentally prepared to assume the full responsibilities of the radiography student as defined in the Clinical and Academic Radiography Program Student Handbook.

Contagious Disease:

Any disease that is **easily** transmitted from host to host (person to person) by casual cutaneous contact or respiratory droplet such as, (Covid-19, chicken pox, measles, mumps, pink eye).

Students, who think they have been exposed to, or know they have been exposed to a contagious disease either in the Clinical Education Center or outside the Clinical Education Center, must contact their physician immediately for confinement policies to include total length of required confinement time. This could significantly affect the completion of required competencies and test, quizzes and homework assignments. The Program Chairperson, Clinical Coordinator, and Clinical/ Didactic Faculty will work with the student to give them every opportunity to successfully complete the semester requirements. The student must notify the Clinical Education Center, Clinical Preceptor, and Clinical/ Didactic Faculty. Students will not be permitted to return to class or clinic, without a release from the physician (see the Policy for make-up requirements and extended illness).

Students will be required to submit documentation of physician treated illness. Students will be required to notify Clinical Faculty/ Didactic Faculty, and Clinical Preceptor of illness and expected length of absence. Students requiring hospitalization for an extended period of time and/or surgery will require a written release to return to class, and a second release to return to **full duty** at the Clinical Education Center.

Physician appointments are not excused time off and all such appointments must be made up.

Students, who have excused/extended illness or injury are not permitted to return to the clinical site, without a physician's approval to return to full participation in all required duties, which includes the following:

1. No longer contagious and/or fully recovered from surgical procedure.
2. Able to stand for long periods of time (4 - 8 hours).
3. Move patients from stretcher to table and assist patient from wheelchair to table.
4. Push the mobile radiography unit to patient's bedside.
5. Able to complete a full 8hr. shift.
6. No light duty is permitted in the clinical site.

Return to Classroom sessions with limited activities is acceptable, and should be approved by the physician. If there is a need for some accommodation for the student, every effort will be made to meet the needed accommodations. Students should consult with each classroom faculty, prior to returning to class.

Students needing special accommodations should contact Campus Services Access Department. In consideration with the student, faculty may recommend student access involvement.

POLICY - 8

TRANSPORTATION

Each student is responsible for his/her own transportation to and from the Clinical Education Centers. Failure to find transportation to Clinical Education is not an excused absence. Students are encouraged to exchange phone numbers with fellow students in the Clinical Education Center should a transportation emergency arise. Students must be prepared to attend other Clinical Education Centers and must provide their own transportation to and from the specialty Clinical Education Center.

POLICY - 9

VACATIONS

Students have time off as stipulated by the College Campus Calendar. The Radiography Program observes these holidays and semester breaks. The College Calendar is posted well in advance of the College Academic year. **Students should not plan vacations during semesters. In addition, students will receive program time off; 1 day in each semester. Students must follow the normal process of taking these days off by communicating with their Clinical Faculty, and Clinical Preceptor.**

When the college is closed, neither Liability nor Comprehensive Accident Insurance covers the student. **Therefore**, make-up time and tutoring time will not be permitted. Make-up time and tutoring time cannot be scheduled on Saturdays and Sundays. **Personal vacations and extended personal time-off are not to be scheduled during the academic semesters.**

All time will be made up according to Policy #12.

POLICY - 10

INCIDENTS

An incident is any event that is not within the hospital's guidelines for safety and wellbeing of patients, technologists, physicians, visitors, and students. Students should report every incident regardless of how insignificant they think it might seem to their immediate supervisor (Clinical Preceptor). Students will be required to assist in the documentation/witnessing of the incident. It is the responsibility of the supervisor to follow-up any incident. All documentation of an incident is filed in the office of Risk Management. Any incident involving a student, where risk management is called in, must be documented by the student and given to the Clinical Coordinator to place in the student's file. If medical intervention is necessary, a copy of the treatment should be placed in the student's file. **Should the student require medical treatment they are to be sent to the emergency room, and submit the current Insurance claim number for treatment. Upon release from treatment and permission to return to clinical duties, the student will follow the step by step instructions for the College to file the insurance claim through Medical Campus Public Safety Office.**

Any injury acquired and treated during Clinical Education as a result of accident or exposure will not result in adverse effects on clinical grade. Extended leave due to injury acquired at the Clinical Site will require the student to follow the extended illness return to class and clinic policies, and procedures.

POLICY - 11

CLINICAL CONDUCT

Throughout the six (6) semesters of clinical education, students will develop in the performance of radiographic skills in a competent fashion.

Clinical Education will also help in developing ability in patient care techniques, technical skills, professional attitude, and communication skills within the **Health Care Team**, dependability, critical thinking and problem solving. Rotation Evaluations are based on the progressive ability of the student and compliance with clinical conduct standards.

Clinical conduct is divided into two itemized lists. The first list defines the conduct of a professional, appearance, interaction with fellow students and staff, reliability and dependability, moral and ethical behavior, and adherence to policies and procedures. The second itemized list will define Professional Conduct, while performing radiographic examinations and providing patient care.

Professional Conduct

Professional conduct defines appearance, interacting with staff technologist, supervisors, and fellow students. It also defines the minimum standards of moral and ethical behavior expected of one, who is identified as a professional. The credibility of a professional is often defined by the standard of their performance, reliability, dependability, and consistency in adherence to policies and procedures.

Throughout the radiography program, the student will be evaluated on affective behavior that demonstrates the above qualities expected of a member of the professional community.

While in the Clinical Education Center the radiography student, will:

1. Wear a MDC Student ID and Clinical Education ID.
2. Wear a radiation monitor at all times regardless of assignment.
3. Carry a current BLS for Healthcare Provider CPR card from accredited AHA training center at all times, while in the clinical area. (Students are responsible for maintaining a current CPR card. The College has CPR classes each semester).
4. Report to the clinical assignment at the designated time and in an alert condition.
5. Sign-in and sign-out at the beginning and end of each clinical day. Students are not to sign-in and sign-out at the same time. (Refer to attendance Policy #7)
6. Notify the Clinical Preceptor and the Clinical Faculty if they will be absent prior to the beginning of the clinical day.
7. Leave the Clinical Education Center after completing the required clinical hours. No loitering at times not specified on schedules or approved of by Clinical Supervisor.
8. Not leave the rotation assignment or clinical area without notifying the staff technologist.
9. Not leave the radiology department or specialty rotation without notifying the Clinical Preceptor / Specialty Supervisor and Radiology Department Supervisor.
10. Not use abusive, offensive or disrespectful language while at the Clinical Education Center and/or during clinical assignment.
11. Not demonstrate any abusive or aggressive behavior, **which may be perceived as harmful or intimidating**, towards any member of the Clinical Education Center's staff or fellow students.
12. Not leave the Clinical Education Center for meals/business without notifying the Clinical Preceptor, sign-out then sign-in upon return to clinic. **This is an insurance Policy issue, and must be strictly adhered to.**
13. Comply with Radiography Program and Clinical Education Center Policies & Procedures. These will define conduct for the following: parking, smoking, **cellular phones**, gratuities and identification.

Note: Cell phones usage is not permitted during clinical time. Cell phones may be on vibrating mode, so that a school, daycare or care taker can contact you in emergency cases. Text messaging is not allowed during clinical time.

14. Not eat in patient areas, but only designated areas, i.e., staff lounge, cafeteria, and grounds around the Clinical Education Center.
15. Refrain from personal calls during clinical education hours. When on lunch break, personal calls may be made using phones designated for those purposes.
16. Will prepare the assigned radiographic room (or area) at the beginning of each day with linens, patient care supplies, and appropriate equipment needed during the normal clinical day. These may include but are not limited to image receptor, procedural markers, immobilization devices, lead aprons, and cleaning materials.
17. Use of markers with the students' initials to identify radiographic procedures they have performed, recorded in the clinical record, and submitted for procedure competency evaluation. Radiographic images must have student markers on each image of the procedure for clinical record, and procedure competency evaluation.
18. Should demonstrate a desire to learn and interest in each radiographic procedure. When not involved in procedure, may request to observe a procedure not frequently ordered. Offer to assist a technologist, which is within their scope of practice.
19. Keep all clinical paperwork readily available at the Clinical Education Center for documentation and evaluation.
20. Request the technologists to review the radiographic images and initial on the request prior to discharging the patient from the radiology department.
21. Review all images with the technologist, and not offer excuses for poor images. Not offer rebuttal, when the technologist is explaining the need for repeating the image and the corrective measure needed.
22. Keep semester Daily Log Sheets and small procedural handbook in assigned area at all times.
23. Complete all required paperwork in a timely fashion to include Rotation Evaluations, Clinical Record, Daily Log Sheets, and A.R.R.T. Record.
24. Schedule make-up time (Make-up time form) with Clinical Preceptor and Radiology Supervisor. Keep one copy and place one copy in Semester Attendance Folder.
25. Follow the clinical schedule that is posted at the Clinical Education Center. The student will not change the rotation schedule or switch with another student, unless the Clinical Preceptor or Clinical Faculty or Clinical Coordinator has granted approval. (Policy #2)
26. Develop respectful and courteous behavior toward the Diagnostic Imaging **Health Care Team** to include but not limited to Radiologists, Radiology Administrators, Radiography Supervisors, Radiographers, Sonographers, Nuclear Medicine Technologists, Radiation Therapists, Secretarial and Clerical staff, Patient Transporters and fellow students.
27. Inform Clinical Preceptor and Clinical Faculty in advance of court appointments, physician appointments, required teacher parent conferences, and schedule make-up time.
28. Be expected to regularly complete the scheduled clinical hours as indicated on semester clinical rotation schedule. Take initiative toward clinical experience, and as the competency level increases become more assertive.

Patient Care / Professional Conduct:

All the items in the following list will be evaluated and documented in the Competency Form. Non-Compliance with any of the following items can lead to the Clinical Education Center requesting you to be transferred to another site.

The radiography student will:

- Always be courteous to patients, families, physicians and members of the health care team (Patient Bill of Rights).
- Never discuss with anyone not directly connected with the patient care team any medical history associated with the patient (Patient Bill of Rights and HIPAA).
- Identify themselves to the patients prior to giving any instructions or explanations of the procedure to the patient (Patient Bill of Rights).
- Explain in simple terms the examination, the time element involved and who will be assisting in the procedure. (Patient Bill of Rights).
- Dress professionally each clinical day in a clean uniform, maintain good hygiene, keep hair appearing neat and well kept, nails well-manicured and short, face that is clean shaven, a smile and gentle voice together speak of professionalism, therefore, the patient feels more secure. (Rotation Evaluation).
- Address the patient respectfully, using titles such as Mr., Miss., Mrs., and when other radiographers or physicians enter the room, the same respect should be demonstrated to them in the presence of the patient (Patient Bill of Rights).
- Refrain from personal conversation with others while doing the radiographic examination (Patient Bill of Rights).
- Not review radiographs or give a patient the diagnosis as reflected in the radiograph (A.R.R.T. Standards of Ethics, A.R.R.T. Scope of Practice).
- Provide as much privacy to the patient as is possible during the examination, semi-closed areas, sheets, pillows, and patient gowns (Patient Bill of Rights).
- Follow all Clinical Education Center Policies and Procedures regarding (HIPAA, OSHA) and Universal Precaution regulations. This will be outlined in detail at Clinical Education Center Orientation. Students are expected to adhere to these policies.

Note: The Clinical Education Center reserves the right to refuse to accept any radiography student to the Clinical Education Center based on conduct, behavior, or attitude. The Clinical Education Center has the right to require a student to be removed from the Clinical Education Center due to continued lack of professionalism, lack of good patient care skills, lack of compliance with policies and procedures. The Clinical Coordinator will remove the student and will attempt to relocate the student based on the availability. If there are missed clinical days, the student will make-up this time according to Policy 12. The new Clinical Education Center has the right to know the reason for the transfer. Therefore, they have the right to refuse to accept the transfer student. **Students transferred out due to non-compliance of policies and procedures of both the Radiography Program and Clinical Education Center will not be guaranteed placement in the Clinical Education Center. Depending upon the severity of the infraction, student may be placed directly on probation or dismissed from the program. If student was rejected by two different clinical educational centers, he or she will be dismissed from the program.**

Note: Unacceptable social behaviors deemed offensive by Clinical Education Center staff, patients, and fellow students will not be tolerated. Counseling will be attempted and if warranted, disciplinary action will follow as underlined below.

The items listed in the Professional Conduct, are professional behaviors that are required not only for the MDC Radiography Program, but also for standard of Radiographers Work Ethics. Therefore, non-compliance is taken seriously and will require disciplinary action.

The following infractions are regarded seriously by the MDC Radiography Program, the Clinical Education Center, and will incur the most severe disciplinary action:

Abandonment: Leaving the clinical area without notification to supervisor for any period of time. Leaving a patient at the end of the day, without reporting to a supervisor the status of the patient or examination, or relief of patient by another student or technologist.

Compromised Patient Care: Refers to any patient care that puts the patient at risk of injury. This can include abandonment, failure to have radiographic images checked by an RT prior to dismissal from the department. Hinting to or giving any report to a patient regarding the outcome or possible outcome of the radiographic procedure. Lack of care for equipment attached to patient, treating a patient roughly, etc.

Disciplinary Action is as follows:

1. Suspension for 1-3 days depending on the infraction and the possible need to transfer the student to another Clinical Education Center. Time will be made up and (1) one letter grade reduction in rotation evaluation grade.
2. Probation for remainder of the program.
3. Probation for current semester.
4. Final letter grade reduction.
5. Zero grade for rotation.
6. All of the above and removal from assigned Clinical Education Center.
7. Should the behaviors listed above continue either in the student's original assigned Clinical Educational Center or the reassigned Clinical Education Center, recommendation of dismissal from the Program will be made to the Chairperson of the Radiography program.

Chain of Command

If any problem occurs at the clinical site, the student must follow the Radiography Program hierarchal chain of command to solve issues. The clinical preceptor is the primary liaison at the clinical facility to report the issue. If not resolved, student should follow The Radiography program **chain of command**: **Clinical Faculty → Clinical Coordinator → Program Director → Department Chair → Dean of School of Health Sciences → Dean of Student Services.**

POLICY- 12

MAKE-UP TIME

1. Any missed clinical time must be made up. The make-up time must be pre-approved by Clinical Faculty and Clinical Preceptor. Make-up time must be completed in total eight (8) hour shifts or two (2) four (4) hour segments. Each semester, the total number of days **unexcused absence** and tardiness will be recorded on the Final Grade Work Sheet and grade will be deducted according to the grading policy. A make-up sheet must be completed by the student and signed by the Clinical Preceptor and Clinical Faculty. The department supervisor/staff technologist must initial or sign the make-up sheet verifying completed make-up time.
2. Absence will result in required make-up time to be completed, prior to the end of the semester. For every absence after the first absence you will incur a reduction in a letter grade.

All non-made up time resulting in a letter grade of "I" must be made up and will be subject to student contract (Clinical Conference Form) to make up time during the first two (2) weeks of the next semester, after which the letter grade will change from "I" to "C" allowing the student to continue in the Program.

Should the student discover, prior to the scheduled make-up day, some unforeseen situation that will interfere with scheduled make-up time, the student will notify the Clinical Preceptor and rearrange make-up time. The student will not accrue additional make-up time.

Consequences:

Failure to honor the agreement of the student contract will result in disciplinary action. Make-up time will be treated as a scheduled shift and failure to complete make-up time as scheduled will result in an absence and require additional make-up time.

POLICY - 13

DISCIPLINARY ACTION

Any infraction of the Policies of Miami Dade College Radiography Program and/or any infraction of the Policies and Procedures of the Clinical Education Center in which the students are assigned will warrant disciplinary action. The type of action taken will depend upon the severity of the infraction. If the problem should occur within the assigned Clinical Education Center, the Clinical Preceptor will initiate the process and notify the Clinical Faculty. **The Clinical Conference Form shall define the problem and circumstances constituting the infraction.**

Non-compliance, as stated in the Clinical Handbook regarding radiation monitors, compromised patient care, unethical or moral behavior, will result in the Clinical Conference with the student, during which the non-complying behavior and consequences will be documented. Depending on the severity of the incident (example: compromised patient care), the student may be suspended and be placed on probation for an appropriate period of time. Further non-compliance of the same severity will result in recommendation to the Radiography Chairperson by the Clinical Coordinator, Clinical Preceptor, and Clinical Faculty for dismissal from the Program.

All suspended days will be made up in accordance with Policy #12.

POLICY - 14

CLINICAL APPEAL PROCESS

To provide the student the opportunity to address dissatisfaction with the disciplinary action, the student must within **one (1) week (7-days)** of documented conference initiate the Appeals Process. The student may appeal written documentation of inappropriate clinical probation, point reduction or any documented conference they perceive to be unfair.

If the appeal process is not initiated within the first 7 days in the **(one (1) week time frame)**, the documentation will remain as stated. This applies to all steps in the appeal process.

The student must follow the following process:

- Submit a written request within **one week (7-days)** stating the reason for appeal to the Clinical Faculty. The request should reflect clarification of documentation.

If satisfaction is achieved, the matter ends and is documented as grievance satisfied.

If satisfaction is not achieved, then the student will continue as follows:

- Within **one (1) week (7-days)** of second conference, submit a written request stating the reason for appeal to the Clinical Faculty and Clinical Coordinator. The student should present the reason for dissatisfaction and request further clarification of the documentation. The student must submit a copy of the Clinical Conference Form to the Clinical Coordinator.

If satisfaction is achieved, the matter ends and is documented as a grievance satisfied.

If satisfaction is not achieved the student will proceed to request a third conference.

- Within **one week (7 days)** written request for conference to include the Program Chairperson. The student will provide the Program Chairperson with a copy of the 2 prior meetings and reason/explanation, by the student in writing, of dissatisfaction with the results of the prior two conferences. The student is permitted to request a fellow student to attend as an observer at the conference.

If satisfaction is not achieved, the student should refer to the College's Appeal process outlined in the Students' Rights and Responsibilities for the next step. **The student should be aware that if the Clinical Appeal Process has not been completed, the next step would be referred back to the Program Chairperson.**

POLICY- 15

HOLIDAYS

Radiography students are not scheduled to attend Clinical Education Centers on holidays observed by the College and/or Clinical Education Centers. **Students are not authorized to be in clinic when the College is closed. The insurance coverage does not apply in case of accident or incident.**

When the College is closed due to hurricanes, students are to immediately leave the Clinical Education Center. When a hurricane is approaching the student is responsible to call the emergency number (305) 237-7500 for updates on college status.

POLICY - 16

RADIATION SAFETY

Personal Radiation Monitors

Each student **MUST** wear a program issued radiation monitor at all times during any clinical assignment and lab classes. The purpose of the radiation monitor is to document radiation exposure during the radiography program. Students who graduate from the program may request a report of the accumulated dose. Employers often ask for an official report, especially if the monitoring/reporting company is not the same as used by the program.

The radiation monitor is worn on the collar during clinical and Campus laboratory hours. The monitor is to be remain with the students at all times. It is the student's responsibility to bring the monitor to the campus to exchange for the next monitoring period. The care of the monitor is the student's responsibility. Students must remember that heat (hot cars, washers and dryers) can elevate or erase the readings.

State and Federal Radiation Control Regulations mandate that all personnel within the Imaging department wear radiation monitors. Therefore, student who misplaces/loses the monitor is required to sign-out/clock-out and contact the Clinical Coordinator for a spare monitor. **STUDENTS ARE NOT PERMITTED TO BE IN THE CLINICAL AREA OR LAB CLASSES WITHOUT A RADIATION MONITOR. IT IS AGAINST THE FLORIDA STATE AND FEDERAL REGULATIONS.**

Radiation Dosimetry Reports

The monitoring company used by the MDC Radiography program is Landauer, Inc. Monitors are changed every **3 months**, and the Clinical Coordinator is the person who maintains the reports. The monitors have a wear period of 3 months. Each wear period produces a report, which the student initials, indicating that they have seen and read. The initialing of the report and exchange of monitors occurs simultaneously. Any student wanting to see previous Landauer reports may see the Clinical Coordinator. The Clinical Coordinator will notify the Program Coordinator, if the results are high.

MDC Radiography program complies with the United States Nuclear Regulatory Commission (NRC) and Florida Administrative Code for Standards for Protection against Radiation for the Occupational Dose Limits for Adults. All Radiography program students must comply with keeping their radiation exposure As Low As Reasonably Achievable (ALARA) according to the NRC. The annual total effective dose equivalent must not exceed 5.0 rems, and for a calendar quarter must not exceed 1.250 rems. The Landauer Report uses “M” to identify minimal dose. Landauer, Inc has a process, where they notify MDC, when the student exceeds the above dose both in writing and by telephone.

To ensure that MDC Radiography program’s student’s radiation dose is kept to the minimum, the program follows the process outlined below, should the student receive a reading of 125 mrem or greater during a quarter:

- The Program Coordinator / Clinical Coordinator will have a conference with the student concerning the possible reasons for the elevated reading.
- A Conference Form for elevated radiation dose will be completed, and signed by the student and the Program Coordinator / Clinical Coordinator. Student will be questioned regarding his / her understanding of Radiation Protection.
- The Program Coordinator / Clinical Coordinator will have a conference with the Clinical Preceptor of the Clinical site, to assess the possible reasons for the elevated reading.
- A possible referral to the Radiation Safety Officer at the Clinical site.
- Recommendations will be made to avoid future overexposure.
- All the documentation will be kept in the Report Binder with the Clinical Coordinator.



**MEDICAL CAMPUS
RADIOGRAPHY PROGRAM
CONFERENCE FORM FOR ELEVATED RADIATION DOSE**

Student's Name: _____ **Date:** ____ / ____ / ____

Clinical Site: _____ **Dates of Exposure:** _____

Reported Dose for Quarter: Deep Dose Equivalent _____
(in mrems) Eye Dose Equivalent _____
 Shallow Dose Equivalent _____

Rotation Schedule: _____

Reasons for elevated exposure:

Conference with Clinical Instructor: _____ **Date:** _____

Recommendation: _____

Students Signature: _____ **Date:** _____

Program Coordinator / Clinical Coordinator: _____ **Date:** _____
(Radiation Officer)



Consequences:

Failure to comply with radiation monitor requirements and regulations will result in Conference Form documentation of the incident and probation. Length of program probation will extend to the end of the program. Student will be sent home and will have to make-up the time. A second incident will result in recommendation to Chairperson for dismissal from program.

Note: When a student should rotate to a different Clinical Education Site for a specific rotation, the student must take the radiation monitor with them.

Students who has misplace or lost the radiation-monitoring device, are not allowed to be in the designated clinical sites, until it is found or substituted. The missed clinical time will be made up.

STUDENT AND PATIENT SAFETY **During Radiographic Examinations**

Throughout, the radiography program, the student will learn about personal safety, patient protection, and the effects of radiation to the body. During the clinical education courses, the student is expected to practice all safety precautions to themselves, fellow students, staff, and the patient. The student will follow safety precautions at all times, while performing radiographic procedures.

The student will:

1. Student must leave the room while an exposure is being made, unless during a fluoroscopic examination. Students must wear lead apron, and remain behind lead shield.
2. Wear a lead apron during portable radiography unless you, the student, is outside the patient's room.
3. Be aware and practice patient shielding using lead aprons, lead shields and collimation.
4. **Students are prohibited from holding patients during an exposure with or without a lead apron.**
5. **Students are prohibited from holding the Image Receptor during an exposure with or without a lead apron.**
6. Students should practice **Cardinal Rule: Time, Distance, Shielding (T.D.S.)** radiation protection all times, when participating in fluoroscopic procedures.
7. Remember the sensitive areas and organs of the body, and shield such areas whenever possible (male and female reproductive organs, breast tissue, thyroid and the eyes).
8. Students should always maintain the accepted Source Image Distance (SID), for all radiographic procedures.
9. Check all images with the staff technologist prior to repeating the film.
10. If the student has reached competency level in a procedure, but a radiograph must be repeated, the staff technologist responsible for that area must directly supervise the repeat examination (PATIENT PROTECTION).
11. Wear radiation monitor at all times when in Clinical Education Center and lab class.

POLICY - 17

PREGNANCY

Radiation exposure at any level is assumed to carry with it a certain amount of risk. The National Council for Radiation Protection (NCRP) recommends that control measures should be taken to avoid or reduce the risk of ionizing radiation exposure to the embryo / fetus.

In the event a student becomes pregnant, she has the option to voluntarily declare or not to declare the pregnancy. A student declaring pregnancy needs to provide a written Declaration of Pregnancy Form and a Doctor's note to the Program Coordinator / Clinical Coordinator. Once a student declares pregnancy, she is expected to follow the additional protective measures to restrict the fetal radiation dose to not exceed 0.5 rem (5mSv).

Once a student declares pregnancy, she will be provided a copy of the United States Nuclear Regulatory Commission (NRC) Guide 8.13 with information on fetal dose by the Program Coordinator / Clinical Coordinator. This information can also be available from the following website:

[NRC REGULATORY GUIDE 8.13](#)

Student Responsibilities:

All students who know or suspect they are pregnant should take every precaution to protect them by applying information from didactic classes regarding safety in their radiography department. **A student who becomes pregnant during the Radiography program will be considered pregnant only upon voluntary written declaration of suspected or medically determined pregnancy regardless of the suspected obviousness of the student's condition.** A student needs to provide a doctor's note verifying the pregnancy. The note must contain the approximate date of conception and expected delivery date.

Upon voluntary written declaration of pregnancy, a fetal radiation monitor will be ordered and provided for the student to wear at waist level during Clinical Education. The student will be explained the options available by the Program Coordinator / Clinical Coordinator.

These options may be changed at any time during the pregnancy, upon written request by the student. Should the student elect to postpone a rotation, that rotation will be completed after the termination of pregnancy and Post-Partum period.

Following delivery and the Post-Partum period, student will be required to bring a signed release to full duties at the Clinical Education Center, or partial release to didactic courses from the obstetrician. Student must provide this documentation to the Program Coordinator / Clinical Coordinator. Make-up time for the Post-Partum period will be treated as other extended illnesses as stated in Clinical Procedures Handbook. It is conceivable that the student's graduation date may be delayed until all rotations and A.R.R.T. requirements are completed. This will depend entirely upon the delivery date in relation to the student's level in the Program.

The following options are available to the student following **voluntary written declaration of pregnancy**. Following Declaration of Pregnancy, the Program Coordinator / Clinical Coordinator (Radiation Officer) will counsel the student on the necessity of strict adherence to radiation safety procedures and the proper placement of the fetal monitor.

1. Continuation in the program without modification:

The student will continue to follow the Clinical Rotation schedule as posted in the Clinical Education Center. The student will be provided with a fetal radiation monitor to be worn at waist level at all times during Clinical Education. When scheduled to rotate through mobile and fluoroscopic procedures the fetal monitor will be worn under the lead apron. The recorded radiation exposure on the fetal radiation monitor will be monitored closely by the Program Coordinator / Clinical Coordinator to ensure that the .5 rem limit is not exceeded. **A student will retain the option to modify the rotation schedule at any time if they need to.**

2. Modification of the Clinical Rotation schedule:

The student will continue with the rotation schedule with modification. The modification relates to the higher dose potential duties such as portable radiography, operating room radiography, fluoroscopy, etc.

Should the student decide to modify the rotation schedule all missed rotations will be completed upon return to Clinical Education following the Post-Partum period. Depending upon the time of the delivery and Post-Partum period it is conceivable that the student's graduation will be extended.

3. Withdrawal from the Clinical Education:

Withdrawal from Clinical Education portion but completes the Didactic Courses of the semester. Upon completion of the Didactic Courses the student will withdraw from the program in good standing. Should the student select the Clinical Education withdrawal option, they will return to the program at the beginning of the semester they withdrew from Clinical Education. Upon completion of the Clinical Education, they will continue with the rest of the Radiography Program's Clinical and Didactic Education as scheduled.

4. Complete Withdrawal from the Program:

A student may withdraw from the Radiography Program completely, and be considered in good standing.

Upon the completion of the pregnancy and Post-Partum period, the student may request to return to the Radiography Program at the beginning of the semester in which they withdrew.

5. Withdrawal of Pregnancy Declaration:

A student who has declared pregnancy can revoke her declaration of pregnancy in writing (Withdrawal of Pregnancy Declaration Form) at any time even if she is pregnant. In this case the lower dose limit for the embryo / fetus would only apply to the time of the estimated date of conception to the withdrawal date.

The written declaration of pregnancy will be considered expired, after one year of submitting the Declaration of Pregnancy Form if the student has not revoked it.

Note: Neither the College nor any Clinical Education Center will accept responsibility for alleged radiation damage to the fetus.

ALL female students will sign the "Understanding of Pregnancy Policy" Form in the Appendix and submit it on the first day of the fall semester RTE 1804.



**MEDICAL CAMPUS
RADIOGRAPHY PROGRAM
VOLUNTARY DECLARATION OF PREGNANCY**

I have read and I understand the program policy in regard to pregnancy. When I voluntarily declare my pregnancy in writing, a fetal monitor will be requested which will be worn at my waist during all Clinical Education Center rotations until the end of my pregnancy and that upon such declaration I have the right to choose one of the following options at the time of declaration. I understand that the choice I make may delay my graduation date depending on the level in the Radiography Program at the end of my pregnancy and Post-Partum period.

1. Remain in the program without modification to the Clinical Education Rotation schedule.
2. Remain in the program with modification of Clinical Education rotation schedule.
3. Withdrawal from Clinical Education in current semester but with completion of Didactic education. Upon completion of semester withdraw from program to return as student in good standing at the end of the pregnancy and Post-Partum period.
4. Complete withdrawal at time of declaration as student in good standing. I understand I may return at the completion of my pregnancy and Post-Partum period, to continue in the Radiography Program at the semester I withdrew.

I (print) _____ have discussed with the Program Coordinator / Clinical Coordinator (Radiation Officer) the Radiography Program Pregnancy Policy. I have been given copy of the United States Nuclear Regulatory Commission (NRC) Guide 8.13 with information on fetal dose by the Program Coordinator / Clinical Coordinator.

I (print) _____ with complete understanding of this policy wish to voluntarily declare my pregnancy on this date _____.

I wish to select option 1. _____ 2. _____ 3. _____ 4. _____

I (print) _____ understand the above selection may be changed if I wish or need to.

If selection is Option 4, attach a copy of the student withdrawal card and student conference form indicating the terms of return to the Radiography Program (expected semester).

Student Signature: _____ Date: _____

Program Coordinator / Clinical Coordinator: _____ Date: _____
(Radiation Officer)



**MEDICAL CAMPUS
RADIOGRAPHY PROGRAM
WITHDRAWAL OF DECLARATION OF PREGNANCY**

I have read and I understand the program policy in regard to pregnancy. When I voluntarily declared my pregnancy in writing, a fetal monitor was requested for me to be worn at my waist during all Clinical Education Center rotations until the end of my pregnancy.

In accordance with the program policy I am electing option 5 of withdrawing my declaration of pregnancy.

I (print) _____ with complete understanding of this policy wish to voluntarily withdraw my declaration of pregnancy on this date _____

I (print) _____ understand that by selecting this option the lower dose limit for the embryo/fetus will no longer be effective. I am returning the fetal monitor.

Student Signature: _____ Date: _____

Program Coordinator / Clinical Coordinator: _____ Date: _____
(Radiation Officer)



**Medical Campus
School of Health Sciences
Radiography Program**

**Evidence of Understanding
Pregnancy Policy**

I, the undersigned, have read and been informed of the danger of radiation to an embryo/fetus. Being fully aware of this, I am signing this document verifying that I am aware and understand the danger should I become pregnant while a student in the Radiography Program.

Print Name: _____
Student

Signature: _____ Date: _____

Print Name: _____
Witness

Signature: _____ Date: _____

This page will be stored in the student's file in the Clinical Coordinator's office



**Medical Campus
School of Health Sciences
Radiography Program
Evidence of Understanding
Student Handbook**

EVIDENCE OF UNDERSTANDING

I have read the Miami Dade College Radiography Student Handbook of Policies and Procedures. I understand the contents and I agree to adhere to the policies and procedures that are specified in the Student Handbook. **The policies and procedures in this Handbook are subject to change without prior notification.** The revised Student Handbook will be uploaded to the Radiography Student “G” drive for student access, and in the MDC Radiography Program main page.

Academic/Clinical Policies and Procedures: In cases where I do not follow the Policies and procedures, I am willing to abide by the consequences specified in the Student Handbook, RTE course syllabi outlines, and /or the College Catalog.

Print Name: _____
Student

Signature: _____ Date: _____

Print Name: _____
Witness

Signature: _____ Date: _____

This page will be stored in the student’s file in the Clinical Coordinator’s office



NOTES: