

**MIAMI DADE
COLLEGE
MEDICAL CENTER
CAMPUS**

SCHOOL OF HEALTH SCIENCES

RADIOGRAPHY PROGRAM

STUDENT HANDBOOK

ACADEMIC / CLINICAL POLICIES AND PROCEDURES

2021 - 2023

Rev:12/18/17, 5/2/18, 9/17/18, 1/15/19, 4/9/19, 2/20/20, 5/11/21, 7/14/21, 8/23/21

TABLE OF CONTENTS

Table of Contents	2
Miami Dade College Mission and Vision Statement.....	3
Radiography Program Mission Statement	4
Miami Dade College Learning Outcomes.....	4
Radiography Program Goals.....	5
Radiography Organizational Chart	6
Hospital Affiliates and Clinical Instructors	7,8
Purpose of the Program	9
Evidence of Understanding	10
<u>Section – 1</u> – College Program Academic Information	11
<u>Section – 2</u> - Technical Standards	12
<u>Section – 3</u> – Bereavement Policy	13
<u>Section – 4</u> – Jury Duty	13,14
<u>Section – 5</u> – Professional Conduct	14
Attendance Policy for Didactic Courses.	15
Dress Code in Classroom / Laboratory & Clinical Site.....	15,16
<u>Section – 6</u> – Academic Integrity	16
<u>Section – 7</u> – Didactic Grading Scale	17
Radiographic Procedure Grading Students	17
Professionalism/Attendance.....	17,18
RTE Course Final Grade and Repeat Policy	18
Student Appeal for Grades Policy	18,19
<u>Section – 8</u> – Registry	19
Addresses A.R.R.T., JRCERT and MQA	20
ARRT Content Category	21
JRCERT Standards for an Accredited Educational Program in Radiologic Sciences	22
Notes.....	23

MISSION

The *Mission of Miami Dade College* is to change lives through the opportunity of education. As democracy's college, MDC provides high-quality teaching and learning experiences that are accessible and affordable to meet the needs of our diverse students and prepare them to be responsible global citizens and successful lifelong learners. The College embraces its responsibility to serve as an economic, cultural and civic beacon in our community.

VISION

The Vision of Miami Dade College is to be a college of excellence, renowned for its Values:

- **An exceptional learning environment** in which students are challenged and empowered through innovation, state-of-the-art technologies, teaching excellence and student support programs that prepare each student with the knowledge, skills and values to succeed in a dynamic world.
- **A culture of inquiry and evidence** that is characterized by the commitment of faculty, staff and students to accountability for learning excellence through the achievement of measurable learning outcomes, innovative assessment methods and data-driven decisions that foster adaptability in programs and services.
- **An exceptional work environment** that makes MDC the “employer of choice” for an exemplary, diverse workforce that is engaged in and accountable for the quality of MDC’s learning environment, and that benefits from excellent support, state-of-the-art technologies, growth opportunities and a competitive compensation program.
- **Quality community partnerships** that serve as the foundation for the development of relevant workforce, cultural and civic programs to foster community service and create a pervasive understanding throughout the greater Miami-Dade County community of the essential importance of education.
- **A commitment to cultural initiatives** that complement academics and promote the advancement and appreciation of the arts, thereby contributing to the richness of our multicultural community.
- **Sustainability practices** that distinguish Miami Dade College as a leading innovator in educating our students as contributors to a healthy planet, and as an institution that accepts its responsibility to preserve the natural environment.
- **Resource development and operational efficiencies** that ensure effective support for the College’s long-term efforts to provide an innovative and exemplary learning environment.
- **Global reach and awareness** that enrich the curriculum and provide a truly international perspective to students.

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.

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
CHAIRPERSON OF SCHOOL OF HEALTH SCIENCES

Ron Winston, Ed.D.
Room 2206-3
Email: rwinston@mdc.edu
Phone: 305-237-4430

PROGRAM COORDINATOR
Merlin Zolfaghari, M.Ed., R.T., (R)
Room 2217
Email: mzolfagh@mdc.edu
Phone: 305-237-4292

CLINICAL COORDINATOR/FACULTY
Martin Morales, MHA, R.T. (R)
Room 2206-1
Email: mmorale9@mdc.edu
Phone: 305-237-4304

FULL TIME FACULTY
Thomas Varkey, M.Ed., R.T., (R) (MR) (CT)
Room 2213
Email: tvarkey@mdc.edu
Phone: 305-237-4244

Svetlana Boetcker, MS., R.T., (R) (T)
Room 2232
Email: Sboetcke@mdc.edu
Phone: 305-237-4429

ADJUNCT FACULTY

Jorge A. Casanas, M.Ed., R.T., (R) (CV) (QM)
Email: jcasanas@mdc.edu
Phone: 305-237-4376

Jessica Chavarria, MMS, RT, (R) (PA-C)
Email: jchavar2@mdc.edu
Oneida Diaz, MS, R.T., (R) (MR)
Email: odiaz1@mdc.edu

Lordany Milanes, B.S., R.T., (R) (VI) (ACLS)
Email: lmilanes@mdc.edu

Joseph Reyes, R.T., (R)
Email: jreyes6@mdc.edu

Albert Rego, MBA, R.T. (R) (CT) (MR)
Email: arego@mdc.edu

David Sardinias, M.A.A., R.T., (R) (MR) MRSO
Email: dsardina@mdc.edu

Carlos Sanchez, B.S., R.T., (R) (MR)
Email: csanche9@mdc.edu

Johanna Vega, MHA, RT, (R)
Email: jvega4@mdc.edu

DEPARTMENT PERSONNEL

ASSOCIATE INSTRUCTOR/ LABORATORY MANAGER

Laobat Moez Shayanian, M.Ed., R.T., (R)
Email: lmoezsha@mdc.edu
Office phone: 305-237-4454

STUDENT SERVICES ASSISTANT

Letsha Arnett
Email: larnett@mdc.edu
Office phone: 305-237-4134

HOSPITAL AFFILIATES / CLINICAL INSTRUCTORS

Aventura Medical Center

20900 Biscayne Blvd.
Aventura, FL 33180

Angela L Crist-Haddock R.T., (R)
Phone: 443-846-8362

Baptist Hospital

8900 N. Kendall Drive
Miami, FL 33176

Efaris Doerner, R.T. (R)
Phone: 786-596-1960 ext. 6181

Coral Gables Hospital

3100 Douglas Rd.
Coral Gables, FL 33134

Fidel R. Diaz, R.T., (R) (MR)
Phone: 305-441-6810

Doctor's Hospital (Baptist Health)

5000 University Drive
Coral Gables, FL 33146

Mary Pat Boue, R.T., (R)
Phone: 305-669-2324

Homestead Hospital (Baptist Health)

975 Baptist Way
Homestead, FL. 33033

Cristina Belloso, R.T., (R)
Phone: 786-243-8592

Jackson Memorial Hospital

1611 NW 12th Ave
Miami, FL. 33136

Henry J. Cruz, R.T., (R)
Phone: 305-585-1111

Jackson Memorial Hospital (South)

9333 SW 152 St.
Miami, FL. 33157

Clint Jagessar, R.T., (R)
Phone: 305-251-2500

Jackson Memorial Hospital

160 NW 170th St.
North Miami Beach, FL. 33169

Juliet Hart, R.T., (R)
Phone: 305-651-1100

Kendall Regional Medical Center

11750 Bird Road
Miami, FL. 33175

Mayra Ackerman, R.T., (R)
Phone: 305-223-3000 Ext. 6603

Leon Medical Center

445 East 25th St.
Miami, FL. 33013

Michel Gomez, R.T., (R)(MR)
Phone: 305-642-5366

101 SW 27th Ave.
Miami, FL. 33135

Lena Su, R.T., (R)
Phone: 305-642-5366

7950 NW 2nd St.
Miami, FL. 33126

Larixsa Jemenez, R.T., (R)
Phone: 305-642-5366

11501 SW 40th St.
Miami, FL.33165

Noemi Gonzolez, R.T., (R)(M)
Phone:305-642-5366

2020 West 64th St.
Miami, FL. 33016

Catalina Sanchez, R.T., (R)(CT)
Phone: 305-642-5366

12515 SW. 88th St.
Miami, FL. 33183

Justo Vasallo, R.T., (R)
Phone: 305-642-5366

Mercy Hospital
3663 S. Miami Avenue
Miami, FL 33133

Ricardo Rosado, R.T., (R)
Phone: 305-285-2131

Nicklaus Children's Hospital
3100 SW 62nd Avenue
Miami, FL. 33155

Ruth Arizaga
Phone: 305-666-6511 Ext. 4397

North Shore Medical Center
1100 NW 95th Street
Miami, FL. 33150

Yecenia Arrivillaga, A.Sc, R.T., (R)
Phone: 305-835-6157

Palmetto General Hospital-RADS
2001 W. 68th Street
Hialeah, FL 33016

Nicola Kosinko, MHSA, R.T., (R)
Phone: 305-364-2151
Saray Aleman, BHSA 305-364-2151

South Miami Hospital (Baptist Health)
6200 SW 73rd Street
Miami, FL. 33173

Joseph A. Reyes, R.T., (R)
Phone: 786-662-8224

University of Miami (Cedars)
1400 NW 12th Avenue
Miami, FL. 33136

Marva Brown, DCR. A.Sc., R.T., (R)(CT)
Phone: 305-689-4358

West Kendall Baptist Hospital
9555 SW 162nd Court
Miami, FL. 33196

Richard Arango, R.T., (R)
Phone: 305-298-9327

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 License in the State of Florida as a General Radiographer.

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 uploaded to the “G” drive for students’ access.

All female students must sign the “Evidence of Understanding” Pregnancy Policy, and submit it at the start 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 and including termination from the program.

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. 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 syllabus outlines, and /or the College Catalog.

DO NOT SIGN (SAMPLE)

Signed: _____

Date: _____

Witness: _____

Date: _____

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 education courses. They contain such items as **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.

They are:

- 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 Fall Semester:

1. Complete Health Form, complete vaccination record, current negative T.B. test, or most recent chest x-ray, report documentation of physical ability to meet Technical Standards on back of health form signed by physician and emergency contact information.
2. Successful completion of accredited American Heart Association (AHA) training center CPR Course "C"/BLS for Health Care Workers, which must be kept current throughout the two (2) year program.
3. Completed an 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. Must submit 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. Liability Malpractice Insurance (included in Fall Semester registration each year).
8. Background Check (Students will require another Background check in the second year).
9. Students must ensure that they meet the stringent Ethic standards of ARRT in order to be eligible for registration and certification by going to the ARRT website and following the required process:
<https://www.arrt.org/Ethics/>
*https://www.arrt.org/docs/default-source/governing-documents/code-of-ethics.pdf?sfvrsn=71f304fc_14
10. Must have attended 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 is required. Therefore, the following technical standards have been established. Your physician is required to evaluate your ability to perform not only during the 2 years program, but also as a member of the health care team in the years that follow graduation. In order, to fulfill the clinical education requirements of the Miami Dade College, **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 / or 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

Bereavement is the only time a close friend/relative may call to notify Instructors and Faculty of reason for absence. It is the Policy of the MDC Radiography Program to grant the following:

1. One week (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 day is granted for the death of aunts, nephews, nieces, uncles, or cousins. This is an excused 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 Instructor, 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 Instructor, Clinical Faculty, and Clinical Coordinator of bereavement and relationship to the student.

Upon return the student will:

- Make arrangements 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 a letter requesting postponement of jury duty, will be written. If request for postponement is denied, the student will not be penalized for missed clinical time. Due to the period of time, the student who serves for Jury Duty during the semester that occurs, the student may need extra days in clinic. Therefore, the completed number of the clinical competencies and remaining time in the semester, will be depending upon the Clinical Instructor and Clinical Faculty discretion. 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 Instructor**, **Clinical Faculty**, and **Clinical Coordinator** of 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.
- Should the jury duty exceed a period of 1 week, the student will be required to make up excess lost clinical time.
- Make-up time will be documented on make-up sheet and completed according to Clinical Policy #12.

Section 5

PROFESSIONAL CONDUCT

The student, during the Radiography Program, will develop characteristics of a health care professional that will comply with A.R.R.T. 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.

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.

The following is considered by the Didactic Faculty as acceptable classroom / laboratory conduct and dress code. The following standards will represent percentage of the final classroom / laboratory grade.

Professional Conduct:

- Students will refrain from conversation, during the lecture or when fellow students are speaking.
- Students will turn off all communication devices (cell phones must be on vibrate mode to avoid disturbance during lecture and or test time).
- Students will adhere to the published dress code.
- Students will arrive for class on time.
- Students will notify faculty, when unable to attend or projected lateness.
- Students will adhere to class policies and course requirements as outlined specifically in each course syllabus.
- Students will refrain from all forms of unethical behavior or appearance of dishonest conduct.

ATTENDANCE POLICY FOR DIDACTIC COURSES

Your attendance and participation is 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.

Reliability:

- Students will arrive on time for class.
- Students will notify instructor, when unable to attend class.
- Students will be familiar with each course syllabus.
- Students will adhere to testing policies, as outlined in the syllabus.
- Students will submit assignments in a timely fashion, without excuse.
- Students will be familiar and adhere to all course requirements, without rebuttal.

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.

Violations of this Policy may result in disciplinary action.

Student Uniform Male and Female

- Royal Blue scrubs: Shirt (top) Miami Dade College Logo.
- Short Consultation Lab Coat (mid-thigh) MDC Logo above Right pocket (when cold).
- White T-shirts may be worn under scrub top but must not hang below sleeve or bottom.
- White turtle neck and long sleeves 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** (no stripes, no pattern or design on it).
- All White shoes, athletic shoes, walking shoes **WHITH 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. Student's must have professional hairstyle (**no Mohawk**) and hair color that is naturally occurring (**green, purple, blue or bright colors are not allowed**).
- Students must be clean shaved. No beards or goatees are permitted. Students with mustaches must have the mustache neatly trimmed, and cannot extend below the corner of the mouth.
- 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 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 patient care.
- Gum chewing is unprofessional and not permitted during patient contact/patient areas.
- 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.

Student Responsibilities for Classroom and Laboratory Courses The student is responsible for:

1. Arriving for class at the scheduled time.
2. Notifying the instructor, if you cannot attend the class session or projected lateness.
3. Making arrangements to obtain class handouts for missed class sessions.
4. Making arrangements for make-up tests / quizzes within the stated timeline in the course syllabus.
5. Refraining from conversation, during the class presentation.
6. Showing respect to fellow students, who are given permission to speak.
7. Submitting all assignments typed / computer printed neatly and within stated timeline.
8. Refraining from any form of dishonest / unethical conduct.
9. Turning cell phones to vibrate mode.
10. Leave classroom during a lecture only for emergency purposes.
11. Leave the classroom only, after the lecturer has announced that class is over.
12. Review and be familiar with each course syllabus, and adhere to course requirements.
13. Respect the scheduled faculty office hours to seek individual help, review grades, discuss infractions, or personal concerns (see note).
14. Laser devices, other than those used by the instructor, as a means of identifying important information, are not permitted in the classroom.
15. Adhere to the published program dress code.
16. Failure to sign attendance sheet could result in a recorded absence.
17. **Sign only your name** on the attendance sheet.
18. Be familiar with withdrawal dates, resulting in “W” each semester.

Note: Faculty will provide students with contact information. The email address and instructors’ phone number must be used to contact the instructor, to notify instructor of absences, and request for an appointment. Messages can be left on the phone-mail system* and the faculty member will contact you as soon as possible, the same day or the following day. Students, who need to see the course instructor need to make an appointment. The faculty member can then schedule time to meet the student’s needs without distraction.

*Office phone-mail is available 24/7.

Section 6

ACADEMIC INTEGRITY

The Radiography Faculty fills that characteristics of a **Health Care Professional** which includes, Integrity (ethical and moral), reliability, and dependability. The Radiography Instructors expects the student to demonstrate these characteristics throughout the 2 years of the program. Radiography students are held accountable to the standards outlined in the College and/or Student Handbook. Failure of the student to comply with these behaviors will result in a faculty conference with possible disciplinary action dependent on the seriousness of the offense.

Any academic disciplinary action will be documented on an Academic Conference Form. The Student, Instructor, and Program Coordinator sign the form and a copy is kept in the student’s file as well as given to the student. Students may appeal the disciplinary action as 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
- D 67 – 74
- F 66 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:

Due to the validity of test items and the documentation of successful achievement of course objectives by each student, tests and final exams will be collected and kept on file once they have been **graded, distributed, and reviewed** by the student. To maintain the integrity of these items **No Copy** of these assessment tools may be kept by the student.

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 Catalog** and **Students’ Rights and Responsibilities Manual** and review **Academic Dishonesty Policy and Procedures**.

Professionalism/Attendance

Classroom and Clinical attendance are an extremely important part of a student’s success in the program. The Radiography Program has a very strict attendance Policy. If a student must miss a scheduled class session, they must notify the faculty. Failure to call could result in disciplinary action as a result of no call/no show.

Attendance, attitude, professionalism, and punctuality are considered in the final grade for a given course. Professionalism includes following the Radiography Program Policies, including Uniform Policy. Points will be deducted from a student’s grade for Tardiness, Absenteeism, Professionalism, or for Demonstration of an attitude that is considered less than professional, using the following scale:

Non-Compliance:

5 points deduction for first incident of any of the above

5 points deduction for second incident of any of the above

5 points deduction for third incident of any of the above

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 written warning, and 10 points deduction.

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

If an absence occurs on a scheduled test day, 10 points will be deducted from the make-up exam.

RTE COURSE FINAL GRADE AND REPEAT POLICY

A student admitted to the Radiography program will be allowed three (3) years to complete the two (2) year program to allow for any unforeseen circumstances. Due to the nature of the Radiography program courses, and the fact that the courses are sequential and build on prior semester, students that fail a course with the RTE prefix may repeat that course only once, and must wait one full academic year to do so. **Student will only be allowed to return to the Program if the student failed ONLY one course and if there is Clinical Site availability. In addition, if student fails a course must return within one year to continue the program.**

Should the student on return be unsuccessful in a second course in that semester or in any of the following semesters, 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 suspected 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 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).

Should a student or member of the public contact 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**. (www.arrt.org.ethics 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 documentation required, and submit said 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

Fax: (312) 704-5304

E-Mail: mail@jrcert.org

Department of Health Bureau of Radiation Control (MQA)

Radiologic Technology Program-Bin#C21

4052 Bald Cypress Way

Tallahassee, FL. 32399-1741

Telephone: (850) 245-4540

Fax: (850) 921-6365

E-Mail doh.state.fl.us/environment/radiation (click on Radiologic Technologist)

American Society of Radiologic Technologists (ASRT)

15000 Central Avenue SE

Albuquerque, NM 87123-3909

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

Fax: (505) 298-5063

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 2017 can be obtained at:

<https://www.arrrt.org/news/articles/2016-02-25-Update-RAD-TI-CI-and-CS.aspx>

<u>Content Category</u>	Number of Scored Questions
Patient Care	33
Patient Interactions and Management (33)	
Safety	50
Radiation Physics and Radiobiology (21)	
Radiation Protection (29)	
Image Production	51
Image Acquisition and Technical Evaluation (26)	
Equipment Operation and Quality Assurance (25)	
Procedures	66
Head, Spine and Pelvis Procedures (18)	
Thorax and Abdomen Procedures (20)	
Extremity Procedures (28)	
Total	200

Each exam includes an additional 20 unscored (pilot) questions

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.

Notes:

CLINICAL
POLICIES
AND
PROCEDURES

TABLE OF CONTENT FOR CLINICAL POLICIES

Introduction to Radiography Clinical Education	27
Student Radiographer's Responsibilities	27
Clinical Course Objectives	27
Freshmen Clinical Courses.....	28,29
Sophomore Clinical Courses.....	30,31
HIPAA Policy	31
Clinical Grading Scale	32
Policy – 1 – Supervision in the Clinical Education Center	32,33
Radiography Program Clinical Education Flow Chart	34
Policy – 2 – Clinical Schedules	35
Policy – 3 – Evaluations.....	35,36
Student Responsibility	37
Policy – 4 – Documentation of Competency.....	37
Procedural Competency Evaluations	38
Student Responsibility	39
Tutoring	39,40
Policy – 5 – Dress Code for Clinical Education Center	41
Females and Males	
Policy – 6 – Markers	42
Policy – 7 – Attendance	42,43
Tardiness	44-46
Policy – 8 – Transportation	46
Policy – 9 – Vacation	46
Policy – 10 – Incidents	46,47
Policy – 11 – Clinical Conduct	47,48
Professional Conduct	49

Patient Care Professional Conduct	50
Policy – 12 – Make-Up Time	51,52
Policy – 13 – Disciplinary Action	52
Policy – 14 – Clinical Appeal Process	53
Policy – 15 – Holidays	53
Policy – 16 – Radiation Safety Personal Radiation Monitors	54
Radiation Dosimetry Report.....	54,55
Conference Form for Elevated Radiation Dose	56
Student and Patient Safety during Radiographic Procedures	57,58
Policy – 17 – Pregnancy	58
Student Responsibility	58-60
Voluntary Declaration of Pregnancy	61
Withdrawal of Declaration of Pregnancy.....	62
Evidence of Understanding Pregnancy Policy	63
Evidence of Understanding Student Handbook.....	64
Notes	65

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 Policy 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 AHA training center, the required Medical documentation, including annual **PPD**, 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, PPD and Drug Test. Students are required to have annual Background Checks.**

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.).

The student will submit:

- a copy of the CPR card (original kept by student)
- a copy of current medical insurance card (original kept by student)

STUDENT RADIOGRAPHER’S 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 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 to 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) days**. Each semester the **student will submit Rotation Evaluations and completed Procedure Competency Evaluations. These evaluations will comprise 70% of the student's clinical grade and 30% of the Clinical Examination (given during the semester). There could be 1-4 exams during the semester at the discretion of the Clinical Coordinator.**

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 courses for Fall and Spring semesters. Students will demonstrate knowledge in equipment manipulation, patient care techniques, radiographic anatomy, image and diagnostic quality, and diagnostic quality. Image evaluation will go along with the didactic portion of the radiography program. During the Fall and Spring Semester students will be permitted to do only those **Procedure Competencies** that have been covered in class and successfully demonstrated knowledge through unit testing. Students must obtain a copy of the **Clinical Education Center's Department Protocols and Procedures**. This document should be in the student's uniform pocket at all times and should be referred to prior to assisting the staff technologist with a procedure. Familiarization with department protocols will prepare the student for participation in the **Health Care Team**.

Freshmen will be in the Clinical Education Centers two (2) days per week during fall, and Spring semesters. Freshmen students must abide with direct and indirect supervision at all times during the fall semester. During the Spring Semester students will begin to work under indirect supervision on competency procedures successfully completed in the fall semester. 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

This course will continue to further develop skills in Patient Care and Equipment Manipulation. Students will observe and document all radiographic procedures that they participate in on the Daily Log Sheet. Students will begin to do radiographic procedures with direct supervision developing patient assessment skills, image evaluation techniques to include positioning and technical errors. When students are **eligible** they can complete the procedure competency.

2. RTE 1814 / Radiographic Clinical - 2

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

This course will continue to further develop and complete skills in Patient Care and Management, Equipment Manipulation and continue to demonstrate skills in Radiographic Procedures. Students will continue to rotate through all areas of diagnostic radiology. The student is encouraged to assist in all radiographic procedures, even though some competency evaluations are not required until the sophomore year. Active participation in procedures in the emergency room to develop competent skills in upper and lower extremities during the freshman rotation will prepare the student for advanced trauma radiography in the sophomore year. Students will continue to qualify for radiographic procedures as listed on the A.R.R.T. Competency List and in compliance with the didactic curriculum.

3. RTE 1824 / Radiographic Clinical - 3

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

Clinical rotations during this course will include a 2-day observation in the Operating Room (OR). Competency evaluations should include fluoroscopic procedures to include upper and lower gastrointestinal tract, mobile radiographic examinations and completion of all procedural competencies as listed.

During RTE 1824 a Freshman Exit Exam will be administered during Summer Semester. Exam questions will cover relevant material from all courses completed in the Fall and Spring Semester of the Freshman Year. Students who are not successful in the Exit Exam will be offered 1 retake in the Summer Semester.

Relevant Courses will include:

PHI 2604 Critical Thinking / Ethics

HSC 0003 Introduction to Healthcare

BSC 2085 & 2085L, BSC 2086 & 2086L Human Anatomy and Physiology

RTE 1000 Orientation to Radiologic Technology

RTE 1503, 1513 Radiographic Positioning.

RTE 1613 Radiographic Physics

RTE 1418 Radiographic Technology

The Exam Content will comply with the A.R.R.T. Content Category as listed in the Radiography Student Handbook **Section 8**, excluding Radiation Protection.

The Freshman Exit Exam **must be successfully completed** by the end of the RTE 1824 Course. Failure to meet this requirement prior to the end of the semester will result in a contract for an "I" grade. The student will be offered only 1 attempt to successfully complete the exam immediately following In-processing of the Sophomore Fall Semester RTE 2834. When successful, the RTE 1824 Clinical Grade will be changed from an "I" grade to reflect success with a "C" grade.

Failure to successfully completing the exam will result in termination.

SOPHOMORE CLINICAL COURSES

The sophomore student will begin to develop skills in Operating Room Procedures. Pediatrics procedures will be at Miami Children's Hospital (MCH). 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 (MCH & OR). **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). There could be 1-4 exams during the semester at the discretion of the Clinical Coordinator.**

1. RTE 2834 / Radiographic Clinical – 4

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

Student Competency Evaluations will be required in each area the student rotates. Students will submit competencies applicable to the area of rotation.

Students will refer to the Competency List and make a notation of competencies applicable to the specific rotation. Contrast radiographic procedures to include Upper and Lower Gastrointestinal tract, and Urographic examinations should be completed during this semester, if rotation schedules permit. Image evaluation will continue to develop expertise in analysis of images identifying pathology, positioning and technical errors.

2. RTE 2844 / Radiographic Clinical – 5

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

Students will continue to rotate through specialty areas, and submit appropriate competencies as completed in areas of rotation.

Image evaluation will further develop expertise in analysis of diagnostic and quality radiographs. Opportunity for development in critical thinking and problem-solving skills will present themselves to the student during specialty rotation. Students will begin to complete the 7 Graduate Competencies. These document continued proficiency in all areas of Diagnostic Radiography. In preparation for graduation, students will demonstrate continued competency in 7 specific (graduate) radiographic procedures.

3. RTE 2854 / Radiographic Clinical – 6

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

Students will be completing any remaining A.R.R.T. Competencies and the remaining graduate competencies. Students will be working under indirect supervision by the end of the semester except those competencies that require direct supervision (listed in Policy # 1). During the final clinical semester, students will rotate for one (1) day through the following areas:

- IVR
- Nuclear Medicine
- MRI
- Ultrasound.

The one (1) day rotation will enhance the course material in RTE2563.

Sophomore Exit Exam will be administered during the end of the Spring semester or beginning of the Summer semester. 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, in order to fulfill the program requirements.

Program Requirement:

Unsuccessful attempt of the Exit Exam will result in the students taking 3 consecutive exams, passing with the score of 80% or above on each exam. For the students with the successful passing score, the Program Coordinator will sign their ARRT applications and verification of their eligibility to take the Board Certification Exam.

Note: In order, for the Program Coordinator to resign the ARRT Application for graduates, who failed to take the ARRT exam within six months (of signing the initial Application Form) the graduate will:

- **Require to undertake Clinical Simulation of all ARRT Competency Exams in the Radiography Laboratory.**
- **Require to take 3 consecutive exams and pass with a score of 80% or above.**

*Students who did not fulfill the program requirement by passing the Exit Exam or retakes within 6 months, will not be qualified to attain the Coordinator's signature for the ARRT Examination.

Relevant Courses will include:

PHI 2604 Critical Thinking / Ethics
HSC 0003 Introduction to Healthcare
BSC 2085 & 2085L, BSC 2086 & 2086L Human Anatomy and Physiology
RTE 1000 Orientation to Radiologic Technology
RTE 1503 & 1503L, 1513 & 1513L Radiographic Positioning.
RTE 1613 Radiographic Physics
RTE 1418 Radiographic Technology
RTE 2457 Radiologic Technology 2
RTE 2563 Radiographic Positioning 3
RTE 2010 New Imaging Modalities in Radiology
RTE 2385 Radiation Biology

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.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

(HIPAA) is a patient protection act. This affects you as students in the Clinical Education Centers in respect to patient privacy. You will be privy to information regarding patient care, medical numbers, 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 protect all information regarding patients to remain 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 patient's names or Health Care Facility attached to the name 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>
D	80 – 84
F	79 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.**

POLICY – 1

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.

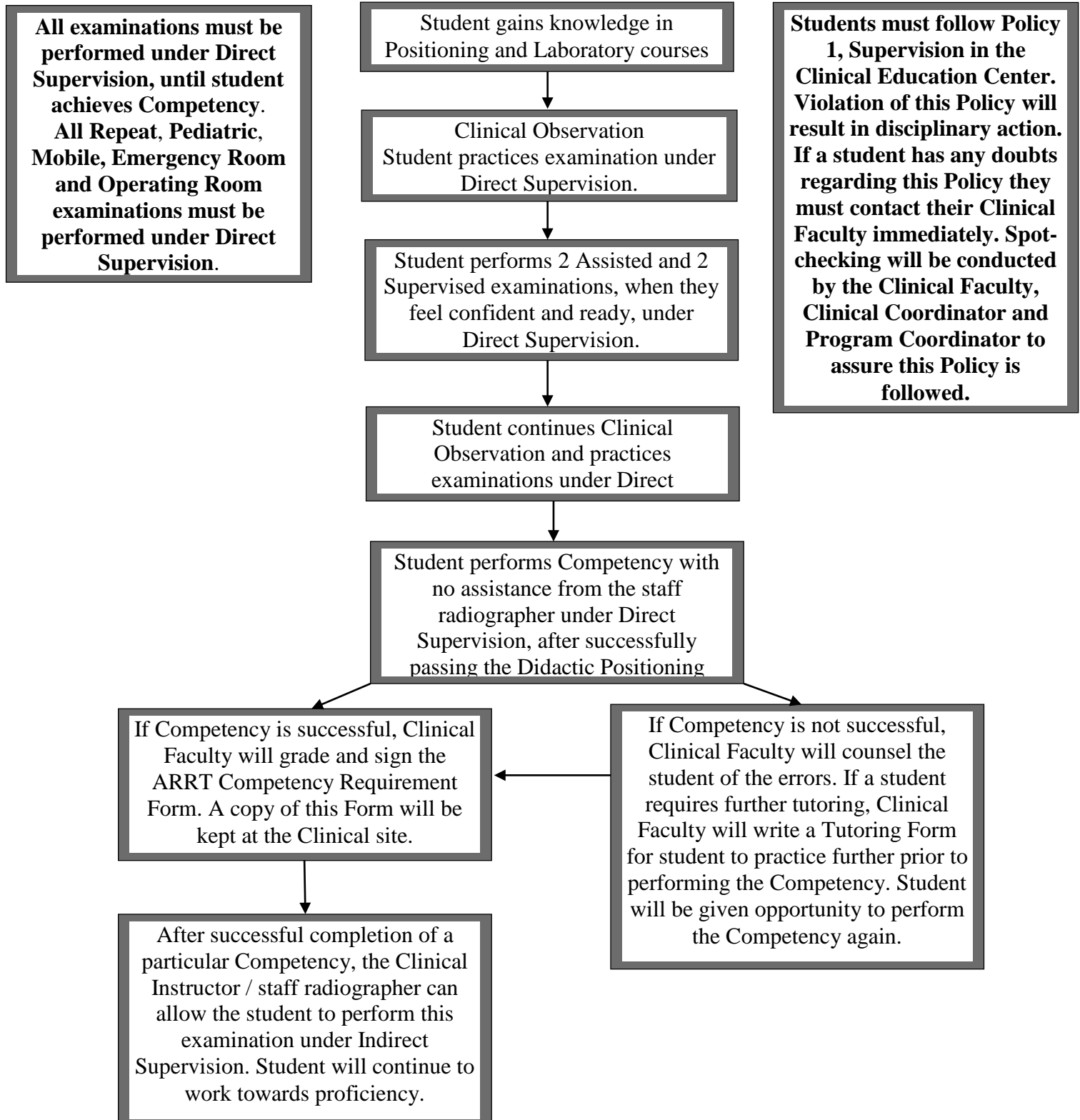
Students are responsible for the following:

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 Instructor, 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 Instructors 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 seventh 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 Instructor 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 Instructors, 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 days per period. Each rotation period requires a Rotation Evaluation. Each Rotation Evaluation is divided into 4 parts; Part I-Staff Radiographers, Part II-Clinical Instructors, Part III-Clinical Faculty and Part IV-Compliance with Clinical Policies. The Rotation Evaluation provides feedback to the student regarding:

- Dependability/Reliability (Affective)
- Professionalism (Affective)
- Retention of procedures and techniques (Cognitive)
- Development of psychomotor skills (Cognitive) and knowledge
- Motivation
- Compliance with policies of personal and patient protection (HIPAA, OSHA, Universal Protection and Radiation Safety)

Clinical Staff Radiographer will provide feedback to the student regarding the following:

- Attitude
- Room maintenance
- Communication with patient and Radiographers
- Identification of patient and procedure
- Retention of information
- Psychomotor skills
- Patient Assessment

Clinical Instructor's Evaluation will provide feedback to the student regarding the following:

- Radiation Monitor placement on uniform
- Technical skills (Cognitive & Knowledge)
- Professionalism (Affective)
- Professional skills (Affective & Knowledge)
- Attitude (Affective)
- Team member (Affective)
- Compliance to policies and procedures (Cognitive & Affective)
- Motivation

Clinical Faculty Evaluations will provide feedback to the student regarding the following:

- Timely submission of all paperwork
- Acceptance of responsibility to paperwork
- Motivated to learn
- Initiative
- Acceptance of critique
- Overall progression during semester
- Evaluation of Image quality
- Reliability and dependability
- Progress in critique and corrective measures of radiographic images
- Radiographic anatomy and position recognition

Clinical Faculty will document and deduct points per incident for the following:

- Tardiness
- Absence
- Late (cumulative make-up time)
- Incorrect sign-in / sign-out procedure

- Failure to call Faculty to report absence
- Failure to call Clinical Instructor to report absence
- Uniform compliance
- Radiation monitor missing on uniform
- Lost radiation monitor

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 at Nicklaus Children's Hospital.

Verification of Eligibility for Competency means the student has:

- Successfully completed the unit of instruction on that area of radiographic procedures in RTE 1503 and 1513.
- Document, 2 assisted and 2 supervised procedures in the clinical record of the procedure they seek competency evaluation.
- Review the competency evaluation to familiarize themselves with the step-by-step procedure and image evaluation requirements.
- The students will fill the Competency Form on the top with their name, Procedure the and date of when they show it to their Clinical Faculty. The Student will get their Clinical Faculty to sign the Form at the top after showing the completed Assisted and Supervised Form. 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 Instructor will assign a staff technologist to evaluate the student doing the procedure for which they seek Competency Evaluation.
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, Clinical Faculty member overseeing the competency and they must sign and date it. 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 these Competencies 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 or Lab Manager to oversee them.
9. The terminal competency grade will comprise of 50% Case Summery 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 "P" grade is achieved.

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

Procedural Competency Evaluations:

Instrument designed to measure the student's application of radiographic and patient care skills in a competent manner in the following areas:

- Using 2 methods of identifying patients
- Technical ability (technique, equipment manipulation)
- Knowledge of procedure
- Communication skills – verbal and non-verbal
- Patient care skills, comfort, accommodations and patient equipment (IV, O₂, catheters, etc.)
- Obtaining pertinent patient history
- Ability to perform procedure in competent manner
- Identification of radiographic anatomy
- Radiographic Image evaluation
- Radiation Protection whenever possible to include shielding gonadal and collimation

- Student Markers and patient identification

The student is responsible for the following:

1. Recording **all** radiographic procedure on the Daily log Sheets.
2. Recording procedures in the Clinical Record as described above (2 Assisted and 2 Supervised).
3. Completing the front top portion of the competency evaluation form with name, date and time (**no patient names or numbers are to appear on the competency form**), Clinical faculty signature, and radiographic procedure to include each required position, (AP/PA, Lat, and Obl.) according to Clinical Education Center Policies and Procedures.
4. Making a copy of completed competencies for the student's personal files prior to submitting to Clinical Faculty.
5. Submitting the A.R.R.T. Competency Record to Clinical Faculty for completion of date and signature.
6. Completing applicable competencies during each rotation.
7. Complete the required number of competencies during each semester.
8. Maintaining the failed competency form with the successful completion of same competency.
9. Signing and dating Competency Evaluations.
10. All required and Elective competencies must have the radiographic anatomy portion completed by the Clinical Faculty/Clinical Coordinator.
11. All signatures including students must be on the form prior to submitting it to the Clinical Faculty.
12. It is the student's responsibility to seek out the Clinical Faculty, Clinical Instructor and technologists to assess and evaluate all the documentation before Out-processing. Failure to complete the necessary documentation on time will incur a reduction in a letter grade or an "T".

A minimum of **8 competencies must** be completed during each clinical course; Students can complete a maximum of **10 Competencies**. Competencies cannot be carried over to the next semester. The Clinical Evaluation grade will be calculated by using 60% of the Competency grade and 40 % of Rotational Evaluation grade.

The Final Clinical grade will be calculated by using 70% from the Clinical Evaluation grade, 15% from the Clinical Written assignments and quizzes, and 15% from the Clinical Exam.

*Terminal Competencies need to be completed in RTE 2854.

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 Instructors regarding skills and ability to perform competently. Procedure Competencies are also required to evaluate psychomotor skills.

Based on these evaluations, the Clinical Instructor 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 above time frame a student may initiate a request for tutoring anytime, thereafter with Clinical Faculty and Clinical Instructor.

The student in consultation with the Clinic Instructor/ Clinic Faculty, will review evaluations and mutually agree on a goal(s) to accomplish, for a period of time. The student will select the day (Monday thru Friday), and the time. Clinical Instructors, 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.

The Student is Responsible for the following during Tutoring:

1. Enter all procedures done during the tutoring time on the Tutoring Clinical Procedure Log.
2. Sign in/out on the Tutoring Time Attendance form, and verified by the supervisor's signature.
3. Review Images with technologist.
4. Make notations of evaluation criteria used to identify quality images and repeat images.
5. Review progress with Clinical Faculty.
6. The student must leave the Tutoring Time Attendance sheet in the MDC Clinical Attendance Record. The attendance sheet is a legal document that authorizes the student to be in the clinical area during non-regular clinical hours.
7. Students must call the Clinical Education Center/Clinical Faculty if they are delayed in traffic or will be absent.
8. Students are not permitted to make entries into the Clinical Record during Tutoring Time.
9. Students are not permitted to complete competencies during the Tutoring Time.

Consequences

Students must realize this is a commitment on their part and, therefore, they are responsible for the outcome. Students, who fail to honor the commitment will have the privilege revoked. This opportunity will not be made available to them again for the remainder of the program.

POLICY- 5

DRESS CODE FOR CLINICAL EDUCATION CENTER

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

Violations of this Policy may result in disciplinary action.

Student Uniform Male and Female

- Royal Blue scrubs: Shirt (top) Miami Dade College Logo.
- Short Consultation Lab Coat (mid-thigh) MDC Logo above Right pocket (when cold).
- White T-shirts may be worn under scrub top but must not hang below sleeve or bottom.
- White turtle neck and long sleeves 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** (no stripes, no pattern or design on it).
- All White shoes, athletic shoes, walking shoes **WHITH 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. Student's must have professional hairstyle (**no Mohawk**) and hair color that is naturally occurring (**green, purple, blue or bright colors are not allowed**).
- Students must be clean shaved. No beards or goatees are permitted. Students with mustaches must have the mustache neatly trimmed and cannot extend below the corner of the mouth.
- 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 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 patient care
- Gum chewing is unprofessional and not permitted during patient contact/patient areas

Note: During clinical rotations you must follow the Dress Code Policy in the manner described above, and per the guidelines established by the clinical facility. If you are not properly attired, you will be sent home. You will be counted as absent for the day, as a result of inappropriate uniform and will have to make up the day.

Note: Sophomore students rotating through the OR must come to clinic in the MDC School approved uniform. The student will sign in and proceed to the OR to change into OR Scrubs. At the end of the day the student will change to MDC School approved uniform and proceed to the department

to sign in/out (punch in/out). Students will have both the school ID and Clinical Education ID visible in the OR at all times.

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.
- 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. 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.

Students will be allowed to take 1 day off in the first year, and 1 day off in the second year from the Clinical Site. Notification of this must follow the normal process. Students will be given a form to submit in the Clinical Folder.

Upon completion of the Radiography Program you will have met the cumulative clinical hours/days, and the total number of specified competencies to meet National Board Certification requirements in order to graduate.

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

Consequences

Failure to comply with attendance policies in regards to documentation will result in a Clinical Conference and reduction of a letter grade and/or probation.

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 Miami Children's Hospital and additional Clinical Education Center to enhance the student clinical experience. **Time sheets are not to be moved to the ER and OR. Students are to report to the Clinical Education Center by 7:20 am.** This allows time for the student to secure all personal belongings, and report to the assigned area by 7:30 am. Students arriving at the Clinical Education Center after 7:30 am will be considered late.

Consequences

Three incidents of late arrival will result in documentation on a Clinical Conference Form, where the faculty will document steps/adjustments the student needs to make to change this behavior. Continued tardy/late behavior would result in the drop of one letter grade/probation

The student, who will be absent from the Clinical Education Center must notify the Clinical Instructor and Clinical Faculty of the absence. **Phone numbers of the Clinical Instructor and Clinical Faculty are on the rotation schedule.**

These numbers should be on the student's home directory, a pocket directory, and any phone that the student may use to contact the Clinical Instructor and Clinical Faculty.

Consequences

Failure to notify both the Clinical Instructor and the Clinical Faculty of absence will result in 10 points deduction for each incident. It is the student's responsibility to record the Clinical Education Center and Clinical Faculty contact number, when rotating to another clinical site. Calling your regular Clinical Faculty or the Clinical Coordinator will not relieve you of the responsibility of notifying the appropriate personnel at the specialty rotation.

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

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 rotation at Miami Children's Hospital. If the student is sick during the MCH rotation and/or another Clinical educational site, he/she will be required to make-up the missed time, before the end of the semester. Make-up time at Miami Children's Hospital and/or another clinical site must be made up at the same clinical educational center.

Tardiness

A student will be documented as tardy at 7:31 am. Points will be deducted as per the Rotational Evaluation Form. All tardiness must be made up during the rotation with permission of the Clinical Faculty and Clinical Instructor. Students must always report to their Clinical Instructors, before beginning the clinical day. If not, the student may be counted as tardy / late. This Policy also applies for OR rotations. Students are expected to be dressed in their OR attire by 7:30 am.

Students are responsible to obtain contact information for the Clinical Faculty, Clinical Instructor, and the Clinical Education Center for communication.

Consequences

When the student fails to call both the Clinical Faculty, and Clinical Instructor will be deducted ten (10) points each, and is considered unexcused absence. Student must make up the missing day.

The student is responsible for the following:

1. Scheduling appointments (physician, dentist, car repairs, etc.) around their didactic and clinical education.
2. Submitting documentation for excused absence for Jury Duty in a timely manner.
3. Notifying and organizing day off for a Free Day well in advance with the Clinical Instructor and Clinical Faculty.
4. Notifying Clinical Instructor and Clinical Faculty of sudden bereavement. This is the only absence in which a relative or friend can notify the clinic of your need to be absent.
5. Attendance in the in-processing and out-processing is mandatory. Failure to do so will result in 10 points deduction from the first rotation evaluation.
6. Reporting to clinic at 7:30 am each assigned clinical day.
7. Submit Attendance Sheet to CI or designated person for initials/signature each day.
8. Notifying the Clinical Instructor, no later than 7:15am, Clinical Faculty no later than 8:00am that they will be absent.
9. Student must obtain the required sign-out signature at 4:00 pm, before leaving the clinical site.

Note: The faculty and Clinical Instructors realize that traffic can result in a delay in the arrival time at the clinical site, due to car trouble, traffic accidents, etc. It is the responsibility of the student to call the clinical site, and speak to the Clinical Instructor, explaining the reason for unexpected tardiness. If student, does not call, and explain the situation, will receive the same consequences as late Policy.

Non-compliance:

1. Sign-in at the start and sign-out at the end of clinical day.
 - a. Failure to sign-in will be interpreted as being late, after 7:30 a.m. and falsifying clinical documentation is considered academic dishonesty.
 - b. Failure to sign-out will be interpreted as leaving early, without prior notification to Clinical Instructor and Clinical Faculty.
 - c. Signing in and out at the same time will be interpreted as falsifying records.

Consequences:

Failure to comply with (a and b) published policies and protocols regarding attendance records will result in one (1) make-up day plus reduction in points as per Rotational Evaluation Form.

A third incident will result in a conference meeting and completion of the conference form. This unacceptable behavior will be documented and student will be placed on probation and face possible dismissal from the program.

- Scheduling appointments during clinical hours will be counted as unexcused absence (see Policy 12).

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 Instructor, 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 Instructor 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 the first year and, 1 day in the second year that, they can use. Students must follow the normal process of taking these days off by communicating with their Clinical faculty, and Clinical Instructor.**

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 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 Instructor). 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.**

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. Leave the radiation monitor in the designated place at the end of each clinical day.
4. 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).
5. Report to the clinical assignment at the designated time and in an alert condition.
6. 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)
7. Notify the Clinical Instructor and the Clinical Faculty if they will be absent prior to the beginning of the clinical day.
8. 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.
9. Not leave the rotation assignment or clinical area, without notifying the staff technologist.

10. Not leave the radiology department or specialty rotation, without notifying the Clinical Instructor / Specialty Supervisor and Radiology Department Supervisor.
11. Not use abusive, offensive or disrespectful language, while at the Clinical Education Center and/or during clinical assignment.
12. 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.
13. Not leave the Clinical Education Center for meals/business, without notifying the Clinical Instructor, sign-out then sign-in upon return to clinic. **This is an insurance Policy issue, and must be strictly adhered to.**
14. 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.

15. Not eat in patient areas, but only designated areas, i.e., staff lounge, cafeteria, and grounds around the Clinical Education Center.
16. Refrain from personal calls during clinical education hours. When on lunch break, personal calls may be made using phones designated for those purposes.
17. 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.
18. 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.
19. 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.
20. Keep all clinical paperwork readily available at the Clinical Education Center for documentation and evaluation.
21. Request the technologists to review the radiographic images and initial on the request prior to discharging the patient from the radiology department.
22. 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.
23. Keep semester Daily Log Sheets and small procedural handbook in assigned area at all times.
24. Complete all required paperwork in a timely fashion to include Rotation Evaluations, Clinical Record, Daily Log Sheets, and A.R.R.T. Record.
25. Schedule make-up time (Make-up time form) with Clinical Instructor and Radiology Supervisor. Keep one copy and place one copy in Semester Attendance Folder. **(Make-up time must be made up in areas, where it was incurred).**
26. 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 Instructor or Clinical Faculty or Clinical Coordinator has granted approval. (Policy #2)
27. 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.
28. Inform Clinical Instructor and Clinical Faculty in advance of court appointments, physician appointments, required teacher parent conferences, and schedule make-up time.

29. 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 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, students may be placed directly on probation or 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 1-29, 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.

Falsification of records: Includes all documentation of procedures, attendance sheets, and Rotation Evaluations. Radiography Faculty and Clinical Faculty will meet with the Program Coordinator to determine whether student should receive probation or dismissal from Program.

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.

Note: Should the Clinical Education Center request the student be removed, the Clinical Coordinator will try to find a new Clinical Education Center willing to accept the student. The Clinical Education Center will be informed of the reason to move the student to their facility. **Should the clinical site refuse and subsequent other sites refuse, the student will be dismissed from the Program.** The time required to find a Clinical Education Center willing to accept the student will be made-up by the student.

POLICY- 12

MAKE-UP TIME

1. Any missed clinical time must be pre-approved by made up in total eight (8) hour shifts or two (2) four (4) hour segments. Each semester the total number of days absent will be recorded on the Final Grade Work Sheet. A make-up sheet must be completed by the student and signed by the Clinical Instructor and Clinical Faculty. The department supervisor's/floor technologist must initial or sign the make-up sheet verifying completed make-up time. Scheduling the make-up time during non-scheduled classroom sessions, i.e. 4 hours to be made up, class from 8:00 to 11:30, make-up time may be scheduled from 12:00 pm to 4:00 pm.
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.

Eg. Starting with A:

2 nd absence	Final Grade = B
3 rd absence	Final Grade = C
4 th absence	Final Grade = I

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. Failure to honor the agreement of the student contract will result in disciplinary action. The make-up sheets must be initialed by the supervisor / floor technologist, when make-up schedule is completed so there is a record.

3. Students will complete the make-up sheet and have documentation from the Clinical Supervisor of attendance as scheduled.
4. **All time not made up prior to the end of the semester** will result in a grade assignment of "I" and a contract for that Clinical Education Course.

Continuous absenteeism will result in Conference Form with Clinical Instructor and Clinical Faculty to discuss behavior and attitude to determine student's motivation. Students will complete all make-up time prior to the end of the semester. Any time not made-up will be made-up as stated above during the 1st two (2) weeks of the next semester, and the letter grade will change from "I" to "C" allowing the student to continue in the Program. Continuous absenteeism during the sequential semester will result in Conference Form placing student on probation and letter grade drop. Should the clinical grade drop to D for the next semester, a conference will be held to include the Radiography Program Coordinator, which, may result in clinical probation for the remainder of the program or dismissal. Continuous absenteeism reflects lack of interest, lack of motivation, and lack of compliance with Program policies and procedures.

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 Instructor and rearrange make-up time. The student will not accrue additional make-up time.

Consequences:

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.

The student is responsible for the following:

- Scheduling with the Clinical Instructor and Clinical Faculty make-up time as outlined in above Policy. **Make-up time will be documented on the make-up sheet.** This is a legal document and must remain with the attendance sheet. It must be submitted at the end of the semester stapled to the attendance sheet.
- Completing the make-up form and committing to specific date(s).
- Submit the form for initial to the floor supervisor to verify time and make-up dates.
- Make up time as scheduled.
- Having the supervisor in charge during make-up time sign the student in and out.

Students are not permitted to be in the Clinical Education Center performing radiographic procedures, without signed documentation by the Clinical Instructor, Clinical Faculty and formal notification (copy of tutoring form/make-up sheet) of the make-up time to the supervisor of the area. The Clinical Coordinator must be informed of tutoring time via email. Tutoring form/make-up sheet must be in attendance folder at Clinical Education Center

Non-Compliance

Students who schedule make-up time during scheduled clinical sessions will receive a Clinical Conference Form stating the non-compliance with Policies and Procedures. The student will not receive credit for the time made up and an additional 8 hours will be added, increasing the required time to 16 hours. A make-up form will be attached to the Conference Form. A copy will be placed in the student file and one in the Attendance folder in the Clinical Education Center.

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 Instructor will initiate the process and notify the Clinical Faculty. **The Clinical Conference Form shall define the problem and circumstances constituting the infraction.**

The documentation should refer to the **Clinical Handbook for Procedure and Policy** definition in which there has been non-compliance. Point reduction on the Clinical Rotation Evaluation will serve as warnings for the following infractions: **(1)** tardiness, **(2)** failure to call and notify Clinical Instructor and Faculty of absence, **(3)** uniform infractions, **(4)** failure to sign-in/out or punch-in/out, **(5)** absenteeism or a combination of any of the above. All non-compliance will be documented. The third incident will result in **written student Clinical Conference Form**. Should the student's behavior not change following documentation with Clinical Conference Form, a 2nd Clinical Conference will result in clinical Probation. Documentation of the counseling session will be required and kept in the student's file in the Clinical Coordinator's office. Non-compliance, as stated in the Clinical Handbook regarding radiation monitors, compromised patient care, unethical or moral behavior, the student will receive documented Clinical Conference stating the behavior, Clinical Policies and Procedures, and the student's account of the incident. 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 Instructor, 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 1st 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 request 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. The student must attach the reason for the 2nd conference, and identify the need for further clarification for the disciplinary action. 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.

There are nine (9) holidays observed by the College and Clinical Affiliates. They are:

- | | | |
|------------------|-----------------|-------------------|
| 1. M. L. K. Day | 4. July Fourth | 7. Christmas |
| 2. Memorial Day | 5. Labor Day | 8. New Year's Day |
| 3. Spring Recess | 6. Thanksgiving | 9. Veterans' Day |

POLICY - 16

RADIATION SAFETY

Personal Radiation Monitors

Each student **MUST** wear a program issued radiation monitor at all times during any clinical assignment. 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 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, students who misplace/lose their monitors are 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 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 month. 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 prior 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 Instructor 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.

The student is responsible for the following:

1. Wearing the radiation-monitor on their collar at all times in the Clinical Education Center.
2. During fluoroscopic examination, the monitor must be worn on the collar outside of the lead apron.
3. Leaving the radiation monitor in the designated area at the Clinical Education Center or take personal responsibility for the monitor.
4. Always removing personal radiation monitors while having diagnostic medical or dental radiographs performed on oneself.
5. For reporting the loss of or accident with the radiation monitor immediately to the Clinical Coordinator, and making arrangements for spare monitor. Not returning to clinic until spare monitor is obtained from Clinical Coordinator.
6. Exchange monitors as scheduled throughout the semester. All late returns will receive a 5-point reduction (1st time) from the rotation grade. Subsequent late returns will increase in point reduction by five points each subsequent late return.

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 films 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.

Students are advised of the following:

Student radiographer is not permitted to use fluoroscopy during radiographic procedures. A Conference Form will be issued for the first occurrence noted by the Clinical Faculty and program officials, ten (10) points from Rotational Evaluation grade and probation. A second occurrence will result in instant dismissal from the program.

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. Students enrolled in the Radiography program are encouraged to avoid becoming pregnant, while in the program to ensure radiation safety to any unborn embryo or fetus.

However, in the event a student becomes pregnant, she has the option to voluntarily declare or not 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:

<http://pbadupws.nrc.gov/docs/ML0037/ML003739505.pdf>

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. 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:

The policies and procedures in this Handbook are subject to change without prior notice, if necessary, 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 revised Student Handbook will be uploaded to the “G” drive for student access.