CLCC Medical Radiologic Technology Student Handbook
2016-2017
Diane Mayo, R.T. (R)(CT)

Fall Term 2016
August 8 - 12 (Mon.-Fri.) .................Fall Convocation and Campus Faculty Meetings
August 10 (Wed.) .................................................. Dormitories Open at 1:00 p.m. - Wesson
August 11 (Thurs.) .............................................. Registration – All Campuses
August 15 (Mon.) ....................... Begin Regular Class Schedule (On-ground/Hybrid)
August 16 (Tues.) ..................... Last Day for Registration and Schedule Changes (On-ground/Hybrid)
September 5 (Mon.) ................................................................. Labor Day Holiday
October 17 - 18 (Mon.-Tues.) ............................................. Fall Break (Tentative)
November 21 - 25 (Mon.-Fri.) ........................................ Thanksgiving Holidays
December 6 - 8 (Tues.-Thurs.) .............................................. Exam Period for On-ground/Hybrid
(\text{Check Individual Campus for Specific Dates})
December 9 (Fri.) .......... Final Grades Due to Admissions, 2:00 p.m. (On-ground/Hybrid)
December 14 (Wed.) ...................... Graduation, Wesson Campus - Begin at 9:30 a.m.
December 15 (Thurs.) ................... Christmas Holidays - Begin at 4:00 p.m.

Spring Term 2017
January 3 (Tues.) ................................................................. ALL Employees Return to Work
January 5 (Thurs.) ............................................................... Registration - All Campuses
January 9 (Mon.) ....................................................... Begin Regular Schedule (On-ground/Hybrid)
January 10 (Tues.) ............... Last Day for Registration and Schedule Changes (On-ground/Hybrid)
January 16 (Mon.) ................................................................. State/National Holiday
March 13 – 17 (Mon.-Fri.) .................................................. Spring Holidays
April 14 - 17 (Fri.-Mon.) .................................................... Easter Holiday
May 2 - 4 (Tues.-Thurs.) .................................................. Exam Period for On-ground/Hybrid
(\text{Check Individual Campus for Specific Dates})
May 5 (Fri.) ......................... Final Grades Due to Admissions, 2:00 p.m. (On-ground/Hybrid)
May 10 (Wed.) ............................................................... Graduation - Wesson
May 11 (Thurs.) ............................................................... Graduation - Simpson County
May 12 (Fri.) ............................................................... Graduation - Natchez

Summer Term 2017
May 22 – June 2 ............................................................... Maymester Term
May 15 – July 21 ............................................................... Career Term
May 29 (Mon.) ............................................................... Memorial Day Holiday
June 2 (Fri. by noon) .............. Last Day to Register for First Term (On-ground/Hybrid)
June 5 - June 29 ............................................................... First Summer Term (On-ground/Hybrid)
June 5 – Aug. 1 ............................................................... Evening Term
June 30 (Fri. by noon) ............ Last Day to Register for Second Term (On-ground/Hybrid)
July 3 - 4 (Mon.-Tues.) ............................................................... July 4th Holiday
July 5 – Aug. 1 ............................................................... Second Summer Term (On-ground/Hybrid)
# TABLE OF CONTENTS

## GENERAL
- Welcome .......................................................................................................................... 1
- Introduction ...................................................................................................................... 1
- Accreditation ................................................................................................................... 1
- Non-Discrimination Statement ...................................................................................... 1
- Disability Statement ...................................................................................................... 2

## PROGRAM OVERVIEW
- Program Mission Statement ......................................................................................... 2
- Program Goals ................................................................................................................ 2
- Student Learning Outcomes .......................................................................................... 2-3
- Radiography Curriculum ............................................................................................... 3
- Required Student Competencies ................................................................................... 4-6

## PROFESSIONAL/PROGRAM REQUIREMENTS
- Essential Functions for Medical Radiologic Technology ................................................. 6-7
- Radiologic Technology Code of Ethics ......................................................................... 7-8

## PROGRAM ADMISSION/SELECTION POLICIES
- Program Admission Requirements ............................................................................... 8-9
- Criminal Background Check ........................................................................................ 9-10
- Radiography Student Selection Process ...................................................................... 10-11
- Advanced Placement Policy ......................................................................................... 11
- Re-admittance Policy .................................................................................................... 11
- Transfer Policy ............................................................................................................. 12

## EXPENSES
- General Expenses ......................................................................................................... 13
- Estimated Program Expenses ...................................................................................... 13
- Printing Policy ............................................................................................................... 14
- Insurance ....................................................................................................................... 14
- Meal Reimbursement ................................................................................................... 14
- Refund Policy ............................................................................................................... 14
- Transportation ............................................................................................................. 14
STUDENT HEALTH

Physical Examination ................................................................. 14-15
Reporting Health Conditions ....................................................... 15
  Illness/Communicable disease
  Doctors Release
  HIV/AIDS
TB Policy ...................................................................................... 15
Hepatitis B Policy ......................................................................... 16
Alcohol & Drug Policy ................................................................. 16
Pregnancy Policy ......................................................................... 16
Accidents ...................................................................................... 17

GRADING POLICY

RGT Classroom Grading Scale ....................................................... 17
RGT Clinical Grading Scale .......................................................... 17
Academic Grading Scale ............................................................... 18
Failure Policy ............................................................................... 18

GRADUATION AND PROFESSIONAL REQUIREMENTS

Graduation and Professional Requirements .................................. 18
ARRT Examination ...................................................................... 18
MS Professional Licensure .......................................................... 19

ATTENDANCE

Semester Breaks ........................................................................... 19
Official Absences/Classroom ....................................................... 19
Classroom and Lab Attendance .................................................... 19-20
  Absences
  Tardies
  Leaving Class before Conclusion
Clinical Attendance ...................................................................... 20-22
  Breaks during Clinical Hours
  Falsification of Clinical Attendance
  Tardies
  Reporting Tardies/Absences
  Student Evaluation and Tardies /Absences
  Maximum Allowable Absences
  Clinical Make-up Time
  Official Absences from Clinical
Cut-Outs .......................................................................................... 22
Appeal Process/Cut-Outs ........................................................... 22
Withdrawal Policy ......................................................................... 23
  Dropping Course
  Withdrawal from College

CLCC Medical Radiologic Technology Student Handbook
2016-2017
GENERAL

WELCOME

The administration, faculty, and staff welcome you to the Medical Radiologic Technology (RGT) program. This student handbook will familiarize you with information relevant to your participation and ultimate success in the RGT program.

Additional information on services of Co-Lin are located in the Co-Lin Catalog, the Copiah-Lincoln Community College Student Handbook and at www.colin.edu.

INTRODUCTION

This handbook is written to make the student aware of the policies and guidelines unique to the Radiography program and the clinical setting. The student must also observe college policies as stated in the college catalog and the “Copiah-Lincoln Community College Student Handbook.” Because of the seriousness of clinical assignments, some of the policies stated here are more stringent than overall college policies addressing the same subjects. In such cases, Radiography students are governed by the policies of this handbook.

The policies and procedures stated in this handbook represent a contractual agreement between Copiah-Lincoln Community College and the student for two years, or as long as the student remains enrolled in the radiography program. Failure to comply with these policies and procedures will affect the student’s evaluations and will result in dismissal from the program if the student shows no improvement or effort to correct errors after counseling.

ACCREDITATION

Copiah-Lincoln Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools.

The Medical Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology; 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182; 312-704-5304; www.jrcert.org (Appendix A)

NON-DISCRIMINATION STATEMENT

Copiah-Lincoln Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or other factors prohibited by law in any of its educational programs, activities, admissions, or employment practices. The following offices have been designated to handle inquiries and complaints regarding the non-discrimination policies of Copiah-Lincoln Community College.

Questions, complaints, or requests in regard to Title IX directives should be made to the Title IX Coordinator, Dr. Brenda Brown Orr, Sandifer Building, John Landress Circle, Wesson, MS 39191, (601) 643-8671.
Questions, complaints, or requests in regard to Section 504 directives should be made to: Wesson Section 504 Coordinator, Beverly Barnes, Henley Building, Lester R. Furr Dr., Wesson, MS 39191, (601) 643-8397; or Natchez Section 504 Coordinator, Zach Moulds, Tom Reed Academic Building, 11 Co-Lin Circle, Natchez, MS 39120, (601) 446-1205; or Simpson Section 504 Coordinator, Michelle Crace, Sidney Parker Academic Building, 151 Co-Lin Dr., Mendenhall, MS 39114, (601) 849-0126.

DISABILITY STATEMENT

If you are a student that has a disability which qualifies under the Americans with Disabilities Act (ADA) and requires accommodations, you should contact the Office of Disability Support Services at (601) 643-8397 or contact Beverly B. Barnes in the Counseling Center.

Disability Support Services contacts on all campuses:

Natchez Campus – Zach Moulds
Phone: (601) 446-1205
Email: zach.moulds@colin.edu

Simpson County Center – Michelle Crace
Phone: (601) 849-0121
Email: michelle.crace@colin.edu

Wesson Campus – Beverly B. Barnes
Phone: 601-643-8397
Email: Beverly.barnes@colin.edu

PROGRAM OVERVIEW

PROGRAM MISSION STATEMENT The mission of the Medical Radiologic Technology program is to educate and prepare students for employment in the field of diagnostic radiography. The program is committed to providing quality instruction that provides a foundation for continuing education or advancement in the field of radiography while promoting high ethical standards in a safe, student-centered environment.

Program Goals

1. Students will demonstrate clinical competence with respect to program level.
2. Students will demonstrate effective communication skills.
3. Students will demonstrate effective critical thinking and problem solving skills.
4. Students will demonstrate professionalism.
5. Students will graduate with professional competence that meets the needs of the community.

Student Learning Outcomes

The Medical Radiologic Technology program provides educational experiences to ensure student competency.

Students will demonstrate retention of knowledge on exam competencies.

1. Students will be able to make procedural adjustments for exams.
2. Students will practice appropriate radiation safety measures.
3. Students will demonstrate effective written communication skills.
4. Students will demonstrate effective oral communication skills.
5. Students will evaluate images for appropriate positioning and image quality.
6. Students will apply imaging principle to adjust technical factors.
7. Students will apply digital imaging principles.
8. Students will demonstrate knowledge of professional organizations.
9. Students will demonstrate ethical behavior.

MEDICAL RADIOLOGIC TECHNOLOGY CURRICULUM

**Summer Term**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 2513 Anatomy &amp; Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 2511 Anatomy &amp; Physiology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIO 2523 Anatomy &amp; Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>BIO 2521 Anatomy &amp; Physiology II Lab</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1113 English Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Freshman Year**

**Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RGT 1114 Clinical Education I</td>
<td>4</td>
</tr>
<tr>
<td>RGT 1212 Fundamentals of Radiography</td>
<td>2</td>
</tr>
<tr>
<td>RGT 1312 Principles of Radiation Protection</td>
<td>2</td>
</tr>
<tr>
<td>RGT 1413 Imaging Principles</td>
<td>3</td>
</tr>
<tr>
<td>RGT 1513 Radiographic Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1313 College Algebra</td>
<td>3</td>
</tr>
</tbody>
</table>

**Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RGT 1124 Clinical Education II</td>
<td>4</td>
</tr>
<tr>
<td>RGT 1223 Patient Care in Radiography</td>
<td>3</td>
</tr>
<tr>
<td>RGT 1423 Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>RGT 1523 Radiographic Procedures II</td>
<td>3</td>
</tr>
<tr>
<td>SPT 1113 Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

**Summer Term**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RGT 1139 Clinical Education III</td>
<td>9</td>
</tr>
</tbody>
</table>

**Sophomore Year**

**Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RGT 1613 Physics of Imaging Equipment</td>
<td>3</td>
</tr>
<tr>
<td>RGT 2132 Ethical and Legal Responsibilities</td>
<td>2</td>
</tr>
<tr>
<td>RGT 2147 Clinical Education IV</td>
<td>7</td>
</tr>
<tr>
<td>RGT 2533 Radiographic Proc. III</td>
<td>3</td>
</tr>
<tr>
<td>Approved Social/Beh. Science Elective</td>
<td>18</td>
</tr>
</tbody>
</table>

**Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RGT 2157 Clinical Ed. V</td>
<td>7</td>
</tr>
<tr>
<td>RGT 2542 Radiographic Proc. IV</td>
<td>2</td>
</tr>
<tr>
<td>RGT 2912 Radiation Biology</td>
<td>2</td>
</tr>
</tbody>
</table>
RGT 2922 Radiographic Pathology 2
RGT 2932 Certification Fundamental 2
Approved Humanities/Fine Arts Elective 3

REQUIRED STUDENT COMPETENCIES

Clinical Education (RGT 1114, 1124, 1139, 2147, 2157)
1. Apply radiologic principles in the clinical setting with respect to program level.
2. Perform clinical application skills for radiographic procedures.
3. Demonstrate tasks associated with radiographic procedures.
4. Practice radiation safety.

Fundamentals of Radiography (RGT 1212)
1. Describe the role, organization, and structure of the program, radiology department, hospital, and profession.
2. Discuss ethical issues and dilemmas in health care.
3. Translate medical terms, abbreviations, and symbols into common language.

Patient Care and Radiography (RGT 1223)
1. Employ interpersonal skills to alleviate patient fears and promote a professional environment.
2. Employ general environmental safety precautions.
3. Evaluate physical needs.
4. Describe infection control precautions.
5. Recognize and employ appropriate responses to acute situations and medical emergencies.
6. Respond to patient needs in special situations.

Principles of Radiation Protection (RGT 1312)
1. Examine concepts involved in an effective radiation protection program.
2. Discuss the methods of detection and measurement of ionizing radiation.
3. Review radiation surveys and regulatory agency regulations.
4. Identify occupational exposure limits and methods of personnel monitoring.
5. Analyze components of an effective patient protection program.

Imaging Principles (RGT 1413)
1. Analyze exposure factors to achieve optimum radiographic quality.
2. Determine exposure factors to achieve optimum radiographic density with a minimum radiation exposure to the patient.
3. Determine exposure factors to achieve optimum radiographic contrast with a minimum radiation exposure to the patient.
4. Determine exposure factors to achieve optimum radiographic detail with a minimum radiation exposure to the patient.
5. Determine exposure factors to achieve appropriate radiographic distortion with a minimum radiation exposure to the patient.
6. Determine exposure factors to achieve optimum exposure latitude with a minimum of radiation exposure to the patient.
7. Use x-ray beam restrictors for radiation protection and optimal radiographic quality.
8. Use x-ray beam filtration for radiation protection and optimal radiographic quality.
9. Recognize the effects of scattered and secondary radiation on the radiographic image and patient dosage.
10. Utilize devices to control exit radiation.
11. Utilize various imaging systems with consideration for radiation protection and radiographic quality.
12. Perform mathematical calculations and measurement conversions used in Radiologic Technology.
13. Describe processing area, film, storage, and handling considerations.
15. Evaluate the use of film holders and intensifying screens.
16. Assess the automatic processor systems, functions, and maintenance.
17. Evaluate artifacts processing.
18. Discuss the principles of silver recovery.

Digital Imaging (RGT 1423)
1. Discuss the fundamentals of digital radiography, distinguishing between cassette-based systems and cassette-less systems.
2. Compare the image acquisition and extraction of cassette-based vs. cassette-less systems, including detector mechanism, initial image processing, histogram analysis, automatic rescaling and exposure index determination.
3. Describe the difference between dose area product (DAP) measured with a flat panel system vs. the exposure index for a PSP-based system.
4. Associate effects of inappropriate processing on image clarity on conspicuity.
5. Define digital imaging and communications in medicine (DICOM).
6. Examine the potential impact of digital radiographic systems on patient exposure and methods of practicing the as low as reasonably achievable (ALARA) concept with digital systems.

Physics of Imaging Equipment (RGT 1613)
1. Describe x-ray production and identify properties of x-rays as related to exposure and measurement of radiation.
2. Utilized diagnostic imaging equipment.
3. Describe the components of the CT imaging system.
4. Differentiate among quality improvement and management, quality assurance, and quality control.

Radiographic Procedures I (RGT 1513)
1. Identify basic radiographic positioning skills.
2. Discuss general procedural considerations for radiographic examinations.
3. Identify positioning considerations for routine radiographic procedures.
4. Identify positioning considerations for routine contrast studies.
5. Identify procedural considerations for special studies.
6. Identify positioning considerations for mobile and trauma radiography for those areas of the body included in this course.

Radiographic Procedures II (RGT 1523)
1. Identify positioning considerations for routine radiographic procedures.
2. Identify positioning considerations for mobile and trauma radiography for those areas of the body included in this course.
3. Demonstrate the drug administration procedure.

Radiographic Procedures III (RGT 2533)
1. Identify positioning considerations for routines skull procedures.
2. Identify procedural considerations for special views of the face and cranium.
Radiographic Procedure IV (RGT 2542)
1. Identify procedural considerations for special routine radiographic studies.
2. Identify procedural considerations for special radiographic studies.
3. Identify various types of drugs and interactions.
4. Identify and describe diagnostic contrast agents.
5. Identify procedural considerations for the reproductive system.
6. Identify procedural considerations for special routine radiographic studies.

Ethical and Legal Responsibilities (RGT 2132)
1. Apply medical and professional ethics in the context of a broader society.
2. Discuss the appropriate physical boundaries in relation to touching with no formal consent.
3. Identify legal/professional standards and their relationship to practice in health professions.

Radiation Biology (RGT 2912)
1. Evaluate biophysical events relating to radiation exposure.
2. Analyze radiation effects on living organisms.
3. Demonstrate comprehension of radio sensitivity and response.
4. Discuss the US Genome Project as it relates to the causes of contribution to genetically induced disease.

Radiographic Pathology (RGT 2922)
1. Identify terms and conditions related to pathology.
2. Relate radiographic diagnosis to the classification of trauma/physical injury.
3. Explain classification and radiographic demonstration of systematic disease.
4. Discuss damage and repair of tissue.

Certification Fundamentals (RGT 2932)
1. Recall radiation protection standards.
2. Identify equipment operation and maintenance practices.
3. Summarize image production and evaluation.
4. Summarize the routine radiographic procedures.
5. Identify all aspects of patient care.

PROFESSIONAL/PROGRAM REQUIREMENTS

ESSENTIAL FUNCTIONS FOR MEDICAL RADIOLOGIC TECHNOLOGISTS

The following Essential Functions provide descriptions of basic cognitive, sensory, affective, and psychomotor domains for successful Medical Radiologic Technology program completion.

Essential Visual Functions
1. Visual acuity to discern radiographic details on a radiographic image.
2. Observe clinical and laboratory demonstrations of patients being x-rayed for pathologic conditions.
3. Read and comprehend text, numbers, and graphs displayed in print and on a computer monitor.
**Essential Movement Requirements**
1. Ability to assist, lift, or move immobile patients.
2. Maneuver stationary and mobile radiology equipment while safely performing x-rays on patients.
3. Ability to stand or walk for long periods of time.

**Essential Communication Requirements**
1. Read and comprehend technical and professional materials.
2. Follow verbal and written instructions in order to correctly and independently perform radiology procedures.
3. Clearly instruct patients prior to x-ray procedures.
4. Effectively converse with patients regarding radiology procedures.
5. Communicate with faculty members, fellow students, staff, and other health care professionals verbally and in a recorded format.

**Essential Behavioral Requirements**
1. Manage the use of time and be able to systematize actions in order to complete professional and technical tasks with realistic constraints.
2. Possess the emotional stability necessary to effectively employ intellect and exercise appropriate judgment.
3. Provide professional and technical services while experiencing the stresses of task-related uncertainty and a distracting environment.
4. Be flexible and creative and adapt to professional and technical change.
5. Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals.
6. Support and promote the activities of fellow students and of health care professionals. Promotion of peers help furnish a team approach to learning, task completion, problem-solving and patient care.
7. Be honest, compassionate, ethical and responsible.

The student must be forthright about errors or uncertainty. The student must be able to critically evaluate his/her own performance, accept constructive criticism, and look for ways to improve.

**RADIOLOGIC TECHNOLOGY CODE OF ETHICS**

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Certificate Holders and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

1. The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion, or socio-economic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts,
uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.

5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.

6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.

8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient’s right to quality radiologic technology care.

9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient’s right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

ADMISSION/SELECTION POLICIES

PROGRAM ADMISSION REQUIREMENTS

The program enrollment is limited to twenty (20) new students each year. In addition to meeting college admission requirements, students are responsible for completing the items below in order to be considered for enrollment.

The applicant must:

1. Be 18 years of age upon entrance into the program.
2. Complete and return a Radiologic Technology Application to the Radiography Program by Jan 15.
3. Complete the college application and return to the College Admissions Office by January 15 unless a current Co-Lin student.
4. Provide evidence of high school graduation or equivalent to the College Admission Office by February 1.
5. Have official college transcripts of all other college (other than Copiah-Lincoln Community College work) sent to the College admission Office by February 1.
6. Have ACT score on file in the College Admission Office by February 1.
7. The program recommends an enhanced ACT score of nineteen (19) or above. Applicants with a lower ACT score may apply to program; however, if selected, all academic courses in the Radiography curriculum must be completed with a grade of “C” or better in each course prior to beginning the program. Also, completion of any developmental courses that are indicated by ACT sub-scores is required prior to entrance into the program.
8. Have two persons write letters of recommendation on file in the Radiography program by February 1.
9. Attend a RGT program tour at Copiah-Lincoln Community, Wesson, MS.

Acceptance will be based on:
- completed RGT Application Packet
- ACT score
- GPA
If accepted, all applicants must participate in drug and alcohol testing and a criminal history background check. The Medical Radiologic technology curriculum includes specific radiography (RGT) courses and seven academic courses. **Students are required to have a “C” average in all course work.** The academic courses are listed below. Students completing the academic courses prior to being selected into the program is at an advantage because bonus points are given for completion of Radiography curriculum academics completed with an “A” or “B” and used in the selection process.

### Required academic Courses
- ENG 1113 English Composition I
- BIO 2513 Anatomy & Physiology I
- BIO 2511 Anatomy & Physiology I, Lab
- BIO 2523 Anatomy & Physiology II
- BIO 2521 Anatomy & Physiology II, Lab
- MAT 1313 College Algebra
- SPT1113 Public Speaking

### Required Social Science Elective – one of the three (3) semester hour courses listed below
- PSY 1513 General Psychology I
- SOC 2113 Intro to Sociology
- PSC 1113 American National Government

### Required Humanities/Fine Arts Elective
- ART 1113 Art Appreciation
- MUS 1113 Music Appreciation
- HIS 1163 World Civilization I
- HIS 2213 American History I or
- HIS 2223 American History II
- ENG 2223 American Literature 1 or
- ENG 2333 American Literature II
- ENG 2323 British Literature I or
- ENG 2333 British Literature II
- ENG 2433 World Literature II

* **These courses are not pre-requisites, but MUST be completed during the summer prior to the RGT program in the fall.** If the courses are completed prior to student selection, the selected student will enter the program in the fall semester. With ACT scores of 19 or above any remaining academics can be taken along with RGT courses.

Qualified students will be interviewed by the RGT Selection Committee. **All applicants** are notified of acceptance or non-acceptance.

### CRIMINAL BACKGROUND INFORMATION

All Health Science students who will be providing direct patient care in health care institutions regulated by the MS Department of Health should be aware that Mississippi law requires background checks for individuals seeking employment in a health care facility.

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

Medical Radiologic Technology students are required to participate in a criminal background check **after acceptance** into the RGT program. All charges or convictions **must** be reported to the Radiography program in order for students to be cleared to take registry. The certifying agency for Radiologic Technologist (ARRT)
requires reporting of all charges except minor traffic citations and convictions processed in juvenile court.

Once accepted into the program, it is the student’s responsibility to immediately notify the RGT department in writing of any subsequent changes in criminal history that occur after the Criminal Background Check has been completed. Failure to do so may result in immediate withdrawal from the program.

Students assigned to certain clinical affiliates may also be required to have additional criminal background checks to comply with specific clinical affiliation guidelines.

Students must be able to attend clinical affiliation sites in order to meet the requirements of the RGT Program. If a student is found to be ineligible for clinical placement any time during the program, the student is unable to meet clinical learning objectives and will be withdrawn pending resolution of the situation.

Students must give Copiah-Lincoln Community college written permission in program to conduct background checks with the Mississippi Department of Public Safety, Federal Bureau of Investigation, and any other persons to determine my suitability in working in Health Occupations. Criminal background checks will be performed after entrance into the program, but prior to clinical placement.

Falsification of any information on this application will constitute grounds for non-acceptance into this program or dismissal from the program if applicant has been accepted.

**RADIOGRAPHY STUDENT SELECTION PROCESS**

Radiography program enrollment is limited to twenty (20) first year students. The process of screening applicants for enrollment is described below. The applicant is responsible for sending application, transcripts and ACT score to the program by the advertised deadlines.

1. Minimum ACT score: The program recommends an enhanced ACT score of nineteen (19) or above for applicants. Any applicant with a lower ACT score must complete all academic courses in the Radiography curriculum with a grade of “C” or better in each course prior to being considered for program admission.
2. Students are selected based on the following criteria:
   a) GPA (4.0 grading scale): (GPA x nb. of academics) /28 x33.3
   b) ACT: ACT/36 x 33.3
   c) Bonus Points: Bonus points are added for academic courses in the Radiography curriculum completed with grades of “A” or “B”. Four bonus points will be given for completion of each of the following courses with an “A” and three bonus points for completion with a “B.”
      • BIO 2513 Anatomy & Physiology I (with completion of lab)
      • BIO 2523 Anatomy & Physiology II
      • Two bonus points will be given for completions of each of the following courses with an “A” and one bonus point for completion with a “B”
      • ENG 1113 English Composition
      • SPT 1113 Public Speaking
      • Humanities Elective (see list on page 10)
      • Fine Arts Elective (see list on page 10)
      • MAT 1313 College Algebra
   d) Interview: The criteria stated above is used to pre-screen and select the top applicants for
interview by the selection committee. Each member of the committee rates each applicant using a standard rating sheet with a maximum score of thirty-five (35). These ratings are averaged for each applicant and used in the selection process according to the following formula.

Average Interview score/35 x 33.3

e) The students with the highest ratings and who meet program qualifications will be accepted into the program with the next four applicants recommended as alternates and are accepted if a vacancy occurs. Alternate status is good for only one semester.

3. Applicants are notified by letter of acceptance, conditional acceptance, alternate letter, or non-acceptance within two weeks of the interview.

4. Applicants who are conditionally accepted must comply with all terms outlined in the conditional acceptance letter within the time frames stated.

5. The student selection committee will consist of college officials and clinical affiliate representatives available.

ADVANCED PLACEMENT POLICY

It is the policy of Copiah-Lincoln Community College radiography program to offer advanced placement to specially qualified applicants.

The requirements for advanced placement are:

1. A baccalaureate degree in the biological or physical sciences plus three years of acceptable full time experience as a radiographer within the last seven years, or five years of acceptable full time experience as a radiographer within the last seven years plus.

2. Acceptance by the Radiography Selection Committee. Persons meeting these requirements may shorten the length of enrollment in the radiography program by challenging a maximum of thirty (30) semester hours credit from the following courses:

   RGT 1112 Clinical Education I 2 hours credit
   RGT 1123 Clinical Education II 3 hours credit
   RGT 1139 Clinical Education III 9 hours credit
   RGT 2147 Clinical Education IV 7 hours credit
   RGT 2157 Clinical Education V 7 hours credit
   RGT 1513 Radiographic Procedures I 3 hours credit
   RGT 1523 Radiographic Procedures II 3 hours credit
   RGT 2533 Radiographic Procedures III 3 hours credit

Credit will be given for a clinical course if the student successfully completes the competency based objectives for that course. The objectives must be completed in the presence of a radiography program instructor at a clinical affiliate or other institution acceptable to the instructor.

Credit will be given for a radiographic positioning course if the student successfully completes a comprehensive written examination and practical examinations based on the objectives for that course.

A grade “P” will be recorded for any course successfully challenged in this manner. Credit earned by advanced placement will not be used in the computation of grade point averages.
A qualified student may challenge course work after acceptance by the selection committee and prior to or after official enrollment in the radiography program.

RE-ADMITTANCE POLICY

If for any reason the student is unable to continue with the program as scheduled, he/she may later apply for reentrance at the level of the last semester successfully completed. If a student re-enters the program, graduation requirements must be met within three years of initial program entrance date in order to qualify to take the ARRT examination. Students shall be limited to two opportunities for successful completion of the Radiography program.

In order to apply for reentrance into the program the student must complete the following at least six weeks prior to the semester of enrollment:

1. Health Occupation Application Form
2. A letter to the Radiography Selection Committee to include reasons for:
   - Withdrawal
   - Reentrance
   - Why the Selection Committee should consider the student for reentrance into the program

Re-admittance into the program is NOT guaranteed. Re-admittance by the selection committee will be based on the number of qualified applicants and reasons for failure.

TRANSFER STUDENT FROM ANOTHER RGT PROGRAM

1. The acceptance of transfer students into the RGT Program is based upon the following:
2. Completion of RGT Application packet and Co-Lin Application by June 1 for fall semester and Nov 1 for the spring semester.
3. Space available in RGT Program.
4. Evaluation of the applicant’s college transcript, course material descriptions, and competencies including:
   - Appropriate grades (C or better) in all course work being considered for transfer
   - Comparable content and semester hours in courses being considered for transfer
   - ACT of 19 recommended
5. RGT transfer courses must have been completed no more than 1 year prior to acceptance into the Co-Lin RGT program.
6. Letter of good standing from program director of the transferring program.
7. Ability to meet all Co-Lin requirements for graduation.
8. If admitted, applicant will provide documentation that all clinical/program requirements have been met (CPR certification, criminal background check, health forms).
EXPENSES

General Expense

<table>
<thead>
<tr>
<th>Expenses Each Semester</th>
<th>Mississippi Student</th>
<th>Out-of-State Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$1,195.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>75.00</td>
<td>75.00</td>
</tr>
<tr>
<td>Room Rent-All Forms</td>
<td>775.00</td>
<td>775.00</td>
</tr>
<tr>
<td>5-Day Meal Plan (Wesson Dorm Students)</td>
<td>925.00</td>
<td>925.00</td>
</tr>
<tr>
<td>7-Day Meal Plan (Wesson Dorm Students)</td>
<td>1,100.00</td>
<td>1,100.00</td>
</tr>
<tr>
<td>5-Meal Per Semester Plan (Commuters)</td>
<td>450.00</td>
<td>450.00</td>
</tr>
<tr>
<td>Vehicle Registration</td>
<td>20.00</td>
<td>20.00</td>
</tr>
</tbody>
</table>

*All dormitory students are required to purchase a 5-day meal plan.

Part-time Mississippi resident students (students enrolled in less than 12 hours) are assessed fees of $119.50 per semester hour. Out-of-State part-time students are assessed fees of $204.50 per semester hour.

ALL FEES ARE PAYABLE UPON REGISTRATION. Scholarships, student loans and other financial aid must be completely processed by the Financial Aid Office to qualify for offset of fees. Fees are subject to change.

Textbooks: All students are expected to own a text for each course. The cost of books varies in different fields of study. All hardbound textbooks which are in good condition and are on the adopted textbook list for the following year will be bought back from students. Books may be sold back to the bookstore during exam week only.

Radiography Program Expenses

<table>
<thead>
<tr>
<th>Estimated Expenses</th>
<th>All Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book Cost 1st Semester</td>
<td>$800.00</td>
</tr>
<tr>
<td>Book Cost Each Remaining Semester</td>
<td>150.00</td>
</tr>
<tr>
<td>Corectec Software</td>
<td>80.00</td>
</tr>
<tr>
<td>Liability Insurance Per Year</td>
<td>15.00</td>
</tr>
<tr>
<td>CPR (to be scheduled)</td>
<td>30.00</td>
</tr>
<tr>
<td>Uniforms</td>
<td>100.00</td>
</tr>
<tr>
<td>Uniform Emblem</td>
<td>6.00</td>
</tr>
<tr>
<td>Shoes</td>
<td>40.00</td>
</tr>
<tr>
<td>Anatomical Markers (1st semester)</td>
<td>30.00</td>
</tr>
<tr>
<td>Criminal History Background Check</td>
<td>50.00</td>
</tr>
<tr>
<td>Drug Testing</td>
<td>30.00</td>
</tr>
<tr>
<td>MSRT Membership Per Year</td>
<td>10.00</td>
</tr>
<tr>
<td>Registry application – last semester</td>
<td>200.00</td>
</tr>
</tbody>
</table>
PRINTING POLICY

The student printing allowance includes 250 copies per student per semester. Printing via the Co-Lin network will automatically be deducted from the student’s account. The printing balance will be visible on the bottom right tray of the computer screen each time a student prints to any printer on the campus network. Students will not be able to print once the 250-page limit has been reached until they visit the business office to have additional credit added to their account. Credit will be issued in $5.00 increments. The printing account balance will be carried over from the fall to spring terms, and all accounts will be cleared to 0 at the end of the spring term. There will be no credit returned on non-used portions of the balance.

INSURANCE

The student is required to purchase professional liability insurance through the Co-Lin Business Office. The clinical coordinator will distribute information on insurance.

Neither Copiah-Lincoln nor clinical affiliate will be responsible for medical expenses incurred by the student as a result of illness or injury while on clinical assignment or on campus. It is strongly recommended that students carry hospitalization insurance. Information on hospitalization insurance policies can be obtained through student services on campus.

MEAL REIMBURSEMENT POLICY

Cafeteria facilities are available at the affiliating hospitals at the student’s expense. If the student purchases a meal ticket for Copiah-Lincoln cafeteria, he/she will be reimbursed for those meals missed because of clinical assignment. The student is responsible for requesting the reimbursement form from the Clinical Coordinator.

REFUND POLICY

No refund for tuition and fees will be given to students who are accepted into programs which have a limited number of student slots and where acceptance into those slots is highly competitive. Those programs include:

(CLCC Student Handbook)
- Associate Degree Nursing
- Medical Lab Technology
- Medical Radiologic Technology
- Practical Nursing
- Respiratory Care

TRANSPORTATION

The student is responsible for transportation to clinical assignments. Students able to car-pool or share a ride with other students or hospital employees will be expected to contribute his/her share.

STUDENT HEALTH
PHYSICAL EXAMINATION

In addition to immunization records required by the college the student must have a physical examination which includes:

- Health Occupations Health Examination Report which is completed and signed by a physician.
- Tuberculosis skin test results - 2 step
- Chest x-ray if TB test is positive
- Hepatitis B vaccine or a signed declination statement
- Two MMR’s
- Varicella – documentation of titer or vaccination

REPORTING HEALTH CONDITIONS

Illness/Communicable Disease
Students are to report any illness, communicable diseases or changes in his/her health condition to the clinical coordinator and/or program coordinator immediately. Students will not be allowed to remain in the clinical setting if these conditions might adversely affect his/her well-being or the health and well-being of other students, patients or staff.

Doctors Release

In cases of serious illness or injury a doctor’s release will be required prior to returning to class or the clinical setting. Arrangements will be made for the student to make up clinical time missed because of illness or injury.

HIV/AIDS

Students diagnosed as being HIV positive including AIDS-Related Complex (ARC) or Acquired Immune Deficiency Syndrome will be allowed to carry out their normal school functions. Exceptions to this would be individuals who have skin eruptions or weeping lesions that cannot be covered and therefore are at risk of giving or getting an infection; any other unusual factors that would affect school performance; or individuals who are too ill to assume their usual student responsibilities.

Any knowledge on the part of Copiah-Lincoln Community College regarding a student’s diagnosis of AIDS or ARC will be kept as confidential as reasonable under the circumstances. Knowledge of diagnosis or health status should not be shared with persons or entities except as necessary and as provided for in state and/or federal statutory law or by court order.

As with any other prolonged or special medical condition, a student with AIDS or ARC is expected to inform his/her teacher if his/her health status will prevent regular and reliable work attendance or performance. Existing absentee policies and procedures will govern these circumstances. It is hoped that a student with AIDS or ARC can inform the teacher in a timely manner and can feel secure in the college’s assurance of confidentiality.

Since there is no evidence of casual transmission of AIDS, requests for transfer to avoid student, teacher or staff member with AIDS or ARC should not be granted except when special circumstances exist.

TB POLICY
A two-step TB skin test must be done prior to entrance into the program followed by a one-step TB skin test annually. If a student is exposed to TB, he/she should follow hospital protocol and provide documentation to Copiah-Lincoln Radiography Instructors.

HEPATITIS B POLICY
Copiah-Lincoln Community College seeks to provide protection of students and instructors in all situations. The Hepatitis B Policy was adopted to help ensure the safety of all involved in health occupations.

The Radiography student is strongly urged to begin the Hepatitis B Vaccination series upon acceptance into the Radiography Program.

Students may elect to take the Hepatitis B Vaccine or decline the vaccine. Each individual must sign the Hepatitis B Vaccine Consent Form indicating his/her vaccination decision. (See Attachment A)

ALCOHOL AND DRUG POLICY

The use of alcohol and drugs are prohibited. Random drug testing will be administered at the student’s expense. Positive results are grounds for immediate dismissal from the RGT program.

PREGNANCY POLICY

If a student or faculty member is or becomes pregnant, the choice whether to declare her pregnancy is completely voluntary. If she chooses to declare her pregnancy, the declaration can be made to the Radiation Safety Officer (RSO) or a Radiography program faculty member. Any declaration must be in writing and must include estimated date of conception (month and year) and the declaration date. There is a form letter at the end of Appendix B which may be used for this purpose. If the student opts not to use this form, they can use their own letter. Any student who makes a written declaration of pregnancy will be counseled by the RSO or a faculty member. After counseling, the student may select one of the following options.

1. Continue in the program without modification of clinical assignment. In this case the student will be provided a dosimeter to be worn at waist level under the lead apron to record the fetal dose equivalent. See does limits below.

2. Continue in the program with modification of clinical assignment. If the student modifies clinical the student must complete missed assignments after medical release.

3. Take a leave of absence with guaranteed re-admittance at the level of withdrawal. If the student elects to delay clinical education, arrangements will be made for completion of the program at the end of the pregnancy, provided she meets all other program requirements and has a medical release.

The embryo/fetal dose equivalent must remain below the limits set by NCRP in order for the student to continue clinical education. The NCRP limits are 0.5 rem (5 millisievert) for the entire pregnancy and/or 0.05 rem (0.5 mSv) per month.

A declaration of pregnancy remains in effect until it is withdrawn in writing. A written declaration of pregnancy may be considered expired after one year.

The student is required to provide a medical release to program instructors when returning to school after parturition.
If the student elects not to disclose her pregnancy in writing, the college assumes no responsibility for radiation monitoring of the embryo/fetus or additional radiation safety counseling. The student and her embryo/fetus will be subject to the same radiation dose limits as other students. (Appendix B)

ACCIDENTS

If a student is involved in any activity which results in injury or potential injury to a patient, hospital employee, student or damage to equipment, this is to be reported to the Clinical Instructor or supervising technologist immediately. If it is necessary to file an accident report, a copy of this report must be sent to the Program Director. If hospital policy prevents duplication of the hospital report, the Copiah-Lincoln Community College Radiography Program Incident Report must be completed and returned to the Program Director. (See Attachment B)

GRADING POLICY

It is the policy of Copiah-Lincoln Community college to allow each instructor to set his/her own grading system. Due to the score required to pass the American Registry of Radiologic Technologists and the critical nature of radiography work, high standards will be expected of the student. The student must complete all courses in the Radiography curriculum with a minimum of a “C” average.

RGT CLASSROOM GRADING SCALE

The method of grade calculation for didactic courses is located in each course syllabus. Students will be provided a course syllabus in the beginning of the course and a copy of the syllabus will be located on Canvas for future reference.

<table>
<thead>
<tr>
<th>All RGT Courses except Certification Fundamentals</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>94% and above</td>
<td>A</td>
</tr>
<tr>
<td>87-93</td>
<td>B</td>
</tr>
<tr>
<td>80-86</td>
<td>C</td>
</tr>
<tr>
<td>Below 80</td>
<td>F</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Certification Fundamentals RGT 2932</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>92 -100</td>
<td>A</td>
</tr>
<tr>
<td>84-91</td>
<td>B</td>
</tr>
<tr>
<td>72-83</td>
<td>C</td>
</tr>
<tr>
<td>71 and below</td>
<td>F</td>
</tr>
</tbody>
</table>

RGT CLINICAL GRADING SCALE

The method of grade calculation for all clinical courses is located in the clinical syllabus. The clinical syllabus is located in the Student Clinical Handbook provided each semester.

<table>
<thead>
<tr>
<th>Clinical I-V</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>94% and above</td>
<td>A</td>
</tr>
<tr>
<td>87-93</td>
<td>B</td>
</tr>
</tbody>
</table>
ACADEMIC COURSE GRADING SCALE

Students will be assigned a letter grade in each general education course based on the grading policy of the individual instructor.

PROGRAM FAILURE POLICY

Students must receive a minimum grade of a “C” in all RGT courses to remain in the program. If the student should fail any Clinical or didactic Radiography (RGT) course, he/she will not be allowed to continue into the next semester.

The student may apply for readmission to the program at the level at which the course was failed. If re-admitted, the student will be required to repeat all didactic and clinical radiography courses in that semester.

Students are not guaranteed re-admittance when re-applying to the program. Several factors will be considered when re-applying, such as, number of courses failed, reasons for failure, clinical performance, and work ethic.

Students failing radiography more than once are NOT qualified for re-entrance.

Breach of clinical/hospital policies resulting in a clinical site refusing admittance of a student for clinical assignment is grounds for dismissal from the program.

GRADUATION AND PROFESSIONAL REQUIREMENTS

GRADUATION REQUIREMENTS

All courses in the Radiography curriculum must be successfully completed with a “C” or higher prior to graduation or writing the American Registry of Radiologic Technologists (ARRT) exam. The time-frame for completion of RGT courses is three years from the initial start date.

ARRT EXAM

The American Registry of Radiologic Technologists (ARRT) is the only examining and certifying body for radiographers in the United States. To become a Registered Technologist in Radiography the student will have to successfully complete the ARRT examination.

Applications for examination will be provided to the student approximately two –three months prior to graduation. The cost of the examination for the student is $200.00.
Students/graduates make appointments to take the examination at their convenience. It is recommended that students take the examination immediately or within two months of graduation.

All RGT courses, including clinical make-up time must be complete before taking the examination.

MISSISSIPPI PROFESSIONAL LICENSURE

According to MS code Title 41 Chapter 58-3 students of an accredited Radiologic Technology are exempt from state licensure and may work under the supervision of a qualified technologist.

After graduation from an accredited program the MS code allows the State Department of Health to issue a temporary state license to practice in radiography. The temporary MS license is valid for one (1) six-month period. The graduate needs to apply for a permanent state license after successful completion the ARRT exam. If the ARRT exam is not successfully passed within this time frame the temporary license will be expired.

The department may charge a registration fee of not more than Fifty Dollars ($ 50.00) biennially to each person to whom it issues a registration under the provisions of 41 of the MS code.

The MS Department of Health states that “it is illegal to practice Medical Radiation Technology in Mississippi without being registered or exempted by statute or regulations. Individuals engaging in such practices, or employing non-registered practitioners, will be subject to criminal and/or civil penalties.”

www.msdh.state.ms.us/

ATTENDANCE

SEMESTER BREAKS AND HOLIDAYS

Radiography students will be allowed to observe the same holidays and breaks between semesters as other Copiah-Lincoln students.

OFFICIAL ABSENCES FROM CLASS

Those absences caused by a student representing the college for an approved function are official absences. The number of these allowable absences will not count against total “allowable” absences; however, the number of official absences will be limited for each class.

CLASS AND LABORATORY ATTENDANCE

Regular class attendance is very important to college success; therefore, students are expected to attend class unless it is absolutely necessary to be absent. In the event it is necessary for a student to be absent, the student MUST notify the instructor through canvas with an explanation prior to the absence. Students are expected to make up all missed assignments on the first day of return to class unless prior arrangements are made and approved. Students are expected to make up all work missed due to absences. To protect the integrity of the test, make-up test will differ from regular tests and the maximum obtainable score will be 95%. Students failing to follow the make-up procedure for missed tests and assignments will receive a “0.”
Each instructor will be responsible for explaining the attendance policy to students at the beginning of the semester. It is the student’s responsibility to keep up with their number of absences.

**Absences**

The cut-out point in Career-Technical courses is as follows:

<table>
<thead>
<tr>
<th>Number of Class Meetings Per Week</th>
<th>Cut-out Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td>2</td>
</tr>
<tr>
<td>Two</td>
<td>2</td>
</tr>
<tr>
<td>Three</td>
<td>3</td>
</tr>
<tr>
<td>Four</td>
<td>4</td>
</tr>
<tr>
<td>Five</td>
<td>5</td>
</tr>
<tr>
<td>Six</td>
<td>6</td>
</tr>
</tbody>
</table>

A class meeting is defined as time scheduled on the official semester class schedule. A class may have more than one (1) meeting scheduled per day.

**Tardies**

A tardy will be defined as missing up to 10 minutes of a class. Two tardies will constitute one absence. A student is counted absent if the student misses more than 10 minutes of class. Career-technical students who are absent or tardy more than 10 minutes from a daily lab period will be counted absent for that lab period. A student who is tardy must notify the instructor of their presence in class at the end of the class.

**Leaving before Class Conclusion**

Students are expected to remain in the class and be attentive until the instructor indicates that the class session is over. Compelling personal needs may force students to leave the room during class. Whenever possible, students should inform instructors prior to the start of class of any personal difficulties that might lead them to leave the room during class. Students who leave the room should make every effort to leave and return with as little disruption as possible. Habitual and unexcused movement during class sessions may be prohibited by the instructor, unless extenuating circumstances supported by doctor’s orders.

**CLINICAL ATTENDANCE**

Students are responsible for clocking in and out each day using “clinical attendance” in the DataArc system. The student should log in and out of the DataArc time clock from a computer within the department. Students absolutely may not clock in or out from cellular devices. If the department computer is unavailable, the student should notify the Clinical Coordinator through Canvas as soon as possible. Failure to clock in and out will result in a make-up day of clinical. No student may clock in or out for another student.

**Falsification of Clinical Attendance**

**Falsification of clinical time will NOT be tolerated. This is a very serious offense and is grounds for dismissal from the program.** Falsification of clinical time is considered, but not limited to situations such as clocking in for other students, clocking in on cellular devices, and failing to clock in or out and claiming to be present. The clinical components comprise a very large portion of the students learning activities. Attendance, punctuality, and the student’s diligence in participating with patient examinations are key factors to the successful completion of this program as well as securing employment.
Breaks during Clinical Hours

Students are allowed 30 minutes for lunch and a 15-minute break in the morning and 15 minutes in the afternoon. Breaks are allowed only as patient load permits. Students should ask supervising technologist before leaving the assigned area.

Tardies

Students will be considered late if they are not in the Radiography Department within five minutes of the scheduled arrival time. Four tardies will constitute one absence, and is required to be made up.

Reporting Tardies and Absences

If unavoidable circumstances result in tardiness or absence, the student must call the clinical instructor or supervisor at the clinical facility as early as possible, but not later than fifteen minutes before the scheduled reporting time. Failure to notify the clinical instructor of an absence will result in a “write up” under the discipline policy and a “25-point deduction” on the student’s next evaluation. All instructors at Co-Lin should be notified through canvas in cases of absences.

Student Evaluation and Tardies/Absences

Non-compliance with clinical attendance policies will result in points deducted from the student performance evaluation.

- Absences without an official/doctors excuse will result in a two-point deduction.
- Tardies will result in a one-point deduction with notification, two points without notification.

Maximum Allowable Absences

Students are involved with clinical rotation for five semesters. The following chart is a breakdown of the semesters in the program, the number of hours, days, and shifts responsible for working and the total number of absences allowed per semester. Clock hours for first semester students includes attendance of a clinical orientation two days a week for the first four weeks of the first semester prior to entering the clinical environment.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Clinical Hours</th>
<th>Week and Days</th>
<th>Cut-Out Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 1st Year</td>
<td>Hrs./week 14</td>
<td>Alternate Shift Hours 14</td>
<td>Clock Hours 217</td>
</tr>
<tr>
<td>Spring 1st Year</td>
<td>14</td>
<td>14</td>
<td>217</td>
</tr>
<tr>
<td>Summer 1st Year</td>
<td>32</td>
<td>14</td>
<td>320</td>
</tr>
<tr>
<td>Fall 2nd Year</td>
<td>21</td>
<td>17.5</td>
<td>315</td>
</tr>
<tr>
<td>Spring 2nd Year</td>
<td>21</td>
<td>17.5</td>
<td>315</td>
</tr>
</tbody>
</table>
Clinical Make-up Time

Clinical experience cannot be replaced by additional studies. THE STUDENT MUST MAKE UP ALL CLINICAL TIME MISSED. THIS INCLUDES ALLOWABLE ABSENCES. Only official absences do not have to be made up. All make-up time should be scheduled by the Clinical Instructor and recorded on the last page of the clinical schedule.

Official Absences from Clinical

Clinical experiences are a major part of the student’s education and cannot be replaced by additional studies. Therefore, “official absences” from clinical assignment are only those granted by the program coordinator or program director for attending radiologic technology functions or field trips. You will be required to make up time missed to represent the college in other capacities. Prior arrangements must be made.

Clinical students will be excused and will not be required to make up clinical absences due to:

1. Job orientation for student tech position
2. MSRT state conference
3. Two campus activities a semester (WBL, Who’s Who, NRTHS, and Awards Day)

CUT OUTS

When a student has reached the above cut out points in the classroom or in clinical, the instructor will electronically complete and submit a cut out form. (Note: A separate cut out form will need to be submitted for each class the student cuts out of.) The cut out form will be sent to the student and the Appeals Officer and a copy will be sent to the submitting teacher via e-mail. The student will not be allowed to return to class or clinical without authorization from the Appeals Officer. If a student has not appealed within 48 hours of the notification, the Appeals Officer will process the cut out form electronically to the Admissions Office. An electronic copy will be sent to the student and the instructor notifying each of the results of the appeal.

APPEAL PROCESS/CUT OUTS

The College reserves the right to administratively withdraw a student who reaches the cut-out point due to excessive absences. When a student has been removed from class for excessive absences, that student will have the right to appeal his/her removal from the class to the appropriate Appeals Officer. No absence is considered free; therefore, students will be responsible for providing a justifiable reason for each absence to the Appeals Officer. Documentation should be provided to the Appeals Officer in written form where possible (doctor’s excuse, obituary, legal documents, etc.). When considering appeals, the Appeals Officer will consider the following:

1. Total number of absences
2. Documentation for absences
3. Whether the student has requested counseling or other assistance in finding a solution to class attendance problems
4. Recommendations by instructors

All appeals must be made within 48 hours of the notification of removal from class for excessive absences. The Appeals Officer will have the authority to reinstate the student in the class for what he/she considers to be justifiable cause. The decision of the Appeals Officer will be final. The instructor will receive a notice of action taken. In the event that an appeal is denied or a student fails to appeal, a grade of “W” will be recorded for courses in which excessive absences are reported prior to the 12th week of class, and the student will be
dismissed by the Appeals Office. Being administratively withdrawn from a class may change a student’s enrollment status and thereby affect, among other things, that student’s scholarships and financial aid.

WITHDRAWAL POLICIES

Dropping a Course: Students taking twelve (12) hours will be classified as full-time students. Changes in schedule may be made only with approval from the counselor and advisor. This includes adding or dropping courses. Any course(s) properly dropped prior to the twelfth week of the semester will constitute a “W”. The grade “W” is not used in computing grade point average.

Withdrawal from College: For an official withdrawal during a semester, the student must obtain a formal WITHDRAWAL PERMIT from an advisor and have it signed by appropriate college personnel and presented to the Admissions Office by the twelfth week of the semester. It is the STUDENT’S responsibility to complete the withdrawal process in the Admissions Office.

GENERAL PROGRAM POLICIES

ADVISEMENT PROCEDURE

Student advisement by instructors is conducted throughout the length of the program. An advisement form with the student’s degree plan and advisement conference form (Attachment C) is used to document academic advisement. Students will be counseled and advised of progress in the program each semester. (Attachment D)

Students are advised of clinical performance every five weeks. The clinical instructor documents strengths and weaknesses and discusses these with the student. The clinical coordinator calculates grades, documents suggestions and counsels students. (Attachment E)

The student may be counseled any time during the semester depending on performance in the course and/or program. A conference form is used to document the meeting with the student and is placed in the student’s personal folder and a program advisement folder. (Attachment F)

Services of trained counselors and guidance personnel are available to all students. Counselors are available in the counseling center of the Henley building and the Fortenberry building. Students may go directly to the counseling center or have program instructors make an appointment for them.

COUNSELING AND GUIDANCE

Co-Lin has partnered with Region 8 Mental Health Services for screening services. Any student needing mental health services should report to the Counseling Center or the office of the Dean of Student Services.

ACADEMIC DISHONESTY
Academic integrity is an essential component of professional behavior in the medical field. Any documented incidences of academic dishonesty may result in academic penalty up to withdrawal or dismissal from the program.

The RGT program follows the college’s general policies on academic integrity as set forth in the Copiah-Lincoln Community College Student Handbook. A copy of the student handbook is available in Student Services, or may be downloaded from the Co-Lin website at http://www.colin.edu.

Academic work submitted by students shall be the result of their own thought, research or self-expression. For purposes of these regulations, academic work is defined as, but not limited to exams and quizzes, whether taken electronically or on paper; projects, either individual or group; papers; classroom presentations; and homework. When students borrow ideas, wording or organization from another source, they shall reference that information in an appropriate manner.

**Academic dishonesty includes but is not limited to the following:**

- Cheating on an exam or quiz by bringing information to the testing area (no use of cell phones or PDA’s for calculation, only approved calculators allowed), talking to another student during the test, or looking at another student’s test during the examination, or removal of privacy screen on computer.
- Plagiarizing – when students borrow ideas, wording or organization from another source, they shall reference that information in an appropriate manner.
- Unauthorized collaboration/collusion with another in preparing outside work for fulfillment of course requirements.
- Unauthorized entry into test banks or examinations.
- Assisting in academic dishonesty.
- Sharing the details of an examination/competency check-off with other students.
- Having a copy of the examination outside the time and place of test administration or review.
- As a RGT student you are placed on the honor system. Each student in the classroom or in clinical is on the honor system and is responsible for their own actions.

ANY STUDENT AWARE OF ANOTHER STUDENT CHEATING MUST INFORM THE INSTRUCTOR IMMEDIATELY.

Any student who is accused of cheating will be referred to the Dean of Career, Technical and Workforce Education for disciplinary action. The RGT department will recommend dismissal from the program.

**CLASSROOM DISCIPLINE POLICY**

To ensure successful completion of the RGT program and success in the field of radiography, Co-Lin radiography instructors have adopted the following discipline policy for didactic classes concerning discipline in the classroom. Violations will be documented and placed in the student’s personal folder and a general program advisement folder. (Attachment F)

**Major Classroom Discipline Violation**

Any serious violations within the classroom as deemed by the instructor of the said class may result in temporary dismissal from class. The Program Director and the Dean of Career-Technical and Workforce Education will be notified immediately of any major violation by the student. Major violations will be handled on a case by case basis. The instructor and student will each document in writing the nature of the incident and
the student will be referred to the Assistant Dean of Career & Technical Education for a formal disciplinary decision.

**Progressive Classroom Discipline Policy**

The progressive classroom discipline policy ensures that less serious violations of policy are not ongoing. Disrespectful or unruly behavior in the classroom is unacceptable and is not tolerated. General classroom behavior and expectations will be included on the course syllabus for each course.

**First violation of classroom policy**
The student will receive a verbal warning with written documentation being placed in the student’s personal folder.

**Second violation of classroom policy**
The student and instructor will meet for a formal conference with written documentation signed by both parties.

**Third violation of classroom policy**
The student will be sent to the Dean of Career Technical and Workforce Education with a recommendation that the student be placed on “strict probation” for the duration of the program.

**Fourth violation of classroom policy**
Recommended dismissal from the RGT program.

It is the intent of the instructors in the program to encourage the student to succeed and perform at his/her very best. The disciplinary policies in place are utilized in order to produce the best technologists in the field of radiography.

**TESTING AND LABORATORY POLICY**

Unit test are allotted 50 minutes. If a student has not completed the test in the time frame, the test will be taken up as if student has completed the test.

If a student is absent the day of a scheduled test, he/she is to make arrangements with the instructor giving the examination. The student must be prepared to take the test the first day of returning to lecture/lab.

Laboratory sessions are scheduled in one hour increments. Students completing competency exams should remain in the laboratory until all students complete competencies.

If the student is absent the day of a scheduled lab competency examination the student is responsible for getting new competency assignments and should be prepared to perform make up competency and current competencies during the next scheduled laboratory session.

**CELL PHONES AND PAGERS**

Cell phones and pagers are prohibited in clinical sites. Violation of this policy will result in the student being asked to leave the clinical site and clinical time missed will be required to be made up with a written notification placed in the student’s folder. If a student is in violation of this policy three times in the course of the program, expulsion from the program will be recommended.
Students should deactivate signals from cell phones and pagers that can be heard by others during class. Students may keep pagers and cell phones on silent mode. Cell phone use (including text messaging, games and use of P.D.A.’s) in the classroom while class is in session is strictly prohibited. Copiah-Lincoln understands, however, that in certain situations it is imperative that the student be accessible through his pager or cell phone (emergencies, volunteer firefighter, etc.) Students must receive permission from the instructor to leave audible signals active.

Students found in violation of this policy will be notified by the instructor (written or verbal.) The instructor will then turn in to the Dean of Students the student’s name and ID# by e-mail. The student will receive a $25 fine. Multiple offenses will result in increased fine amounts.

SSRT CLUB AND STATE CONVENTION

The Student Society of Radiologic Technology (SSRT) is an affiliate of the Mississippi Society of Radiologic technologists (MSRT). The SSRT Club provides appropriate student organization activities including leadership development and critical thinking skills. It is dedicated to the support and enhancement of the Radiologic science profession, including the advancement of radiologic technology, the promotion of higher standards of education and the improvement of patient care quality. The SSRT members have an opportunity to attend the MSRT conference each fall to learn the business of the society and to attend educational forums. Bi-annually the MSRT publishes a professional journal, The Beam, which includes research manuscripts and exhibits of SSRT of participants.

Each radiography student is expected to participate in SSRT club activities.

Each student is provided the opportunity to attend the MSRT convention in the fall and registry review seminar in the spring. Any student not participating in these activities will be assigned to clinical during which time other students attend professional meetings.

RADIATION SAFETY

RADIATION SAFETY OFFICER (RSO)

The Radiation Safety Officer (RSO) is appointed by the program to assure compliance with all applicable legal and regulatory requirements regarding radiation safety policy, procedures and practices. The RSO is authorized to terminate immediately any project or operation that presents a radiological threat to health or property.

The RSO shall establish radiation exposure investigation levels and, if those levels are exceeded, initiate a prompt investigation of the cause of the exposure and a consideration of actions that might be taken to reduce the probability of recurrence.

The RSO is responsible for:
1. maintaining copies of pertinent regulation, license applications, licenses and amendments;
2. maintaining records of radiation monitoring and surveillance related to exposures of individuals;
3. providing instruction and services to radiation users for the safe and authorized use of radiation

LAB EQUIPMENT REGISTRATION
The Copiah-Lincoln Community College Medical Radiologic Technology x-ray equipment is registered with the Mississippi Department of Health. The most recent certificate of registration is kept above the control booth of the energized lab. Previous certificates of registration are available upon request to the RSO.

**ALARA Policy**

The program is committed to an effective radiation protection standard to eliminate unnecessary exposure to radiation and to reduce all exposures to levels that are **as low as reasonably achievable (ALARA)**. The ALARA principle is a formal requirement of the U.S. Nuclear Regulatory Commission, the International Committee of Radiation Protection and the National Council of Radiation Protection and Measurements (NCRP).

The ALARA principle is implemented by a comprehensive radiation protection program that includes specific requirements and procedures for:

1. radiation personnel monitors for all radiation users,
2. only authorized radiation users in the energized lab,
3. no radiation users permitted in energized lab during exposures,
4. no primary beam being directed at the control booth,
5. students must review and initial each bi-monthly Landauer report.

**DOSIMETERS**

The student is furnished a radiation dosimeter by Copiah-Lincoln Community College. This dosimeter must be worn during all clinical assignments and to all energized radiography labs. When a lead apron is worn the dosimeter is placed at the collar outside the apron. Students declaring pregnancy will be provided with an additional badge to be worn at waist level.

Students without a dosimeter will be dismissed from clinical or laboratory assignments. If the dosimeter is lost the student cannot return to clinical until the replacement dosimeter arrives. All clinical time missed because of missing dosimeters must be made up by the student.

Students are required to exchange dosimeters by the fifteenth (15th) of every other month. Failure to exchange his/her dosimeter by this time will result in dismissal from clinical or energized laboratory assignments until the dosimeter has been exchanged. The student will be counted absent for any time missed due to failure to exchange dosimeters and will be required to make up the days missed.

Purposely exposing or tampering with any dosimeter is **grounds for dismissal** from this program.

**RADIATION SAFETY EDUCATION**

Students must understand and follow the general rules and procedures for working safely with radiation sources. It is required that all students pass a radiation safety procedure test with a score of 80% prior to entering clinical. The program uses radiation safety procedures presented from ODIA Module 9 that is provided by the ASRT and approved by the ARRT. Test scores will be maintained in the student’s personal folder.

**ENERGIZED LAB and CLINICAL RADIATION SAFETY POLICIES**
Students and instructors are required to practice ALARA principles while working in clinical and the energized lab as outlined in the Colin Radiography Energized Lab Orientation in RGT 1413 Imaging Principles.

1. A dosimeter is to be worn at collar level for all energized lab and clinical assignments. An additional badge will be provided to wear at waist level for students who have declared pregnancy.
2. All students are required to be outside energized room with door closed before making exposure.
3. The main breaker is only to be turned on while a registered radiologic technologist is present.
4. Students should maintain ALARA principles of time, distance, and shielding.
5. Students are prohibited from holding patients, phantoms, or image receptors during x-ray exposures if other immobilization methods are available.

RADIATION EXPOSURE LIMIT POLICY

The maximum acceptable dosimeter readings set for this program are 500 mrem (.5rem) (5mSv) bimonthly whole body, and/or 1,000 mrem (1rem) (10mSv) annual whole body. The embryo/fetus limits are 500 mrem (.5rem) (5mSv) for pregnancy and/or 100 mrem (.1rem) (1mSv) bimonthly during pregnancy. Students will be counseled by the RSO for doses of 100 mrem (.1rem) (1mSv) or greater. Pregnant students will be counseled at 25 mrem (.025 rem) (.25mSV). This information will be documented and maintained in student records.

Any reading exceeding NRC standards, the RSO and/or program director will report this to the Mississippi Department of Health Division of Radiological Health. The program will follow any recommendations made by this agency.

RADIATION MONITOR REPORTS

Bi-monthly reports of radiation exposure are made available for students to review and initial. A printout of the two most recent dosimeter reports will be posted on the bulletin board located in Classroom 103. All posted reports meet HIPAA requirements. Dosage reports (HIPAA regulated and original Landauer) are filed and maintained in the office of the RSO. If any readings are above dosage limits for bi-monthly readings, the proper steps will be taken to report the incident.

Past dosimeter reports are available upon request. Graduates are mailed a comprehensive report of exposure after completion of the radiography program. A copy of the final dosimeter report is maintained in the student’s personal folder.

Any radiation user may communicate directly, in confidence and without prejudice, with the RSO, Mississippi State Department of Health, or the U.S. Nuclear Regulatory Commission on any matter concerning radiation protection. The US Nuclear Regulatory Guide #8.29 gives instruction on occupational exposure to radiation. (Appendix B)

MRI Safety Protocol

There are potential risks in the MRI environment, not only for the patient, but also for family members, health care providers, and anyone who steps into the MRI environment. Therefore, students are restricted from the MRI area unless approval is granted after proper screening.
Initial safety screening will take place during clinical orientation prior to the students’ entrance into the clinical environment. The student will be informed of potential hazards in the MRI environment and complete a safety questionnaire. Clinical affiliates will be notified of any concerns related to individual students.

The completed MRI Safety Screening form will be placed in the students’ clinical handbook and the MRI technologist at the facility MUST review the screening tool and sign before a student can enter the MRI area.

If the student is approved to enter the MRI environment he/she must remove all metallic objects before entering including, but not limited to hearing aids, beeper, cell phone, keys, eyeglasses, hair pins, barrettes, jewelry (including body piercing jewelry), watch, safety pins, paperclips, money clip, credit cards, bank cards, magnetic strip cards, coins, pens, pocket knife, and nail clippers.

**EMERGENCY/GENERAL POLICIES AND REGULATIONS**

**WOLF ALERT**

The Wolf Alert is the college’s emergency alert and notification system. Wolf Alert delivers rapid, multi-platform messages in the event of an emergency to students, faculty members, and staff. This is the best source for timely information and instruction on what to do in the event of any campus emergency such as severe weather, power outages, criminal activity, threats, or other emergency situations. Each student, faculty and staff member will receive an email with a user identification, password, and step-by-step instructions on how to register. Be assured that all contact information you provide is kept confidential, safe, and secure, and will never be used for any purpose beyond what you have authorized. Your information is for the official use of Copiah-Lincoln Community College’s emergency alert system only and is never shared with any third parties.

**MEDICAL EMERGENCIES**

The college does not have the facilities or equipment to administer extended medical treatment to persons who are sick or injured. Therefore, if a student or other persons on campus are sick or injured, and if in the opinion of college officials, a medical emergency exists, college officials may call for an ambulance to transport sick or injured persons to a medical facility. **Calling for an ambulance or other emergency agencies will be at the discretion of college officials, and students or other persons involved in the emergency must cooperate and follow the directions of college officials.** It will be considered a violation of policy if any student refuses or interferes with the directions of college officials during such emergencies. Such students will be subject to disciplinary action.

Expenses for professional care or treatment are the responsibility of the sick or injured student or guest. If it is determined by college officials that it would be hazardous to a student’s health or safety to reside in campus housing due to certain medical conditions (such as a student’s refusal to take prescribed medication, to follow doctor’s orders, etc.), the college may require a clearance letter from a qualified physician in order for the student to reside in campus housing. Students who need medical assistance or a medical referral should contact the Campus Police Department (Wesson Campus).

**FIRE**

1. If you discover a fire:
   a. If the fire is small, put it out with a fire extinguisher.
   b. Other fires, exit building, pull fire alarm, and inform your instructor,
c. campus police or supervisor.

2. If you hear a fire alarm:
   a. Windows and doors should be closed, but not locked.
   b. Leave by the nearest exit.
   c. Move away from the building.
   d. Follow directions of personnel in charge.

SEVERE WEATHER/TORNADO

1. Move indoors.
2. If indoors, move to lowest level immediately.
3. Go to inner hallways/rooms away from windows and exterior doors. (Radiography students will remain in classroom 103.)
4. Stay low, face the wall with your head covered.
5. Tornado:
   - Watch - Means tornadoes are possible.
   - Warning - Means a tornado has been sighted.
   (Continuous sounding alert signifies a tornado warning.)

EVACUATION

Intermittent alert signals evacuation of campus.

EARTHQUAKE

Drop to the ground; cover under a sturdy desk or table; hold on until shaking stops.

ARMED INTRUDER

In the case of imminent danger (armed intruder/active shooter) the siren will sound an alert with an alternating high to low alert signal. This signals an immediate campus lock-down. Move indoors, lock doors and move away from any windows to stay out of sight, follow all directions given by personnel in charge. Remain inside until Campus Police or an Administrator gives you clearance to exit the room you are in.

PUBLIC INTOXICATION

The college forbids the possession and/or consumption of alcoholic beverages (including beer) on the campus and/or at any activity sponsored by a student organization at the college on college-owned or controlled property. Drunkenness or evidence of intoxication is a violation of law on college property. Alcohol, drugs, narcotics or other intoxicating substances can cause drunkenness. The college will take additional steps with students who appear intoxicated to the point where they are drunk and/or disorderly on campus in order to protect that student and the campus community. Therefore, if in the opinion of appropriate college officials, a student is intoxicated (public drunk) and/or disorderly, the following action will be taken:

1. The student may be subject to arrest and/or college disciplinary action.
2. The student’s parents or legal guardian may be notified of the situation and/or asked to take custody of the student (if the student is under the age of 21)
PISTOLS, FIREARMS, or OTHER WEAPONS ON COLLEGE PREMISES
The Board of Trustees of Copiah-Lincoln Community College recognizes that the possession of pistols, firearms, or other weapons on college premises or at college functions by persons other than duly authorized law enforcement officials creates unreasonable and unwarranted risk of injury or death to the college’s employees, students, visitors and guests and further creates an unreasonable and unwarranted risk of damage to properties of the college, the college’s employees, students, visitors and guests. Because of such dangers, the Board hereby prohibits the possession of pistols, firearms or weapons in any form by any person other than duly authorized law enforcement officials and the college campus police officers on the college’s premises or at college functions, regardless of whether any such person possesses a valid permit to carry such pistols, firearms or weapons.

SEARCH and SEIZURE
Students at Copiah-Lincoln Community College are protected, as is any citizen, against unreasonable search and seizure. However, in an exercise of the college’s duty to maintain discipline as well as a safe and educational atmosphere, a college official may search a student’s room and/or vehicle when a reasonable cause exists. A reasonable cause exists when a college official has sufficient reason to believe that a campus regulation has been violated or there may be an existing threat to the safety of individuals or facilities. Normal inspections of residents’ rooms are conducted in order to maintain acceptable standards of health, safety and physical maintenance and can be, if necessary, held in the absence of the student. The college reserves the right to enter a particular room at any time when it is deemed to be in the best interest of the institution and its students. The college reserves the right to take disciplinary action for any violations of policy discovered in these inspections.

SEXUAL HARASSMENT POLICY
Sexual harassment is defined by the EEOC as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to them or rejection of this conduct explicitly or implicitly affects an individual’s employment, unreasonably interferes with an individual’s work performance, or creates an intimidating, hostile or offensive work environment.” Such harassment is a form of illegal sex discrimination.

It is the policy of the Copiah-Lincoln Community College to maintain a learning and working environment that is free from sexual harassment. No employee or student of the college district shall be subjected to sexual harassment. It shall be a violation of this policy for any member of the Co-Lin staff to harass another staff member or student through conduct or communications of a sexual nature as defined in this policy. It shall also be a violation of this policy for students to harass other students or staff through conduct or communications of a sexual nature as defined in this policy. Violations of this policy or procedure will be cause for disciplinary action. Sexual harassment, as set forth in this policy may include, but is not limited to, the following:

- Verbal harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks with sexual or demeaning implications;
- Unwelcome touching;
- Sexual jokes, posters, etc.; and
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one’s grades, job, etc.

All student complaints against a Co-Lin employee should be made to the Vice President of Instructional Services. An extreme form of sexual harassment is sexual violence. Sexual violence is defined as physical sexual acts
perpetrated against a person's will or where a person is incapable of giving consent. Acts of sexual violence are not and will not be tolerated by the College. In the event the College does determine that an act of sexual violence has occurred, the College will take steps, as it deems appropriate, to resolve the situation. Any employee of the College or student who feels he/she may be the victim of sexual harassment or sexual violence may take any of the following actions:

1. Counseling Office: complainant may seek confidential counseling or referral to psychological services without an investigation.
2. Dean of Students: complainant may seek college disciplinary action through an investigation by the college Judicial system.
3. Title IX Coordinator: complainant may file a Title IX complaint with the Title IX Coordinator (Dr. Brenda Orr; PO Box 649, Wesson, MS 39191; 601-643-8670) for acts of sexual harassment or sexual violence.
4. Law Enforcement: complainant may seek a criminal investigation through Campus Police or local law enforcement.

CURFEW and GUEST POLICY

Students are responsible at all times for the conduct of any guest which they bring to the campus. College officials may ask any person on campus for identification. Persons who do not have legitimate business on campus may be asked to leave. Students or visitors are not to bring small children on campus unless permission is granted by Student Services. All visitors and commuters must leave campus by 10:30 p.m. each evening unless they are attending a campus event, which is open to the public, such as an athletic event, dance, etc. Unauthorized persons present after 10:30 p.m. are subject to disciplinary action or arrest. The Copiah-Lincoln Community College Wesson Campus observes a 10:30 p.m. curfew. After 10:30 p.m. all persons must be in transit to or from buildings on campus.

GENERAL APPEALS AND COMPLAINTS

The administration and faculty of Copiah-Lincoln Community College recognizes the right of each student to make an official complaint or appeal a decision. To ensure the protection and rights of every student the following policy of the college will be used.

GRIEVANCE PROCEDURE/STUDENT COMPLAINTS

Any student who wishes to make a formal complaint to the college regarding a college program, a service of the college, an employee of the college, or any other individual or aspect of the college, should express the nature of the complaint and pertinent information in writing to the appropriate person and in the sequence listed below:

1. Medical Radiography Program Director (if Director is involved proceed to the next person)
2. Dean of Career, Technical & Workforce Education
3. Vice President of Instructional Services
4. President of the College

The college representative receiving the complaint will either handle the complaint personally or will refer it to the appropriate person for disposition. Students have a right to due process for any grievance. All student complaints will be handled and final determination will be made by college personnel who are not directly involved in the alleged problem. A written response will be provided to the student within three (3)
working days of receipt of the written complaint. If the complainant is not satisfied with the resolution of the grievance, the complainant may then appeal to the President in writing within three (3) working days of the previous decision. Any complainant who does not submit a written appeal by that date forfeits any further consideration in this matter. The President’s decision will be final. Student complaints must be filed no later than the end of the following semester after the issue in question occurred. No adverse action will be taken against the complaining student by college personnel as a result of the complaint.

**STUDENT APPEALS FOR DISCIPLINARY ACTION**

Appeals of disciplinary action taken as a result of misconduct shall be submitted in writing to the appropriate person and in the sequence as listed below:

a) From action by instructor to the appropriate Dean  
b) From the Dean to the Vice President of Instructional Services  
c) From the Vice President of Instructional Services to the President

A written response will be provided to the student within three (3) working days of receipt of the appeal.

**COMPLAINTS RELATED TO JRCERT STANDARDS**

The “STANDARDS” for accreditation are provided at the end of this handbook. Students have a right to report any non-compliance of JRCERT Standards. Any formal complaints of non-compliance of JRCERT Standards by Copiah-Lincoln Community College Radiography Program should be reported first in writing following the grievance policy of the Medical Radiologic Technology program. *(Appendix C)*

If resolution has not been met by following the grievance policy of the Radiography program the-incident(s) can be reported to JRCERT by calling (312)704-5300 or E-Mail: JRCERT@mail.idt.net.

---

**CLINICAL**

**CLINICAL ORIENTATION**

Students are required to attend clinical orientation in July prior to entering the clinical environment. During these orientation students will receive instruction that will

1. inform him/her of the blood-borne pathogens standard and all components involved;  
2. allow students to identify procedures or tasks, which have potential for exposure to bloodborne pathogens;  
3. direct students in the appropriate selection and use of personal protective equipment (PPE);  
4. stress the importance of patient confidentiality and HIPAA regulations;  
5. inform him/her of MRI safety  
6. inform students of potential hazards in the MRI environment safety screening form.

**CLINICAL ASSIGNMENT/PLACEMENT POLICY**

The Medical Radiologic Technology program is affiliated with the following hospitals:

<table>
<thead>
<tr>
<th>Hospital</th>
<th>Location</th>
<th>Max Students per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>King’s Daughters Medical Center</td>
<td>Brookhaven, MS</td>
<td>max of 4 students per/semester</td>
</tr>
<tr>
<td>Southwest Mississippi Regional Medical Center</td>
<td>McComb, MS</td>
<td>max of 4 students per/semester</td>
</tr>
</tbody>
</table>
The Clinical Coordinator is responsible for scheduling all clinical assignments. Students are assigned to one clinical affiliate per semester. Students will rotate through a **minimum of three (3) clinical facilities during the course of the program with a minimum of one (1) rotation in a Jackson facility**. Placement of the student is not only dependent on where the student resides during the current semester, but the total clinical capacity of the facility and the number of students enrolled in the program. All clinical sites will have at least one (1) student scheduled each semester. Requests of the student, requests of the clinical facility, extracurricular activities of the student, and driving distance is taken into consideration in order to assure that placement is fair and consistent. **All educational experiences must be considered and met for each student when determining clinical placement.**

**NIGHT AND WEEKEND ASSIGNMENTS**

Hospitals operate twenty-four hours a day, thus radiologic services must be provided around the clock. Weekend, evening, and night shifts provide unique experiences.

1. First year students will not be assigned to clinical on the weekend or evening shifts during their first semester.
2. Students will be assigned to the day shift one weekend during their second semester of clinical.
3. Students will be assigned one week of the evening shift during the summer semester.
4. Students will be assigned to one weekend evening shift during their fourth semester of clinical.
5. Students will be assigned to one weekend evening shift during their fifth clinical semester.

*NOTE: The student to technologist ratio is 1:1 during all clinical education assignments, including weekend, evening and night shifts.*

**CONFIDENTIALITY**

**Health-Insurance-Portability and Accountability Act (HIPAA Policy)**

Copiah-Lincoln Community College and the Medical Radiologic Technology program acting as a business partner for the purpose of clinical training activities with area hospitals agrees to comply with the standards set forth in the HIPAA, Privacy Rule, CFR 45 Parts 160 and 164, Subpart A and E (“Privacy Rule”). Students will be required to attend a HIPAA orientation prior to the beginning of clinical assignments.

The Health Insurance Portability and Accountability Act (HIPAA) require that a patient’s identity and personal health information be protected. Health care providers who violate HIPAA can face stiff penalties, including fines up to $250,000 and/or imprisonment for up to 10 years for knowingly misusing individually identifiable health information.

**Social Media**
In order to maintain and respect confidentiality of patients, clinical affiliates and staff, students are NOT allowed to discuss or make reference to any patient, employee, clinical assignment or clinical business through the use of social media. Any slanderous use of social media regardless of direct reference to names is considered unprofessional and will be considered grounds for probation or dismissal.

Slanderous Remarks

It is important to maintain confidentiality of our clinical affiliates and their staff. If the student has problems or complaints regarding an affiliate or its staff he/she may discuss them only with his/her instructors or an administrative technologist of that affiliate. If the students are found guilty of making derogatory remarks about any affiliate or its staff he/she will be written up and placed on disciplinary probation.

Recording Devices

The student is NOT allowed to use tape recorders or cameras in the classroom or clinical areas. Any and all information regarding patients, their conditions, and their families must be kept confidential. Any discussion will be limited to the classroom and post conferences for learning experiences only. If the student is found guilty of discussing a patient, his/her condition, the diagnostic procedures performed on the patient or the patient’s family, he/she will be terminated from the program. ANY BREACH OF CONFIDENTIALITY IS GROUNDS FOR SUIT BY THE PATIENT.

The student will sometimes be asked to develop research papers or case studies for educational purposes. The student is not allowed to include a patient’s name or any information that can be used to identify the patient on either the written report or copied radiographs.

CLINICAL ENVIRONMENT

Many differences exist between the academic environment to which the student has been accustomed and the clinical environment that he/she is entering. Most of the differences will prove exciting and stimulating; some will prove to be frustrating and aggravating. How successfully the student functions and learns in the clinical setting depends in part on how he/she approaches and deals with these differences.

The reality of the situation is that the efficient, effective operation of the department, so as to deliver optimal patient services and care, is the top priority. This means that the patients’ welfare is considered first. Usually this is consistent with the goals and needs of clinical education. Occasionally; however, this reality dictates that the scheduling and conduction of educational activities be flexible.

Compared to the learning activities conducted on campus in the classroom setting, the learning activities in the clinical setting are frequently much less structured. The student must take a more active and responsible role for integrating the academic preparation he/she receives with the individual examinations he/she is observing or performing.

Generally, in the classroom setting students work independently as he/she pursues academic goals. Teamwork and cooperation among the students are not a necessity to achieve academic goals. In the clinical setting the student must pursue his/her educational goals within the overall goals of the department to deliver quality patient services efficiently and effectively. Rather than function independently of the departmental goals, the
student becomes part of a health care delivery team and functions cooperatively to achieve educational and departmental goals.

Another difference between the academic environment and that of the clinic has to do with how students view making of a radiograph. When students make radiographs of acrylic phantoms in the laboratory on campus, his/her attention is narrowly focused on the mechanics of producing the radiograph. There is obviously no need to be concerned or cautious about the welfare of the “patient.” In the clinical situation the student must develop the ability to expand his/her attention so that it includes the mechanics of producing radiographs of optimum quality, and awareness of the patient as a person and not simply an exam to be completed.

Undoubtedly, the student will be able to add more differences to our list. The point is that the student is making a transition that will require some reorientation and adaptation to his/her part. The student is not the only one; however, involved in this process. This is a time of transition also for the students in the class ahead of you who are assuming a new role and responsibilities as second year students. The clinical staff is also involved in reorientation and adaptation. At the point when students enter the hospital, they have been working with students who are for the most part requiring minimal supervision. The staff must cycle back and assume a direct supervisory role all over again.

PROFESSIONALISM

In an effort to promote excellence in the professional and ethical conduct of students and to provide the highest quality of medical care for patients, the following policies are currently in effect for students in the Copiah-Lincoln Community College Radiography Program.

Professional Behavior

The student is expected to treat patients with kindness, courtesy and respect. Before transporting patients from the ward or waiting area, the student is to introduce him/herself to establish rapport. Once the patient is in the exposure room, keep the door closed and make sure that patients are properly gowned or covered.

Professional behavior is not limited to student contact with patients. It is reflected in the student’s attitude, and in the way he/she communicates with physicians, supervisors and co-workers. Typical examples of non-professional behavior are:

1. Gossip.
2. Discussion of clinical information with patients or relatives.
3. Discussions pertaining to work, in elevators or other public areas.
4. Discussions, which are not meant for the ears of patients or relatives, within their hearing distance.
5. Petty quarreling with other students or hospital personnel.
6. Allowing personal life to interfere with clinical responsibilities

Professional Appearance

Hospitals and their employees are expected to set examples of cleanliness and appearance. As a student you are expected to meet or exceed the standards listed below:

Hygiene
The student is expected to practice good personal hygiene in such a way as to avoid body odor and halitosis. The student’s hands and nails must be kept clean. Nails are to be trimmed to a minimal length and colors should be conservative, not loud or eccentric. ARTIFICIAL NAILS ARE NOT PERMITTED IN PATIENT CARE AREAS.

Cosmetics and Jewelry

The use of cosmetics, jewelry and colognes must be kept conservative. Body or facial jewelry is not acceptable. Male Students are not allowed to wear earrings in the clinical setting. Female students are allowed to wear one pair of stud earrings in the lobes of the ears. Heavy scents are offensive to sick patients and the use of too much jewelry and makeup may lead the patient to distrust the student as a professional.

Tattoos

No visible tattoos are allowed in the clinical setting.

Hair

The student is expected to keep his/her hair and beard clean and neatly styled. Oily and unstyled hair is a “turn-off” to patients and co-workers and leads to disrespect.

Clinical Attire

The student is expected to wear royal blue scrubs with a solid white lab coat. The Copiah-Lincoln Community College emblem should be sewn on the left sleeve. These may be purchased during the first semester. Low cut white athletic shoes or surgical scrub shoes may be worn. Opened toed shoes nor high top shoes are allowed in the clinical setting. The student’s uniform must be clean and neatly pressed. Shoes must be clean and well polished. If a dress uniform is worn it must be long enough to keep the student well covered while performing his/her work. Hosiery is to be worn with a dress uniform. Bare legs are not permitted.

Identification

The student is required to wear a Co-Lin name tag at all times during assignments. In cases where a hospital ID badge is issued, the student must wear both the hospital ID badge and their Co-Lin name tag. The name tag is worn at chest level. Name tags are not to be worn at the waist or below. In addition, the student is required to take his/her Co-Lin “I.D.” card with them.

Campus Attire

Professional Image Guidelines will be provided during the orientation period.

RESPONSIBILITIES OF STUDENTS IN THE HOSPITAL

The primary function of the hospital is patient care. Under no circumstances should the presence of students downgrade the quality of patient care. It is the student’s responsibility to:
1. Follow the administrative policies established by the radiology department and the hospital.
2. Check the posted rotational schedule and report to the assigned work area in an alert condition on time. Possession, use or being under the influence of liquor or illegal drugs while on clinical assignment are grounds for dismissal of the program. Random drug testing may be administered at the student’s expense.
3. Notify the clinical coordinator and the clinical affiliate at least fifteen minutes before his/her scheduled time in case of illness or absences that are beyond the student’s control.
4. Report to clinical assignment in proper uniform.
5. Demonstrate respect for clinical instructors, supervising technologists and other hospital officials. Insubordination is grounds for dismissal.
6. Wear his/her dosimeter as outlined in the program study.

7. Check with the supervising technologist before leaving the assigned work area. Leaving the clinical affiliate during assigned hours without permission is grounds for dismissal from the program.
8. Follow the directions provided by supervising technologists and accept assignments commensurate with your capabilities.
9. Eat only in designated areas (never in the presence of patients).
10. Smoke only in designated areas (never in the presence of patients) and only after patients and other clinical responsibilities are attended. Individual hospital policies regarding smoking should be followed at all times.
11. Maintain a professional attitude when in the presence of other students, hospital personnel, program faculty, physicians and patients.
12. Maintain the confidentiality of hospital records and patient information in a professional manner.
13. Politely refuse any type of gratuity “tip” offered by a patient or a patient’s family.
14. Spend his/her entire clinical shift learning and reinforcing his/her knowledge of radiography. After all patients and other clinical responsibilities have been attended to, the student may practice positioning and manipulation of the equipment to improve efficiency in patient care areas. Studying and hobbies such as needle work, card playing, etc. are prohibited while on clinical assignment.
15. If the student wishes to be in a radiology department at times not specified for clinical assignment he/she must get permission from the clinical instructor or chief technologist.
16. Leave valuables at home. Copiah-Lincoln nor the clinical affiliates will be responsible for lost or stolen property of the student, while on clinical assignment or campus.
17. Cellular phones and pagers are not allowed in the classroom, laboratory, or clinical site. They are disruptive in the classroom and laboratory. Many hospitals do not allow cellular phones because they interfere with electronic equipment.
18. Practice radiation safety standards as taught in principals of Radiation Protection.

EQUIPMENT PROFICIENCY

The student is expected to demonstrate the listed tasks associated with equipment and have the supervising technologist complete the form provided in the student’s clinical book. This is to be done each semester by the first year students on all rooms or equipment the student is assigned to. (Attachment G)

DEVELOPING CLINICAL PROFICIENCIES

Clinical skills can be developed by following a systematic step by step approach. The following sequence of steps will generally produce outstanding technologists:

- Academic Preparation
• Observation
• Assisting Qualified Worker
• Supervised Trial Performance
• Clinical Competency Evaluation
• Performance Maintenance

Academic Preparation

Students are beginning this phase of his/her education on Co-Lin campus by studying anatomy and physiology, radiographic positioning, radiation safety, ethics, radiographic technique, etc. This will be an ongoing process through his/her fifth semester. This is an important part of student preparation, but without clinical participation it is worthless. As students learn new things in the classroom and laboratory, he/she will be expected to apply this knowledge in the clinical setting.

Observation

The student’s initial activities in the hospital will consist primarily of observing qualified technologists at work.

Assisting Qualified Worker

Once the student feels comfortable in the radiographic exposure room, he/she will be given an opportunity to assist the supervising technologist in performing those radiographic procedures which he/she has performed in the laboratory.

Supervised trial Performance/Practices

As the student develops confidence and proficiency, he/she will be given the opportunity to complete entire examinations under the direct supervision of a technologist. A technologist will observe the student and step in whenever the need arises. The student does not need to be checked off in the laboratory in order to perform procedures under the direct supervision of a technologist. The student is encouraged to have the exams that are performed under direct supervision signed off in the list of exams located in the back of the clinical workbook as a practice.

Competency Evaluation

When the student feels qualified to complete a particular examination without help, the student requests a clinical competency evaluation. Show the supervising technologist the laboratory check sheet in the back of the clinical workbook. The student must have passed the lab evaluation of the procedure first and have the form initialed by a Co-Lin Instructor before proceeding with the evaluation in the hospital.

Student competency evaluations can be accessed by entering the Data Arc system as a clinical instructor or from the student navigation page. The student must score 80% to pass a clinical competency evaluation. Passage certifies that the student is qualified to perform an examination under indirect supervision.

Completion of the required number of clinical competency evaluations contributes to clinical course grades. Do not wait until the end of the semester to request these evaluations. Grades will be averaged and if the required number of procedures is not obtained, this will result in a zero for each requirement not met. (Attachment G)
Performance Maintenance

Once the student passes the performance evaluation for a particular examination he/she will need additional practice to maintain and perfect their skill. The student may now do this examination with indirect supervision. (A technologist must be near by, but not necessarily in the exposure room). However, if a repeat examination should become necessary a qualified technologist or radiologist must be present to provide direct supervision. A competency may be revoked by the clinical instructor or clinical coordinator if the student is unable to perform the procedure without assistance.

Students rotating to another room must show his/her list of examinations to the supervising technologist so he or she knows exactly which examinations the student can do alone and which must be closely supervised.

CLINICAL PERFORMANCE EVALUATION

In facilities where applicable, supervising technologists will complete a Technologist Observation form on the student working with him/her each week. The form is reviewed by the Clinical Instructor and used only as an informative tool to assess student performance in different areas. (Attachment I)

Students will be evaluated by the Clinical Instructor every five weeks for overall competency of clinical skills with respect to program level. The Clinical Instructor will document and discuss strengths and weaknesses with the student and verification is made by signature of the student and Clinical Instructor. (Attachment E)

The Clinical Coordinator reviews, documents absences, and grades performance evaluations submitted by the Clinical Instructor. The Clinical Coordinator reserves the right to make changes on the Performance Evaluation to reflect positive and negative comments made on the evaluation and to reflect the Coordinators observation of student performance. The Clinical Coordinator will document and discuss strengths and weaknesses with the student and verification is made by signature of the student and Clinical Coordinator. (Attachment E)

FINAL COMPETENCY EVALUATION

A master list with six categories of exams will be provided in the students’ clinical handbook. The student will complete one final competency from each of the six categories upon completion of the program. Three of the six will be completed during Clinical IV and the remaining 3 will be completed during Clinical V. One final competency from each category must be completed. The purpose of final competency evaluations is to ensure students are retaining clinical knowledge learned. (Attachment J)

When the student has successfully completed clinical competency evaluations on most examinations in a category, the student will request a Final Competency Evaluation from the Clinical Coordinator or Clinical Instructor. The category for final competencies is chosen by the student. The Clinical Coordinator or the Clinical Instructor will determine the examinations to be used and the particular exam will not be known to the student. Students should not wait until the end of the semester to request a Final competency Evaluation. These evaluations contribute to the end of the semester grade. The Final Competency Evaluation form will be used for grading the final competency performance. (Attachment K)

During Clinical V, the student will be required to perform an additional TWO final competency exams from the category of the clinical instructor’s choosing. In this case the Instructor will choose the category and the exam.

EXIT EVALUATION
During the students last semester, a Supervising Technologist/s and Clinical Instructor will complete a Graduate Exit Evaluation of the students’ competency of entry level work skills in radiography. The exit evaluation will be completed at the end of the students first two weeks of the semester and repeated two weeks before the end of the semester. The purpose of the evaluation is to assess work preparedness of students/graduates entering the workforce. The student must pass the exit evaluation to successfully complete clinical. (Attachment L)

SPECIALTY AREA ROTATIONS

Students may rotate through specialty areas listed below during their second year of clinical. There should always be direct supervision in these areas. Supervising Technologists will fill out specialty area observation forms located in the student’s clinical handbook. Information from this observation will be used for the students Clinical Performance Evaluation by the Clinical Instructor.

ULTRASOUND
NUCLEAR MEDICINE
MRI
CT
RADIATION THERAPY
ANGIOGRAPHY
MAMMOGRAPHY

MRI ROTATION

MRI is an elective rotation for second year students. Rotation through this area is limited to students who are properly screened and who are not at risk for a potential adverse incident. The student must follow the MRI Safety Screening Protocol located in the Radiation Safety section of this handbook to rotate through this area.

MAMMOGRAPHY PROCEDURES

All second year students have the option to rotate through mammography at King’s Daughters Medical Center during “other modality rotations.” If the student is not scheduled at the facility at the desired time of rotation, arrangements can be made by the Clinical Coordinator to schedule the student at an available time.

Student’s rotating through mammography must have a consent form signed by each patient before observing examinations.

CLINICAL SUPERVISION POLICIES

Clinical Coordinator

The Clinical Coordinator is responsible for coordinating clinical assignments and activities. Changes in clinical schedules or problems in affiliates must be directed to the clinical coordinator. Clinical Coordinator duties include clinical grades, counseling and articulation of campus and clinical activities.

Clinical Instructors
Each clinical education center has one or more persons designated as Clinical Instructor(s). This person(s) is (are) responsible for coordination of clinical instruction and student evaluation. He/she is also a liaison between the college and the clinical education center. Both students and staff should feel free to communicate with clinical instructors on any aspect of clinical education.

Clinical instructors are employed by the clinical education center and do have departmental responsibilities. However, they must have release time for these departmental duties in order to carry out their educational responsibilities.

**Clinical Assignment**

Students are not allowed to replace paid staff. Clinical instructors or radiology department administration may alter student assignments for educationally valid reasons only.

**Direct Supervision**

Direct supervision involves the technologist being present and observing all student activities. The technologist should avoid unnecessary retake exams by correcting student errors before the exposure is made. Until a student achieves and documents competency in any given procedure, all clinical assignments shall be carried out under the direct supervision of qualified radiographers. The parameters of direct supervision are:

1. A qualified radiographer reviews the request for examination in relation to the student’s achievement;
2. A qualified radiographer evaluates the condition of the patient in relation to the student’s knowledge;
3. A qualified radiographer is present during the conduct of the examination; and
4. A qualified radiographer reviews and approves the radiographs.

When the student has successfully simulated a procedure in the laboratory setting, the instructor will initial that procedure in the lab column of the list of procedures in the back of the student’s “Clinical Handbook”. The student is now ready to begin performing the procedure under “direct supervision” and should be given that opportunity whenever possible.

**Indirect Supervision**

Indirect supervision is defined as that supervision provided by a qualified radiographer being immediately available to assist students in the radiology department, on portables and in the surgery suite regardless of the level of student achievement.

After performing a procedure several times under direct supervision the student will request a clinical performance evaluation for that procedure. A Competency Evaluator will observe the student performing the procedure and evaluate the student using the “Clinical Performance Skills” form. The student must perform the entire procedure including patient instructions, positioning, equipment manipulation, and setting exposure factors. Notes should be made of any student corrections or instructions required as well as retakes on the procedure. The technologist should give the evaluation to the clinical instructor. If the evaluation is satisfactory an instructor will initial that procedure in the clinical column list in the back of the student’s handbook.

**VENIPUNCTURE POLICY**
The Radiologic Technology Program requires students to have experience with Venipuncture during his/her second year. This should always be under direct supervision.

Second semester students are taught venipuncture using an arm phantom. Students are allowed on a voluntary basis the opportunity to perform venipuncture on classmates under the direct supervision of the instructor. Students must sign a consent form prior to the procedure.

Each Radiology Department should orientate each student to departmental policies and procedures on venipuncture before allowing students to perform this procedure. Venipuncture performed by students should be limited to the condition of the patient and the presence and condition of the patient’s veins. The supervising technologist is responsible for making this determination. Students are not allowed to stick patients more than twice. *(See Attachment M)*

**REPEAT EXPOSURE POLICY**

Students may repeat radiographs only under “direct supervision”. Under no circumstances may a student perform a retake without a technologist present. All repeat exams performed by the student must be documented in the student’s clinical workbook and initialed by the supervising technologist. *(See Attachment N)*

**FLUOROSCOPY POLICY**

The use of fluoroscopy for the purpose of positioning and/or checking the position of a patient for a radiologic exam is unacceptable. The ASRT recognizes that the “routine use of fluoroscopy to ensure proper positioning of a patient is an unethical practice”. Violation of this policy will result in disciplinary action and may be **grounds for dismissal** from the program.

**AIRBORNE PRECAUTION POLICY**

Students will not be allowed to x-ray any patient under airborne precautions or cases where a fitted particulate respirator is required.

**CLINICAL DISCIPLINE POLICY**

The RGT program is committed to assisting students to ensure success in the radiography program and the medical profession. Teamwork, professionalism and quality patient care are of extreme importance in the medical profession.

All policy violations and disciplinary decisions will be documented and placed in the student’s personal file and the program’s advisement file.

**Major Clinical Discipline Policy**

Any serious clinical violations as deemed by the Clinical Instructor or department manager of the clinical affiliate may result in immediate dismissal from clinical. Radiography Instructors, Program Director, Dean of Career, Technical and Workforce Education, or the Assistant Dean of Career and Technical Education will be notified and students are to immediately report to Co-Lin. Major violations will be handled on a case by case basis.

**Progressive Clinical Discipline Policy**
Because of the serious nature of the clinical environment a progressive discipline policy will be enforced for less serious violations of policy. This policy is to ensure that ongoing violations of clinical policies are not tolerated. These violations interfere with work flow and disrupt the radiology department in which we are guests.

Step 1 Warning
The student receives a verbal warning from the Clinical Instructor / Co-Lin Instructor or a written warning on the clinical evaluation.

Step 2 Conference
Students will attend a conference with Radiography Instructors. The student will meet with Instructor in a formal conference to review the violation.

Step 3 Dean of Career, Technical and Workforce Education
Instructors will provide the Dean with all written documentation and will make an appointment for the student to meet with the Dean. Dismissal, withdrawal, or probation will be considered at this time.

Step 4 Dismissal
If student is on probationary status, the fourth infraction will result in a second meeting with the Dean. Instructors will recommend dismissal from the program at this time.

Example Disciplinary offenses
Non-compliance with dress code and/or uniform policy
Unsatisfactory clinical performance
Non-authorized phone use
Creating or contributing to unsanitary conditions
Disturbing others at work
Excessive personal visits or phone calls
Lack of initiative (loitering or loafing during work hours
Negligence
Smoking at inappropriate times or locations
Leaving assigned area without consent
Violation of safety rules or hospital safety practices
Provoking or reacting to provocation
Careless damage to hospital grounds or property
Use of profanity
Failure to abide by “repeat policy”; “direct supervision policy” or other CLCC or hospital policies
Extended breaks and/or lunch break
Excessive talking or playing; loud behavior
Falsification of clinical attendance (including using cellular device to check in and out)
THE ABOVE POLICIES FOR THE COPIAH-LINCOLN COMMUNITY COLLEGE MEDICAL RADIologic TECHNOLOGY PROGRAM HAVE BEEN READ AND APPROVED BY:

Mrs. Jackie Martin, Dean of Career, Technical and Workforce Education

Dr. Jane Hulon
Vice President of Instructional Services

Dr. Ronald Nettles
President
Copiah-Lincoln Community College

Date

8/15/16

Date

8/12/16

Date

8/15/16
I have read and do fully understand the COPIAH-LINCOLN COMMUNITY COLLEGE RADIOGRAPHY TECHNOLOGY STUDENT CLINICAL HANDBOOK. I further agree to abide by all rules and regulations contained in this handbook as well as the rules and regulations of the clinical affiliate to which I am assigned while enrolled in the Radiography Program. Failure to abide by the rules and regulations is grounds for dismissal from the program.

________________________________________        __________________________________
STUDENT’S SIGNATURE                          DATE
THE ABOVE POLICIES FOR MEDICAL RADIOLOGIC TECHNOLOGY HAVE BEEN READ AND APPROVED BY:

Mrs. Jackie Martin
Dean of Career, Technical and Workforce Education

Dr. Jane Hulan
Vice President of Instructional Services

Dr. Ronald E. Nettles
President

Date
THE ABOVE POLICIES FOR THE COPIAH-LINCOLN COMMUNITY COLLEGE MEDICAL RADIOLOGIC TECHNOLOGY PROGRAM HAVE BEEN READ AND APPROVED BY:

Mrs. Jackie Martin
Dean of Career,
Technical and Workforce Education

Dr. Jane Hulon
Vice President of Instructional Services

Dr. Ronald E. Nettles
President
Copiah-Lincoln Community College

Date

8/14/15

8/14/15

8/13/15