



RADIOLOGIC TECHNOLOGY PROGRAM

2020-2021 GENERAL PROGRAM HANDBOOK

(For Prospective Students and General Public Use)

3400 Highway 95, Building 1100
Bullhead City, AZ 86442
Phone: 928-704-4180
Fax: 928-704-4185

Updated: October 12, 2020

ABOUT THE PROGRAM..... 1

Welcome Letter 1

Introduction..... 2

Purpose 2

Mission Statements..... 3

 College Mission Statement

 Radiologic Technology Program Mission Statement

Academic Philosophy and Goals..... 4

 Philosophy..... 4

 Program Goals 4

 Program Outcomes..... 5

Mohave Community College Standards of Professional Conduct..... 6

Mohave Community College Faculty and Staff..... 7

 Mohave Community College Administration 7

 Radiologic Technology Program Faculty 7

 Radiologic Technology Program Staff 7

 Clinical Instructors 7

Advisory Committee..... 8

Description of the Profession 9

Working Conditions..... 10

Employment Outlook..... 11

Prospective Student Information..... 12

Admittance Policy 12

 Admittance to Mohave Community College 12

 Prerequisite Courses 12

 TEAS Admission Assessment Exam..... 13

 Job Shadow 13

Radiologic Technology Program application for admittance 13

TABLE OF CONTENTS	PAGE
Preliminary Student Selection and Interview Process.....	14
Final Selection Recommendation.....	14
New Student Orientation.....	15
Program Admittance Requirements.....	15
Essential Abilities	15
Motor Skills	16
Sensory Observation	17
Communication	17
Cognitive	17
Behavioral/Emotional	17
Professional Conduct.....	17
ARRT Ethics Review (if applicable)	18
Clinical Attendance Requirements	18
Background Check	18
Drug Screen.....	18
Pre-Clinical Screening.....	18
DPS Fingerprint Clearance Card.....	19
Required Medical Documentation.....	19
CPR Certification	20
Graduation.....	20
Equal Opportunity Policy Statement	20
Fees and Expenses	21
Estimated Program Fees	22
Administrative Policies	23
Personal Appearance/Uniform Policy.....	23
X-ray Lead Identification Markers	24
Dosimeter Badges.....	24
Internet Usage	25
Personal Device(s)/Cell Phone Usage.....	25

TABLE OF CONTENTS	PAGE
Social Media	25
Eating and Smoking	26
Student Transportation Policy	26
Inclement Weather.....	26
Students Requiring Medical Prescriptions	26
Background Checks/Drug and Alcohol Testing	26
Drug and Alcohol Screening “For Cause” Testing.....	27
Consequences of Testing Refusal.....	29
Withdrawal.....	29
Re-Entry Policy	30
Re-admittance Guidelines Related to Substance Abuse	30
Latex Sensitivity Procedure	31
Pregnancy Procedure.....	31
Radiation Safety Procedure	32
Radiologic Technology Department Laboratory Guidelines.....	36
Student Guidelines on Blood Borne Pathogens	36
Exposures	37
Standard (Universal) Precautions.....	37
Training.....	39
Program Specific Courses	39
Grading Information	39
Grading Scale	39
Graded Work and Records.....	40
Participation	40
Student Evaluation of Courses, Instructors, and Clinical Sites.....	40
Classroom Attendance	40
Religious Holidays	40
Holidays and Vacations	40
Academic Misconduct.....	41

TABLE OF CONTENTS	PAGE
Student Code of Conduct	42
Clinical Requirements.....	42
The Clinical Education.....	42
Liability Insurance	43
The Clinical Experience.....	44
JRCERT Clinical Site Schedule Policy	45
Hospital and Clinical Affiliates.....	46
Radiologic Technology Clinical Competency System.....	47
Clinical Instructor Responsibilities.....	47
Duties and Responsibilities	48
Qualifications	49
Supervision and Responsibilities of Students.....	49
JRCERT Allegations of Non-Compliance Policy	50
Certification/License Information.....	51
Qualifications for Certification.....	51
Professional Societies	53
Summary of Most Important Rules.....	54
Frequently Asked Questions.....	55

ABOUT THE PROGRAM

WELCOME LETTER

To the prospective student or to the incoming student:

As a new student, or as you consider becoming one, we are here to assist you in becoming a highly competent Radiologic Technologist. To help you achieve this, we have created this handbook to provide you with some basic guidelines and important information. The learning experiences you will encounter include professional, clinical, and academic behaviors which must be understood and adhered to according to the guidelines. You will sign a statement verifying that you understand that, and agree to the contents within.

The handbook has been written as a supplement to other Mohave Community College (MCC) official documents, not as a replacement. All Radiologic Technology (Rad Tech) Students are subject to current rules and regulations set forth by Mohave Community College, the American Registry of Radiologic Technologists (ARRT), the Joint Review Committee on Education in Radiologic Technology (JRCERT) and the Student Clinical Handbook.

During your Radiologic Technology education, become involved in campus life and all that it has to offer. The more involved you are the more successful you will become in building workforce skills, challenging yourself, experiencing leadership roles, and having fun.

This health care program is one that takes time and dedication on your part. Graduation does not guarantee passage of the national certification exam; however, the program faculty will strive to prepare you for a successful career. Please understand that all RAD didactic courses (not clinical courses) are held on the Bullhead City Campus.

We are pleased that you are considering becoming a member of the Mohave Community College Radiologic Technology Program. If you have already been admitted into the program, then we congratulate you and welcome!

Richard Crabb, MPA, BS, RT(R)(MR)
Director, Radiologic Technology

INTRODUCTION

The Mohave Community College Radiologic Technology program is approved by Higher Learning Commission (HLC), a member of the North Central Association of Colleges and Schools (NCA), and accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

The program is a progressive two-year, comprehensive competency-based program of study which prepares students to take the National Registry Examination offered by the American Registry of Radiologic Technologists (ARRT) and allows successful students to graduate with entry-level expertise in the field of diagnostic radiology.

The course of study emphasizes critical thinking skills and the application of technology for education and training in other specialized diagnostic imaging fields as well as community-centered professional practice.

The program is affiliated with several local hospitals and clinical sites, which the students will rotate through during the clinical experience.

PURPOSE

The Radiologic Technology Program Handbook is designed to provide prospective students and the general public with some general and/or specific procedures, practices, protocols and objectives of the Radiologic Technology Program. The information compliments the Mohave Community College Catalog. The catalog and student clinical handbook offer the structure of the profession while exemplifying the qualities that are essential to the development of the radiographer.

The program reserves the right to change any provisions or requirements when such action will service in the interest of the college or students.

MISSION STATEMENTS

College Mission Statement: MCC Bighorn Intrepid Goal (BIG)

All adults who have not yet completed a post-secondary degree will be inspired to attain the credential, certificate, or degree they seek from Mohave Community College by 2030.

Mission

MCC serves our communities, empowering students to succeed through innovative pathways and quality education.

Vision

Improving lives. Improving communities. Bridging possibility to purpose and prosperity.

Values

Create the Future. We cultivate relentless curiosity in our students and each other to unlock new opportunities and break barriers. We take risks, adapt to oncoming challenges and opportunities, and engineer new ideas as we learn together from our mistakes and successes.

Engage Fearlessly. We bring passion and energy to our work by dreaming big, being bold, having fun, and fostering a caring environment. Celebrating each other and our results with enthusiasm makes our work meaningful and exciting.

Build Together. Our individual differences and backgrounds strengthen our teams, where we seek input and ensure every voice is heard. We amplify our impact when we empower each other to take ownership and work together toward common vision.

Live Authentically. We are at our best when we share information openly, create clarity, invite stakeholders to participate in decision-making, and communicate with utmost respect.

Radiologic Technology Program Mission Statement:

Building upon the mission of Mohave Community College, the mission of the Radiologic Technology Program is to provide students with the highest quality education and to prepare them to demonstrate entry-level competence as they perform radiologic procedures safely, ethically, and compassionately.

ACADEMIC PHILOSOPHY AND GOALS

Philosophy

The Radiologic Technology Program at Mohave Community College provides the education and the opportunity to develop skills that radiographers are proud to demonstrate throughout a lifelong career. The philosophy of the program is to provide students with the highest quality education and to prepare students to perform radiologic procedures competently, ethically, and with compassion. The process provides a mechanism by which an individual pursues life goals, broadens human potential and opportunities, develops critical thinking skills, and clarifies values.

The Mohave Community College Radiologic Technology Program faculty members' philosophy reflects the values of culturally diverse human life and dignity, environment, health and advancements in technology. This philosophy promotes excellence for radiography education and practice, incorporating changes aimed at current and emerging technologies. The faculty also believes that Radiologic Technology is an art and a science that is an integral component of the health care system, and values the different levels of knowledge, skills, and abilities of competent and caring medical professionals. Each faculty member serves as a facilitator of the Radiologic Technology Program student learning process.

Program Goals:

At the end of the program:

- The student will be clinically competent
- The student will demonstrate communication skills
- The student will employ critical thinking and problem solving skills
- The student will demonstrate professionalism

Program Outcomes:

As entry-level radiologic technologists:

- Students will demonstrate accurate positioning skills.
- Students will select appropriate technical factors.
- Students will demonstrate oral communication by verbally obtaining a complete patient medical history relating to the exam.
- Students will demonstrate effective written communication skills.
- Student will perform non-routine procedures.
- Students will evaluate (radiographic) images.
- Students will practice professional behavior by following the attendance policy.
- Students will understand the importance of professional development.

Program Effectiveness Data (Measures)

- Students will pass the ARRT National Certification on the first attempt
- Of those pursuing employment, students will be gainfully employed within 12 months post-graduation
- Students will complete the program
- Students will be satisfied with their education
- Employers will be satisfied with the graduate's performance.

MOHAVE COMMUNITY COLLEGE STANDARDS OF PROFESSIONAL CONDUCT

This standard serves as the basis for evaluations of the personal qualities that the student is expected to develop throughout the Program's course of study.

- **Accountability** – Answering for one's action to self, the patient, the profession and the college.
- **Ethicality** – Adhering to the Radiologic Technologist's Code of Ethics.
- **Legality** – Operating with the standards of care related to the radiology student role.
- **Honesty** – Practicing fairness and truth in conduct and truthfulness.
- **Dependability** – Being trustworthy and reliable.
- **Respectability** – Treating others and self with consideration and courtesy.
- **Responsibility** – Performing duties associated with the radiologic technologist's particular role, and scope of responsibility.
- **Confidentiality** – Respecting the privacy of patients by respecting privileged information.
- **Punctuality** – Arriving on time for all classroom and clinical assignments.
- **Professionalism/Delivery**– Adhering to established dress code at all program activities, using appropriate language and exhibiting integrity.

MOHAVE COMMUNITY COLLEGE FACULTY AND STAFF

Mohave Community College Administration

Dr. Stacy Klippenstein, Ed.D, President, Kingman Campus

Stephen Eaton, Ed. S., MA, Chief Academic Officer, Kingman Campus

Carolyn Hamblin, Ph.D., MS, BS, Campus Dean, Bullhead City Campus

Radiologic Technology Program Faculty

Richard Crabb, MPA, BS, RT(R)(MR) 928-704-4391
Director of Radiologic Technology
RCrabb@mohave.edu

Stacey Gilbert, BS, RT(R)(CT) 928-704-4392
Clinical Coordinator
SGilbert@mohave.edu

Radiologic Technology Program Staff

Jennifer Leach, Secretary 928-704-4180
JLeach@mohave.edu Fax: 928-704-4185

Clinical Instructors

Ann Chase, R.T. (R), (CT), Clinical Instructor, Havasu Regional Medical Center

Ann Marie Mucha, R.T. (R), Clinical Instructor, Kingman Regional Medical Center

Michael Harris, R.T. (R), Clinical Instructor, AZ Coast Open MRI & Radiology
Imaging

Rick Graybeal, R.T. (R), (CT), Clinical Instructor, La Paz Regional Hospital

Megan Burke, R.T. (R), (CT), Clinical Instructor, La Paz Regional Hospital

Gary Quebral, R.T. (R), Clinical Instructor, Valley View Medical Center

Eva Anderson, R.T. (R), Clinical Instructor, Valley View Medical Center

Catherine Trone, R.T. (R), Clinical Instructor, Western Arizona Regional Medical Center Imaging
Center

Devin Porter, R.T. (R), Clinical Instructor, Western Arizona Regional Medical Center

ADVISORY COMMITTEE

The Radiologic Technology Advisory Committee functions in an advisory capacity. They will make recommendations related to the following:

- Identifying strengths and weaknesses of the program and developing ways to alleviate the weaknesses
- Building a collaborative educational atmosphere that will produce radiologic technologists proficient in all aspects of radiologic technology
- Developing working relationships with local and state radiologic societies and hospital affiliates
- Being responsive to technological changes
- Student support, recruitment and retention

The membership includes: The President of Mohave Community College, Dean of Instruction of Mohave Community College, Campus Dean of the Bullhead City campus, Director of Radiologic Technology Program, Clinical Coordinator, a currently enrolled student, clinical staff from each hospital affiliate, a radiologist, and a representative of the Legacy Foundation.

At least two (2) meetings will be scheduled each academic year. As vacancies arise, replacements will be appointed by the Advisory Committee Chairperson (selected by the Advisory Committee) and the Radiologic Technology Program Director. Student members shall be selected by the Program Director.

DESCRIPTION OF THE PROFESSION

1. A Radiologic Technologist (radiographer) uses critical thinking and independent judgment to obtain a diagnostic imaging study while maintaining quality patient care and minimizing radiation exposure.
2. Radiologic Technologists take images of parts of the human body for diagnosing medical problems.
3. They prepare patients for radiographic examinations by explaining the procedure and positioning patients so that the parts of the body can be appropriately radiographed.
4. To prevent unnecessary exposure to radiation, radiographers utilize radiation protection devices, such as lead shields, or limit the size of the x-ray beam.
5. Radiographers position radiographic equipment at the correct height and angle over the appropriate area of the patient's body and set controls on the imaging equipment to produce radiographs of the appropriate density, detail, and contrast.
6. They use image receptors to produce radiographs. Then the images are processed through use of a computerized acquisition system.
7. Radiographers analyze the images for visual quality and anatomical details.

Radiologic Technologists consult with physicians, surgeons, and other health specialists. Technologists must follow orders precisely and conform to hospital protocols and standardized regulations concerning the use of radiation to protect themselves, their patients, and their co-workers from unnecessary radiation exposure.

Additionally, radiographers may keep electronic patient records, prepare work schedules, evaluate purchases of equipment, or manage a radiology department and monitor equipment safety and quality.

WORKING CONDITIONS

Most full-time radiologic technologists work approximately 40 hours a week. However, they may have evening, weekend or on-call hours. Opportunities for part-time and shift work are also available.

The radiographic technologist is able to:

- Apply knowledge of anatomy, physiology, positioning, and radiographic techniques to accurately demonstrate anatomical structures on a radiograph or imaging receptor.
- Determine exposure factors to achieve optimum radiographic techniques with minimum radiation exposure to the patient.
- Evaluate radiographic images for appropriate positioning and image quality.
- Apply the principles of radiation protection to the patient, self, and others.
- Provide patient care and comfort.
- Recognize emergency patient conditions and initiate lifesaving first aid and basic life support procedures.
- Evaluate the performance of radiologic systems, know the safe limits of equipment operations, and report malfunctions to the proper authorities.
- Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
- Participate in radiologic quality assurance programs.
- Provide patient/public education related to radiologic procedures and radiation protection safety.
- Utilize physical strengths and capabilities by assisting and lifting patients onto and from radiographic tables, carrying various accessory equipment, and manipulating radiographic equipment.
- Demonstrate expected ethical and professional behavior.
- Communicate and interact effectively with patients, the members of the healthcare profession, and others.

EMPLOYMENT OUTLOOK - Department of Labor – revised October 2020

*Overall employment of radiologic and MRI technologists is projected to grow 7 percent from 2019 to 2029, faster than the average for all occupations. As the population grows older, there will be an increase in medical conditions that require imaging as a tool for making diagnoses.

Wages and Benefits

- *In Arizona, the median wage for radiologic technologists is \$65,810 per year (\$ 31.64 per hour).
- *The median annual wage for radiologic technologists was \$60,510 in May 2019.

Full-time radiographers usually receive benefits. Common benefits include sick leave, paid vacation, health insurance and workers compensation insurance. Part-time technologists may not receive the same benefits. Some facilities may offer new employees sign-on bonuses, relocation expenses, travel reimbursement, and financial assistance with previous student loans.

*According to the Bureau of Labor and Statistics

PROSPECTIVE STUDENT INFORMATION

ADMITTANCE POLICY

In order to be eligible to participate in the Radiologic Technology Program, the following requirements must be completed:

1. Become admitted to Mohave Community College
2. Complete prerequisite courses with GPA of 2.85 or higher
 - Prerequisite course are MAT101, BIO201, & BIO202 or equivalent coursework.
 - Submit official transcripts to registrar for credential evaluation if courses not taken at Mohave Community College
3. TEAS admission exam with a recommend score of 58% or higher in each assigned category
 - Score is only recommended for career success and not a requirement.
4. Complete a recommended minimum of eight (8) hours job shadowing – when possible.
5. Complete and submit the online application for admittance into the Radiologic Technology Program
6. Pre-Program Orientation
7. Final selection recommendation
8. New student orientation
9. Program admittance requirements
 - Student Qualifications
 - ARRT ethics
10. Clinical attendance requirements (**once accepted into the RAD Program. Information is located in the acceptance packet.**)
 - Clear background check
 - Negative drug screen
 - DPS Fingerprint Clearance Card Application
 - Immunizations
 - CPR Certification (American Heart Association, Basic Life Support for Health Care Providers is provided as part of the RAD105 course)

DISCLAIMER: Due to the nature of a radiologic technology career, a; 1) negative drug screen and a; 2) background check which documents no offenses that indicate unfitness to serve as a health care professional, are required for clinical attendance and continued enrollment in the MCC Radiologic Technology Program. If a student cannot complete the program for one of the reasons stated above, students are still responsible for their debts incurred.

A. Admittance to Mohave Community College

Information pertaining to Mohave Community admissions is available at <http://jics.mohave.edu/ICS/Admissions> Apply Online.

B. Prerequisite Courses

The curriculum is dependent upon the sequencing of courses. Prerequisite courses must be completed or in progress when applying to the Radiologic Technology Program. It is the student's responsibility to meet all prerequisites. Grades for MAT 101, BIO 201, and BIO 202 may *not* be more than five (5) years old (subject to change) and must have been completed with a grade of "B" or higher. Maintain a GPA of 2.85 or higher in the following courses:

- BIO 201 - Human Anatomy and Physiology I with Lab **Credits: (4)**
- BIO 202 - Human Anatomy and Physiology II with Lab **Credits: (4)**
- MAT 101 – Mathematical Literacy for College Students **Credits: (4)**

Choose one option from the following (0 - 4 credits):

- Successful completion of Biology Competency Exam **Credits: (0)**
- BIO 100 - Biology Concepts with Lab **Credits: (4)**
- BIO 181 - General Biology I (Majors) with Lab **Credits: (4)**

C. TEAS Admission Assessment Exam

Assess prospective students' academic knowledge in English, math, and science, as well as learning and personality styles. The TEAS Exam will be used to evaluate the academic readiness of potential candidates for the Radiologic Technology Program. A score of 58% in each of the above categories is recommended for program and career success. There is a fee for this exam of which the applicant is responsible each time the exam is taken. A student can take the TEAS no more than 3 times prior to Program Acceptance.

Please register prior to taking the exam, and allow approximately four (4) hours to complete the exam. There is a \$75.00 fee per test plus any additional service fees for current students. \$85.00 test fee for non-students. Students may take the TEAS exam at Testing Services on of any Mohave Community College campus (subject to change). Please contact MCC Connect at 866.664.2832 or visit <http://www.mohave.edu/resources/testing-services/> to schedule your appointment.

D. Job Shadow

Prior to applying, students are **recommended** to have completed a minimum of eight (8) hours of job shadowing in a diagnostic imaging department of a hospital. Begin the observations by contacting the RAD Program Secretary. The applicant should successfully complete the job shadowing with the "good" report from the visited clinical site. If a "poor" report is obtained from the visited clinical site the applicant may become ineligible for program acceptance. The Job Shadow Form which is recommended as part of the application is available on the MCC Radiologic Technology website (<http://www.mohave.edu/academics/certificates/radiologic-technology/#>).

E. Radiologic Technology Program application for admittance

Applications will be accepted once each year. They will only be available on-line via the

Mohave Community College (MCC) Radiologic Technology website
<http://www.mohave.edu/academics/certificates/radiologic-technology/#>), January 1st
through June 30th each year.

In preparation for applying to the program, students must have completed, or be in progress with, the following prerequisite courses, with a completion date expected at the end of the spring semester in which the student is applying.

Prerequisite Courses:

- | | |
|--|---|
| · BIO 100, BIO 181, or competency exam | <i>General Biology (required for BIO201)</i> |
| · BIO 201 | <i>Human Anatomy and Physiology I</i> |
| · BIO 202 | <i>Human Anatomy and Physiology II</i> |
| · MAT 101 | <i>Mathematical Literacy for College Students</i> |

Please note that for BIO 201, BIO 202, and MAT 101, the final grade may not be lower than a 2.58 grade point on a 4.0 scale, and they may not have been taken more than five (5) years prior to the time of the application.

F. Preliminary Student Selection

All applications will be reviewed by a selection committee. Initially, *twenty – thirty* (20-30) students will be identified to participate in a general orientation.

Those students not identified for the orientation are encouraged to meet with the Program Director. Following the orientation, fourteen-fifteen (14-15) students will be admitted into the program

G. Final Selection Recommendation

Notification of admittance into the program is announced after the general orientation

Admittance is based on the following criteria:

- Application
- GPA
- TEAS Admission Exam

Within ten (10) days of receiving their admittance package, students chosen for the program must verify or decline their admittance in writing. This must be done via completion of the *Intent to Participate Form*, included in the admittance package. They will also be required to pay a \$500 deposit that will be applied toward their first semester tuition. This deposit will be refundable should a student withdraw their admittance to the program within the scheduled MCC withdrawal periods. In the event of last minute changes to the final list of students admitted, two alternate students will be notified and they will be asked to accept or decline a last minute offer to participate in the program.

H. New Student Orientation

Each student must attend a Program Orientation session prior to the start of each new enrollment period for the Radiologic Technology Program.

During the meeting, students will be formally introduced to the Radiologic Technology Program. They will be provided more detailed information on the Program Handbook, dress codes, departmental policies, college policies, scheduling, and other topics.

A course syllabus will be distributed for each class they are enrolled in, so that they may become familiar with the following information:

- Course overviews
- Presentation methods
- Required texts
- Classroom procedures
- Grading policies
- General course objectives
- Class schedule outlines

*It is the responsibility of each student to be fully aware of the contents of each course syllabus and the consequences that exist if they deviate from any policy stated in the syllabus.

NOTE: The Orientation may be conducted via Online using ZOOM. Watch for annual details.

Program Admittance Requirements

Essential Abilities

Technologists are employed in acute care settings, ambulatory care settings, physicians' offices, in education, and in management or sales positions. With additional education, training, and testing, radiographers may become employed in areas such as radiation therapy, computed tomography, mammography, magnetic resonance imaging, sonography, nuclear medicine, special vascular imaging, or cardiac catheterization.

Physical stamina is important in this occupation. Technologists may stand for long periods of time and may need to assist with lifting patients. Technologists may work in the department and may also perform some procedures at patients' bedside, in the operating room, surgery and/or in other specially designated areas.

It is **highly recommended** that technologists and students have the following abilities or be able to perform the following tasks:

- Hear faint sounds from a distance of 15 ft.
- Have correctable far and near vision in one eye to 20/20 and 20/40 in the other

eye, with visual acuity and depth perception

- Tactile ability to feel pulses, temperature, and palpate veins, etc.
- Olfactory ability to detect smoke, noxious odors, etc.
- Stand and walk continuously for up to ten 10 (ten) hours
- Lift 20 pounds from the floor, carry 10 ft., and place on a surface 36 in. high
- Participate in frequent lifting and carry up to 50 lbs.
- Push/pull 1 to 20 lbs. of force continuously, 20 to 50 lbs. of force occasionally, and 50 to 75 lbs. of force rarely
- Frequently participate in team lifting of up to 350 lbs.
- Work with arms overhead for 15 to 20 minutes at a time
- Manual dexterity to sufficiently handle small equipment such as syringes and IVs
- Safely and successfully lift, move and operate equipment used in the care of patients
- Work hands-on with severely injured trauma patients or critically ill patients
- Psychological stability to perform effectively under stress
- Ability to exercise critical thinking skills, reasoning, and judgment in a patient care situation
- Communicate effectively with patients and staff
- Perform basic resuscitation and emergency procedures according to CPR protocols
- Possibility of assisting with radiography of a corpse

Motor Skills

Students should have sufficient motor function so that they are able to safely and substantially perform the essential requirements needed to provide general care and treatment to patients in **all** healthcare settings. For example, for the safety and protection of patients, the student must be able to perform basic life support, including CPR, and

function in an emergency situation. The student must have the ability to safely assist a patient in moving from a chair to a bed, examination table, or from a wheelchair to another location.

Sensory Observation

A student must be able to observe a patient accurately, at a distance and close at hand, and observe and appreciate non-verbal communication.

Communication

Students must communicate effectively and sensitively with other students, faculty, staff, patients, family, and other professionals. He or she must be able to express their ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback. The student must be able to convey or exchange information at a level allowing development of a health history, identify problems presented, explain alternate solutions, and give directions orally and in writing. The student must have the ability to make a correct judgment in seeking supervision and consultation in a timely manner.

Cognitive

Students must be able to measure, reason, analyze, integrate, and synthesize in the context of undergraduate professional study. They must be able to quickly read and comprehend extensive written material, as well as evaluate and apply information and engage in critical thinking.

Behavioral/Emotional

Students must possess the emotional health required for the exercise of good judgment, the prompt completion of all responsibilities attendant to the care of patients and their families. In addition, they must be able to maintain mature, sensitive, and effective relationships with patients, students, faculty, staff, and other professionals under all circumstances including highly stressful situations. The student must have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly, without warning, or in unpredictable ways. The student must be able to willingly change his or her behavior when it interferes with productive individual or team relationships.

The student must possess skills necessary for effective and harmonious relationships in diverse environments.

Professional Conduct

Students must have the ability to reason morally and practice healthcare in an ethical manner. They must be willing to abide by professional standards of practice. Students must be able to engage in patient care delivery in all settings and be able to deliver care to all patient populations. Students must demonstrate professional behavior and attitudes, such as the ability to collaborate with others and to admit mistakes gracefully.

I. *ARRT Ethics Review (if applicable)*

The ARRT Application for Certification and Registration asks: "Have you ever been convicted in court of a misdemeanor or felony (including convictions of a similar offense in a military court-martial)? A second question asks "whether you have had any professional license, permit, registration or certification subjected to any conditions or disciplinary action by a regulatory authority or certification board?"

Conviction of a crime (misdemeanor or felony) could cause an individual to be ineligible for participation in the ARRT certification exam. If this is a concern, student should contact the ARRT at:

American Registry of Radiologic Technologists (ARRT)
1255 Northland Drive
St. Paul, MN 55120
Phone: (651) 687-0048
www.arrt.org

Please complete and submit the ARRT "*Ethics Review Pre-Application Packet*", which can be found on the ARRT website at <https://www.arrt.org/Educators-Students>.

Once registered by the ARRT, radiographers must maintain their certification with the ARRT and their state license, according to specific statutes, rules and regulations.

J. **Clinical Attendance Requirements – Once Accepted**

Background Check

Register online with www.mystudentcheck.com for background check and drug screening. (This will be required for the student to complete within ten days of receipt of admittance package.)

Drug Screen

Students will use Student Check through Pre-Check, a company that does both Federal and State criminal background checking. Students are responsible to pay for the background check. To begin the process, go to www.mystudentcheck.com.

DISCLAIMER: Due to the nature of a radiologic technology career, a; 1) negative drug screen and a; 2) background check which documents no offenses that indicate unfitness to serve as a health care professional, are required for acceptance to and continued enrollment in the MCC Radiologic Technology Program. If a student cannot complete the program for one of the reasons stated above, students are still responsible for their debts incurred.

Pre-Clinical Screening

All students selected to participate in the Mohave Community College Radiologic Technology Program will be required to complete a drug and alcohol-screening test within 10

days of notification of admittance into the program. This drug and alcohol screen will specifically test urine for the presence of illegal drugs and/or controlled substances such as cocaine, marijuana, opiates, amphetamines, phencyclidine (PCP), or blood alcohol concentration (BAC), or the metabolites thereof. This initial screening test is completed before admittance into the Radiologic Technology Program *at the cost of the applicant*. Should a student refuse to complete the screening, they will forfeit their position and an alternate student will be selected to participate in the program.

- Each student will be provided with screening information which directs the student to the location within the community at which the screening tests may be completed
- The screening test results will be reported electronically to the Director of Radiologic Technology Program and the test results are placed in the student's official file, and stored in locked cabinets in the Radiologic Technology's secretary's office
- Students must either have a negative screening (including negative blood alcohol concentration) result or must substantiate their positive screening result with a current medical prescription prior to officially being admitted into the Radiologic Technology Program. An inconclusive screening test may be repeated as necessary until a conclusive result is obtained.
- All aspects of this procedure will be conducted as to safeguard the confidential and personal privacy rights of the student. The tested student has a right of access to the written screening results that pertain to that individual subject to the maintenance of confidentiality for other individuals.

DPS Fingerprint Clearance Card

If the student does not already have a fingerprint clearance card, an application will need to be completed and submitted to the Arizona Department of Public Safety per instructions included with the fingerprint clearance card application. *Please note, there is a \$65 fee associated with the fingerprint clearance card application.*

Required Medical Documentation

For the safety of the student as well as patients, up-to-date immunizations and a negative tuberculosis (TB) screening is mandatory.

- *Physical*
 - Student Qualification form filled out and signed by student
 - Essential Abilities and Physical Examination form signed by MD, DO, PA or NP.
- *Immunizations – subject to change*
 - Measles, Mumps and Rubella (MMR)*
 - Varicella*
 - Tetanus (within the past five (5) years)
 - Hepatitis B Series*
 - Copy of titers report for MMR, Varicella, and Hepatitis B
 - 2-Step TB Test

- Annual Flu Vaccine required before each Spring Semester.

K. CPR Certification

CPR certification must be the American Heart Association Health Care Provider level. CPR training is provided during the first semester of the program by the Radiologic Technology Program and/or MCC Faculty. **Any student who may already be certified is required to again certify with his/her student cohort.**

*It is the responsibility of the student to maintain this certification throughout the Radiologic Technology program.

Failure to follow this process will disqualify the student from the admittance process and will allow an alternate candidate to move into their slot. Forfeiting a position would mean having to wait another year before being able to begin the application process again in hopes of being admitted. Prior admittance/non-admittance does not influence a student's future application attempts in one way or another.

GRADUATION

Students may graduate by fulfilling requirements in the Mohave Community College catalog under which they have been enrolled. Changes, however, may take place in order to comply with accreditation requirements, certification and licensing requirements, or other circumstances. To become a candidate for a degree, the student must file a formal application with the Registrar's office at the beginning of the semester in which they expect to graduate.

Students must have also fulfilled all requirements specific to the Radiologic Technology Program. This includes:

1. Maintaining a grade point average of at least 2.5
2. Completing all Radiologic Technology courses with a grade of "C" or higher
3. Completing all required hours in clinicals, and have been proven competent of the expectations set forth by the American Society of Radiologic Technologists (ASRT) and the ARRT.

EQUAL OPPORTUNITY POLICY STATEMENT:

Mohave Community College does not discriminate on the basis of race, color, ethnicity, national origin, gender, sex, age, religion, gender identity, gender expression, disability, or sexual orientation in its educational programs and activities or employment practices.

Mohave Community College is committed to providing equal employment opportunity, educational opportunity, and advancement to individuals. The College does not discriminate on the basis of race, color, ethnicity, national origin, gender, sex, age, religion, gender identity, gender expression, disability, or sexual orientation in its educational programs and activities or employment practices.

Discrimination includes harassment, which includes a wide range of abusive and humiliating verbal or physical behaviors that are directed against a particular person or persons because of

one of the above named qualities. This includes creating a “hostile environment” where the conduct is sufficiently severe or pervasive to alter the conditions of the person’s employment or educational experience at the College. Members of the College community have a responsibility to report discrimination and those in supervisory roles are obligated to take action to correct it. Any person found to have violated this anti-discrimination policy will be subject to appropriate disciplinary action.

FEES AND EXPENSES

Tuition charges are based on the student’s residence status on the first day of classes for any semester. Fees related to registration, tuition, classes, and the Radiologic Technology Program are subject to change. Please reference the latest Mohave Community College Schedule of Fees for current information.

Please be aware that participation in the Radiologic Technology Program requires that the student be responsible for purchasing program materials in addition to the traditionally anticipated textbooks/workbooks.

Additional materials/expenses include, but not limited to:

- Several sets of program specific (color and design) scrubs
- Lead identification markers (at least one (1) set)
- On-line access codes (required for specified classes)
- Program acceptable shoes
- Mohave Community College identification patches (one for each uniform top)
- Criminal Background Check
- Drug and Alcohol Testing
- Physical Exam
- Travel Expenses
- White three-ring binder (medium sized)
- Optional white, gray, or black long/short sleeved t-shirts
- Above the ankle socks

ESTIMATED PROGRAM FEES

YEAR ONE Expenses, including admission (approximate)*∞				
	1st Semester Fall 2020	2nd Semester Spring 2021	3rd Semester Summer 2021	Totals
Tuition (Credits x \$88)***	\$ 1,232.00	\$ 1,144.00	\$ 176.00	\$ 2,552.00
Program Fee*	\$ 1,004.00	\$ 695.00	\$ 15.00	\$ 1,714.00
Textbooks	\$ 726.00	\$ 165.00	\$ 80.00	\$ 971.00
Optional Textbooks and Study Materials**	\$ -	\$ -	\$ -	\$ -
Uniforms and Shoes	\$ 300.00	\$ -	\$ -	\$ 300.00
Physical Exam and Immunizations	\$ 350.00	\$ -	\$ -	\$ 350.00
Background Check, Drug Screen	\$ 200.00	\$ -	\$ -	\$ 200.00
CPR Healthcare Provider/Rescuer Level	\$ 5.00	\$ -	\$ -	\$ 5.00
	\$ 3,817.00	\$ 2,004.00	\$ 271.00	
		YEAR ONE TOTAL:		\$ 6,092.00
YEAR TWO Expenses, including admission (approximate)*				
	4th Semester Fall 2021	5th Semester Spring 2022	6th Semester Summer 2022	Totals
Tuition (Credits x \$88)***	\$ 1,144.00	\$ 1,144.00	\$ 616.00	\$ 2,904.00
Program Fee*	\$ 115.00	\$ 15.00	\$ 278.00	\$ 408.00
Textbooks	\$ 252.00	\$ -	\$ -	\$ 252.00
Optional Textbooks and Study Materials**	\$ -	\$ -	\$ 77.00	\$ 77.00
Fee to sit for ARRT Exam***	\$ -	\$ -	\$ 200.00	\$ 200.00
	\$ 1,511.00	\$ 1,159.00	\$ 1,171.00	
		YEAR TWO TOTAL:		\$ 3,841.00
TOTAL PROGRAM EXPENSE (approximate):				\$ 9,933.00

*Subject to change

**Optional materials may also be purchased during year two

***Tuition, licensure, and certification costs are based on current costs and do not reflect possible increases. Will include cost of pre-requisite courses required.

∞For the most up-to-date fees, please visit *Catalog.Mohave.edu*

ADMINISTRATIVE POLICIES

PERSONAL APPEARANCE/UNIFORM GUIDELINES

The personal appearance and demeanor of Radiologic Technology Program students at Mohave Community College, reflects the standards of the Profession, the College, and the Program, and are indicative of the students' interest and pride in their chosen profession.

All Radiologic Technology Program students will be required to wear program specific (color and design) uniform scrubs **while attending clinical and/or any On-Campus class or activity.**

These uniforms should fit in a way that allows for comfort and ease yet provides coverage during bending, lifting, kneeling, and/or squatting while performing lab/clinical duties. Scrub tops must be long enough, and uniform pants must be high enough on the waist to maintain coverage.

The program required patch, representing Mohave Community College, must be permanently affixed to the left chest area of the uniform top.

Hospital surgery scrubs are to be worn only during the performance of a surgery assignment or during an assigned surgery rotation. Only gray lab coats may be worn over uniforms (no sweaters or hoodies will be permitted). The same program required patch representing MCC must be permanently affixed to the upper left chest area of the lab coat. The lab coats can be purchased through uniform stores or on-line (as long as they match the program requirements). White, black, or gray t-shirts with long or short sleeves should be worn underneath uniform tops. Graphics must not be visible on the sleeves or neck area of the t-shirt.

Socks of any color or design that rise above the ankles must be worn at all times. Uniform shoes or sneakers are to be of a conservative color with closed toes and backs and have no cut-out openings over the tops of the toe area.

A Mohave Community College identification nametag with a facial photograph clearly visible is considered part of the required uniform, as are right and left x-ray initial markers.

Hospital identification nametags will be supplied by the clinical affiliates and are also considered a standard part of the daily uniform.

Any student reporting to the clinical affiliate in a uniform which is soiled, untidy, improperly fitted, or noncompliant will be asked to leave and an absence will be recorded. This time away from clinicals will be deducted from the personal hours allotted to the student or, if no personal hours are available, made up at the end of the program, and a verbal warning will be recorded in the student's file. Should this non-compliance become a habit, a written warning will be issued. Clinical Instructors will have the final say when judging the personal appearance of the student. Students are required to change into their uniforms upon arriving for clinical assignments (or when officially representing the program) and change out of them when they have completed their shift. Therefore, they must allow ample time upon arrival to on-the-floor, dressed and ready to work at their scheduled time.

- Students are expected to shower or bathe prior to clinical rotations
- The use of deodorant /antiperspirant is expected

- Perfume, cologne, and heavily scented hair products should not be worn at clinical
- Nails should be kept short, neat, and clean. Acrylic, false, or press-on nails may not be worn. Clear nail polish is acceptable
- All tattoos that would be visible while dressed in the required clinical uniform must be kept covered during scheduled rotation hours – subject to clinical standards.
- Facial jewelry, unless worn for religious or cultural reasons, is not permitted in clinical settings
- All other jewelry is limited to a wedding ring, an engagement ring, a watch, and one small stud earring per ear, no larger than a dime
- Cosmetics should be moderately applied and appropriate for daytime wear
- Hair must be clean and appear to be dry. If it is longer than chin length, it must be pulled back, or put up in a conservative fashion, so that it is kept contained and off the face at all times. This applies to male and female students alike. Proper and regular grooming is expected in order to maintain a professional appearance. Hair colors that would be considered unnatural are prohibited.
- Faces must be cleanly shaven. Stubble is not acceptable. Beards and mustaches are allowed if kept neatly groomed. Male students may claim that they are growing beards/mustaches a maximum of two times a year while enrolled in the Radiologic Technology Program.
- Gum is not to be chewed in any clinical areas

X-RAY LEAD IDENTIFICATION MARKERS

Students will use their own, initialed, RIGHT and LEFT lead markers to properly identify patient anatomy. These markers are to be used during labs and at the clinical facilities.

DOSIMETER BADGES

All students will be provided Thermoluminescent dosimetry (TLD) badges at the start of their clinical rotations. These radiation-monitoring devices are considered part of the daily uniform and must be worn on the neck/collar or chest area outside of the lead apron at all times while in clinicals.

Radiation reports will be generated from the quarterly submission of TLD badges. The reports will be reviewed by individual students in consultation with the Clinical Coordinator and

readings over 0.5 mSv (50 mrem) will be investigated. Each student must exchange their badge according to program schedule. Failure to observe this schedule will result in disciplinary action, additional assessments, and/or late fees charged by the company, which will become the responsibility of the student. Any deviation from program policies or other appropriate policies regarding radiation monitoring may result in disciplinary action.

INTERNET USAGE

Students are not to use computers at clinical education sites for personal use. This includes accessing the Internet, checking personal e-mails, or instant messaging. However, if there are a limited number of exams to be done, students may research professional information required for class projects. Additionally, students may use the Internet for online radiology class work, with the permission of the facility.

PERSONAL DEVICE(S)/CELL PHONE USAGE

Personal telephone calls should not be relayed through the Radiologic Technology Program secretary or the receptionist at the medical facility. Only emergency calls should be forwarded in that manner. Cell phones/personal devices should be left in backpacks and/or purses and either turned off or switched to vibrate during classes and clinicals and taken out only on breaks. Cell phones/personal devices **will not** be permitted to be carried into any of the working areas at the clinical sites. They cannot be carried in pockets of scrub uniforms. A warning will be given should a student be found with their cell phone/personal device when they are not supposed to have it.

SOCIAL MEDIA

Per The MCC Student Code of Conduct:

Electronic or Social Media: Engaging in the following conduct using any MCC-affiliated webpage, email, or social media resource:

- Derogatory language or demeaning statements about or threats to any third party.
- Inappropriate or incriminating images depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use, or any other inappropriate behavior; or inappropriate language.
- Content that violates state or federal law.
- Partisan political activity other than campaigning for MCC Student Activities Council positions under the Student Activity Council Constitution and officer election guidelines.
- Online gambling.
- Information or images that could be considered obscene or untrue.
- Content that harasses third parties.
- Selling goods or services for personal financial profit.
- Personal social relationships unrelated to MCC business.

EATING AND SMOKING

While at clinicals, students shall only eat or drink during breaks and only in designated areas. Students will have a thirty (30) minute lunch break assigned at the discretion of the Clinical Instructor. Most facilities ban smoking and all types of tobacco use and students are required to follow the rules of the institution. Mohave Community College Bullhead City Campus is a non-smoking campus. No “smoke breaks” will be provided for students while in class and/or clinicals.

STUDENT TRANSPORTATION PROCEDURE

Students are responsible for their own **reliable** transportation to and from clinical sites. Students must be able to attend a clinical assignment at any of the clinical facilities affiliated with the MCC Radiologic Technology Program, during any given semester. The personal conveniences and/or responsibilities of individual students cannot be accommodated. Mohave Community College cannot reimburse for gas, food, lodging or childcare.

INCLEMENT WEATHER

Should Mohave Community College be closed due to inclement weather, then all Radiologic Technology Program classes and clinicals will be cancelled. If the College closes during the day while classes and clinicals are in session, then students will be dismissed from classes and clinical sites.

STUDENTS REQUIRING MEDICAL PRESCRIPTIONS

Students will not be permitted to attend clinicals when under the influence of any legally prescribed drug that interferes with the effective performance of the functions of his or her clinical duties or poses a direct threat to the safety or security of patients, themselves or others.

Students must willfully disclose that they are taking prescription medications. Transportation will be arranged to take the student home if necessary, and an unexcused absence will be recorded for that day.

BACKGROUND CHECKS/DRUG AND ALCOHOL TESTING

The educational sites affiliated with MCC require that students provide background checks prior to participating in clinical experiences at their facilities, with the possibility of requirements differing according to specific site criteria.

The Radiologic Technology Program will provide each facility with a copy of individual student criminal background checks and drug screening results. The Radiologic Technology Program acknowledges that placement of each student at a facility is contingent upon provision of criminal background check results acquired within six (6) months prior to the commencement of the

clinical education segment of the program.

Drug and Alcohol Screening “For Cause” Testing

This policy refers to the use and/or misuse of, or being under the influence of: alcoholic beverages, illegal drugs or drugs which impair judgment while on duty in any healthcare facility, school, institution or other work location as a representative of the Radiologic Technology Program.

1. Any student suspected of being “under the influence” and who causes substantial harm to self, any patient, other student, faculty or staff member in the clinical radiology setting, classroom and/or laboratory must complete a drug and alcohol screening test, at the expense of the student, and provide the results of such testing to the Director of Radiologic Technology within two (2) work days of the incident.
2. When a Radiologic Technology Program faculty member/clinical instructor or a staff member in the clinical facility where a student is assigned or at the Mohave Community College campus perceives that the student is mentally or physically impaired, the faculty or staff member must take immediate action to relieve the student of his or her duties and remove the student from the clinical or classroom area. The immediate goal is to provide for the safety of patients, the public, other students, and the student who is suspected of being impaired.
3. In a teaching situation, when a Radiologic Technology Program faculty member/clinical instructor or staff member perceives the odor of alcohol or marijuana, or observes behaviors such as, but not limited to, slurred speech, unsteady gait, dilated pupils, or confusion, and these behaviors cause the faculty or staff member to suspect the student could be impaired by alcohol or drugs, the following steps are taken:
 - a. The student will be immediately removed from the educational setting (whether or not said setting concerns patient care), and either the faculty or staff member, or a designee, will remain with the student until such time as transportation is available.
 - b. The faculty or staff member will immediately inform the student as to why actions are being taken to relieve the student of his or her duties, and either the Director of the Radiologic Technology Program or, if the student is in the clinical setting, the clinical agency supervising personnel shall be notified of the circumstances.
 - c. The student will be asked if he or she will consent to undergo a drug and alcohol screening test, which will be conducted at the expense of Mohave Community College. If the student agrees to undergo drug and alcohol screening, the faculty staff member will ask the student to sign the Consent for Screening form and the Consent for Transportation form. Once those forms are completed by the student, the faculty or staff member will arrange for the student’s transportation to a designated medical service facility for “for cause” drug and alcohol testing, which will be completed in the most confidential manner permitted by the practices of

the medical service facility. The faculty or staff member will also arrange for the student to be transported home after said testing is complete. The student is to have picture ID in his or her possession.

- d. If a student admits to alcohol or drug use, he or she will still need to complete a drug and alcohol screening test in accordance with the procedures set forth above.
- e. The faculty or staff member who suspected that the student could be impaired by alcohol or drugs shall set forth in writing the factors which the faculty or staff member relied upon in order to determine that cause existed for testing the student; this document shall be submitted to the Director of the Radiologic Technology Program within two (2) working days of the incident.
- f. If the results of the screening tests are negative for drugs, alcohol, or other illegal substances, or for non-prescribed legal substances, the student shall meet with the Director of the Radiologic Technology Program or designee within twenty-four (24) hours of the test results to discuss the circumstances surrounding the impaired behavior. Notwithstanding, the negative screening test results, if the student's behavior otherwise violated any of the policies, procedures, or protocols of Mohave Community College or of the Department of Radiologic Technology Program, disciplinary action may still be taken against the student.
 - If the factor relied upon was the odor of alcohol, the student will be required to discontinue the use or disclose the reason behind whatever may have caused the alcohol-like odor before being allowed to return to clinical or class
 - If the factor relied upon was behavioral, consideration must be given to a possible medical condition being responsible for the symptoms. A medical referral for evaluation may be indicated
 - Based on the information provided in this meeting and further medical evaluations if warranted, the Director of the Radiologic Technology Program will make a decision regarding whether the student shall return to the clinical setting and the program
- g. If the results of the screening tests are positive for alcohol or other illegal substances or for non-prescribed legal substances, then a second screening test will be performed on the original sample, in order to verify the initial positive. An inconclusive screening test may be repeated as necessary until a conclusive result is obtained. If the second test is also positive, the student maybe disciplined, up to and including dismissal from the Radiologic Technology Program. Should the student seek to re-apply for admission to the program, they must wait at least one (1) calendar year. The student will be asked to provide proof that they have sought professional counseling and/or treatment.
- h. The student will reimburse Mohave Community College for all costs associated with

the “for-cause” drug and alcohol screening test including transportation.

Consequences of Testing Refusal

1. If a student refuses to submit to a “For Cause” drug and alcohol screening test, the student will be required to leave the clinical/classroom area and make an appointment with the Director of Radiologic Technology Program. A seemingly impaired student will not be allowed to leave the clinical site or Mohave Community College campus by themselves; therefore, if the student does not consent to such a screening test, they will still be asked to sign the Consent for Transportation form. If the form is signed, the faculty or staff member will arrange for the student’s transportation to the student’s place of residence, at the expense of the Mohave Community College. If the student refuses to sign the Consent for Transportation form, the faculty or staff member shall notify the local police.
2. The student will not return to the clinical site until they have met with the Director of the Radiologic Technology Program and the faculty or staff member who reported the incident, as well as with any other individuals the Director of the Radiologic Technology Program deems appropriate to participate in such a meeting, in order to discuss the incident and determine the actions to be taken, which may include (but are not limited to) discipline, including probation and/or dismissal from the program.

WITHDRAWAL

A student who wishes to withdraw from the Radiologic Technology Program is urged to schedule an exit interview with the Program Director. If a student wishes to withdraw from a specific course, the student must abide by the dates given in the class schedule for that particular semester. Students need to remember that the Radiologic Technology Curriculum is progressive, and a withdrawal from a program course may affect their ability to complete the program.

Per the MCC Academic Policies:

Withdrawal

- A course withdrawal is a student initiated grade. A student who follows the withdrawal process will receive a “W” grade.
- Withdrawals are non-refundable. Students who withdraw from a course are financially responsible for the course and must repay any financial obligation (i.e., financial aid).
- No earned credits for the course will be awarded, however, attempted credits for the course will be recorded on the student’s transcript.
- Students may withdraw from a course during the withdrawal dates published in the [Academic Calendar](#).
- It is the student’s responsibility to submit a withdrawal form for each course in which the student wishes to be withdrawn. Ceasing to attend does not constitute a withdrawal.
- A student who stops attending a course and does not follow the withdrawal process will receive the grade earned for all assignments and exams given during the course. This

grade could be a "U" or an "F".

- The student makes the withdrawal request via [EXWeb/JICS](#). Read the [Withdrawal Process Instructions](#) for step-by-step instructions.

Steps for the student to take prior to filling out the withdrawal form:

1. Check your student account to ensure a zero balance.
2. Contact a student services specialist to find out how you will be financially impacted.
3. E-mail or speak with the course instructor to inform them of your intent to withdraw.

RE-ENTRY POLICY

A student withdrawal from the Radiologic Technology Program for non-academic reasons (i.e., a medical condition which resolves earlier than anticipated) will be considered on an individual basis. In instances such as this, requests for re-entry must be completed and submitted to the Program Director within ten (10) business days of the student withdrawal. Requests for re-entry to the Radiologic Technology Program are carefully considered. Students may be allowed to re-enter only if there is evidence that the conditions that caused the student's withdrawal have been resolved and there is clinical space available.

Should a student need to be out for a semester due to extenuating circumstances, the student will need to withdraw from the program. Students will then be granted re-entry during the same semester of the following year without having to re-apply. If students need to take a leave from the program for greater than one (1) semester, they will be required to withdraw. A student may re-apply for a future enrollment period, at which time, they would be eligible for re-admittance to the program through the application process. All Radiologic Technology Program courses would need to be repeated. Please note: Radiologic Technology courses can only be repeated once.

Re-admittance Guidelines Related to Substance Abuse

Students dismissed from Radiologic Technology Program courses for reasons related to substance abuse may petition (after a period of one (1) calendar year) for re-admittance pursuant to the Re-admittance Protocol. Evidence of rehabilitation is required as part of the re-admission application. The student must:

1. Submit a letter requesting re-admission to the Radiologic Technology Program
2. Include documentation from a professional who specializes in substance abuse indicating the status of the student's issue(s), status of the student's recovery and/or include other documents demonstrating progress related to the substance abuse issues
3. Documentation must include a statement that the student will be able to function effectively and appropriately provide safe and therapeutic care for patients in a clinical setting

4. Repeat the drug and alcohol screening process immediately prior to re-admittance, and provide the results of said tests to the Director of Radiologic Technology Program

If a student, re-admitted following a dismissal for a substance abuse issue, receives an immediate positive result on their first drug and alcohol screening test or any screening tests thereafter, the student will be permanently dismissed from the Mohave Community College Radiologic Technology Program. The student will reimburse Mohave Community College for all costs associated with the "For Cause" drug and alcohol screening tests, including transportation.

LATEX SENSITIVITY PROCEDURE

As the use of latex gloves and other latex items became more frequent in the 1980's, so did the number of repeated health problems related to latex. Hundreds of items in the health care field contain latex, and latex sensitivity often becomes worse with more frequent exposure to latex.

- Plan 1: If you think you may have a latex allergy, see a physician called an allergist, and request a blood test to determine your sensitivity.
- Plan 2: If it is determined you are sensitive to latex, minimize or avoid contact with latex. Check package labels, avoid powdered gloves, select nitrile or vinyl gloves if appropriate/available and wash hands immediately after wearing gloves.
- Plan 3: Provide documentation of your diagnosis to your Clinical Coordinator who will make arrangements for you to be provided with latex-free gloves in the appropriate size. Notify your Clinical Instructor if you develop a skin rash or you have difficulty breathing after using/wearing latex products.
- Plan 4: Follow any physician recommended treatment of precautions

PREGNANCY PROCEDURE

If a student becomes pregnant, it is her right to declare or not to declare her pregnancy. Declaration of pregnancy is completely voluntary. Should any student suspect pregnancy, she is recommended to voluntarily disclose it to the Radiologic Technology Program Director. This must be in writing and include the student's name, student's signature, month and year of conception, and estimated delivery date. A Pregnancy Declaration form is included in this handbook. This form may be used by the student to declare pregnancy. In the absence of this information, a student cannot be considered pregnant.

A student may withdraw her declaration of pregnancy at any time. The Pregnancy Declaration form also includes a section for such withdrawal.

Upon voluntary disclosure of the pregnancy, the student will:

1. Meet with the Radiologic Technology Program Director regarding the nature and potential radiation injury associated with in-uteri exposure, the regulatory limits established by the National Council on Radiation Protection and Measurement Regulatory Guide, and the required preventative measures to be taken throughout the gestational period. A statement of receipt of this information will need to be signed at this time. Through proper instruction to these precautions, it may be possible to limit all occupational exposure to under 5 mSv (0.5 REM) per year, and prevent fetal dose limits of 5 mSv (0.5 REM) for the entire gestational period from being surpassed.
2. Exercise the option to complete the program without any modifications. Clinical assignments are made to satisfy specific competencies required for the semester and for graduation, as specified by the American Registry of Radiologic Technologists (ARRT). As a result, clinical rotations/assignments of a pregnant student will be altered when possible in order to guarantee lower radiation exposure to the fetus.

The student has the option to immediately stop working at any time that she feels she is working in an unsafe area or under conditions that are detrimental to herself or the fetus, she should report to the Clinical Coordinator.

3. Decide whether or not to complete her clinical assignments when the pregnancy is over. An incomplete (I) will be assigned for clinical courses in progress. The student will be expected to re-enroll in the clinical course within one (1) year after discontinuing due to a declared pregnancy. The remaining clinical course(s) must be completed consecutively without any semester lapses. A student wishing to exercise this option must make the request in writing to the department chairperson upon disclosure of the pregnancy.
4. Abide by the following:
 - a. Strict adherence to all safety precautions for protection purposes
 - b. The use of a second dosimeter (which will be provided) to be worn at the student's waist to monitor fetal dose
 - c. At no time and for no reason will the pregnant student place herself in the primary beam of radiation.
5. The student must complete, upon her return or when she is no longer pregnant, all clinical competencies and related course work she missed.

See Program Handbook Forms:

- ✓ PREGNANCY PROCEDURE AND PREGNANCY DECLARATION FORM

RADIATION SAFETY PROCEDURE

The Radiologic Technology Program will provide student technologists with radiation monitoring devices (TLD) prior to their first scheduled clinical rotation. These TLD badges will always be worn when students are working with any form of ionizing radiation. They are

considered part of the complete uniform and are to be worn every day while at the clinical facility. Failure to do so will result in a reduction of the clinical grade and continued non-compliance could result in unsuccessful completion of clinical courses. TLD badges should be worn in the area of the collar. When a lead apron is worn, the TLD badge is to be placed on the outside, near the collar. Student technologists who report a pregnancy will receive a second TLD badge, which will be worn at the level of the waist.

Badge inserts are changed quarterly, and it is the responsibility of each student to exchange their current insert for the latest one within the first five (5) days of the new quarter. Failure to do so will result in a grade reduction and continued non-compliance could result in unsuccessful completion of clinical courses. The new inserts are made available at the office of the Clinical Coordinator, on the Bullhead City Mohave Community College campus.

TLD badges become the responsibility of the student. They should not be worn outside of clinical facilities or while in the capacity of radiology employment. A lost, stolen, or damaged badge must be reported to the Clinical Coordinator immediately. Students will assume the cost of replacement for the lost or stolen badge.

Each quarter, the vendor who processes the TLD badges will provide a printout that reports exposure rates for each student. In the event of an excessive radiation report, that student will be counseled to determine how the exposure may have occurred. A possible change in rotation and clinical procedures may be considered.

The following rules have been established for the operator's protection against ionizing radiation during hospital and clinical observations and procedures. These rules are established for the student operator's safety and MUST be strictly adhered to.

1. At any time during activation of the x-ray tube (when x-rays are being generated) the student should place his/her body completely behind or within the control booth and observe through the leaded window
2. The student should NOT hold or support a patient during exposure or hold or support an image receptor during exposure. If an emergency arises, protective aprons and gloves must be worn
3. During activation of the tube, the student must be in direct visual line with the tube and the patient. Students may observe the patient during exposure from an adjacent room or hall or through lead glass protective windows
4. During an exposure or procedure, students should not stand in a direct line with the central ray, even when wearing a lead apron. In all cases, the tube must be pointing away from the operator's body
5. Under no circumstances will an operator permit another worker, student, or any other human being to serve as a model for test exposures or experimentation

6. If during fluoroscopic procedures and mobile exams the student must remain in the patient's room, the following will prevail:
 - a. A lead apron will be worn at all times as well as a thyroid shield or the student must remain behind a lead protective screen and NOT in the visible line with either the patient or the tube
 - b. The student will only participate in the performance of fluoroscopic exam if lead aprons/shields are provided for the student's protection.
7. Students should abide by the, "As Low As Reasonable Achievable (ALARA)" principle in order to minimize the exposure to themselves and patients. For monitoring purposes, the student's exposure should not exceed 0.5 mSv (50 mrem) per quarter. High badge readings will result in counseling from program faculty. Exceeding annual exposure limits may result in the student being removed from the clinical setting.
8. Students shall not operate the fluoroscopic units themselves, unless under the direct supervision of a radiologist. This includes, but is not limited to, spot filming and the operation of the remote control fluoroscopic units for positioning.

In order to maintain doses which adhere to ALARA, investigational levels have been established at Mohave Community College. These dose levels are provided in *Chart MCC1* (see next page). The limits are evaluated on a quarterly basis.

Student exposures equal to, or greater than *Investigational Level I*, are reviewed by the Clinical Coordinator, who will extend the information gathered from the report to the student at their next regularly scheduled meeting. The Clinical Coordinator may require corrective actions on the part of the student.

Student exposures equal to, or exceeding *Investigational Level II*, are investigated in a timely manner by the Clinical Coordinator, who takes immediate action if warranted. A report of the investigation, actions taken, and a copy of the individual's radiation dosimetry history are presented to the Clinical Instructor and student at a meeting scheduled following completion of the investigation. The Clinical Coordinator may impose restrictions on the user as warranted.

Investigational limits exceeding those listed in Chart MCC1 may be established by the Clinical Coordinator for a worker or group of workers when the higher investigational levels are consistent with good ALARA practices for the work being conducted by the individual or group.

Regulatory Dose Limits:		
Limit	Level (mRem/quarter)	
	Investigational Level I	Investigational Level II
Total Effective Dose Equivalent	234.37	312.74
Eye Dose Equivalent	703.12	937.5
Shallow Dose Equivalent to the Skin or to each of the Extremities	2343.75	3125
	<p>Student remediation: Dosimetry reports are shared with the student, student is required to view OSHA awareness video, student to speak with a dosimetrist and will be required to write a plan of action to reduce future exposures.</p>	<p>Immediate action: Student will not be allowed to participate in fluoroscopic or surgical procedures until remediation occurs.</p>

Chart- MCC1

RADIOLOGIC TECHNOLOGY DEPARTMENT LABORATORY GUIDELINES

1. Visitors are not permitted in the Radiologic Technology Program ionized lab (or at clinical education sites).
2. Use of the lab is restricted to times during the week when program faculty are available to monitor student use of the lab.
3. All labs will be supervised by the assigned faculty. Students will not make exposures without the direct supervision of the faculty.
4. No open toed shoes
5. Wear dosimeters at all times during lab hours.
6. It is the student's responsibility to exchange their dosimeter quarterly.
7. Do NOT leave the lab with your dosimeter.
8. Clear x-ray room and doorway for other students before making an exposure.
9. Announce "x-ray" to warn others of an impending exposure.
10. Maintain professionalism in lab at all times.
11. Be cognizant of radiation protection at all times.
12. Clean and organize room and store accessories and phantoms properly after each class.
13. Bring textbooks, workbooks, and pocket guides to each lab.

STUDENT GUIDELINES ON BLOOD BORNE PATHOGENS

Students in any academic, research, or occupational program at Mohave Community College at risk for blood borne pathogen exposure are required to initiate the Hepatitis B vaccination series prior to their first potential exposure. Exceptions include students who have previously received the complete Hepatitis B vaccination series and antibody testing that revealed the student is immune or the vaccine is contraindicated for medical reasons. Students must also have training comparable to that required in the OSHA Blood Borne Pathogen Standard prior to initial placement in a clinical or academic setting where there is reasonable anticipation of a potential blood borne pathogen exposure.

Students who cannot meet this requirement, for personal or health reasons, must have their case reviewed. Proof, in the form of a note from a practicing physician or a physician's assistant must be provided to verify the reason for declination of the vaccine and must be submitted to the director of the program prior to the start of the first fall semester. Final approval or waiver must be granted in writing, prior to their first potential exposure to human blood or other potentially infectious materials. Records of the waiver or approval shall be kept in the students file within the Radiologic Technology Department.

EXPOSURES

According to OSHA, *Accidental exposure is defined as accidentally being exposed to blood/body fluids through needle sticks or contact with the skin lesion/non-intact mucosal membrane of a suspected or diagnosed Aids Related Complex/Auto Immune Deficiency Syndrome (AIDS) patient.* The accidental exposure of a student in the Radiologic Technology Program while in a clinical agency, is treated in a similar manner to any type of incident occurring within the agency. The student should immediately notify the clinical faculty who will then immediately notify the supervision within the health care facility where the incident occurred. Agency policies will then be followed. The clinical agency will require the completion of an incident report and will usually order medical follow-up and testing for antibody to Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV). The exposed student will then be encouraged to have testing. The decision to have testing or not, however, is the choice of the individual exposed. A signed consent/denial form will be kept in the individual's college file.

The Clinical Instructor will notify the Director of Radiologic Technology when a student or faculty has been accidentally exposed. A program Incident Report will need to be completed and delivered to the program director during a face-to-face meeting which should be held as soon as possible after the exposure incident.

STANDARD (UNIVERSAL) PRECAUTIONS

Since medical history and examination cannot reliably identify all patients infected with HIV or other blood borne pathogens, blood and body fluid precautions should be consistently used for all patients. This approach, recommended by the Center for Disease Control and referred to as – Universal Blood and Body Fluid Precautions II or – Universal Precautions II, should be used in care of **all** patients, especially in emergency care settings where the risk of blood exposure is increased and the infection status of the patient is usually unknown

1. Healthcare workers should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when in contact with blood or other body fluids of any patient. Gloves should be worn when exposed to blood and body fluids, mucous membranes or non-intact skin of all patients, handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures. Gloves should be changed and hands washed after contact with each patient. Masks and protective eyewear or face shields should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membrane

of the mouth, nose, and eyes. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.

2. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.
3. Healthcare workers should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of used needles; and when handling sharp instruments after procedures. To prevent needle stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes or otherwise manipulated by hand. After they are used, disposable syringes and needles, scalpel blades and other sharp items should be placed in puncture-resistant containers for disposal. The puncture-resistant containers should be located as close as practical to the use area. Large-bore reusable needles should be placed in a puncture-resistant container for transport to the reprocessing area.
4. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.
5. Healthcare workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient care equipment until the condition resolves.
6. Pregnant healthcare workers are not known to be at greater risk of contracting HIV infection than healthcare workers who are not pregnant; however, if a healthcare worker develops HIV infection during pregnancy, the infant is at risk of infection resulting from perinatal transmission.
7. Students with communicable diseases that are transferred by air or contact and are of short duration may not attend clinicals. They must inform the Clinical Instructor and Clinical Coordinator of the absence from clinicals and make-up time must be arranged with the Clinical Instructor and Clinical Coordinator. These diseases include, but are not limited to: chicken pox, lice, conjunctivitis, measles, mumps, cold sores, influenza and strep. Students with communicable diseases that have a long duration must present a written diagnosis to the Clinical Coordinator. Dependent upon the diagnosis, the student may or may not be permitted to perform clinical duties. Each case will be handled on an individual basis.

In the event of accidental exposure to potentially infective material, the student should immediately contact their Clinical Instructor.

TRAINING

Student training in blood borne pathogens and Universal Precautions shall be conducted prior to the student's first potential exposure to blood borne pathogens. Training shall include the requirements of the blood borne pathogen standards, Universal Precautions and the Radiologic Technology Program policy. This training may be incorporated into class materials. Students are required to show proof of hepatitis B, tuberculin, varicella, tetanus, and MMR immunizations before being able to participate in the program. Each student will be required to update their immunizations as they rotate through clinical facilities in order to meet specific clinical site requirements which may vary.

PROGRAM SPECIFIC COURSES

Radiology courses can only be taken once a student is admitted into the program and must be completed in the sequence described in the most current catalog. The student should meet with the director of the program each semester. If a student does not satisfactorily meet the course objectives and pass the Radiologic Technology courses, they will be unable to progress in the program, and therefore, will be dismissed from the program and/or fail to graduate.

The Radiologic Technology Program at Mohave Community College is a competency-based program requiring six (6) consecutive semesters including two (2) summer sessions. There are two major components to the learning experience: the classroom and clinical practice. Students will learn the necessary skills to accurately position a patient, operate the imaging equipment, and use critical thinking skills. Students will have hands-on clinical training under the supervision of certified technologists, be able to assist radiologists and physicians, and practice alongside members of the health professions. Once a student completes the program and has fulfilled all requirements for graduation, they will be eligible to apply for an Associate of Applied Science (AAS) degree in Radiologic Technology, and will be eligible to sit for the national registry exam, offered by the American Registry of Radiologic Technologists (ARRT). Students must pass this certification exam with a score of 75% or higher in order to become a Registered Radiologic Technologist.

GRADING INFORMATION

Grades may be based on, but may not be limited to the following: Attendance, participation, journaling, writing across the curriculum, lab performance, assignments, quizzes and exams. Specifics will be noted in each instructor's syllabus.

Grading Scale

- ✓ A = 90-100%
- ✓ B = 80-89.99%
- ✓ C = 70-79.99%
- ✓ D = 60-69.99
- ✓ F = Below 59.99%

A grade of 69.99 or less is considered not passing and will prevent a student from proceeding and further in the Program. A "D" grade is not passing!

Graded Work and Records

Graded work is returned as soon as reasonably possible and a record of the grade is posted in Schoology

All Radiologic Technology Program courses and co-requisites must be completed with a grade of "C" 70% or higher in order to progress in the program. An overall 2.5 GPA is required to remain in the program.

Participation

Participation is expected during each class meeting.

STUDENT EVALUATION OF COURSES, INSTRUCTORS, AND CLINICAL SITES

Each fall and spring, students anonymously complete written course/faculty evaluations. Student evaluations of clinical education sites and Clinical Instructors are performed each semester. Results are summarized and forwarded to the lead faculty. Evaluation results for clinical facilities are discussed with the faculty and distributed during a regularly scheduled Advisory Committee meeting. Input from the Advisory Committee members and Clinical Instructors is obtained on a continual basis and modifications to the program are implemented as warranted. The President of Mohave Community College receives Advisory Committee meeting minutes.

CLASSROOM ATTENDANCE

Students are expected to attend all class sessions, as well as lab sessions. Each instructor establishes attendance policies specific to the course's needs. These policies will be communicated to the students by the instructor and also appear in the syllabus for each course

RELIGIOUS HOLIDAYS

The student must notify the instructor of a conflict between a scheduled class and/or clinical assignment and a religious holiday of their religious preference. Students are required to notify their instructor in writing as early in the semester as possible, but no later than one (1) week in advance of the absence, with the exception of holidays falling during the first week of the academic year. Students shall be provided with an opportunity to make up exams, work, or clinical time which they may have missed within a reasonable and agreed amount of time. Should a student inadvertently be scheduled on a day on which they normally participate in religious observation, this should be brought to the attention of the Clinical Coordinator so that an adjustment in their clinical schedule can be made to suit their needs.

HOLIDAYS AND VACATIONS

Holidays will be in accordance with the Mohave Community College academic calendars. Students will not be scheduled for clinical rotations over official Mohave Community College holidays, or during semester breaks when the college is closed. The Radiologic Technology

Program makes no provision for any vacation time to students in the program, other than semester breaks, and the vacation periods scheduled on the Mohave Community College calendar. Should special occasions arise such as weddings, please schedule these during official semester breaks or official Mohave Community College holidays. No provisions will be made for extended time off from clinical rotations. A student may not shorten the duration of their clinical rotation by accumulating compensatory time. This is true for all semesters, including the final clinical course. **Note: The RAD Program's semester schedule does not always follow the college calendar.**

The academic calendar can be found at: *Catalog.Mohave.edu*

ACADEMIC MISCONDUCT

Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the college. Academic misconduct is defined as all forms of academic dishonesty, including but not limited to:

- **Plagiarism:** Representing another person's words, ideas, data, or materials as one's own.
- **Misconduct during an examination or academic exercise:** Copying from another student's paper, consulting unauthorized material, giving information to another student or collaborating with one or more students without authorization, or otherwise failing to abide by the Mohave Community College or instructor's rules governing the examination or academic exercise without the instructor's permission.
- **Unauthorized possession of examination or other course materials:** Acquiring or possessing an examination or other course materials without authorization by the instructor.
- **Tampering with the course materials:** Destroying, hiding, or otherwise tampering with source materials, library materials, laboratory materials, computer system equipment or programs, or other course materials.
- **Submitting false information:** Knowingly submitting false, altered, or invented information, data, quotations, citations, or documentation in connection with an academic exercise.
- **Submitting work previously presented in another course:** Knowingly making such submission in violation of stated course requirements.
- **Improperly influencing conduct:** Acting calculatedly to influence an instructor to assign a grade other than that actually earned.

Therefore, any student found to have participated in academic misconduct will be subject to the

process as described in the Student Code of Conduct, located in the Mohave Community College catalog, and which can be accessed at: www.mohave.edu.

STUDENT CODE OF CONDUCT

Per the Mohave Community College Student Code of Conduct:

MCC reserves the right to modify this code when, in its discretion, such action will serve the best interests of the College or its students. The provisions of this code shall not be construed to replace or supersede any state, federal or local laws that also may apply to students or others.

See the MCC College Catalog and/or Website for details.

CLINICAL REQUIREMENTS

See "Student Clinical Handbook"

THE CLINICAL EDUCATION

The clinical education, which begins spring semester, during the first year of the program, will be much different than the traditional classroom instruction to which students have become accustomed. It involves patient care, the practice of safety procedures and the use of ionized radiation. If used improperly, radiation could be dangerous to humans. Since many factors constitute a very different situation in clinicals than in a classroom education, a much more structured set of rules and regulations are necessary.

The Mohave Community College has a written agreement for the clinical education with affiliated hospitals and clinics. Close cooperation between The College and the Clinical Instructor is vital to the continued success of the Radiologic Technology Program. Our agreement with the affiliated hospitals and clinics states:

"...Inform the College of any improper or unsatisfactory STUDENT performance or behaviors. This would include behavior that is disruptive or detrimental to the FACILITY and/or violates the Code of Ethics of the discipline, or FACILITY regulations, policies or procedures. If performance or behavior does not improve, FACILITY shall request that the COLLEGE immediately withdraw a STUDENT from assigned clinical practicum and/or internship/externship experience."

Students who for any reason do not complete the program's mandatory clinical training, including those who are unable to obtain or remain in an acceptable clinical training site, will not be eligible for graduation or licensure. Any student who has been terminated from a clinical setting by the clinical institution may be subject to an immediate recommended dismissal from the program.

The students' part in ensuring the effectiveness of the clinical portion of the program is to have acceptable evaluations which reflect the expected progress outlined in the program, a thorough knowledge of the rules, and the motivation to comply with the protocols and procedures.

The physical and emotional welfare of patients and their families carries the highest priority. A student who demonstrates clinically unsafe practices that jeopardize the physical or emotional welfare of patients or their families may be relieved from clinical responsibilities. The faculty will identify and document unsafe behavior, as well as, counsel the student. A written evaluation will be provided to the Program Director. In the event that a student is removed from clinical responsibilities and deemed ineligible to return, the student will be recommended for dismissal from the program.

The importance of the clinical experience is invaluable. In the event there are limited radiographic examinations to be performed during clinical hours, students are encouraged to practice positioning skills or equipment manipulation in exam rooms with the permission of the Clinical Instructor or immediate technologist in charge. Students are not to read magazines, newspapers, do puzzles of any type or have cell phones out during slower work times. Any student found doing so will be given a verbal warning, and documentation of such will be placed in his/her file. This may result in a lower clinical evaluation and grade.

All patient and hospital records are confidential. Students are expected to maintain the confidentiality in accordance with the Health Insurance Portability and Accountability Act (HIPAA). Information gathered throughout the clinical work day shall remain private and not be removed from the facility. HIPAA provides federal protection for personal health information held by covered entities and gives patients an array of rights with respect to that information. At the same time, HIPAA is balanced so that it permits the disclosure of personal health information needed for patient care and other important purposes.

Students will be required to sign a Confidentiality Form, stating that they agree to abide by the rules and regulations set forth by HIPAA.

LIABILITY INSURANCE

Malpractice insurance or liability coverage is purchased through student fees. Payment is collected through fees paid when enrolling in the Radiologic Technology Program courses. This insurance covers incidents involving litigation resulting from possible negligence in patient care. Injuries to students while in their clinical rotation will be covered by the students' personal health insurance (which the student is responsible for obtaining and financing). All accidents that occur while on clinical assignments, which result in patient, site personnel or personal injury and/or damage to equipment, must be reported immediately to the Clinical Instructor and Clinical Coordinator.

An incident report must be written for the facility and one must also be written for the Clinical Coordinator in order to document what took place. If tuition is not paid, then fees will not have been collected., Therefore the student will not be covered by insurance and will not be allowed to attend any radiologic technology courses or clinical experiences.

THE CLINICAL EXPERIENCE

The clinical education experience provides the student with a well-rounded experience in all aspects of routine radiography. Students must not attempt unfamiliar imaging exams alone or for which they have not yet performed a successful competency. Also, students are not expected to act as a replacement for a radiologic technologist or perform examinations without radiologic technologists available in the department or institution. All images obtained by a student *must* be cleared by a radiologic technologist and that technologist's initials must appear on the requisition. All repeated exams *must* be performed with a technologist in the exam room.

When a student has successfully tested on a particular anatomical section in class, completed the required number of clinical pre-competency exams and believes that they have adequate experience in performing a certain procedure, then they must ask a qualified radiologic technologist to observe and grade their entire performance on that specific procedure.

Please note: The radiologic technology faculty guarantees a clinical assignment to all students admitted, but there is NO guarantee of being assigned to a specific site. According to affiliate agreements, a clinical site has the right to refuse to continue to host a student should the facility feel that a student has the potential to jeopardize the health, welfare, and/or safety of patients, and/or staff, or to do harm to them or to him/herself.

JRCERT CLINICAL SITE SCHEDULE POLICY

Per the 2014 JRCERT Standards for an Accredited Educational Program in Radiography,

1. JRCERT defines a **traditional assignment** as any scheduled clinical hours between **5:00 a.m. and 7:00 p.m. weekdays**
2. A maximum of 25% (450 hours) of the student's total clinical clock hours may be spent in evening and weekend assignments
3. The student- to - qualified staff ratio of 1:1 must be maintained at all times
4. Students must be allowed to complete clinical competencies during these assignments
5. Utilization of clinical assignments must be equitably applied to enrolled students
6. Repeat radiographs **must** be performed under the **direct** supervision of a certified technologist
7. The timing of assignments must be correlated with the didactic curriculum
8. A student's combined didactic and clinical contact hours must not exceed 40 hours per week. It is also suggested that the combined hours not exceed ten (10) hours per day.

Furthermore, consideration should be given to the amount of free time available to a student between the end of a particular clinical assignment and the start of the following clinical assignment or classroom experience.

9. Program total capacity cannot be increased through the use of evening and/or weekend assignments

See Program Handbook Forms:

- SCHEDULING POLICY

HOSPITAL AND CLINICAL AFFILIATES

Havasu Regional Medical Center (HRMC)

101 Civic Center Lane
Lake Havasu City, AZ 86403
928-453-0183

Kingman Regional Medical Center (KRMC)

3269 Stockton Hill Road
Kingman, AZ 86403
928-757-0620

Kingman Regional Medical Center – Hualapai Campus

3801 Santa Rosa Dr.
Kingman, AZ 86409
928-757-2101

Kingman Regional Medical Center – Imaging Center

1033 Sycamore Ave.
Kingman, AZ 86409
928-692-2727

Arizona Coast Wide Open MRI & Radiology Imaging

2130 Mesquite Ave #108
Lake Havasu City, AZ 86403
928-854-9433

La Paz Regional Hospital

1200 W. Mohave Road
Parker, AZ 85344
(928) 669-7325

Valley View Medical Center (VVMC)

5330 S. Highway 95
Fort Mohave, AZ 86426
928-788-7236

Western Arizona Regional Medical Center (WARMC)

2735 Silver Creek Road
Bullhead City, AZ 86442
928-763-2273

Western Arizona Regional Medical Center Out Patient Imaging

1245 Hancock Rd.
Bullhead City, AZ 86442
928-704-8889

RADIOLOGIC TECHNOLOGY CLINICAL COMPETENCY SYSTEM

As required by the ARRT, this program utilizes a competency based method of clinical education. The following section explains this system and provides the clinical objectives which are used to determine clinical grades.

Cognitive, Psychomotor, and Affective Skills

It is commonly acknowledged that the cognitive (classroom), psychomotor (clinical), and affective (values) aspects of curriculum occur simultaneously and are integrated. To assure meaningful clinical participation, the student should have mastered those cognitive competencies necessary to assure a clinical participation aspect of the program. Those cognitive competencies normally include: Radiographic Procedures, Anatomy and Physiology, Patient Care and Exposure Technique.

The student begins their clinical participation by assisting the radiologic technologist with radiographic exams. The rate of student progress is dependent upon the ability of the student to comprehend and perform the various tasks assigned to them. As the student gains experience in various procedures, they gradually move into a more independent clinical performance stage. At this point, the student is actually performing procedures under the direct supervision of a radiologic technologist. According to the 2014 JRCERT Standards for an Accredited Educational Program in Radiography, *direct supervision is defined as having a qualified radiologic technologist present to review the request for the exam, to evaluate the condition of the patient, to be present during the exam, and to review and approve the radiographs.*

Category Competency Evaluation

When the student feels they are performing a procedure(s) at a competent level, they may request

a category-specific competency examination. Upon successful completion of an exam, the student's competency form must be documented with the initials of a registered radiologic technologist, (who has been licensed for more than one year) and the date the exam was completed. Once a specific competency is awarded, a student may begin working under indirect supervision during the exam in which the competency was achieved. According to the 2014 JRCERT Standards for an Accredited Educational Program in Radiography, *indirect supervision is defined as having a registered radiologic technologist immediately available to assist students, adjacent to the room or location where the procedure is being performed.* This applies to all areas where ionizing radiation equipment is in use, including mobile radiation, emergency departments and surgical suites. If a student fails one or more of the requirements of the exam, they shall review that area of weakness and obtain additional experience. After this additional experience is gained, the student will be re-evaluated before attempting their next competency in that specific category. This approach provides the student the opportunity to progress at an individual rate consistent with their abilities, knowledge, and motivation.

CLINICAL INSTRUCTOR RESPONSIBILITIES

Per the 2014 JRCERT Standards for an Accredited Educational Program in Radiography:

JRCERT Objective 3.8: Documents that the responsibilities of faculty and clinical staff are delineated and performed

JRCERT Objective 3.9: Evaluates program faculty and clinical instructor performance regularly to assure instructional responsibilities are performed

JRCERT Objective 4.3: Assures that students employ proper radiation safety practices

JRCERT Objective 4.4: Assures that medical imaging procedures are performed under the direct supervision of a qualified radiographer until a student achieves competency

JRCERT Objective 4.5: Assures that medical imaging procedures are performed under the indirect supervision of a qualified radiographer after a student achieves competency

JRCERT Objective 4.6: Assures that students are directly supervised by a qualified radiographer when repeating unsatisfactory radiographs

JRCERT Objective 4.7: Assures sponsoring institution's policies safeguard the health and safety of students

JRCERT Objective 4.8: Assures that students are oriented to clinical education setting policies and procedures in regard to health and safety

POSITION SUMMARY: In the clinical setting, provides education and supervision for the

radiologic technology student, consistent with the established standards of medical care in radiological services. The Clinical Instructor ensures that the clinical staff understands the clinical competency system, requirements of the student, and supports the educational process and policies.

Duties and Responsibilities

1. Demonstrates knowledge of the Mohave Community College Radiologic Technology Program goals, clinical objectives, and clinical evaluation systems
2. Provides students with appropriate and adequate clinical supervision, both direct and indirect supervision in accordance with documented student competencies
3. Provides students with appropriate and adequate clinical instruction
4. Performs clinical progress and competency evaluations for each student assigned to their supervision in a timely and expected manner
5. Exhibits a positive professional attitude toward students and the learning process
6. Participates in continuing education to improve and maintain competence in evaluation and professional skills
7. Meets regularly with program faculty to communicate student progress, strengths, and weaknesses
8. Provides a positive role model for students of the radiologic science profession
9. Maintains confidentiality in accordance with program policy
10. Participates in Clinical Instructor and Advisory Board meetings
11. Facilitates proper student rotations in the clinical setting to achieve course objectives
12. Utilizes positive interpersonal communication skills
13. Maintains competency within the relative discipline
14. Instrumental in providing student access to written departmental policies/procedures
15. Implements or promotes diligent compliance with radiation monitoring procedures
16. On a regular basis, updates their staff and technologists on Mohave Community College program policies and procedures.

17. Maintains proper release time from staff duties for student-related activities

Qualifications

Shall be credentialed in good standing by the respective credentialing agencies: the ARRT and the Medical Radiologic Technology Board of Examiners (MRTBE).

SUPERVISION AND RESPONSIBILITIES OF STUDENTS

Standards for an accredited educational program require documentation and compliance for the following objectives by JRCERT. (See position description below.)

It is the student's responsibility to follow the policies and procedures of clinical education sites and the Mohave Community College Radiologic Technology Program.

1. Students shall not take the responsibility or the place of qualified staff. Until a student achieves and documents competency in any given procedure, all clinical assignments shall be carried out under the direct supervision of qualified radiologic technologists. All radiographic images must be reviewed by a qualified radiologic technologist before the patient is dismissed or images sent to PACS. Unlike other exams, mobile exams require direct supervision **regardless** of competency status.

The parameters of direct/indirect supervision are as follows:

- a. A qualified radiologic technologist reviews the request for examination in relation to the student's achievement
- b. A qualified radiologic technologist evaluates the condition of the patient in relation to the student's knowledge
- c. A qualified radiologic technologist is present during the conduct of the examination, and a qualified radiologic technologist reviews and approves the radiographs
- d. After demonstrating competency, students may perform procedures with indirect supervision.
- e. *Indirect supervision is defined as that supervision provided by a qualified radiologic technologist IMMEDIATELY AVAILABLE to assist students regardless of the level of student achievement.*
- f. *"Immediately available" is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This*

availability applies to all areas where ionizing radiation equipment is in use including mobile radiography, emergency department procedures, and procedures performed in surgery. Being available by phone, pager or other communication is NOT considered “immediately available”.

Radiography students are directly supervised for their clinical education until they have proven competency in radiographic procedures and then function under indirect supervision for those exams in which they have proven competency.

According to the 2014 Standards for an Accredited Educational Program in Radiography, JRCERT defines *indirect supervision* as supervision provided by a qualified radiographer immediately available to assist a student regardless of the level of student achievement. *Immediately Available* is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use including mobile radiography, emergency department procedures and procedures performed in surgery. Being available by phone, pager, or other communication is NOT considered “immediately available.”

Clinical instructors may utilize indirect supervision for each student on an exam by exam basis if that student has successfully completed the Clinical Competency Evaluation form for the specific examination.

JRCERT and program policy require that students repeat radiographs ONLY under the direct supervision of a registered radiologic technologist. This policy is to be enforced no matter the reason for the repeat (positioning, processor problems, patient condition, technique, etc.). Students are made aware of this and are responsible for requesting a registered radiologic technologist be present during the performance of the repeated examination.

JRCERT ALLEGATIONS OF NON-COMPLIANCE POLICY

It is the policy of the Radiologic Technology Program to work with JRCERT if and when the program is in non-compliance with JRCERT standards. The program will investigate, and where appropriate, make the revision(s) necessary to come into compliance. The program is committed to informing the students, clinical centers, and advisory board members of JRCERT standards.

Complaints that point to non-compliance are brought to the lead faculty’s (Clinical Coordinator, Clinical Instructor and Director of the Radiologic Technology Program) attention, a plan of action is developed and implemented. If the issue is not resolved, the Dean of Instruction is consulted. Complaints or allegations are documented and addressed by the Lead Faculty.

Complaints and allegations of the program being in non-compliance with JRCERT standards may be communicated directly by students to JRCERT, by calling their office at (312)704-5300.

Any problems incurred in the clinical areas should first be brought to the attention of the Clinical Instructor and the Clinical Coordinator. Any problems dealing with the program as a whole; whether they deal with your classes at the Mohave Community College or problems that cannot be answered to your satisfaction by the Clinical Instructor or the Clinical Coordinator, should be referred to the Program Director.

Problems may be documented so that issues can be followed-up through a complete process to resolution. For formal grievance procedure, see the Mohave Community College Student Handbook.

CERTIFICATION/LICENSE INFORMATION

The American Registry of Radiologic Technologists (ARRT) uses “certification” to describe the awarding of a certificate after an individual satisfies all eligibility requirements including the certification exam. “Registration” is the annual renewal or routine maintenance of the registration of your ARRT certificate.

“Licensing” is most commonly used to refer to state laws. The state, not the ARRT, is the authority that administers the license and grants an individual permission to practice radiologic technology within that state. Application for, and renewal of a state license, is separate from the ARRT certification process and varies from state to state. In Arizona, the Arizona Department of Health Services Bureau of Special Licensing (AZDHS-BSL) is the authority that grants permission to practice radiologic technology within the state. Although the ARRT examination is a voluntary certification exam, many states use these scores in their licensing decisions.

As a student of the Mohave Community College Radiologic Technology Program, you will be recommended for the ARRT Registry exam, providing you have met all requirements. Application books, with detailed directions on how to make arrangements to take the exam will be distributed during your last semester, once you have satisfied all required criteria.

QUALIFICATIONS FOR CERTIFICATION

In accordance with the American Registry of Radiologic Technologists “Equation for Excellence”, candidates for ARRT certification must meet basic requirements in three (3) components of the equation:

- 1) Ethics
- 2) Education and
- 3) Examination

Ethics

Every candidate for certification and every applicant for renewal of registration must, according to the governing documents, be a person of good moral character and must not have engaged in conduct that is inconsistent with ARRT Rules of Ethics. They must also agree to comply with the

ARRT Rules and Regulations and the ARRT standards of Ethics.

ARRT investigates all potential violations in order to determine eligibility. One issue addressed by the Rules of Ethics is the conviction of a crime, including a felony, a gross misdemeanor or a misdemeanor, with the sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported, except in cases of a Minor in Possession (MIP) prior to the age of 18.

Applicants should be aware that the American Registry of Radiologic Technologists (ARRT) is the nationally recognized organization which provides voluntary certification exams and registration status information for radiographers.

As such, the ARRT Code of Ethics has strict requirements for individuals who have a criminal background or a history of military court martial. Applicants with such a history are strongly advised to contact the ARRT and go through the pre-application Ethics Review process to determine future eligibility status before enrolling in any Radiologic Technology Program. Further information can be found at the ARRT website: www.arrt.org, or by calling the ARRT at (651)687-0048. **Decisions on ARRT applicant eligibility based on criminal background are solely the responsibility of the ARRT.**

Education

Eligibility for certification specifies that students meet the educational preparation requirements. Eligibility requires the successful completion of a formal educational program that is accredited by a mechanism acceptable to the ARRT. Candidates must also demonstrate competency in didactic coursework and an ARRT specified list of clinical procedures.

Examination

Finally, eligibility requires candidates for certification, after having met all other qualifications, pass an examination developed and administered by the ARRT. The exam assesses the knowledge and skills of the tasks typically required of radiologic technologists.

PROFESSIONAL SOCIETIES

Students are encouraged to join the professional societies. Professional publications, announcements of annual meetings, and some reduced participation fees are available to student members.

Suggested societies for membership are:

The American Registry of Radiologic Technologists (ARRT)

1255 Northland Drive
St. Paul, Minnesota 55120-1155
<http://www.arrt.org>

The American Society of Radiologic Technologists (ASRT)

15000 Central Avenue, S.E.
Albuquerque, New Mexico 87123-3917
<http://www.asrt.org>

The Association of Collegiate Educators in Radiologic Technology (ACERT)

P. O. Box 150287
Ogden, Utah 84415-0287
<http://www.acert.org>

Arizona Department of Health Services – Bureau of Special Licensing (AZDHS-BSL)

150 N. 18th Ave, #410
Phoenix, Arizona 85007
<http://www.azdhs.gov/licensing/special/#mrt>

Arizona State Society of Radiologic Technologists (ASSRT)

P. O. Box 40637
Tucson, Arizona 85717-0637
<http://www.assrt.com>

Arizona Radiologic Society (ACR)

810 W. Bethany Home Road
Phoenix, Arizona 85013
<http://www.acr.org>

Scholarships and other financial opportunities are available through many of the professional organizations.

SUMMARY OF MOST IMPORTANT RULES

- Radiology students must always be supervised according to the definitions of direct/indirect supervision
- Students will never be used to replace paid staff
- Students are required to ask all female patients with reasonable reproductive potential, if there is a chance they might be pregnant
- Students are required to shield all patients when possible
- Noted on the requisition should be the initials of the radiologic technologist who has approved the images turned in by the student
- A radiologic technologist should be in the exam room whenever a student must repeat an exam
- Students are required to wear the proper Mohave Community College uniform which properly identifies them as a student whenever involved in a clinical assignment, including labs and simulations. Surgical scrubs are allowed only when participating in surgery during a rotation.
- Students are required to report any absence to their Clinical Coordinator and their Clinical Instructor, at least thirty (30) minutes prior to their scheduled time of attendance.
- If a student is tardy to the clinical setting three times in a rotation, it will be counted as a full day's absence and treated as such.
- If it is a necessity that a patient be held while being exposed to radiation, someone other than a student should be asked to assist with the procedure and to hold the patient
- While performing fluoroscopic, mobile, and surgical procedures, students will always wear protective lead aprons. A radiation exposure monitoring badge will be fastened to the outside of the apron in the area of the collar.
- No student will perform a radiographic study without a physician's order

FREQUENTLY ASKED QUESTIONS

1. How difficult is it to be admitted into the program?

The increased interest in radiography over the past few years has indeed resulted in an increased number of applicants applying for a limited number of positions (15) in the program and has therefore made the application process more competitive. Given this fact, for any applicant to be considered for admittance, they will need to demonstrate a history of successful academic performance as well as scoring well on the required entrance exam. Our selection process evaluates many objective factors when selecting candidates for the program and has found that there is no “model” for the ideal student. There is no lone factor or attribute that can guarantee admittance into the program.

2. What is considered when applications are evaluated?

Applications are evaluated for strong academic background. This background comes from ONLY the prerequisite courses taken at Mohave Community College or similar courses taken at other colleges/universities, which have been accepted for transfer credits at Mohave Community College. Work and volunteer experience with health-related and/or service-oriented emphasis are not considered. Additionally, students are required to take the TEAX entrance examination and recommended to participate in a job shadowing experience.

3. How can I enhance my chances of being admitted?

Each candidate is expected to introspectively evaluate their own strengths and weaknesses and to establish a plan that reveals relevant strengths. A strong candidate will possess a healthy balance of characteristics and skills deemed desirable by the faculty and include:

- A proven record of academic success.
- Knowledge of the field of radiography, including the less than desirable aspects.
- A strong work ethic, positive attitude, and caring demeanor desirable of a health caregiver.
- The ability to think critically and develop solutions to problems.
- A sense of independence, as well as an ability to act as a member of a health care team.

4. Why do you limit the number of students in the program?

We have a limited number of clinical sites affiliated with the program. Therefore, we must limit the number of students assigned to each facility. That way, each student receives the opportunity for hands-on experiences to master the skills required of a radiographic technologist.

5. Do all program participants have to travel to clinical facilities outside of Bullhead City?

The program faculty is sensitive to the inconveniences of traveling for clinical and makes every reasonable effort to minimize the travel expectations. However, traveling is necessary and a reasonable expectation given the learning opportunities that result. During the program, students will be required to travel to an affiliated site outside of the Bullhead City area. That area may include, but may not be limited to: Kingman, Parker, and Lake Havasu City. Traveling affords students the opportunity to a comprehensive education in diverse settings, with access to various forms of radiologic technology. Please remember to weigh the costs of travel (i.e., gasoline, possible overnight lodging and extended childcare) with tuition, textbooks and program fees and other college expenses when planning for tuition.

6. Do you have to have a degree to become a Radiologic Technologist?

Per the American Registry of Radiologic Technologists ([ARRT](#)), effective January 1, 2015, all candidates must have earned an Associate Degree (or higher) from an accredited institution recognized by the ARRT.

7. What are starting salaries for Radiologic Technologists?

Wages and Benefits

- *In Arizona, the median wage for radiologic technologists is \$65,810 per year (\$ 31.64 per hour).

Full-time radiographers usually receive benefits. Common benefits include sick leave, paid vacation, health insurance and workers compensation insurance. Part-time technologists may not receive the same benefits. Some facilities may offer new employees sign-on bonuses, relocation expenses, travel reimbursement, and financial assistance with previous student loans.

*According to the Bureau of Labor and Statistics - [BLS.gov](#)

8. Can I work full-time while participating in the program?

Although we cannot dictate what a student does outside of the program, it must be emphasized that it is extremely difficult to successfully meet the requirements of the program while working a full-time job. Some factors to consider beyond personal stamina and abilities are:

- The physical and mental demands of a job.
- Flexibility of scheduling-ability to reduce/switch hours to accommodate the program and clinical schedules.
- Personal/family responsibilities.
- Study time requirements outside of program hours.
- Your learning style – are you a quick learner, or an individual who needs to spend more time on a task in order to master the material?
- Clinical assignments may and can be scheduled from 24-40 hours per week.

Many students do work part-time while in the program. The program faculty, while sympathetic and understanding of financial situations, cannot lower performance expectations based on a need to work outside of the program. Ultimately, it is for each individual to honestly evaluate their abilities, both physical and academic, and determine if, after committing to the hours in the program and the hours spent at a job, that there will still be enough time left to eat, sleep, study, travel, and fulfill family responsibilities, while meeting the requirements of the Radiologic Technology Program for its entire duration.

9. Do you allow students to attend the program part-time, or only on evenings or weekends?

The program is full-time and six (6) semesters in length. Clinical rotations will be scheduled so that each student can have access to the required clinical experience. Currently, the program is Full-Time. No part-time access to the program exists. It is possible to be scheduled during the evening or weekend hours, but only as part of the Full-Time program