RADIOLOGY PROGRAM

MINERAL AREA COLLEGE
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STUDENT CLINICAL HANDBOOK

REVISED 7/1/15
**CLINICAL TRAINING FORMAT**

The student begins their Clinical participation or psychomotor learning by first assisting a practicing Radiologic Technologist in the execution of duties. This will prepare the student to become more involved in the affective domain behaviors and values. This participation moves from a passive mode of observation to a more active mode of assisting the Radiologic Technologist in procedures. The rate of student progress is dependent upon the ability of the student to comprehend and perform the various tasks assigned to him/her.

As the student gains experience in various procedures, which is documented in the student weekly clinical log, they gradually move into an independent clinical performance stage. At this point, the student is actually performing the procedure under the direct supervision of a Radiologic Technologist. When the student has performed the procedure at an acceptable level within the recommended number of trials (documented vouchers #1-#3), covered and tested on the specific exam in the Procedures class, they will request a competency examination. At this time, they will demonstrate their skills and competency in a particular radiographic examination. If a student fails the competency evaluation given by the Clinical Instructor, they will continue in clinical for additional experience. Upon the successful completion of a competency evaluation, the student will be allowed to perform these examinations under indirect supervision. Passing a clinical competency requires an 85% grade of each exam. Successful completion of final competency evaluations, which are required by the ARRT, completes the requirements for the clinical performance. Though the student may successfully complete a competency evaluation early in the clinical education, continuing performance will remain aggressive in order to excel. Recheck evaluations are also required each semester.

The Clinical Instructors are aware the transition period for the student radiographer from the classroom to clinical can not only be demanding but can also be challenging. Every effort is made to ensure students are prepared to accept and deal with this transition. The Clinical Instructors have Procedures syllabi and the competency list, which includes a timeline when each exam is covered in the classroom. An email will be sent to the Clinical Instructors on a quarterly basis updating the clinical sites with verification by the classroom instructor ensuring the exams have been covered and the students can now challenge for competency. The progressive trials (vouchers #1-#3) can be obtained by the student before the materials are covered in the classroom. The students will also be responsible for requesting a competency only after completing the required materials in the classroom. Each student is evaluated on a fair and objective basis according to acceptable standards for completion of the program. The evaluation will show evidence of affective domain objectives.

From time to time, changes will be made in the current procedures when new ideas and developments in radiologic technology occur. These changes will be incorporated into the curriculum so those students are familiar with new concepts and procedures.

**NOTE:** Students during their educational training process are NOT allowed to ever perform REPEAT examination without the DIRECT SUPERVISION of a Registered Technologist AND competency cannot be obtained prior to testing in the classroom (Procedures I, II or III).
CLINICAL SITE POLICY & PROCEDURES

Use of Telephones
The use of hospital telephones for personal use is unacceptable. Only emergency incoming calls will be relayed to students. Students may make personal phone calls on their own cell phones during their scheduled breaks or at lunchtime. No cell phones are allowed in patient care areas. Cell phones should be turned off and not be in use during any time other than those specified above. Students need to inform family and friends of this policy. No photographs should be taken with cell phones at any time during the clinical or classroom experiences.

Smoking/Tobacco Use
Smoking is not permitted anywhere on hospital grounds at the clinical sites. Students are not allowed to leave the clinical areas to smoke or use tobacco unless it is their scheduled break or lunch period. As a reminder, anytime a student leaves the campus they must clock out and back in when returning. Smoking in non-designated areas will result in a verbal warning for the first offense and then suspension for the second offense. After a student has been warned twice, the third time will result in dismissal from the program.

Forms of Address
The student is requested to address all doctors, nurses, technologists, supervisors, and all other hospital staff by their professional titles (Example: Doctor, Mrs, and Mr). This shows courtesy to them and to their profession.

Internet Use
The students shall only use the internet and computers of the hospital for legitimate business purposes or school related activities. Any misuse of hospital computers or internet, including checking e-mail or using them for non-business or non-school purposes shall be subject to disciplinary action.

Parking
Students shall park in designated employee parking lots at each clinical site. At no time should the student be parked in visitors or reserved parking spaces.

Confidentiality
Students must comply with HIPAA Regulations. Information obtained about patients is confidential. Students have both a moral and legal obligation to share this information only with personnel who are caring for the patient. Any student who violates confidentiality will be subject to probation or dismissal. Students are not permitted access to information of unassigned patients.

Breaks
Students are allowed a thirty (30) minute lunch break and two, fifteen (15) minute breaks (one morning and one afternoon) for an eight (8) hour shift. Please schedule your breaks with the supervising technologists on duty. Not all students should go together for breaks or lunch or leave the Radiology Department at the same time. Please be respectful when taking breaks by informing the Technologists when you leave and return.
**DRESS REQUIREMENTS FOR CLINICAL**

Students will wear dark grey pants and red tops, either long or short sleeved, with at least one pocket. The students must have clean, appropriate colored shoes. Hospital issued colored scrubs are to be worn during O.R. rotation only.

Uniforms must be purchased through J&J Uniform Shop in Farmington. Please see the attached flyer for more information on ordering, sizing, etc.

Shoes must be clean and uniforms must be clean and pressed at all times, NO EXCEPTIONS. The Radiology School has the right to send any student home because of inappropriate appearance. All students’ hair must be neat and styled off the collar so they do not contaminate sterile areas where exams are taking place.

Lengthy earrings, bracelets, necklaces, rings, etc. are not acceptable. Heavy fragrances or cologne may be offensive to the patient, daily bathing is also recommended. Fake or acrylic nails are also unacceptable; fingernail polish past three days should be removed.

The student's film badge and name badge MUST BE on display at all times, and a school patch (on the right shoulder approximately 2.5" down) must be worn at all times in the program. Again, the Radiology Program has the right to send a student home for inappropriate dress.
Direct vs Indirect Supervision

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

- Reviews the procedure in relation to the student’s achievement,
- Evaluates the condition of the patient in relation to the student’s knowledge,
- Is physically present during the conduct of the procedures, and
- Reviews and approves the procedure and/or image.

Students must be directly supervised until competency is achieved.

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

Repeat Policy

The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. A qualified radiographer MUST BE PHYSICALLY present during the conduct of a repeat image and must approve the student’s procedure prior to re-exposure.

In the event a student willfully performs a repeat examination on a patient without the direct supervision of a technologist, the student is subject to a written warning for the first offense and suspension from the program for the second offense. The Program Director will then review the case under the due process policy.

Any violation of this policy is a direct violation of the guidelines of the Joint Review Committee on Education in Radiologic Technology and should be reported to the Program Director immediately.
**Good Behavior Tips**

- No student should be in the clinical setting more than 8 hours a day or 40 hours a week.
- Students should refrain from personal marks and/or conversations in all patient areas.
- Students who are involved in or witness any unusual incident during school hours are to immediately report the incident to the supervising technologist and fill out the necessary forms. The incident needs to be reported to the Program Director also for follow up procedures.
- Students will review the standard operating procedures on infectious and communicable disease in the clinical setting.
- Students should never leave a patient unattended.
- Students clinical grades are based upon
  - Attendance
  - Clinical dress (clean uniforms, film badge, name tag, etc)
  - Work ethic
  - Clinical performance evaluations
  - Completion of competencies and rechecks
  - Completion of weekly log sheets (2 points will be deducted from semester grade for missing weekly sheets).
- Students are expected to report promptly to their designated areas.
- Clinical Competency cannot be obtained until the procedure is covered in the classroom. Vouchers #1- #3 can be obtained before the materials are covered in the Procedures classes but the competency cannot. The students and clinical sites are made aware of the timeframe specific exams are covered in the Procedures syllabi and the clinical competency list. A verification email will also be sent to the clinical sites by the Procedures instructor on a quarterly basis to update the procedures the students can request a competency.

**VOLUNTEER TIME**

Voluntary make up time may be requested for clinical hours and the following criteria must be met: (1) The instructor has designated a specific time, which does not exceed 8 hours a day or 40 hours a week. (2) The student must have objectives to meet. (3) Proper supervision must be documented, such as having the instructor sign and date the number of hours acquired. (4) Permission must be granted for the voluntary request by the Program Director before the time is completed. (5) A Technologist must sign a completion form to be turned in BEFORE the time will be granted. The voluntary request form is located in the clinical book at your clinical site.

1. If the time is made up during the same week of the absence it will not count towards a personal day.
2. The volunteer form MUST be filled out, signed by all appropriate personnel and approved BEFORE the time is made up. If the sheet is not completed before the time is made up it will NOT count.
3. After the time is made up a sheet containing the date, time and exams performed and a Technologist’s verification signature must be turned in to accompany the volunteer form. This form must be turned in by your next class day or the time will not count.
4. If the volunteer form or verification of time sheet is not submitted the time will not count!

*No volunteer time will be approved when the college is not in session*
Criteria for Clinical Immediate Probation or Dismissal

1. Any potential patient error i.e.; the wrong patient or the wrong exam, but the error detected by the instructor or student before administration.

2. Gross failure to demonstrate proper radiology judgment or demonstration of negligence, i.e., placing the patient in a situation where he/she might be harmed or disregarding the patient’s rights as a human being. Failure to follow the ARRT ethical standards. The standards are available in the Program Officials Office and online at www.arrt.org.

3. Refusal and/or failure to follow oral or written instructions.

4. Neglecting or failing to assume responsibility for the preparation and/or required patient care assignments to the clinical setting prior to assuming assigned patient care.

5. Failure to conform to the dress code: Clinical, special assignments, or any time you are representing MAC.

6. The student may be placed on probation at any time the staff deems appropriate for any event and/or group of events that demonstrate a critical or gross error and/or lack of judgment and/or action.

7. Any act of dishonesty, violation of another’s rights, property, or use/abuse of illegal drugs, abuse of drugs or alcohol, or physical violence.

8. Plagiarism: Students who engage in dishonest acts such as plagiarism or other forms of cheating in meeting the requirements of a course will be notified by the instructor that they are receiving an “F” for the course. Students who wish to appeal the decision of the instructor on a matter of dishonesty may do so under the Procedural Policy for Disciplinary Action (Under that policy, the student is subject to suspension from college for acts of dishonesty.)

9. Conviction of a crime while in this program, or failure to report a previous conviction in the first 5 days of program. A crime is a felony such as a DWI, theft, elder abuse, etc., and may impact the student’s ability to sit for the ARRT exam.

10. If accused of a crime, (dependent upon the nature of the crime), a Selection & Retention Committee hearing will be held to determine the student’s progression.

11. Guilty of fraud, deceit or misrepresentation in procuring admission to the program or performance in class/clinical assignments.

12. Any oral or written falsification or altering of documents may result in automatic dismissal from the program.

13. Violation of confidentiality or HIPAA guidelines.