



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN
MEDICAL RADIOLOGIC TECHNOLOGY
Practicum I
RADR 2266 – 01**

Meredith Brown

Michelle Morphis

Deborah Quinn

NOTE: This is a 16-week course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.

Radiologic Technology Practicum I

RADR 2266

Course Description:

RADR_2266 Practicum I Radiologic Technology

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. On-site clinical instruction, supervision, evaluation and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Provides for competency-based clinical education in radiographic examinations in continuation with the student's clinical competency profile.

Prerequisite: Successful completion of all previous RADR didactic and clinical courses, with a grade of "C" or better. Concurrent enrollment in other second year RADR courses. Semester Hours: 2 (18 clinical hrs/wk)

Instructor Information:

Instructor Name: Meredith Brown MS, RT(R)

MCC E-mail: mbrown@mclennan.edu

Office Phone Number: 254-299-8342

Office Location: CSC C-202

Office/Teacher Conference Hours:

Instructor Name: Deborah Quinn BSHS,RT(R)

MCC E-mail: dquinn@mclennan.edu

Office Phone Number: 254-299-8305

Office Location: CSC C-117

Office/Teacher Conference Hours: Posted outside office door at CSC C-117

Other Instruction Information: Available at other times with appointment

Instructor: Michelle Morphis, BS, RT(R)

Office Phone: 254-299-8584

MCC email: mmorphis@mclennan.edu

Office Location: CSC A14

Office/Teacher Conference Hours: Posted

Required Text & Material:

Title: Textbook of Radiographic Positioning and Related Anatomy (2018)

Author: Lampignano, John P., Kendrick, Leslie E.

Edition: 9th

Publisher: Mosby-Elsevier

ISBN: 978-0-323-39966-1

Title: Textbook of Radiographic Positioning and Related Anatomy Workbook
(2014)

Author: Lampignano, John P., Kendrick, Leslie E.

Edition: 9th

Publisher: Mosby-Elsevier

ISBN: 978-0-323-48187-8

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found [here](#) (https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be contacted/notified through your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

* [Click Here for the Minimum System Requirements to Utilize MCC's D2L/Brightspace](https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html)

(<https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html>)

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with her/his students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails.

Forwarding Emails:

You may forward the emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may become lost or placed in junk or spam filters.

Methods of Teaching and Learning:

The clinical course consists of rotations in area hospitals and medical clinics with the opportunity to provide hands on patient care under the direct supervision of experienced Radiologic Technologists certified by the ARRT and licensed by the State of Texas and designated clinical supervisors. Students will perform radiographic exams and assist in radiographic procedures. As the student gains competency, they will perform exams without assistance, but remain under direct supervision. Students will evaluate images and perform tasks to understand image production while in the clinical setting. Students are expected to participate in “Class Day” activities scheduled on the MCC campus. These activities count as clinical attendance and will further evaluate the student’s progress as a radiologic technology student. The learner is placed in clinical sites by the clinical coordinator and will be supervised and evaluated by clinical faculty.

Course Objectives and/or Competencies:

The student will:

1. Support the profession's Code of Ethics and comply with the profession's Scope of Practice. **(F01,F03)****
2. Demonstrate knowledge and skills relating to verbal, non-verbal, and written medical communication in areas of patient care and professional relationships. **(C02,F01,F03)**
3. Provide appropriate patient education for all examinations performed. **(C02,F01,F03)**
4. Provide for basic patient care, patient comfort, and anticipate the needs of the patient. **(C01,C02,F01)**
5. Properly operate medical imaging equipment and accessory devices as appropriate for the student's current level of training/experience. **(C05,F01,F02)**
6. Properly position the patient and required imaging equipment to perform radiographic examinations and procedures. **(C05,F01,F02)**
7. Exercise independent judgment and discretion in the performance of radiographic imaging procedures as appropriate for the student's level of training/experience. **(F01,F03)**
8. Evaluate images with regard to technical quality in the areas of density, quality, patient positioning, centering, patient motion, and processing as appropriate for the student's level of training/experience. **(C03,C04,C05,F02)**
9. Demonstrate appropriate knowledge and skills relating to medical image processing. **(C03,C05,F02)**

10. Practice established principles of radiation protection for themselves, patients, and hospital staff. **(C02,F01,F02)**

11. Describe the anatomy and anatomical relationship of the parts of the following systems: **(F01,F02)**

- A. gastrointestinal
- B. genitourinary
- C. biliary

12. List the correct central ray locations and the preferred size, type and position of film holders. **(C05,F01,F02)**

13. Discriminate between technically satisfactory and unsatisfactory radiographs in relationship to motion, density, contrast, centering and overall positioning of body parts. **(C05,F02)**

14. Be able to obtain diagnostic studies of the following:

- A. cardiac series/esophagram
- B. upper GI
- C. small bowel series
- D. barium enema
- E. intravenous pyelogram
- F. gallbladder
- G. retrograde pyelogram
- H. cystogram
- I. hysterosalpingogram
- J. myelogram
- K. tomogram

(C02,C05,F01,F02,F03)

15. Properly prepare the required contrast media. **(C05,F01,F03)**

16. Properly drape and gown patient for exam. **(C02,C05,F03)**

17. Recognize patient reactions to contrast media and respond appropriately. **(C02,C05,F01,F02,F03)**

18. Obtain at least five competency evaluations on examinations of the upper GI, colon, and IVP. After the first competency exam in each category (selected by the student), the four remaining exams may be assigned by the clinical instructor. **(C01,C02,C03,C04,C05,F01,F02,F03)**

19. Set technical factors for GI/GU studies. **(C05,F01,F02)**

20. Demonstrate knowledge of preparation for I.V.'s. **(C05)**
21. Demonstrate knowledge of location and uses of emergency equipment. **(C05,F01,F02)**
22. Demonstrate the proper procedure for handling sterile material, opening sterile packages, maintaining the sterile field, and assisting in set-ups. **(C05)**
23. Employ correct infection control procedures. **(C05)**
24. Monitor patient vital signs and recognize symptoms of patient reactions.
(C02,C03,C05,F01,F02,F03)
25. Observe examinations in which he or she is not an active participant. **(F01)**
26. Keep accurate records of examinations performed and observed on the forms provided by the instructor. **(C01,F03)**
27. Change film badges between the 25th and 30th days of each month. Failure to make proper changes will result in termination of further clinical education. **(C01,F03)**
28. Report to clinical duty promptly. **(C01,F03)**
29. Display attention to duty regarding output, performance and time utilization.
(C01,C04,F03)
30. Exhibit self control and composure in stressful situations.**(F03)**
31. Display honesty and integrity in the performance of clinical duty. **(F03)**
32. Provide a good quality of work by: **(C01,C02,C03,C04,C05,F01,F02,F03)**
 - A. displaying the ability to follow instructions.
 - B. organizing and completing work.
 - C. working independently when appropriate.
 - D. recognizing and attending to the needs of the patient.
 - E. recognizing his or her own limitations.
 - F. exercising proper judgment.
 - G. observing and reporting appropriately.
33. Display an eagerness to learn. **(F03)**
34. Exhibit cooperation, loyalty, ambition, and courtesy. **(C02,F03)**
35. Accept constructive criticism. **(F03)**

Maintain a neat and professional appearance. **(F03)**
 Teach fellow students new skills. **(CO2)**
 Aggressively pursue request for radiographic examinations **(CO2)**

NOTE: The student will be evaluated on the objectives listed above by utilization of the forms that follow. Careful attention should be paid to these forms as they will be used to determine the student's grade in the course.

**McLennan Community College
 Radiologic Technology
 Clinical Rotations Fall 2020
 RADR 2266**

August 24-December 4
Labor Day Holiday 9-7-2020
Thanksgiving Holiday 11/25-11/27

Clinical Day Hours 8:00a-2:30p
Evening Hours 2:30p -9:00p

Ana Carter	Baylor Scott & White Temple
Madison Krenek	Baylor Scott & White Temple
Alyssa Anglin	Baylor Scott & White Temple
	Baylor Scott & White Temple
	Baylor Scott & White Temple
	Baylor Scott & White Temple
Katlyn Brooks	Navarro Regional
Taylor Mathis	Seton Harker Heights
Emmanuel Herrera	Temple VA
Abbie Burks	Temple VA
Heather Hopkins	Temple VA
Jessica Schmedthorst	McLane Children Hospital
Bailey McMains	McLane Pedi Specialty Clinic
	SFOD Ascension Medical Group Temple
John Long	Coryell Memorial
Wes Love	Goodall Witcher
Glenda Alvarado	Waco Ortho (8:30-3:30 MWF 1 hr lunch)
Greyson Branch	Waco Ortho (8:30-3:30 MWF 1 hr lunch)
Matt Hepp	Southwest Sports Medicine
Amy Horne	Southwest Sports Medicine

Natalia Escamilla	Bay S&W Hillcrest
Yahaira Moreno	Bay S&W Hillcrest
Kaylee Tucker	Bay S&W Hillcrest
Michele Boggs	Bay S&W Hillcrest
Lindsey Hann	Bay S&W Hillcrest
	Bay S&W Hillcrest
Cheyenne Cornelius	Providence
Kaylie Hudson	Providence
Mikayla Marion	Providence
Cynthis Martinez	Providence
Charlene Rodriguez	Providence
	Providence

Due to the COVID -19 pandemic, all evening clinical shifts have been deferred until further notice.

Class Days:

October 30, 2020 Time and Location to be announced

December 4, 2020 Time and Location to be announced

The student will attend class on the MCC campus in order to participate in film evaluations and mock registry exams. Grades for these activities comprise 40% of the semester grade. Absence from a class day will be counted as a clinical absence.

RADR 2266 Fall Semester Grading/Scoring

<u>GRADE SCALE</u>		<u>GRADING AREAS</u>	
90-100 pts	A	Sophomore Skills Evals.	50 %
80-89 pts	B	Class Days	40 %
75-79 pts	C	Exam Competencies	<u>10 %</u>
			100 %
Below 75	F		

Clinical Attendance: Attendance at clinical rotations is crucial to your learning experience. Please read the Attendance & Tardy Policy.

Clinical Competency Exams

The Radiologic Technology program is competency based. Students are required to demonstrate competency in the laboratory before attempting competency testing in the clinical setting. As the student progress through the didactic education and laboratory practice, they are assigned a specific number and type of competencies to complete each semester. In order to be declared clinically competent, students must successfully complete a minimum number of competency exams for each designated procedure as indicated in the following paragraph. Students receive a copy of a competency profile in the first semester in order to help them track their own progress. Clinical instructors also evaluate students randomly each semester to ensure that the students retain clinical competency throughout the program.

Competency Requirements:

RADR 1260	Clinical I	Complete 10 competency exams from the chest and abdomen category.
RADR 1261	Clinical II	Complete 20 competency exams from the chest, abdomen, extremities.
RADR 1460	Clinical III	Complete 30 competency exams from all categories.
RADR 2266	Practicum I	Complete 20 competency exams from all categories.
RADR 2267	Practicum II	Complete 30 competency exams from all categories.
RADR 2360	Clinical IV	Complete 10 comps & any exams for clinical competency profile.

By program completion, students will demonstrate competency in all 10 categories of the general patient care procedures, 37 mandatory procedures and at least 15 of the 30 elective exams as designated by the ARRT.

Clinical Competency Grading Guideline:

Competencies prove that a student is performing well in the clinical environment. Failure to complete the required competencies for any semester will result in a point deduction. Competency values will be calculated according to the number required for a semester.

Example:

RADR 1260- 10 competencies for the semester at a value of 10 points each will give the student a 100 for a competency grade provided that the student attains all 10 for the semester.

RADR 1261- 20 competencies for the semester at a value of 5 points each will give the student a 100 provided that all 20 are completed.

Etc. for the following semesters

Failure to Complete the required number: If a student fails to complete the required number of competencies for that semester, lab simulations may be an option to attain the required number, BUT only at half the value of the competency. If, while performing lab simulations, the student does not perform to standards, points will be deducted from the half value of the comp.

EVENING ROTATION

Imaging services are provided to the community twenty-four hours a day, seven days a week. Evening rotations provide the student with the opportunity to gain experience in trauma radiography, as well as continuous care of the inpatient population.

All students are expected to participate in evening rotations in order to gain this experience. Clinical assignments will correlate with the student's didactic background and curriculum. To fulfill this requirement, students will not be assigned to evening rotations until the second clinical semester (RADR 1261). Evening rotations will consist of two consecutive clinical weeks in the trauma/inpatient setting for the semester. Two week rotations in the summer will total approximately 64 clock hours; fall and spring rotations will total approximately 54 clock hours maximum.

Students participating in evening rotations must be appropriately supervised (student to qualified staff ratio of 1:1). The student will be allowed and encouraged to complete clinical competencies on this rotation.

Hours during this semester are:

Day Shift 8:00-2:30

Evening Shift 2:30 PM until 9:00 PM

Late Work, Attendance, and Make Up Work Policies:

Performance Goal, Expectation, and Requirements

The Radiologic Technology program coursework is designed to provide students with a structured comprehensive curriculum that prepares them for a career as a professional health care provider. It is imperative that students develop and maintain a strong knowledge base of all course material and competencies to be successful.

Therefore, the program has established a performance goal for all coursework and assessments in all RADR courses of an 80% or higher. Students that do not achieve the minimum grade of 80% will be required to complete an activity of remediation assigned by the instructor of the course immediately following. The activity requirements will vary as they will be customized according to factors such as the students' needs, the purpose of the assignment, its content, etc., and the instructor will maintain all records of completion. Students that fail to complete the required remediation activities will receive an "Incomplete" ("I") grade for the course, regardless of overall passing grade point average, until all work is submitted. An "Incomplete" ("I") in any course must be resolved prior to the start of the following semester or the resulting grade will convert to an "F" and the student will not pass the course.

Attendance for Clinical Courses

“Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. In the case of online and hybrid courses, attendance will be determined in terms of participation, as described in the course syllabus.” A record of absences, incidences of being Tardy or taking an Occurrence will be recorded and available throughout the semester in BrightSpace.

Attendance for Clinical Courses

Completion of clinical hour's accounts for a significant portion of the student's learning experience in the Radiologic Technology program; therefore attendance is vitally important to the success of the student. There are occasions when an absence is necessary and we do understand that there is life outside of this program.

HOWEVER, frequent absences cause the student to miss vital learning opportunities and will have an adverse effect on their final grade.

Any student absent for more than 25% of the clinical class hours may be withdrawn from the course and may not continue in the program. The following is a breakdown of how an absence will affect your **FINAL GRADE**.

*****KEY WORD FINAL GRADE*****

1 day of absence = 0 (which may be saved and taken at end of semester)

2 days of absence= 5 point deduction from **FINAL GRADE**

3 days of absence= 10 point deduction from **FINAL GRADE**

4 days of absence= 15 point deduction from **FINAL GRADE**

5 days of absence= 20 point deduction from **FINAL GRADE**

6 days of absence= 25 point deduction from **FINAL GRADE**

7 days of absence= Below passing- removal from program

Just as in the workforce realm, it is professional courtesy that your supervisor be notified if you are to be tardy or absent. **The student must contact the clinical coordinator by leaving a voice message at 254-299-8305 or by email if there is a need to be absent.** Failure to call the **Clinical Coordinator** will result in an unexcused absence and **10 points** will be deducted from the final grade for each occurrence of failure to contact the CC in addition to the point deduction for the absence. The clinical coordinator and the supervisor at the clinical site should

be notified of absences at least 1 hour prior to clinical start time.

Absences that have exceptions to the above rules are as follows:

1. The death of an immediate family member. (**parent (including step and in-laws), spouse, child, sibling**) (Three clinical days maximum.)
2. The death of extended family member (**grandparent, aunt/uncle, or cousin**)(One day maximum allowed)
3. Subpoena to be present at a court case. (Jury duty does not qualify-court issued work notice required.)
4. Activities outside of clinic that are directed by the program faculty. (award ceremony, advisory committee meeting, and inclement weather).

Tardy Policy

Students are expected to report to their assigned clinical areas and be ready to work by the assigned time schedule. A tardy constitutes arriving **ANY** time **after** the pre-designated start time for that clinical rotation up to 10 minutes. When the student is going to be tardy, **THEY MUST** contact the clinical coordinator by office phone or office email and **should** contact the clinical site to inform them of their intent to be tardy. It is the student's responsibility to have contact information for the clinical supervisor of the facility they are reporting to and the clinical coordinator.

Contacting the clinical site is professional courtesy and **DOES NOT** excuse the student for being late. Clinical sites develop relationships with students and the welfare of the student is important.

An absence will be charged for students arriving after the 10 minute window unless the student contacts the clinical coordinator and requests an occurrence. When the student contacts the clinical coordinator and requests an occurrence, the student will have a 2 hour window (from their original report time) to report to their clinical site.

Failure to provide advance notification

Should a student fail to contact the clinical coordinator in advance of the occurrence/absence/tardy, 10 points will be deducted from the student's final grade in addition to any other point deductions for absences or occurrences. This is a serious infraction and can be devastating to a student's overall grade and can easily jeopardize their placement in the program.

EX: A

A student is assigned to report at 8:00am. They call the clinical coordinator at 8:05 requesting an occurrence. The student should be clocked in and ready to work by 10:00 am and 2 points will be deducted from their final clinical grade.

Ex: B

A student is assigned to report at 8:00am and but arrives at 8:15. The student did not call prior to their arrival to request an occurrence. An absence will be charged to the student whether they stay at clinical all day or not, and will be included in their semester absences, as well as a 10 point deduction from their final grade for “failure to provide advance notification”.

****A student is allowed to accumulate up to THREE (3) tardies throughout the duration of the program with no reprimand. When the student is tardy for the FOURTH (4) time, they will be removed from the program.**

It is advisable for the student to establish close communication with the CC anytime they need to be tardy/absent/or need an occurrence. Contacting the CC by cell phone to “touch base” about what to do is acceptable but does not replace the need to send an office email or leave an office voicemail.

The clinical coordinator must be contacted by office phone (254-299-8305) or office email dquinn@mclellan.edu as to whether or not the student is needing a tardy or an occurrence.

Contact Information for Clinical Coordinator

Deb Quinn

299-8305 Office

dquinn@mclellan.edu

When leaving a voice mail, please identify yourself and leave a brief message regarding your situation, and a phone number where you could be reached if necessary.

Occurrence Policy

An “**occurrence**” is an event that requires the student to vary from their normally scheduled clinical time. A two hour window of opportunity is open for a student to take care of **NECESSITIES** outside of their control that interferes with scheduled clinical time. We understand that there are times when occurrences are a necessary part of life.....

HOWEVER..... TWO (2) points will be deducted from their FINAL CLINICAL GRADE for every occurrence.

ALSO, just as in absences and tardies, the student is required to notify the Clinical Coordinator and the Clinical Site Supervisor of the need for an “occurrence”. Failure to notify the CC **and** the clinical site supervisor **PRIOR** to the occurrence will result in an absence.

EX: If a student has a need to leave within two hours before their scheduled time to leave, it is considered an **“occurrence”**.

EX: If a student has an outside appointment that requires they arrive within a two hour window of reporting time, it is considered an **“occurrence”**.

EX: If a student has the need to leave clinical in the middle of the day and return within the two hour window, it is considered an **“occurrence”**.

ABSENCE VS OCCURRENCE

EX: *A student makes an appointment to leave early for a doctor’s appointment and forgets to notify the CC but tells the clinical site supervisor..... ABSENCE!!!! You must contact the CC **prior** to taking an occurrence. Just call and leave a message on my voice mail or send a quick email to dquinn@mclennan.edu prior to the time needed to be away from clinical. All messages are kept as a part of documentation.*

Notification of “occurrences” will follow the same procedure as absences. Notification of CC and clinical site supervisor is a sign of professional courtesy and is required. A message must be left on the voice mail phone of the CC at 254-299-8305 or an email dquinn@mclennan.edu for documentation purposes.

Should you have any questions regarding the content of this policy feel free to contact me,

Deb Quinn BSHS, RT(R)

Meredith Heffner, MSHS, RT(R)

Clinical Coordinator

or

Program Director

254-299-8305

254-299-8342

Student Behavioral Expectations or Conduct Policy:

A written deficiency notice in the areas of knowledge, skills, attitude, reliability, dependability, tardiness, or attendance will lead to academic probation. Failure of the student to abide by the

terms of this academic probation will lead to failure of the course and may lead to withdrawal from the radiologic technology program.

Students who receive less than a C grade in clinical practice will not progress into the next course until this course is completed with the minimum required score of

Cell Phone Use At Clinical

At this time, due to those emergent notification situations, students are allowed to keep their cell phones with them at clinical sites, BUT, they are not to be out in the clinical or patient areas at any time. They are to be silenced or turned off while at clinical (work) so there is no temptation to sneak a peek! You may use them in lounge areas of the facilities (if the facility allows such) when you are at lunch and/or break. No other time!

Ramifications of cell phone use at a clinical site:

1st infraction-written reprimand and
verbal warning 2nd infraction – 1
day suspension
3rd infraction – 2 day suspension from clinical

These suspensions will count as absences, so this will affect your clinical grade with the appropriate absence policy deductions.

4th infraction- REMOVAL FROM THE PROGRAM!

This policy will be strictly enforced and the clinical site supervisors are aware of this policy. Please don't let something such as a cell phone jeopardize your position in the program.

Emergency/Personal Calls

If there is an emergency, your families may contact the clinical site. Please make certain the families are informed of your clinical rotation and the appropriate phone numbers.

Regardless of what the technologists do with their cell phones
STUDENTS ARE NOT allowed to have their phone out or use it in the clinical setting except as previously described.

Social Media

HIPAA is Federal law passed by Congress in 1996 imposed to protect patient health information. Students who post clinical or patient information on social media sites run the risk of violating HIPAA. At no time should a student post any patient, clinical or medical information on any social media site. Some clinical sites have software to detect social media postings and students who are found to be in violation of posting anything regarding clinical.

Electronic Clinical Log

Students will use the E*Value system to log competencies, observed/assisted exams, specialty modality exam observations as well as attendance by the clock in/out function of E*Value. Computers are available at each clinical site (except the Temple VA) to access for daily clock in/out needs. Students will clock in upon arrival and clock out for lunch periods. They will then clock back in from lunch and clock out before leaving at the end of their particular work day. Any clock-in time after their scheduled arrival/lunch return time will be counted as a tardy unless certain conditions are met. A student who contacts the clinical coordinator to inform her of their probability of being late arriving at the clinical site has up to 10 minutes to arrive and only be charged with a tardy. After 10 minutes up to 2 hours a student can use an occurrence provided they notify the CC of the need to take an occurrence. Failure to notify of an occurrence warrants an absence.

Clocking in late from lunch does not fall in the category of being able to utilize an occurrence capabilities, but will still be considered as a tardy so time constraints are important to keep up with.

All clock in/out transactions will be done on a computer at their clinical site. Any attempts to falsify the time, having someone else clock you in or out, or use of other devices to clock in other than the clinical sites will result in removal from the program.

Accidents do happen from time to time and clocking in and out incidents will occur as well as logging of exams. As in a real work environment, having to modify or “fix” a clock issue comes at a price. For every clock in/out incident that occurs an email must be sent to the clinical coordinator explaining what happened and what needs to be “fixed”.

Every time the CC has to log on to “fix” a clock in/out error, 2 points will be deducted from the student’s final grade. This can add up quickly so it is important to use great caution clocking in/out. Along with an explanation, the student must have their supervisor send an email verifying that the student was indeed on time or whatever the event is. The points will be

deducted in all cases other than that of site computer/E*Value site issues. Those situations will be handled on a case by case basis.

Failing to log exams

E*Value is a way for clinical coordinators and faculty instructors to evaluate the educational effectiveness of a clinical site regarding the variety and number of exams. Exams logged by students are checked periodically, normally around mid semester and near the end of the semester. If a student demonstrates a failure to log exams accurately and routinely, **5 points will be deducted from the students final grade for each incident/period of time**, that they fail to keep an accurate E*Value log of assisted/observed exams. Evaluating the log accuracy is at the discretion of the Clinical Coordinator who will take into consideration the patient load of each clinical site before deducting points. Please be diligent and timely in logging observed/assisted exams.

CLINICAL HOURS AND ATTENDANCE

Regular and punctual attendance is expected of all students, and a complete record of attendance will be monitored by the clinical coordinator for the entire length of the course. Incidences of absence, tardy and occurrences will be recorded and available to students on BrightSpace for the entire semester. Students will be counted absent when clinical days are missed, beginning with the first official day of classes.

Absence from 25 percent of scheduled clinical meetings will be taken as evidence that a student does not intend to complete the course, and the student will be dropped unless the instructor is satisfied that the student will resume regular attendance and will complete the course.

Dosimeter Changes

For accurate reporting and record keeping, it is extremely important that TLD badges be changed in a timely fashion. A student will be given ample notice through Brightspace notification/email, as to when to bring their badge to class to exchange it for the next month's badge. If a student fails to bring their badge on the day

requested they will **NOT** be allowed to return to clinical and will incur absences with related point deductions until the badge has been changed. **No exceptions!**

E*Value Time Tracking

Students using the Time Tracking program of E*Value will use the name of the clinical coordinator (Deb Quinn) as the Time Tracking supervisor. This will allow more consistent and accurate record keeping. Students must use the designated computer provided for E*Value clock in and clock out. No use of any other type of electronic device is permitted. IP addresses are checked frequently to insure that students are using the appropriate computer. If it is determined that a student is using their cell phone or come other electronic device to clock in and out, this is considered falsification of records and a 2 day suspension for the first offense will be given. A subsequent infraction will result in removal from the program.

Other Electronic Devices

Students will not use the internet or use other electronic devices during clinical hours. Students violating this policy will receive written reprimand with possible suspension from clinical for subsequent infractions. This includes the use of electronic nicotine delivery systems. Use of such devices is prohibited in patient and tech areas.

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain a professional demeanor that includes respect for other students, technologist, hospital staff, and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity. Students in this program are adults and are expected to act appropriately. Behavior that is disrespectful or disruptive will not be tolerated; any student who is asked to leave a clinical facility will be removed from the program. Regular and punctual attendance is expected of all students, and a complete record of attendance will be maintained for the entire length of each course. Students will be counted absent from clinical missed, beginning with the first day of clinical. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. If inappropriate behavior continues, a report will

be filed with the Grievance Committee in Student Development. Refer to the General Conduct Policy in the Highlander Guide

Smoking Cessation – Electronic Vapor Products

Use of electronic smoking cessation devices are prohibited in the classroom or the building. E-Cig/Vapor devices can only be used outside the building. Likewise, these products cannot be used inside any clinical site building.

MCC Course Evaluations:

Students will be asked to complete a course evaluation near the end of the semester. The overall goal of the evaluation is to improve performance by providing faculty with insight to better understand their students and how they learn. Your feedback is anonymously provided to me after the week of final exams is complete. Please provide honest and constructive responses to help me evaluate how I teach from your (the student's) perspective. I appreciate your participation in advance.

Please refer to [Course Evaluations | McLennan Community College](#) for more information.

**** [Click Here for the MCC Academic Integrity Statement](#)***

(www.mclennan.edu/academic-integrity)

The link above will provide you with information about academic integrity, dishonesty, and cheating.

**** [Click Here for the MCC Attendance/Absences Policy](#)***

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk,

advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

Accommodations/ADA Statement

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

**** [Click Here for more information about Title IX](#)***

(www.mclennan.edu/titleix)

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting the following website: <http://www.lighthouse-services.com/mclennan/>.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape,

acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

** You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*