



WACO, TEXAS

# RADR 1260 Syllabus and Instructor Plan

## **RADR 1260 Clinical Practice I**

**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 including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website on any changes to these guidelines.

### **Course Description:**

#### **RADR\_1260 Clinical I – Radiologic Technology**

Provides a health-related work-based learning experience that enables students to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Specific Detailed learning objectives are developed for each course

by the faculty. On-site clinical instruction, 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 examination of the procedures addressed in RADR 1311.

Prerequisite: Acceptance into Radiologic Technology Program.

Semester Hours 2 (12 clinical hours/week)

### **Prerequisites and/or Corequisites:**

**RADR 1260 2 Credits (Concurrent Enrollment on RADR 1203)**

### **Course Notes and Instructor Recommendations:**

Assertive performance in the clinical setting and good attendance will help insure a well- rounded educational experience.

### **Clinical Coordinator Information:**

**Clinical Coordinator Name: Deborah Quinn BSHS, RT(R)**

MCC E-mail: [dquinn@mclennan.edu](mailto:dquinn@mclennan.edu)

Office Phone Number: 254-299-8305

Office Location: CSC C-117

Office/Teacher Conference Hours: See Posted Schedule at CSC C-117

Other Instruction Information: available other times by appointment

### **Instructor Information:**

**Program Director: Meredith Brown MS, RT(R)**

MCC E-mail: [mbrown@mclennan.edu](mailto:mbrown@mclennan.edu)

Office Phone Number: 254-299-8342

Office Location: CSC C202

Office/Teacher Conference Hours: To be posted at office.

Other Instruction Information: Appointments available for advising or guidance.

### **Instructor:**

**Michelle Morphis MBS, RT(R) ARRT**

Office Phone: 254-299-8584

MCC email: [mmorphis@mclennan.edu](mailto:mmorphis@mclennan.edu)

Office Location: CSC A14

**Required Text & Materials:**

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

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

Edition: 10<sup>th</sup>

Publisher: Mosby-Elsevier

ISBN: 978-0-323-95367-2

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

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

Edition: 10<sup>th</sup>

Publisher: Mosby-Elsevier

ISBN: 978-0-323-69423-0

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

**Methods of Teaching and Learning:**

The clinical course consists of rotations in area hospitals and medical clinics. Students are directly supervised by Radiologic Technologists certified by the ARRT and licensed by the State of Texas. 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.

**Course Objectives:**

The student will:

1. Support the profession's Code of Ethics and comply with the profession's Scope of Practice.
2. Demonstrate knowledge and skills relating to verbal, non-verbal, and written medical communication in areas of patient care and professional relationships.
3. Provide appropriate patient education for all examinations performed.
4. Provide for basic patient care, patient comfort, and anticipate the needs of the patient.

5. Properly operate medical imaging equipment and accessory devices as appropriate for the student's current level of training/experience.
6. Properly position the patient and required imaging equipment to perform radiographic examinations and procedures.
7. Exercise independent judgment and discretion in the performance of radiographic imaging procedures as appropriate for the student's level of training/experience.
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.
9. Demonstrate appropriate knowledge and skills relating to medical image processing.
10. Practice established principles of radiation protection for themselves, patients, and hospital staff.
11. Describe the anatomy and anatomical relationship of body parts, structures, and angles found in the chest cavity.
12. Obtain at least five competency evaluations on examination of the chest. After completion of the first competency challenge (selected by the student), the remaining four challenges may be assigned by the clinical preceptor.
13. Describe the anatomy and anatomical relationship of body parts, structure lines, etc., found in the abdominal cavity.
14. List the correct central ray locations and the preferred type, size, and position of film holders in radiography of the abdomen.
15. Discriminate between technically satisfactory and unsatisfactory radiography in relationship to motion, density, contrast, centering, and overall positioning of body part as pertains to the abdomen.
16. Describe and perform the following positions and projections:
  - A. One view abdomen
  - B. Two view abdomen
  - C. Three view abdomen
  - D. Lateral abdomen
  - E. Decubitus abdomen
  - F. Obstruction series
17. Obtain at least five competency evaluations on examinations of the abdomen. After completion of the first competency challenge (selected by the student), the remaining challenges may be assigned by the clinical preceptor.
18. Observe examinations in which he or she is not an active participant.
19. Keep accurate records of examinations performed and observed on the forms provided by the instructor.
20. Record Dosimeter readings as instructed or between the 25th and 30th day of each month. Failure to maintain monthly records will result in termination of further clinical education.
21. Report to clinical duty promptly.

22. Display attention to duty regarding output, performance and time utilization.
23. Exhibit self-control and composure in stressful situations.
24. Display honesty and integrity in the performance of clinical duty.
25. Provide a good quality of work by:
  - 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.

Display an eagerness to learn.

27. Exhibit cooperation, loyalty, ambition, and courtesy.
28. Accept constructive criticism.
29. Maintain a neat and professional appearance.
30. Teach fellow students new skills.
31. Aggressively pursue request for radiographic examinations

**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 this course.

### **Radiographic Image Evaluation:**

As a part of the clinical rotation experience, the student will be expected to present radiographs to faculty and peers. Items to be detailed by the students are image identification, anatomy, positioning, positioning aids, radiation protection and radiographic quality. Radiographic image evaluations will take place on a regular basis in formal sessions in the campus lab and or classroom.

### **OBJECTIVES: RADIOGRAPHIC IMAGE EVALUATIONS**

Given routine radiographs, the student should be able to:

1. Identify selected normal anatomy from any routine radiographic position that has been previously covered in the classroom or positioning laboratory.
2. Identify any routine radiographic position (including part-IR references, centering points, IR size, and CR angulation) that has been previously covered in the classroom or positioning laboratory.
3. Determine the diagnostic value of any standard radiographic position that has been previously covered in the classroom or positioning laboratory. (Is this image diagnostic?)
4. Identify and describe how to correct common positioning errors on any routine radiographic position that has been previously covered in the classroom or positioning laboratory.
5. Identify common radiographic artifacts that may occur in the exposure room,

- or the radiographic processor.
6. Analyze selected non-diagnostic radiographs and discuss methods for correcting their deficiencies. This may include positioning errors, or errors in technical factors.

**Course Outline or Schedule:**

**McLennan Community College  
Radiologic Technology  
Clinical I RADR 1260  
Fall 2021**

Tuesday & Thursday **Days 8:00-2:30** **Evenings 2:30pm-9:00pm**  
Lunch 30 minutes

	BSW Temple
Alyssa Fetsco	BSW Temple (E Sept 21 – Sept 30)
Fellotain Fizer	BSW Temple (E Oct 5- Oct 14)
Morgan Walker	BSW Temple (E Oct 5-Oct 14)
Kaycee Wood	BSW Temple (E Oct 19-Oct 28)
Shannon Zettlemoyer	BSW Temple (E Nov 2-Nov 11)
Rachel Burns	Seton Harker Heights *
Alejandro Montelongo	SFOD-AMG-Temple
Adriana Guerrero	Navarro Regional **
	Temple VA
	Temple VA
	Temple VA
	McLane Pedi Specialty Clinic
Jennifer Aleman	Goodall Witcher
Sophie Hennig	Goodall Witcher
Christine Mederos	Coryell Memorial
Nicole Iveson	Coryell Memorial
Kylie Griffin	Hill Regional **
	BSW Hillcrest
Marlen Delarosa	BSW Hillcrest (E Sept 21 – Sept 30)
Genisis Martinez	BSW Hillcrest (E Oct 5- Oct 14)
Addyson Nowell	BSW Hillcrest (E Oct 5-Oct 14)
Mackenzie Smith	BSW Hillcrest (E Oct 19-Oct 28)
Marissa Booker	BSW Hillcrest (E Nov 2-Nov 11)
	BSW Hillcrest (E Nov 16- Dec 2)
	Ascension Providence

Jen Lang-Hannigan	Ascension Providence (E Sept 21 – Oct 1)
Chloe Mayfield	Ascension Providence (E Oct 5- Oct 14)
Josue Palacios	Ascension Providence (E Oct 5-Oct 14)
Katina Taylor	Ascension Providence (E Nov 2-Nov 11)
Mariah Booth	Ascension Providence (E Nov 16- Dec 2)

\*Student to provide copy of BLS card

\*\* Student to provide CastleBranch DS/Background, and BLS documentation

Campus Clinical dates will be scheduled prior to students attending their assigned clinical site.

Student Holidays: Labor Day September 6, 2021

Thanksgiving November 24-26, 2021

The clinical rotation will be distributed no later than the first week of September for this course. See the clinical coordinator for more information.

### **Course Grading Information:**

#### **Grading/Scoring**

<b><u>GRADE SCALE</u></b>		<b><u>GRADING AREAS</u></b>	
90-100 pts	A	Clinical Evaluations	50 %
80-89 pts	B	Campus Clinical	20 %
75-79 pts	C	Exam Competencies	<u>30 %</u>
60-74 pts	D		100 %
Below 60	F		

Throughout the course, grades in BrightSpace will indicate grades without a decimal point. BrightSpace has been setup to round up grades that are .5 up to .9. Grades that fall at .4 down to .1 will not round up.

(Example: 89.5 will be posted as a 90, where 89.4 will remain an 89)

## **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.

### **Freshman Skills Evaluations:**

Student clinical skills will be evaluated by the clinical preceptor at each site. Freshman skills evaluations are worth 50% of the semester grade.

**Clinical Attendance:** Attendance at clinical rotations is crucial to your learning experience. Please read the Attendance & Tardy Policy. Absences, Occurrences and Tardies will be posted into BrightSpace and available throughout the semester.

### **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 preceptors also evaluate students randomly each semester to ensure that the students retain clinical competency throughout the program.

### **Course Objectives and/or Competencies:**

**Practicum Competencies:** To successfully complete this course, the student **MUST** have completed 10 Practicum Competencies by the end the semester. Clinical preceptors and/or supervisors may randomly challenge the student to perform exams that are appropriate for their competency level.

**NOTE:** Less than 10 Competencies completed results in a lower score on this portion of your grade.

**NOTE:** Students that receive less than a C grade in clinical practice will not progress into the next course until the course is completed with the minimum C grade required.

**NOTE:** 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.

### **Clinical Competency Exams**

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#### **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 36 competency exams from all categories.  
RADR 2360 Clinical IV Complete 15 competency exams and any other exams needed for the ARRT competency requirements.

**By program completion, students will demonstrate competency in all 10 categories of the general patient care procedures, 36 mandatory procedures and at least 15 different of the 34 elective exams as designated by the ARRT.**

To complete this program, all 36 mandatory and at least 15 different elective ARRT competencies **MUST** be completed. Any student failing to complete the ARRT competency list by RADR 2360 semester end, they will receive an “I” (incomplete) for that course, which will make them ineligible to graduate or take the ARRT registry exam for licensure.

Numerous clinical rotations are assigned to ensure completion of the required comps. It is the responsibility of the student to maintain their competency count and needs for completion. If it is determined that a student has too many comp deficiencies, their rotation through RADR 2360 summer modalities could be modified to allow them additional opportunities to complete necessary comps.

### **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.

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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, points will be deducted based on the number of comps required and the number they completed.

### **Simulation Lab Competencies for ARRT**

Competency exams in an actual clinical setting provides the best learning experience, but in certain situations, simulated exams in the lab are necessary. Lab simulations are not intended to be an easy replacement for competencies not

performed in the clinical setting. Therefore, only simulations performed during the last 30 days of a student's graduation year will be an acceptable substitute for actual clinical competencies.

### **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. Attendance, Absences, Occurrences and incidences of being Tardy will be available in BrightSpace for the duration of the course. 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.**

### **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 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.

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 after the scheduled start time. 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's cell phone any time before that to explain the situation, request an occurrence and send an email or leave voicemail as to the situation. The Student is also **required** to post a note in E\*Value when they clock in with as much information as possible to explain the situation and what kind of correspondence they left, voicemail, email, etc. (talked to Deb, Traffic, Flat tire, emailed a message or left voicemail on office phone)

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. Cell phone conversations with the CC are not considered "official" notification.

### **EX: B**

A student thinks that they will not be late but then notices when they clock into E\*Value the clock-in time is 8:01. This is considered a tardy and proper notification is required as well as a note in E\*Value as to what correspondence was sent to the CC. (voicemail message, email etc.) Based on the number of previous tardy arrivals, the student may wish to take an occurrence rather than risk too many tardies that would warrant removal from the program.

**Ex: C**

A student is assigned to report at 8:00am and but arrives at 8:15. The student did call but an absence will still be recorded since they arrived after the 10 minute window unless the student requested an occurrence. The absence will be charged to the student whether they stay at clinical all day or not, and will be included in their semester absences. Had the student not called to request an occurrence or notify the CC of their late arrival, an additional 10 points will be deducted from their **final grade** due to “Failure to notify”.

**\*\*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. A voicemail, or office email is required notification for any absence, tardy or occurrence.**

The clinical coordinator must be contacted by office phone (254-299-8305) or office email [dquinn@mclennan.edu](mailto:dquinn@mclennan.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@mclennan.edu](mailto:dquinn@mclennan.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 prior to the time needed to be away from clinical. Voicemail 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 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 Brown MS, RT(R)

Clinical Coordinator

or

Program Director

254-299-8305

254-299-8342

### **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 could be considered 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 suspension and/or removal from the program.

\*\*At this time there are no point deductions for logging errors but should that become a problem this policy will be modified to include those errors as well. An addendum will be sent out notifying the student population of the change should that become an ongoing problem and need to be implemented.

### **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.

### **E\*Value Time Edit**

Just as in a “real” work situation, students will be expected to clock in/out on a computer using the E\*Value site. In the event that a student fails to clock in/out accurately upon arrival, at lunch or leaving at the end of the day, and an adjustment is needed, the student will need to contact the clinical coordinator by office phone or email for a **time edit**. The student should report the incident details and the times needing to be changed the day of the incident.

- There will be a “Grace Period” of one week at the beginning of each semester that allows students to acclimate the use of E\*Value and the new clinical site. Recurrent “mistakes” regarding clocking in, logging information, etc with E\*Value is a problem. Anytime a student has issues with E\*Value, attaining access to clock in, etc. they should contact the CC and explain the situation. Students should always have their supervising technologist or instructor send an email to the CC validating the clock in issue.
  - Ex: student arrived early to clinical but computer was locked and student had no way to access the E\*Value site to clock in!
  - Ex: student arrived on time but “forgot” to clock in!
- Frequent incidents that are accessed to be oversights by the student could result in a 2 point deduction from the final semester grade. Time tracking will be checked frequently so being forthcoming and honest is the best way to handle such incidences. Any attempts to avoid this deduction by not reporting it, could mean a student will incur a tardy or an absence and the penalties that go along with them.

### **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.

### **Dosimeter Records**

Instadose dosimeters are assigned at the beginning of the student's program year for the duration of the 24 month program. Each month, the reading will be electronically downloaded as a permanent exposure record for each student. An app is available for this purpose or other electronic transfers can be arranged if needed. The student will wear their dosimeter at the collar level when attending clinical and procedures lab. Proper care of the dosimeter is the responsibility of the student. Dosimeters can be permanently damaged if not cared for properly.

- Proper care includes:
  - Do not allow dosimeter to overheat by leaving in a hot car.
  - Do not immerse dosimeter in water.
  - Do not allow dosimeter to freeze.

A lost or damaged dosimeter must be reported immediately to the clinical coordinator or the program director for replacement at the student's expense.

### **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. 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 C. 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 C. 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.

### **Cell Phone Use & Social Media**

Cell phones should remain on silent or secured in another location (according to site policy) while participating in clinical. Students will not answer cell phone calls while observing or participating in patient care and radiographic exams. Students may check their cell phones **only** during assigned breaks or during the meal period. Students violating the cell phone policy will receive written reprimand with a 1 day suspension from clinical for subsequent infractions. Suspension days will be a part of the students overall absences from clinical. This policy includes the use of texting and pictures. 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.

### **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. Use of or wearing Smart watches is prohibited at clinical.

### **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.

**[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

**(<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 additional guidelines specific to this course.

# McLennan

C O M M U N I T Y

# COLLEGE

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## ACADEMIC RESOURCES/POLICIES

### **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 or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry 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 at [https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](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 notified via 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.

### **Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html> 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 their 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. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](mailto:Helpdesk@mclennan.edu) for help.

**Forwarding Emails:**

You may forward 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 be lost or placed in junk or spam filters.

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating.

**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. For additional information, please visit [www.mclennan.edu/disability](http://www.mclennan.edu/disability).

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

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

**Title IX:**

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](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](http://www.mclennan.edu/titleix/). It 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.

**Disclaimer:**

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.