McLennan

COMMUNITY

COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

RADR 2267 Clinical Radiologic Technology
Clinical I

Meredith Brown

Michelle Morphis

Stacy Reeves

NOTE: This is a 16-week course.

AN EQUAL OPPORTUNITY INSTITUTION   Spring 2023

Practicum II
RADR 2267_01

Course Description:
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. Semester Hours: 2

Prerequisites and/or Corequisites:
Prerequisite: Successful completion of all prior didactic and clinical RADR courses, with a grade of "C" or better. Semester Hours: 2 (18 clinical hrs/wk)

Course Notes and Instructor Recommendations:
Bontrager's Pocket Atlas –Handbook of Positioning and Techniques, 9th edition. Bontrager Publishing, Inc. ISBN-978-0-323-48525-8 is recommended for the clinical rotations. It is not required. Students are encouraged to carry a pocket notepad. The clinical logbook should be taken to clinical daily.

Instructor Information:

Clinical Coordinator
Instructor Name: Michelle Morphis, MBA, RT (R) (ARRT)
MCC Email: mmorphis@mclennan.edu
Office Phone Number: 254-299-8584
Office Location: CSC C117
Office/Teacher Conference Hours: Posted outside of office
Other Instruction Information: Appointments available for advising or guidance. Call or email to request an appointment

Program Director: Meredith Brown, MS, RT(R)
MCC E-mail: 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.

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Instructor: Stacy Reeves, BSRS, RT (R) (ARRT

MCC E-mail: sreeves@mclennan.edu
Office Phone Number: 254-299-8526
Office Location: CSC 114
Office/Teacher Conference Hours: To be posted at office.
Other Instruction Information: Appointments available for advising or guidance.

Required Text & Materials:

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/

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.

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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.
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, 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 30 competency evaluations from all categories and complete competency evaluations required for the ARRT
13. Recognize anatomy and differentiate between anatomical parts on radiographic image
14. List the correct central ray locations and the preferred image receptor for the exam
15. Discriminate between satisfactory and unsatisfactory radiography in relationship to brightness and contrast, motion, centering, and overall positioning of body part as pertains to the abdomen.
16. Keep accurate records of examinations performed and observed on the forms provided by the instructor.
17. Abide by ALARA
18. Montitor radiation exposure monthly
19. Report to clinical duty promptly.
20. Display attention to duty regarding output, performance and time utilization.
21. Exhibit self-control and composure in stressful situations.
22. Display honesty and integrity in the performance of clinical duty.
23. Provide quality performance in the following manner:
    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
    h) Display an eagerness to learn.
24. Exhibit cooperation, loyalty, ambition, and courtesy.
25. Accept constructive criticism

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29. Maintain a neat and professional appearance.
30. Aggressively pursue request for radiographic examinations
31. Communicate effectively with all patients and modify when necessary for specific age groups
32. Modify and adapt radiographic examinations when necessary to accommodate unique situations and age groups

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.
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.

Course Outline or Schedule:

A detailed campus clinical schedule and the semester clinical rotation assignment will be provided in Brightspace.

Student Holidays:

Martin Luther King: January 16
Spring Holiday: April 7-8
Spring Break- March 6-10

Clinical Days: Tuesdays & Thursdays

*Day Shift	8:00 am – 2:30 pm
Evening Shift	2:30pm – 9:00 pm
*Meal Break	30 minutes

* Day shifts and meal breaks may slightly vary at specific sites. The student should use the clinical rotation schedule for details.

Course Grading Information:

Clinical Evaluation	45%
Class Days	30%
Exam Competencies	10%
Prep Review	15%
Total Course	100%

Grade Scale

90-100	A
80-89	B
75-79	C
60-74	D
Below 60	F

*This is an RT course—C is the minimum acceptable grade. Any grade below 75 is considered a failing grade for this program. In order to progress through the program, you must meet the minimum acceptable grade requirement.

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)

Class Days
There will be two class days during the Spring semester. The student will attend class on the MCC campus to complete assessments. Students should prepare for image evaluations, mini mock registry exams and lab challenges. In addition, other activities or assignments may be assigned. Instructions for specific class day activities and assessments will be given 1-2 weeks prior to the class day. *Absence from a class day will be counted as a clinical absence.*

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.

Trainee Evaluation of Competency Requirement

Students must score at least 75% to pass a competency assessment. Students will be evaluated in areas to include evaluation of exam request, preparation of room, patient identification, patient assessment and education, positioning, protocol selection, parameter selection, image display, procedure documentation, standard precautions, radiation protection practices, interpersonal skills with patient and staff, image quality, optimal demonstration of anatomic region and pathology, and exam completeness. The evaluation will be completed by a qualified radiologic technologist.

Clinical Student Evaluation

Students are evaluated by clinical preceptors at the end of the semester. It is expected of the student to communicate with the clinical site clinical preceptor and/or other radiologic technologists at the site to determine areas for improvement before the final evaluation is

completed. A copy of the evaluation may be found in Brightspace. This evaluation is reviewed with the student in class or through online video prior to the student attending clinical.

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,

To successfully complete this course, the student MUST have completed 30 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.

Consequences (Competencies & Clinical Performance/Attendance)
1. **Less than 30 competencies** completed results in a lower score on this portion of your grade.
2. 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

Failing to log exams (observations/assisted 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 student's 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.8
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Competency Requirement Progression

As the student progresses throughout the program, the number of competency exams will change. The complete progression can be found in the Radiologic Technology Student Handbook.

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 throughout the 2-year program 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.

Competency Progression

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.

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

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Failure to Complete the required number: If a student fails to complete the required number of competencies for that semester, 5 points will be deducted per each competency. For example, if a student completes 29 in RADR 2267, the student will earn 95% instead of 100%. If a student completes 18 in RADR 2267, the student will earn 90%.

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

If a student fails to complete the required number of competencies, lab simulations may be an option. The student will earn half the value of the competency. Lab simulations will not be allowed if the student misses opportunities and does not communicate competency needs with the clinical site. The clinical preceptor may be contacted to

verify the student communicated competency needs and attempted competencies when exams were available. Lab simulations will be at the discretion of the clinical coordinator or program director.

A simulated competency will be performed to meet the semester competency count goal. Any simulation performed in this semester will not count toward the ARRT requirements.

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Skills Evaluations (First Year Students)

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

Dosimeter Records

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.

Late Work, Attendance, and Make Up Work Policies:

Attendance at clinical rotations is crucial to your learning experience. A complete attendance policy is provided in the Radiologic Technology Student Handbook. Attendance & Tardy Policy. Absences, Occurrences and Tardis will be posted into Brightspace and available throughout the semester.

CLINICAL HOURS AND ATTENDANCE

Regular and punctual attendance is expected of all students. 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 at the end of the semester. Students will be counted absent when clinical days are missed, beginning with the first official day of classes. The clinical coordinator will strive to monitor attendance regularly and post all attendance penalties in Brightspace at the end of the semester. It is expected of the student to reference attendance in the E*Value time tracking system and to be aware of missed time. Students will follow procedure for informing the clinical coordinator of missed schedule time according to the student handbook attendance policy. If an attendance oversite has been found by the clinical coordinator, the student will receive attendance penalties as detailed in the student policy handbook.

Students will record a note in E*Value when clocking in late or leaving early. This is in addition to contacting the clinical coordinator. Clocking in late from lunch does not fall in the category of being able to utilize occurrence capabilities but is still considered a tardy. It is understandable that a student may be late from lunch upon occasion due to the needs of the imaging department. It is required that the student leave a note with a short explanation with a late clock in from lunch. Excessive late clock in times from lunch may result in verification with the site of the frequent lunch tardiness.

All punctual arrivals indicating late due to a technical issue or unavailable computer are required to have a tech verify by sending the clinical coordinator an email. If it is determined the student's

reasoning for clocking in late was untruthful, the student will receive relative attendance point deductions and be reported to the college for academic dishonesty. In addition, the student will jeopardize his/her position in the program.

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 unless the assigned clinical site does not accommodate evening hours. 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.
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.

Clinical Absences Policy
In alignment with MCC's institutional attendance policy, student absent for more than 25% of the course may be withdrawn and therefore will not be able to continue in the program.

When the student is going to be absent, **the following procedures must occur as soon as possible (at least one-hour prior is desired):**

1) **contact the clinical coordinator** by office phone or office email
2) **contact the clinical site** to inform them of your absence.

<u>**Consequences:**</u>

The following is a breakdown of how an absence will affect your **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

Absences that have exceptions to the above rules can be found in the Radiology Technology Student Handbook.

Clinical Tardy Policy

Students are expected to report to their assigned clinical areas on time. A tardy constitutes **ANY** time after the pre-designated start time for the clinical rotation up to a 10-minute window. When the student is going to be tardy, **the following procedures must occur:**

1) contact the clinical coordinator by office phone or office email immediately
2) contact the clinical site to inform them of your expected arrival time.
3) record a comment in the notes area of E*Value.

Tardies accrue throughout the duration of the program, not per semester.

In the event that a student arrives to log into E*Value and only then realizes it is after their designated start time, **the following procedures must occur:**

1) contact the clinical coordinator by office phone or office email right away
2) record a comment in the notes area of E*Value.

Contacting the clinical site does not excuse the student for being late. It simply is professional courtesy.
Consequences:

    Within 10-minute window:

    1st - 3rd Tardy -No consequence with proper notification
        *A courtesy email may be sent to warn student of the future tardy consequences but failure to receive a warning has no bearing on the outcome of an additional tardy. **It is the responsibility of the student to contact the CC in the event that they clock in tardy.**

    4th Tardy - The student is removed from the program.

    Beyond 10-minute window:

    An <u>absence</u> will be charged for students arriving after the 10-minute window (refer to "Clinical Absence Policy" above) **unless** the student contacts the clinical coordinator **before** exceeding 10-minute tardy window with the intent to take an occurrence (refer to the "Clinical Occurrence Policy" below).

Clinical Occurrence Policy

An "occurrence" is an option for the student to take a two consecutive hour window of scheduled clinical time to accommodate any planned or unplanned circumstances outside of your control.

When the student is going to be tardy, **the following procedures must occur:**

1) **contact the clinical coordinator** by office phone or office email PRIOR to taking the occurrence
2) **contact or inform clinical site** of your time to be missed.
3) **record a comment** in the notes area of E*Value.

<u>**Consequences:**</u>

Within allowed 2-hr window:

2 (two) points will be deducted from the **FINAL CLINICAL GRADE** for each occurrence.

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".**

Exceeding 2-hr window:

An <u>absence</u> will be charged is a student exceeds the allowed 2-hr window for an occurrence (refer to "Clinical Absence Policy" above).

Failure to Notify

Failure to notify the clinical coordinator and clinical site as outlined in the attendance policies above will result in an **unexcused absence and 10 points** will be deducted from the **FINAL CLINICAL GRADE** <u>each time and in addition</u> to the point deduction for the absence accrued at the same time.

The acceptable forms of communicating with clinical coordinator to take a tardy, occurrence, or absence, is by office phone and/or office email. Upon occasion, a student may need to contact the clinical coordinator's cellphone. Contacting the clinical coordinator by cellphone should only be

done when information is imperative and time sensitive. If information regarding missed time from clinical is discussed via cellphone relating to an absence, tardy, or an occurrence, the student MUST still follow the policy for reporting. (See absence, tardy, and occurrence policies). If the student does not the policy, he/she may be charged with a failure to notify, absence, or other ramifications as outlined in the Radiologic Technology Student Handbook and/or syllabus.

Example 1:
A student is assigned to report at 8:00am. The student called the clinical coordinator's phone and left a voicemail before 8:00 am to explain the situation, requesting an occurrence. The student is also **required** to post a note in E*Value when they clock in with relevant information and the method of correspondence used (voicemail, email). When notifying the clinical coordinator via voicemail or email, explain the situation and leave the request for a tardy, occurrence, or absence. (Example: I had a flat tire and left a voicemail of my requested occurrence). The student should be clocked in and ready to work by 10:00 am. Two points will be deducted from their final clinical grade for the occurrence.

Example 2:
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 clinical coordinator. (voicemail message or email) 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.

Example 3:
A student is assigned to report at 8:00am and but arrives at 8:15. The student did call so an absence will 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 clinical coordinator of their late arrival, an additional 10 points will be deducted from their **final grade** due to "Failure to notify".

Contact Information for Clinical Coordinator:

> Michelle Morphis, MBA, RT (R)
> 254-299-8584 Office Phone
> mmorphis@mclennan.edu

Note: 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.

Clinical Time Tracking

Students are expected to keep accurate records of the time in clinical. Students will document their time electronically through the use of the E*Value system. Attendance will be monitored by the clinical coordinator on a periodic basis.

E*Value Time Tracking
Students using the Time Tracking program of E*Value will use the name of the clinical coordinator (Michelle Morphis) 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 ensure 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.

The faculty of the program views the clinical time documentation as a binding contract between the student and the program. **Falsifying any documentation (written/electronically) in any manner is unethical and <u>will result in dismissal from the program.</u>** Students who are dismissed from the program for falsification of records will not be allowed to return to the program.

E*Value Technical Issue Procedures

If at any time a student experiences technical issues or forgets to clock in or clock out at the start of the day, end of day, before or after meal break **the following procedures must occur**:

1) Contact the clinical coordinator via email with details
2) Ask the clinical preceptor or a staff technologist to email clinical coordinator verifying your time/attendance for that day and verifying the details

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.

Missing in Action
Students will not leave the clinical site anytime during the scheduled clinical shift without notifying the clinical preceptor, clinical supervisor or immediate supervising technologist, the clinical coordinator, and properly documenting in E*Value time-tracking. **Failure to comply will be considered falsifying documentation and will result in dismissal from the program**

<u>Student Behavioral Expectations or Conduct Policy:</u>

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.

Electronics/Mobile Devices Policy

Electronic devices may be used to accompany lectures or complete assessments. Taking pictures of lecture material without the instructor's approval is not allowed. Recording of lectures is prohibited. If a student is caught recording or taking photos of course material/lectures without permission, counseling with the professor and program director will occur to document the situation and discuss consequences of violating academic integrity.

Cellular phones must be silenced during class and lab. Cell phones or other smart devices may not be brought into testing areas.

These are a convenience to us all, and we understand that a case might arise to need to be contacted regarding emergencies with family, children, day cares, etc. Due to those emergent notification situations, students are allowed to keep their cell phones with them at the clinical sites, but, they are **not** to be out in the clinical or patient areas at any time. Please keep all devices silenced or turned off while at clinical so there is no temptation to sneak a peek. You may use them in lounge areas of the facilities (if that facility allows such) when you are at lunch and/or on break. No other time!

Emergency/Personal Phone Calls

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

Smart watches, being an extension of your cell phone, are **not** permitted while you are participating in your clinical rotations. (A "smart" watch is defined as any watch or watch-like device that

performs any of the following tasks similar to your cell phone: receiving or placing calls or texts, recording audio, accessing applications, taking pictures or videos, etc.)

Ramifications of cell phone or smart watch use at a clinical site:

1st infraction- written and verbal warning
2nd infraction- 1-day suspension from clinical 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 point deductions.

4th infraction- Removal from the program

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

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. Sharing of any medical information on any social media outlet could be considered a violation of HIPAA resulting in dismissal from the program and possibly a fine and/or jail time.

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 additional guidelines specific to this course.

McLennan
C O M M U N I T Y
C O L L E G E

ACADEMIC RESOURCES/POLICIES

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.

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

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 acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Diversity, Equity & Inclusion/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center 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/. 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.

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/

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (https://mclennan.zoom.us/j/2542998500) or email (ast@mclennan.edu) during the above mentioned times.

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 either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's 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.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

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

Go to https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-andStaffCommons/requirements.html for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

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.

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. For more information about your student email account, go to www.mclennan.edu/studentemail.

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 for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- Email Setup for iPhones and iPads
- Email Setup for Androids

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.

For more helpful information about technology at MCC, go to MCC's Tech Support Cheat Sheet or email helpdesk@mclennan.edu.

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.