



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

CLINICAL IV-MEDICAL RADIOLOGIC TECHNOLOGY

RADR 2360-02

MEREDITH BROWN

MICHELLE MORPHIS

STACIE REEVES

NOTE: This is a 10-week course.

CLINICAL IV-MEDICAL RADIOLOGIC TECHNOLOGY

RADR 2360-02

Course Description:

RADR 2360 Clinical IV-Medical 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. Provides detailed educational, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. 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 examination

Prerequisites and/or Corequisites:

Prerequisite: Successful completion of all prior didactic and clinical RADR courses, with a grade of “C” or better. Semester Hours 3 (18 clinical hours/week)

Course Notes and Instructor Recommendations:

Learners should be prepared to rotate weekly through various routine and modality areas in imaging departments throughout the summer semester. These rotations will be based on availability as well as technologist 1:1 ratio guidelines. Every effort will be made to provide the student with a variety of experiences, but due to availability and the size of the student cohort, some students may repeat certain modality rotations at a different site. This provides the student with direct observation of the advancements in these specialized areas. Students are expected to observe and provide assistance as directed by the technologist, supervisor of the area or clinical preceptor. Students will not be expected to perform any specialty modality in the three-day observation period. Students will record information about each modality as assigned in the course. An evaluation document will be completed by the supervisor of the area or clinical preceptor, focusing on the student’s attentiveness and performance while assigned to that area.

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)

CLINICAL IV-MEDICAL RADIOLOGIC TECHNOLOGY

RADR 2360-01

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.

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:

There is not a required textbook for this course. It is encouraged to reference Bontrager's Textbook of Radiographic Positioning and Related Anatomy & Bontrager's Handbook of Radiographic Positioning and Techniques

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

Methods of Teaching and Learning:

The clinical experience provides the student with the opportunity to provide hands on patient care under the supervision of experienced Radiologic Technologists and designated clinical preceptor. The learner is placed in clinical sites by the clinical coordinator and will be supervised and evaluated by clinical faculty.

Course Objectives and/or Competencies:

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. Interact with patients and families in a manner which provides the desired psycho-social support including the recognition of cultural and socioeconomic differences.
5. Demonstrate an understanding of the role and responsibilities of the radiologic technologist within the health care delivery system.
6. Provide for basic patient care, patient comfort, and anticipate the needs of the patient.

CLINICAL IV-MEDICAL RADIOLOGIC TECHNOLOGY
RADR 2360-01

7. Properly operate medical imaging equipment and accessory devices as appropriate for the student's current level of training/experience.
8. Properly position the patient and required imaging equipment to perform radiographic examinations and procedures.
9. Exercise independent judgment and discretion in the performance of radiographic imaging procedures as appropriate for the student's level of training/experience.
10. Evaluate images with regard to image quality, patient positioning and centering as appropriate for the student's level of training/experience. (RADR 2360_01)
11. Demonstrate appropriate knowledge and skills relating to medical image processing.
12. Practice established principles of radiation protection for themselves, patients, and hospital staff.
13. Understand basic x-ray production and interactions.
14. Position the patient and medical imaging system to perform examinations and procedures.
15. Demonstrate knowledge of human structure, function, and pathology.
16. Competently perform a full range of radiologic procedures on children and adults.
17. Document relevant aspects of patient care.
18. Understand the safe limits of equipment operation.
19. Recognize equipment malfunctions and report them to the proper authority.
20. Demonstrate knowledge and skills relating to quality assurance activities.
21. Evaluate the performance of medical imaging systems.
22. Observe examinations in which he or she is not an active participant.
23. Display attention to duty regarding output, performance and time utilization.
24. Exhibit self-control and composure in stressful situations.
25. Display honesty and integrity in the performance of clinical duty.
26. 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.
27. Display an eagerness to learn, exhibit cooperation, loyalty, ambition and courtesy.
28. Accept constructive criticism.

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

CLINICAL IV-MEDICAL RADIOLOGIC TECHNOLOGY

RADR 2360-01

students have achieved these terminal competencies will take place in the classroom, the campus lab, and in the clinical area.

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

CLINICAL OBJECTIVES FOR SPECIAL IMAGING AREAS

SPECIAL PROCEDURES

After the completion of a rotation, the student should be able to:

1. Identify the various types of radiographic equipment found in the special procedures suite.
2. List the steps taken in preparing a patient for an angiogram.
3. With minimal assistance, properly setup and prepare a sterile tray for an angiogram or similar invasive procedure.
4. Identify the various angiographic catheters found in the special procedures suite. In addition, the student should be able to select the appropriate catheter upon request.
5. Discuss the steps taken after the angiographic catheter has been removed by the radiologist (include: the technologist's responsibilities, routine instructions to the patient, and routine medical orders written in the patient's chart).

COMPUTED TOMOGRAPHY

After the completion of a rotation, the student should be able to:

CLINICAL IV-MEDICAL RADIOLOGIC TECHNOLOGY

RADR 2360-01

1. Identify the various components of the CT scanner, and discuss the basic function of each major component. Include the operational mode employed by the scanner.
2. Position the patient for a routine examination (head or abdomen).
3. Discuss the technical limitations of the CT scanner. Include available mA and kVp settings, scan times, slice thicknesses, gantry angulations, reconstruction matrices, table weight limits, etc.
4. Using a standard protocol (and with minimal assistance), be able to perform a routine scan (head or abdomen).
5. Demonstrate an understanding of image manipulation during printing. (window level, window width, magnification, centering, use of CT numbers, multiple images, etc.)

ULTRASOUND

After the completion of a rotation the student should be able to:

1. Identify the uses of the various transducers (include: frequency, design, resolution, etc.).
2. Discuss the use of time gain compensation (TGC curve) in scan production.
3. List the ultrasonic characteristics of simple cysts, complex masses, solid masses, calcifications, and bowel gas.
4. Select one type of examination (gall bladder, aorta, kidneys, pelvis, or obstetrical); describe the various positions, scan planes, and measurements that are required for a diagnostic examination.
5. Draw and label the vascular anatomy related to the aorta and portal veins (include: celiac axis, splenic artery, hepatic artery, superior mesenteric artery, inferior mesenteric artery, renal arteries, portal vein, and common bile duct). If time and circumstances permit, try to include ultrasonic images of these vascular structures.

MAGNETIC RESONANCE IMAGING

After the completion of a rotation the student should be able to:

1. Identify the various components of the MRI scanner, and discuss the basic function of each. Include the type of magnet employed and the field strength of the magnetic field.
2. List the safety precautions that must be exercised in the scan area. Include safety measures for the patients and the absolute contraindications for MRI.
3. Position patients for a routine examination (head, abdomen or spine).
4. Use a standard protocol (with assistance) and produce a routine scan (head, abdomen, or spine).
5. Demonstrate an understanding of image manipulation during printing (window level, window width, magnification, centering, etc.).

RADIATION THERAPY

CLINICAL IV-MEDICAL RADIOLOGIC TECHNOLOGY
RADR 2360-01

After the completion of a rotation, the student should be able to:

1. Identify the various types of equipment and the basic functions of the various types of equipment.
2. Identify and discuss the more common side-effects associated with radiation therapy.
3. Observe the various methods of treatment employed.
4. Determine the area being treated and the goal of that treatment by observing an actual patient receiving therapy.
5. Explain the concept and implications of a treatment schedule.

MAMMOGRAPHY

After the completion of a rotation, the student should be able to:

1. Obtain an appropriate medical history for the breast screening examination.
2. Position the patient in the routine positions employed during the breast screening examination (CC and medio-lateral).
3. Explain the proper use of mammography equipment (including: technical factors, grids, film, compression devices, etc.).
4. Observe a routine ultrasound examination of the breast and explain the information that is obtained during the breast ultrasound.
5. Describe the procedure used for localization of breast masses (include: equipment, rules, needles, biopsy guides, patient positions, etc.).

PEDIATRIC OBJECTIVES

The student should be able to:

1. Properly communicate examination requirements and procedures to the pediatric patient.
2. State the circumstances that require, or may require, the inclusion of comparison radiographs for the reading radiologist. Utilize acceptable methods of immobilization of the pediatric patient. This may include physical restraint, swaddling, the use of adhesive tape, compression bands, and/or specialized pediatric immobilization equipment.
3. Practice the principles involved with radiation protection for the pediatric patient. Utilize proper collimation and shielding for the pediatric patient.
Practice good radiation protection for all individuals in the exposure room.
Employ proper immobilization by individuals other than radiographic personnel.
Insure that needless repeat exposures are avoided.
4. Properly perform portable radiographs in the nursery utilizing the required principles of medical asepsis.
5. Modify and adapt standard radiographic positions/procedures to fit the needs and requirements of the pediatric patient.

CLINICAL IV-MEDICAL RADIOLOGIC TECHNOLOGY
RADR 2360-01

6. Modify radiographic techniques to decrease the impact of unexpected motion by the pediatric patient.

TRAUMA OBJECTIVES

The student should be able to:

1. Properly communicate examination requirements and procedures in a manner that instills confidence and trust in the trauma patient.
2. State the various conditions that mandate specific alterations of the normal radiographic routine--cross-table c-spines, gunshot wounds, pneumothorax, etc.
3. Modify and adapt accepted radiographic procedures and positions to accommodate the needs/limitations of the trauma patient.
4. Modify and adapt accepted radiographic techniques to accommodate the needs/limitations of the trauma patient.
5. Properly utilize and practice Universal Precautions.
6. Demonstrate proficiency in CPR and maintain a working knowledge of the institutions emergency codes and procedures (code blue, red, yellow, etc.)
7. Demonstrate the knowledge and ability required to properly triage multiple trauma patients in the radiology department.
8. Properly utilize immobilization devices and techniques when appropriate.
9. Practice the principles of good radiation protection for the trauma patient and all individuals assisting with the radiographic procedures

SURGERY OBJECTIVES

The student should be able to:

1. Correctly put on surgical scrubs, head covers, surgical masks, shoe covers, etc.
2. Function in the surgical suite without violating sterile procedures.
3. Pass un-sterile cassettes to persons within the sterile field.
4. Properly position patient and film for radiographs within the sterile field.
5. Position and operate the mobile c-arm unit for routine surgical procedures.
6. Practice the principles of good radiation protection for the surgical patient and all individuals involved with the surgical procedure.

Course Outline or Schedule:

Clinical Summer Hours Days: Monday, Tuesday, Wednesday

- 8:00-4:30 (30-minute lunch)

HOLIDAYS

- **June 19th & July 4th**

CLINICAL IV-MEDICAL RADIOLOGIC TECHNOLOGY
RADR 2360-01

Course Grading Information:

GRADE SCALE

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

Course Weights:

Clinical Evaluation	50%
Competencies	10%
Clinical Reflections	40
%	

Competency Grading RADR 23360

10 competencies for the semester at a point value of 10 points each will give the student a 100% provided that all 10 are completed. **(comp any exam) Failure to complete this requirement will result in a points deduction (10 points per missing comp)**

NOTE: As with all other health careers courses, students must earn a grade of "C" or better to pass this course.

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

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 students' 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 each clinical course. Students receive a copy of a competency profile in the first semester in order to help them track their own progress. Clinical faculty can also evaluate students randomly each semester to ensure that the students retain clinical competency throughout the program.

Failing to log exams:

CLINICAL IV-MEDICAL RADIOLOGIC TECHNOLOGY

RADR 2360-01

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 paragraph. patient load of each clinical site before deducting points. Please be diligent and timely in logging observed/assisted exams.

Competency Requirements:

RADR 1260 Clinical I Complete 10 competency exams from the chest and abdomen category.

RADR 1261 Clinical II Complete 20 competency exams from the chest, abdomen, extremities.

RADR 1460 Clinical III Complete 30 competency exams from all categories.

RADR 2266 Practicum I Complete 20 competency exams from all categories.

RADR 2267 Practicum II Complete 30 competency exams from all categories.

RADR 2360 Clinical IV Complete 10 and complete any exams for ARRT clinical competency profile completion.

By program completion, students will demonstrate competency in all 10 categories of the general patient care procedures, 36 mandatory procedures and at least 15 out of 30 different 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 afforded students 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.

Competencies for summer clinical

The student will need to complete 10 comps and/or any remaining competencies needed to follow the ARRT Competency Guidelines. To complete this course, all 36 mandatory and at least

CLINICAL IV-MEDICAL RADIOLOGIC TECHNOLOGY

RADR 2360-01

15 different elective ARRT competencies **MUST** be completed. Any student failing to complete the ARRT competency list by semester end, they will receive an “I” (incomplete) for the course, which will make them ineligible to graduate or take the ARRT registry exam for licensure. Numerous clinical rotations are afforded students 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 summer modalities could be modified to allow them additional opportunities to complete necessary comps. If a student has completed all the mandatory and elective comps prior to summer, they will still be responsible to perform a minimum of 10 competencies to get full credit for the semester comp grade. Each comp will be worth 10 points each for that semester grade.

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

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.

Failure to notify: A student should provide notification in advance of an occurrence, absence or a tardy. The clinical coordinator should be contacted by office phone or email. Additionally, a note should be placed in E*Value. If a student fails to notify the clinical coordinator, 10 points will be deducted from the final course grade. This infraction can lower the student’s overall grade significantly.

Assignments will be given a 5-point penalty when the assignment is one-day late. On the second day, the penalty will be 10 points. On the third day, students are not allowed to make up assignments.

Under extenuating circumstances, faculty may allow assignments to be made up without penalty but the student may need to submit supporting documentation.

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.

CLINICAL IV-MEDICAL RADIOLOGIC TECHNOLOGY
RADR 2360-01

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.

Consequences:

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:

CLINICAL IV-MEDICAL RADIOLOGIC TECHNOLOGY
RADR 2360-01

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 absence 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.

Consequences:

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**”.

CLINICAL IV-MEDICAL RADIOLOGIC TECHNOLOGY
RADR 2360-01

Exceeding 2-hr window:

An absence will be charged if 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** each time and in addition 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 follow 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

CLINICAL IV-MEDICAL RADIOLOGIC TECHNOLOGY

RADR 2360-01

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@mcclennan.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 some 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 will result in dismissal from the program.** 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:**

CLINICAL IV-MEDICAL RADIOLOGIC TECHNOLOGY

RADR 2360-01

- 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**

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 oversight 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

CLINICAL IV-MEDICAL RADIOLOGIC TECHNOLOGY

RADR 2360-01

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.

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.

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

CLINICAL IV-MEDICAL RADIOLOGIC TECHNOLOGY

RADR 2360-01

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.

CLINICAL IV-MEDICAL RADIOLOGIC TECHNOLOGY
RADR 2360-01

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)

(<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.

Updated 11/04/2022



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-
2998122

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/FacultyandStaffCommons/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.