RADIOLOGIC TECHNOLOGY PROGRAM

PROGRAM HANDBOOK

2017-2018

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Reviewed/revised: August 2017  dlk
WELCOME!

Welcome to Northland Community and Technical College Radiologic Technology Program. The purpose of this handbook is to provide each student with important information regarding our radiography program including didactic and clinical components as well as program academic and clinical policies and procedures. Our specific program policies and procedures are designed and implemented to provide each and every student a strong foundation for learning and preparing students for their professional role as a Radiologic Technologist. In addition, specific program policies and procedures assure the safety and well-being of healthcare workers and the general public we provide care for. All current and future students are encouraged to contact program officials in the event you have questions regarding student expectations and compliance.

Information contained in this handbook is reviewed annually and is subject to change. Students enrolled in the program are apprised to changes well in advance. Significant changes to the programs policies and procedures will generally take place prior to student enrollment unless circumstances dictate otherwise.

Prospective and current students are encouraged to visit the college website to review the college student handbook with specifics related to enrollment at NCTC.

http://www.northlandcollege.edu/academics/student-handbook/
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Reviewed/revised: August 2017  dlk
Northland Community and Technical College
Administration

Dr. Dennis Bona  
College President

Dr. Carey Castle  
Vice President of Academic & Student Affairs

Dr. Jodi Stauss-Stassen  
Dean of Health, Nursing & Public Services

Radiography Program Officials

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CLINICAL EDUCATION SITES

<table>
<thead>
<tr>
<th>CLINICAL EDUCATION SETTINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Altru Hospital – Grand Forks, ND</td>
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<tr>
<td>Altru Family Medicine Center – Grand Forks, ND</td>
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<tr>
<td>Altru Professional Center – Grand Forks, ND</td>
</tr>
<tr>
<td>Altru Family Residency Center – Grand Forks, ND</td>
</tr>
<tr>
<td>Essentia Health – Fargo, ND</td>
</tr>
<tr>
<td>Sanford Health – Thief River Falls, MN</td>
</tr>
<tr>
<td>Riverview Health – Crookston, MN</td>
</tr>
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I. GENERAL PROGRAM INFORMATION

1.1 Program Description and Curriculum

The Radiologic Technology program is a five semester, 21-month, 83 credit program. An Associate of Applied Science degree with a major in Radiologic Technology is awarded upon completion of the 83 semester credits.

With completion of all program requirements, graduating students are candidates for certification. The goal of graduating students is to complete the American Registry of Radiologic Technologists exam for certification. (ARRT) Success in passing this exam brings the students to a Registered Radiologic Technologist status. In addition to completing the program educational requirements, graduating students must also meet the ethics standards and rules of the ARRT. Eligibility requirements are stated later in this handbook but you may also review these requirements at www.arrt.org.

NCTC’s Radiography Program provides a quality education in the field of radiography as well as incorporating values and attitudes congruent with the professional standards and ethics as outlined by the American Registry of Radiologic Technologists.

In addition to the sequential classroom requirements outlined in the program curriculum, student radiographers rotate on average through seven clinical education sites. These designated clinical education sites provide students with a wide variety of both inpatient and outpatient imaging services designed to enhance graduate work-readiness skills in imaging and patient care.

The following page lists all required courses. Students are required to take all RADT courses in the order they are listed as they are not offered any other semester. Students may choose to enroll in the general education courses earlier in the sequence listed but cannot choose to enroll during a later semester once accepted into the program. All selected 16 applicants that are enrolled in any of the 1st spring semester general education courses must complete these courses with a letter grade of “C” or above by that semester end in order to be eligible for fall semester enrollment. Program applicant selection is March of each year.
# Pre-Program Enrollment Courses

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE NAME</th>
<th>LEC/LAB/OJT</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2252</td>
<td>Anatomy &amp; Phys I</td>
<td>2/1/0</td>
<td>3 credits</td>
</tr>
<tr>
<td>CHEM 1020</td>
<td>Intro to Chemistry</td>
<td>3/1/0</td>
<td>4 credits</td>
</tr>
<tr>
<td>ENGL 1111</td>
<td>Composition I</td>
<td>3/0/0</td>
<td>3 credits</td>
</tr>
<tr>
<td>HLTH 1106</td>
<td>Medical Terminology</td>
<td>2/0/0</td>
<td>2 credits</td>
</tr>
<tr>
<td>MATH 1110</td>
<td>College Algebra</td>
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</table>

**Total Semester Credits:** 15 credits

## Fall Semester – 2017 1st Year Cohort

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE NAME</th>
<th>LEC/LAB/OJT</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2254</td>
<td>Anatomy &amp; Phys II</td>
<td>2/1/0</td>
<td>3 credits</td>
</tr>
<tr>
<td>RADT 1110</td>
<td>Intro Rad Tech/Pat Care</td>
<td>3/0/0</td>
<td>3 credits</td>
</tr>
<tr>
<td>RADT 1114</td>
<td>Radiographic Proc I</td>
<td>2/2/0</td>
<td>4 credits</td>
</tr>
<tr>
<td>RADT 1119</td>
<td>Clinical Radiography I</td>
<td>0/0/5</td>
<td>5 credits</td>
</tr>
<tr>
<td>RADT 1122</td>
<td>Radiographic Physics</td>
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**Total Semester Credits:** 18 credits

## Spring Semester – 1st Year Cohort

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE NAME</th>
<th>LEC/LAB/OJT</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 1105</td>
<td>Intro to Psychology</td>
<td>3/0/0</td>
<td>3 credits</td>
</tr>
<tr>
<td>RADT 1124</td>
<td>Radiographic Proc II</td>
<td>2/2/0</td>
<td>4 credits</td>
</tr>
<tr>
<td>RADT 1127</td>
<td>Image Production &amp; Eval</td>
<td>2/1/0</td>
<td>3 credits</td>
</tr>
<tr>
<td>RADT 1128</td>
<td>Clinical Radiography II</td>
<td>0/0/5</td>
<td>5 credits</td>
</tr>
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</table>

**Total Semester Credits:** 15 credits
### SUMMER SEMESTER – 1ST YEAR COHORT

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE NAME</th>
<th>LEC/LAB/OJT</th>
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</thead>
<tbody>
<tr>
<td>RADT 1135</td>
<td>Advanced Imaging</td>
<td>2/0/0</td>
<td>2 credits</td>
</tr>
<tr>
<td>RADT 1138</td>
<td>Clinical Radiography III</td>
<td>0/0/6</td>
<td>6 credits</td>
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<tr>
<td><strong>TOTAL SEMESTER CREDITS:</strong></td>
<td></td>
<td></td>
<td><strong>8 credits</strong></td>
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### 3RD FALL SEMESTER – 2ND YEAR COHORT

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE NAME</th>
<th>LEC/LAB/OJT</th>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>RADT 2217</td>
<td>Imaging Equipment / QA</td>
<td>3/0/0</td>
<td>3 credits</td>
</tr>
<tr>
<td>RADT 2218</td>
<td>Clinical Radiography IV</td>
<td>0/0/8</td>
<td>8 credits</td>
</tr>
<tr>
<td>RADT 2234</td>
<td>Radiographic Pathology</td>
<td>2/0/0</td>
<td>2 credits</td>
</tr>
<tr>
<td><strong>TOTAL SEMESTER CREDITS:</strong></td>
<td></td>
<td></td>
<td><strong>13 credits</strong></td>
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### SPRING SEMESTER – 2ND YEAR COHORT

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE NAME</th>
<th>LEC/LAB/OJT</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADT 2220</td>
<td>Radiation Biology/Protect</td>
<td>2/0/0</td>
<td>2 credits</td>
</tr>
<tr>
<td>RADT 2228</td>
<td>Clinical Radiography V</td>
<td>0/0/7</td>
<td>7 credits</td>
</tr>
<tr>
<td>RADT 2240</td>
<td>Registry Prep</td>
<td>2/0/0</td>
<td>2 credits</td>
</tr>
<tr>
<td>G6: Human/Fine Arts Elec ( *See Elective Options Listed Below )</td>
<td></td>
<td></td>
<td>3 credits</td>
</tr>
<tr>
<td><strong>TOTAL SEMESTER CREDITS:</strong></td>
<td></td>
<td></td>
<td><strong>14 credits</strong></td>
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</table>

- Humanities/Fine Arts Electives
  - PHIL 1102 Intro to Ethics 3
  - PHIL 2210 Morals and Medicine 3
1.2 Program Course Descriptions

For current course descriptions, click here and scroll over selected course: Program Course Descriptions

1.3 Program Accreditation

JRCERT
20 N. Wacker Dr.
Suite 2850
Chicago, IL 60606
(312) 704-5300
www.jrcert.org

NEXT REVIEW DATE: Fall - 2017

The JRCERT is the only agency recognized by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA), for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry.

JRCERT Mission, Vision and Core Values

Mission Statement
The Joint Review Committee on Education in Radiologic Technology (JRCERT) promotes excellence in education and elevates the quality and safety of patient care through the accreditation of educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry.

Vision Statement
Assuring programs achieve excellence in education through programmatic accreditation.

Core Values
Believes educational quality and integrity should not be compromised.
Respects and protects the rights of students.
Promotes the welfare of patients.
Encourages educational innovation.
Collaborates with other organizations to advance the profession.
Exemplifies the highest ethical principles in its actions and decisions.
Responds in a proactive and dynamic manner to the environment in which we operate.
1.4 Program Mission Statement, Goals and Learner Outcomes

MISSION STATEMENT

Consistent with the mission of Northland Community and Technical College, the Radiologic Technology Program is dedicated to providing a quality educational experience that prepares graduates with the necessary skills and professional attributes required of a competent entry-level Radiologic Technologist. A variety of partnerships with leaders in the healthcare industry will prepare program participants to successfully provide quality radiographic services and care to patients, in support of the regional health care community and beyond.

Program Goals and Learner Outcomes

Goal 1: Graduate students that will be clinically competent to fulfill the needs of the healthcare community.
Student Learning Outcomes:
1. Students will demonstrate proficiency in positioning skills.
2. Students will demonstrate radiation safety practices by following the principles of ALARA.
3. Students will identify required criteria for routine radiographic images.
4. Students will apply basic patient care skills.

Goal 2: Graduate students with a foundation for problem-solving and critical thinking in the healthcare setting.
Student Learning Outcomes:
5. Students will apply critical thinking and utilize independent judgment in respect to positioning when exams deviate from the routine.
6. Students will analyze radiographic images to determine corrective action needed.

Goal 3: Graduate students with effective communication skills in the healthcare setting.
Student Learning Outcomes:
7. Students will demonstrate effective communication with patients with respect to diversity.
8. Students will demonstrate effective communication with the healthcare team.

Goal 4: Graduate students that demonstrate professionalism.
Student Learning Outcomes:
9. Students will exhibit professional behaviors in the healthcare setting.
10. Students will demonstrate a desire to grow professionally through active participation in educational opportunities and continuing education.

Goal 5: Conduct annual assessment to assure program effectiveness.
1.5 American Registry of Radiologic Technologists Certification

ARRT (American Registry of Radiologic Technologists) is the world's largest credentialing organization that seeks to ensure high quality patient care in radiologic technology. They test and certify technologists and administer continuing education and ethics requirements for their annual registration.

Students may access exam content specifications as well as educational opportunities.

ARRT
1255 Northland Drive
St. Paul, MN 55120
(651) 687-0048
https://www.arrt.org/

The ultimate goal when students complete the AAS degree in Radiologic Technology from NCTC is to take ARRT exam and become certified.

Prior to completion of the Radiography program, graduates apply for examination, up to three months prior to program completion. When all program requirements have been met by the end of their last spring semester, graduates can take the ARRT exam immediately following program completion. Graduates passing the ARRT and in compliance with all ethical standards, are awarded the credentials of R.T. (R) ARRT.

Employers, state licensing agencies, and federal regulators look at the ARRT credential as an indication that a person has met a recognized national standard for medical imaging.

EDUCATION + ETHICS + EXAMINATION

In addition to completing all NCTC Radiography program requirements, graduates must be in compliance with the ARRT Rules of Ethics; this remains a requirement for all registered technologists throughout their career lifetime. The ARRT Code of Ethics serves as a guide to achieving the highest standards of patient care.

Certification Application Ethics Requirements

Candidates for certification and all Registered Radiologic Technologists are held to stringent ethics standards in order to be eligible for initial certification and annual renewal of registration.

Individuals who apply for a primary pathway to certification must answer three ethics-related questions on the application form. The questions address convictions, court-martials, disciplinary action by regulatory or other certification boards, and educational honor code violations. Read more about the ethics-related questions on the certification application form.

Ethics Review Pre-Application

Ethics concerns? Individuals who are considering enrolling in a Radiologic Technology educational program or who are more than six months in advance of graduation may want to take advantage of the Ethics Review Pre-Application process in order to determine their ethics
eligibility. For more information, download and review the information packet and/or consult the frequently-asked questions.

If you are unsure whether or not you should consider a pre-application for certification at any time prior to applying to the program or while enrolled, please contact the program director or clinical coordinator for guidance. However, it is advised to contact the ARRT directly with any ethical eligibility requirements.

American Registry of Radiologic Technologists (ARRT) Standards of Ethics/Codes of Ethics

Both the Code of Ethics (a set of aspirational guidelines) and the Rules of Ethics (mandatory and enforceable standards) are spelled out in the ARRT Standards of Ethics. All prospective students in Radiologic Technology are required to abide by the ARRT Standards and Code of Ethics and are encouraged to review these requirements prior to program application.
1.6 Professional Memberships and Societies

American Society of Radiologic Technologists (ASRT)

www.asrt.org

The Community for Radiologic Technologists and students.

Students are strongly encouraged to join the ASRT (American Society of Radiologic Technologists) organization and participate in educational opportunities and possible scholarship opportunities.

The ASRT provides student membership available at a reduced membership fee. Student members of the ASRT are provided opportunities in areas of a Job Bank, Grants and Scholarships, Salary Estimator and resources for specific disciplines, special discounts on uniforms and this is just the start! Educational publications are also available and the list goes on.

Students are encouraged to visit the ASRT web site to view all possibilities and opportunities provided.

Phi Theta Kappa

The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

To be eligible for membership:

- you must be enrolled in an accredited institution offering an associate degree program;
- you must have completed at least 15 credits of coursework leading to an associate degree program (part-time students may be eligible);
- you must have a grade point average of 3.5 or higher

http://www.northlandcollege.edu/campus-life/phi-theta-kappa/

Minnesota and North Dakota Societies of Radiologic Technologists

At the start of the program, students will be provided with information for opportunities as members of MN or ND state societies affiliates.
1.7 Curriculum Design

A. Correlation between didactic and clinical instruction
The primary clinical affiliates of this program are Altru Hospital- Grand Forks, Altru Family Residency – Grand Forks, Riverview Hospital -Crookston, MN, Altru Family Medicine – Grand Forks, Sanford Health Clinic - Thief River Falls, MN, and Essentia Health in Fargo. As part of the Altru Main Clinic rotation, students also rotate through the Altru Professional Center Orthopedic department as well as the general radiography department. These sites provide an adequate number of radiographic rooms to ensure that the students can acquire expertise and proficiency in a wide variety of diagnostic radiographic procedures by applying classroom theory to the actual practice of technical skills on specified levels of competency.

The didactic component of radiographic procedures is taught through lecture and laboratory demonstration and practice. The lecture portion reinforces the anatomy involved with a particular exam and instructs the student in the proper methods of carrying out a particular exam, i.e. various positions used, and the theory applicable to those positions. The laboratory portion of instruction is used to demonstrate proper methods and positioning, allowing students to practice positioning through role playing, and to demonstrate an acceptable level of competence to the instructor in these procedures.

Once the student learns a new exam category through didactic instruction and an acceptable level of competence in the new category is demonstrated in the lab setting through test-out performance, the students can perform the exams in that category under direct supervision. The Registered Technologist assigned to a room in which a student is assigned monitors the student performance. The technologist evaluates the student's clinical competency when an exam is performed under their supervision. A minimum of four competency evaluations must be completed for each exam. The fourth and final exam must be error free to establish clinical competence for that exam. With record of competence, the student may perform under indirect supervision.

Image Production and Evaluation is instructed both by lecture and by laboratory demonstration and practice. The lecture component of instruction is used to teach the correct theories and formulas for determining correct exposure factors and for correcting sub-optimal exposure factors. Laboratory instruction is used to demonstrate these theories and formulas, as they would apply to clinical situations, and to provide students with actual practice and experimentation in the use of these theories and formulas. In the clinical setting there is supervision by the technologists so that image critique and evaluation of the students' performance is continuous and noted. It is a requirement of the clinical affiliation sites that the technologist monitoring the exam or reviewing the images, initial all images produced by students in the program.

Basic radiation protection measures are taught early in the program as part of program orientation, Radiographic Procedures I, and Introduction to Radiologic Technology and Patient Care. This is designed to give the students a preliminary understanding of the principles for protecting the patient and him/herself and other staff in the clinical setting. Radiation protection instruction is an on-going process throughout Radiographic Procedures I and II as well as student clinical rotations. Students are evaluated weekly on their consistency at following radiation

Reviewed/revised: August 2017 dlk
protection guidelines. A class devoted to radiation biology and protection is included in the curriculum and is instructed in the second spring semester of the program.

B. Clinical Competency development
   a. A method of competency-based education is utilized. The method is based on cognitive, psychomotor, and affective (behavioral) domain instruction.

   b. Students are advised on the number of competencies that should be completed each semester in order to estimate their progression with exam competency requirements. The clinical competency categories are those clinical competency requirements adopted by the ARRT.

   c. Competency achievement is noted when a student independently, but under direct supervision, performs the fourth supervised exam error free.

   d. Verification of completion of exams will be by an assigned registered technologist.

   e. Prior to attempting and completing any competency, the student must have completed the anatomy and positioning laboratory and lecture classes associated with the particular exam and have achieved a minimum grade of C for written and lab test.

   f. The student will perform the designated number of examinations in each competency under the direct supervision of a registered technologist.
II. PROGRAM ENTRANCE REQUIREMENTS

All 16 students accepted into the Radiologic Technology program must comply with all entrance requirements prior to the start of fall semester.

2.1 Completion of Required General Education Courses

All applicants accepted into the program must have completed the following courses with a “C” or above by the end of the spring semester preceding fall semester enrollment.

- College Algebra
- Intro to Chemistry
- Composition I
- Medical Terminology
- Anatomy and Physiology I

The student is responsible for completing all requirements for credit transfer or course substitution for any of the above courses if completed at another institution.

Click here for Program Selection Process

2.2 Advanced Placement and Transfer of Credit for General Education Courses

Northland Community and Technical College does have a policy for Advanced Placement of students. The student makes application for advanced standing with the Student Development Division. The student must provide official transcripts to validate previous educational experience. A transcript review committee evaluates each application for advanced standing prior to enrollment of the student in a given semester. Students are notified if the previous educational experience is deemed to meet requirements and exemption from that course work is acknowledged. Please visit the NCTC online academic catalog for information regarding credit transfer at the following link: http://www.northlandcollege.edu/about-northland/policies-and-procedures/3000/

Radiology Program Courses – No Advanced Placement

Due to the sequential nature of all radiology didactic and clinical courses, as well as limited number of students, NCTC Radiologic Technology program does not accept transfer credits for radiology course work or clinical experience from any other radiologic technology program. Transfer credits for the required general education courses follow the rule of advanced placement as stated above. If an individual that has completed credits from another radiology program and intends to apply to the NCTC radiology program, they must apply for selection as all other applicants and complete all radiology courses and clinical in the same curriculum sequence.

Reviewed/revised: August 2017 dlk
2.3 Technical Standards for Student Radiographers

The following requirements are necessary to perform as a radiologic technology student. All selected students in the NCTC Radiologic Technology program must possess the following:

1. Sufficient verbal and written skills in order to respond to other members of the healthcare team.
2. Sufficient visual ability to view patient/exam orders, as well as additional patient information with charts (including electronic charts) and radiographic images. Sufficient vision required to observe patient conditions in regards to patient safety.
3. Must possess sufficient hearing in order to interact, communicate and respond to patients and hear audible sounds related to various medical equipment.
4. The ability to stand and remain ambulatory for approximately 80% of the clinical time.
5. Intellectual and emotional skills to exercise discretion in handling confidential medical information.
6. Cognitive ability to perceive and deal appropriately with environmental threats and stresses and continue to function safely and effectively during stressful situations.
7. The ability to protect self, patients and other members of the healthcare team from infectious disease by understanding the basic concepts of infection control/standard precautions.

The student must be able to perform all motor skills necessary to execute all radiologic examinations.
1. The student must be physically able to lift, move and transfer patients.
2. The student must be physically able to lift and carry image receptors.
3. The student must be physically able to manipulate and move all mobile x-ray units.
4. The student must be able to fulfill any additional physical requirements essential to complete the course of training.

Students who have concerns about the ability to perform any of these functions should contact the Radiologic Technology Program Director at (218) 793-2597. Individuals with disabilities may review the website for the Academic Success Center or by calling 218-683-8560.

2.4 Background Studies – National and State of Minnesota

All students accepted into the Radiologic Technology program must complete both a Minnesota Background Study as well as a National Background Study. In regards to fees and requirements associated with both the National and Minnesota Background Studies, please click this link: Health and Human Services Program and Clinical Requirements

Students are required to have criminal background verification prior to participating in clinical experiences. Students will be directed to complete the requirements by program faculty upon selection into the program and the start of second year.

ONLY SELECTED STUDENT’S ARE REQUIRED TO COMPLETE BOTH BACKGROUND STUDIES AND WILL BE PROMPTED TO DO SO PRIOR TO ATTENDING CLINICAL.
Criminal Background Checks

Minnesota law requires that any person who provides services that involve direct contact (as defined in Minnesota Statutes, Section 245C) with patients and residents at a health care facility licensed by the Minnesota Department of Health have a background study conducted by the state. Any individual who is disqualified from having direct patient contact as a result of the background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical placement. Failure to participate in a clinical placement required by the academic program will result in the ineligibility to qualify for a degree in the program.

Students are required to have criminal background verification prior to participating in clinical experiences. Students will be directed to complete the appropriate form by program faculty and NCTC will apply for the study from the Minnesota Department of Human Services.

Criminal background studies are completed annually. The results of the criminal background study must be on file prior to beginning clinical rotations.

Important Considerations

- Successful completion of a criminal background check (DHS qualification to provide direct patient contact) does not ensure eligibility for licensure or future employment within the chosen field. Students are strongly encouraged to contact the credentialing body for their program area (i.e. American Registry of Radiologic Technologists (ARRT) Board of Nursing, American Occupational Therapy Association, etc.) regarding specific eligibility requirements for credentialing.
- Incoming students should initiate a background check ONLY upon direction from the program faculty.
- No student will be permitted to participate in a clinical rotation until the College receives a “Background Study Clearance” report from the Minnesota Department of Human Services.
- Failure to qualify by the Department of Human Services background check may make it impossible for the program to provide a clinical site for required courses.
- If a student is found to be ineligible for clinical placement any time during the program, the student is unable to meet clinical learning objectives and may be withdrawn pending resolution of the situation.
- Clinical agencies can establish more stringent standards, if they so desire, to meet regulatory requirements for their facility. Clinical agencies can conduct additional background checks at their discretion.

Additional information about the Minnesota Department of Human Services background study requirements can be found at [Minnesota Department of Human Services Licensing](http://www.state.mn.us/human_services/criminal/). The following link to the student college handbook addresses additional information regarding the possible impact of a criminal record. [http://www.northlandcollege.edu/handbook/](http://www.northlandcollege.edu/handbook/)

Reviewed/revised: August 2017  dlk
2.5 NCTC Immunization and Health Screening Data Requirements

Please access the below link for NCTC’s policy and procedure regarding student health screening records.  http://www.northlandcollege.edu/about/policies/_docs/3310.pdf

Healthcare workers are required to keep their immunizations up-to-date and students preparing for those professions must also comply. **Following acceptance into the Radiography program, new students will be provided instructional information to meet compliance with all immunization and CPR requirements prior to the start of clinical.**

Students enrolled in a Health and Human Services Program (HHSP) at Northland Community & Technical College participate in clinical training experiences as an essential part of their studies. Clinical training includes performing direct patient care through participation in clinical experiences at affiliated hospitals and other healthcare institutions in the region.

To protect the health of students, patients, employees and others, and to comply with standards established by the affiliated healthcare providers, the College requires all students enrolled in a HHSP to provide dates of current immunization against certain vaccine preventable diseases, and date and results of current tuberculosis (TB) screening **before the student is eligible to participate** in clinical training, unless an exception applies.

Health and Human Services students must comply with both Minnesota law and clinical facility requirements related to immunization and testing.

**Please Note**

**Students are NOT allowed to participate in clinical education experiences without documentation of completion of all program immunization requirements.**

The below link includes a detailed review of Health Program Clinical Requirements.

Allied Health and Human Services

**Pregnant Students**
All pregnant students should consult their obstetrician before receiving HBIG, hepatitis B vaccine or any viral vaccine.

2.6 CPR Requirements

All Radiologic Technology students must be current in CPR certification. Proof of American Heart Association Health Care Provider level CPR certification or CPR for the Professional Rescuer must be provided prior to the start of fall semester. Please contact program officials if you are not sure which CPR meets program requirements.
2.7 Knowledge of Program and College Policies and Procedures

The Radiologic Technology Program abides by all Northland Community and Technical College policies and procedures. The most current college policies can be accessed at http://www.northlandcollege.edu/about-northland/policies-and-procedures/. Many, but not all, of these policies can also be found in the NCTC Student Policy Handbook found at http://www.northlandcollege.edu/academics/student-handbook/.

All students enrolled in the Radiologic Technology program are expected to be knowledgeable of all program policies and procedures. All newly enrolled students are orientated to the policies and procedures during the first week of fall semester. Following completion of this orientation, all students will sign a statement of agreement for all program policies and procedures. This indicates that students agree to abide by all policies and procedures during their enrollment in the program.

Program policies and procedures are reviewed and revised annually by program faculty. Program faculty will consider input for manual revisions from students, college administration, Radiologic Technology program advisory committee members, and college staff. When changes are made after the initial publication of each year’s policy and procedure manual, Radiology Program students and NCTC administration will be notified of the updates. The student handbook containing all policies and procedures is located on the program webpage and updated in the event of revisions.
III. ACADEMIC STANDARDS

The Radiologic Technology program follows all policies of Northland Community and Technical College student handbook. It is the student’s responsibility to be aware of college academic requirements.

Northland Community and Technical Colleges requirements regarding admission, graduation, academic standing, academic probation, academic suspension, academic appeals and readmission are found in the NCTC student handbook. The following are academic standards specific to the Radiologic Technology program.

3.1 Radiology Program Progression Standards

NCTC Radiography students must follow the curriculum sequence. Students cannot withdraw from a RADT course. In doing so, the student will no longer be eligible to continue in the program. General education courses must be completed at the time of the course listing in the curriculum sequence or prior to their listing in the curriculum sequence; students can take general education courses earlier but not later than listed. In the event of a requested and approved program leave of absence (LOA), students must resume at the start of the semester in which they withdraw, the following academic term. Refer to attendance policy, section 5.19 regarding leave of absence.

The NCTC Radiography student must meet the following criteria to continue enrollment:

1. Must achieve a letter grade of “C” (77%) or above in each and every course required in the program in order to progress. If a student fails to achieve this in a general education course and chooses to repeat the course, this must be accomplished by the completion of the trailing semester; (any general education course repeated must not interfere with continuation of radiology courses and clinical time). Radiology courses cannot be repeated if a student receives less than a 77%.

2. The student must obtain a passing grade (77%) on cumulative weekly clinical evaluations at the end of each semester. Weekly clinical evaluations are only a percentage of the students overall clinical grade. A student may average an overall passing grade at semester end but failing to maintain a “C” or above on weekly evaluations indicates the student is not performing at a level expected. This can jeopardize patient safety and create a stressful environment for students and clinical staff. In the event a student receives a failing grade on cumulative weekly clinical evaluations, or is not demonstrating progression with clinical skills, the student may be placed on probation with a clinical improvement plan under the discretion of program officials. Refer to section V regarding policies on probation, suspension and dismissal for academic and nonacademic reasons.

3. The student must demonstrate progression with exam competencies. The program anticipates an average number of competency completions per semester. Although all mandatory and specific elective competencies must be completed by program completion, neglecting to prove competency with exam completions throughout each semester would indicate the student is not progressing as expected. If a program official does not feel the
student is progressing with exam competencies throughout any given semester, the student may be placed on probation or deemed ineligible to continue in the program. This is dependent on an overall assessment of clinical performance from all program officials.

4. The student must complete all required clinical hours as scheduled.
5. The student must be able to maintain all technical standard requirements as stated in section 2.3.
6. The student must exhibit ethical and professional conduct at all times as outlined in the professional code of ethics.
7. The student must abide by all program policies and procedures as well as college student policies and procedures.
8. The student must be eligible to participate and complete all clinical duties at all clinical education sites. If a student is prohibited from attending clinical at any of the programs clinical education sites for any reason, they will be dismissed from the program.
9. The student must maintain professional and behavioral standards appropriate to the profession in both the didactic and clinical setting. If program officials feel a student is jeopardizing the integrity of program standards and/or clinical sites or jeopardizing patient safety, program officials reserve the right to mandate withdrawal from the program regardless of their current academic standing. The program will follow the guidelines for disciplinary procedures as noted in Section V of this handbook.

3.2 Graduation (Degree) Requirements

The Associate of Applied Science Degree in Radiography is awarded to students with the below criteria:

1. The student must achieve a letter grade of “C” or above in each course comprising the program.
2. The student must fulfill all program course requirements.
3. The student must complete all clinical assignments/hours as scheduled.
4. All American Registry of Radiologic Technology (ARRT) clinical competencies must be met.
5. Program completion must be within 150% of program length. If a student requests a leave of absence for non-academic reasons and the leave is approved, it will be for a total of one year. The student must resume attendance at the beginning of the semester in which the leave was granted and demonstrate continuous enrollment thereafter for completion.

Student may be required to be re-evaluated prior to re-entry and re-entry may be dependent on available space; not to exceed class capacity. Approval for re-entry in the program following a leave of absence will not be granted if the student was not in good academic standing prior to leave request.

The student must complete all program requirements for ARRT Radiography exam certification.
3.3 Grading Scale

All didactic (lecture/lab) and clinical education courses must be taken in sequence. A minimum grade of “C” is required in all general education and technical courses within the Radiologic Technology Program Curriculum.

The grading scale for the Radiologic Technology Program is as follows:

- 93% -100% = A
- 85% -92 = B
- 77% -84 = C
- 69% -76 = D
- 61% -68 = F
IV. CLINICAL EDUCATION PLAN

4.1 Clinical Rotation Assignments

All students will rotate through the programs clinical education sites throughout their enrollment in the program which ensures a wide variety of clinical experiences. The current clinical sites are: Altru Hospital, Altru Family Residency Clinic, Altru Family Medicine, Altru Professional Center which includes Orthopedics and general outpatient radiography; all located in Grand Forks, ND. In addition, students will be scheduled at Riverview Health in Crookston, MN, Sanford Health in Thief River Falls, MN, and Essentia Health in Fargo, ND. Each clinical education site has a designated clinical instructor. The clinical instructor for each site will provide rotation schedules for students which may include surgery, fluoroscopy, orthopedics or tomography, if applicable to their respective site.

If at any time a student is prohibited from performing clinical duties at any of the program clinical sites, the student will no longer be eligible to continue in the program.

The programs clinical coordinator provides the schedule of clinical site rotations. Students are provided with a schedule each semester. Schedules are provided in a timely manner in consideration for planning. Clinical rotation schedules are subject to change when and if the clinical coordinator and/or program director recognize the need to do so based on staffing changes, change in student numbers, individual student needs or modality rotation needs.

Clinical Travel Obligation

All prospective students need to be aware of the clinical obligation of travel to and from clinical sites. Students will be required to travel to all clinical education sites at their own expense. Therefore, students need to have a valid driver’s license. At the current time, Fargo North Dakota is the furthest clinical distance which is approximately 82 miles from the NCTC campus. Students unable to drive to their designated clinical sites, must make their own arrangements for travel so as not to interfere with their required clinical rotations. All students are required to fulfill their scheduled clinical rotations.
### 4.2 Semester Clinical Times and Days

The below schedule is subject to change for each academic term and only reflects the most current academic term at time of public posting. This schedule is provided as an example only. Individuals reviewing this schedule are required to access the college website and view the most current course offerings for each academic term. The courses listed below include only RADT courses. Students requiring completion of general education course(s) for the respective semester are required to register on days/times that accommodate all RADT courses. The program does not offer part-time enrollment in RADT courses.

<table>
<thead>
<tr>
<th>SEMESTER I</th>
<th>SEMESTER 2</th>
<th>SEMESTER 3</th>
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<td>RADT1114:</td>
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<td>* Lab 1: 10 -10:50</td>
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<td>* Lab 2: 11-11:50</td>
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<td>RADT1122:</td>
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<td>RADT1110:</td>
<td>3-3:50</td>
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*students enroll in one section

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<tr>
<th>Tues: Clinical</th>
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<tbody>
<tr>
<td>RADT1119: 7:30 – 3:30 or 11 – 7 P.M.</td>
<td>RADT1128: 7:30 – 3:30 or 11 – 7 P.M.</td>
<td>RADT1138: 7:30 – 4 p.m. or 11 – 7 P.M.</td>
<td>RADT2217: 9-10:20</td>
<td>RADT2240: 9-10:50</td>
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<td>RADT1114:</td>
<td>RADT1124:</td>
<td>RADT1138:</td>
<td>RADT2218:</td>
<td>RADT2228:</td>
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<td>* Lab 1: 8 -10:50</td>
<td>* Lab 1: 8 -10:50</td>
<td>* Lab 1: 8 -10:50</td>
<td>7:30 – 4 p.m. or 11 – 7 P.M.</td>
<td>7:30 – 3 or 11 – 7 P.M.</td>
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<tr>
<td>* Lab 2: 11 – 1:50</td>
<td>* Lab 2: 11 – 1:50</td>
<td>* Lab 2: 11 – 1:50</td>
<td>or 11 – 7 P.M.</td>
<td>or 11 – 7 P.M.</td>
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<tr>
<td>RADT1122: 2-2:50</td>
<td>RADT1127:</td>
<td>RADT1138: 7:30 – 4 p.m. or 11 – 7 P.M.</td>
<td>RADT2218: 7:30 – 4 p.m. or 11 – 7 P.M.</td>
<td>RADT2228: 7:30 – 3 or 11 – 7 P.M.</td>
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<tr>
<td>RADT1110: 3-4:50</td>
<td>* Lab 2: 2-3:50</td>
<td>or 11 – 7 P.M.</td>
<td>or 11 – 7 P.M.</td>
<td>or 11 – 7 P.M.</td>
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*students enroll in one section

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<tr>
<td>RADT1119: 7:30 – 3:30 or 11 – 7 P.M.</td>
<td>RADT1128: 7:30 – 3:30 or 11 – 7 P.M.</td>
<td>RADT1138: 7:30 – 4 p.m. or 11 – 7 P.M.</td>
<td>RADT2217: 9-10:20</td>
<td>No RADT classes or clinical</td>
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<tr>
<td>No RADT classes or clinical</td>
<td>No RADT classes or clinical</td>
<td>Clinical RADT1135: 8-11:20</td>
<td>Clinical RADT2218: 7:30 – 4 p.m. or 11 – 7 P.M.</td>
<td>Clinical RADT2228: 7:30 – 3 or 11 – 7 P.M.</td>
</tr>
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| NOTE:          |                |                |                |                |
|                | Se          |                |                |                |
|                | mesters 2 – 5: Students are assigned pm and weekend shifts only when scheduled at local hospital facility. Please inquire with program officials for most current p.m. and weekend assignments and average shift differentials per semester. |                |                |                |
4.3 Modality Rotations

Throughout enrollment in the program, students are provided the opportunity to rotate through specialized areas (modalities) which include Nuclear Medicine, Radiation Therapy, Computed Tomography, MRI, Interventional Procedures and Ultrasound. Effective 2016-2017, students will also be provided opportunity to rotate in mammography. Please refer to the policy below for mammography rotations.

The Clinical Coordinator will schedule students within the various modalities during or after completion of Advanced Imaging, Clinical III, IV and V. These rotation assignments will be for one full clinical day and are scheduled at Altru Hospital facilities in Grand Forks, ND unless otherwise noted.

The purpose of the modality rotations is to provide the students with an introductory experience to each related modality and provide a basic understanding as to how each modality plays a role in diagnostic and therapeutic imaging. In addition, students will be apprised to the advanced imaging career opportunities within the field of Radiography. After each initial rotation, students are provided the opportunity to request additional time in 1 or 2 modalities of their choice. Additional rotations will only be allowed if the student is meeting all clinical requirements and is in good academic standing in regards to clinical requirements and competencies.

4.4 Mammography Student Rotation Policy

The radiography program sponsored by Northland Community and Technical College has implemented a policy, effective fall semester, 2016, regarding the placement of students in mammography clinical rotations to observe and/or perform breast imaging.

Under this policy, all students, male and female, will be offered the opportunity to participate in mammography clinical rotations. The program will make every effort to place a male student in a mammography clinical rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. Male students must be aware that if they request a mammography rotation, it is likely this request will be denied by the programs current clinical education sites. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.

The program’s policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student mammography clinical rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position statement regarding mammography rotations is available on the JRCERT Web site, www.jrcert.org, Programs & Faculty, Program Resources.
NCTC’s Radiologic Technology program has implemented this policy to assure female students are not denied the opportunity to explore mammography imaging, due to the constraints of available clinical sites that would allow the same opportunity for males. In reference to the JRCERT position statement, *demographic data indicates that less than 1% of the approximately 50,000 technologists registered in mammography by the American Registry of Radiologic Technologists (ARRT) are males. April - 2016*

4.5 General Clinical Objectives

The main clinical objective is for students to develop job entry level competencies in the performance of ARRT mandatory and elective radiographic procedures and to apply the appropriate theory to the various clinical situations that might be encountered. Clinical objectives are listed in each syllabus for each clinical radiography course.

4.6 Modality Rotation Objectives

- Recognize common procedures performed in each modality as well as general imaging considerations.
- Discover the contribution of modalities in regards to diagnostic/therapeutic aspects of healthcare.
- Familiarize with the clinical indications for requiring the use of the modalities.
- Discover benefits and limitations to each modality.
V. PROGRAM POLICIES AND PROCEDURES

The Northland Community and Technical College Radiologic Technology program establishes policies and procedures that are designed to protect everyone involved in the daily activities and affiliations of the program. In addition to the college mandated policies and procedures, programs must also assure everyone involved in the program is abiding by the Joint Review Committee on Education in Radiologic Technology (JRCERT) policies as well.

In addition to the stated and published policies of both NCTC and the JRCERT, the program requires a professional behavior exhibited by students at all times. Students are expected to follow professional standards and ethics as outlined by the American Registry of Radiologic Technologists (ARRT) when in the classroom, laboratory and clinical settings.

Faculty provide both oral and written feedback regarding professional behaviors to students during mid-semester and semester end. Students are expected to change unsatisfactory behaviors after receiving feedback from faculty; some examples of such behaviors are stated in this policy but faculty reserve the right to determine inappropriate professional behaviors if such is affecting all entities involved with the program. Serious deficits in professional behavior with no improvement may result in a probationary status or dismissal from the program. Disciplinary action and conduct associated with such is outlined in sections 5.1 - 5.3.

5.1 Conduct Subject to Program Discipline – Probation or Dismissal

The program reserves the right to dismiss any student whose conduct, health, or clinical practice makes it inadvisable for the student to remain in the program.

1. Program faculty may place a student on probation if the student is habitually late for clinical or is demonstrating the probability of failing clinical for exceeding CTO as outlined in the attendance policy, 5.19.
2. The student disciplinary procedure will be initiated due to substandard, unethical, or inappropriate conduct at the discretion of Radiology program faculty. Program probation or dismissal may include, but not limited to the following reasons:
   a) Discourteous treatment of patients, the public, employees or fellow students.
   b) Disclosure of confidential information.
   c) Unauthorized and/or improper use of computers within the college or clinical education sites.
   d) Insubordination which would include disrespect for patients, program officials, affiliated personnel, or other students in the program.
   e) Falsification/Dishonesty with clinical documentation or clinical absence
   f) Neglect of assigned clinical duties
   g) Repeated tardiness and/or absenteeism
   h) Unexcused absenteeism; failure to follow notification procedures as outlined in the attendance policy.
   i) Failure to abide by program supervision and repeat policy
j) Unethical or unprofessional conduct in class or clinical setting.
k) Possession or use of alcohol or any mood altering chemical on the premises of NCTC or clinical education sites. This includes attending class or clinical education while intoxicated.
l) Theft or misappropriation of personal, clinical site or college property.
m) False statements on admission, identification or other official documents involving college, program or clinical education sites.
n) Using radiographic equipment in lab or clinical sites for personal use.
o) Probation may occur if student is receiving poor weekly evaluations demonstrating they are not meeting the criteria consistently. Refer to section 3.1, Progression standards for probation guidelines related to academics.

It is difficult to outline all misconducts that will result in disciplinary action. Program faculty will determine the seriousness of any reported offense following investigative procedures for verification and determine the appropriate level of discipline.

3. Professional behaviors reflect the standards and ethics outlined by the American Registry for Radiologic Technologists. Such professional behaviors and attributes are necessary for success as a radiologic technologist in the clinical environment. Failure to demonstrate professional behaviors while enrolled in the program may result in probation or dismissal from the program, as deemed necessary by program officials. Students are advised that if a clinical education sites refuses to allow a student to participate in clinical activities in their department for any reason, the student will not be allowed to continue in the program.

Immediate dismissal from the program without verbal warning or probation status may result from, but not limited to, the following reasons:

a) Possession or use of alcohol or any mood-altering chemicals on the premises, both campus and clinical education sites, or reporting to class or clinical intoxicated.
b) Carelessness in regard to safety of patients, self and colleagues.
c) Dishonesty, cheating or theft.
d) Release of confidential information regarding patients and/or clinical affiliate personnel or activities.
e) Failure to abide by program supervision and repeat policies.
f) Prohibited from performing clinical duties at any of the program clinical education sites due to ethical or professional violations.
g) False information that would jeopardize patient and healthcare personnel safety.

5.2 Disciplinary Procedure – Sequence for Professional Behavioral Reasons

The student disciplinary procedure will be initiated due to substandard, unethical or inappropriate conduct at the discretion of the Program Director, Clinical Coordinator and/or clinical affiliates.

1. Upon notification of a student’s inappropriate conduct, the Program Director and/or Clinical Coordinator will meet with the student to discuss the matter and inform the student of the

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specific conduct deemed inappropriate. If the behavior involves a clinical education site, the clinical instructor may also be included in the discussion. Depending on the seriousness of the offense the student may be 1) given a verbal warning initiating the disciplinary procedure 2) dismissed immediately 3) placed on probation with a written improvement plan. If a student is prohibited from performing clinical duties based on decisions from the clinical education site officials, the student will be dismissed from the program. If a verbal warning concerning the inappropriate behavior results, a written record of the behavior will be placed in the student’s program file.

2. If the student’s conduct and behavior does not improve following verbal warnings, program faculty involved will meet or speak a second time with the student, at which time a written warning and probationary status is given with documentation of specific actions needed to improve performance. A copy of the documentation will be placed in the student file and submitted to the Dean of Academic Affairs. The student will be provided a probationary timeline for definite measurable improvement to be demonstrated by the student.

3. If students are placed on probation for a specified period of time and satisfactory improvement is not demonstrated before the deadline, the student may be dismissed from the program.

Students dismissed from the Radiologic Technology program for behavioral reasons are not allowed to reapply for admission to the program.

5.3 Disciplinary Action

Probation: Continued enrollment in the program is dependent upon improvement in behavior and/or performance during a specified period of time determined by program officials. Probation status is provided to the student in writing, indicating the need to improve and where improvement is needed. The student must write a plan of action for improvement. Failure to achieve satisfactory progress at the end of the probationary period will result in dismissal.

Dismissal: Students dismissed from the Radiologic Technology program for behavioral reasons, academic reasons, unethical and/or unprofessional actions, are not allowed to reapply for admission to the program. In the event a student is being dismissed from the program, they will meet with program officials and at that time, a dismissal letter will be signed and dated by student and program officials.
5.4 Academic Probation

The student must meet the following academic criteria during the educational program for all didactic and clinical courses as stated in section 3.1 progression standards.

1. Must achieve a letter grade of “C” (77%) or above in each and every course required in the program in order to progress. If a student fails to achieve this in a general education course and chooses to repeat the course, this must be accomplished by the end of the trailing semester. Any general education course repeated must not interfere with continuation of radiology courses and clinical time. Radiology courses cannot be repeated if a student receives less than a 77%. As stated in section 3.1 – progression standards.

2. The student must obtain a passing grade (77%) on cumulative weekly clinical evaluations at the end of each semester. Weekly clinical evaluations are only a percentage of the student’s overall clinical grade. A student may average an overall passing grade at semester end but failing to maintain a “C” or above on weekly evaluations indicates the student is not performing at a level expected. This can jeopardize patient safety and create a stressful environment for students and clinical staff. In the event a student receives a failing grade on weekly clinical evaluations, or is not demonstrating progression with clinical skills, the student may be placed on probation with a clinical improvement plan under the discretion of program officials.

3. The student must demonstrate progression with exam competencies. The program anticipates an average number of competency completions per semester. Although all mandatory and specific elective competencies must be completed by program completion, neglecting to prove competency with exam completions throughout each semester would indicate the student is not progressing as expected. If a program official does not feel the student is progressing with exam competencies throughout any given semester, the student may be placed on probation or deemed ineligible to continue in the program. This is dependent on an overall assessment of clinical performance from all program officials. As stated in section 3.1 – progression standards.

Failure to meet the above criteria may result in the student being placed on probation for a specified period of time with a plan to demonstrate improvement. A student may be placed on probation at any time throughout a semester and provided an academic improvement plan indicating areas the student must demonstrate improvement in by a specified time. If at the end of the stated time satisfactory improvement has not been demonstrated, the student will be dismissed from the program.

Statement: There are many components to assessing students clinically that comprise the final clinical semester grade. It is probable that students may be at a very low percent yet still passing (77%) a particular semester clinical. However, program faculty and clinical affiliates may determine the student is considered a hazard to patients due to lack of consistency with clinical
skills, and therefore cannot work under indirect supervision for previously met competencies. In these situations, program faculty may determine it is in the best interest of the student, program and clinical environment to dismiss the student when improvement was not demonstrated following a probationary status, despite a passing clinical grade.

5.5 Student Retention

Due to the number of NCTC’s Radiography program accredited clinical sites, it is necessary to limit the number of students accepted annually into the program to 16. If a Radiology student is having any difficulty academically, they are encouraged to talk to the program director or clinical coordinator to seek guidance and assistance. Services for tutoring as well as academic and personal counseling are available on campus. The Radiologic Technology Program faculty want all students to succeed and are more than willing to help students succeed. It is important students seek guidance well before semester end. This would allow ample time for assistance and attempts to improve students overall academic outcome.

5.6 Appeal of Program Dismissal

If a student intends to appeal program dismissal, they are required to follow NCTC’s academic appeal policy. An action under this section may be appealed as outlined in the NCTC Student Complaints and Grievances Policy – 3240 and 3240P. See section 5.9 for detail on grievances and complaints. Student Complaints and Grievances

5.7 Withdrawal Policy

Students considering withdrawal from the program must schedule a meeting with the program director. Students will be required to complete a program withdrawal form (accessible by enrolled students in the programs electronic clinical management system) and provide a signed copy to program director during the scheduled meeting. The student is responsible for following all NCTC policies and procedures regarding program and course withdrawal which can be found in the NCTC student policy handbook.

5.8 Conditions for Readmission to the Radiologic Technology Program In the Event of Student Voluntary Withdrawal

In the event a student voluntarily withdraws from the program, the following conditions exists:

1. Intentions to apply for readmission must occur a minimum of 16 weeks prior to the semester the student anticipates enrollment.
2. Any student that withdraws from the program and is granted re-admission, must apply for readmission in a timely manner as the program must be completed within 150% of published time. For example, if a student withdrew at the end of the spring semester, first
year cohort, they must resume one year following, first summer session.

3. The student must meet all college and program admission requirements.

4. The student must request readmission to the program director in writing.

5. Program faculty will determine the appropriateness for readmission on a case-by-case basis, considering factors such as the student’s status at the time of exit from the program, reason for withdrawal, justification for readmission and adequacy of program space. The program is limited to 16 students.

6. If readmission is granted, the student would be required to follow the policies and procedures of the program consistent with the academic year he/she is readmitted.

7. If a student withdrew prior to a semester completion, the student would be required (if readmission was granted) to start at the beginning of such semester and comply with any and all course revisions and learner objectives at the time of readmission.

8. The student is responsible for maintaining the ability to satisfactorily perform all previously learned skills. Demonstration of satisfactory performance will be required prior to readmission to the program.

9. A student is allowed only one attempt for readmission to the program.

10. Students must have been in good academic and professional/ethical and behavioral standing at the time of program withdrawal in order to be considered for re-admission. This would include not being on a probation status or anticipation of failing a program course or clinical at time of withdrawal.

5.9 Student Complaints and Grievances Procedure – 3240 and 3240P

It is the policy of the Northland Community and Technical College Radiologic Technology Program to work with students in finding a fair and just solution to problems that may arise, including grievances, questions, misunderstandings, or discrimination. Students are urged to first take their problems to the instructor of the course in which the problem occurred. This may include a didactic instructor or clinical instructor at a respective clinical site. If the student and instructor are unable to come to an agreement, the student can then take their issues to the Radiology Program Director. If the student and Radiology Program Director are unable to come to an agreement, the student can write up their complaint/grievance on an Appeal/Petition Form which can be found in Student Services. This complaint/grievance will be reviewed by one of two standing committees which will report their findings back to the student. Students may then appeal the decision or recommendation if desired.

Student complaints regarding the program or program faculty should be first addressed to the Program Director. Unresolved complaints or complaints about the Program Director should be directed to the Dean of Allied Health & Nursing. All complaints will be documented, including the projected outcome, and kept on file at the program facility.

Students who have a concern or complaint regarding a clinical education site, clinical instructor or clinical site staff technologist, should address their concern to the Program Director or Clinical Coordinator. Students will be directed to complete the Clinical Concern Form located in the forms section of the clinical handbook. This form is required to track and assess the nature of any issues and attempts towards a timely resolution for all parties involved.

Below is the link to NCTC Complaints and Grievance Procedure
http://www.northlandcollege.edu/about/policies/_docs/3240P.pdf
5.10 Grade Appeal - 3430

A student may appeal a final grade or any grade received on cumulative work used in calculating the final grade. Grade appeals must be first directed to the instructor who assigned the disputed grade. If the informal process does not resolve the matter, the student may file a formal grade appeal in writing by using the Student Appeal/Petition form. This form must be submitted within 30 days of receipt of the grade to the Registrar’s Office. The Registrar’s Office will forward the appeal to the appropriate Academic Dean for consideration. The dean will discuss the issue with the student and the faculty member to gather information and attempt to resolve the issue as appropriate. The dean, at his or her discretion, may also convene an ad hoc committee of faculty to advise him or her in the consideration of the appeal. The dean will make a decision regarding the appeal and notify all relevant parties in writing of the decision within 10 academic days of the receipt of the grade appeal. The student may appeal the dean’s decision within 10 days, if there is additional relevant information that supports the appeal. The College cannot change the grade assigned by an instructor unless presented with clear and convincing evidence that the grading procedure was biased, did not reflect sound educational practices, or was inconsistent with the common course outline and course syllabus. Link to NCTC's Grade Appeal process: http://www.northlandcollege.edu/about/policies/_docs/3430.pdf

5.11 JRCERT Standards – Noncompliance reporting procedures

Students must attempt to resolve complaints regarding concerns involving standards violations of the Joint Review Committee on Education in Radiologic Technology (JRCERT) directly with the program/institution officials by following the Student Complaints and Grievances Procedure as stated above; (5.9). If the student feels the issue has not been resolved, they may address the issue with the JRCERT. The JRCERT reporting process is accessible with the following link: http://www.jrcert.org/students/process-for-reporting-allegations/report-an-allegation/

5.12 Student Supervision Policy – Clinical

Until the student achieves the program’s required competency level in any given procedure, all students will be directly supervised by a qualified radiographer. A qualified radiographer is one that is registered with the ARRT. The required level of competency is achieved following the below criteria:

- Written and lab test out of body region and universal exam requirements
- Four exams completed under direct supervision with the fourth exam, error free, recorded in clinical exam log book.

1. The qualified radiographer reviews the request for examination in relation to the student's achievement.
2. The qualified radiographer evaluates the condition of the patient in relation to the student's achievement.
3. The qualified radiographer is present to assist the student as necessary.
4. The qualified radiographer reviews and approves all images.

Once the student achieves the program's required level of competency in a given procedure the
student may perform such exam with indirect supervision. With indirect supervision, supervision is provided by a qualified radiographer immediately when needed to assist students regardless of the level of student achievement.

5.13 Image Repeat Policy

In the interest of radiation protection, all unsatisfactory images will be repeated only in the presence of a qualified radiographer (regardless of the competency level of the student, or the difficulty level of the exam).

**Student supervision and repeat policy interpretation/clarification**

The term "direct supervision" shall be interpreted to mean that a qualified radiologic technologist is present in the exam room to supervise all student activities. The term "indirect supervision" shall be interpreted to mean that a qualified radiologic technologist is within vocal range of the student so that if the student encounters problems he/she can vocally alert technologist and receive immediate assistance.

This policy shall be interpreted to mean that any student (first or second year) requires direct supervision for any exam that the student has not proven competence through a final evaluation check-off; documented fourth exam error-free.

This policy shall further be interpreted to mean that even after the student proves competence they cannot go to the hospital floors to do portable or surgical exams/procedures alone, because in doing so the technologist is not "immediately available". When students do portables after receiving a final competency check-off a qualified radiologic technologist must accompany them to the floor. The technologist does not need to go into the room, but must be within vocal range.

Finally, this policy explicitly states that all repeat images are to be done only if a qualified radiologic technologist accompanies the student into the room and directly observes and supervises corrective action. This policy must be followed no matter how simple the corrective action may be, and no matter how competent the student may be.

The onus of responsibility for making sure this policy is followed will be placed on the student. Technologists need to realize that students will refuse to go to the floor alone when doing portables, and will refuse to do repeat radiographs unless a technologist provides direct supervision; because, if any student is observed in violation of this policy, disciplinary action will be initiated.

**Supervision Advisory Statements:**

1. Program officials advise that students follow direct supervision when imaging a pregnant patient.
2. Program officials advise that students follow direct supervision when imaging a patient under the age of 18.

Reviewed/revised: August 2017 dlk
5.14 Academic Integrity Policy

The Radiologic Technology Program abides with the NCTC Academic Dishonesty Policy outlined in the NCTC Student Policy Handbook. [http://www.northlandcollege.edu/about/policies/_docs/3072.pdf](http://www.northlandcollege.edu/about/policies/_docs/3072.pdf)

Academic dishonesty or cheating includes, but is not limited to:

- Copying from another student’s test paper and/or collaboration during a test with any other person by giving or receiving information without authority; using materials during a test not authorized by the instructor.
- Stealing, buying, or otherwise obtaining all or part of a test or information about a test.
- Selling, giving, or otherwise supplying to another student for use in fulfilling an academic requirement, any theme, report, term paper; or submitting as one’s own, in fulfillment of an academic requirement, any theme, report, term paper, essay, or other work prepared totally or in part by another.
- Submitting nearly identical work that one has previously offered for credit in another course, without prior approval of the instructor.

Plagiarism and cheating in any form is subject to disciplinary action, including but not limited to a failing grade for the test or assignment, a failing grade for the course, and/or probation from the Radiologic Technology Program.

5.15 Student Pregnancy Policy

Since ionizing radiation has been determined to be harmful to the developing embryo/fetus, the following recommendation and issues of compliance are required to protect the health of the student and child.

In accordance with the NRC’s regulations at 10 CFR 20.1208, “Dose to an Embryo/Fetus,” radiation dose to an embryo/fetus during entire pregnancy will not be allowed to exceed 0.5 rem (5 millisievert) (unless that dose has already been exceeded between the time of conception and submitting letter of declaration).

If the student chooses to disclose her pregnancy, she may do so by informing the program director or Clinical Coordinator in writing. The student will have the option of continuing the educational program without modification or interruption. The student will be allowed to make an informed decision based on her individual needs and preferences.

Radiation Monitoring For Pregnant Student

In the event that the student does choose to disclose her pregnancy, she will be required to purchase a monthly fetal monitor throughout the pregnancy term.

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**Pregnancy Leave Statement**

The student may request a leave of absence when either she or her physician feels she is no longer able to function in a manner conducive to learning. Each case will be reviewed individually taking into account not only radiation protection/safety issues, but educational issues as well (for instance loss of clinical experience in fluoroscopy and/or lost class time). If a student chooses to take a leave of absence from the program, she will be allowed back into the program at the start of the academic semester she was in when she left. The student will not be allowed to continue with didactic courses during this one year leave of absence. If she chooses not to return within one year, her position in the program will not be reserved and she will have to re-apply to the program and start over with fall semester one. Acceptance into the program will be in accordance with the program selection process and will not be guaranteed.

The pregnant student will be required to use CTO hours for pregnancy leave. Program officials will only allow the student to “bank” or make up three clinical days if days missed are in excess of their remaining CTO.

In the event that a student does wish to disclose her pregnancy, the *Declaration of Pregnancy* document must be completed and submitted to the program director. The student may withdraw declaration of pregnancy at any time in a written format.

**Two Forms related to student pregnancy:**
1. Declaration of Pregnancy
2. Withdrawal of Declaration

Both forms are located in the next two pages and are also available upon request from program officials.

**Student Pregnancy Guidelines**

In the event that a student in the program declares her pregnancy, the following guidelines are recommended:

1. During the first trimester of pregnancy, the student will not be directly in the room during fluoroscopic procedures but may however participate in the exam before and after the fluoroscopic portion of the exam. After the first trimester, the student may participate in fluoroscopic procedures while maximizing distance from any sources of exposure (tube, patient etc). In the event the fluoroscopy time is excessive (greater than five minutes) or is anticipated to be excessive, the student shall chose to discontinue her participation in the exam only if she is unable to maximize distance from the source.

2. The pregnant student at no time during the entire gestation shall hold patients and/or equipment during non-fluoroscopic exams during their clinical training. Holding is not recommended for any student in the program.

3. The student may participate in surgery with the portable fluoroscopic unit after her first trimester. The student is reminded that at all times, she maximize her distance from the source as this is a principal in all fluoroscopic procedures. Once again if the fluoro time

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becomes excessive, the student may choose to discontinue participation in the exam only if she is unable to maximize distance from the source.

4. Once pregnancy is declared, the student will be required to purchase a fetal dosimeter monitor. This fetal monitor MUST BE WORN UNDER THE LEAD APRON when the student is involved in fluoroscopic procedures.

In the event a student feels her clinical education is being compromised by her pregnancy, she is strongly encouraged to notify program officials as soon as possible. If there are any questions, please contact Deb King at (218) 793-2597.
NORTHLAND COMMUNITY AND TECHNICAL COLLEGE
RADIOLOGY PROGRAM

DECLARATION OF PREGNANCY

In accordance with the NRC’s regulations at 10 CFR 20.1208, “Dose to an Embryo/Fetus,” I am declaring that I am pregnant. I believe the date of conception to be_______________________(only the month and year need be provided).

Expected date of delivery is___________________________.

I_________________________ *elect----do not elect (circle one) to (print your name)
continue enrollment in NCTC’s Radiography program.

*If you elected to continue, you elect to continue your enrollment without modification or interruption.

I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 0.5 rem (5 millisievert) (unless that dose has already been exceeded between the time of conception and submitting this letter). I understand I am still required to meet the program competency requirements as stated in the clinical handbook. This would include completing all required clinical hours as well as exam competencies.

When declaring your pregnancy, you must schedule an appointment with the program director and or Radiation Safety Officer of the program if different, and submit this form in person to assure proper advisement has occurred.

___________________________________
(Your signature)

___________________________________
(Your name printed)

___________________________________
(Date submitted)

PD or Radiation Safety Office if different conference date

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WITHDRAWAL OF DECLARATION OF PREGNANCY FORM

I________________________________submit this withdrawal of declaration
(print name)

of pregnancy to the Director and Clinical Coordinator of Northland Community
and Technical College, Radiography Program.

__________________________________________
(student signature) (date signed)

__________________________________________
(program director signature) (clinical coordinator signature)

__________________________________________
(date received by program officials)
5.16 Professional Appearance/Clinical Dress Policy

In the interest of safety and professionalism, students are expected to adopt the following professional appearance guidelines at all clinical education sites, lab practices, field trips and conference attendance:

- No hats
- No clothing with logo’s and or advertising allowed while attending field trips or conferences (any related college/program function) with the exception of NCTC logo.
- Neatly trimmed and clean nails (no acrylic allowed at clinical education sites)
- No excessive jewelry
- No excessive makeup
- Hair must be clean and free from face and restrictions when working with patients.
- No visible face or mouth jewelry/piercings; one earring allowed in each ear lobe
- No offensive body odor; no perfume/cologne allowed in the clinical education setting
- Neat, clean and appropriate clothing. Following clinical dress policy for clinical education sites.
- Gum chewing should not be noticeable.
- Must follow respective clinical site policies on coverage of tattoos

Clinical Dress Policy

Personal hygiene is of the utmost importance while working in the clinical setting. Acrylic nails will not be permitted if they are not allowed at the assigned clinical site. Shoes must be clean and free from damage. Tennis/fitness shoes are acceptable. Shoes cannot be open-toed nor can they have venting holes.

If any student has questions regarding what is deemed appropriate for body piercing, they must address this with the program director the first day of fall semester one. If students object to this policy at a later date, they will have the option to remove the visible body piercing device or they may be dismissed from the program. It is recommended to keep earrings to a limited number of one in each ear lobe. In addition, students should focus on the following while attending clinical:

Students are required to wear the same color/type scrub uniform (approved by program officials). Scrub coats or white lab coats may be worn over the scrub uniform. Students are not allowed to wear clothing with advertisement or descriptive pictures in the clinical setting. If students are not dressed appropriately, they will be sent home and this would result in a loss of clinical time in which they will be required to utilize their CTO.

Class Dress Policy

Students will dress appropriately for class. Clothing should be clean and comfortable. Shoes must be worn at all times.
5.17 Student Health Policy

In order to protect the health of the student as well as those that the student comes into contact with, i.e., patients, family, friends, fellow students, faculty, co-workers, etc., the program and NCTC require that each student provide the college with proof of specific immunizations as stated in section 2.5.

All students will complete and provide required immunization data through Castle Branch; a tracking system for compliance. For accurate and current information regarding cost and requirements for data tracking, please click the link below:
http://www.northlandcollege.edu/healthprograms/immunization.php

In order to assure proper infection control, infectious/contagious diseases that may require the student be removed from his/her clinical assignment until he/she is determined by a physician to be non-infectious. Conditions that may require removal from the clinical assignment may include the following:

1. Open draining lesions: The Program Director will remove a student from clinical until seen by a physician, diagnosed, treated, and determined by the physician to be non-contagious.
2. Streptococcal infection: Any student with a sore throat, especially accompanied by fever, should request to have a throat culture from their personal physician or other healthcare provider. If group A streptococci are found, the student will be removed from his/her clinical assignment until 24 hours after antibiotic therapy is started and is afebrile; the student is to be treated appropriately as prescribed by their physician.
3. Staphylococcal infection:
   a. Because of the ubiquitous nature of staph aureus, asymptomatic carriers are not isolated or treated.
   b. Students with active staph aureus infections may not attend clinical. If a student relates a diagnosis of staph aureus infection, the Program Director will require written verification from the student's physician stating the circumstances under which the student may work to avoid transmitting infection.
4. Students with the following diagnosed conditions shall not be permitted to carry out their clinical assignment, or may require clinical work modifications:
   a. Respiratory tract infections: i.e., group A strep, any pneumonia, active pulmonary TB, influenza, mumps.
   b. Active exanthems (rashes): chicken pox, herpes zoster, measles, or rubella.
   c. Enteric infections: hepatitis, salmonellosis, shigellosis, amebiasis, giardiasis, vomiting and diarrhea of unknown etiology, until etiology is determined (and treated if appropriate), or symptoms abate.
   d. Herpes simplex: shall not care for immunosuppressed patients, including newborns as per hospital policy.
5. Standard precautions: all students are provided with initial education, and in-service education, regarding the practice of standard precautions and are expected to adhere to these procedures in order to prevent acquiring or transmitting infectious agents.

Common examples of conditions where students should not report to clinical:
- pink eye unless you have been on eye drops for 24 hours

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- strep throat unless you have been on antibiotics for 24 hours
- oozing open wounds
- fever
- rash of unknown origin (upon return if rash is still present, you must provide a program official with a doctor note)

Faculty reserve the right to dictate whether or not the student is allowed to attend clinical based on the department policies of the educational site they are currently scheduled at. If students are not allowed to attend clinical due to illness, they will be required to utilize Compensatory Time Off (CTO), as detailed in the clinical attendance policy, 5.19.

### 5.18 Insurance

Please be aware that NCTC and clinical affiliation sites do not provide health insurance to students. It is advised that students carry their own health insurance during enrollment in the program. Some clinical sites may require students to carry health insurance while performing a clinical experience at their facility.

All students annually purchase professional liability insurance through NCTC that provides liability coverage for unintended injury to patients or other students during on and off campus educational experiences. The insurance is paid as part of differential tuition for health care coursework.
5.19 Clinical Attendance Policy

Students are expected to be present and punctual every scheduled day of the program. Class and clinical begins promptly at the time scheduled. Students are expected to arrive a few minutes early and assume their class or clinical responsibilities on time. Students are required to clock in/out utilizing the Trajecsys system at all clinical education sites. Students will use department computers to clock in/out for clinical attendance documentation. In the event smartphones are utilized to clock in and out, the program has enabled reporting of location using geolocation services.

When illness or emergency dictates a student’s absence from clinical, he/she will:

1. Call the clinical site department at his/her assigned clinical site before the start of his/her shift to report absence. This will be documented at the clinical site. Phone numbers for all clinical education sites are included on all clinical rotation schedules provided to students. Students are encouraged to record clinical site contact numbers in their phone or utilize an additional resource for quick access.
2. Send a text message to your supervising program faculty indicating your absence from clinical.

Verifying your absence in Trajecsys is mandatory. Students must enter the system and document reason for absence/missed clinical by creating a time exception. Detailed instructions for this mandatory requirement as well as utilizing the Trajecsys system is located in Student Guide to Trajecsys handbook and provided to all new students at the start of program orientation. With an extended illness, (requiring absence from more than two consecutive clinical days), students may be required to provide documentation, when appropriate, from a physician stating that the student can return to his/her clinical assignment.

Compensatory Time Off (CTO)

Students will be allowed 40 hours per year as absent time. Any hours absent in excess of the 40 hours, the student is responsible for making up the loss in clinical time in the semester it occurred. Clinical grade will be affected as indicated below under grade status.

The 40 hours of CTO will include hours taken for both sick time and personal leave. Time must be taken in increments of at least one half hour. If a student is absent, they must use their CTO available. Any time thereafter, will be made up. Those additional hours absent following the 40 hours will affect their clinical grade status as indicated below under grade status.

If a student utilizes CTO during a weekend or p.m. rotation, they will be rescheduled to work this shift differential. Students must work the required p.m. and evening rotations that they are scheduled for even if it requires changing the dates of that rotation. Working the various shift differentials is part of the clinical requirements. In addition, if a student has a conflict prior to their evening shift, they must take CTO and will not be allowed to work the day shift in place of the p.m. shift.
Students are strongly encouraged to use their CTO wisely and not view these hours as vacation days. Students who need to utilize CTO during the last two weeks of any given semester, must have all clinical requirements complete prior to requesting CTO and therefore seek approval from Al or Deb. This includes completion of exam performance assessments/critical thinking assessments, rotation evaluations and one-on-one semester end evaluation with program faculty. The student must also be in good standing with completed competencies.

CTO must be used to cover all absences including: illness (personal & family), Dr. and dental appts., (personal & family), car breakdowns, banking matters, overslept, weather related when school/clinical hours are not impacted and any needed personal time off. If a student misses clinical due to bad weather in their area of residence, they may use CTO or make the time up in a timely manner at the discretion of program officials. This will be monitored in reference to the number of occurrences.

Inclement Weather Situations

In cases of poor road conditions such as ice or snow etc., the student is advised to use their best judgment in regards to the driving to their scheduled clinical site. If NCTC classes are postponed for two hours, clinical will start two hours late as well. Classes and clinical will follow all NCTC guidelines in regards to late starts, cancellation etc. Depending on when a class is to start, each program course will have guidelines addressed in regards to whether or not class will be held with a late start. For example, if a class is scheduled to start at 9 a.m. and the campus addresses a two hour late start, individual instructors generally inform students either through their course syllabi proactively or verbally at the start of winter season. So this rule can vary.

If classes are cancelled after clinical starts such as later in the morning, program faculty will notify the clinical sites to send students home or request student make arrangements to remain off the road if weather is severe enough to prevent travel. School closing will also be posted on the NCTC website. Anytime the campus closes (all classes cancelled) due to inclement weather, students are not to report to clinical or class. If a student chooses to travel to their scheduled clinical site in the event they were not aware of a campus closure, they will not receive credit for hours served. Students should not be traveling if travel is not advised.

Weather and road conditions can vary between student’s home address, the campus, and the clinical sites. It is difficult for program faculty to allow students to makeup time if they simply could not travel from their distance home base or if they were out of town prior to their scheduled clinical. Therefore, if students cannot make it to their clinical education site when no classes are cancelled or a late start is announced, students may be subject to utilize CTO. This will be at the discretion of program officials. If this scenario happens with multiple students multiple times, it will be very difficult to schedule makeup time without interfering with the normal clinical schedule.

Since it is difficult to dictate every case scenario, situations regarding missed clinical time due to weather may be decided on a case-by-case basis.
Clinical Absence—Grade Status

There will be a drop of one letter grade for every 1 hour absent (of one clinical day), when a student goes over their 40 hours of CTO. The letter grade drop or (drops) will occur in the current semester only. This will also apply to the trailing semester, starting with the first absence; clinical grade will be affected in the same manner with an absence. Students receiving a letter grade below “C” due to excessive absence may be subject to termination from the program. Students must take CTO in increments of no less than ½ hour. Those students with repeated tardiness are subjected to disciplinary action as stated in the Student Discipline/Termination.

There is no banking of additional time. If a student stays late to complete an exam, credit for this time may be taken the following clinical day with approval from the clinical instructor at that respective clinical site. Students cannot “collect” time to be used at a later date.

All required clinical time beyond the 40 hours CTO will be made up. If a student must be absent from clinical it will be their responsibility to schedule make up clinical time with the Program Director or Clinical Coordinator. Clinical time will be made up based on an equal ratio of time missed. Example: student missed 16 hours clinical - student makes up 16 hours clinical time. This also constitutes a drop in two letter grades. Special circumstances may be considered in situations of extended illness but a doctor’s note may be required for all illnesses resulting in two or more clinical days. It is encouraged to provide a clinical note for absence from clinical in excess of two consecutive days if absent due to illness resulted in the student seeking medical attention.

Special Circumstances such as a death in the immediate family will be considered under the discretion of the program officials. Immediate family members include partners, child, parents, siblings and grandparents. Students may have the option to make up the lost time prior to the current semester end or utilize CTO. The number of days allowable for makeup will be at the discretion of program officials. Students requiring an excess of absence from class and clinical will be reviewed for possible leave of absence for one year if their education is effected by the leave.

Students are not allowed to work through their 30 minute lunch period in order to leave early from clinical or any other day throughout that semester. Students must utilize CTO in the event they need to leave early. It is the student’s responsibility to be aware of and have an understanding of all clinical CTO policies and guidelines and how excessive absenteeism can affect their clinical grade and/or status in the program.

5.20 Student Maximum Hours

Students in the Radiology program at no time will be scheduled more than 40 hours per week of combined clinical and didactic hours.

Students will be scheduled to work weekends as well as p.m. shift work throughout their enrollment in the program, with the exception of the first semester. A schedule of such rotations will be provided to them in advance indicating their weekend and p.m. rotations for each semester. Weekend and p.m. rotations provide students with the possibility for more exposure to
trauma/mobile procedures and enables students to assess the various shift atmospheres in which they may be employed upon program completion. Weekend and p.m. hours will equal the same hours as a regular clinical day shift for that current semester. Weekend hours worked will equal regular clinical hours. Students will not be scheduled for p.m. or weekends during semester one.

5.21 Student Radiographer Employment Policy

Should a student choose to accept employment as a nonregistered radiologic technologist during their enrollment in the program, Northland Community and Technical College, the Radiologic Technology Program, the clinical affiliates of the program, all of the respective administrative personnel, and program officials, will not accept any legal obligation for any liability arising out of the actions of said student(s).

If a student chooses to be employed by a clinical affiliated site, this employment is outside of all program didactic and clinical education time and the facility accepts full responsibility for the student’s actions.

Students are not allowed to wear their school identification badge while employed at a healthcare facility. Students are not allowed to wear their radiation dosimeter provided by the college while employed by a healthcare facility. Dosimeter badges are to be worn only during scheduled clinical time.

At no time will a student be “staffed” during their clinical hours. Students are not allowed to be paid for clinical time nor are they allowed to complete any competency exams during employment at any healthcare facility.

Students will not be allowed to document exams in their exam log book while they are employed as a student radiologic technologist at any facility. If this is observed, students face the possibility of probation or possible termination from the program.
5.22 Radiation Safety Guidelines/Policy as Related to Occupational Exposure

1. All Radiologic Technology Students will be required to purchase radiation dosimeters. Dosimeters will be worn on the collar or near the neck on the outside of the lead apron. This dosimeter will be changed on a quarterly basis. Students will pay for dosimeters through the bookstore and provide a copy of the receipt to program officials. Students are required to make these purchases in a timely manner to assure all dosimeters are returned to the vendor for processing in a timely manner. The Program Director or Clinical Coordinator will exchange and collect dosimeters, which will be sent to the program’s dosimeter service provider for an occupational radiation exposure reading and report. Students will sign a waiver to allow dosimeter reports to be reviewed by them and initialed in a classroom setting. Dosimeter reports will be kept at the school for a period of 20 years post-graduation. Within two months post-graduation, graduates will be emailed a report indicating their cumulative dose following program completion. The termination reports are generated approximately 45 days after last dosimeter date is returned to servicer.

2. The results of the occupational radiation exposure record/report will not be posted but rather students will review the report and initial next to their reading. If the amount of exposure represents a level that is higher than normal, or if the exposure exceeds ALARA guidelines, the results will be discussed with the student. Students will be required to initial their reading when reports are posted. The program follows a threshold dose of 50 mrem quarterly for students. If exceeded, the student will be counseled on the principles of ALARA. “Standards for Protection against Radiation,” establishes radiation dose limits for occupationally exposed adults. These limits apply to the sum of the dose received from external exposure and the dose from internally deposited radioactive material. The annual limits for adults are 5 rems (.05 Sv) total effective dose equivalent or 50 rems (0.5 Sv) total organ dose equivalent to any single organ or tissue (other than the lens of the eye), whichever is more. The occupational dose limits for minors is 10% of the dose limit for adults, and a dose limit for the embryo/fetus of 0.5 rem during the entire pregnancy.

Although 5 rems is indicated as the whole body annual limit for occupational workers, the program’s threshold dose is 50 mrem quarterly or 200 mrem annually. See number six for protocol in the event student exceeds threshold dose.

3. All students will wear radiation protective apparel at all times when working in a radiation exposure area such as fluoroscopy, surgery and portable work. Care should be taken not to expose the back to the radiation source (machine) if not wearing a wrap-around apron.

4. All students are educated and orientated on basic radiation safety prior to the start of (and during) their clinical rotations.

5. If a student becomes pregnant she may voluntarily notify the Program Director so that radiation exposure records can be reviewed, an additional dosimeter can be ordered, and education on the safety precautions necessary for protecting the fetus can be given. Please refer to the pregnancy policy for additional information.
6. It will be the responsibility of the programs Radiation Safety Office to inform the student when the student exceeds the threshold dose within a quarterly report. A written report with possible cause, corrective action, and follow-up will be sent to the student. If a student exceeds the quarterly dose of 50 mrem, the program director will address radiation safety practices with the student to determine how the student is practicing radiation hygiene in the clinical setting. The student will be counseled if they exceed ALARA (As Low As Reasonably Achievable) guidelines and written documentation will be kept in the student file. Below is a laboratory posting for the Radiology Program. In the event a student were to exceed the occupational guidelines of 5 rem/year, a report will be submitted to the appropriate authorities.

7. Students are advised not to hold patients or equipment during exposures for procedures in the clinical setting. Students involved in a fluoroscopic exam that required 10 minutes or more (two five minute time alerts) of fluoro time are encouraged to complete a fluoroscopic exposure log form. Submit the document to the radiation safety officer. This form is located in the document section of Trajecsys as well as provided in the student clinical handbook.

8. In the event a student loses or severely damages their dosimeter, they will be provided with a spare dosimeter for the remainder of that monitoring period. Students may be responsible for a fee of approximately $25.00 for any unreturned dosimeter. This charge is mandated by the vendor. Students must notify the program radiation safety officer immediately in the event of a lost or damaged dosimeter.

Northland Community and Technical College

RADIATION SAFETY RULES

Understanding the basic guidelines for radiation protection for self, patients and members of the healthcare team involved in radiation procedures is initiated during program orientation. If students have previously completed RADT1110 – Intro to Rad Tech/Patient Care, they will again be provided a thorough orientation to basic radiation protection guidelines. All students are orientated to these guidelines the second week of program orientation, prior to attending clinical.

Radiation protection guidelines are practiced on a continuous basis and will be addressed in the lab setting during Radiographic Procedures I and II during the first two semesters as well as daily at all clinical education sites throughout program enrollment.

Radiology Program Lab

Students are not allowed to take exposures in the lab without a faculty present on campus. Students may practice positioning and/or work with equipment but exposure switch will not be accessible. Available faculty member must be informed to unlock the secure exposure switch and permission granted for exposures to be taken with a faculty member on campus.

Students are not allowed to perform radiographic exposures of humans or animals at any time in
the radiography program laboratory. In addition, students are not allowed to have friends or family members in the program lab for the purpose of positioning practice. Only members of the program are allowed a presence in the program lab.

Students will not hold for any exposure. This would include phantom exposures and QA equipment testing. Students will remain behind the control booth for all exposures made.

**Any reported violations of the above will result in disciplinary action from program officials.**

**RADIATION SAFETY RULES IN THE CLINICAL SETTING**

Students are required to follow department protocol for any additional radiation safety procedures that go beyond the general guidelines. This includes documentation requirements for patients of procreation age, shielding protocols, documenting inquiries for chance of pregnancy etc.

At all times in the clinical setting, the student will:

- Wear their provided dosimeter at collar level. If working in the fluoroscopic setting, the dosimeter will be worn collar level, outside the protective apron.
- Wear a protective apron at all times when working with mobile or stationary fluoroscopy.
- Follow department protocol for securing exam room access during exposures.
- Remain behind the control booth during exposures for non-fluoroscopic exams.
- No holding of patients or equipment during exposures. Some exceptions would be patient assistance during stationary fluoroscopic exams when required.
- No sharing of dosimeters between students.
- Use radiographic and/or fluoroscopic equipment for patient procedures as intended. No imaging of self and/or any other individual is allowed for one’s own purpose.
- When working with mobile radiography, protective apron must be worn in addition to following the Cardinal Principle of distance.
- Follow all department protocols on patient shielding for procedures.
- Follow all department protocols on inquiring about chance of pregnancy regarding age and written documentation.

**Magnetic Resonance Environment (MRI) – Safety in the MRI Environment**

Prior to clinical rotations in MRI, students are required to complete a screening process regarding MRI safety. This screening module is located in the colleges course management system and consists of a number of screening questions related to implants, metal, surgical clips etc. associated with the various zone areas in the MRI environment. Documentation of completion of the screening requirement is maintained in the college course management system, Brightspace.
5.23 Incident Reports

Any circumstance that occurs at any of the program’s designated clinical sites that requires the clinical education site to complete an incident report must be reported to the program director. The program director or clinical coordinator will require documentation to complete the NCTC incident report if applicable. This may include, but not limited to a patient fall, exposure to a communicable disease such as TB, performing procedure on incorrect patient, needle stick etc. If the student is working with a patient and an injury or unusual circumstance occurs, they are to report the incident immediately to their clinical instructor or a staff technologist if working under indirect supervision. Facility protocol will be followed following any incident. The student and/or clinical instructor will notify the clinical coordinator or program director within 24 hours following the incident and may be requested to provide a copy of the report.

When the need arises such as in cases of exposure to a communicable disease, the student will follow facility protocol.

5.24 Radiology Student Club/Professional Activities

Students are strongly encouraged to participate in professional activities with the program student club. Each year the student radiology club declares to the Student Senate whether or not it will remain active so this is subject to change. There is a one-time membership fee of $5. Students will participate in annual events both on and off campus all of which are approved by NCTC student senate.

Students will have the opportunity to fundraise to attend an annual conference in their second year. Attendance at professional events and interacting with colleagues is an integral part of the professional life of a radiographer. All members will participate in organized club activities that involve fundraising for the club or a charity of choice. All members will also participate in community activities arranged by club advisor.

Any student that desires to participate in other professional activities may be eligible to receive compensatory time off as approved by program faculty if student is in good clinical and didactic standing.
5.25 Social Networking

All students should be aware that any information they post on social networking sites may be disseminated, whether intended or not, to a larger audience. What one says or delivers over such sites may be taken out of context. When posting content or images on social networking sites such as facebook, students need to always remember that they are representing NCTC as a whole as well as the Radiography Program. In addition, they are representing their affiliation with the program clinical education sites as well.

Some examples of networking sites in which inappropriate content could be dispersed would include Facebook, LinkedIn, blogs, wikis, twitter, Flickr, YouTube:

- Ensure that your social networking activity does not interfere with your school and clinical affiliations. Check with program officials if you have questions.
- When you participate in social media, you need to be careful about the information you provide and to distinguish personal from professional comments.
- At no time, should a student post any information regarding patients or activities related to their clinical experience. This could and most likely will result in immediate termination as this is a breach of confidentiality.
- When using social media, be aware that clinical affiliation policies regarding social media may apply to you as a student in our program.
- Consider your content carefully; a posting on the web lives forever. Be respectful and professional. A good rule of thumb is to post or communicate only those things you would want your future employer to see.

The below are some examples that may be deemed inappropriate by program officials as these incidents can affect a student’s ability to participate in clinical experiences at the programs affiliated clinical education sites:

- Online derogatory remarks regarding patients, clinical staff, program faculty or peers.
- Online depiction of illegal activity
- Discriminatory language or practices online
- Inappropriate images
- Posting patient radiographic images of any kind

Students involved in any breach of confidentiality, inappropriate behavior or comments related to the college and program affiliates will be subject to disciplinary action as outlined in the disciplinary procedures portion of this handbook.
5.26 Confidentiality/Data Privacy

Northland Community and Technical College has designated that certain data is considered public or private data. Please refer to the NCTC Student Policy Handbook for details on this policy.

In keeping with NCTC’s Data Privacy Policy, the Radiologic Technology Program will maintain privacy/confidentiality in the following manner:

1. All class grades will be posted in the online D2L Brightspace system which requires students to utilize their own username and password.
2. All exams will be returned to the students in a way that does not expose the students test grade.
3. On occasion, assignments and quizzes will be corrected during class time requiring classmates to correct other individuals work. If a student has a concern, they need to address this to the instructor prior to the start of class.
4. Written feedback for lab test outs will be provided to the student only. Verbal feedback may be provided during a lab test out, in the presence of another student serving as the mock patient, when the instructor feels this necessary and/or helpful to assure the student testing is aware of needed adjustments to a procedure and to provide clarification to important components of the test out.
5. Clinical affiliate faculty must follow the data privacy policies of NCTC and the Radiologic Technology program.
6. Requests for student information from any government agency will be referred to the Registrar’s office.
7. Students are required to sign a confidentiality agreement which applies to maintaining the patient privacy and confidentiality during all clinical experiences. Students may be required to sign additional confidentiality statements specific to the programs clinical facilities.
8. Students are orientated to basic HIPAA (Health Insurance Portability and Accountability Act) during the first two weeks of program orientation. Students will be required to review an online instructional module and complete a short quiz regarding HIPAA guidelines prior to attending Clinical I.

The following link connects to NCTC Policy 2015 Data Privacy: http://www.northlandcollege.edu/about/policies/_docs/2015.pdf
5.27 Institutional Policies

Current or prospective students can access the student handbook listing of institutional policies at: http://www.northlandcollege.edu/handbook/

5.28 Institutional Services

Current or prospective students can access the student handbook listing of institutional services at the following link: http://www.northlandcollege.edu/handbook/

5.29 Student Records

Student documents are maintained in both the program director and clinical coordinator offices which are locked at all times when not occupied. Student clinical evaluation documents are maintained electronically with Trajecsys, a contracted data service. All clinical evaluations are stored electronically and maintained for a period of eight years or less. All course final grades and academic information is maintained through the campus student service division.
5.30 Performance Assessment Procedure

A. Didactic
The student’s progress in didactic instruction is evaluated with the use of written tests, quizzes, content assignments and by laboratory demonstration if applicable for that course. Testing is done periodically through the length of each course to determine if students are proceeding satisfactorily, and at the end of each course to determine terminal competencies. A minimum grade of C (77 - 84%) is required to pass each course and to continue in the program. Students are provided a course syllabi and common course outline listing learner outcomes the first day of class.

B. Clinical
There are core clinical competencies that all individuals must demonstrate to establish eligibility for American Registry of Radiologic Technology (ARRT) certification. The ARRT document describes the competency requirements for Radiography. The requirements listed are the minimum core clinical competencies necessary to establish eligibility for participation in the ARRT Radiography Examination. ARRT encourages individuals to obtain education and experience beyond these core requirements, which is also the intent of our program.

*PLEASE REFER TO THE BELOW LINK FOR CURRENT ARRT RADIOGRAPHY DIDACTIC AND CLINICAL COMPETENCY REQUIREMENTS:

   https://www.arrt.org/pdfs/Disciplines/Competency-Requirements/RAD-Competency-Requirements.pdf

Clinical Assessment Procedures/Grading

A conference with the student and either program director or clinical coordinator will take place at the end of each semester. At that time, students will see their overall clinical grade derived from cumulative clinical evaluation tools.

The purpose of the conference is to provide feedback to the student regarding his/her clinical performance throughout the semester. Program faculty may also conduct a conference with a student mid-semester or randomly throughout a semester if needed to address performance or progression issues. All students can request to meet with any program faculty member at any time to discuss issues or concerns or simply to contribute input regarding their learning and experience.
Clinical Grade Components:

- Estimated Progress - completed ARRT competencies
- Weekly Clinical Evaluations
- Exam Performance Assessments
- Clinical Rotation Evaluation

Estimated progress grade requirement as stated below, subject to change prior to new academic term.

1. Estimated Progress: Grade based on number of ARRT exam competencies completed/semester as follows:
   - Semester I: 4 or greater
   - Semester II: 16 or greater
   - Semester III: 23 or greater
   - Semester IV: 35 or greater
   - Semester V: 49 or greater

2. Weekly Clinical Evaluations: Students are assessed on the following categories on a rubric scale 1-4:
   - Communication
   - Patient care and safety
   - Exam performance
   - Radiation safety
   - Image evaluation
   - Independent judging/critical thinking
   - Initiative/self-motivation
   - Professionalism/ethics

3. Exam Performance Assessment: Students will be assessed three times per semester at random, one time for each scheduled clinical rotation per semester. Exam performance assessments will be completed by clinical instructor at the respective clinical site.

   Clinical I – III Exam Performance Assessments are utilized to assess first year students mastery and proficiency of a systematic approach for successful exam completion for a chosen routine exam performed.

   Clinical IV and V Exam Performance Assessments focus mainly on critical thinking/judgment during performance of a non-routine procedure and/or trauma procedural applications.
4. Clinical Rotation Evaluation: Clinical rotation evaluations are completed by the clinical instructor at the designated clinical education site the last week of the scheduled rotation. The purpose of an overall rotation evaluation is for students to recognize both strengths and weaknesses as perceived by clinical staff and project patterns, positive or negative, in order to improve clinical performance or recognition for stellar qualities. The following criteria are assessed:

- Organization of daily tasks (contributes to workflow)
- Technical proficiency/performance
- Professionalism
- Radiation Safety
- Patient care qualities
- Communication skills
- Judgment/problem solving

### Clinical Grade Calculations

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<th>CLINICAL III</th>
<th>CLINICAL IV</th>
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The overall % will be based on the same % used for didactics: A= 93 – 100  B= 85 – 92  C= 77 – 84  D= 69 – 76