



Radiologic Technology Program

2023 -2024 Program Handbook

NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

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 Northland College. [Student Handbook](#)

Table of Contents

ADMINISTRATIVE PERSONNEL, PROGRAM OFFICIALS.....	6
CLINICAL EDUCATION SITES	7
I. GENERAL PROGRAM INFORMATION.....	8
1.1 Program Description and Curriculum	8
1.2 Program Course Descriptions.....	11
1.3 Program Accreditation.....	11
1.4 Program Mission Statement, Goals and Learner Outcomes	12
1.5 American Registry of Radiologic Technologists Certification	13
1.6 Professional Memberships and Societies	14
1.7 Curriculum Design.....	15
II. PROGRAM ENTRANCE REQUIREMENTS	16
2.1 Completion of Required General Education Courses	16
2.2 Advanced Placement and Transfer of Credit for General Education Courses	16
2.3 Technical Standards for Student Radiographers	17
2.4 Background Studies – National and State of Minnesota	17
2.5 Northland College Immunization and Health Screening Data Requirements	19

2.6 CPR Requirements	19
2.7 Knowledge of Program and College Policies and Procedures	20
III. ACADEMIC STANDARDS	20
3.1 Radiology Program Progression Standards	20
3.2 Graduation (Degree) Requirements	21
3.3 Grading Scale	22
IV. CLINICAL EDUCATION PLAN	22
4.1 Clinical Rotation Assignments	22
4.2 Semester Clinical Times and Days	22
4.3 Modality Rotations	23
4.4 Mammography Student Rotation Policy	23
4.5 General Clinical Objectives	24
4.6 Modality Rotation Objectives	24
V. PROGRAM POLICIES AND PROCEDURES	24
5.1 Conduct Subject to Program Discipline – Probation or Dismissal	25
5.2 Disciplinary Procedure – Sequence for Professional Behavioral Reasons	26

5.3	Disciplinary Action	26
5.4	Academic Probation	27
5.5	Student Retention	28
5.6	Appeal of Program Dismissal	28
5.7	Withdrawal Policy	28
5.8	Conditions for Readmission to the Radiologic Technology Program (In the Event of Student Voluntary Withdrawal)	28
5.9	Student Complaints and Grievances Procedure – 3240 and 3240P	29
5.10	Grade Appeal - 3430	29
5.11	JRCERT Standards – Noncompliance reporting procedures	30
5.12	Student Supervision Policy – Clinical	30
5.13	Image Repeat Policy	30
5.14	Academic Integrity Policy	31
5.15	Student Pregnancy Policy	31
5.16	Professionalism	36
5.17	Student Health Policy	37
5.18	Insurance	38

5.19 Clinical Attendance Policy	38
5.20 Student Maximum Hours	41
5.21 Student Radiographer Employment Policy	42
5.22 Radiation and MR Safety Guidelines/Policy as Related to Occupational Exposure and Safety	42
5.23 Incident Reports	45
5.24 Radiology Student Club/Professional Activities	45
5.25 Social Networking	46
5.26 Confidentiality/Data Privacy	47
5.27 Institutional Policies	47
5.28 Institutional Services	47
5.29 Student Records	47
5.30 Performance Assessment Procedure	48
5.31 Contingency/Crisis Plan	50

Northland Community and Technical College

Administration

Dr. Sandra Kiddoo -- College President

Stephanie LeDuc, M.B.A. -- Interim Dean of Health, Public Services, and Technical Programs

Radiography Program Officials

Debra Beland M.B.A., R.T.(R)(CT)
Radiology Program Director
(218) 793-2616
debra.beland@northlandcollege.edu

Ryan Tull R.T.(R)(CT)(QM)(BD)
Clinical Coordinator
(218) 793-2597
ryan.tull@northlandcollege.edu

CLINICAL EDUCATION SITES

CLINICAL EDUCATION SETTINGS
Altru Hospital – Grand Forks, ND
Altru Family Medicine Center –Grand Forks, ND
Altru Family Residency Center – Grand Forks, ND
Altru Professional Center – Grand Forks, ND
Essentia Health – Fosston, MN
Riverview Health – Crookston, MN
Sanford Health – Thief River Falls, MN
Unity Medical Center – Grafton, ND

I. GENERAL PROGRAM INFORMATION

1.1 Program Description and Curriculum

The Radiologic Technology program is a five semester, 21-month, 82 credit program. An **Associate of Applied Science** degree with a major in Radiologic Technology is awarded upon completion of the 82 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.

Northland College'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.

1st Spring Semester

Course #	Course Name	LEC / LAB / OJT	Credits
BIOL 2260	<u>Anatomy & Phys I</u>	3/1/0	4 credits
CHEM 1020	<u>Intro to Chemistry</u>	3/1/0	4 credits
HLTH 1106	<u>Medical Terminology</u>	2/0/0	2 credits
MATH 1110	<u>College Algebra</u>	3/0/0	3 credits
TOTAL SEMESTER CREDITS:			13 credits

2nd Fall Semester

Course #	Course Name	LEC / LAB / OJT	Credits
BIOL 2262	<u>Anatomy & Phys II</u>	3/1/0	4 credits
RADT 1110	<u>Intro Rad Tech/Pat Care</u>	3/0/0	3 credits
RADT 1114	<u>Radiographic Proc I</u>	2/2/0	4 credits
RADT 1119	<u>Clinical Radiography I</u>	0/0/5	5 credits
RADT 1122	<u>Radiographic Physics</u>	3/0/0	3 credits
TOTAL SEMESTER CREDITS:			19 credits

2nd Spring Semester

Course #	Course Name	LEC / LAB / OJT	Credits
PSYC 1105	<u>Intro to Psychology</u>	3/0/0	3 credits
RADT 1124	<u>Radiographic Proc II</u>	2/2/0	4 credits
RADT 1127	<u>Image Production & Eval</u>	2/1/0	3 credits
RADT 1128	<u>Clinical Radiography II</u>	0/0/5	5 credits
TOTAL SEMESTER CREDITS:			15 credits

2nd Summer Semester

Course #	Course Name	LEC / LAB / OJT	Credits
RADT 1135	<u>Advanced Imaging</u>	2/0/0	2 credits
RADT 1138	<u>Clinical Radiography III</u>	0/0/6	6 credits
TOTAL SEMESTER CREDITS:			8 credits

3rd Fall Semester

Course #	Course Name	LEC / LAB / OJT	Credits
RADT 2217	<u>Imaging Equipment / QA</u>	3/0/0	3 credits
RADT 2218	<u>Clinical Radiography IV</u>	0/0/8	8 credits
RADT 2234	<u>Radiographic Pathology</u>	2/0/0	2 credits
TOTAL SEMESTER CREDITS:			13 credits

3rd Spring Semester

Course #	Course Name	LEC / LAB / OJT	Credits
RADT 2220	<u>Radiation Biology/Protect</u>	2/0/0	2 credits
RADT 2228	<u>Clinical Radiography V</u>	0/0/7	7 credits
RADT 2240	<u>Registry Prep</u>	2/0/0	2 credits
	G6: Human/Fine Arts Elec (*See Elective Options Listed Below)		3 credits
TOTAL SEMESTER CREDITS:			14 credits

Humanities/Fine Arts Electives

PHIL 1102	<u>Intro to Ethics</u>	3
PHIL 2210	<u>Morals and Medicine</u>	3

1.2 Program Course Descriptions

For current course descriptions, click here: [Common Course Outlines](#)

1.3 Program Accreditation

Joint Review Committee on Education in Radiologic Technology

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

NEXT REVIEW DATE: Fall 2025

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.

More information can be found at:

<https://www.jrcert.org/find-a-program/>

1.4 Program Mission Statement, Goals and Learner Outcomes

Northland Community and Technical College Mission and Vision Statement

MISSION: Northland transforms the lives of students and our communities through a welcoming, supportive, and integrated learning environment.

VISION: Northland will be the premier choice for providing exceptional education that transforms lives and strengthens the communities we serve.

Program Mission Statement

Northland's Radiologic Technology Program provides a valuable education through integrating excellence in didactic instruction and clinical experiences to produce competent entry-level Radiologic Technologists whose personal and professional attributes contribute to the health-care community and its patients.

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

American Registry of Radiologic Technologists (ARRT) 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 Northland College is to take ARRT exam and become certified.

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 Northland College 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 ARRT [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 Preapplication process in order to determine their ethics eligibility. [Ethics Review Preapplication](#)

If you are unsure whether or not you should consider a preapplication 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)

The Community for Radiologic Technologists and students.

www.asrt.org

The American Society of Radiologic Technologists (ASRT) organization offers various educational and scholarship opportunities.

ASRT student membership is a requirement for the 2nd year students to utilize in their final semesters of the program. The ASRT provides student group memberships at a reduced membership fee. The ASRT offers students registry prep practice examinations and other study modules to prepare the student for successful completion of their radiography exam. Student members of the ASRT are also 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: [Phi Theta Kappa](#)

- 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

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 [MSRT](#) or ND [NDSRT](#) state societies affiliates and encouraged to participate.

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, Altru Professional Center – Grand Forks, Sanford Health Clinic - Thief River Falls, MN, Unity Medical Center – Grafton, and Essentia Health – Fosston, MN. These sites provide an adequate number of radiographic rooms and experiences to ensure that 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's 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**. Refer to policy 5.12 & 5.13.

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 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. [ARRT Competencies](#)
- 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 an exam 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 to 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 Information](#) under Program Information

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. [Transfer Information](#)

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, Northland 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 Northland radiology program, they must apply for selection as all other applicants and complete all radiology courses and clinical in the same curriculum sequence.

2.3 Technical Standards for Student Radiographers

The following requirements are necessary to perform as a radiologic technology student. All selected students in the Northland 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) 793-2616. Individuals with disabilities may review the website for the Academic Success Center or by calling 218-793-2382.

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. Regarding 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 at the start of second year. **ONLY SELECTED STUDENTS ARE**

REQUIRED TO COMPLETE BACKGROUND STUDIES AND WILL BE PROMPTED TO DO SO IN PREPARATION FOR 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 Northland College will apply for the study from the Minnesota Department of Human Services.

National criminal background studies are completed annually. The MN DHS Background study will only be performed at the beginning of the program but is continuously monitored for any activity. The results of both criminal background studies must be on file through Castle Branch (see Policy 2.5) 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](#). The following link to the student college handbook addresses additional information regarding the possible impact of a criminal record.

2.5 Northland College Immunization and Health Screening Data Requirements

Please access the below link for Northland's policy and procedure regarding student health screening and background check records. [Student Handbook](#)

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. Northland utilizes Castle Branch, a database system that monitors your required immunizations, background studies, and other documents. **Students are NOT allowed to participate in clinical education experiences without *complete clearance* of all Castle Branch items or documentation of any rejections from Castle Branch that are first approved by the program director or clinical coordinator through the assistance of Northland's regulations and/or individual site authorization. If a student's Castle Branch account is deemed incomplete, the student will be immediately removed from their clinical rotation and required to utilize CTO (policy 5.19) for their missed hours.**

The below link includes a detailed review of Health Program Clinical Requirements. [Immunization and Health Screening](#)

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. CPR certification is tracked utilizing the Castle Branch database (see Policy 2.5).

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 and follows the student handbook procedures. The most current policies can be accessed at [Northland Policies and Procedures](#) or the [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 Northland College administration, program faculty, students and staff 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 Northland College student handbook. The following are academic standards specific to the Radiologic Technology program.

3.1 Radiology Program Progression Standards

Northland 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 Northland 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 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 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 clinical 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 program's 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
< 68%	= F

IV. CLINICAL EDUCATION PLAN

4.1 Clinical Rotation Assignments

All students will rotate through the program’s 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, as 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. Students need to have a valid driver’s license. 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

Clinically assigned rotations vary dependent on semester currently enrolled. For example, 1st year students attend clinicals on Tuesdays and Thursdays for Clinical I and II. Their didactic courses are routinely scheduled on Mondays and Wednesdays the first 2 semesters. Summer semester includes a single didactic course and Clinical III with extensive clinical time that varies throughout the summer semester. During the student’s final year, Clinical IV and V include clinical attendance on Mondays,

Wednesdays, and Fridays, with didactic learning on Tuesdays and Thursdays. A more detailed schedule is updated in the Radiology Clinical Handbook yearly.

Students are also assigned PM and weekend shifts throughout the program; these are scheduled at the Altru Hospital clinical site only. Please inquire with program officials for most current PM and weekend assignments and average shift differentials per semester.

The clinical schedule *is subject to change* for each academic term and only reflects the *most current* academic term at time of public posting. Individuals are required to access the college website and view the most current course offerings for each academic term. The courses listed in this section include only RADT courses, most specifically clinical rotation times.

Students requiring completion of general education course(s) for the respective semester are required to register on days/times that accommodate attending all RADT courses. The program does not offer part-time enrollment in RADT courses.

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, Mammography, and Ultrasound. 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 program's 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 [Breast Imaging Statement](#)

Northland College'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 regard 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 Northland College 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 policy 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 Compensatory Time Off (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 Northland College or clinical education sites. This includes attending class or clinical education while intoxicated, vaping/smoking.
- 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.

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 any clinical education site 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 regarding 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 specific conduct deemed inappropriate. If the behavior involves a clinical education site, the clinical preceptor 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 clinical 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 Northland College'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 do so. 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 Northland College's academic appeal policy. [Student Handbook - Academic information](#) An action under this section may be appealed as outlined in the Northland College Student Complaints and Grievances Policy – 3240 and 3240P. See section 5.9 for detail on grievances and complaints.

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 Northland College policies and procedures regarding program and course withdrawal which can be found in the Northland College 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 exist:

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 according to the [Northland appeal procedures](#) . 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 Northland College's Complaints and Grievance Procedure

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 Northland College's Grade Appeal process: [Complaints and Grievances Procedure](#)

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: [Student Allegations](#)

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 logbook.
 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.

See interpretation and clarification notes below image repeat policy.

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 **mobile** or surgical exams/procedures alone. No mobile procedures including mobile fluoroscopy can be performed under indirect supervision. When

students complete mobile imaging after receiving a final competency check-off a qualified radiologic technologist must still be IN the room performing DIRECT supervision.

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*.

5.14 Academic Integrity Policy

The Radiologic Technology Program abides with the Northland College Academic Dishonesty Policy outlined in the Northland College Student Policy Handbook. [Academic Dishonesty Policy](#)

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 are 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 the 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.

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 considering 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 (see Policy 5.19) 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 few 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 choose 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 allowed for any student in the program, so no adjustment is needed.
3. The student may participate in surgery with the portable fluoroscopic unit after her first trimester. The student is reminded that at all times, to maximize her distance from the source as this is a principle in all fluoroscopic procedures. Once again if the fluoro time 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. The fetal dosimeter shall be worn at waist level at all times during clinical rotation and **MUST BE WORN UNDER THE LEAD APRON** when the student is involved in fluoroscopic, mobile, and surgical 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 the program director at (218) 793-2616.

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," and Title IX at Northland College, I am voluntarily 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 _____ (print your name) **elect (OR) do not elect** to continue enrollment in Northland College's Radiography Program.

If election was chosen, the student agrees to continue without modifications to the program curriculum, but with recommended guidelines in mind to support radiation safety measures during my pregnancy as addressed in policy 5.15.

I understand the radiation dose to my embryo/fetus during my pregnancy will not be allowed to exceed 0.5 rem (5 millisievert) from the time of this declaration. 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.

(student signature)

(student name printed)

(date submitted)

PD or Radiation Safety Office

Pregnancy conference date

**NORTHLAND COMMUNITY AND TECHNICAL COLLEGE
RADIOLOGY PROGRAM**

WITHDRAWAL OF DECLARATION OF PREGNANCY FORM

I _____ (print name) submit this *withdrawal of declaration 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 Professionalism

In the interest of safety and professionalism, the following policies guide radiography students to expectations in the profession.

Most medical imaging examinations require the radiographer (and student) to touch the patient for safety and palpation reasons. This is a key role in our professional duties. For example, palpation to feel bony prominences on the pelvis to ensure proper alignment with the image receptor and central ray. Assistance with transfers and positioning adjustments will also require the laying of hands on your patient/fellow student. Permission for the laying of hands MUST be sought prior to every patient and fellow student interaction during lab practice. Battery and assault charges are avoided by seeking such consent. Depending upon the patient body habitus, it may be necessary to push with reasonable force to feel the required landmarks. This is a significant amount of physical contact which could result in battery, when even a bare touch can constitute as assault. Continuous communication and consent with your patient or fellow student are critical.

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 Northland logo.
- Neatly trimmed and clean nails (no acrylic nails 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, including: smoke, or 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. Shoes must be clean and free from damage. Tennis/Fitness/Nursing 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 prior to or during first year orientation. 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. In addition, students should focus on the following while attending clinical:

Students are required to wear the same color scrub uniform (approved by program officials). This is currently (chocolate) brown. 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 (see Policy 5.19).

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 encounters, i.e., patients, family, friends, fellow students, faculty, co-workers, etc., the program and Northland College 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, Northland College's tracking system for compliance. For accurate and current information regarding cost and requirements for data tracking visit [Cost Estimates](#) and [Tracking Requirements](#) .

In order to assure proper infection control, infectious/contagious diseases 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, but are not limited to 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:

- a. Pink eye unless you have been on eye drops for 24 hours
- b. Strep throat unless you have been on antibiotics for 24 hours
- c. Oozing open wounds
- d. Fever
- e. 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 Northland College 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 Northland College 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 Trajecsyst 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 (**ALL 3 Steps**):

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. The student must also notify the clinical coordinator of absence (partial or full day). CTO will be deducted from student's outstanding yearly allowance at the rate of ½ hour increments.
3. Verifying your absence in Trajecsyst is **mandatory**. During next login to Trajecsyst, students document reason for absence/missed clinical by creating a time exception. Detailed instructions for this mandatory requirement as well as utilizing the Trajecsyst system is located in Student Guide to Trajecsyst Handbook and provided to all new students at program orientation.

With an extended illness, (requiring absence from more than two consecutive clinical days), students will be required to provide documentation, as 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 program year as absent time from clinical rotations. This is referred to as Compensatory Time Off (CTO). Any approved* hours absent in excess of the 40 hours allotted, is the responsibility of the student to make up time in the semester it occurred. See approved* exceptions below. Clinical grade will be affected as indicated below under *grade status*. **Time must be taken in increments of at least one-half hour. Students are strongly encouraged to use their CTO wisely and not view these hours as vacation days.**

CTO is assigned in 40 hours increments as follows:

- 1st 40 hours – 1st day of clinicals through end of summer semester (Clinical III)
- 2nd 40 hours – 1st day of second year's fall semester through the end of the program (Graduation)

The 40 hours of CTO will include hours taken for sick time, personal leave and inclement weather issues that aren't included in college closure announcements, nor in approved exceptions. If a student is absent, they must use their CTO available first. 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 full weekend or full PM rotation, they will be rescheduled to work this same shift differential. Students must work the required PM and weekend rotations, as it is part of the program's clinical requirements. In addition, if a student has a conflict prior to their PM shift, they must take CTO and will not be allowed to work the day shift in place of the PM shift.

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 their clinical coordinator. 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 but not limited to: illness (personal & family), doctor and dental appointments (personal & family), car breakdowns, banking matters, oversleeping, weather related when school/clinical hours are not impacted, and any needed personal time off.

Inclement Weather Situations

In cases of poor road conditions such as ice or snow etc., the student is advised to use their best judgment regarding the driving to their scheduled clinical site. **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.**

Classes, including clinical, will follow all Northland College guidelines in regard to late starts, cancellation etc. In short: if the campus is closed, clinical is also not attended.

Be sure to activate your [STAR Alert](#) for notifications from the campus. For example, if Northland College classes are postponed for two hours, clinical will start two hours late as well. If your clinical start time varies from the late start adjustments (e.g. PM shift) or is a scheduled weekend rotation the following day, your shift's hours will remain the same (not shortened). If Northland were to close campus in late afternoon, then all clinicals are not attended after the closure (day shift would have early dismissal, PM shift may not attend or may be leaving early). Northland does not close the campus during weekend hours, so discretion between student and clinical coordinator will be assessed for a late start, early dismissal, or a make-up weekend shift swapped with a scheduled day shift. If campus is closed for the whole day, the PM shift will also not attend their rotation, even if weather has improved, but with weekend weather improvement, the weekend shift will run as normal.

Depending on when a class is to start, each program course will have guidelines addressed regarding 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 updates will be posted on the Northland College website. Students are encouraged to sign up for STAR Alerts for closure issues and emergency announcements as well as check their college emails for notifications. 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 home base or if they were out of town prior to their scheduled clinical rotation. Therefore, if students cannot make it to their clinical education site when no classes are cancelled or a late start is announced, students are subjected 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.

Approved exceptions for time off needed beyond the 40 hours allotted that require a make-up time assignment:

- Military leave
- Extended illness (Doctor's note required)
- COVID related absence (Test results required)
- Injuries that limit extended clinical capabilities -- e.g. lifting restrictions (Doctor's note required)
- Maternity leave (limited)
- Death of an immediate family member
- Inclement weather conditions on a case-by-case basis
- Radiology Conferences (must attend all meetings – days allowed per program officials)
- Other situations approved by program officials

Missed clinical time for above approved circumstances must be made-up beyond the usage of 40 CTO hours. If circumstance is a future/scheduled occurrence, it is recommended to bank make-up time PRIOR to time off.

Since it is difficult to dictate every case scenario, situations regarding missed clinical time due to above situations may be decided on a case-by-case basis and with approval of program officials.

All required clinical time beyond the 40 hours CTO will be made up in approved circumstances. If a student must be absent from clinical, it will be their responsibility to schedule make-up clinical time with the Clinical Coordinator/program official. Clinical time will be made up based on an equal ratio of time missed. Example: student missed 16 clinical hours = student makes up 16 hours of clinical 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 preceptor at that respective clinical site, not added to available CTO. Students cannot “collect” time to be used at a later date.

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 make-up 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 affected 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.

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.

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 through the college while employed by a healthcare facility. Dosimeter badges are to be worn only during scheduled lab and 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 logbook 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.

Students employed at any of the programs clinical education sites are not allowed to supervise other students.

5.22 Radiation and MR Safety Guidelines/Policy as Related to Occupational Exposure and Safety

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 student fee process. The Radiation Safety Officer will exchange and collect dosimeters, which will be sent to the program's dosimeter service provider for an occupational radiation exposure reading and report.
2. Students will initial/sign the quarterly dosimeter reports to acknowledge their exposure and will receive an annual cumulative dose notification in writing according to Minnesota State regulations.

3. Dosimeter reports will be kept at the school for a period of 20 years post-graduation.
4. Within two months post-graduation, graduates will be emailed a report indicating their cumulative dose following program completion. This termination report is generated approximately 45-60 days after last dosimeter is returned to servicer.
5. 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 (0.05 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.***
6. 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 (x-ray tube) if not wearing a wrap-around apron.
7. All students are educated and orientated on basic radiation safety prior to the start of (and during) their clinical rotations through program orientation and numerous didactic courses.
8. If a student becomes pregnant, she may *voluntarily* notify the program director to declare her pregnancy as per Policy 5.15, so that recommended guidelines can be followed. Please refer to the pregnancy policy for additional information. The additional fetal monitor cost is the responsibility of the student.
9. It will be the responsibility of the program's 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. In the event a student was to exceed the occupational guidelines of 5 rem/year, a report will be submitted to the appropriate authorities.
10. Students are prohibited from holding patients or equipment during exposures for procedures in the clinical setting.
11. Students involved in a fluoroscopic exam that required 10 minutes or more (two five-minute time alerts) of fluoro time are to complete a *fluoroscopic exposure log form*. Submit the document to the radiation safety officer. This form is located in the document section of Trajecs as well as provided in the student clinical handbook.
12. In the event a student loses or severely damages their dosimeter, they will be provided with a spare dosimeter for the remainder of the current monitoring period. Students are responsible for a fee of approximately \$25.00 for any unreturned dosimeter. This charge is mandated by the vendor. Students must notify the program's radiation safety officer immediately in the event of a lost or damaged dosimeter.
13. Students are *required* to wear dosimeters during any lab time where exposures will be produced in our campus radiology lab. Students are responsible for recognizing lab events and/or schedules for when dosimeters will be required during labs.

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. Even 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 their first clinical rotation.

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 Energized Lab Usage

Students are not allowed to take exposures in the lab without a faculty member/qualified radiographer present in the lab. Students may practice positioning and/or work with equipment without a faculty member present, but the exposure switch will not be accessible at this time. Only qualified faculty members have access to unlock the secured exposure switch.

Students must gain consent for laying of hands-on fellow students in accordance with policy 5.16.

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. Students must appropriately wear their dosimeters while attending any lab in which exposures will be produced.

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, etc.

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

- Initiate all cardinal principles: Time, Distance, and Shielding
- Wear their provided dosimeter at collar level. If work requires a protective lead apron, like in the fluoroscopic setting, the dosimeter *will be worn at collar level, outside the protective apron.*
- Always wear a protective apron 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.
- Not participate in holding of patients or equipment during exposures. Some exceptions would be patient assistance during stationary fluoroscopic exams when required.
- Not share 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.
- Follow all department protocols on patient shielding for procedures per clinical site.
- Follow all department protocols on inquiring about chance of pregnancy regarding age and written documentation per clinical site.

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 in accordance with the ACR guidelines. A screening form is always readily available for student access under Trajecsys. It consists of several screening questions related to implants, metal, surgical clips etc. associated with the various zone areas in the MRI environment. This screening module is first completed during the program orientation and requires student re-evaluation anytime a student undergoes changes to any guideline. Students complete a second screening tool during their Advanced Imaging course as they explore the MRI field. This is just prior to their MRI rotations starting fall of the student's second year. MRI department staff will also pre-interview students for MRI safety concerns upon student arrival in their department.

Students will not be allowed to participate in MRI observations or assist MRI Technologists at their clinical sites until AFTER the *completion of MRI screening form.*

Documentation of completion of the screening requirement is maintained in their student files.

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 Northland College 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 participation in the program's student clubs. Each year the student radiology club declares to the Student Senate whether or not it will remain active, so this is subject to change.

Students participating in club activities will participate in annual events both on and off campus all of which are approved by Northland College 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 including fundraising for the club or a charity of choice, and any volunteer activities the club approves. 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 Northland College 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. [Student Handbook FERPA](#) In keeping with Northland College'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 individual's 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 Northland College 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 confidentiality agreements through clinical site orientations which apply to maintaining the patient privacy and confidentiality, such as through HIPAA, during all clinical experiences.
8. Students are orientated to HIPAA (Health Insurance Portability and Accountability Act) regulations during the first two weeks of program orientation. Students will sign the acknowledge statement at the end of program orientation to support our educational HIPAA guidelines prior to attending Clinical I.

5.27 Institutional Policies

Current or prospective students can access the [Student Handbook](#) and the listing of [institutional policies](#)

5.28 Institutional Services

Current or prospective students can access the [Student Handbook](#) listing of institutional services.

5.29 Student Records

Student documents are maintained in both the program director and clinical coordinator offices which are always locked 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. 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/arrt-reference-documents/by-document-type/didactic-and-clinical-competency-requirements>

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/percentage of ARRT exam competencies completed each clinical semester (percentage of competencies completed are based on the 52 competencies from arrt.org – 37 mandatories, and 15 electives)
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 student's 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.

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

CLINICAL I	CLINICAL II	CLINICAL III	CLINICAL IV	CLINICAL V
1. <i>Cumulative Weekly Evaluations</i> 40% of grade	1. <i>Cumulative Weekly Evaluations</i> 40% of grade	1. <i>Cumulative Weekly Evaluations</i> 40% of grade	1. <i>Cumulative Weekly Evaluations</i> 40% of grade	1. <i>Cumulative Weekly Evaluations</i> 40% of grade
2. <i>Clinical Rotation Assessments (3)</i> 30% of grade	2. <i>Clinical Rotation Assessments (3)</i> 25% of grade	2. <i>Clinical Rotation Assessments (2)</i> 25% of grade	2. <i>Clinical Rotation Assessments (3)</i> 25% of grade	2. <i>Clinical Rotation Assessments (3)</i> 25% of grade
3. <i>Exam Performance Evaluations (3)</i> 20% of grade	3. <i>Exam Performance Evaluations (3)</i> 20% of grade	3. <i>Exam Performance Evaluations (2)</i> 15% of grade	3. <i>Critical Thinking Assessment (3)</i> 25% of grade	3. <i>Critical Thinking Assessment (3)</i> 25% of grade
4. <i>Competency Completions (8 or >)</i> 10% of grade	4. <i>Competency Completions (23 or >)</i> 15% of grade	4. <i>Competency Completions (36 or >)</i> 20% of grade	4. <i>Competency Completions (41 or >)</i> 10% of grade	4. <i>Competency Completions (50 or >)</i> 10% of grade

The overall % will be based on the same % used for didactics:

A= 93 – 100 ; B= 85 – 92; C= 77 – 84; D= 69 – 76

5.31 Contingency/Crisis Plan

In the event of an incident of crisis, a priority risk assessment is completed by both Northland and the program. Clinical time recovery or adjustment, restrictions on and off-campus and clinical locations, access to equipment and faculty would all be included in the planning process. This plan lays out the guidelines for its implementation during a time of crisis.

Important Northland materials:

[Emergency Procedure Manual](#)
[Emergency Closing Procedure](#)
[Unexpected Calendar Interruption](#)
[COVID-19 information.](#)

Communication

Activating the Contingency Plan

Plans for contingent or crisis situations will be officially regulated and started by Northland Community and Technical College with governed decisions through the State of Minnesota. Examples of such situations could be local flooding, campus emergencies, or pandemics such as COVID-19.

Communications of plan actions will be shared by following Northland's [official correspondence policy](#). The student's Northland email is the official communication route for any plan of action.

Students are expected to check their emails for communications. [STAR Alert](#) systems will be utilized.

The Program Director will then assess the program and determine where the program modifications need to occur. The Program Director will communicate to all program faculty and students the plan of action.

Clinical Settings/Preceptors

The Program Director will communicate with clinical sites and preceptors to acknowledge the process and the Clinical Coordinator will stay in close communication with all clinical sites throughout the contingency plan. The need for clinical schedule adjustments and realignment will be developed by program faculty and communicated through the Clinical Coordinator.

Adjustments

Classrooms

In instances where learning needs to convert temporarily to online format, continuation of courses through the college's learning management system (Brightspace) would continue to supply the formatting for instruction. Zoom will be the official way of meeting face to face as necessary. Testing integrity concepts will be enforced. The Lockdown Browser with Respondus monitoring are currently in place as needed. Students in the radiology program are required to possess laptops and accessibility to technology services, such as internet. During the duration of the event, students will be required to have a web camera.

Energized Laboratory

In the event our lab is not accessible, the program will utilize x-ray equipment at Altru Health Systems in Grand Forks, ND. Lab schedules will be adjusted to compensate for patient schedules. If clinicals are unable to be performed, labs will be delayed, or redesigned.

Faculty

Campus availability will be determined by Northland College. In the event offices are not accessible, Zoom communications will be utilized for student interactions.

Faculty extended absences would require the program to work with industry partners in conjunction with adjunct faculty to support continuity of education standards.

Clinical Setting Access

Clinical rotations and schedules may be altered during a catastrophic event. Individual clinical locations may all have their own regulations, and the program will abide by their restrictions. Students' clinical schedules will need to be adjusted to compensate for closures. Schedule changes to front-loading didactic instruction may be necessary until clinical access is available, meaning didactic course schedules will be realigned and clinical experiences will be placed at the end of the program.

The field of radiology is an allied health profession where students and professionals alike are exposed to communicable disease processes. Examples of these are: tuberculosis, influenza, C. Diff, blood-borne pathogens, and COVID-19. Students are required to have certain immunizations (see policy 2.5). Students are taught management of care to reduce risk of such exposures prior to their first clinical experience. At all times, students will be provided personal protective equipment (PPE) necessary to achieve standard precautions are being followed, or clinicals will be suspended until proper precautions are in place. The clinical site is required per contract to provide PPE.

Enrollment Management and Financial Aid Resources

[COVID 19 Emergency Resources](#) [Northland's Financial Aid Resources](#)

Resources

Didactic Instruction

The program's continuation of instruction in all forms will be established through Northland's guidelines. The program will strive to graduate students in a timely manner utilizing online instruction, but alterations may be necessary. This may include extended/adjusted semester dates as needed for both didactic and clinical courses. The program length may also need to be extended if graduation requirements have not been met.

Faculty Training

All faculty currently utilize Brightspace and Zoom in their instruction or evaluation processes. The continuity of these systems will reduce students' adaptability issues and faculty's training needs. FERPA regulations will be followed at all times.

Program Leadership

The Program Director or Interim Program Director will lead the program through the crisis with the guidance of the college and the Minnesota State system and provide communication to the program faculty, clinical sites, and program students. Requirements set by the ARRT and JRCERT will consistently be followed and guide the program's decisions. Deviations from the plan will be communicated prior to implementation.

The Program Director will provide state and federal emergency information with faculty and students as it is shared with them.

Sponsoring Institution

[Emergency Procedures Manual](#)

Northland College is the responsible party for financial aid disruptions and conversions. They will provide guidance for curriculum adjustments. Provide financial support for modified program needs, faculty adjustments, and student support.

Current Students

Students are required to complete Northland's Waiver of Liability to acknowledge the assumption of risk annually. Participation in the program/activity carries with it certain risks that cannot be eliminated regardless of the care taken to avoid them.

Contingency and crisis planning will include the entire cohort, not individual students. The program is unable to formulate a plan based on individual circumstances as placement in the program is based on curriculum that is planned according to prerequisites and in sequence.

Individual accepted students whose health-conditions place them in a high-risk situation during a contingency/crisis plan, such as COVID-19 exposure, will be advised to utilize CTO as available. If circumstances convey beyond CTO allocated, they will be advised to suspend the program and reapply as circumstances change (according to policy 5.8). At no time is the safety of the student outweighed by the need to complete the program.

Activate your [STAR Alert](#) for immediate information releases.

Resume Normal Activities

Program faculty will continue to follow the contingency plan until normal operating procedures resume. After the plan has been activated and concluded, the plan will be evaluated for improvements and adjustments.

Procedure

After situational assessment from Minnesota State and Northland Community and Technical College, a resume to normal activities will be instilled. The Program Director will oversee the transition and communicate the procedure after program faculty have formulated the plan for a seamless restart. Each individual course may wrap-up or resume differently depending on the situation at hand. The Clinical Coordinator will work with clinical sites for the transition.

Northland's Back to campus [Preparedness Plan](#).

Reviewed/revised annually:

July 2017 dlk

July 2018 dlk

July 2019 dlb

July 2020 dlb

Aug 2021 dlb

May 2022 dlb

Aug 2022 dlb

April 2023 dlb

July 2023 dlb