NEBRASKA METHODIST COLLEGE

THE JOSIE HARPER CAMPUS

RADIOLOGIC TECHNOLOGY PROGRAM
PROGRAM POLICY/PROCEDURE HANDBOOK

Nebraska Methodist College
720 North 87th Street, Omaha, Nebraska 68114-2852

Nebraska Methodist College
Radiologic Technology
Program Policy and Procedure Handbook

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Part III: Clinical Policies

RADIOLOGIC TECHNOLOGY PROGRAM

The purpose of this handbook is to provide the incoming student with useful information regarding the administration, organization, and educational components of the Radiologic Technology Program here at Nebraska Methodist College. This information is supplement, not substitute, for those policies present in the Nebraska Methodist College Catalog. It is the student's responsibility to become familiar with all documents while a student at Nebraska Methodist College.

The effectiveness of this clinical component depends upon the cooperation of the student, faculty, and staff within each radiology department. The contributions of each student are important factors in the success of our program and the services offered to our patients.

Your signature at the back of this program policy/procedural manual indicates that you have read and understand all policies and that you agree to act in accordance with those policies and regulations.

Nebraska Methodist College Radiologic Technology Program does not discriminate on the basis of gender, disability, race, color, religion, age, sexual orientation, financial status, marital status, veteran status or national or ethnic origin.

History of Radiologic Technology

On November 8, 1895, in a small laboratory at the University of Wurtzberg in Germany, Professor Wilhelm Conrad Roentgen discovered a mysterious ray, of extremely short wave length, with a notably peculiar property; the power of penetration through various thicknesses of solids including cloth, flesh, wood, and even metal. Because the origin of this remarkable radiation was obscure, Professor Roentgen designated it the "X" ray, a name that has remained in use for over a century. For his discovery, Roentgen received the first Nobel Prize in physics in 1901.

At about the same time in France, Pierre Curie and his Polish born wife, Marie, was conducting experiments with Pitchblende, a substance obtained from the mines of Austria. In 1898, Madame Curie successfully isolated an element from the ore that we know as radium. She also discovered a number of other radioactive elements. As a result of these significant discoveries, the foundation was laid for the evolution of modern radiology and this opened the door for continued development of radiologic technology.

In the beginning, scientists, physicists, and professors were the primary operators of x-ray equipment. It was not long however, until physicians were also included in this group. Realizing the need for special training, they began undertaking the required years of study in order to become Radiologist. During the period from 1900 to 1920, as other people began training to operate these machines, a recognized radiologic technology profession began its long course of development. At first, there was an inherent risk in the use of early x-ray equipment. Today, because of the tremendous improvement in equipment, technique and radiation safety, x-rays can be utilized in a manner safe to both the operator and the patient.

In Topeka, Kansas, 1897, Edward C. Jerman was known as the "Father of Radiography" because he was the first teacher of radiographic techniques. He soon realized the need for an organization that would set a minimum standard of learning and technical proficiency as the basis for certifying technologist throughout the nation. In October 1920, twelve technologists met to discuss the growing need for classes, opportunities to exchange ideas, and the elevation of technical and educational standards. As an organized group, they prepared a set of by-laws, the first to which stands as a challenge even now: "To promote the art and science of radiology." Today, over a century later, this challenge is the guiding force of both the American Registry of Radiologic Technologists and the American Society of Radiologic Technologists; the only two organizations recognized by the American Medical Association and the American College of Radiology.

Following the 1920's radiologic technology was expanded to include a wider range of activities. Consequently, the modern technologist may be required to operate diagnostic machines such as computed tomography, use radioactive isotopes in conjunction with nuclear medicine cameras, or treat cancer in linear accelerator installations. Although radiologic technology is still a comparatively new profession, many changes have taken place since the time when technologists were laboratory assistants. There is still much to be learned in and about this most interesting and beneficial profession.

It is possible to pursue an interest in the field of radiologic technology in some departments other than the medical. For example, technologist may be utilized in commercial and industrial plants, where it is necessary to radiograph castings, forgings, and the intricate parts of aircraft or missiles to determine their degree of perfection. Radiography may also be utilized as a law enforcement tool and x-rays are used by museum directors and art dealers as one means of authenticating works of art. In addition to this, there are many other applications.

Registered radiologic technologists are in demand in hospitals, clinics, doctor's offices, veterinary offices, public health facilities, research laboratories, factories, and in educational institutions. Following two years of radiologic technology education and successful completion of the examination given by the American Registry of Radiologic Technologists, you will become a Registered Radiologic Technologist. You may then choose to go into diagnostic radiography, specialized imaging, management, or education. The possibilities are unlimited. You are entering a profession where you can be of service to human kind and earn a commendable salary. You will be able to aid in tracking some of the diseases that plague humanity and can be instrumental in administering curative treatment for malignant or benign diseases. This is a profession that can be rewarding, challenging, progressive, and one that you can be proud to have joined. **What you make of your career is up to you!**

Radiologic Technology Mission/Goals

The mission of the Radiologic Technology Program at Nebraska Methodist College is to develop reflective practitioners who exhibit technical competency in radiologic imaging and serve the community in the delivery of compassionate, holistic patient care. By modeling professional ideas and high personal standards, we will foster life-long learners who act as change agents within their professional communities.

Program Goals:

1. **Students will demonstrate effective communication skills.**
   Student Learning Outcomes:
   - Students will communicate effectively with other members of the healthcare team.
   - Students will demonstrate effective oral communication skills at the collegiate level.
   - Students will demonstrate effective written communication skills at the collegiate level.
   - Students will explain radiographic procedures to the patient.
   - Students will enhance communication skills with the use of visual presentation tools.

2. **Students will be able to employ critical-thinking skills.**
   Student Learning Outcomes:
   - Students will analyze ethical dilemmas.
   - Students will demonstrate the ability to implement alternative procedures when routine radiographic positioning is not possible.
   - Students will analyze radiographic images for optimum quality.
   - Students will analyze patient care needs.

3. **Students will demonstrate professionalism within the program.**
   Student Learning Outcomes:
   - Students will understand the importance of professionalism in the clinical setting.
   - Students will demonstrate a positive work ethic.
   - Students will complete learner achievements.

4. **Students will be clinically competent.**
   Student Learning Outcomes:
   - Students will perform routine radiographic procedures competently.
   - Students will apply appropriate radiographic technical skills.
   - Students will employ safe radiation protection practices.

The Nebraska Methodist College Radiologic Technology Program provides a foundation of general education coursework (educated citizen), that emphasizes the attainment of knowledge and skills as they relate to human interactions, communication, ethics, critical and analytical thinking, and reasoning skills at the undergraduate level. The program of study correlates didactic and clinical instruction enabling students to become competent health care professionals with a humanistic approach. This approach enables graduates to competently perform tasks as identified in their scope of practice as autonomous health care providers.

Program Accreditation

The Radiologic Technology Program is accredited by:

Joint Review Committee on Education in Radiologic Technology (JRCERT)

20 N. Wacker Drive, Suite 2850

Chicago, Illinois 60606-3182

312.704.5300/(Fax) 312.704.5304

www.jrcert.org

Overview of the Radiologic Technology Program

The Radiologic Technology Program at Nebraska Methodist College is designed for students to complete degree requirements in two-years. The degree curriculum integrates didactic and clinical instruction with increasing expectations at each level. A combination of courses from the general education core (31 credits) and the radiology major core (49 credits) are required. Students complete a diverse clinical education in a variety of healthcare facilities in Western Iowa, Omaha, and the surrounding counties. Students are responsible for their own transportation to and from these off-campus educational sites.

Outline of the Radiologic Technology Program Curriculum:

FIRST YEAR— Fall Semester		**Credit Hours**	**Contact Hours Per Week**
COM101	English Composition	3	3
SSC116	Medical Terminology	1	1
SCI105	Algebra	3	3
SCI200	Anatomy and Physiology	5	5
RAD107	Radiology Fundamentals and Clinical Assessment	3	3
	(Total Hours)	**15**	**15**

FIRST YEAR— Spring Semester		**Credit Hours**	**Contact Hours**
HUM150	The World of Ideas: Critical Reasoning and Rhetoric	3	3
SCI206	Pharmacology & Pathophysiology	4	4
RAD115	Radiographic Imaging I	3	3
RAD121	Radiographic Procedures/Positioning I	2	2
RAD121L	Radiographic Procedures/Positioning I Lab	2	4
RAD160	Clinical Practicum I	3	16
	(Total Hours)	**17**	**32**

FIRST YEAR— Summer Semester		**Credit Hours**	**Contact Hours**
RAD122	Radiographic Procedures/Positioning II	2	2
RAD122L	Radiographic Procedures/Positioning II Lab	1	2
RAD140	Radiation Biology and Protection	2	2
RAD162	Clinical Practicum II	2	16
RAD260	Medical Ethics and Law	1	1
	(Total Hours)	**8**	**23**

SECOND YEAR—Fall Semester		Credit Hours	Contact Hours
SSC235	Sociology of Culture	3	3
RAD165	Radiographic Imaging II	3	3
RAD210	Radiographic Pathology	2	2
RAD220	Radiographic Procedures/Positioning III	2	2
RAD220L	Radiographic Procedures/Positioning III Lab	1	2
RAD261	Clinical Practicum III	4	24
	(Total Hours)	**15**	**36**

SECOND YEAR—Spring Semester		Credit Hours	Contact Hours
HUM***	The World of Ideas: Elective	3	3
COM230/245	Language of Culture in Healthcare	3	3
SSC215	Life Span Psychology	3	3
RAD215	Radiographic Imaging III	3	3
RAD262	Applied Sectional Anatomy and Imaging	1	1
RAD263	Clinical Practicum IV	4	24
	(Total Hours)	**17**	**37**

SECOND YEAR—Summer Semester		Credit Hours	Contact Hours
COM290	Portfolio Presentation	0	0
RAD265	Clinical Practicum V	3	24
RAD270	Radiographic Seminar	3	3
RAD280	Principles of Computed Tomography	2	2
	(Total Hours)	**8**	**29**

Total Credit Hours: 80

At the start of each class, a course syllabus is given to each student explaining the course objectives, evaluation requirements, class activities and assignments, and the grading scale. All didactic and clinical coursework must be completed with a grade of "C" or better in order to matriculate to the next semester of study. Any questions pertaining to the grading scale can be located in the Course Grading Policy of this handbook (See Policy #8).

Clinical Education

The clinical education component of the program directly compliments the didactic classroom presentation. After didactic instruction of radiographic positioning and techniques are presented in class, students receive hands-on instruction in the laboratory setting. Each student must complete satisfactorily a laboratory check-off indicating competency of the material presented. The student then receives further instruction during their clinical preceptorship where the competency can be mastered under the supervision of a registered radiologic technologist or program clinical coordinator.

Once the student feels she/he can perform the examination with minimal supervision at the clinical site, the technologist overseeing the exam *verifies* the examination of the student. Once

verified, the student demonstrates their ability by performing the examination for competency under the direct supervision of a registered technologist (See Policy #18).

For a complete explanation of the clinical practicum experience, grading, and clinical rotations, please refer to the course syllabi for clinical practicum experience I-V.

Program Completion Requirements

- Successful completion of "C" or better in each required course of the Radiologic Technology Program Curriculum.
- Successful completion of all competencies and general patient care skills outlined in the Radiologic Technology Program/Clinical Handbook as mandated by the American Registry of Radiologic Technologists (A.R.R.T.).
- Maintain at least a 2.0 GPA on a 4.0 scale.
- Compliance with all program/college policies.

Catalog/ Handbook Policy

Students enrolled at Nebraska Methodist College in the Radiologic Technology program will be responsible for observing college rules and regulations as stated in the current College Catalog, Radiologic Technology Program Student Handbook, and the Radiologic Technology Program Clinical Handbook. In addition to these, the rules and regulations of each clinical facility must also be adhered to in their entirety. These clinical education centers, while separately located, are considered an integral part of the college campus.

The Radiologic Technology Program and Nebraska Methodist College reserve the right to change, delete, supplement, or otherwise amend at any time the information, rules, and policies contained herein without prior notice. Changes shall go into effect whenever the proper authorities so determine and shall apply to both present and prospective students. A Radiologic Technology Program Student Handbook/Clinical Handbook will be provided to students during program orientation.

Students entering into the Radiologic Technology program must complete the required curriculum as published in the Nebraska Methodist College catalog in effect at the time of program acceptance.

Program Professionalism

Students are expected to demonstrate professional behavior at all times, meaning that each student is individually responsible for his/her own actions, and must abide by the standards, procedures, policies, rules, and regulations as outline by the program/clinical agencies. While off campus during clinical assignment, students represent the program, the college, and profession to the public and health care communities.

Students must recognize that clinical assignments are a requirement of the academic program, and provide practical experience opportunities enabling the student to gain competency. During clinical experiences, students are welcomed and expected to exhibit an attitude of maturity and responsibility. Punctuality, initiative, and enthusiasm in the accomplishment of program objectives are expected.

Students must exhibit high standards of behavior continuously. All individuals possess certain unique attributes that can be a positive feature in interactions. However, if personal characteristics become distracting, or viewed as undesirable by patients, staff, or faculty, it is expected that such behavior be appropriately modified. The following guidelines assist the student in the development of professional relationships in the academic and clinical environments.

1. The student is to act in a manner indicative of someone eager to learn and avoid non-patient connected distractions.
2. Intelligent questioning of staff/instructor is proper and welcomed. Questions should be constructive and directed toward learning outcomes.
3. Student relationships with affiliate staff and instructors should be appropriate at all times.
4. Students are to refrain from gossiping, needless complaining, smoking (except in designated areas), loud talking, boisterous laughing, gum chewing, and any other activities that could disturb patients in the clinical setting.
5. Complaints and/or grievances should be discussed with the Program Director, Clinical Coordinator, Clinical Instructor, or Didactic Instructor. Hostile attitudes will not resolve conflict. It is recommended that energy and intelligence be used to promote improvements.
6. Horseplay is not allowed in the clinical environment. Students are expected to reflect the seriousness of their involvement by dignified and dedicated performance of their duties.
7. All students should be aware of unauthorized persons loitering in or around the health care facility and report such to the appropriate authority immediately.

American Society of Radiologic Technologists
CODE OF ETHICS

The Code of Ethics serves as a guide for radiology students to evaluate their professional conduct as it relates to patients, colleagues, and other allied health professionals, and health care consumers.

Principle 1
The radiologic technologist shall conduct herself or himself in a professional manner, respond to patient needs, and support colleagues and associates in providing quality patient care.

Principle 2
The radiologic technologist acts to advance the principle objectives of the profession by providing services to humanity with full respect for the dignity of mankind.

Principle 3
The radiologic technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination regardless of sex, race, creed, religion, or socio-economic status.

Principle 4
The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employ procedures and techniques appropriately.

Principle 5
The radiologic technologist assesses situations; exercise care, discretion and judgment; and acts in the best interest of the patient.

Principle 6
The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognize that interpretation and diagnosis are outside the scope of practice for the profession.

Principle 7
The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.

Principle 8
The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.

Principle 9
The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

Principle 10
The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

General Student Information

NEBRASKA METHODIST COLLEGE
GENERAL STUDENT INFORMATION

Radiologic Technology Qualifications:
If you want to pursue a profession in Radiologic Technology, you must:

- First, be sensitive to the needs of the patient who may have serious physical ailments.
- Work well as a member of the health care team.
- Have superior communication skills necessary to deal with other members of the health care team, your patient, and their families.
- Have the ability to pay close attention to detail and be able to follow instructions carefully.

Our clinical affiliates now require criminal background checks, which if positive, could prohibit a student from gaining the required clinical experiences necessary to graduate. Applicants with a felony and/or misdemeanor conviction or other ethical misconduct as deemed by the American Registry of Radiologic Technologists (A.R.R.T.), may result in the inability to take the national registry. If you have questions or concerns regarding past convictions please call the A.R.R.T. directly at (651) 687-0048 or contact the Program Director for further assistance.

Working Conditions:
Some radiographers work in clinics, physician's office, hospitals, mobile radiology companies, and/or traveling radiology companies. Students need to understand they are entering a career that will involve 1st, 2nd and 3rd shift coverage, call and weekend work.

Students acquire knowledge of the profession in the classroom and clinical settings at affiliated hospitals and clinical sites associated with the program. Students are exposed to a diverse culture of people and patients. The types of patients generally encountered range from the premature infant to the elderly; the reasonably well person to the dying; the diseased to the accident victim. There are sounds, sights and smells that students have to learn to adjust to in order to handle things in a professional manner. Students learn basic radiologic examinations that include patient positioning, setting exposure techniques, radiation protection, critical thinking and problem solving skills, and critique of the radiographic images.

Clinical settings can produce high-stress levels. Students are subordinate to physicians and technologists and therefore, must maintain a professional attitude. Students must be able to accept constructive criticism and adapt to stressful situations without loosing emotional control. Students must be flexible to changing situations.

Diagnostic radiology can be a demanding job physically. The technologist must be able to reach, stretch, lift, and hold patients. During fluoroscopy, technologists may stand for long periods of time while wearing radiation protection aprons of substantial weight. Many exams are done in low lighting, so the ability to see in a dimly lit room is essential. In addition, differentiation of various sounds in a radiography room is critical to any medical professional.

Technical Standards of Performance:
Since the completion of the Associate of Science Degree in Radiologic Technology signifies that the holder is eligible to sit for the A.R.R.T. certification board examination and is prepared for entry into the profession of Radiologic Technology, it follows that graduates must have the knowledge and skills to function in a broad variety of clinical situations.

The following information allows the student to make an informed decision in their educational career by providing a breakdown of student expectations within the program. Individuals with disabilities are encouraged to apply to the program, however, it is the student's responsibility to notify administration of the college if there are any reasons why he/she cannot adequately meet the expectations described below.

1. **Problem solving**: the culminating activity in the preparation of a radiographer is clinical reasoning. Therefore, a student must be able to make correct observation, and have the skills of measurement, calculation, reasoning, analysis, and synthesis.

2. **Judgment**: the student will be expected to demonstrate judgment in the classroom, laboratory, and clinical settings, which illustrates an ability to make mature, sensitive, effective and ethical decisions in the following areas:
    - Relationships with supervisors, peers, and patients
    - Professional behavior
    - The effectiveness of intervention strategies
    - An understanding of the rationale and justification of his/her performance

3. **Communication**:
    - Written Communication: the student must be able to assimilate information from written sources (*i.e.,* texts, journals, medical/school records, etc.), and attain, comprehend, retain, and utilize new information presented in written formats. The profession calls not only for the initial learning of a new body of knowledge, but also the continual updating of knowledge from current sources. Students are required to utilize information from written sources and must be able to produce appropriate written documentation.

    - Verbal and Nonverbal Communication: the student must be able to produce the spoken word and elicit information from patients, supervisors, and peers with skills in describing factual information, including subtle cues of mood and temperament. Communication must be accurate, sensitive, and efficient within all facets of healthcare. Response time to emergencies/crisis situations as well as routine communication must be appropriate.

4. **Sensorimotor**: the student must have gross motor, fine motor, and equilibrium functions reasonably required to carry out radiographic examinations. Task requirements range from transferring a child or adult from a wheelchair to a radiographic table, to the fine motor manipulation required to draw up emergency medication. Quick reactions are necessary not only for safety, but for one to respond efficiently in most clinical situations.

The student must be able to observe a patient accurately at a distance and close at hand. Observation necessitates the functional use of the visual, auditory, and tactile senses. The student can expect to lift and manipulate patients and radiographic equipment up to 50 lbs or more.

5. **Attitude**: the student is expected to exhibit professional behavior and attitudes during his/her participation in classroom and clinical situations. This includes, but is not limited to, appropriate language, flexibility toward change, and acceptance of responsibility for one's own conduct. The student is expected to exhibit a positive attitude toward patients, peers, and supervisors.

6. **Observation:** the student will be required to use instruments requiring visual acuity. These devices include, but are not limited to, radiographic equipment, health assessment tools and devices (*i.e.,* blood pressure cuff, stethoscope, etc.). The student will be required to make observations and evaluations, while observing the results of treatment and reactions.

Program Expectations:
Study Time: students must allow for adequate study time outside of class. Many radiology students form study groups to help each other prepare for test and for moral support. Faculty members are always willing to assist students with any questions or concerns.

Students must make a commitment to learn the material presented chronologically. This commitment requires a strong support system from family, friends, and peers. If a student must work, full-time employment is discouraged, if possible.

"The distance doesn't matter; it is only the first step that is difficult"
–Marie de Vinchy-Chamrond

Clinical Conduct

As students in an educational professional field, it is expected that all students conduct themselves in a professional manner at all times. Professional conduct includes, but is not limited to, punctuality, respect of other people, their property, and their right to learn. It also includes an appropriate respect for those in authority. It is expected that all students conduct themselves in a manner that will not bring criticism to the student, the Program, or the College.

In any public place, the student is potentially exposed to the patients' relatives and friends. Things mentioned and the attitude one exhibits have profound impact on those around.

Personal Phone Calls

No personal telephone calls should be made or received while in the clinical area except in the case of an emergency. Departmental telephones are for business use only. If you must make a call, do so during breaks/lunch and use your own cell phone.

Cell Phone and Pager

Students must turn off all cell phones and/or pagers while in the clinical setting. This also includes texting. These items are disruptive to the staff, patient, and other students and should only be used during breaks and in areas where cell phones will not interfere with equipment. Failure to do so may result in dismissal from the clinical site as well as disciplinary action.

Electronic Communication

All students are required to utilize the Nebraska Methodist College e-mail system for electronic communication with College/Program faculty and personnel. Students are responsible for content of their email communication. Inappropriate material or material sent in bad taste may be subject to disciplinary action as deemed by the Program Director. This includes any disrespectful or denigrating comments about another person.

Electronic Communication Etiquette: Students are to use appropriate and professional etiquette when communicating with College faculty or personnel, or any representative of the Program including clinical instructors. This includes, but is not limited to:

- Appropriate salutation or greeting by name (*i.e.*, Hello, Dr. Smith, Hi Jane, etc.)
- Full sentences with appropriate grammar (no text message, shortcuts, or jargon)
- Closure (*i.e.*, Thanks, Mary; Regards, Tom)

Methodist Allied Health Student Association

The Methodist Allied Health Student Association (MAHSA) is composed of all students enrolled in an allied health program. Each program has its own chapter within MAHSA and has a representative on the College Student Senate. Throughout the academic year, MAHSA-

Radiologic Technology Chapter is involved in professional development and community service activities.

Nebraska Methodist College Radiologic Technology Program Student Awards

The Radiologic Technology Program Student Award for Outstanding Classroom Performance is given to a second-year students who demonstrates the highest G.P.A. throughout the entirety of the program. The Radiologic Technology Program Student Award for Outstanding Clinical Performance is given to a second-year student who demonstrates the highest clinical education average throughout the two-year program. Awards will be presented at the Radiologic Technology Program Awards Reception Night.

Nebraska Beta Chapter of Lambda Nu

The Nebraska Beta Chapter of Lambda Nu is a national honor society established for the Radiologic and Imaging Sciences at Nebraska Methodist College. Students who successfully meet chapter requirements of academic excellence and service are inducted into the honor society during the program Awards Reception Night. Members are granted lifetime membership and privileges including eligibility for scholarships and professional development.

Statement of the NMC Graduate as an Educated Citizen

An NMC graduate is an *educated citizen* who demonstrates personal and professional competence and is a reflective individual, effective communicator and a change agent.

Radiologic Technology Program Student Expenses:

As a student enrolled in the Radiologic Technology Program at Nebraska Methodist College, students will be required to purchase certain items during their program training. The program has provided a breakdown of the cost estimate associated with the program outside of tuition, which depending on the item, could fluctuate in cost.

• Liability Insurance (college carries)	No expense to the student
• Lead Identification Radiographic Markers	Provided by the program
• CPR Certification Training (BLS for the Healthcare Provider)	No expense to student if taken on campus
• Immunization/Physical Examination	Variable
• Uniforms	$42/set (approximately)
• Books for entire program	Approx. $800-$1,000
• Radiation Dosimeter Badge	$70.00/year
• Drug Screen/Background Check	$60.00 (mandatory requirement)
• Name Identification Badge	$15.00
• NSRT (State Society Membership)	$15/Student/ year (Mandatory)
• A.S.R.T. (National Society Membership)	$30/Student /year (Optional)

Nebraska Methodist College
Radiologic Technology Program Directory

Program Personnel	Email Address	Office Location	Phone
Jane Sims, M.S.Ed., R.T.(R)(M) Program Director	jane.sims@methodistcollege.edu Cell Phone: (316) 640-7826	Clark 3238	354-7073
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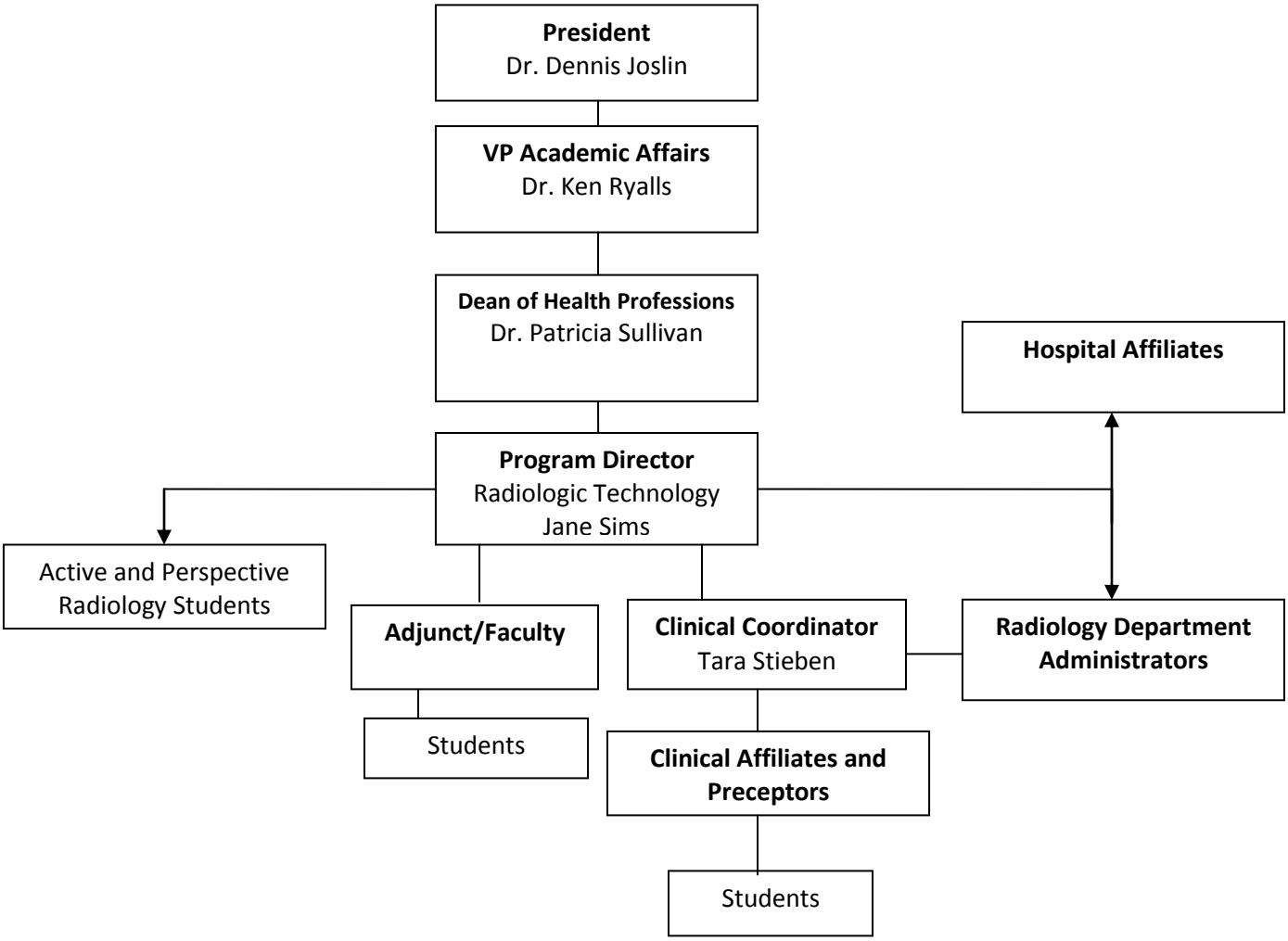
NEBRASKA METHODIST COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

Program Organization Chart



Radiologic Technology Program
Policies and Procedures

NEBRASKA METHODIST COLLEGE
Radiologic Technology Program

Radiology Technology Societies

Purpose:

Membership in professional societies is available to all students enrolled in the Radiologic Technology Program at Nebraska Methodist College.

Policy:

The two professional societies that best serve the needs of the students are the American Society of Radiologic Technologists (A.S.R.T.) and its state affiliate, the Nebraska Society of Radiologic Technologists (N.S.R.T.). Membership in either or both societies is voluntary.

Procedure:

1. N.S.R.T.
   a. The N.S.R.T. is the Nebraska chapter affiliate of the American Society of Radiologic Technologists. The N.S.R.T. serves its members and the community through continuing education opportunities, seminars, and an annual conference.

   b. Membership for students is currently $15 for one-year/$30 for two-years.

   c. The N.S.R.T. annual convention provides students an opportunity to compete with radiologic technology students from other programs across the state. Student centered activities include poster competition, essay competition, and a student bowl (quiz game) in preparation for the national registry certification.

2. A.S.R.T.
   a. The A.S.R.T. is one of the national organizations for Radiologic Technologists. The A.S.R.T. serves its members and the community through continuing educational opportunities, seminars, annual conferences, publication of a scholarly journal, a monthly magazine, scholarships and grants, and acts as the social-economic and political voice for the profession.

   b. Membership for students is currently $30 per year.

   c. Attendance at conferences/seminars may be required during the student's program of study. Any related fees are the sole responsibility of the student. Funds may be available through fundraisers, student senate, the Methodist Foundation, and/or MAHSA, but are not guaranteed.

Re: 07/11

NEBRASKA METHODIST COLLEGE
Radiologic Technology Program

A.R.R.T. Primary Certification Eligibility

Purpose:

One of the goals of Nebraska Methodist College is to educate students in their respective health care field so that they are prepared for national certification/registration examinations. After graduation, the student is eligible to sit for the A.R.R.T. Registry Examination. The College does not guarantee that a student will pass the examination, nor is the College responsible for the expenses incurred by a student as a result of the certification/registration process. The College cannot guarantee that a student will be permitted to sit for an examination and eligibility is based on verification of information provided on the certification examination application.

Policy:

The A.R.R.T. is the recognized certifying agency for radiographers. All students are required to meet the following criteria in order to sit for the certification exam in Radiography.

Procedure:

1. Complete a program that is accredited by a method acceptable to the A.R.R.T.

2. All students are provided with an A.R.R.T. master record form. This form is provided to show completion of clinical requirements for the A.R.R.T. The form must be completed using the specified criteria. The A.R.R.T. clinical competency criteria and general patient care skills must be met in order to complete the program. If the Nebraska Methodist College Radiologic Technology Program competency requirements are not completed, the student will **not** be allowed to graduate.

3. Applicants with a felony and/or misdemeanor conviction or other ethical misconduct as deemed by the American Registry of Radiologic Technologists (A.R.R.T.), may result in the inability to take the national registry certification exam. If you have questions or concerns regarding past convictions please call the A.R.R.T. directly at (651) 687-0048 or contact the Program Director for further assistance. Registry Certification Eligibility forms can be located on the A.R.R.T. website at www.arrt.org.

4. Successful completion of the A.R.R.T. registry certification examination provides individuals the right to practice as a Registered Radiologic Technologist and will be allowed to place the initials R.T.(R) [Registered Technologist, Radiography] after his/her name. The professional radiographer recognition denotes a practitioner that is trained in the administration of penetrating ionizing radiation to humans or animals for diagnostic or research purpose.

5. The registry certification examination is administered in a computer test format through the electronic testing business of Pearson Education—Pearson VUE, administers of the A.R.R.T. registry examination. In Omaha, the testing center is located at Omni Corporate Park, 10832 Old

Mill Road, Suite #4. A brief tutorial will provide directions on marking responses to examination questions, prior to your actual examination. Staff is available on-site if you have questions or technical concerns. Currently, the registry certification examination expense is $200.

6. The student is responsible for initiating the application process, completing and signing the form, purchasing a passport photo I.D., enclosing the appropriate certification fee, and mailing the completed application. **Students must secure Program Director signature on the application form prior to submitting application and fee to the A.R.R.T.**

7. Students are strongly encouraged to review the application form once completed to ensure all necessary information has been submitted accurately. All applications for registry certification should be mailed to: American Registry of Radiologic Technologists, 1255 Northland Drive, Mendota Heights, Minnesota, 55120.

Re: 8/10

Policy #3

NEBRASKA METHODIST COLLEGE
Radiologic Technology Program

Release of Reference Information

Purpose:

The purpose of this policy is to ensure the appropriate release of reference information regarding Nebraska Methodist College students in accordance with federal and state requirements and to provide documentation of signed student request information released.

Policy:

College personnel may provide, upon written request, written reference information regarding the student's performance at Nebraska Methodist College. Only written references will be provided upon completion of the Permission to Release Information Form. The form is available at the Clark Center Information Desk.

Re: 8/10

NEBRASKA METHODIST COLLEGE
Radiologic Technology Program

Employment/Outside Activities

Purpose:

The purpose of this policy is to provide a standard for outside employment or other activity.

Policy:

Students may be employed outside of the requirements of the program. Any student employed within the professional area of study will not be allowed to substitute employment clinical time for program clinical time. Other outside activities (sports, hobbies, extra college courses, etc.), should not interfere with program requirements.

Procedure:

1. Outside employment must be arranged to not interfere with classroom and clinical schedules of the radiologic technology program.

2. Employment in the professional area of study is a matter between the employee and the employer of that facility. The College is not a party to any such agreement.

3. After completion of one year in the program, students may apply for a Temporary Medical Radiographer license from the state. This license allows the student to work as a radiographer under the restrictions provided by the state. Forms are available from the Program Director or Clinical Coordinator on campus. It is a one-time, 18 month license and is also used so that a graduate may work, while awaiting registry certification results with the A.R.R.T.

4. The Temporary Medical Radiographer license must be obtained while enrolled in the radiologic technology program here at Nebraska Methodist College. An application will be denied by the state if it is received after graduation.

5. A student working as a non-registered radiologic technologist cannot supervise another student under any condition. Individuals working as non-registered technologists will need to acquire an additional dosimeter badge for radiation monitoring from their employer. In addition, Nebraska Methodist College Radiologic Technology Program scrub top is <u>NOT</u> to be worn during this time of employment.

Re: 07/11

NEBRASKA METHODIST COLLEGE
Radiologic Technology Program

Confidentiality and Other Related Subjects

Purpose:

Students are able to complete the clinical objectives and requirements of the program through the privileges granted them from the clinical affiliates associated with the program. While in the clinical areas students will be privy to confidential information for each patient examined. The purpose of this policy is to protect patient identity and privacy.

Patient Information

As a student at a clinical site, you will have access to an array of confidential information concerning patients. Patients are entitled to privacy regarding their diagnosis, condition, treatment, financial and personal status within a health care facility as outlined by HIPAA. Student obligations to the privacy and confidentiality of patients' **include:**

- Recognizing that patients have a right to privacy, confidentiality, and response to privacy complaints.
- Not disclosing patient information without proper authorization, to individuals not participating in the patient's care or demonstrating a legitimate need to know.
- Taking reasonable steps to safeguard information (written, electronic, or oral) from those not entitled to it.
- Not discussing patient information in social or non-working environments.
- Accessing only that information that is necessary for the job and treating confidentially any information known or received that relates to persons not under their care.
- Knowing the contact person to refer patients or family members for issues relating to private information.
- Immediately informing your clinical preceptor if any practice or activity appears to violate a patient's right to privacy and confidentiality.

As a student, a patient's privacy and confidentiality can be breached by:

- Careless/unintentional access, use or disclosure of confidential information.
- Intentional access, use or disclosure of information not part of one's job.
- Access, use, or disclosure of information for personal gain/malice.

Federal penalties for engagement in misusing protected health information can result up to $250,000 and/or imprisonment of up to 10 years.

The student will access the computer system for necessary information input or output only after proper training and authorization. Failure to respect the clinical site's ethics will be cause for disciplinary action that could result in immediate dismissal from the program. Students will review policies at their respective clinical sites for the above topics and those that follow:

Policy:

In accordance with federal HIPAA regulations, removing client records (including film or video tapes) is expressly prohibited unless the patient has signed a release form or other material has been thoroughly de-identified. The student must abide by the individual policies and procedures set forth by each clinical site pertaining to the use of cases for educational purposes. **Failure to abide by this policy may result in suspension or dismissal from the College and/or legal action brought against the student. Student liability insurance provided by the College will NOT protect the student who violates this policy.**

Procedure:

1. Any discussion of the patient information beyond the purpose of fulfilling clinical assignments is prohibited.

2. Appropriate discussion of patient information with co-workers and hospital employees must be accomplished in a confidential manner and place to restrict information only to the healthcare personnel involved with the patient's care. Conversations about patients, doctors, or other personnel in elevators, eating places, or other places of common assembly with the clinical site must be avoided. Patient's families and community people may be listening and wrongly interpret the things discussed. Careless talk may lead to malpractice litigation.

3. If client information is to be taken from a unit/agency for educational purposes only, students must consult with the clinical personnel, Clinical Coordinator, or Program Director regarding agency policies and procedures. The policy may include having the client sign a release of information form available at that site.

4. The student is responsible for copying all requested material. All identifying client information must be eliminated from all client records. Copies or CD's must be made at a time that will not interfere with clinical assignments or the patient's care.

5. Discussion related to the case is to take place solely in the classroom with the instructor present. The material must be presented in a way that completely protects the patient's identity.

Press Information
All information concerning patients or the institution is to be considered confidential. Verbal request for confidential information from the press, radio, television or other outside sources will not be accepted.

Solicitation
Students are not allowed to conduct or participate in unauthorized solicitations.

Endorsements
Students are not permitted to endorse any particular service or product allied to or connected with the clinical site affiliates. By endorsing any product or service, you may be considered as representing the clinical site affiliates. Should patients or friends make such an inquiry, refer them to the yellow pages of the telephone directory.

Nebraska Methodist College
Student Examination of Official Records

All student records will remain confidential as required by the Family Educational Rights and Privacy Act of 1974. (PL 93-380). For further information see the Nebraska Methodist College catalog. In addition permanent files are maintained by the Office of the Registrar:

The Program Director of Radiologic Technology will maintain the following information on active students:

a. Program Academic Records
b. Counseling records and disciplinary action summaries
c. Signed pregnancy policy (if applicable)
d. Signed Program/Clinical Handbook verification
e. Radiation Dosimeter Reports –Radiation Safety Officer (RSO)
f. Any other pertinent information deemed necessary

The Clinical Coordinator(s) will maintain the following information on each active student:

a. Current attendance records
b. Clinical assessment reports
c. Counseling/Advising reports pertinent to the students clinical education
d. Other pertinent information relating to the clinical environment.

All student records remain the property of Nebraska Methodist College. Active students have access to their radiology file by scheduling an appointment with the Program Director of Radiologic Technology.

Any type of clinical logbooks and/or other materials that contain patient information will be collected and destroyed at the end of the program to comply with HIPAA regulations and standards.

Re. 08/10

NEBRASKA METHODIST COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

Student Pregnancy Policy

Purpose:

The Supreme Court has ruled that all fetal protection policies constitute illegal sex discrimination, unless the pregnancy "actually interferes with the employee's ability to perform the job." In terms of your student status, Nebraska Methodist College Radiologic Technology Program will not discriminate against pregnant students.

The curriculum will provide awareness of potential dangers to the unborn fetus in terms of radiation exposure, communicable diseases in a hospital environment, and the physical requirements of training. You will receive this information at the start of the first semester. Published NRC regulations regarding pregnant students are available for viewing in the Program Directors Office, library, website, or other locations here at Nebraska Methodist College. NRC Website:
http://www.nrc.gov/reading-rm/doc-collections/cfr/part020/

Policy:

Take reasonable measures necessary to reduce prenatal radiation exposures of pregnant students.

Procedure:

The following procedure will be used by Nebraska Methodist College Radiologic Technology Program:

- All programmatic students will be given the above mentioned policy and will be requested to document possession of the policy, reading it, and understanding it.

- All students will be given information throughout the curriculum regarding radiation safety including exposure dose limits for the fetus.

- If a student becomes pregnant during training, to protect her right of privacy, she may elect to:

    a. Voluntarily declare her pregnancy
    b. Not declare her pregnancy

If the woman chooses to voluntarily inform program officials of her pregnancy, it must be in writing and indicate the expected date of delivery. In the absence of this voluntary, written disclosure, a student cannot be considered pregnant. Once a pregnancy is declared, in accordance with state statutes, a "Declared Pregnant Woman" will be issued a second radiation monitor (fetal badge) to be worn at the waist level. Efforts will be made to assure fetal dose limits do not exceed 0.5 rem (500mrem) gestational or 0.05 rem (50mrem) monthly.

After declaration of pregnancy, the student will receive counseling regarding radiation protection methods of time, distance, and shielding from the Program Director. Pregnant students need to be aware that they

will be expected to perform in the same capacity as a pregnant employee of the facility. With this said, pregnant individuals are still expected to complete clinical rotations in fluoroscopy and c-arm procedures in the operating room. Only at the written request of the pregnant student will any clinical rotations be modified. A pregnant student may at any time during the gestational term relinquish the statement of pregnancy through a written withdrawal of declaration.

Nebraska Methodist College Radiologic Technology program Radiation Safety Officer will meet monthly with every pregnant student to discuss radiation dosimetry dose limits as soon as dosimetry reports have been received. Pregnancy dosimetry badges are monitored on a monthly basis by the Radiation Safety Officer of the program.

Pregnant students involved in employment with radiation outside the program must bring outside radiation dosimeter reports to the Radiation Safety Officer for dose compilation.

Following delivery of the child, a written statement from the physician must be submitted indicating a "return to program" status, identifying any restriction or limitations. This information must be presented to the Student Health Center and Program Director upon return.

As with illness or other unforeseen circumstances, time missed from clinical and didactic coursework must be completed. Therefore, upon written declaration of pregnancy the Radiologic Technology Program will provide the following program options:

- Continuing the educational program without modification or interruption.
- Modification in clinical assignment. This action must be completed through written notification to the Program Director and initiated on behalf of the pregnant student.
- Leave of absence from the program.

In the case of a leave of absence from the program, re-entry will follow Policy #10.

References:

Nuclear Regulatory Commission CFR10Part20

Re. 07/11

NEBRASKA METHODIST COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

Sickness and Accident – Please refer to the NMC Student Handbook for policies related to health, immunizations, blood and body fluid exposure, accidents, and unusual occurrences where injury may have resulted.

Purpose:

To ensure the health and wellbeing of all parties involved with the Radiologic Technology Program at Nebraska Methodist College.

Policy:

Students of the Radiologic Technology Program should not come to clinic or didactic with a fever or illness that could spread a virus to classmates, staff, and/or patients at the clinical sites. Clinical sites reserve the right to send any student home that, in their opinion, could pose a hazard to themselves, classmates, staff, or patients. Students will fall under clinical site policies concerning coming to clinical with infectious diseases, illnesses, or under the influence of medication. Refer to Policy #10 for time missed.

Procedure:

Students of Nebraska Methodist College Radiologic Technology Program are required to purchase health insurance while in the program (refer to college catalog). **It is the student's responsibility to pay for any hospital or doctor bills accrued during the course of didactic or clinical training due to sickness or training related injury.**

- If a student becomes ill while attending a didactic class on the college campus, the student will be dismissed from class and encouraged to follow-up with their personal physician.

- If a student becomes ill or is injured while in clinical training, they should report immediately to the clinical preceptor, or if unavailable, the Radiology Supervisor. The student may elect to be dismissed from clinic to see their personal physician or report to the emergency room. Any clinical time missed, regardless of the circumstance must be made up in its entirety prior to program completion in order to meet program graduation requirements.

- If an injury has occurred, the student will describe the incident to the clinical preceptor or the supervisor in charge, so an incident report may be completed as soon as possible. Copies of the report will go to the clinical preceptor and the appropriate hospital risk-management committee, if required. Students will also need to provide the Program Director with a copy of this incident report.

- Any student returning from an absence, regardless of work/school related, must present written documentation for a "return to work status" from their personal healthcare provider to the Student Health Center and Program Director. Documentation must indicate the date the student may return to school (didactic/clinic), and any necessary restrictions. Restrictions will be evaluated on

a case-by-case basis and depending on the limitations/restrictions could result in the inability of a student to continue in program matriculation.

Infectious Diseases

During the course of your education and later professional career, there is the possibility of your exposure to communicable diseases. Tuberculosis, Hepatitis B, and HIV/AIDS are of main concern. Students are required to learn and practice the concepts of "Universal Precautions" and maintain compliance with all NMC Health requirements.

For long term sickness or injury in which the student will miss a large amount of didactic and/or clinical time, see Policy #10.

Students should be cognizant of lists (written or electronic) posted of contagious patients and compare them to procedures completed in their logbooks.

Re. 07/11

NEBRASKA METHODIST COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

Course Grading Policies (Academic Policies)

Purpose:

The purpose of this policy is to articulate course requirements and expectations for successful progression within the program.

Policy:

This policy sets forth standards for successful student achievement in the Radiologic Technology Program.

Procedure:

1. Academic and clinical progress reports/evaluations will occur at the 4th week of the new semester and at the end of each semester.

2. Students are required to have all materials and textbooks with him/her in class. Students are expected to be prepared for class with assignments completed.

3. The grading system in use by the program is one of criterion reference. It is our desire that all students successfully complete their course assignments. In order to evaluate student progress, regular examinations are an integral component in that evaluation process.

4. Students must achieve a minimum score of 75% in their exam average to successfully complete a core Radiology course.

5. Prior to final course grade computation, examinations will be averaged separately to determine if the 75% score has been met or exceeded.

6. Test grade averages equal to or greater than 60% and less than 75% will result in a "D" in the course. Test grade averages less than 60% will result in an "F" in the course, regardless of other course assignments or grades.

7. If test grade average is greater than or equal to 75%, the final course grade will be computed incorporating all graded class assignments.

8. Students must pass all courses with a "C" or better provided the test score average meets the 75% requirement. The program maintains a "no rounding" policy on grades.

9. All missed tests must be made up in accordance with the guidelines presented in the course syllabus.

10. The student may review test scores in a class session with an instructor, but will not be allowed to keep the exam. All exams are kept by the college.

11. Academic Integrity:

Students of Nebraska Methodist College are expected to conduct themselves in a manner reflecting personal and professional integrity. Academic honesty and personal conduct are fundamental to the integrity of professionals. Any student who fails to follow the academic integrity policy is subject to disciplinary procedures. Disciplinary actions will be taken against students whose academic behavior is not congruent with the expectations of the College.

Violations of Academic Integrity:

Academic or academic-related misconduct includes, but is not limited to:

1. Plagiarism from any source. Plagiarism is the act of using another's writing or ideas without giving proper credit.
2. Cheating or assisting another student to cheat on any examination or assignment.
3. Alteration of grades by any means.
4. Submission for credit of any work that is not the work of the student.
5. Falsification of participation and/or documentation in clinical/lab/field assignments.
6. Misrepresentation to avoid academic work.
7. Violations of the Code of Conduct.

Students found to be acting dishonestly are subject to disciplinary actions ranging from reprimand to dismissal. Depending on the severity of the offense, the consequences may include suspension or dismissal at any level of offense.

12. The Program adheres to the Nebraska Methodist College academic policies and grading system:

Symbol	Quality Points	Percentages
A+	4.0	96-100
A	4.0	90-95
B+	3.5	86-89
B	3.0	80-85
C+	2.5	76-79
C	2.0	70-75
D	1.0	60-69
F	0.0	<60

Re: 07/11

NEBRASKA METHODIST COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

Academic Progression

Purpose:

To explain how academic progression is determined in a cohort program.

If the student fails a course, the student cannot progress in the Program until the course is successfully repeated. Because most professional/technical courses are only offered once per year, students are advised that progression may be delayed by as much as one year. Furthermore, when a student is unable to progress with their cohort, they forfeit their clinical position.

Policy:

The Radiologic Technology Program is a cohort program, meaning that the Program is designed to be completed by the student in a lockstep fashion from beginning to end, accordingly to a preset schedule. Satisfactory progression with the cohort is necessary to maintain one's position in the clinical portion of the program because of limited clinical seat availability.

Failure of Two Radiologic Technology Courses

Purpose:

To halt the progression of students who are not demonstrating satisfactory academic performance necessary for completion of the Radiologic Technology Program.

Policy:

Any student who fails a second radiologic technology course while at Nebraska Methodist College will be dismissed from the program.

Procedure:

1. A Student who has failed one or more Radiologic Technology courses in any single term will be placed on an Academic Development Plan

2. A student who fails a Radiologic Technology course in any subsequent term will be dismissed from the Program.

Re: 07/11

NEBRASKA METHODIST COLLEGE
Radiologic Technology Program

Attendance

Purpose:

To teach professionalism, this policy is established to emphasize the importance of attendance in course work; especially in the clinical environment.

Professional Radiologic Technologists are required to take *individual responsibility* for tardiness and absenteeism. Employers will not tolerate employees who are habitually absent or late to work. Through professional training, the program hopes to instill habits that will help students in their future employment and current educational endeavors. Be aware that tardiness or absenteeism resulting in the lowering of letter grades is ***the student's responsibility!***

Clinical rotations provide the experience and practice necessary to develop clinical and problem solving skills. During the two-year program, each student will be assigned to several clinical sites which provide experience in various radiographic examinations within the profession. Since the radiologic technology program is a competency based program, clinical attendance is imperative.

Policy:

The Clinical Coordinator of the Radiologic Technology program will assign students to the clinical sites through clinical schedules each semester. Each clinical site is an approved affiliate of the program and plays and integral part to the program. All clinical rotations will be fair and equitable with the students and are final upon submission of the clinical schedule, except upon an approved extenuating circumstance. Students are responsible for their own transportation to and from the assigned clinical setting. Students will follow the designated clinical hours assigned to that facility. Tardiness will not be tolerated and must be made up as scheduled in accordance with the program Clinical Coordinator. All clinical time missed, regardless of the circumstance must be made up prior to program completion in order to meet graduation requirements.

Procedure:

Clinical Attendance
Clinical schedules will be developed and provided to the students and clinical staff at least two-weeks prior to the start of a semester. Students are responsible for all clinical hours in a given semester. When arriving in the radiology department for clinical assignment, students will clock or sign in and immediately report to their assigned clinical area.

1. In order to obtain specific clinical experiences to meet course objectives, students may be required to travel to clinical settings in a variety of geographic settings. Students should be aware of all direct and indirect expenses associated with travel. All travel expenses are the responsibility of the student.

2. Lunch periods and breaks will be determined by the staff at each clinical site. Meal and break times are included in the scheduled clinical education hours.

3. Students leaving the area during the clinical day must have the approval of the clinical preceptor of that site prior to departure. Additionally, the Clinical Coordinator must be notified prior to the student leaving the clinical setting. Failure to abide by this policy will result in disciplinary action.

4. If a student is going to be late, absent or leaving early from the assigned clinical site, students must notify the Clinical Coordinator and clinical preceptor in charge no later than one hour prior to when the clinical day is scheduled to begin. A list of clinical sites with appropriate personnel and phone numbers is provided to the student. If you are unable to speak directly to a staff member, leave a message for the clinical staff, indicating approximately how late you will be (five minutes, one hour, etc.). Get the name and title of the person with whom you left the message. Please leave a voice message with the Clinical Coordinator.

5. If the absence is one the student knows of in advance, a ***"Clinical Absence Request Form"*** form must be filled out for approval by the Clinical Coordinator. These forms can be acquired directly from faculty of the department.

6. All absences or tardiness must be made up as soon as possible. In the event of tardiness in the clinical setting, students are highly encouraged to make-up this time on that same day of the occurrence. In accordance with program policies and procedures, all absences must be made up prior to program completion.

7. An **unexcused** absence or tardy is one in which the student fails to properly inform the Clinical Coordinator and clinical staff of the absence. No-show-no-call absence will result in disciplinary action as outlined in Policy #11.

8. Excessive absences defined as more than (2) per semester or excessive tardiness, defined as more than (2) per rotation, will lead to disciplinary action. (See Policy #11).

9. Any student who fails to maintain clinical compliance regarding clinical affiliation requirements (*e.g.,* CPR updated, TB vaccination, drug screening, criminal background checks, etc.) will be removed from clinical setting until compliance can be demonstrated. Failure to comply with program clinical requirements will lead to program dismissal.

Hours that a student is scheduled to be within the clinical setting are clearly delineated on each clinical syllabus, and/or clinical schedule. Evening and weekend clinical rotations will be scheduled around the student's major core didactic course work for the Radiologic Technology Program. Only in extenuating circumstances will an evening rotation be modified with our clinical constituents, and this will be assessed on a case-by-case basis by the Program Director.

Students are required to sign/check in and out of their clinical rotation on a daily basis. Attendance sheets will be located at each clinical setting in a designated area for student convenience. Upon completion of the five-week clinical rotation, the Clinical Coordinator will pick up the necessary paperwork regarding attendance. If additional attendance sheets are needed during a clinical rotation, students should contact the clinical preceptor of the facility or check the Clinical Support Handbook for copies of this specific literature.

If a student is absent from the clinical setting due to sickness or unforeseen circumstance, the following will apply:

- Any clinical time missed, regardless of the circumstance must be made up prior to program completion in order to meet graduation requirements. Any unforeseen/extenuating circumstance must be brought forth and approved by the Program Director for any type of clinical modification. Any time missed as a result of clinical absence could delay the student's ability to sit, immediately upon program completion, for the A.R.R.T. registry certification.

- In the case of the death of a loved one, extended illnesses, or pregnancy, students will need to contact the Program Director immediately in order to arrange any time off deemed necessary. Please note that even though there is no penalty for this type of absence, all time MUST be made up by the end of the program before the student can graduate and be eligible to sit for the A.R.R.T. examination.

- In the event of pregnancy, anytime missed as a result of maternity leave will be completed in its entirety, on a case-by-case basis, in accordance with the Program Director. Individuals should schedule an appointment with the Program Director, as soon as a decision to declare the pregnancy is reached. (See Policy #6)

The program reserves the right to request a physician's return to work certification when the student is absent didactically or has missed any clinical day(s) due to illness.

Clinical Tardiness:
Any clinical time missed due to tardiness will need to be made up the same day of the occurrence, if possible. In the event a student cannot make this time up accordingly on this day, the student should present to the Clinical Coordinator an action plan for completion of this time.

Unexcused Absences:
An unexcused absence is not showing up at the clinical site and/or failing to notify the clinical instructor **BEFORE** the scheduled clinical time. A message can be left on voice mail if the clinical preceptor cannot be reached. Failure to notify the clinical preceptor **and** clinical coordinator will result in an unexcused absence that will remain on the student's record for the entirety of the program. Disciplinary action for this behavior is as follows:

- First unexcused absence will result in a verbal counseling.
- Second unexcused absence will result in a written warning.
- Third unexcused absence will result in dismissal from the program.

Clinical Make-Up Procedures:
Any student who is requesting to complete time missed due to an absence or unforeseen circumstance must contact the Clinical Coordinator and complete a "***Clinical Absence Completion Form."*** No make – up time will be accepted without prior completion of this form.

Professional Day
One professional day is available for each student during the program of study to provide an opportunity for advancement within the professional field (job orientation, job interviews, etc.). A professional day request must be submitted in writing to the Program Director, with appropriate documentation of the

event, one-week prior to the designated date. Each request will be reviewed and evaluated on an individual basis in lieu of professional merit.

Return to Clinical Following Injury/Illness

Any student returning from an absence caused by surgery, orthopedic pain/injury, pregnancy, or work/school related restrictions, must present written documentation for a "return to work status" from their personal healthcare provider to the Student Health Center and the Program Director. Documentation must indicate the date the student may return to school (didactic/clinical) and any restrictions. Restrictions will be evaluated on a case-by-case basis and depending on the limitations/restrictions could result in the inability of a student to continue in program matriculation.

Before returning to school (didactic/clinical) from an absence related to an actual or probable infectious condition including (*i.e.*, pink eye, diarrhea/vomiting, rash, draining wounds or influenza), the student must contact the Student Health Center at the request of faculty. The student may also be requested to present documentation from their personal health care provider stating that they are no longer infectious and are cleared from medical attention to return to class/clinical.

All documentation related to the issues above shall be presented to the Student Health Center and Program Director for personal keeping in the student's file.

Program Re-admission:

Pregnant students and voluntary withdrawals: Students that have left the program due to voluntary withdraw or other unforeseen circumstances and are in good academic standing are eligible to return to the program within one-year of departure. Students can continue where they left off in training, if it is within the one-year time frame and clinical placement is available.

Readmission applicants and program transfers applying to subsequent semesters are considered on a clinical space available basis.

Re. 07/11

NEBRASKA METHODIST COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

Disciplinary Action

Purpose:

Students will abide by the policies of Nebraska Methodist College as set forth in the College catalog. In addition to these policies, students will conduct themselves in a professional manner while at the clinical sites. Each student must have a thorough understanding of the Radiologic Technology Program Policies, Clinical Site Policies, and an awareness of what is expected of them. The purpose of this policy is to provide an understanding of student counseling and disciplinary action. Application of these guidelines must be consistent so that all students receive similar treatment for similar offenses.

Policy:

Disorderly Conduct:
Any conduct that is disorderly or obscene, that causes a breach of peace on campus or at any college-sponsored function, will not be tolerated.

a. No student shall disrupt a class session in progress.
b. No person shall strike, push, or physically assault any student, faculty, staff, or visitor to the campus.
c. No student shall attempt to enter any college-sponsored event without proper identification, as determined necessary by the college.
d. Oral or written conduct or expression that slanders, harasses, demeans, degrades, bully, discriminate, or threatens and/or are offensive to the prevalent standards of the college, its student body, or its community, is prohibited.

POSITIVE DISCIPLINE: Positive discipline means that the program's/supervisor's efforts shall be directed toward developing the student and aiding him/her to achieve and maintain the status of a competent student. Activities cited in this provision are not intended to be all inclusive, and are used here as examples only. Sometimes violations may lead to immediate termination from the program. Many of the violations listed below specifically refer to clinical training while at the clinical sites.

- Habitual tardiness or absenteeism.
- Failure to call clinical preceptor/clinical coordinator in a timely manner if absent or late.
- Interfering or refusing to cooperate with security personnel.
- Gambling on college premises or the respective clinical site.
- Any negligent or careless act which results or might have resulted in property damage or personal injury to himself/herself or another person.
- Wasting time, material, or supplies at the clinical sites.
- Contributing to unsanitary conditions or poor housekeeping.
- Failure to properly and specifically document situations when it is professionally responsible to do so.
- Violating a safety rule of safe practice or failure to file an incident report.
- Marginal or poor clinical performance due to attitude, physical condition or lack of interest.
- The display of traits, actions, or attitudes contrary to Nebraska Methodist College or clinical site principles.

- Failure to work effectively and/or in harmony with supervision and/or co-workers.
- Posting, altering, or removing any printed or pictorial material on bulletin boards or clinical site property.
- Threatening, intimidating, coercing, or interfering with fellow students or employees on the premises.
- Inappropriate language (profanity) on campus or in the clinical setting.
- Smoking in areas where smoking is prohibited.
- Leaving the clinical site without permission of the clinical preceptor, Departmental Supervisor, or Clinical Coordinator.
- Failure to follow clinical site instructions, verbal or written.
- Vending, soliciting, or collecting contributions for any purpose unless authorized by Administration.
- Distributing written or printed material of any description on the premises unless approved by Administration.
- Disorderly conduct, provoking, or instigating a fight on clinical site premises.
- Reporting to clinical under the influence of alcohol or drugs.
- Insubordination
- Disregard for clinical site policies
- Failure to follow student policies per this manual.

The following discipline will be followed unless termination is warranted due to the severity of the infraction. Program faculty will investigate the situation and decide upon the appropriate measures to pursue. Disciplinary action shall fall into one of the following categories: **verbal warning, written warning, developmental action plan, and course failure/dismissal from the program.** These interventions are not in lock-step order, meaning that any category may be initiated at any time. However, disciplinary action will not be presented in a greater to lesser consequence fashion.

a. **VERBAL WARNING –** Program faculty will notify the student that continuation or repetition of specified conduct may be cause for further disciplinary action. This verbal warning will be documented in the student's file and will remain a permanent piece of literature for the entirety of the program.

b. **WRITTEN WARNING -** A written reprimand may be given to a student whose conduct violates any part of these regulations or policies. A written warning signifies that the student is being given a final opportunity to conduct him/herself as a proper member of the program and that any further violation could result in immediate dismissal from the program. Any student involved in a written warning violation may be subject to a developmental action plan.

c. **DEVELOPMENTAL ACTION PLAN –** This is a written plan developed collaboratively between faculty of the program and the student and is directed toward establishing strategies that will improve the students behavior (didactically or clinically). Any student who fails to meet the requirements outlined in accordance to the action plan will be dismissed immediately from the program.

d. **COURSE FAILURE/DISMISSAL FROM PROGRAM -** Any student who fails in the above processes or meeting any developmental action plan may be dismissed from the program.

IMMEDIATE TERMINATION: Students are to use their common sense and honesty to avoid discipline. The listing below is not intended to be all-inclusive, but is illustrative of conduct which may result in immediate termination from the program.

- Concealment of a mistake which could affect the safety of himself/herself from another person.
- Unauthorized use or possession, within the college, the clinical site or on its grounds, of narcotics, drugs, alcohol or substances that alter mental and/or physical conditions so as to impair or impede normal function.
- Immoral conduct
- Sleeping during clinical training
- Intentional falsification or omission of information on any clinical site record.
- Unauthorized removal of or conversion to personal use of any clinical site property, property of the patient, physician, vendor, visitor, student, or employee.
- Unauthorized possession of a firearm or explosive on the college premises or clinical site premises.
- Any willful act injurious to the clinical site or its reputation.
- Violation of patient confidentiality, including but not limited to, accessing patient information without a need to know.
- Failure to maintain academic and clinical practicum standards.

At any time during this process, a student may be referred to counseling in addition to, or in place of, other sanctions. In the event a student is believed to be in immediate danger to him/her or others due to psychological difficulties, the student may be required to obtain a professional evaluation and treatment in order to remain enrolled as a student.

Students that disagree with their discipline procedure may appeal via the program grievance procedure.

Re. 08/10

RADIOLOGIC TECHNOLOGY PROGRAM

Grievance Procedure

EXTERNAL—(Please reference College Catalog—Concerns and Complaints)

Purpose:

Any person external to the College having a complaint against the College has a mechanism by which to report the complaint and seek resolution.

Policy:

External constituents with concerns or complaints against the College should call 402-354-7000. The receptionist will field the request and direct the concerned party to the appropriate administrator. The administrator taking responsibility for the concern will record the nature of the concern and also record any actions taken by the College to address the concern. All concerns reported to an administrator of the College are kept on file in the office of the Vice President for Student Affairs for 10 years.

INTERNAL

Purpose:

To make explicit the process by which students and clinical faculty may voice a concern or complaint and seek resolution in any claim of grievance filed within the Radiologic Technology Program at Nebraska Methodist College.

Policy:

Documentation of complaints will be kept on file in the office of the Program Director of Radiologic Technology for a period of 10 years.

1. **Student**

   Nebraska Methodist College has formal complaint policies for academic and non-academic student concerns. The policies are available in the College Catalog, which can be accessed online at http://www.methodistcollege.edu/currentstudents/catalogs/collegecatalog/index.asp. Under the General Student Policies link, scroll down to Resolution Process for Academic and Non-Academic Student Concerns.

   1. Phase one involves discussion of the concern between the student and the involved faculty member or other involved party.

   2. If resolution is not reached, the Dean of Students may be contacted for academic complaints, or the Program Director may be contacted for non-academic complaints. An investigation will be conducted by the contacted administrator to determine whether a formal appeal is warranted. The formal appeal, if warranted, will be scheduled within 10 days of the request.

3. If a complaint cannot be resolved satisfactorily through the above steps, the student may pursue a Judicial Board Hearing. To convene a Judicial Board Hearing, the student should contact the Dean of Students.

2. Clinical Faculty

1. Clinical faculty having complaints regarding the students or the Radiologic Technology Program at Nebraska Methodist College should contact the Clinical Coordinator via phone or email to discuss the concern. The Clinical Coordinator may contact the clinical faculty to clarify and/or resolve the issue.

2. If resolution is not reached, the Clinical Coordinator will contact the Program Director, and may involve the Dean of Health Professions, in determining how the issue should be resolved.

3. Steps taken or planned to resolve the complaint will be communicated by the Clinical Coordinator to the Clinical Faculty.

Grade Appeals/Dismissals

Questions about grades should be made to the individual class instructor or the Program Director of Radiologic Technology. Grade appeals for courses should be addressed through policies contained in the College Catalog.

JRCERT Non-Compliance Policy

The Radiologic Technology Program at Nebraska Methodist College:

1. Follows due process upon written receipt of signed allegations indicating non-compliance with the STANDARDS or not following JRCERT accreditation policies.

2. Acts when alleged practices or conditions indicate non-compliance of the program with the STANDARDS or failure to follow JRCERT accreditation policies.

3. Reports substantiated complaints to the United States Department of Education or appropriate state agency regarding the accredited program.

JRCERT Standards of Accreditation Complaints

Complaints regarding the educational quality or practices of the program as they relate to the Standards of Accreditation are outlined as follows:

Procedure:

1. Individuals are highly encouraged to first seek resolution of complaints regarding program accreditation through proper internal channels of the college. Upon exhausting the institution's/program's grievance procedure, allegations may be submitted directly to the Joint Review Committee on Education in Radiologic Technology (JRCERT) for review.

2. To be considered, complaints must be received by the JRCERT from students, parents, attorneys, the general public, employees, or clinical constituents. The complaints must be signed and contain sufficient detailed information to make the exact nature of the complaint clear. An address must be provided for return correspondence.

3. Complaints received by the JRCERT members or staff are processed according to established procedures. If the complaint is judged to relate to accreditation standards, the institution is notified and requested to respond.

4. After the JRCERT reviews the response, action will be taken if needed, including possible site visitation, more generally, issuing recommendations to correct the situation with a documented report of remedial actions required within a specific period of time.

Individuals may forward complaints regarding the education quality or practices of the program as they relate to the Standards of Accreditation to:

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, Illinois 60606-3182
312.704.5300 / (Fax) 312.704.5304
www.jrcert.org

Re. 07//11

RADIOLOGIC TECHNOLOGY PROGRAM

Communication Guidelines/Hierarchy

Purpose:

To provide a clear chain of communication for the student to follow to seek resolution of a problem that may arise in the classroom, laboratory, or clinical setting. As part of the professional expectations of a student, the student is always encouraged to seek immediate resolution by directly engaging the party involved. When this is not possible, the student is expected to use the following line of communication. If the student feels the need to deviate from this procedure, he/she may do so, but must be able to explain why they did not follow the established procedure.

Policy:

Academic:

1. The student should notify the course instructor of the issue or concern to seek resolution.
2. If the desired outcome is not reached the student should then report the issue/concern to the Program Director.
3. If the issue cannot be resolved at the Program Director level, the Program Director will take the matter to the Dean of Health Professions. The student may take their concern directly to the Dean of Health Professions if the issue is with the Program Director.
4. The Dean of Academic Affairs will be contacted if the matter is not successfully resolved with the Dean of Health Professions.
5. The student has the option of initiating the Judicial Process if the student feels that the matter has not been addressed to their satisfaction.

Clinical:

1. The student should notify the designated clinical instructor/preceptor or a clinical staff member about the situation.
2. The clinical instructor/staff will notify the Clinical Coordinator of the situation and whether or not the matter was successfully resolved.
3. The clinical coordinator will schedule a meeting with the student involved and involve the clinical instructor or department manager as necessary. The Program Director will be notified of the issue and the planned steps for intervention.
4. The Program Director will notify the Dean of Health Professions in situations requiring further intervention.

Please note: The Clinical Coordinator, Program Director, and the Dean of Health Professions utilize an "open door" policy in regard to student issues or complaints. The student may unofficially seek advice (regardless of the chain of communication), if the student is unsure of how to handle the situation.

Re: 07/11

RADIOLOGIC TECHNOLOGY PROGRAM

Student Counseling/Advising

Purpose:

To ensure students are apprised of their academic progress in a timely fashion throughout their program of study.

Policy:

Faculty within the Radiologic Technology Program will meet with students regularly each semester to discuss their academic progress within the program. Student counseling also involves advising the student in their academic endeavors. To better serve the student, it is advised that the student:

1. Meet regularly with your academic advisor to discuss goals, both short and long range, and options at Nebraska Methodist College for meeting those goals.

2. Become and stay aware of current information regarding your academic advisors name, office location and hours, telephone number, and/or email address.

3. Accept responsibility for your education and seek counsel, not decisions, from your academic advisor.

4. Read and stay aware of college policies as stated in the college catalog as well as the Radiologic Technology Program Handbook.

5. Make and keep appointments for advising with your academic advisor. Notify advisor in advance if, for any reason, you are unable to keep an appointment.

6. Make your academic advisor aware of any special circumstance that could ultimately affect your educational endeavors at Nebraska Methodist College.

7. Strongly consider advice offered by your academic advisor and act upon those recommendations in a timely manner.

8. Come prepared for your advising appointment.

Remember, faculty of the Radiologic Technology Program maintains an open door policy with all students!

Re. 07/11

RADIOLOGIC TECHNOLOGY PROGRAM

Radiation Protection and Safety

Purpose:

No amount of radiation exposure is safe and therefore, must be respected. As such, students must be cognizant of sound radiation protection practices for themselves, their patients, and co-workers. Students cannot participate in procedures using unsafe radiation protection practices. The ALARA (As Low As Reasonably Achievable) principle will be used for radiation protection of the student and the patient.
The purpose of this policy is to ensure that students are monitored and safeguarded against unsafe levels of radiation exposure.

Policy:

Nebraska Methodist College Radiologic Technology Program recognizes and abides by the Nuclear Regulatory Commission's *10 CFR Part 20- Standards for Protection Against Radiation* including the following:

- Subpart A: General Provisions
- Subpart C: Occupational Dose Limits
- Subpart D: Radiation Dose Limits for Individual Members of the Public
- Subpart F: Surveys and Monitoring
- Subpart L: Records

NCR *10 CRF Part 20* can be found on the Internet at the following address: www.nrc.gov/reading-rm/doc-collections/cfr/part20/

The program and clinical affiliates will provide sound educational theory and proper radiation protection devices to maintain safety of the students, staff, and patients. Clinical affiliates are committed to keeping individual and collective radiation doses as low as reasonably achievable (ALARA).

- Annually, the Radiologic Technology Program Director will perform an annual review of the Radiation Safety Program at Nebraska Methodist College.
- During the program curriculum radiation protection is an ongoing evaluated activity in didactic and clinical coursework.
- Radiation safety will be discussed and demonstrated during the major core radiology coursework, specifically RAD115 Radiographic Imaging I (Radiation Protection Procedures for Patients and Personnel) and extensively in RAD140 Radiation Biology and Protection.
- Clinical affiliates will provide radiation safety devices such as aprons, gloves, thyroid shields, and whole body shielding devices as appropriate for the circumstances of the examination.
- Clinical affiliates will assure that clinical radiographic equipment is in compliance with state and federal safety regulations.

Radiation Monitoring and Limits

All faculty members and students in clinical education are provided radiation dosimeter badges for monitoring of radiation exposure levels received. The following points should be noted about dosimeter badge use:

- Dosimeter badges must be worn at all times when in the clinical setting.
- Dosimeter badges are provided for student clinical activities and are not to be worn at any other time. Badges are not to be worn outside of clinical education during outside employment involving radiation exposure.
- Students are fully responsible for their radiation dosimeter badges. Students are advised that radiation dosimeter badges could be affected by heat and humidity if stored improperly.
- Radiation dosimeter badges are to be worn at the collar, outside the lead apron, to monitor exposure to sensitive organs such as the thyroid and lens of the eye.
- Students that voluntarily declare a pregnancy will be required to wear an additional radiation dosimeter badge inside the apron at waist level. (Please refer to Policy #8).
- Pre-professional students (first semester of the program) will receive radiation dosimeter badges prior to clinical rotations beginning the second semester of the program. This action is predicated on students not completing any clinical rotations during the first semester of the program.

Radiation dosimeter badges will be changed quarterly in compliance with dosimetry services. The Program Director will exchange dosimeter badges accordingly and be responsible for sending badges off to be processed. Resultant reports will be disseminated in the following manner:

- The original report will be kept on file in the Radiation Safety Officers (RSO) office.

- The Radiation Safety Officer of the program will meet with students quarterly as reports become available, for review. After review of the report, students will initial and date the dosimeter report indicating compliance has occurred with the Standards of Accreditation.

- Unusual reports or high exposures will be discussed immediately by the Program Director, Radiation Safety Office, clinical preceptor, and/or affiliate physicist. The student will be counseled about the report and provided review of safety practices and suggestions for more prudent radiation safety practices.

- In accordance with the above radiation policies, students (over the age of eighteen) may receive a dose limit of 5000 mrem/year. To assure dose limits are not exceeded, the following monthly limit has been set by the Radiologic Technology Program:

    1. Counseling of a student if a quarterly dosimeter report exceeds 500mR.

    2. Efforts will be made to assure fetal dose limits do not exceed 0.5 rem (500mrem) gestational or 0.05 rem (50mrem) monthly. The Radiologic Technology Program Radiation Safety Officer (RSO) will meet monthly with every pregnant student to discuss dosimeter badge dose limits as soon as dosimetry reports have been received.

    3. Pregnant persons cannot exceed the 500 mrem dose per gestational period (50 mrem per month) recommendation based on the embryo as an “involuntary visitor”.

    4. Students shall not exceed state and federal guidelines for radiation exposure.

5. Students should make Nebraska Methodist College Radiologic Technology Program aware of outside work that may expose them to radiation so reciprocity for exchanging radiation dosimeter badge information can be accomplished.

6. All students are apprised of their radiation dosimeter levels during counseling sessions completed each semester. If upon receipt of the radiation dosimeter report student readings warrant concern, students are notified immediately and follow-up is conducted on behalf of the Program Director.

Student Conduct

The following unsafe radiation practices are grounds for discipline up to and including dismissal from Nebraska Methodist College Radiologic Technology Program. Examples of unsafe radiation practices include, but are not limited to:

- Taking radiographic exposures intentionally or unintentionally on fellow students or others. All radiographic exposures of humans are to be taken for a medically valid reason and through proper channels in the medical center (with orders from a physician).

- Attempting any procedure under indirect supervision without fulfilling criteria outlined in accordance with indirect supervision requirements found in Policy #18.

- Repeating films without **direct supervision** of a registered radiologic technologist as found in Policy #18.

- Participating in portable radiography, fluoroscopy or any other activity that will cause the student to receive radiation exposure without wearing proper lead aprons and radiation protective devices.

- Being in a radiographic or fluoroscopic room for no reason during the radiographic exposure.

- Repeating films by not properly measuring patients or utilizing technique charts with proper phototiming or conventional radiographic techniques.

- Manually holding films instead of using available mechanical film holding devices, if possible.

- Routinely holding patients instead of using restraint devices available for the radiographic exposure.

- Tampering with radiation dosimeter badges or radiation reports.

Re: 07/11

NEBRASKA METHODIST COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

Radiology Laboratory Utilization

Purpose:

The purpose of this policy is to monitor appropriate utilization of the radiology laboratory on campus, particularly during off-hours.

Policy:

All students enrolled in the Radiologic Technology Program at Nebraska Methodist College have access to the radiology laboratory by use of their NMC I.D. badge. The use of radiology and computer equipment is restricted to students enrolled in the radiologic technology program.

Procedure:

1. Since the radiography laboratory on campus is **not** an energized unit capable of eliciting ionizing radiation, the student may enter the radiology laboratory at any time in which a class is not in session. Due to potential liability issues, the student must obtain permission from faculty for any non-radiology student present in the lab. Under no circumstances will children be allowed in the radiology laboratory.

2. Students may utilize the computer in the radiology laboratory with the understanding that it is restricted by all NMC computer access policies.

3. Any radiology equipment that is borrowed from the laboratory (*i.e.*, for class assignments, experiments, etc.), must be checked out by a radiology faculty member. All equipment is to be returned in a timely fashion to its original location of storage. Special care must be taken when handling all equipment as some components may be fragile. All radiographic equipment in the laboratory **must** be turned off when not in use. This includes all circuit breakers located in the laboratory setting.

Re: 07/11

NEBRASKA METHODIST COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

Inclement Weather Policy

Purpose:

To inform students in the Radiologic Technology Program of procedures for handling inclement weather or disruptions in college operations.

Policy:

Severe Weather/Cancellations:

Residential Classes (on-campus)—If a radiology faculty member cancels a class due to severe weather or other emergency, he/she will initiate the "Phone Tree" and post a message on the campus platform "Angel". Official college closing for the Josie Harper Campus will be communicated through E2campus text messaging service and alerts will be posted on the College website and on the College Hotline.

Clinical Site Rotations—In the event of severe weather, the program does not expect or wish students to risk injury to reach their clinical education site. Providing this is not the case, every REASONABLE effort should be made to arrive at the usual time scheduled as outlined in accordance with the student's clinical rotational schedule. The ultimate decision concerning personal safety in the event of severe weather or any emergency is the responsibility of the individual, regardless of the final decision of the College.

Announcements Concerning Disruption in College Operations:

1. Information will be recorded on the College Hotline at 354-7222.
2. Information will be texted through E2Campus to emergency text-message subscribers.
3. Information will be emailed to all Nebraska Methodist College email account holders.
4. Information will be posted on the College Website Alert Notification Page.
5. If necessary, the College Emergency Phone Tree will be activated.

Re: 05/10

NEBRASKA METHODIST COLLEGE
Radiologic Technology Program

Clinical Supervision Policy

*Purpose**:***

To ensure proper supervision is maintained at all times in the clinical setting with all Nebraska Methodist College Radiologic Technology students.

Policy:

Direct/Indirect Supervision Definitions:

Direct Supervision--student supervision under the following parameters:

- A registered radiographer reviews the procedure in relation to the student's didactic progress.
- A registered radiographer evaluates the condition of the patient in relation to the student's knowledge.
- A registered radiographer is present in the exam room during the entire procedure.
- A registered radiographer reviews and approves the procedure.
- A registered radiographer is present during the student performance of any repeat of an unsatisfactory radiograph.

Indirect Supervision--for radiography, that supervision provided by a registered radiographer, immediately available, to assist students regardless of the level of achievement. Immediately available is interpreted as the presence of a registered radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use. The supervising technologist must evaluate each patient's condition with the student before proceeding with the examination.

All of these criteria must be met to qualify for indirect supervision of a student:

- The student must have completed competency satisfactorily in the exam being performed.
- The supervising registered radiologic technologist must feel confident the student has requisite knowledge and patient care skills in order to perform the examination independently in a successful manner.
- A registered radiologic technologist must approve all films completed.

All repeat examinations that need to be performed, regardless of a student working under direct or indirect supervision, must be completed with direct supervision! No exceptions.

Students may document in the patient's chart at the discretion of the clinical site. Students may provide written documentation as long as the student and technologist both sign-off on the entry.

General Policies:

These policies cover all clinical rotations including ancillary rotations.

- In accordance with the definition of direct supervision, a technologist must be present for the entire examination when a student is performing that examination to verify or demonstrate competency.

- Upon completion of any necessary surgical orientation, students may accompany a radiologic technologist to surgery or be scheduled for a surgical clinical rotation. All surgical and mobile rotations are to be completed under the **direct supervision** of a registered radiologic technologist.

- If a student is requested to stay late for an examination, the student may stay to help if the case is near completion. If the student stays beyond the scheduled clinical time frame, the supervising radiologic technologist should report this to the clinical preceptor so compensation of time can be scheduled for the student.

- Personal phone and pager calls should be kept to a minimum.

- In the event a student feels a radiologic technologist does not want to work with them, it should be communicated to the clinical preceptor of that site.

- Students are responsible for assisting in all aspects of the radiology department.

- When examinations include fluoroscopy as part of the routine, students will be allowed to fluoroscope under direct supervision of a registered technologist and with the approval of a Radiologist.

- Students employed outside of scheduled clinical hours (Student Technologist), cannot monitor or supervise any students in the clinical setting.

- It should be noted that students are responsible for providing their technologist with cognitive/affective domain objectives they wish to achieve while in these particular clinical rotations.

- Upon permission of the clinical preceptor, students may study in the department if patient census is low and time permits in accordance with the clinical affiliates.

- Under no circumstance are students to be working with non-registered technologist. This is against the Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards of Accreditation.

Clinical Training for Students:

- Technologists must be aware that students need to abide by the rule of direct and indirect supervision as stated above.

- The Radiologic Technology clinical preceptor will be responsible for scheduling the student with a technologist daily. The supervisor, contact person, or clinical preceptor will update the student when changes are needed in the student's clinical rotational schedule.

- Clinical hour time-frames will be determined per clinical site and student schedules will reflect these hours. Generally, clinical time frames occur from 8:00a.m.-4:30p.m. (Clinical Rotations) and 7:30a.m.-4:00p.m. (Hospital Rotations). Any clinical time missed will be completed at the end of the program in accordance with program policies and procedures. In addition, students may not voluntarily relinquish their lunch break to shorten their clinical time frame.

Other Rotations (ancillary):

- Radiologic Technologist must be aware that students need to abide by the rule of direct and indirect supervision as previously stated.

- In the event of equipment malfunctions, low patient census, or any other reason a work reduction would occur, the student will report to the clinical preceptor for reassignment.

- Students shall not exceed 40-hours per week of didactic and clinical training in accordance with JRCERT Standards of Accreditation.

Re: 8/10

NEBRASKA METHODIST COLLEG
RADIOLOGIC TECHNOLOGY PROGRAM

Clinical Dress Code

Purpose:

It is important that the student portray a professional image to those with whom he/she comes into contact. Inappropriate dress and grooming detracts from the patient's confidence in the quality of their care.

Policy:

All students will be expected to adhere to the following dress code policy and the policies of their clinical sites.

Procedure:

1. Personal Grooming—Good taste indicates that haircuts, hairstyling, and personal grooming be neat and conservative. Grooming and style should also be practical so as to enable one's duties to be performed without embarrassment or inconvenience.

    a. Hair must be neat. If long, it must be tied back.
    b. Mustaches and beards, if worn, must be neat and trimmed.
    c. Excessive make-up and fragrances are not appropriate and will not be tolerated.
    d. Rings, if worn, should be low profile and limited to one finger per hand.
    e. Necklaces, if worn, should be close to the neck and limited in number.
    f. Earrings, if worn, should not exceed 1 inch in diameter. If more than 2 earrings are present per ear, the others must be removed or covered. No other visible piercing is permitted to be worn while in the clinical setting.
    g. Visible body art is not allowed. Any visible tattoos must be covered prior to attendance at any clinical site.
    h. Fingernails should be maintained in a professional manner, be closely trimmed, and should not interfere with patient care or professional duties. False fingernails are strictly prohibited. Nail polish, if worn, should be subdued in color.

2. Dress – All students will arrive at the clinical site in a clean uniform. Individual clinical sites may or may not have additional stipulations.

    Navy uniforms shall be worn. All uniforms must remain in good repair. No rips, tears or holes will be permitted. Uniforms must not be binding or constricting, but allow for ease of movement while bending or reaching.

    Surgical scrubs will be worn only when required by the individual rotation or department. Shoe covers and masks may not be worn outside the surgical area unless specifically instructed to do so.

In addition:

a. Lab coats may be worn, but must be navy to match the color of the original scrub top.
b. The College insignia patch must be worn on the upper left sleeve of the uniform, two inches down from the shoulder seam and be visible at all times. Patches must be purchased in the College Bookstore.
c. Name badges must be worn at ALL TIMES and shall be worn on the uniform so that the student's identity is readily visible to the patient. Students are not allowed to wear name tags at waist level.
d. A radiation badge must be worn on the collar at all times.
e. Clean shoes are required. Athletic shoes are acceptable and must be white. Some color will be allowed, but must maintain an overall appearance of white in color. High heels or opened toed shoes are not allowed as they pose a safety risk.
f. Only white crew socks or knee high socks are allowed. No ankle socks or Peds (footies) shall be worn.
g. Words, pictures, and/or symbols displayed on clothing, other than the insignia patch, are not allowed.
h. A white shirt is allowed to be worn underneath a uniform top, but must be tucked in. It must be a cotton blend; thermal or nylon fabric is not allowed due to static discharge.

3. Students will be dismissed from the clinical setting if they are not in compliance with the dress code and asked to go home and change, if necessary.

4. All clinical time lost in this manner will have to be made up. (See Attendance Policy #10)

Re. 07/11

NEBRASKA METHODIST COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

Clinical Affiliate Policies

Purpose:

The clinical component of the program is an integral part of the overall success of the student. Therefore, clinical affiliate policies and procedures will be obeyed at all times.

Policy:

All students will verify that they have reviewed and understand specific clinical affiliate policies. Assigned by the clinical preceptor, these policies will include, but are not limited to standards of practice, patient care, infection control, physical safety, radiation safety, departmental administration, radiology routines, parking, smoking and security. These policies will be covered in detail at the start of your clinical rotations or during clinical orientation.

Failure of a student to abide by the policies set forth by our clinical affiliates during clinical preceptorship will result in immediate termination of the program.

Re. 08/10

NEBRASKA METHODIST COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

Medical Error Reporting

Purpose:

It is a professional obligation to immediately report and actively prevent medical errors. Because students will be working with patients in a healthcare setting, there is a potential for error, and the possibility of identifying the potential for error. Students have an obligation to report any errors that may have gone unnoticed so that patient safety can be maximized. The purpose of reporting error, in addition to its direct impact on the patient affected, is to develop a plan to prevent such errors in the future.

Policy:

1. When a student feels that an error in practice has occurred (whether or not they made the error), it is their responsibility to inform the clinical staff member as soon as reasonably possible.

2. If the student fears possible repercussions from reporting the error, they should contact either the Clinical Coordinator or Program Director immediately.

3. Depending on the nature of the error if committed by the student, a plan for remedial education may be required.

Re: 05/10

NEBRASKA METHODIST COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

Clinical Documentation

Purpose:

Verification of experiences gained while in clinical rotations is essential for maintaining and providing high quality education to students.

Policy:

Students are required to complete various types of program documentation. It is the student's responsibility to maintain their own documentation and records. Examples of these forms are provided in the Radiologic Technology Program Clinical Handbook, as well as the Clinical Instructors Manual.

Procedure:

1. Documentation is the responsibility of the student.

2. Responsibility for documentation is as follows:

Daily	**As Required**
Exam Log Reports	*Progress Assessments*
Attendance Log Sheets	*Clinical Verification/Competency Forms*
	Additional Program Clinical Assessment Forms

3. Students are expected to maintain current documentation while a student in the Radiologic Technology Program at Nebraska Methodist College.

4. Documentation will be collected regularly by program faculty.

5. If a student does not keep documentation current and available for collection, disciplinary action may result and the overall clinical grade reduced. Deadlines will be delineated to all students in each Clinical Practicum course syllabi and will be determined by program faculty.

6. Discussion of grades with other students and/or clinical staff is strictly prohibited and can be a reflection of unprofessional on the part of the student. Any concerns with a student's grade should be discussed with faculty and administration of the program. The College is strongly committed to protecting the confidentiality of each student's academic records.

7. The falsification, forgery, or misrepresentation of clinical documentation will result in disciplinary action and/or dismissal from the program as outlined in Policy #11.

Re: 07/11

NEBRASKA METHODIST COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

Clinical Site Rotation Evaluations

Purpose:

The Clinical Site Rotation Evaluations (Student Progress Assessments) provides communication between the clinical staff, program faculty, and the student regarding the student's performance in the clinical setting. This evaluation is meant to effectively measure the performance (professional and technical skills) of a student and provide feedback at the end of each five-week clinical rotation. Feedback may include praise for noteworthy performance and analysis of deficient performances.

Policy:

A clinical preceptor/staff radiologic technologist will complete a Student Progress Assessment at the end of each five-week clinical rotation.

Procedure:

1. The student will give the Student Progress Assessment to the clinical preceptor/staff radiologic technologist at the end of each five-week clinical rotation.

2. If a student is asked to leave a clinical education site due to performance issues, is on a Developmental Performance Plan, or fails a Student Progress Assessment, the student may be subject to disciplinary action up to and possibly including, dismissal from the program.

3. The Student Progress Assessment will be returned to the Clinical Coordinator via interdepartmental mail or secured in a lock-box on site from which the Clinical Coordinator will pick up during student clinical site visits.

4. After the assessment has received a grade, the student will set up an appointment with the Clinical Coordinator to review and discuss the evaluation in detail. Any questions or concerns will be addressed at that time with the Clinical Coordinator, and, if necessary, the Program Director.

5. Any concern that warrants immediate attention in the clinical setting should be brought to the immediate attention of the Clinical Coordinator in order to rectify the situation as quickly as possible. In the event the Clinical Coordinator cannot be reached, clinical sites are strongly encouraged to contact the Program Director, who will immediately address the situation.

6. In order to maintain a level of professionalism in the clinical setting, students are discouraged from discussing their evaluations with fellow students, clinical staff, or technologists. Any questions or concerns on the part of the student should be addressed with the clinical preceptor or faculty within the program.

Re: 07/11

NEBRASKA METHODIST COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

Verification/Clinical Competency Requirements of the Student

Purpose:

As part of a student's educational program, candidates applying for registry certification with the American Registry of Radiologic Technologists (A.R.R.T.) must demonstrate competence in clinical activities. Demonstration of clinical competence means that the Program Director or clinical/faculty designee has observed the candidate performing the procedure, and that the candidate performed the procedure independently, consistently, and effectively. Candidates must demonstrate competence in the following areas listed below:

- Six mandatory general patient care activities.
- Thirty-one mandatory radiologic procedures.
- Fifteen elective radiologic procedures to be selected from a list of 35 procedures.

Policy:

As identified by the American Registry of Radiologic Technologists (A.R.R.T.) Clinical Competency Requirements for Radiography:

1. **General Patient Care**
   Requirements: Candidates must demonstrate competence in all six patient care activities listed (CPR, Vital Signs, Sterile and Aseptic Technique, Venipuncture, Transfer of Patient, Care of Patient Medical Equipment). The activities should be performed on patients; however, simulation is acceptable if state or institutional regulations prohibit candidates from performing the procedures on patients.

2. **Radiologic Procedures**
   Requirements: Candidates must demonstrate competence in all 31 procedures identified as mandatory clinical competency requirements by the A.R.R.T. Procedures should be performed on patients; however, up to eight mandatory procedures may be simulated if demonstration is not feasible.

   Candidates must demonstrate competence in 15 of the 35 elective procedures identified by the A.R.R.T. Elective procedures should be performed on patients; however, electives may be simulated if demonstration on patients is not feasible.

   Institutional protocol will determine the positions or projections used for each procedure.

   Demonstration of competence includes requisition evaluation, patient assessment, room preparation, patient management, equipment operation, technique selection, positioning skills, radiation safety, image processing, and image evaluation.

Simulations: The A.R.R.T. requirements specify that certain clinical procedures may be simulated. Simulations must meet the following criteria: (a) the student is required to competently demonstrate skills as similar as circumstances permit to the cognitive, psychomotor, and affective skills required in the clinical setting; (b) the program director is confident that the skills required to competently perform the simulated task will generalize or transfer to the clinical setting. Examples of acceptable simulation include: demonstrating CPR on a mannequin; positioning a fellow student for a projection without actually activating the x-ray beam, and evaluating an image from a teaching file; performing Venipuncture by demonstrating aseptic technique on another person, but then inserting the needle into an artificial forearm or grapefruit.

Procedure:

The student will go through three stages to become competent in a procedure. The first stage is the classroom and laboratory instruction and testing. The second stage is performing verification in the clinical setting. The third and final stage is completing a competency evaluation.

Verification:

The student will have completed the proficiency requirements **prior** to any verification. Those requirements are:

1. *Lecture with objectives for each chapter.*
2. *Successful completion of the written chapter positioning test with a minimum score of 75%.*
3. *Satisfactorily simulate positions in a laboratory setting.*
4. *Satisfactorily complete the laboratory objectives and simulations through verification of a laboratory practicum check-off.*

Once the proficiency requirements are met, the student may verify by performing the specific examination in a clinical setting. The verification form provided by the student serves as a preliminary audit of the student's competency. When observing the verification exam, a registered radiologic technologist should evaluate and comment on the student's proficiency in the following areas:

- *Radiation Protection*
- *Positioning*
- *Techniques*
- *Equipment Utilization*
- *Professional Patient Rapport*
- *Confidence*

Proper evaluation of the student requires the radiologic technologist to be in the room at all times. The radiologic technologist may make minor corrections in the positioning and techniques. However, the student should display confidence in performing the examination. If the radiologic technologist does not feel the student is ready to perform the exam for verification, or is not ready to perform without assistance, they may refuse to verify the student. At this time, the radiologic technologist should notify the clinical preceptor of the facility so further assistance may be given to the student. If the radiologic technologist feels the student is ready to demonstrate competency, the verification form will be completed recording any adjustments made during the examination. Comments are encouraged on the verification form by both the student and technologist. No grade is assigned to the verification form. The student will be responsible for keeping this form in their clinical notebook.

This form requires the student's name, the exam being verified, the date the exam was performed, the radiologic technologist signature who evaluated the examination, the unit (file) number or whatever method is utilized by the facility in retrieving radiographs, and any comments necessary.

Clinical Competency:

The student will have satisfactorily completed the examination for verification prior to performing a clinical competency. Students are encouraged to achieve as much proficiency as needed before requesting to demonstrate a procedure for competency. When a student performs an examination for competency they must inform the technologist of their intentions **prior to beginning the exam**. The student must perform all positioning and set all techniques to achieve competency. If the radiologic technologist feels a repeat radiograph will result, they may make corrections to prevent unnecessary exposure to the patient. Repeat radiographs must be supervised and documented by the supervising technologist with written comments entailing the reason for the repeat film on the actual competency form.

While supervising the competency examination, the radiologic technologist will identify the projections on the form provided by the student. Upon completion of the radiographs, anatomy identification questions should be asked by the radiologic technologist. The radiologic technologist and student will review the completed competency together identifying any strengths and weaknesses. In order to complete the form accordingly, the radiologic technologist will mark the evaluation form by marking a check-mark for adequate completion of the exam objective (*yes*), or placing an "X" in the category where an error may have occurred (*no*), for each radiographic position identified for the exam. If adjustments were made by the radiologic technologist for positioning or technique, they must be documented on the competency form.

After the competency evaluation has been completed, the technologist will give the competency form back to the student, who will in turn, give this to the Clinical Coordinator for appropriate grading and recording on campus. It is also suggested that comments pertaining to the examination or patient be documented by the student or radiologic technologist on the evaluation form. If a discrepancy is found concerning the competency evaluation form and the radiographs, the student and the radiologic technologist acquire assistance from the designated clinical preceptor.

Evaluation Criteria on the Competency Form Includes:

- Select Appropriate Cassette for Projection
- Correct Cassette Placement
- Place Patient in Correct Position
- Film Centered to Appropriate Landmark
- Equipment Manipulated Efficiently
- Angle Central Ray Appropriately
- Correct S.I.D.
- Evidence of Collimation and Radiation Protection
- Demonstrates Radiographic Patient I.D. and Radiographic Markers
- Select Proper Technical Factors
- Provide Proper Breathing Instructions

General Criteria on Evaluation:

- Identified Correct Patient and Evaluated Requisition for Procedures and Patient Information
- Assessed Patient's Condition and Maintained Continuity of Care
- Student Displayed Professional Patient Relations
- Utilized Proper Radiation Protection for Patient, Self, and Others
- Student Processed Images Without Difficulty
- Performed Exam with Confidence and Skill
- Student Critiqued Films for Errors
- Student Performed Examination in a Logical Sequence
- Student Evaluated Image for Proper Anatomical Parts and Selected Anatomy
- Student Utilized Universal Precautions

The student is required throughout their clinical practicum courses of study to perform a specific number of competencies per semester. These competency requirements will vary in number from semester to semester. They MUST demonstrate competencies as outline per the Clinical Competency Transcript as delineated in accordance with the American Registry of Radiologic Technologists (A.R.R.T.) certification requirements, before they can graduate. These clinical competencies comprise a component of the student's overall clinical practicum grade each semester.

Re: 07/11

NEBRASKA METHODIST COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

Clinical Site Evaluations

Purpose:

The evaluation is used to provide feedback to the program and clinical facility supervisor regarding a clinical site's effectiveness in providing student instruction.

Policy:

The student will complete a clinical evaluation form on each clinical site that the student attends and return the completed evaluation to program faculty.

Procedure:

1. The student shall be given a clinical site evaluation form at the end of his/her clinical rotation. The program views the site evaluation as critical to remedy any deficiencies and insure overall program effectiveness.

2. The clinical site evaluation will be collected by the Clinical Coordinator and reviewed with the Program Director and other individuals as required (*i.e.*, Dean of Health Professions, clinical supervisor, etc.).

3. At the end of each semester, with the exception of t summer semester, faculty of the program will compile all clinical site evaluations and provide the results to clinical personnel. All information provided in this manner will be confidential and will not include any student identification.

Re: 07/11

NEBRASKA METHODIST COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

Examination Log Report

Purpose:

The examination log report is utilized to evaluate the student's involvement in the clinical setting and to insure that a variety of exams are available in order for students to achieve clinical competency.

Policy:

The examination log report shall be completed daily on the part of the student, while maintaining a current record of all radiographic examinations performed. Students will record each examination completed in the clinical setting outlining whether they observed, assisted, or performed the exam during their clinical preceptorship in their student clinical logbooks. Students are reminded they must adhere to the guidelines presented in Policy #18, (Clinical Supervision Policy), in regard to direct and indirect supervision.

Procedure:

1. The student will complete the examination log report on a daily basis.

2. At the end of each semester the student will complete an overall composite exam log report, which will be turned into the Clinical Coordinator for permanent keeping in the student's clinical file on campus. This form will be included in each clinical practicum course syllabus, distributed each semester within the program.

Re: 07/11

NEBRASKA METHODIST COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

Attendance Log Report

Purpose:

The attendance log is used to ensure that the student is meeting compliance in required clinical attendance requirements.

Policy:

The attendance log will be completed daily by the student and initialed or signed by the appropriate supervising clinical personnel, verifying clinical attendance on behalf of the student.

Procedure:

1. The student will document the time that he/she arrives and leaves the clinical setting, while ensuring that the supervising technologist or other appropriate personnel initial compliance on the part of the student.

2. The Clinical Coordinator will collect the attendance log reports on a regular basis and ensure that all clinical time requirements are being met on the part of the student.

3. Failure to complete the attendance log reports as outlined could result in disciplinary action as outlined in Policy #11 of this handbook.

Re: 05/10

NEBRASKA METHODIST COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

Proper Radiographic Identification

Purpose:

The purpose of this policy is to make students aware of the proper identification necessary with each radiographic examination.

Policy:

All radiographs must include proper patient identification, right/left markers, and the date the actual radiograph was completed. This list may not be all inclusive and can vary depending on clinical site requirements. Students are to utilize their own personal radiographic markers, provided by the program, for each exam completed in the clinical setting. Students are not to utilize other clinical personnel radiation markers or share markers in accordance with program policies and procedures. Students are not allowed to deviate from the standard markers provided by the program upon program acceptance.

Procedure:

1. Students are responsible for ensuring that all radiographs completed contain the actual patient's proper identification.

2. Students are responsible for ensuring that all radiographs completed in the clinical setting are properly marked with a right or left radiographic marker that denotes the proper side of the body or extremity being radiographed. Student radiographic markers will contain the initials of that student in the event any questions or concerns arise. This will allow clinical constituents identification of who was involved in the exam. With the advent of digital equipment, this is extremely critical since exams can be manipulated making directional indicators of the film nearly impossible to identify without proper radiographic marker identification.

3. The student is provided with an initial set of radiographic lead markers at the beginning of the program (this includes a right, left, and arrow radiographic marker). If the student requires a replacement set of radiographic markers for any reason, it is their responsibility to obtain them and in accordance with program policies. Students are responsible for all replacement cost associated with the radiographic markers.

4. Students need to be aware that when completing a radiographic exam for competency, their personal radiographic markers must be utilized and visible on all radiographs presented. Radiographic competencies will not be accepted without proper student identification.

Re: 07/11

NEBRASKA METHODIST COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

Parking—Refer to Student Handbook

Purpose:

To inform the student of proper parking expectations at the college and all clinical affiliates associated with the program.

Policy:

The student will use the proper parking areas at all school and/or clinical related sites. Failure to do so may result in disciplinary action, parking tickets, and/or towing of the vehicle. Any fees incurred by not following policy are solely the responsibility of the student. This policy may be amended as needed.

Procedure:

1. Transportation

Students are responsible for their own personal transportation. In order to obtain specific clinical experiences, students may be required to travel to clinical settings in a variety of geographic settings. Students should be aware of the possibility of direct and indirect expenses associated with travel. Public transportation may be available to and from clinical sites. If public or alternative transportation is needed, it is the student's responsibility to make the necessary arrangements.

2. Parking

Parking at Nebraska Methodist College

Any area not specifically designated for other use, such as those used for green stickers, visitors, and handicapped. The areas NOT for use to the student are primarily to the immediate east and west of the buildings. No persons are allowed to park on the streets surrounding the Nebraska Methodist College campus.

Parking at Methodist Hospital

Designated parking is provided at Methodist Hospital at no charge to students. Guidelines for the use of these areas have been established to ensure adequate space is available for users and to provide for the safety of property, vehicles, and personnel. Failure to abide by the parking policies may result in a fine and/or loss of parking privilege. The Hospital assumes no liability or responsibility for damage to any vehicle parked in or on Hospital facilities, nor for injury to any persons using such facilities caused by a third party.

Parking at Methodist Hospital for students is authorized on the top level of the employee parking structure south of the Hospital. Entrance to the garage is on the west side (85th Street) and

the exit is on the south side (Farnam Drive). This is the only parking area authorized for Methodist College students. A student ID card is necessary to enter through the entrance gate. To exit this level, slowly drive down the exit ramp to the 2nd level and exit on the south end of the garage onto Farnam Drive. No card is needed to exit. At no time may a student use the front visitor's lot for parking.

- **Indian Hills:** the student is to park on the east side of the building and not obscure close parking spaces intended for patient use.

- **Regency Clinic:** the student shall park on the south side of the building and not obscure close parking spaces intended for patient use.

- **Millard, Health West, Sports Medicine, Valley, and Veteran's Administration:** the student will park in the back of the building towards the back of the parking area unless otherwise noted.

- **All other clinical affiliates:** the student will be apprised of student/employee parking requirements on the first day of the clinical rotation.

Re: 05/10

NEBRASKA METHODIST COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

Forty (40) Hour Educational Week Policy

Purpose:

To ensure that each student in the Radiologic Technology Program at Nebraska Methodist College adheres to maintaining no more than 40 hours per week of didactic and clinical activity.

Policy:

Definition: Per the JRCERT, evening and weekend rotations are defined as clinical hours beyond "normal" daytime hours, typically Monday through Friday, 5:00a.m.-7:00p.m.

1. The Radiologic Technology Program will not require mandatory Sunday rotations by the student.
2. Students may optionally utilize a Saturday to complete make-up rotations or clinical hours that conflict with other college classes. These Saturday rotations must have the consent of the Program Director as well as the clinical preceptor.
3. Students shall not exceed 40 hours per week of didactic and clinical training as a result of evening and weekend rotations as outlined in accordance with JRCERT Standards of Accreditation. Students should refer to program course sequencing literature for information regarding curriculum outline of courses, credit hours, and contact hours completed each semester.
4. Students enrolled in the Radiologic Technology Program at Nebraska Methodist College complete 8-hours per day with each clinical rotation. No exception.

To ensure an ample amount of free time is available to a student between the end of a particular clinical assignment and the start of classroom experience, evening rotations conclude no later than 11:30p.m. to assure students have ample time between clinical and didactic schedules.

The following points constitute Nebraska Methodist College Radiologic Technology Program justification for instituting evening and weekend rotations for its Radiologic Technology interns:

- Evening and weekend clinical rotations provide students with a population of patients that tend to be more medically diverse than day rotations. For example, during evening shifts, radiographers tend to encounter more severe cases of trauma leading to multiple exams on a single patient as opposed to first shift, enhancing a student's problem solving and critical thinking skills. Students also experience accompanying complications such as intoxication, domestic violence, and similar circumstances that surface most often in the evening hours. This increased variety helps students learn to cope with the considerable challenges that often characterize the human condition under stress.

- Because staffing during the evening and weekends is generally less then that during regular weekday hours, staff members depend upon each other more and must develop strong skills as team members. Also, because of the curtailed staff, individuals working evening and weekend hours must exercise greater independence and resourcefulness in dealing with

problems that may arise. Evening and weekend rotations help to develop in students more opportunities for independent, informed judgment that aligns with established guidelines and also encourage a growth in self-confidence and personal leadership among beginning radiographers.

- Because evening and weekend surgery caseloads are not as demanding as those during weekday hours, radiographic interns often are provided increased educational opportunities in the operating room during evening and weekends. These experiences tend to be more one-on-one for students and therefore more educationally substantive.

Re. 08/10

RADIOLOGIC TECHNOLOGY PROGRAM
POLICY AND PROCEDURE MANUAL
STUDENT RESPONSIBILITY STATEMENT

As a student in the Radiologic Technology Program, it is your responsibility to read and understand the policies and procedures presented within this Program Policy and Procedure Manual. As a student, you are expected to abide by the policies set forth at all times, while maintaining student status in the Radiologic Technology Program. Your signature below confirms that you have read and understand this Policy and Procedure Manual and that you agree to the conditions and terms there stated.

_____	_____
Student Signature	Date
_____	_____
Program Director Signature	Date