**EL PASO COMMUNITY COLLEGE** 



GUIDELINES FOR THE MEDICAL IMAGING TECHNOLOGY - RADIOGRAPHY PROGRAM

## ADDENDUM TO HEALTH CAREERS & TECHNICAL EDUCATION, MATH AND SCIENCE STUDENT CLINICIAN HANDBOOK

REVISED FOR 2024-2025



El Paso Community College District does not discriminate on the basis of race, color, national origin, religion, gender, age or disability



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## Welcome to the profession of radiography!

Dear Student,

Welcome and congratulations on your entry into the Medical Imaging Technology - Radiography Program at El Paso Community College. This publication, <u>Guidelines for the Medical Imaging Technology - Radiography</u> <u>Program</u>, along with the Health Occupations <u>Student Clinician's Handbook</u>, has been organized to familiarize you with the policies, procedures, and program information that will have an impact on your learning experience over the next two years. It is provided in your introductory course as both a required text and as a reference while you are enrolled in the Program. Please read it carefully and keep it in a safe place. You should refer any questions, concerns, or comments about the contents of this book to your instructor.

Best wishes during the next two years!

The Program Faculty,

Prof. Christl Thompson, MA, RT(R) Prof. Buhrmann Gilbert, BS, RT(R) Prof. Rafael Ramirez, BS, RT(R)(CT) Francisco Aleman, AAS, RT(R)(CT) Luis Coronel, BS, RT(R)

# EQUAL EMPLOYMENT OPPORTUNITY AND EQUAL EDUCATIONAL OPPORTUNITY

The El Paso County Community College District recognizes its responsibility to subscribe to and promote the principles of equal employment opportunity and equal educational opportunity.

Accordingly, the recruitment, employment, transfer, promotion and termination of personnel shall be made on the basis of qualifications for the position without regard to race, color, national origin, religion, gender, age, disability, veteran status, or other characteristic as provided by law. Moreover, the College will not discriminate against an employee or prospective employee on the basis of sexual orientation or gender identity.

The District reaffirms its policy of administering all of the educational programs and related supportive services and benefits in a manner which does not discriminate because of a student's or prospective student's race, color, religion, gender, national origin, disability, veteran status or other characteristics, as provided by law. Moreover, the College will not discriminate against a student or prospective student on the basis of sexual orientation or gender identity.

## **PROGRAM VISION, PHILOSOPHY, AND MISSION**

## **MITR Vision Statement**

The Medical Imaging Technology - Radiography Program at El Paso Community College is committed to advancing the profession of radiologic technology and meeting the community's needs by providing educated, certified, and registered radiographers. The Program is committed to the concept of lifelong learning and promoting standards of clinical practice that will serve students throughout their professional careers.

### **MITR Philosophy Statement**

The philosophy of the Medical Imaging Technology - Radiography Program emphasizes the effective use of skilled human resources, contemporary facilities, and strong affiliations with community hospitals to enable students to develop to their fullest potential.

### **MITR Mission Statement**

The mission of the Medical Imaging Technology - Radiography Program is to produce competent, entry-level radiographers that will enhance the healthcare community through the application of their specialized knowledge and skills.

## **PROGRAM GOALS & STUDENT LEARNING OUTCOMES**

# Medical Imaging Technology - Radiography Program 20243-2025

## Goal: Students will be clinically competent.

Student Learning Outcomes:	Students will demonstrate positioning skills.
	Students will formulate technical factors.
	Students will practice radiation protection.

#### Goal: Students will demonstrate communication skills.

Student Learning Outcomes:	Students will demonstrate written communication skills.
	Students will demonstrate oral communication skills.

#### Goal: Students will develop critical thinking skills.

Students will adapt standard procedures for non-routine patients. Students will critique images to determine diagnostic quality.
quanty.

#### Goal: Students will model professionalism.

*Student Learning Outcomes:* Students will model positive work ethics. Students will recognize the value of life-long learning.

## **PROGRAM INFORMATION**

Students enrolled in the Medical Imaging Technology - Radiography Program (hereinafter referred to as "the Program" or by the acronym "MITR") are required to complete 21 months of combined didactic instruction and clinical training. Students who successfully complete the Program will be eligible to take the national certification examination administered by the American Registry of Radiologic Technologists (ARRT) and may apply for certification with the Texas Medical Board. The Program is affiliated with Del Sol Medical Center, University Medical Center Hospital, The Hospitals of Providence – Memorial, Sierra, East, and Transmountain campuses, and El Paso Children's Hospital. All clinical affiliates are located within a 20-mile radius of the Rio Grande campus.

### ACCREDITATION

The Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The JRCERT is involved in the establishment of educational standards leading to Program accreditation.

As stated in its website, "The JRCERT promotes excellence in education and elevates quality and safety of patient care through the accreditation of educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. The JRCERT is the only agency recognized by the United States Department of Education for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry." The broad responsibilities of the JRCERT include consultation and guidance to educational programs and administration of the voluntary peer review accreditation process in radiography and radiation therapy technology, magnetic resonance, and medical dosimetry. The members of the JRCERT consist of radiographers and radiologists. The "Standards for an Accredited Educational Program in Radiography," published by the JRCERT, establishes the minimum accreditation standards for an educational Program. The extent to which a Program complies with these standards determines its accreditation status. This document can be found online at <u>www.JRCERT.org</u>. The Program's webpage link on the JRCERT website is <u>https://www.jrcert.org/programs/el-paso-community-college-rio-grandecampus/</u>.

## **DEGREE PLAN**

The Medical Imaging Technology-Radiography Program prepares individuals to operate radiographic equipment and prepare patients for various types of diagnostic procedures. The Radiographer operates radiographic equipment necessary for any examination, positions patients, and determines proper voltage-current and desired exposure time for each radiograph. The Radiographer is also responsible for processing the image and maintaining patient records. The program curriculum includes anatomy and physiology, mathematics, fundamentals of radiographic exposure, positioning, procedures, radiation protection, image critique, and professional ethics.

- The capstone course for the AAS Degree is RADR 2235, Radiologic Technology Seminar.
- Non-Traditional Credit may be available. Students applying for entry under Non-Traditional Credit for any health program must meet specialized admissions requirements and ranking.
- Upon completion of the requirements for graduation, the successful graduate is eligible to apply for certification by the American Registry of Radiologic Technologists.
- This 24-month program is approved by the Joint Review Committee on Education in Radiologic Technology.
- Medical Advisor: Melhem Ghaleb, M.D.

Students must complete specialized admissions requirements prior to enrollment in specialized courses. It is ultimately the student's responsibility to submit all required documentation to allow for normal processing. Normal processing can take place in a few days or a few months depending on document type and individual circumstances. It is not reasonable to expect that the student will be ranked if documentation is not submitted in a timely manner.

### PRE-PROGRAM SPECIFIC REQUIREMENTS:

- Background Clearance
- Community Wide Orientation (conducted online)
- CPR American Heart Association (AHA) CPR/BLS (only Healthcare Provider training accepted) card from AHA. Military Training Network (AHA recognized) cards will be accepted. Hybrid AHA courses with live skills demonstration will be accepted.
- HIPAA Training (conducted online)
- POSITIVE TITER required for Hepatitis B vaccination series of three and Titer (can take 4-6

months to complete). If a student has started the Hepatitis B series by ranking deadline, he/she may be cleared for ranking or registration with the understanding that the series must be completed in a timely manner prior to starting clinical courses. Documentation of starting the series must be on file.

- Tuberculosis (TB) Screening required annually. \*\*NOTE: It is highly recommended to complete any and all TB skin testing prior to receiving the MMR and/or Varicella vaccines. MMR or Varicella vaccines could cause a false negative TB skin test result.
  - 1. Individuals who previously tested negative, have never tested, or are not sure if previously tested:
    - a. Initial two step TB Skin Test (effective January 1, 2018, for all students/faculty new to health programs).
      - i. Initial TB Skin Test (TST) administered and read 48-72 hours later.
      - ii. If initial TST is negative, the second TST must be administered no sooner than seven days and no later than 21 days after administration of the initial TST.
      - iii. If initial TST is positive, DO NOT ADMINISTER the second TST. Individual needs Chest X-ray and annual TB Assessment/Clearance (or equivalent document) from Health Care Provider.
  - 2. TB Skin Test Positive (previously). Requires completed annual TB Assessment/Clearance form.
- POSITIVE TITER required for each two doses Measles, Mumps and Rubella Vaccinations (MMR) (completed) and Titer.
- POSITIVE TITER required for each two doses Varicella Vaccination and Titer (completed).
- Tetanus/Diphtheria and Pertussis (TDAP) (completed, expires after 10 years).
- Influenza is required (or completed declination form); done annually.
- Meningitis or Booster (effective January 1, 2012, a Bacterial Meningitis Vaccination is required for all entering students under the age of 22. The term "entering students" includes new students to EPCC, transfer students, and returning students. Students must provide proof of an initial meningitis immunization or booster to Admissions and Registration Department at any campus. The meningitis immunization must be administered at least 10 days before the start of the semester and must have been administered within the last five years). NOTE: After vaccination is administered, you must wait 4-6 weeks for immunity to show up on the TITER.
- Current Physical Examination on EPCC form. No other form is accepted.
- Physical Technical Standard Form

## POST ACCEPTANCE REQUIREMENTS:

- Health Insurance
- Professional Practice Insurance
- Program Orientation
- Specialized Equipment and/or Lab Supplies
- Substance Abuse Screening (You will be notified when to proceed. Do not start without explicit instructions from clinical coordinator)
- Uniforms
- Transportation to off-campus clinical sites at student's expense
- Influenza vaccination

A tracking system, COMPLIO, is used to assist students and coordinators alike to be compliant with immunizations, CPR, physical, etc. All health programs' students must participate in this system to maintain their clinical data compliant and updated. (Price and web registration will be provided.) The COMPLIO handbook may be found in the Clinician's Handbook on page 23.

Health insurance to include hospitalization is required for students doing clinicals at healthcare facilities.

In order to complete the requirements for progression and graduation, students enrolled in this program must have a grade of "C" or better in all specialized courses. The term "specialized courses" refers to all courses carrying the prefix of the program in which the student is majoring or the prefix of another health-related discipline. Following completion of the Associate of Applied Science Degree, a multidisciplinary Enhanced Skills Certificate of Completion in Border Health Issues is available. This program prepares graduates to work as members of a multi-disciplinary team to meet the unique health care needs of the U.S./Mexico border community.

<u>Prerequ</u>	uisite Seme	<u>ester</u>			Lec	Lab	Ext	Cont	Cred
BIOL	2404	I	Introduction to Anatomy and Physiology	Pre: BIOL 1306 and 1106 with a "C" or better or by placement exam.	3	3	0	96	4
RADR	1317	F	Radiographic Anatomy and Physiology I		2	3	0	80	3
				<b>Total Hours</b>	5	6	0	176	7
			FIRST YEAR						
First Se	mester								
RADR	1262	(	Clinical-Radiologic Technology/Science-Rad	iographer I	0	0	8	128	2
RADR	1313	F	Principles of Radiographic Imaging I		2	4	0	96	3
RADR	1411	E	Basic Radiographic Procedures		2	6	0	128	4
RADR	2309	F	Radiographic Imaging Equipment		2	4	0	96	3
				Total Hours	6	14	8	448	12
<u>Second</u>	Semester								
MATH	1314 <u>N</u>	<u>/INS</u> F	Precalculus I College Algebra and Geometry (C)	Pre: MATH 0305 with a 'C' or better or NCBM 0105 or NCBM 0124with a 'CR' or better or by placement exam.	3	1	0	64	3
RADR	1363	( F	Clinical-Radiologic Technology/ Science- Radiographer II	Pre: RADR 1262	0	0	18	288	3
RADR	2205	F	Principles of Radiographic Imaging II	Pre: RADR 1313.	1	4	0	80	2
RADR	2213	F	Radiation Biology and Protection		2	1	0	48	2
RADR	2401	I	Intermediate Radiographic Procedures	Pre: RADR 1411.	2	6	0	128	4
				Total Hours	8	12	18	608	14
<u>Summe</u>	r Session								
RADR	1462	( F	Clinical-Radiologic Technology/Science- Radiographer III	Pre: RADR 1363.	0	0	18	288	4
RADR	2333	ŀ	Advanced Medical Imaging		2	4	0	96	3
				Total Hours	2	4	18	384	7
			SECOND YEAR	1					
<u>First Se</u>	mester								
ENGL	1301	E	Expository English Composition (C)	or ESOL 0341 with a "C" or better or by placement exam.	3	0	0	48	3
RADR	1463	(	Clinical-Radiologic Technology/ Science-	Pre: RADR 1462	0	0	21	336	4
			5 5,						6

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			Radiographer IV					
RADR	2431		Advanced Radiographic Procedures	2	6	0	128	4
			Total Hours	5	6	21	512	11
<u>Second</u>	Semest	er						
PHIL	2306	<u>HFA</u>	Ethics (C) Pre: INRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a "C" or better or ENGL 1302 with a "C" or better.	3	0	0	48	3
PSYC	2301	<u>SBS</u>	(C) Pre: NRW 0311 or ESOL 0340 (can be taken concurrently) or by placement exam or ENGL 1301 with a 'C' or better or ENGL 1302 with a C' or better.	3	0	0	48	3
RADR	1563		Clinical-Radiologic Technology/Science - Pre: RADR 1463. Radiographer V	0	0	27	432	5
RADR	2235		Radiologic Technology Seminar	1	4	0	80	2
			Total Hours	7	4	27	608	13
			Grand Total				<u>2736</u>	<u>64</u>

## **TEXTBOOK & UNIFORM COSTS. 2024-2025**

SEMESTER	COURSE	TEXT	AUTHOR(S)	ISBN	EDITION & DATE	LIST PRICE
Summer 2024	RADR 1317	Textbook of Radiographic Positioning and Related Anatomy	Kenneth Bontrager	9780323653671	10 <sup>th</sup> Ed 2021	\$219
Fall 2024	RADR 2309 & RADR	Radiologic Science for Technologists	Stewart Bushong	9780323661348	12 <sup>th</sup> Ed 2021	\$142
	1313	Radiologic Science Workbook and Laboratory Manual	Stewart Bushong	<mark>9780323709736</mark>	12 <sup>th</sup> Ed 2021	\$61
		Principles of Radiographic Imaging: an Art and Science (comes with FREE access code)	Richard Carlton	9781337711067	6 <sup>th</sup> Ed 2019	\$209
RA	RADR 1411	Merrill's Atlas of Radiographic Positioning & Procedures 3 Vol. Set	Bruce Long	9780323832793	15 <sup>th</sup> Ed 2022	\$313
		Patient Care in Radiography	Erlich & Coakes	9780323654401	10 <sup>th</sup> Ed 2021	\$93
		Merrills Pocket Guide to Radiography		9780323654401	15 <sup>th</sup> Ed 2022	\$47
	RADR 1262	Torres' Patient Care in Imaging Technology	Dutton & Ryan	9781975192518	10 <sup>th</sup> Ed 2023	\$90
Spring 2025	RADR 2205	NONE REQUIRED				0
	RADR 2401	NONE REQUIRED				0
	RADR 2213	Radiation Protection in Medical Radiography	Statkiewicz- Sherer	9780323825030	9 <sup>⊤н</sup> Ed 2021	\$98
Summer	RADR 1462	NONE REQUIRED (Clinic III)				0
2025	RADR 2333	NONE REQUIRED				0
Fall 2025	RADR 2431	Comprehensive Radiographic Pathology Sectional Anatomy for Imaging	Ronald Eisenberg	9780323566704	7 <sup>th</sup> Ed 2020 4 <sup>th</sup> Ed	\$121 \$140
		Professionals	Lottic Rolley	0100020414070	2018	ΨΤΨΟ

	RADR 1463	NONE REQUIRED (Clinic IV)				0
Spring 2025	RADR 2235	Appleton & Lange's Q & A Radiography Examination	D. A. Saia	9781260460445	12 <sup>th</sup> Ed 2020	\$65
	RADR 1562	NONE REQUIRED (Clinic V)				0

Book titles, editions, and prices subject to change.

#### UNIFORMS, SUPPLIES, AND MISCELLANEOUS COSTS

Lock for locker \$7			
<ul> <li>3 sets of scrub uniforms to include 1 white lab coat,</li> <li>4 EPCC patches (sewn on uniforms and lab coat),</li> <li>1 magnetic name tag \$240-3</li> </ul>	\$255		
Shoes	\$95		
White socks	\$15		
Lead Letter Marker <sup>1</sup> (2 sets)	\$40		
ASRT student membership	\$35/year		
ARRT registry application fee	\$200		

Note: All textbook titles, editions, as well as uniforms, supply, and miscellaneous costs are approximate and subject to change without notice. Textbooks and/or supplies may be changed, added, or deleted as necessary. This list applies only to the RADR program courses and does not include costs associated with support courses. Uniforms, supplies, and textbooks may be purchased from any vendor.

<sup>1</sup>Lead letter markers can be purchased at <u>www.universalmedicalinc.com</u> for \$40 (total for 2 sets) + \$12 shipping/handling (\$12 no matter how many you order. You may want to combine your purchase with your classmates to reduce your share of the shipping cost.) Order Item #EAP003 Marker Set 1/2" R & L with initials (standard order is red for R letter marker and blue for L letter marker). Allow 2-3 weeks for manufacture and shipping time. <u>Must be received prior to the 1<sup>st</sup> day of class</u>. Refer to the picture below for an example of the letter markers.

2024-2025



## **GUIDELINES FOR STUDENTS WITH DISABILITIES**

Please refer to Student Clinician Handbook. (Updated version will be forwarded to you beginning Fall 2024)

## ACCOMMODATION FOR LICENSING, CERTIFICATION, OR REGISTRY EXAMINATIONS

Please refer to Student Clinician Handbook. (Updated version will be forwarded to you beginning Fall 2024)

## ACADEMIC PROCEDURES

## **CRITERIA FOR COURSE PURSUIT**

The Program has set the following standards to establish guidelines for determining when a student has ceased to pursue the course objectives:

- 1. In order to pursue this course, **RADR XXXX**, it is expected that the student will attend the class (physical or virtual), laboratory and/or clinic as scheduled and as stated in the Instructor's Course Requirements and Official Course Description.
- 2. The student must appear (physically or virtually) for examinations, presentations, or other required activities and submit required documentation, papers, projects, and/or reports as identified in the course syllabi and calendar.

Failure of the student to follow the above will indicate that the student is no longer pursuing the objectives of the course and may result in a failing grade. In the case of unsafe or unethical practice, the student may be dropped from the Program. Please refer to Student Clinician Handbook. (Fall 2024)

## APPEALS

The student has the right to appeal faculty initiated or administrative drops in accordance with the El Paso Community College reinstatement procedures (See page 33 of the 2024-2025 El Paso Community College Catalog).

The student has the right to appeal grades or other non-reinstatement decisions by following the grievance process published in the Clinician's Handbook. Please refer to Student Clinician Handbook. (Fall 2024)

## **RETENTION AND PROGRESSION WITHIN HEALTH CAREER PROGRAMS**

Please refer to Student Clinician Handbook. (Fall 2024).

## **COPYRIGHT PROTECTION & ACADEMIC DISHONESTY**

In addition to the Health Career & Technical Education, Math & Science Programs (HCTEMS) Division Policy as referred to in the Student Clinician Handbook, any photograph taken by any means of any test material, new or old, is considered cheating. Electronic communication devices are only permitted at the discretion of the course instructor. Check with your instructor as to his or her policy regarding electronic devices prior to the start of class.

It is the Program's policy to recommend that any student violating any of the standards of scholastic dishonesty referred to above be removed from the applicable course and from the program.

The Program does not condone the practice of illegally copying either textbooks or laboratory manuals. MITR will not accept workbook or lab manual assignments that are not on the original sheets. Students are not to bring any copies of textbooks on campus. Instructors are required to report violations of copyrighted materials.

Student exams and quizzes are the property of the MITR program and unless specified by the instructor, may not be removed from the program premises, or recorded or copied in any form while on the premises.

The following is the College's policy (as of January 2021) regarding academic dishonesty.

#### Academic Dishonesty

Instructor Options:

- I. When there is sufficient evidence of academic dishonesty, the Instructor should meet with the student to present the evidence and get an explanation/response to the charge from the student. If the student does not deny the charge, the Instructor should get the admission of the violation in writing from the student and can then take any or all of the following actions:
  - A. Provide a warning to the student and explain the consequence of another infraction.
  - B. Take any corrective action as deemed appropriate. For example, in the case of plagiarism, the student could be given an opportunity to redo the paper in question but receive a lower grade.

- C. Give the student a zero/failing grade for the test/quiz/paper in question.
- D. In addition to the above, the instructor can give the student an "I" (Incomplete) for the course and refer the issue through the responsible Dean/Director to the Vice President of Instruction & Workforce Education for administrative disposition. The instructor should include his/her recommendation of the administrative disposition to be taken. A list of penalties that can be imposed can be found in the Student Code of Conduct. However, it is advised that the instructor not give an "F" for the course to the accused student, since this places any challenges to the charge directly on the instructor and bypasses the student's right to due process. If, upon notification by the instructor of the charge of academic dishonesty, the student drops the class, the instructor's final course failing grade does not override the drop. Nevertheless, if the issue is referred to the Vice President, the student will go through the administrative process and, if found guilty, can be administratively re-instated and receive the failing grade for the course, if that is the administrative disposition of the case.

When any of the above actions are taken by an instructor, it is requested that a copy of all documentation, to include corrective action taken, be forwarded to the responsible Dean/Director and the appropriate Vice President. These offices will then have a copy of the incident on file in case the student challenges the action at a later date and have information concerning previous incidents on file in case the student is reported for academic dishonesty in another class.

II. If the student denies the charges, the issue should be referred through the Instructor's Dean/Director to the Vice President of Instruction & Workforce Education for administrative disposition. Copies of all documentation/evidence must be forwarded in support of the charge. The instructor should also include a recommendation on the disposition of the violation. If the evidence presented is sufficient to uphold a finding of a violation of the Student Code of Conduct, the student will receive a letter informing him/her to make an appointment with the Vice President to discuss the incident. At that meeting the student is advised of his/her right to due process which includes the right to a disciplinary hearing under the provisions of the Student Code of Conduct, Paragraph III, Student Discipline, I. Discipline Hearings Procedure.

If the student does not dispute the charge, the student signs a document stating that he/she does not dispute the charge and will accept the administrative disposition of the Vice President. The Vice President then administers the penalties for the violation. If the student denies the charges, the case is then referred to a Disciplinary Hearing. See the Student Code of Conduct, Paragraph I for details.

The following is the administrative disposition (penalty) normally applied in cases of academic dishonesty:

First Offense: The student will receive a failing grade for the course and will be placed on Disciplinary Probation for one year. A record of disciplinary action becomes a permanent record of the student.

Second Offense: The student will receive a failing grade for the course, administrative withdrawal from all current semester courses (without refund), and suspension for one year.

Third Offense: The student will receive a failing grade for the course, administrative withdrawal from all current semester courses (without refund), and suspension for one year or permanent expulsion.

The above examples represent the "normal" administrative disposition of cases; however, each case is reviewed on an individual basis. Mitigating circumstances are taken into account and the outcome may vary case by case.

## STUDENT READMISSION TO HEALTH CAREER PROGRAMS

Please refer to Student Clinician Handbook. (Fall 2024).

### **GRADING SCALE AND COURSE REQUIREMENTS**

- A. Didactic Grading Scale
  - 93 100 = A 85 - 92 = B 75 - 84 = C 65 - 74 = D < 65 = F
- B. Positioning Laboratory and Clinical Grading Scale
  - 96 100 = A 91 - 95 = B 85 - 90 = C 80 - 84 = D < 80 = F
- C. Student Requirements
  - 1. An overall grade point average of 2.0 must be earned on all coursework completed for a particular semester/session. (See current College Catalog)
  - Students will be required to maintain a grade of "C" (2.0 GPA) in all professionally related (RADR) courses with the exception of the Program's ranking course, RADR 1317, where the minimum acceptable grade is "B." A grade below "C" is not acceptable for successful completion of any other RADR course. (See "Retention and Progression within Health Careers Programs" in Student Clinician's Handbook)
  - 3. Students who achieve a grade below "C" in any of the professionally-related (RADR) courses will be ineligible to continue in the Program. The student will have the option to petition for re-entry into the Program contingent upon space availability and completion of remedial studies.

D. Course Credit

Any student withdrawn or dismissed from the Program will receive credit only for those courses successfully completed. Because of the amount of time out of the program, it is strongly recommended, but NOT mandated, that concurrent and didactic courses be repeated even if a passing grade was achieved.

E. Course Transferability

The Program is accredited by the Joint Review Committee on Education in Radiologic Technology. The College is accredited by the Southern Association of Colleges and Schools Commission on Colleges and is approved by the Texas Education Agency and complies with the standards, rules, and regulations as prescribed by the Texas Higher Education Coordinating Board.

The Program's courses are transferable to other State-supported programs of Medical Imaging Technology - Radiography Programs. Questions about course transferability to proprietary programs and/or programs outside the state of Texas should be referred to the Health Occupations Counselor.

## **GENERAL PROCEDURES**

## MITR-RADR COVID 19 PROGRAM SAFETY PROTOCOL

## **Classroom Etiquette**

The College student is a member of a community of students seeking to acquire and communicate knowledge. A student's conduct, in and out of the classroom, must not infringe on the rights of other students, staff, or faculty. Each student, staff, and faculty member is obligated to respect the rights of others. A respectful environment will enhance the educational purpose for which the College exists, and the educational programs designed to achieve that purpose.

### **Instructor Responsibility**

Instructors are the authority responsible for maintaining discipline within the classroom. Instructors, through their syllabi and the College catalog, provide the rules under which their class will be conducted.

### **Student Expectations and Responsibilities**

All students are obligated to obey the law, show respect for authority, and observe correct standards of conduct. As such, students are required to comply with the written directives in the syllabi and with the verbal directives of the Instructor. Students in violation of this responsibility

are subject to disciplinary action to include suspension. In addition, students should abide by the following:

- Students will respect their learning environment, instructor, and classmates
- Students will abide by the EPCC Student Code of Conduct.
- Students will use respectful and proper language when communicating with their instructor and/or classmates.
- Students will take ownership of their learning experience. Grades are not given, they are earned.
- The effort you put forth in the course will determine your final grade.
- Students should not correspond with faculty from personal email accounts unless the EPCC mail server is down. The EPCC email system is the official channel faculty and student electronic communication. For clinical absences, a text message to the clinical coordinator is required due to the necessity of timely notification. The student must identify themselves in ALL text messages. For Prof. Thompson, a REMIND only is required.
- Students are to check their email and REMIND daily. Access your EPCC email by going to my.epcc.edu. If you need assistance with your login and password, please contact the EPCC IT Help Desk at 915-831-6440.
- Email Netiquette (Online Etiquette) is a set of rules for behaving properly online. When sending email:
   Use your EPCC email
  - Address your instructor/recipient directly
  - Always include your full name and course information
  - Provide a subject in the subject line of the email
  - Use proper punctuation, grammar, and be sure to edit before you send
  - Keep it brief and specific
  - Close your email politely
  - Respond to emails you receive
- \*REMIND is an app that will allow faculty to communicate with you via cell phone. It is a free, safe, and simple messaging tool that will help share important updates and reminders with you instantly. Cell phone numbers will not be shared or displayed. REMIND can be downloaded free from the Google Play Store (Android/Windows) or the Apple App Store (iOS).

## **EPCC STUDENT CODE OF CONDUCT**

The Student Code of Conduct can be found in the College Catalog at <u>www.epcc.edu</u>. The following is the College's policy (as of January 2021) regarding Disruptive Behavior and Disorderly Conduct in the classroom.

## Disruptive Behavior/Disorderly Conduct in the Classroom

The Instructor must use his/her own judgment and common sense as to what constitutes disruptive behavior, but normally it will be any activity that interrupts or causes the Instructor or a student to stop a class activity to respond to another student who is behaving in an unacceptable manner. It could be talking on a cell phone while the class is in session, talking to others in the class when not directed to do so by the Instructor, or an unsolicited or unwarranted interruption or outburst that

disrupts the class. The Instructor may ask the student to leave the classroom for that class session and provide him/her conditions for return. When an Instructor feels that a student is being disruptive, the following steps should be followed:

First Incident: A one-on-one verbal warning describing the unacceptable behavior and the type of behavior expected and required of the student. A record of the date and time of incident should be kept by the Instructor.

Second Incident: A one-on-one verbal warning with a written record of the second meeting describing the type of incident which took place with the dates of both/all incidents recorded. Describe the behavior expected/required and indicate that a further violation will result in a referral to the appropriate Dean or Director.

Third Incident: Refer to Dean/Director who will meet with the student and Instructor to discuss the issue and give the student a written warning regarding the unacceptable behavior and indicating that any further incident will result in the student being referred to the appropriate Vice President for disciplinary action. The Instructor needs to inform the Vice President of Student and Enrollment Services the issue and provide all back up documentation prior to the meeting with the student.

Fourth Incident: Refer student to the Vice President of Student and Enrollment Services for administrative disposition. All back up documentation needs to be forwarded by the Dean/Director with a recommendation on the corrective action to be taken.

Administrative disposition normally taken if the student is referred to the Vice President.

- > Warning of Disciplinary Probation for up to one year.
- > Administrative withdrawal from the class.
- Suspension from one semester up to one year.
- Permanent expulsion.

If the disruption constitutes an immediate danger to persons or property or is an on-going threat to the academic process, the Instructor will notify the EPCC Police Department immediately to have the student escorted out of the classroom and to have the incident recorded. The student will not be allowed to return to the class until he/she meets with the appropriate Vice President. In these cases, the student may be placed on Summary Suspension pending administrative disposition of the case. See Student Code of Conduct, H, 3 and 4.

## STUDENT CONDUCT IN THE MITR PROGRAM

- 1. Students are expected to maintain high ethical standards and conduct themselves professionally at all times.
- 2. The Clinical Instructor, Clinical Coordinator and/or Program Coordinator may deny the student further clinical involvement if the student's conduct is deemed unethical or unprofessional.

- 3. Falsification of any documents, including attendance sheets, competency evaluations, health records, or an affiliate record is sufficient grounds for immediate dismissal from the Program.
- 4. Students should not make or receive personal phone calls while in the clinic, except for emergencies.
- 5. Students' cell phones or other audio or video recording devices are never to be operated while in the hospital/clinic. These items must be secured in your locker or in your vehicle prior to starting clinic. Students' cell phones or other audio or video recording devices are not permitted in the classroom. These items must be secured in your locker. Any violation of regulations #4 or #5 will result in an automatic suspension from the clinic.
- 6. Students are to maintain their assigned areas in a state of cleanliness and readiness.
- 7. Students are to remain in their assigned clinical area and be accountable for their whereabouts. Faculty may verify attendance in assigned areas at any time.
- 8. Exams/quizzes and laboratory examinations are the property of the MITR program and cannot be copied or retained in any form.
- 9. If the faculty believe that the student is under the influence of drugs or alcohol, they will ask the student to leave the classroom/clinic. Reasons for dismissal may include the smell of alcohol on the breath, or appearance or behavior that is suspect. A student reporting to his/her class or clinical assignment under the influence of drugs or alcohol is subject to immediate dismissal from the Program.
- 10. Students may not wear their clinical uniform at any time in any public place other than the College campus or their assigned clinic unless all identifying EPCC patches and/or name tags are concealed. This includes any EPCC identification and hospital identification.
- 11. Aside from the student's assigned clinic site, students are not permitted in any other clinical affiliate's radiology work area for any reason, whether in uniform or not, unless as a patient or accompanying a family member who is a patient.
- 12. Students are prohibited from making derogatory comments or gossiping about fellow students or those from other participating schools, faculty, departmental staff, clinical affiliates, medical staff, or patients. Repercussions can include removal from the clinic or possible bars to employment by the affiliate.
- 13. Students are cautioned about forming cliques in their didactic and clinical associations.
- 14. The premises and lab equipment including machines, mannequins and image receptors represent and investment of hundreds of thousands of dollars of taxpayer

money. Damage, whether willful or negligent, will have a serious and negative impact on your ability to simulate a realistic clinical and learning environment. If it is determined that equipment or supplies are taken out of service due to willful neglect, the student will be held accountable.

## **STUDENT ETHICS**

- 1. Students are to address patients, faculty, and staff appropriately (e.g., Mr., Ms., Mrs., Dr, Professor; *not as* "honey", "dear", "baby", "mija or mijo", "Hey", "Boss", etc.)
- 2. Students will address faculty appropriately (i.e., Professor or Mr./Ms.), not by his/her first name. If any student prefers to be referred to by his/her last name, the student must inform the instructor.
- 1. Students will refrain from using offensive language or sexual innuendo in class, clinic, campus, or at any College- or Program-sponsored event.
- 4. Under no circumstance is the student to discuss a patient's diagnosis, medical condition, or other confidential information with the patient, the family of the patient, or the public.
- 5. The patient's medical record is always confidential.
- 6. X-ray procedures in the clinic may only be performed on patients who have a valid x-ray requisition, or upon the verbal order of a physician, and under the supervision of a staff radiographer.
- 7. The student is responsible for the safety and security of the patient while in his or her care; therefore, the patient should:
  - a. be assisted to and from the x-ray room
  - b. be assisted onto and off of the table
  - c. be shown due consideration for their physical and emotional needs
  - d. be confident that their valuables are kept in their possession or secured during the course of the examination
- 8. Students will show respect by not exposing the patient's body unnecessarily; the student should:
  - a. drape the patient before, during, and after the examination, and
  - b. close external doors to the x-ray room
- 9. Students will respect the right of the patient to refuse:
  - a. an exam
  - b. any student's involvement in the exam/procedure
- 10. Students will take directions from physicians, staff technologists and program faculty in the conduct of their clinical training and will not willfully disregard those directions as

long as those directions are within the scope of the students' training and level of proficiency.

- 11. Students will refrain from making comments to anyone regarding a standard of care in front of or to the patient, the patient's family or acquaintances. Comments or suggestions of that nature should be directed to the supervising technologist in private.
- 12. Students are prohibited from acting outside their scope of practice.
- 13. Students are prohibited from personal involvement, in any capacity, with a patient.
- 14. Students are required to immediately report to their clinical Instructor any incident involving a patient, staff, or fellow student that may involve a breach of ethical behavior.
- 15. Students are responsible for the proper care and use of equipment and supplies in the classroom, laboratory, and clinic and to report the misuse of such.

## **CONFIDENTIALITY & HIPAA**

- 1. HIPAA (Health Insurance Portability & Accountability Act) training is required online annually (EPCC) and before student participation in each clinical course.
- 2. All information obtained during a patient care experience or from patient records is to be treated as confidential.
- 3. Program faculty and clinical staff may discuss confidential information when it is within the scope of the overall educational and clinical experience and in a private setting.
- 4. Care should be taken not to discuss confidential patient information in any setting where it may be overheard by others not privileged to such information.
- 5. Never discuss confidential patient information outside of the clinical or educational setting. Do not discuss confidential patient information with your friends or family or with any member of the media.
- 6. A student is not allowed to access a patient's medical records unless the patient is under the student's direct care. The portion of the medical record that the student is authorized to view must pertain directly to the patient's examination (i.e., physician's orders, relevant laboratory values, and pertinent history).
- 7. A student is never to make any copies, photos, videos, or audio recording of any patient and/or his/her personally identifiable medical records. The student will not make or remove from the premises any written record of a patient's PHI (Protected Health Information).

8. A breach of patient confidentiality is grounds for immediate dismissal from the Program and from the clinic affiliate. HIPAA violations are federal violations and punishable with fines and/or jail time.

## **GRIEVANCE PROCEDURE**

A. DIDACTIC GRIEVANCE PROCEDURE

Please refer to Student Clinician Handbook. (Fall 2024) The student must follow the Chainof-Command procedure as outlined in Handbook.

- B. CLINICAL GRIEVANCE PROCEDURE
  - 1. The student should first contact the Clinical Instructor at the student's assigned clinical affiliate.
  - 2. If the problem is not resolved or involves the Clinical Instructor the student should then contact the Clinical Coordinator of the MITR Program and provide <u>written</u> documentation of the grievance.
  - 3. When the preceding steps fail to resolve the problem, the student may notify the Program Coordinator.

If a solution is not obtained, the student may pursue the College's formal or informal grievance procedure. Please refer to Student Clinician Handbook. (Fall 2024)

### C. PROGRAM COMPLAINT RESOLUTION PROCESS

The following is a detailed procedure for handling complaints related to noncompliance of JRCERT Standards (<u>https://www.jrcert.org/students/process-for-reporting-allegations/</u>) that are presented to MITR Program officials.

DIDACTIC COMPLAINT

- The individual presenting the complaint may do so verbally, but must it be accompanied by written documentation within 24 hours. The information included should contain as a minimum the nature of the complaint, parties involved, location, date, and time.
- It will be ascertained if in fact there is a violation of JRCERT standards.
- If a problem exists that may pose an imminent risk to health or safety, any faculty member may initiate a corrective action followed up by a written report to the Program Coordinator within 24 hours.
- If a student makes an allegation involving a specific Instructor and if the student and Instructor are unable to achieve a resolution to the problem, the student must submit in writing to the coordinator

the nature of the complaint and prior attempt at resolution with the faculty member involved. The coordinator will discuss the problem with the faculty member within two days after receipt of the written complaint. It is expected that the faculty member involved respond in writing to the coordinator, within five working days, concerning a solution to the problem. If the problem is not resolved at this level, the student will be referred back to the Academic Grievance Procedure that is located in the Clinicians Handbook.

## CLINICAL COMPLAINT

• Any clinical complaint should be first brought to the attention of the student's Clinical Instructor. If the problem involves the clinical instructor or is not resolved at this level the student must present the complaint to the Clinical Coordinator verbally and in writing as soon as possible but not more that 24 hours following the incident or cause of complaint. The Clinical Coordinator will address the complaint within two working days. If the problem persists, the Clinical Coordinator will meet with the clinical officials in an attempt to resolve the problem. The Clinical Coordinator may confer with other Program faculty in reaching a resolution.

## **RADIATION SAFETY IN THE CLINIC**

Students must wear their personal dosimeter (provided by the Program) to record their radiation exposure. Students are required to wear the dosimeter during all energized labs, all practice positioning labs and simulations, and all clinics.

Other radiation safety measures that all students must employ include:

- 1. Limiting access to the x-ray area by closing doors while making an exposure and removing unnecessary personnel from the immediate area.
- 2. Collimating the beam to at least the size of the image receptor or smaller.
- 3. Utilizing protective apparel for all individuals required in the room during an examination.
- 4. Employing the use of support and immobilization devices, as necessary.
- 5. Setting exposure factors appropriate for the exam, such as kVp, mAs, and distance.
- 6. Providing gonadal and breast shielding if requested.
- 7. Monitoring fluoroscopic time.
- 8. Determining the pregnancy status of a female patient.
- 9. Giving audible warning to surrounding personnel and visitors when performing mobile radiography.
- 10. Reporting equipment malfunctions immediately to the Clinical Instructor <u>before making</u> <u>additional exposures</u>.

#### STUDENT EMPLOYMENT

Students may be employed in a radiology department as aides, performing functions for which they have been trained by the institution and for which the institution has a clearly discernible policy either in writing or by precedent, defining the scope of these functions. Any individual not certified in the State of Texas to practice radiography, and who engages in such practice, is doing so illegally and may be prosecuted accordingly. Supervision by a registered radiographer does not provide protection to the student in an employment status or make his/her actions legal.

Students should be aware that:

- 1. El Paso Community College assumes no responsibility for their activities as employees of agencies.
- 2. They are personally responsible and liable for any activity in which they participate while employed.
- 3. Professional liability insurance purchased by students through the College is valid only in their role as students while on clinical assignment and not as employees of any institution or agency.
- 4. Individuals who practice in violation of the Texas Medical Radiologic Technologist Act may be sanctioned by the State and subsequently may be ineligible for certification by the State of Texas.

Students employed in hospitals or clinics have a responsibility, both personally and professionally, to engage only in those activities that fall within their job descriptions as non-professional workers. They are never to identify themselves as EPCC radiography students while working in any capacity other than as students.

Students have a responsibility to refuse to participate in activities that they have not been legally permitted to perform (i.e., giving medications, assuming responsibility for an examination, and witnessing hospital consent forms).

## **OPERATING AND SAFETY PROCEDURES**

These instructions are provided to comply with the state rules for radiation control. The Texas Department of State Health Services, Bureau of Radiation Control, enforces the radiation rules for Texas. These rules require that our radiation machines meet specific requirements. The rules also require that certain procedures be followed and that certain records be kept. A copy of these rules is always available for you to read and review. It is entitled 25 Texas Administrative Code (TAC) §289 (formerly TRCR) and is located the MITR program office. 25 TAC §289 can also be found at the following state link: http://www.dshs.state.tx.us/radiation/rules.shtm.

The intent of this manual is to establish procedures to minimize radiation exposure of MITR program faculty and students. Because only radiographic phantoms and not live patients are imaged in this facility, this manual has been adapted from that suggested by the TDSHS. You are required to know the procedures and requirements in this manual and be able to demonstrate that you can use them. After reading this manual and demonstrating that you can use the machines safely and correctly, you must sign and date the "Record for Instruction of Individuals in Operating and Safety Procedures" provided at the end of the Guidelines.

The rules also require that each x-ray facility be registered with the state and post its certificate of registration. That certificate is posted on the bulletin board in the laboratory. (25 TAC §289.203 (b)). You are required to comply with any conditions or restrictions on our certificate

All operators of x-ray machines are responsible for radiation safety. Christl Thompson, Instructional Coordinator of the Medical Imaging Technology - Radiography Program, is also the Radiation Safety Officer (RSO) and has the responsibility and authority for overseeing matters relating to radiation protection. The RSO also confirms all training and serves as the contact person with the state. Bring all of your radiation questions or concerns about radiation safety procedures to the RSO.

- A. Students: Do not operate the x-ray equipment unless authorized by a MITR faculty member.
- B. Faculty: Do not operate the x-ray equipment unless you are in compliance with the credentialing requirements of the Medical Radiologic Technologist Certification Act (MRT Act) (Article 4512m, V.T.C.S.). The documentation is located in the MITR office. [25 TAC §289.227 (e) (6)]

Do not assist or permit anyone else who does not comply with the above law to operate the equipment.

### C. Personnel Monitoring

1. Always wear the personnel dosimeter when you are assigned to the positioning laboratories and/or clinic and make sure it is the dosimeter assigned to you.

Wear the dosimeter at chest/collar level of the outermost garment. When you wear a lead apron, the dosimeter should be worn outside the apron. [25 TAC §289.227 (a) (2)]

When not in use, dosimeters should be stored in a safe area in your home or at school in the provided area. Do not leave it in your car. The control dosimeter is also stored in the MITR faculty office.

Christl Thompson is responsible for the exposure records and exchanging the dosimeter monthly. The dosimeter readings are located on the bulletin board posted on the MITR Program area. Because these readings contain privileged information (Right to Privacy Act), you may request a personal copy of your exposure report and it will be provided to you.

- 2. A pregnant student that declares her pregnancy will be issued a fetal dosimeter for the duration of the pregnancy. This monitor shall be worn at waist level at all times, or at waist level under a lead apron, when procedures require the wearing of the apron.
- 3. If you suspect there has been an excessive exposure or a radiation incident, immediately notify Christl Thompson, the RSO. The RSO will then notify the Bureau of Radiation Control. The address is:

Texas Department of State Health Services Bureau of Radiation control 1100 West 49<sup>th</sup> Street Austin, Texas 78756-3189

The telephone number during working hours is 512-834-6688; the emergency telephone number is 512-458-7460.

- 4. Use safe radiation practices to keep your personal radiation exposure as low as reasonably achievable (ALARA). Be aware of where you are standing and how long you stay in the radiation area. Do not enter or remain in an energized radiation area unless it is necessary.
- D. Requirements for Radiation Safety: The general requirements for radiation safety and your rights and obligations as a radiation worker are found in 25 TAC §289.201, §289.202, §289.203 and §289.227. You need to read these parts. There are sections of 25 TAC §289.227 that describe requirements for radiography and fluoroscopy. [25 TAC §289.203 (c)]
- E. **Equipment**: The x-ray equipment in this facility was installed following the manufacturer's specification. Do not alter, tamper with, or remove any of the filters or collimators unless under MITR faculty supervision for laboratory experiment purposes [25 §TAC 289.227 (p)].

## F. Operation of X-ray Equipment

- 1. We have established restricted areas in which the x-ray equipment is located. The restricted areas are Rooms J708, J710, J712, and J714 (No machine in room as of yet.) These areas are designated by "Caution Radiation Area" signs.
- 2. No one is permitted beyond the control panel in the room during an x-ray exposure. Remain in the control booth during any exposure. [25 TAC §289.227 (i) (2)].
- 3. During fluoroscopy using the c-arm (Room J714), all personnel not behind a fixed lead barrier students and faculty must wear protective attire to include aprons and thyroid shields.
- 4. Restrict the x-ray beam to the area of clinical interest. The irradiated field must be appropriate to the size of the area of interest, and collimated accordingly, but no larger than the image receptor.

- 5. Align the x-ray beam with the image receptor by using the light localizer and the centering device. [25 §TAC 289.227 (s) (1) (A) (*ii*) and 25 §TAC 289.227 (s) (1) (B)].
- 6. Use a caliper to measure the phantoms to determine the thickness of the body area to be x-rayed. Using these measurements, consult the technique chart at the control panel of the machine to determine proper settings of mAs, mA, time and kVp. Do not depend on memory for the proper technique. [25 §TAC 289.227 (e) (1)] The technique chart will be updated as needed.

## G. Exposure Procedures and Protective Equipment

- 1. Because this is a learning facility and no human patients are exposed, no one is permitted in the x-ray room during an exposure under any circumstance except when performing c-arm fluoroscopy.
- 2. When protective aprons are worn, the dosimeter will be worn outside the apron at the collar level.
- H. ALARA: The basic premise for any radiation safety program is to maintain exposures to levels <u>As Low As R</u>easonably <u>A</u>chievable (ALARA).
  - 1. Individuals occupationally exposed to radiation are instructed on the basic risks to health from ionizing radiation and on basic radiation protection principles, including instruction on maintaining exposures ALARA.
  - 2. The Radiation Safety Officer reviews occupational exposures monthly, noting any trends. If records indicate doses in excess of 75 millirem whole body exposure during a monitoring period (month), the individual will be counseled. Once the cause of exposure is determined, appropriate corrective actions are explored and initiated in an attempt to maintain subsequent exposures ALARA.

## HEALTH AND MEDICAL CARE

## **Physical Exam**

All students are required to have a complete physical examination prior to program entry that includes a test for tuberculosis (e.g., PPD) or chest x-ray (if PPD test is positive). Immunization records must also be provided prior to program entry. Immunizations are listed in the Clinician's Handbook. Please refer to Student Clinician Handbook. (Fall 2024) The PPD must be updated annually. Chest x-rays must be repeated if indicated by symptoms or possible contact with TB.

#### Illness or Accidents Involving Students

Illness or accidents occurring in the clinic should first be reported to the Clinical Instructor and then to the Clinical Coordinator. The clinical affiliate will require that an incident report be completed for all accidents or injuries. The Program will also require a separate written incident report (See p. 44 in the Clinician's Handbook). Sharps injuries will require a written incident report (See p. 45 in the Clinician's Handbook).

If a student is injured in an affiliated clinic, the clinic will treat them if requested by the student and if they have the facilities to provide the appropriate emergency care. It is the responsibility of the student to pay for all charges resulting from treatment.

### **Accidents or Incidents Involving Patients**

Accidents or incidents involving patients should be reported immediately to the Clinical Instructor and to the Clinical Coordinator. The clinical affiliate will require that an incident report be completed. The Program will also require a separate written incident report (See pp. 44 in the Clinician's Handbook).

## **INFECTION CONTROL**

The following are general objectives for the Prevention of Health-Related Exposure to Communicable Diseases Procedure published by the El Paso Community College.

- 1. Reduce the number of available pathogenic organisms to a level where the normal resistance mechanisms of the person can prevent infection.
- 2. Break the cycle of infection and eliminate cross-contamination.
- 3. Treat every patient or instrument as a potential vehicle for the transmission of infectious disease.
- 4. Protect patients and personnel from infection and its consequences.
- 5. Reduce the threat of legal action involving healthcare personnel and the College.

Please refer to Student Clinician Handbook. (Fall 2024)

## **MEDICAL INSURANCE**

Students enrolled in the Program must have and maintain medical insurance that includes hospitalization coverage throughout their professional course of study.

## PREGNANCY

Students who are pregnant or may become pregnant during the time they are enrolled in the program should be familiar with the pregnancy guidelines. (See "Guidelines for Health Occupations Students Enrolled in Programs with Radiology Components during Pregnancy", Please refer to Student Clinician Handbook. (Fall 2024).

# **CLINICAL EDUCATION**

Your clinical education is an essential component of your overall education in radiography. It provides the structured setting in which you will apply the radiographic principles, anatomical knowledge, and positioning skills acquired in the classroom/laboratory to real-life patients and situations. It is in the clinic setting that you will hone the skills that will build your competency as you transition into an entry-level radiographer at the conclusion of your course of study in radiography. Clinic courses must be taken in sequence as outlined in the degree plan.

## **CLINICAL INFORMATION**

## A. Clinical Orientation

All Medical Imaging Technology - Radiography Program students must register for and complete a mandatory computer-based community-wide hospital orientation prior to commencing their clinical courses and then annually thereafter. This is required by all affiliate hospitals. The purpose of the orientation is to acquaint the student with common policies, procedures, and guidelines shared by the clinical sites. Topics include "code" recognition, universal precautions, infection control, patient confidentiality, HIPAA, body mechanics, student obligations, and immunization requirements. Students must also complete annually the online HIPAA refresher available on the EPCC website. Clinical affiliates may have additional orientation requirements specific to their sites.

Students not completing orientation requirements will be ineligible to attend their clinical course and may be dropped from the Program.

## **B.** Clinical Hours

- 1. During the course of the Program, students will complete approximately 1500 hours of clinical training.
- 2. The total time assigned to clinical training and in the classroom will not exceed 40 hours in any calendar week.

## C. Clinical Assignments

- 1. Students will be scheduled on a rotating basis to an x-ray area or room within the hospital/department to which they are assigned each semester. The area assignments should be adhered to unless:
  - a. that particular area or room has too few or no patients
  - b. that area or room is not in use due to maintenance or repair
  - c. the student is relocated elsewhere within the facility because of a priority situation
- 2. The Clinical Instructor is responsible for developing a master schedule indicating the students' assigned areas for the semester. The schedule will be provided to the Clinical Coordinator and clinical faculty.
- 3. Clinical assignments will be prepared by the Clinical Coordinator for each affiliate.
- 4. The Program/Clinical Coordinator may reassign students to a different clinical site at his/her discretion.

## **D. Mammography Position Statement**

The radiography program sponsored by El Paso Community College has a policy regarding the placement of students in clinical mammography rotations to observe and/or perform breast imaging. The policy may be applied to any imaging procedures performed by professionals who are of the opposite gender of the patient.

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

The program's policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student clinical mammography rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position statement is also available on the JRCERT Web site, www.jrcert.org.

## E. Clinical Performance and Evaluation

The quality of the x-ray image is of the utmost importance if the radiologist is to make an accurate interpretation. Students will strive to achieve the highest radiographic quality at all times by:

- 1. familiarizing themselves with the patient's medical history, emotional condition, and any physical/mental limitations that may impact the examination
- 2. relating pertinent medical information that may impact the quality of the examination to the Clinical Instructor and/or radiologist
- 3. maintaining the examination area in a constant state of cleanliness and readiness
- 4. communicating with the patient in a courteous, professional manner appropriate for their age and condition
- 5. anticipating and planning for unforeseen contingencies
- 6. employing prudent radiation protective measures
- 7. identifying all images with correct patient identification and side (i.e., right or left) identification

There are several methods of evaluation utilized during clinical courses:

- 1. <u>CLINICAL PROGRESS EVALUATION</u> This report is completed by the Clinical Instructor.
- <u>CLINICAL TRAITS EVALUATION</u> This document is completed by the Clinical Instructor in conjunction with the Clinical Coordinator and clinical faculty to evaluate affective traits.
- <u>CLINICAL COMPETENCY EVALUATION</u> This document is completed by College faculty, Clinical Instructors, and qualified staff to evaluate competency in specific examination categories.
- 4. <u>FINAL EXAM</u> This exam is used to evaluate the student's knowledge of radiographic anatomy, positioning, principles, and pathology.

All evaluations are reviewed with the student before a course grade is finalized. Final grades are based upon the criteria and demonstrated skills of the student to include communication skills, initiative, accuracy, attendance, punctuality, and general competency.

## F. ARRT Clinical Competency Requirements

The ARRT requires that each student demonstrate competency in specific clinical activities. The Program Coordinator must verify that these requirements have been met before the student will be eligible to take the national certification examination (ARRT). The competencies categories and numbers are listed below.

• 37 mandatory radiologic procedures

- 15 elective radiologic procedures to be selected from a list of 35 procedures
- 6 mandatory general patient care activities
  - o CPR
  - $\circ$  vital signs
  - o sterile and aseptic technique
  - o venipuncture
  - o transfer of patient
  - o care of patient medical equipment

The core requirements mandated by the ARRT are the minimum clinical competencies necessary to establish eligibility for participation in the certification examination. The ARRT encourages education and experience beyond these requirements.

## G. Clinical Education Documentation

Students are required to keep a timely and accurate record of all x-ray examinations in which they participate. The student's CLINICAL EDUCATION DOCUMENTATION is maintained electronically and submitted via e-mail to the Clinical Coordinator periodically and audited.

## H. Document Accountability

It is the students' responsibility to submit all requested documents by the indicated deadline and formatted as instructed.

## I. Clinical Safety

At no time during the student's clinical training is the student considered a staff member of the assigned affiliate. The student operates under the supervision of the Clinical Instructor and/or qualified staff member and under a set of guidelines that set forth limits to actions the student may take and responsibilities that the student may assume. The purpose of the guidelines is to assure a quality learning experience that safeguards the interests of the student, staff, patient, clinical affiliate, and the College.

## J. Attendance

- 1. Students must be signed in and out of the clinic by the Clinical Instructor or his/her designee. Failure to do so will constitute an unexcused absence.
- 10 hours of personal time off (PTO) is built into the clinical schedule for illness or other personal matters. PTO not taken does not transfer from one semester to the next. 1<sup>st</sup>year students in their first clinical semester are allowed 8 hours of PTO due to the abbreviated clinic schedule for the initial semester.
- 3. Clinical absences exceeding the allotted PTO must be made up before a student is given credit for that clinical education course.

- 4. If a student, due to time limitations, is unable to complete the required number of hours for a particular semester, and those hours missed are not unexcused and are deemed to be beyond the reasonable control of the student, that student may be given an incomplete, at the discretion of the Clinical Coordinator, until the required number of hours and/or evaluations are made up.
- 5. If a student is absent on an assigned clinical day, the student is required to notify both the Clinical Instructor at the affiliate and the Clinical Coordinator at least thirty (30) minutes before the student is scheduled to be present. Failure to do so may result in an unexcused absence.
- 6. Each unexcused absence from the clinic will result in the loss of 5 points from the final clinical grade. Although points are deducted for unexcused absences, students are required to make up the missed hours. These hours must be made up before the end of the semester. Additionally, three (3) unexcused absences from the clinic in any semester is cause for dismissal from the Program.
- 7. Any assigned seminar or workshop is mandatory and considered a clinical day.
- 8. Falsification of any document, including attendance sheets, competency evaluations, instructor evaluations, or other records is grounds for immediate dismissal from the Program.

## K. Holidays

Students observe the same institutional/holiday schedule as the College.

Students who request time off to observe religious holidays that occur during scheduled class or clinic time should notify the Program Coordinator and/or Clinical Coordinator at their earliest opportunity.

## L. Emergency Leave

- 1. Emergency leave may be granted, according to the situation, with the approval of the Program Coordinator and/or Clinical Coordinator. Each case will be considered on an individual basis.
- 2. A maximum of three (3) days will be allotted in the event of the death or medical emergency of a close relative (i.e., parents, siblings, spouse, child, grandparents). These hours are not required to be made up.
- 3. All students for whom emergency leave is approved by the Clinical Coordinator must submit evidence documenting the emergency no later than five school days after their return to class/clinical. In the case of the death of a family member or close relative, for bereavement leave an obituary notice or funeral program must be provided and, if the services occur out of town, a copy of the airline ticket or other evidence of attendance must be included. Any questions regarding what constitutes appropriate documentation should be referred to the Program and/or Clinical Coordinator at the time the request for emergency leave is submitted. For a medical emergency, a doctor's note or relevant documentation will be required.

Failure to fully comply with procedure detailed above will constitute unexcused absences and may result in dismissal from the Program.

## M. Tardiness

- 1. Students are expected to report to their assigned areas on time. Tardiness is defined as not being in your assigned area at your scheduled time. Tardiness is not tolerated by the Program or the clinical sites. Refer to tardiness policy in each clinic syllabus.
- 2. Each incident of tardiness will result in the loss of 1 point from your final grade.

## N. Make-up procedure

A student who must make up time will arrange to do so with approval of the Clinical Coordinator and the Clinical Instructor at the clinical affiliate. The Clinical Coordinator will provide a make-up attendance sheet that must be verified and signed by the Clinical Instructor or his/her designee. It is the responsibility of the student to provide this documentation to the Clinical Coordinator along with attendance sheet for the corresponding week.

## O. Clinical Dress Code

The image each El Paso Community College student presents to the public should be closely guarded as it could be the only lasting impression received by a patient, family, or visitors. It is important that all students maintain a professional, well-groomed appearance, and when in uniform mindful that they represent the College, the Program and the profession. The specific clinical dress code is included in each clinical syllabus.

The Program uniform must be worn when the student is in attendance at the clinical affiliate, on a special rotation, or as a representative of the College outside of regular clinical duties unless otherwise informed by the Clinical Coordinator. Students should not wear their uniform in places or be in situations that could negatively reflect on the College, Program, or profession (for example, public drinking or unbecoming behavior).

## P. Community Service

An important component of the MITR students' professional growth is participation in community service. These activities may include but are not limited to presentations at local schools, health fairs, career days, mentoring, and laboratory tours.

## Q. Laboratory safety

Students, during the course of their educational program, will utilize energized x-ray equipment and image processing equipment in the Program laboratory. All laboratories will be supervised, and students will be familiar with operating protocols as well as emergency measures prior to utilizing any laboratory equipment or supplies.

## **R. Background Checks**

Background checks are required prior to entry into program. Checks may include, but are not limited to:

- 1. social security number verification
- 2. criminal search
- 3. employment verification
- 4. HHS/OIG list of excluded individuals/entities
- 5. GSA list of parties excluded from federal programs
- 6. education verification of highest degree
- 7. US Treasury, Office of Foreign Assets Control (OFAC)
- 8. List of Specially Designated Nations (SDN)

Adverse information acquired subsequent to a background check may result in the removal of the student from clinical site. For more information, refer to the Student Clinician's Handbook.

### S. Substance Abuse Screening

In order to ensure that health care facilities are in compliance with their accreditation guidelines, all students enrolled in specified health-related educational courses and programs are required to undergo a background clearance and substance abuse screening. Students who fail to obtain clearance will be prohibited from admission or enrollment in specified programs/courses for a period of one-year.

- Substance Abuse Screening should be completed no more than 3 months (90 days) prior to initial clinical attendance.
- Students who withdraw from health-related coursework for more than one semester are required to repeat substance abuse screening and/or background checks testing upon re-enrolling in health-related courses/programs.
- Students are responsible for all costs associated with substance abuse screening and background checks, including any required repeat screening.

To initiate your background and substance abuse screen clearance, go to <u>www.elpasoex.com</u> (America Databank) and follow the process listed on the web page. For more information, refer to the Student Clinician's Handbook. Do not start the drug screening process until directed to do so by the Clinical Coordinator (Prof Gilbert).

## **GUIDELINES FOR PATIENT AND STUDENT SAFETY**

#### **Radiation Protection**

Students must wear a personal dosimeter at all times while in the clinic. The dosimeter will be worn at collar or chest level and on the outside of protective aprons. A fetal monitor, if requested, will be worn under any protective garment at waist level.

Students must limit access to the x-ray area by closing all doors to hallways or public access areas during radiographic examinations.

Students are to collimate the beam to at least the size of the image receptor or smaller.

Students must shield when appropriate.

Students will not hold image receptors during exposures.

Students will not hold patients during exposures other than to assist the radiologist in positioning during fluoroscopic examinations. Students should employ support and immobilization devices, or ancillary personnel as necessary to facilitate positioning.

#### **Contrast Studies & Venipuncture**

Before any study is undertaken students should verify the physician's orders.

Students should not perform unsupervised intravenous contrast examinations or be left alone with patients without supervision during any intravenous contrast examination.

Students are not responsible for obtaining the patient's signature on consent forms.

For examinations requiring informed consent documents, students are not responsible for discussing possible risks or outcomes to the patient for that procedure.

Students may not perform venipuncture unless all of the following conditions are met:

- 1. The student has successfully completed venipuncture training in the Radiologic Technology Program.
- 2. The Imaging Department policy allows the student to perform venipuncture.
- 3. The student is supervised by a registered radiologic technologist.
- 4. The patient gives consent allowing the student to perform venipuncture.

## Trauma Cases

Students are not to take flexion and extension views of the cervical spine in trauma cases unless requested by a physician and supervised by a radiographer.

Students will not remove cervical collars on trauma patients.

Students should not remove a patient from the backboard until scout films have been approved by a radiologist or other physician and then only under the direct supervision of a radiographer.

Students will not handle major trauma cases unsupervised.

### **Portables**

Students are not to perform any portable examinations without staff supervision. Students must wear protective apparel when doing portables.

#### **Universal Precautions**

Students are required to employ universal precautions at all times and to wash their hands before and after every patient. Students are to maintain the cleanliness of all equipment and accessories that they use, including the room, equipment, and image receptors.

#### **Miscellaneous**

Students will not perform functions exceeding their level of training and competency without direct supervision.

When assisting patients to or from a wheelchair or gurney, students are to insure that wheels are locked. When completing transfer of a patient to a gurney, or after a portable bedside exam, the student should insure that all side rails are secured in the "up" position.

Students will be supervised when dealing with patients with special considerations (i.e.: children, infants, unconscious patients, and major trauma patients) and will not leave these patients in an examination room unattended.

The ultimate responsibility for the examination in its entirety lies with the supervising radiographer and not with the student.

## **MRI Safety**

The radiography student may have the opportunity to enter the MRI suite, whether for observation, a rotation, or a call for help. However, in MRI, the magnetic field is ALWAYS on. Entering the MRI suite with ferromagnetic objects or implanted devices poses a threat to the student or anyone in the suite and is strictly prohibited.

The following protocols are in place:

- All students must complete a Magnetic Resonance (MR) Environment Screening Form for Individuals form before attending clinical to ensure that they are safe to enter the MRI suite.
- Students and faculty must comply with each clinical site's policy and procedures <u>regarding</u> ferromagnetic or metallic objects in the MRI suite.
- All students will view the MRI safety lecture at the following URL: https://www.youtube.com/watch?v=VzdSqYkMIRw

## **MRI Screening Policy**

- 1. Students must complete a Magnetic Resonance (MR) Environment Screening Form for Individuals each day prior to their MRI rotation.
- 2. The screening form will be reviewed by the MRI preceptor, with the initial form maintained in the student's permanent file.
- 3. Students who answer "Yes" to any of the questions on the MRI Screening Form may require additional screening to ensure their safety.
- 4. Any health changes that place metal in the body or bodily alterations that will change a "No" answer to a "Yes" must be reported immediately to the clinical coordinator and the MRI preceptor.

## The Rules of MRI Safety

To ensure student safety and the safety of personnel and patients in the department, students should respect and follow the rules of MRI safety at all times while in the MRI environment.

- The MRI safety policies and screening requirements for each clinical site must be followed by faculty and students.
- Do not enter the MRI suite unless cleared and accompanied by an MRI technologist.
- Assume the magnet is always ON.

- Carrying ferromagnetic items or equipment into the MRI suite is strictly prohibited. These
  items can become projectiles causing severe injury or death <u>and</u> equipment failure. These
  items include, but are not limited to, <u>most</u> metallic items such <u>as</u> oxygen tanks,
  wheelchairs, carts, monitors, IV poles, laundry
  hampers, tools, <u>and</u> furniture. MRI compliant medical equipment is available for
  use in the MRI department.
- Individual personal metallic items should be removed before entering the MRI suite. These
  items include the following: purse, wallet, money clip, credit cards or other cards with
  magnetic strips, electronic devices such as beepers/cell phones, hearing aids, metallic
  jewelry (including all piercings), watches, pens, paper clips, keys, nail clippers, coins,
  pocket knives, hair barrettes/hairpins, shoes, belt buckles, safety pins, and
  any article of clothing that has a metallic zipper, buttons, snaps, hooks or under-wires.
- Disclose or ask the supervising MRI technologist or faculty about all known indwelling metallic device(s) or fragment(s) the student may have before entering the MRI suite to prevent internal injury.
- Injury risks: In addition to the personal items listed, students should know that any metallic implants, bullets, shrapnel, or similar metallic fragment in the body pose a potential health risk in the MRI suite. These items could migrate or change position in the presence of the magnetic field, possibly causing injury. In addition, the magnetic field of the scanner can damage an external hearing aid or cause a heart pacemaker/defibrillator to malfunction.

# Examples of items or conditions that may create a health hazard or other problems in the MRI suite include:

- Cardiac pacemaker, wires, heart valve(s), or implanted cardioverter defibrillators (ICD)
- Neurostimulator systems
- Aneurysm clip(s)
- Surgical metal (pins, rods, screws, staples, plates)
- Metallic implant(s) or prostheses
- Implanted drug infusion devices
- History of welding, grinding, or metal injuries of or near the eye
- Shrapnel, bullet(s), or pellets
- Permanent cosmetics or tattoos (if being scanned)
- Dentures/teeth with magnetic keepers
- Eye, ear/cochlear, or other implants
- Medication patches that contain metal foil (e.g., transdermal patch)

# Items that are allowable in the MRI suite and that generally do not pose a hazard to the student or other persons include:

- Intrauterine devices (IUD's)
- Gastric bypass devices (Lap bands)
- Most cerebrospinal fluid (CSF) shunts

Before commencing a special rotation in MRI, each facility may require additional medical screening (such as a radiograph of the orbits), which may require a physician's order.

## **STUDENT SUPERVISION – Direct vs. Indirect Supervision**

Until a student achieves competency in any given procedure, all medical imaging procedures shall be performed under the <u>direct supervision</u> of a qualified radiographer who:

- Reviews the procedure in relation to the student's achievement,
- Evaluates the condition of the patient in relation to the student's knowledge
- Is physically present during the conduct of the procedure, and
- Reviews and approves the procedure and/or image.

Once a student achieves competency, medical imaging procedures may be performed under <u>indirect supervision</u> by a qualified radiographer immediately available to assist students regardless of the level of student achievement. "<u>Immediately available</u>" is interpreted as the <u>physical presence of a qualified 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 on patients.</u>

## **REPEAT EXPOSURE POLICY**

The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. A qualified radiographer must be physically present during the conduct of a repeat image and must approve the student's procedure prior to re-exposure.

## **RESTRICTED ACCESS TO ENERGIZED LABS**

The presence of a Program faculty member is required at all times during energized labs, regardless of whether or not the equipment is being operated. The laboratories will be locked, and access denied to students should faculty leave the radiography premises, even momentarily. Access will be allowed at the time a Program faculty member returns.

## **CLINICAL FORMS**

## **Clinical Competency Evaluation**

The Clinical Competency Evaluation is a tool used to evaluate the student's performance of radiographic procedures in the clinical setting. It evaluates areas such as basic patient care

skills, technical manipulation, positioning, radiation safety, and anatomy. The evaluation is periodically completed by program faculty, the Clinical Instructor, and approved clinical staff. A minimum score of 85% must be achieved for the evaluation to be considered a passing score on the Clinical Competency form.

## **Clinical Progress Evaluation**

The Clinical Progress Evaluation is completed by the Clinical Instructor at the end of each semester as a synopsis of the student's overall technical qualities during the semester. The Clinical Coordinator indicates on the form the current level of the student's laboratory achievements prior to forwarding to the Clinical Instructor. Based on the types of exams the student has successfully completed in the laboratory, the Clinical Instructor evaluates the student's clinical performance and discusses the results of the evaluation with the student prior to submission to the Clinical Coordinator.

## **Clinical Traits Evaluation**

The Clinical Traits Evaluation is completed by the Clinical Instructor at the end of the semester as a subjective assessment of the student's ability to make sound ethical decisions, employ effective critical-thinking and problem-solving skills, demonstrate good interpersonal communication skills, and demonstrate good work habits.

### **Clinical Education Documentation**

The Clinical Education Documentation (CED) is a spreadsheet employed to keep a running tally of all radiographic procedures that the student participates in throughout the entire time the student is in the program. The CED contains the following items: date, time of procedure, description of the procedure, level of difficulty, supervising technologist, and whether that procedure was formally evaluated. The student is required to maintain and periodically submit via e-mail a current CED to the Clinical Coordinator.

### **Clinical Competency Record**

The Clinical Competency Record is comprehensive tally of all competencies required by the ARRT, both mandatory and elective. It provides a running record of the student's progress towards completing these performance objectives and is provided to the students and Clinical Instructors on a monthly basis.

## **CLINICAL AFFILIATE DRESS CODE**

## A. General Uniform Guidelines

- The information concerning uniforms for Medical Imaging Technology Radiography Program students will be presented during the new student orientation. No deviation from the prescribed uniform standard will be accepted; this includes color, style, manufacturer, and appropriate fit. Students with uniforms not meeting the standard will not be allowed into the clinic.
- 2. Each student is required to purchase three uniforms and one white, <sup>3</sup>/<sub>4</sub> length lab coat for use in the clinic and surgery. Uniforms must be clean and pressed (ironed) at all times. Lab coats must remain white throughout the duration of the program. Any uniforms purchased after the initial purchase must be of the same manufacturer, color, and style of the original purchase.
- 3. Undergarments should not be readily apparent underneath the uniform. All students must wear undergarments.
- 4. The uniform should fit loosely enough to allow comfortable, unrestricted movement and should protect the modesty of the student and project professionalism at all times. The pants leg length should not allow the pant leg to make contact with the floor.
- 5. No other outer garment except for the Program-approved lab coat may be worn over the uniform. The EPCC patch must be sewn on the left sleeve of the coat.
- 6. The EPCC school patch must be sewn on the upper left sleeve of each uniform top. Patches may be purchased at the Rio Grande Bookstore. School patches that are attached with Velcro are not acceptable.
- 7. An EPCC name tag must be worn on the uniform at all times.
- 8. The clinical affiliate may require separate identification tags specifically for its facility.
- B. Shoes and Hose
  - 1. Clean athletic-type (tennis) shoes in good condition may be worn in the clinic.
  - 2. Wedges, clogs, Crocs or sandals are prohibited.
  - 3. Stockings/socks must be worn at all times with the uniform.
  - 4. Footlets are prohibited.
- C. Personal Hygiene

Poor personal hygiene can cause an unpleasant and even unhealthy environment; therefore, students must employ good personal hygiene habits, especially before contact with patients, staff, and peers. Problems with other students' personal hygiene should be reported in writing to the Clinical Coordinator.

- 1. Dental/Oral Hygiene
  - a. Avoid highly seasoned foods, alcohol, and smoking before dealing with patients.

- b. Practice good dental hygiene habits (e.g., brushing, flossing).
- 2. Bathe/shower and use a deodorant daily.
- 3. For those students who are smokers, any uniform that reeks of cigarette smoke (or any other type of smoke) is not acceptable in a patient care setting. You may be asked to leave the clinic and change before returning.
- 4. Perfumes or other fragrances are not permitted.
- 5. Hair
  - a. Hair should be neat and clean. Long hair (male or female) should be restrained to avoid falling into a patient's face. Hair longer than shoulder length must be pulled back.
  - b. Beards and mustaches are permitted if clean and neatly trimmed.
  - c. No unnatural colors permitted.
- 6. Nails
  - a. Nails will be kept short, clean, and rounded for safety.
  - b. Acrylic or false nails are prohibited.
  - c. Nail polish is not permitted while in uniform. Nail polish harbors bacteria and can spread infection.
  - d. Hand washing is very effective in reducing the risk of nosocomial infections. Hands should be washed before and after patient contact. For students who smoke, hands should be washed after smoking.
- 7. Tattoos
  - a. All visible tattoos must be covered while in clinic.
  - b. Tattoo sleeves or long-sleeved undershirts must be all white.
  - c. The clinic affiliate reserves the right to bar entry to any student with a visible tattoo (e.g., face, neck, fingers)
- 8. Jewelry
  - a. One ring, one watch, and a simple necklace are the only jewelry permitted while on duty; however, necklaces pose a potential risk of being pulled from the wearer by a combative or disoriented patient. Other than small earring studs, no visible cosmetic piercing is permitted. Earrings are limited to one pair of studs (one per ear) located in the earlobe. No visible piercings (including nose rings, nose studs, lip rings or studs, dermal piercings) through the cartilage or other skin are permitted. No earlobe plugs or gauges may be worn and stretched earlobes must remain unadorned. Any body modifications must be covered.
  - b. Jewelry can harbor bacteria and be a potential source of infection and/or contamination. Rings with stones have the potential of scratching the patient.
- 9. Cosmetics
  - a. Cosmetics may be used in moderation.
  - b. Colognes, perfumes, and scented lotions are not to be used as they may be offensive or cause a sensitivity reaction to the patient and others.
- 10. Smoking
  - a. No smoking is allowed in the clinical sites except in designated areas. Most hospital affiliates are smoke-free.
  - b. Chewing tobacco is prohibited.
- 11. Chewing gum is not allowed in the clinical sites.
- 12. The student, as a guest of the clinical affiliate, is subject to the final approval of the affiliate and its dress policy, which may be more restrictive than that of the Program.

#### Compliance:

Students who are not in compliance with the above will be removed from the clinic to make the appropriate changes. A repeated instance of non-compliance will result in removal from the clinic and a written counseling form will be placed in the student's file with the appropriate sanction. Determination of compliance of the above will be at the MITR Program Instructor's or Clinical Instructor's discretion.

## CPR

All students must complete and be certified in CPR prior to being accepted into the program. The certification must be updated biannually. Failure to maintain a current healthcare provider CPR card sponsored by the American Heart Association will prevent clinical participation until the student renews the CPR certification. Time missed from the clinic because of an expired card must be made up before the end of the semester.

## **PROFESSIONAL ORGANIZATIONS & SOCIETIES**

## AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS (ARRT)

THE AMERICAN REGISTRY OF RADIOLOGY TECHNOLOGISTS 1255 Northland Drive St. Paul, Minnesota 55120-0048 Website: <u>www.arrt.org</u>

The ARRT is the credentialing organization for radiologic technology. Its purpose is to ensure high quality patient care in radiologic technology, to test and certify technologists, and to oversee continuing education and ethics requirements. The ARRT administers a comprehensive written examination for graduates of accredited educational programs in radiography and associated diagnostic imaging and imaging/therapeutic-related fields. Graduates who pass the ARRT examination are certified in the appropriate discipline and upon receiving additional education and training, may take advanced level exams in mammography, cardiovascular technology, CT, and MRI.

## **ARRT STANDARDS OF ETHICS**

The ARRT Standards of Ethics are located at www.arrt.org.

## ARRT EXAMINATION ELIGIBILITY

Individuals desiring to take the American Registry of Radiologic Technologists examination must have successfully completed a program of formal education that is accredited by a mechanism acceptable to the ARRT. ARRT certification eligibility includes requirements in three areas: ethics, education, and examination. Application for examination must be made within five years of graduation. An applicant

may have up to three attempts to pass the ARRT exam within a three-year period before he or she becomes ineligible to retake the exam without repeating the educational program in its entirety.

## **ELIGIBILITY: PRIOR ARRESTS OR CONVICTIONS**

"Guidelines for Prospective and Current Students with a History of Prior Arrests or Convictions" can be found in the Clinician's Handbook. With regards to radiologic technology students with prior arrests or convictions, the following link (<u>https://www.arrt.org/pdfs/Ethics/Ethics-Review-Pre-Application.pdf</u>) is provided to direct students in the correct procedures to follow in addressing questions regarding eligibility.

## **TEXAS MEDICAL BOARD**

Starting September 1, 2019, the Texas Medical Board will institute the Texas Medical Jurisprudence (JP) Exam for registry applicants. All applicants will be required to pass this exam with a score of 75 or better and will have unlimited attempts to do so. The fee for the exam is \$34 per attempt. Applicants can choose to purchase a study guide which will be available for purchase through the *My TMB* portal. The JP exam will be available online through your My TMB account – https://sso.tmb.state.tx.us/Login.aspx.

## **PROFESSIONAL SOCIETIES**

The following is a list of professional societies and registration/certification authorities:

## THE AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS (ASRT)

15000 Central Ave. SE Albuquerque, NM 87123-3917 Phone: (800) 444-2778 Website: <u>www.asrt.org</u>

This national organization represents the interests of medical imaging professionals. The ASRT sponsors numerous educational programs and offers a wide range of educational activities. As a member of the ASRT, the student will benefit from monthly publications and the society's professional journal, "Radiologic Technology", an excellent source of educational information. In addition, continuing education credits may be obtained through this organization.

<u>Ongoing student membership in the ASRT is a requirement for students in the El Paso Community</u> <u>College Medical Imaging Technology - Radiography Program</u>. Student dues are \$35/year. Membership includes a variety of benefits, discounts, and educational offerings. Application for student membership can found at <u>www.asrt.org</u>.

### TEXAS SOCIETY OF RADIOLOGIC TECHNOLOGISTS (TSRT)

PO Box 227395 Dallas, TX. 75222 Phone: (972) 222-1830

#### Website: <u>https://txsrt.org/</u>

This state organization represents the interest of radiographers, radiation therapists, sonographers, and nuclear medicine technologists. TSRT is an affiliate organization of the ASRT. An annual meeting is held, and workshops are also held at various times and locations during the year. Application for student membership is \$15/year and can be found at <a href="https://txsrt.org/">https://txsrt.org/</a>

## **RIO GRANDE IMAGING SOCIETY (RGIS)**

El Paso, TX Website: <u>http://rgiselpaso.com</u>

This local organization represents the interest of local radiographic imaging professionals and is an affiliate of the Texas Society of Radiologic Technologists. Meetings are held periodically and provide continuing education credits. Students are welcome as non-voting members of the RGIS and there is no membership fee as long as they are enrolled as radiologic technology students. Application for student membership can be found at <a href="http://rgiselpaso.com">http://rgiselpaso.com</a>

## CHAIN OF COMMAND / POINTS OF CONTACT

Division / Program Chain of Command	Clinical Instructors
Souraya Hajjar, MPH, CHES, CHCO	
<u>Campus Dean</u> -	Adrian Rojas, R.T. (R)(CT)
Health Career & Technical Education, Math &	Del Sol Medical Center
Science Division	595-9275
915-831-4030	
Christl Thompson, M.A., R.T. (R)	
Professor	Sammy Rodarte, R.T. (R)
Instructional Coordinator	University Medical Center
Radiologic Technology	521-7770
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Buhrmann Gilbert, B.S., R.T. (R)	
Professor	Gerardo Mendez, R.T. (R)
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	298-5444

Radiologic Technology Counselor Ms. Laura Molina <u>Health Occupations Counselor</u> 831-4608 mgonz225@epcc.edu

# EPCC RADIOGRAPHY PROGRAM - CLINICAL PARTICIPATION DISCLAIMER

I, \_\_\_\_\_\_\_ (print name), hereby acknowledge that once accepted into the EPCC Radiography Program I will follow all safety protocols set forth by the College and the Program, not only on campus but at the clinical sites. I am aware that entering into any medical field involves inherent risks from potential exposure to a variety of contagious microorganisms, both existing and emergent. I am also aware that I may be exposed to pathogens and that I will don all necessary PPE to mitigate my chances of infection. I understand that the College and Program will not assume responsibility for the students' potential exposure outcomes. If the clinic permits me to work with patients with identified high-risk conditions, I must wear the same PPE as the staff, whether provided by the clinic, the College, or self.

I further understand that should I choose not to attend clinic because of potential exposure to infectious pathogens, I will be required to drop from the Program.

Signature

Date

MAKE A COPY OF THIS PAGE AND PRINT, SIGN, AND DATE. A <u>SCANNED</u> COPY SHOULD BE RETURNED TO THE PROGRAM CLINICAL COORDINATOR, PROF. GILBERT, VIA EMAIL TO <u>bgilbert@epcc.edu</u> OR FAX to 915-975-8333 NO LATER THAN JULY 31, 2024.

## ACKNOWLEDGMENT OF RECEIPT OF GUIDELINES FOR THE MEDICAL IMAGING TECHNOLOGY - RADIOGRAPHY PROGRAM

I, \_\_\_\_\_\_\_ (print name), have received, read, and understood the information contained in this edition of GUIDELINES FOR THE MEDICAL IMAGING TECHNOLOGY - RADIOGRAPHY PROGRAM and the STUDENT CLINICIAN HANDBOOK, including the criteria for pregnant students, attendance and course pursuit. Additionally, it is understood that I will be tested on portions of the information contained within.

Student signature

Date

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