MIDWESTERN
CAREER COLLEGE

DIAGNOSTIC
MEDICAL IMAGING
RADIOGRAPHY

STUDENT HANDBOOK

Welcome students,

On behalf of all the faculty and staff here at MCC, we would like to welcome you to Midwestern Career Colleges Diagnostic Medical Imaging Radiography program. An X-Ray Technologist is responsible for interpreting physician's instructions, explaining X-Ray procedures to patients, preparing examination tables, positioning patients for imaging, selecting software options and imaging parameters to perform diagnostic testing by taking images of patients' bodies using computerized X-Ray scanners.

Our associate degree program allows students to learn all aspects of imaging techniques, from the use of interactive lab skills to the provided online resources that will enhance your overall student experience. Upon completing our program and externship, you will be eligible to take the American Registry of Radiologic Technologist (ARRT) certification exam. In addition to earning an Associate of Applied Science in Diagnostic Medical Imaging degree, the student is also eligible to apply for IEMA licensure from the state of Illinois.

We encourage you to read this handbook and refer to this as a helpful guide. All our faculty and staff are here to support you, encourage you and answer any questions that may arise along your new education path. Again, we welcome you and wish luck on your journey.

Best regards,
Danielle Dertz, BS, R.T. (R)(MR)(ARRT)(ARMRIT)
Diagnostic Medical Imaging Radiography Program Director

The policies presented within are subject to continual review and may be changed at any time, with or without prior notification, based on institutional needs.

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Associate of Applied Science in
Diagnostic Medical Imaging Radiography Program

Mission Statement

The mission of the Associate of Applied Science in Diagnostic Medical Imaging Radiography program is to provide premier career-focused education in medical imaging radiology to prepare competent entry-level medical imaging radiologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Program Objectives

The Associate of Applied Science in Diagnostic Medical Imaging Radiography Program prepares students to:

- ➢ Demonstrate knowledge and clinical competency to perform the duties of an entry-level X-Ray Technologist;
- ➢ Communicate effectively and professionally as a member of the healthcare team;
- ➢ Demonstrate problem-solving and critical thinking skills;
- ➢ Demonstrate professional and ethical conduct.

Program Goals

The Associates of Applied Science in Diagnostic Medical Imaging Radiography Program prepares competent entry-level Xray Technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Cognitive
- ➢ Recognize the difference between normal anatomy and pathology;
- ➢ Understand how to adjust protocols per exam;
- ➢ Develop critical thinking in a high paced Radiography setting.

Psychomotor
- ➢ Demonstrate knowledge and skill level to select appropriate protocols and parameters needed to perform successful X-Ray exams;
- ➢ Demonstrate proper patient positioning procedures.

Affective
- ➢ Recognize the importance of proper patient care and safety in a challenging environment;
- ➢ Learn the value of patient understanding, empathy, and sympathy;
- ➢ Provide patient care and instructions specific to exam procedures.

Program Residency Requirements

All core courses must be taken as part of MCC Diagnostic Medical Imaging Radiography program and generally cannot be transferred in. The Program Director will review core course transfer-in requests from ARRT approved programs on a case-by-case basis. The course load, the length of the course, the course syllabus, time passed since completion of the course, and the final grade received will be considered during evaluation.

Program Progression Requirements

AAS in Diagnostic Medical Imaging Radiography is a lock-step academic program. It means that all courses within the program and the course sequence and schedule within each term of the program are pre-determined by the college.

- All program courses are required unless the student receives transfer credit, or the class is noted as elective or optional in the catalog.
- **Students are generally required to pass all core courses in the term to move forward in the program.**
- Because all courses are required and the course sequence is predetermined, students enrolled in the program generally cannot add or drop individual courses during their program's add/drop period.
- Students who decide to cease enrollment and formally request to withdraw from the program after the term has started, can drop all of their courses in the term. The grade for each of the dropped courses reflected on the final transcript will be determined based on the timing of the withdrawal request in accordance with the Add/Drop Policy.
- Students who fail any of the core program courses must contact their Program Director to determine whether they can continue to remain enrolled in the program.

Program Core Courses*:

- ALH141 Patient Care and Radiation Protection
- RAD101 Intro to Diagnostic Medical Imaging Radiography
- RAD102 Fundamentals of Radiation
- RAD110 Sectional Anatomy I
- RAD111 Sectional Anatomy II
- RAD121 Radiographic Positioning and Procedures I
- RAD122 Radiographic Positioning and Procedures II
- ALH145 Law and Ethics in Imaging Science
- RAD140 Radiologic Pathology
- RAD130 Special Procedures in Radiography
- RAD136 Image Analysis and Digital Imaging in Radiography
- RAD150 Registry Review for Radiography
- RAD161 Clinical Education I
- RAD162 Clinical Education II
- RAD163 Clinical Education III

Course numbers and names are subject to change.

Program Directory

Name	Title	Email	Location
Danielle Dertz, RT, MRI(ARRT)(ARMRIT)BS	Program Director	ddertz@mccollege.edu	203 N. LaSalle
Franklyn Mays, BS	Externship Director	fmays@mccollege.edu	203 N. LaSalle
Lou Yau	Externship Coordinator	lyau@mccollege.edu	203 N. LaSalle
Jessica Limon, RT, (ARRT)AAS	Core Instructor	jlimon@mccollege.edu	203 N. LaSalle
Gregorio Sanchez, RT, (ARRT)AAS	Core Instructor	gsanchez@mccollege.edu	203 N. LaSalle
Brittany Dillin, RT, (ARRT)AAS	Core Instructor	BDillin@mccollege.edu	203 N. LaSalle

Description of the Profession

Diagnostic Medical Imaging Technologists are allied health professionals who are an integral part of a team of medical practitioners. They use specialized equipment to take x-rays of patients' internal anatomy that are used by doctors to diagnose illness or disease. Technologists interact directly with patients including interviewing them, explaining the imaging process and positioning patients for the examination. They provide quality diagnostic images and ensure that patients are exposed to limited amounts of radiation. X-Ray Technologists also take mobile images and assist in surgeries.

Diagnostic Medical Imaging Technologists Education

The preferred entry-level education to become an X-Ray Technologist is the associate degree; all programs are expected to meet the minimal curriculum requirements as defined by the ARRT for Diagnostic Medical Imaging Technologists.

Role of the X-Ray Technologist in the Health Care Field

The term X-Ray and X-Ray Technology will be used in place of Diagnostic Medical Imaging Radiography throughout this handbook. X-Ray Tech is a shortened version of a Diagnostic Medical Imaging Radiographer and after the completion of this program, you will also be known as an X-Ray Technologist.

X-Ray technologists deal directly with patients and typically work under the supervision of a radiologist. Although each facility may have a different protocol general steps are as follows:

➢ The technologist will explain the exam in detail to make sure the patient is comfortable.
➢ The patient will be asked to remove any clothing or jewelry which might interfere with the

exposure of the body area to be examined. The patient will be given a gown to wear if clothing must be removed.

- The patient is positioned on an X-ray table that carefully positions the part of the body that is to be x-rayed - between the X-ray machine and a cassette containing the X-ray film. Some examinations may be performed with the patient in a sitting or standing position.
- Body parts not being imaged may be covered with a lead apron (shield) to avoid exposure to the X-rays.
- The X-ray beam is then focused on the area to be photographed.
- The patient must be very still, or the image will be blurred.
- The technician steps behind a protective window and the image is taken.
- Sometimes, various X-rays may have to be taken at different angles, such as the front and side view during a chest X-ray.

Professional Conduct

X-Ray students at MCC are being educated to serve the community; therefore, it is expected that they will conduct themselves in a professional manner in all settings in which they are representing the college, including but not limited to the classroom, laboratory, and clinical areas. This policy is in addition to, not a replacement for the Standards of Student Conduct explained in the MCC Catalog.

Professional conduct includes, but is not limited to, punctuality, respect for other people, their property, and their right to learn, as well as principles explained in the IEMA Code of Ethics and ARRT Standards of Ethics an Ethical Conduct for the Diagnostic Medical Imaging Radiography Program. It also includes an appropriate respect for those in authority. Students are to be mindful of the things discussed and their attitude around everyone while in the classroom or at a clinical site. We expect the student to observe the following:

- **Attendance/Reliability**- In the didactic setting, students are required to have at least 75% overall attendance percentage before a student can be approved to be placed for clinicals. Students who are not meeting this will NOT be recommended for clinical externship that will result in program withdrawal.
- **Honesty** – Being truthful in communication with others.
- **Trustworthiness** – Maintaining the confidentiality of patient information; admitting errors and not intentionally misleading others or promoting self at the patient's expense.
- **Professional Demeanor** – Being thoughtful and professional when interacting with patients and their families; striving to maintain composure under pressure or fatigue, professional stress or personal problems; maintaining a neat and clean appearance and dressing in attire that is reasonable and accepted as professional to the patient population served.
- **Respect for the Rights of Others** – Dealing with professional staff and peer members of the health team in a considerate manner and with a spirit of cooperation; acting with respect toward all persons encountered regardless of age, race, color, national origin, disability, religion, gender, sexual preference, socioeconomic status or veteran/Reserve/National Guard status; respecting the rights of patients and their families to be informed and share in patient care decisions; respecting patients' modesty and privacy.
- **Personal Accountability** – Participating responsibly in-patient care to the best of your ability and

with appropriate supervision; undertaking clinical duties and persevering until they are complete; notifying the responsible person if something interferes with your ability to perform clinical tasks effectively.

➢ **Concern for the Welfare of Patients –** Treating patients and their families with respect and dignity both in their presence and in discussions with others; discerning accurately when supervision or advice is needed and seeking these out before acting; recognizing when your ability to function effectively is compromised and asking for relief or help; not using alcohol or drugs in a way that could compromise patient care of your own performance; not engaging in romantic, sexual, or other nonprofessional relationships with a patient, even upon the apparent request of a patient.

➢ **Promptness** - It is expected that students arrive on time for classes, labs, and clinical rotations at all times.

Guidelines for Use of Diagnostic Medical Imaging Radiography Laboratory

The Diagnostic Medical Imaging Radiography Program laboratory provides students with a setting to practice and demonstrate skills in a mock imaging room. Use of X-Ray equipment, instrumentation and supplies is restricted to students enrolled in the X-Ray technology program.

If a student is using the laboratory during non-scheduled times, the student is required to:

➢ Email the program director at ddertz@mccollege.edu indicating that you wish to come to lab for practice;
➢ Sign in at the front desk area;
➢ Disclose the names of anyone who is with you in the lab area;
➢ Return all equipment to original location and status when finished;
➢ Dispose of trash appropriately;
➢ Wipe down equipment with authorized wipes;
➢ Return all equipment to its designated area;
➢ Sign out at the front desk area.

Due to the nature of the environment and equipment, the presence of children is strictly prohibited in the X-Ray technology laboratory.

Externship Policies and Procedures

Student Responsibilities at the Externship Site:
Externship experience is critical for a student to reach his or her educational and career goals. The student responsibilities at the externship site include, but are not limited to:

➢ Respect patients, property, staff, technologists, and other personnel of the assigned clinical site;
➢ Attend clinicals according to an assigned schedule;
➢ Follow College and site policies, procedures, and standards of patient care;
➢ Meet the competencies and program clinical outcomes;
➢ Complete all required documentations in a timely manner;
➢ Be open to feedback, progress reviews and constructive criticism;

➤ Respond promptly to any communication from the clinical instructor, program director, site staff
➤ and administration, externship department;
➤ Communicate any changes, problems or concerns to the clinical instructor and externship
department in a timely and professional manner.

Externship Packet Documentation

All students are required to submit an externship registration packet to be eligible to receive an externship assignment. Students who fail to submit their externship registration packet in full by the deadline will not be eligible for externship. The deadline will be provided during student orientation and from communication from the externship department directly. Partial or incomplete packet submissions will not be accepted. A complete externship packet containing all the documentation is listed in the MCC Externship Handbook. Partial or incomplete packet submissions will not be accepted. All documents must be updated via Castle Branch.

Background Check

Students must complete a background check as part of the MCC admission process. A felony on student record will not necessarily disqualify the student from consideration for admission. However, it can adversely affect the student's ability to complete the Externship course and meet program completion requirements, find employment in the field related to their education, or take professional certification exams in the medical professions. MCC encourages students to consider their personal history to make the appropriate education and career choices.

The majority of MCC's affiliated sites will accept a background check completed within a year of assignment at the clinical site. However, some sites may require a more recent background check completed before the start of clinical rotation.
Any expenses incurred for the additional background check will be the responsibility of the student.

Drug Screening Policy

Consistent with its mission as an institution of higher education, Midwestern Career College (MCC) is committed to educating students, faculty, and staff on the dangers of alcohol and drug abuse, and to maintaining an environment in which such behavior is prohibited.

Some of MCC's affiliated sites require students to obtain and pass a drug screening before placement. If problems arise with a student's drug screening, the student will not be permitted to attend the Externship course which will result in program withdrawal.

Externship Experiences

Midwestern Career college requires the student to complete 810 hours in a controlled environment. During clinical the student will perform a series of procedures in a supervised X-Ray environment, interact with patients and radiology staff, and use functioning X-Ray equipment. This experience will allow students time to observe, understand, practice, and become competent in an environment that prepares

for real-life experiences as Registered Technologists.

Transportation to the Site

Students are responsible for securing their transportation to and from the externship site. Any costs associated with parking fees and/or tolls will be the student's responsibility.

Competencies

All applicants for certification must meet the criteria to be eligible to sit for the ARRT certification. As part of the education program, candidates must demonstrate competence in the clinical procedures identified below:

- Ten mandatory general patient care procedures;
- 36 mandatory imaging procedures;
- 15 elective imaging procedures selected from a list of 34 procedures;
- One of the 15 elective imaging procedures must be selected from the head section; and
- Two of the 15 elective imaging procedures must be selected from the fluoroscopy studies section.
- One patient may be used to document more than one competency. However, each individual procedure may be used for only one competency.

Mandatory procedures must be completed on actual patients in the presence of the preceptor. Elective procedures should be performed on patients, however, up to half of the procedures can be performed on volunteers.

When performing imaging procedures to comp, the student must independently demonstrate appropriate:

- patient identity verification;
- examination order verification;
- patient assessment;
- room preparation;
- patient management;
- equipment operation;
- technique selection;
- patient positioning;
- radiation safety;
- image processing.

A detailed list for the ARRT Primary Certification Didactic and Clinical Competency Requirements exams can be found here:

https://assets-us-01.kc-usercontent.com/406ac8c6-58e8-00b3-e3c1-0c312965deb2/68688f6b-d625-4fce-be07-b9b8a81b7d10/RAD_CC_2022.pdf

ARRT 3-year rule

You may make three attempts within three years to pass a certification exam. The three-year period

begins with the starting date of your initial ARRT exam window. This date is your last official day of attendance. It is not your graduation date. After three unsuccessful exam attempts or three years—whichever comes first—your eligibility ends. If you fail an ARRT exam three times within three years, or let the 3 years expire, you will have to regain eligibility to apply for the certification exam. In order to regain eligibility, one would need to re-enroll in and complete the entire program again.

Link to the 3-year rule:

https://www.arrt.org/pages/resources/exam-information/after-the-exam/three-attempts-in-three-years#:~:text=You%20may%20make%20three%20attempts,comes%20first%E2%80%94your%20eligibility%20ends.

Clinical 101 Course Shell

All Allied Health students are automatically enrolled in the Clinical 101 course. Clinical 101 is a self-paced online course used as a pre-externship orientation tool to prepare students for the clinical portion of their program. The course does not focus on any specific allied health discipline, but rather emphasizes the aspects of professional behavior necessary for a successful externship experience in any of MCC's allied health programs. The Clinical 101 course shell consists of 3 modules, a final exam, and the end of course survey. Students also submit their externship registration packet through Clinical 101 course shell. Students are required to pass the Clinical 101 final exam and the Externship handbook quiz with a 90% or higher to receive Clinical 101 course completion certificate. The course completion certificate is one of the required documents in the externship registration packet, which needs to be included along with other supporting documents listed in the packet.

Clinical Assessment Exam

Students are required to pass an Anatomy exam to be cleared for the externship placement. The exam consists of 100 cross-sectional anatomy questions. Students must pass the exam with an 80% to be eligible to participate in externship course and a 90% to be eligible for hospital placement.
The Clinical Assessment Exam is held on campus the second and fourth Tuesday of every month. To register for the exam, you will need to fill out the form that can be found in the Student Resources tab in D2L.

Program Exit Exam

The Exit Exam is a school administered exam that is given to the student after completion of both the didactic and clinical portion of the program. The exam is a combination of information learned during the entirety of the program. The exam is given in two (2) sections. The first section is a combination of physics, safety, and clinical application. The second section is cross sectional anatomy. Both portions of the exam must be passed with an 80% to be eligible to sit for the certification.

The Exit Exam can be taken up to three (3) times. To be eligible to attempt the Exit Exam for the fourth time, student will be recommended to sit in on a Registry Review course. This exam is non-credit; therefore, the results of the Exit Exam do not have any effect on a student's final grade.   The Exit Exam is held on campus the second and fourth Tuesday of every month. To register for the exam, you will need to fill out the form that can be found in the Student Resources tab in D2L.

Blood/Body Fluid Exposure

This procedure is to be followed if a student is involved in a blood/body fluid exposure incident:

- ➢ The clinical instructor or a designated supervisor immediately assists the student in cleansing the wound or affected area with soap and water or irrigating splash area (i.e., eyes, mucous membranes) with normal saline or water. If eyes have been splashed, flush 15 minutes at eyewash station with wash bottle or saline;
- ➢ Follow facility protocols for exposure, i.e., emergency room visit, employee health center;
- ➢ Notify the Program Director or clinical instructor assigned to you; school incident report must be completed;
- ➢ The facility will assist the student in filling out all necessary documentation forms and will coordinate any necessary follow-up according to their exposure policy;
- ➢ Costs incurred by a student's blood and body fluid exposure are the student's responsibility.

Electronic Device Use

A student shall not have a cell phone or any other electronic device during clinical activities, unless approved by the Clinical Instructor. These devices are disruptive to the environment and should only be utilized during breaks and in allowable areas per the clinic's policies. Failure to follow this policy may result in dismissal from the clinical site and could result in a disciplinary action.

Social Media Use

Documenting and sharing any part of the clinical experience on the social media platforms such as Facebook, LinkedIn, Twitter, YouTube, Wikis, blogs, as well as other social networks and collaboration tools such as text messages and Facetime without written authorization from the College is strictly prohibited. The prohibited conduct includes but is not limited to:

- ➢ Taking and posting pictures, video or recording of any kind while at the clinical site;
- ➢ disclosing and/or discussing the confidential information obtained from the electronic health records;
- ➢ saving and storing patient information on personal portable devices;
- ➢ reveling patient health information or describing patient care events on social media, even if the patient names or other personally identifiable information are omitted;
- ➢ interacting with patients on social media in any way that may violate the privacy and confidentiality of patient care (including identifying them as patients) or be deemed unprofessional and or hostile.

Students who are found in violation of the social media use guidelines will be subject to disciplinary actions up to and including dismissal from their program of study.

Termination of Externship Assignment

The reasons for termination of an externship assignment include, but are not limited to:

- ➢ No call, no show to the clinical rotation;
- ➢ Excessive tardiness;
- ➢ Multiple documented or undocumented absences;
- ➢ Unprofessional student behavior reported by the site;
- ➢ Unsatisfactory student performance or failure to progress as reported by the site;
- ➢ Violations of site-specific policies and procedures;
- ➢ Failure to follow HIPPA requirements;

Violations of the standards of student conduct as defined by the site or the college's catalog.

Students whose externship assignment is terminated will be withdrawn from the externship course and, if not simultaneously enrolled in any other courses, from their program of study.

Re-enrollment in the externship course will require the approval of the Externship Department and the Program Director and is subjected to clinical site availability. Students whose externship was terminated due to unsatisfactory performance at the externship site will be required to repeat a portion of the program before restarting their clinical rotation. Students whose externship was terminated due to conduct violations or unsatisfactory attendance will not be eligible for re-enrollment.

Extern Work Policy

All student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational in nature. Students will **not** be substituted for hired staff personnel within the clinical institution, in the capacity of an X-Ray Technologist.

Extern Attendance

Students are required to follow the Externship Schedule and Attendance Policy listed in the Externship Handbook.

- ➢ Clinical attendance during inclement weather follows the Campus Closure Policy on the college website. In general, a student must make a personal decision if travel is safe. If the student decides it is not, the student should contact the site and the Externship Department.
- ➢ Chronic tardiness will not be tolerated. Tardiness is disruptive to the patient-care setting, therefore, if a student is more than 15 minutes late, and has not notified the clinical site, the clinical instructor has the authority to release the student from the clinical site and send them home. This will result in an eight-hour absence.
- ➢ Students are not permitted to leave the clinical site prior to the end of their clinical shift. If all cases have been completed, it is the student's responsibility to seek out other tasks and activities to support their clinical education.

Course Key

Coursekey is the digital attendance tracking system students will use to punch in and out while attending extern. Make sure to log in and log out on a daily basis. Failure to login may result in not being awarded all your hours. You must log in and log out on site. If you have any questions regarding Coursekey or are

having a difficult time with the app, please reach out to the extern department at externship@mccollege.edu.

Extern Supervision

Prior to achieving competency in accordance with program standards, a student must be directly supervised by a qualified X-Ray Technologist during all procedures/contrast injections. All students will follow the policy for supervision at the respective clinical site. After achieving competency in a procedure, the student is then allowed to perform that procedure/contrast injection with indirect supervision. Key requirements:

➤ All students must be supervised by a preceptor from the clinical site while in the technologist role during imaging procedures.

　a. Direct supervision indicates that the preceptor also be in the technologist role and immediately available to assume control over imaging exam/contrast injection at any given moment.

　b. Indirect supervision is defined as a qualified X-Ray Technologist being immediately available in the room to assist the student, if needed. This applies to all students regardless of student achievement.

➤ Students are not to perform imaging/contrast injection procedures without a qualified X-Ray Technologist present in the room during the procedure.

➤ Any student who finds himself or herself without proper supervision must immediately notify the Clinical Supervisor at the site, the Externship Coordinator, or the Program Director.

Extern Dress Code

All students are expected to adhere to a clinical dress code policy. If a clinical site's standards are more stringent, they will supersede program policies. Clothing worn to and from clinical site should be program scrubs.

Appropriate uniform requirements include:

➤ Student identification badge;
➤ Clean, comfortable shoes;
➤ Scrubs will be provided by the school. No personal clothing such as scrub jackets or hats will be allowed at the clinical site or during class hours;
➤ Identification badges must be worn at clinical sites.

In addition to the attire described above, the student should be mindful of the following expectations:

➤ Hair shall be neat, clean, well-trimmed and properly combed at all times;
➤ Mustaches and beards must be neatly trimmed (for safety). If a student does not have a mustache and/or beard, the student's face must be clean-shaven;
➤ Hands and teeth are to be clean at all times. Fingernails should be clean and trimmed.

Fingernail polish is not permitted during clinical rotations. Decorative or studded fingernails are not allowed. False fingernails of any type are strictly prohibited;

➢ Jewelry of any kind is not recommended in the X-Ray area as they may become dislodged and threaten the safety of a patient or staff member. It is highly recommended that jewelry and all watches, lab tops, tablets and any object containing metal be left at home. MCC and your clinical site are not responsible for lost/stolen or damaged personal items;

➢ Visible body piercing (including tongue piercing) is not acceptable.

A clinical site reserves the right to send a student home if the student does not comply with the requirements of the site or the Program.

Dosimetry Badge

Students participating in clinical externship as part of the AAS in Diagnostic Medical Imaging Radiography program at Midwestern Career College("MCC") are required to obtain and wear dosimetry badges whenever on site. Dosimetry badges are a mandated requirement by the State of Illinois. Failure to follow state, clinical site, and MCC guidelines regarding dosimetry badges will result in monetary fines, clinical assignment termination, and possible program withdrawal. MCC provides students with dosimetry badges for the duration of the externship period subject to the Terms and Conditions below.

➢ Badges must be worn at all times when at a clinical site.

➢ Students who fail to wear badges when on site may not participate in clinical externship for that day. Multiple absences due to failure to comply with the dosimetry badge requirements will result in the clinical assignment termination.

➢ Badges must be returned to MCC thirty (30) days after pickup per the schedule outlined below.

➢ Failure to return badges on the designated days will result in fees and immediate suspension from the clinical site.

➢ Continued failure to comply with this policy will result in externship assignment termination and possible program withdrawal.

➢ Any fees, fines, or penalties assigned to MCC for a student's failure to comply with dosimetry badge requirements, will be transferred to the student with payment due immediately.

➢ If a badge is lost or broken, the student must notify MCC externship department (externship@mccollege.edu) by email within 24 hours and stop attending the clinical assignment until a new badge is provided. Failure to provide timely notification will result in disciplinary action up to and including termination of the clinical assignment.

➢ Student agrees to pay all costs associated with procuring replacement badges including expedited shipping fees if applicable.

➢ Unused or partially used badges MUST be returned to MCC by the last pickup/return date.

Student Responsibility Statement

By being enrolled in the Associate of Applied Science in Diagnostic Medical Imaging Radiography program, I acknowledge that it is student's responsibility to read and understand the Diagnostic Medical Imaging Radiography Program Handbook and abide by all policies.

I understand that the policies and procedures contained in this Handbook are subject to change without notice at the discretion of the Program Director.

I acknowledge that the Program Director will attempt to notify me of any changes in a timely manner; but that I am ultimately responsible for being familiar with the most current version of all policies in the Program Handbook is available on the college website.

I accept the responsibility to understand requirements for my program of study and I assume responsibility for meeting those requirements.

Information needed to know as you embark on your exciting new journey! Please read, sign, and submit along with your records!

1. A student is not able to choose their clinical site.
2. Externship hours and schedules will be determined by the site, not the student. Students are expected to attend the schedule the site provides. No vacations will be approved during extern.
3. The student must abide by the site's rules.
4. You will be asked if you are a Junior or Senior student. A Junior student is a student who has between 0 and 400 hours. A Senior student is between 401 hours and 810 hours.
5. You will need to bring your radiation markers. If you do not have your markers, there will be a link to purchase markers below. You can get customized markers if you choose. Radiation markers can be purchased on Amazon or Etsy.
6. You can purchase an *optional* technique card to wear. A link is also listed below. Again, this is optional.
7. If you attend an extern site that requires a radiation badge, make sure to bring the badge with you. Badges are given out by the extern department. Badges are only good for 90 days. Please make sure to review the radiation badge procedure prior to the start of clinical. ***not all students will be required to wear radiation badges. This is site specific.
8. You must attend clinical in your school appointed scrubs.
9. CourseKey is the digital attendance tracking system students will use to punch in and out while attending extern. Make sure to log in and log out on a daily basis. Failure to login may result in not being awarded all your hours. You must log in and log out at the site.
10. You will need a binder. This binder is to be taken with you to your clinical site daily. Some sites will require you to keep your binder on site.
    Information needed in this binder are as follows:
    a. ARRT Comp Sheet – please print the comp sheet from the link provided below.
    b. MCC Clinical Competency Checklist. You will need to print out enough sheets to cover the number of competencies listed. You have 56 competencies to be completed over the entirety of your clinical. You will need 56 comp sheets. See below.

MCC Clinical Competency Checklist:

Student: _____ Date: _____

Procedure: _____ Accession: _____

This checklist is to determine the students ability and level regarding student patient interactions, equipment manipulation, patient positioning, radiation protection, activities and image quality.

SCORING KEY: 1 = Needs improvement 2=Average 3= Above Average 4=Excellent

Clinical Competency Evaluation Checklist	Rate	Date	Verified
A. Student Patient Interactions			
Identifies the patient using proper identification			
Identifies correct exam			
Obtains accurate history			
Explains procedure clearly and appropriately			
Assist patient appropriately			
Follows all HIPPA protocols and procedures			
B. Equipment Manipulation			
Room was set up for appropriate exam and in a timely manner			
Correct exposure factors were selected (mAs, kvp, mA, time)			
Necessary parameters are correct (table, wall, TT, AEC, FS)			
Adjusts necessary equipment appropriately			
C. Patient Positioning			
Aligns MSP accurately			
Angles CR accurately			
Centers area of interest			
Adjusts anatomy appropriately (rotation, flexion, extension)			
Gives clear and concise instructions to patient			
D. Radiation Protection			
Properly shields patient and practices appropriate operator protection			
Collimates beam			
Rules out possibility of pregnancy			
E. Activities			
Appropriately interacts with patients' needs			
Cleans and sanitizes rooms to clinic/hospital standard			
Student is confident and organized			
Student demonstrates critical thinking and problem-solving abilities			
Student is proficient and works within the appropriate time restraints			
Student takes direction well, interacts with staff			

Resources:

Radiation Markers:

https://www.amazon.com/X-Ray-Markers-Small-Rectangle-Glitter/dp/B07TXLTPJD/ref=sr_1_5?crid=1RSFOGPHDARWW&keywords=radiation+markers&qid=1678130937&sprefix=radiation+markers%2Caps%2C159&sr=8-5

ARRT Comp Check Sheet:

https://assets-us-01.kc-usercontent.com/406ac8c6-58e8-00b3-e3c1-0c312965deb2/68688f6b-d625-4fce-be07-b9b8a81b7d10/RAD_CC_2022.pdf

Technique Card

https://www.etsy.com/listing/1172270778/xray-technique-card-xray-mas-and-kvp?click_key=a0606f38167e8948e0aa6ea73bce9a4881cf8ea7%3A1172270778&click_sum=fa07e31a&ref=search2_top_narrowing_intent_modules_top_rated-1&frs=1&sts=1