



METROPOLITAN COMMUNITY COLLEGE

Radiologic Technology Program Handbook

2026-2027

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1. Introduction and Program Overview

1.1 Message from the Program Coordinator

Welcome to the Metropolitan Community College-Penn Valley Radiologic Technology program. We appreciate the hard work students have done to be admitted into this program.

The Metropolitan Community College mission is “Preparing students; serving communities; creating opportunities.”

To prepare graduates for meaningful participation in both the health care community and society, students must demonstrate professionalism, civic responsibility, and confidence in their abilities. The MCC-PV Radiologic Technology program integrates liberal arts education, comprehensive radiographic instruction, and coordinated clinical practice—three components that work together to support student development and readiness for entry-level practice.

1.2 Purpose of the Handbook

Welcome to the Radiologic Technology program at Metropolitan Community College–Penn Valley. You are beginning a challenging and rewarding journey toward becoming a competent, compassionate radiographer. This handbook has been created to support you throughout that journey by providing a clear overview of the program’s expectations, policies, and resources.

As a radiologic technology student, you will learn in a variety of settings—classrooms, labs, and clinical environments. Because these experiences require professionalism, safety, and consistent standards, this handbook serves as your primary reference for understanding how the program operates. Inside, you will find information about academic requirements, clinical education, behavioral expectations, radiation safety, grading policies, and procedures for addressing concerns or questions.

Our goal is to help you succeed. The guidelines in this handbook are designed not only to maintain fairness and transparency but also to promote your growth as a future health care professional. Please take time to read the handbook carefully and refer to it regularly. If you ever need clarification or assistance, the program faculty and staff are here to support you.

1.3 Program Accreditation Information

Metropolitan Community College is fully accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools and approved by the Missouri State Department of Career and Technical Education. The Radiologic Technology program at MCC - Penn Valley is accredited with the Joint Review Committee on Education in Radiologic Technology (JRCERT). Questions concerning the accreditation status of the program may be directed to JRCERT staff, at 20 N. Wacker; Suite 2850; Chicago, Illinois 60606. (312-704-5300, www.jrcert.org, mail@jrcert.org).

If an individual suspects or finds that the program fails to uphold the JRCERT standards for accreditation <http://www.jrcert.org/programs-faculty/jrcert-standards/> , the individual may submit the concern in writing to the program director. Such a complaint will be reviewed by the program leadership and college administration, to determine the appropriate action or response for such complaint. If the JRCERT standards have been compromised, the program will make necessary modifications within ninety days. If the program fails to respond appropriately, the individual may submit a formal complaint to JRCERT. The program leadership and administrators will respond to any allegations from the JRCERT and take appropriate action regarding the alleged infraction.

1.4 Description of the Program and Areas of Study

The Radiologic Technology program is a twenty-three-month program that culminates in an Associate of Applied Science degree. Students spend six semesters studying radiographic positioning, radiation physics and equipment, patient care, image evaluation, cross-sectional anatomy, radiographic image acquisition, and radiation biology and protection. In addition to didactic classroom coursework, students are immersed in the clinical setting with various Kansas City metro-area clinical affiliates. Students receive a variety of clinical rotation settings including but not limited to a large, urban hospital, a smaller, rural hospital, and an outpatient clinic setting.

1.5 Program Learning Outcomes

Graduates of the program will:

- Be workforce ready, demonstrating competence in the entry level skills of the profession
 - Exhibit proper performance of radiographic procedures
 - Formulate appropriate technical factors
 - Apply appropriate radiation protection
- Communicate effectively and appropriately
 - Exhibit effective oral communication
 - Construct effective written communication
- Think critically and apply problem solving skills
 - Adapt standard procedure for non-routine patients
 - Evaluate radiographic images to determine diagnostic quality

The Radiologic Technology program outcomes assessment is conducted to review the success of each graduating class in achieving the program goals and objectives. Annual review of the outcomes assessments is conducted by the program faculty, advisory committee members, and campus leadership to evaluate program strengths and weaknesses, and to discern the necessity for change within program curriculum. The program outcomes assessment is available in the program coordinator's office for review.

1.6 Career Pathways

Upon receiving the AAS degree in Radiologic Technology students are prepared for the American Registry of Radiologic Technologists (ARRT) certification exam. Following certification, the newly registered radiologic technologists can work in a variety of settings including but not limited to hospitals, outpatient (primary care, orthopedic, etc.) clinics, surgery centers, mobile radiography services, applications training, and education. Students often seek post-primary certification through the American Registry of Radiologic Technologists in modalities such as computed tomography (CT), magnetic resonance imaging (MRI), mammography, cardiac interventional radiography, or vascular interventional radiography. Radiologic technologists seeking certification in diagnostic medical sonography, radiation therapy, and nuclear medicine can transition into those careers by completing additional formal educational programs for those modalities.

2. Admission and Enrollment

2.1 Program Eligibility Requirements

The Radiologic Technology program is a selective admissions program that requires students to complete an online application specific to the program. This application is in addition to the general MCC application.

The following list outlines requirements assessed in the Radiologic Technology program application:

- Prerequisite courses that must be completed prior to applying to the program:
 - ENGL 101 Composition & Reading 1
 - MATH 120 College Algebra
 - Medical Terminology (BIOL 150 or HIM 100)
- Minimum cumulative GPA of 2.5 on 4.0 scale
- Achieve placement test minimum scores, if applicable. See the [student information and application packet](#) for more information on this topic.
- Complete a minimum of 4 hours in a job shadow experience in a radiology department within twelve months of the application deadline. Students must complete the job shadow form with the supervisor during the shadow experience and submit the completed form with their program application.
- Students will also need to provide a description of prior healthcare experience.

Students interested in transferring to the MCC-PV Radiologic Technology program from another program should refer to the Transfer Student Guidelines in Appendix C.

- [6.10013 DP Transfer Credit](#)
- [6.10014 DP Academic Forgiveness](#)
- [6.10015 DP Credit for Prior Learning](#)

2.2 Program Application Process

Information on the application process for admission into the Radiologic Technology program can be found on the [program website](#). All application requirements, prerequisites, and essential program information can be found in the [student information and application packet](#). This document can also be downloaded from the program website. The annual deadline for application submissions is February 15. Students are notified of their admission decision by March 15. An initial program orientation is held in April, and students are enrolled in the first course of the program the following summer semester.

3. Faculty and Staff Directory and other Key Offices

3.1 Instructor Contact Information

Program Coordinator/Faculty	Sara Crosser	sara.crosser@mcckc.edu	(816) 604-4918
Clinical Coordinator/Faculty	Russann Ruch-Mekonen	russann.ruchmekonen@mcckc.edu	(816) 604-4660
Faculty	Nicole Fuller	nicole.fuller@mcckc.edu	(816) 604-4470

3.2 Staff Contact Information

Metropolitan Community College-Penn Valley is the sponsoring institution of the Radiologic Technology program. Penn Valley is one of five community college campuses operated under the authority of the Metropolitan Community College District of Kansas City, Missouri. The district is governed by a Board of Trustees and administered by a district chancellor, Dr. Kimberly Beatty.

The following table lists pertinent administrative and support roles for the Radiologic Technology program.

PV President	Dr. Tammy Robinson	tammy.robinson@mcckc.edu	(816) 937-3627
PV Vice President of Instruction & Student Services	Dr. Craig Haile	craig.haile@mcckc.edu	(816) 604-5418
Dean of Student Development & Enrollment	Ms. Christal Cadenhead	Christal.Cadenhead@mcckc.edu	(816) 604-4448
Division Chair Health Sciences	Dr. Nicole Fuller	nicole.fuller@mcckc.edu	(816) 604-4470
Senior Administrative Assistant for Allied Health	Susan Michaud	susan.michaud@mcckc.edu	(816) 64-4232

3.3 Contact Information for Key Offices

Penn Valley Admission	pv.admissions@mcckc.edu	Student Enrollment Center
Registrar's Office	mcc-registrar@mcckc.edu	
Financial Aid	pv.financialaid@mcckc.edu	Student Enrollment Center, SEC001
Penn Valley Student Success Advisors	pv.advising@mcckc.edu	Student Enrollment Center, SEC001
Penn Valley Counseling – Terry Stanley	terry.stanley@mcckc.edu	Campus Center, CC234

4. Student Support Services

4.1 Advising

If you desire academic advising, please contact Carolina Sanchez, the Student Success Advisor for radiologic technology students via email, at carolina.sanchez@mckc.edu.

4.2 Career Services

The Career Services Coordinator for students at the Health Science Institute is Nabil Abas. He can be contacted via email at nabil.abas@mckc.edu. Students are welcome to reach out to Nabil for guidance on their journey after MCC including cover letter and resume writing and interview skills.

Students will participate in cover letter and resume writing along with mock interviews during their final semester in the program. Program faculty work with Penn Valley Career Services to coordinate mock interviews and guest lectures for resume writing.

Program faculty also engage with area employers to notify students of upcoming employment opportunities.

4.3 Counseling Services

MCC-Penn Valley offers on-campus counseling services in the Penn Valley Campus Center (CC234). Students can go to [MCC Counseling](#) for information on how to schedule an appointment with a counselor. Students will also find access to online counseling services through [Wolf Wellness](#).

4.4 Tutoring and Academic Support

The Biology Tutoring lab, located on the main Penn Valley campus, provides access to anatomical models and computer software and is available for students during designated hours. The Teaching Learning Center in LR 202 assists students with generalized tutoring including advising students on study skills, test taking and written assignment preparation.

The Health Resource Center at the HSI also provides instruction for students in the areas of study skills, test taking, time management and other general topics related to student success. Models, skeletons, and other anatomical resources are available for individual study on the first floor of the library at MCC-Penn Valley and at the HSI Health Resource Center on the second floor. The Health Science Institute also offers a variety of computer labs and printing for students' use.

Program faculty offer one-on-one meetings with students for tutoring, large-group study sessions, and office hours for students who may require additional time with a specific subject. Students are encouraged to reach out to program faculty with any questions.

Remediation planning for students is customized by program faculty based on the student's needs. Performance improvement plans may be implemented as a method of tracking student progress.

An eighteen-station computer lab is available for independent computer use in room 203 of the Health Science Institute.

The library has access to the many databases in which students can access from home through the [MCC Library website](#).

- [7.40020 DR Academic Intervention](#)

4.5 Financial Aid and Scholarship Opportunities

Students are encouraged to seek information regarding financial assistance eligibility. MCC provides guidance for the many options for [financial aid](#) available to students.

Students should complete the [Free Application for Federal Student Aid \(FAFSA\)](#). To get priority consideration for financial aid, students should submit their FAFSA by February 1. MCC's school code is 002484. Some funds are limited so the earlier you apply, the better your chances of receiving aid.

MCC has many [scholarship opportunities](#) for students. Typically, student scholarship applications are given priority if received on or before April 30 prior to the beginning of the academic year.

There are scholarship opportunities specific to students admitted into the Radiologic Technology program such as the Jason R. Martin, MD Radiologic Technology Scholarship and the Eryn Elise Rivera Memorial Scholarship. These and many other scholarship opportunities can be found through MCC's [Scholarship Universe](#).

- [7.25020 BP Satisfactory Academic Progress of Financial Aid Recipients](#)
- [7.25020 DP Satisfactory Academic Progress of Financial Aid Recipients](#)
- [7.25050 DP Satisfactory Academic Progress of Veterans Benefits Recipients](#)
- [7.30000 BP Student Financial Aid](#)

Student Privacy and Confidentiality

Student records, including transcripts from previous colleges, will be kept locked in the program coordinator's office. Student clinical records for the current semester will be retained by the clinical coordinator of the Radiologic Technology program in a locked file cabinet. At the conclusion of each semester, the clinical coordinator will transfer these clinical records to the program coordinator who will place them in the students' program file. Confidential student counseling sessions will be held in a private room. Assessments will be returned only to the individual student.

Students will acquire facility and patient written informed consent prior to seeking participation in videos, slides, photographs, or other projects. Students will remove any identifying information when presenting patient case studies or sharing images in class. The student will respect patient privacy and confidentiality.

Changing rooms are available to students within the radiology suite for lab class attire preparation if needed. When performing procedures which require exposure of a body part, appropriate draping techniques will be utilized. The student will respect fellow students' privacy and confidentiality.

5. Academic Policies and Expectations

5.1 Academic Integrity and Code of Conduct

Evidence of cheating on any assignment or examination will result in a grade of zero being recorded for that activity. If there is evidence of cheating, the program disciplinary action policy will be enforced. If there is a subsequent act with evidence of cheating, the student will be dismissed from the program. Cheating is an act of deception which includes, but is not limited to the following:

- Copying another student's assignment to turn in as own
- Looking at another student's examination
- Using an electronic device to access information during an examination or while waiting for a lab practical.
- Using printed/ written materials to access information during an examination or while waiting for a lab practical
- Talking or communicating to other classmates during an examination or practical
- Providing information to students that have not yet completed an examination or lab practical
- Providing incorrect information regarding attendance at clinical
- Accepting or providing unauthorized assistance on practical exams, assignments, or papers.
- Plagiarizing

Program Dismissal

If a Radiologic Technology program student is not successful in obtaining a "C" or better in any radiologic technology or required course(s) for the degree, is found to have violated any program or college policy during an academic or personal incident, they will be dismissed from the program. Students dismissed from the program will be required to reapply for admission, repeat any previous radiologic technology program courses taken, and pass all exam competencies completed up until the point of program dismissal with a "C" or better.

Disciplinary Action

Any student found to have violated a program or clinical site policy will be subject to disciplinary action. The level of action is dependent on the severity and frequency of the offense. Each student will be given due process and sufficient warning of the consequence of their actions.

A verbal warning will be assigned for first time minor infractions. Students are expected to modify their behavior to follow standards of the profession, the educational environment, and the health care environments immediately when given verbal warning. If the infraction occurs again, the student will be provided with a written warning, including objectives for behavior modification. The written warning will be documented in a progressive discipline report and will identify the timeframe for follow-up on stated objectives. Repeated minor offenses or a major offense may result in clinical/program probation. Program/clinical suspension may be assigned for grave offenses or flagrant minor violations. Documentation of all verbal and written warnings is provided to the student and held in a file in the program coordinator's office.

The Student Disciplinary Action Form can be found in Appendix B.

- [6.10010 BP Academic Standards](#)
- [6.10011 DP Grading Standards, Coursework and Final Examination](#)
- [6.10012 DP Grade Change](#)
- [6.10014 DP Academic Forgiveness](#)
- [7.20000 BP Student Rights and Responsibilities](#)
- [7.35010 BP Code of Student Conduct](#)
- [7.35010 DP Code of Student Conduct](#)

• [7.40010 BP Freedom Due Process and Disciplinary Action](#)

Standard of Student Conduct

As stated in the college catalog, "Students enrolling at a district college assume the obligation to conduct themselves in a manner compatible with the educational purposes of the college. If a student fails to do so and engages in behavior disruptive to the educational process, the college will institute appropriate disciplinary action.

Specifically, students are expected to comply with federal, state and municipal laws concerning activities prohibited generally and specifically on public-school property and at college-sponsored functions. Among these illicit activities are civil disobedience, forgery, gambling, immoral conduct, libel, theft, use and sale of alcoholic beverages and narcotics and vandalism.

In addition to demonstrating honesty and integrity, students are expected to comply with all policies, regulations and procedures of the Metropolitan Community College. They are expected to comply with the college traffic code and to follow the directions of college representatives acting in their official capacity."

The consequences for students for not following the preceding policies could result in any of the following depending on the severity of the problem:

- Probation
- Repetition of the required course(s)
- Suspension from the program
- Dismissal from the program

5.2 AI Usage

This policy is designed to provide guidelines and regulations for students utilizing Artificial Intelligence (AI) tools and resources within educational settings. AI technology presents both opportunities and challenges, and it is essential for students to understand how to responsibly and ethically engage with AI to maximize its benefits while mitigating potential risks. This policy applies to all students who have access to AI tools and resources provided by educational institutions or used for educational purposes.

Ethical Use:

- Students must use AI tools and resources in an ethical and responsible manner, adhering to principles of honesty, integrity, and respect for others.
- Avoid using AI for activities that violate academic integrity, such as cheating on assignments, exams, or any form of plagiarism.
- Do not use AI to create or distribute harmful, offensive, or misleading content.

Citing AI in Academic Work: When integrating AI tools or content into academic projects, students must cite AI contributions appropriately. Acknowledge AI is used in methodology or acknowledgments, citing specific tools, developers, and versions. Follow citation styles (APA, MLA) and include AI system details alongside traditional elements. Ensure transparency by documenting AI's role and facilitating reproducibility. Seek guidance from educators and stay informed on best practices. Failure to cite AI may breach academic integrity, leading to consequences like plagiarism. Consult instructors for clarity.

Consequences of Violations: Violation of this policy may result in disciplinary action, including but not limited to warnings, academic penalties, loss of privileges, or expulsion from educational programs, depending on the severity and recurrence of the offense. Additionally, legal consequences may apply in cases involving unlawful activities or breaches of privacy or intellectual property rights.

5.3 Student Attendance and Participation Expectations

Attendance

Students are expected to attend all radiologic technology classes. If a class is unavoidably missed, the student must attempt to notify the appropriate faculty member, prior to the scheduled class.

In the event of extended absence due to surgery or medical condition, if the missed course work can be made up prior to the next academic semester, the faculty will work with the student to make up the material. If the absence is longer than two weeks, a remedial plan of action will be developed to outline the steps required to address academic deficiencies and/or continued course/program participation. It may not be possible for missed course work assignments to be completed during the semester.

Students absent due to extended medical condition or surgery require documentation of the necessary leave by their physician. Students who have had medical leave may need to work with the disability support office to determine what, if any, accommodations are needed and appropriate. Students must keep the program coordinator informed of any accommodations and their needs regarding extended absence.

Tardy

Any student who enters the classroom after the designated start time is considered tardy. The door to the classroom is opened each morning by the public safety or facilities departments. Lab doors are not unlocked by the public safety or facilities departments. The instructor will unlock labs prior to the beginning of lab or as needed for student practice.

Leave of Absence

A student may elect to take up to a one-year leave of absence from the program for medical or family reasons. In all cases the leave must be approved by the program coordinator and a plan for re-entry must be established and documented in writing. The student must keep in contact with the program coordinator and consult the program coordinator at least one full semester prior to re-entering the program. Upon re-entry, the student must be able to pass all exam competencies completed up until the point of the leave of absence with a "C" or better.

Program Withdrawal

Students may withdraw from a class at any time prior to the college's published last day to withdraw. It is important that students who stop attending classes withdraw formally from the courses in which they are enrolled. If a student chooses to withdraw from any one radiologic technology course, they will also be required to withdraw from all radiologic technology courses. The program course work is sequential in nature, therefore, if a student withdraws from the coursework for any semester, they will not be eligible to return to the program until the following year. Future placement due to withdrawal cannot be guaranteed. Students will be required to apply and be accepted into the program for successful reentry to the program.

- [6.10017 DP Withdrawal and Audit Enrollment Status](#)
- [7.30050 DP Medical Discretionary Withdrawal](#)
- [7.35020 DR Student Attendance](#)

5.4 Student Complaint and Grievance Procedures

The student is entitled to informal and formal grievance procedures (including grade appeals) and may at their discretion seek resolution. The student is required to consult the faculty member with whom the student has experienced conflict. This consultation must occur within five business days of the event. If the matter is not resolved to the satisfaction of the student, they may then consult the program coordinator, within five business days of meeting with the original faculty member. If the issue is still not resolved to the student's satisfaction, the student may request to meet with the Division Chair of Health Sciences. This request must be within ten business days of meeting with the program coordinator. If this does not resolve the issue, the student may request a meeting with the Penn Valley Dean of Instruction. This request must be within five business days of meeting with the division chair. If this does not resolve the issue, the student may request the formation of a grievance committee, with representation from the external professional community, to determine a satisfactory resolution. The grievance committee will convene to hear all perspectives of the grievance and to discern an appropriate action.

Circumstances which may warrant counseling and possible dismissal from the clinical setting or the program would include but not be limited to: academic dishonesty, habitual absenteeism, unprofessional or unethical conduct, refusal to comply with program policies or clinical site policies, unsafe practice, sexual harassment of other students, faculty or clinical faculty/staff, purposeful destruction or theft of college or clinical site property, reporting to class or clinical rotations under the influence of alcohol and/or uncontrolled substances, insubordination, disruptive behavior in the classroom, laboratory or the clinical setting, or a felony conviction. Students are expected to behave in a manner which is consistent with the expectations of the profession and compliant with the ARRT Standards of Ethics.

- [6.10012 DP Grade Change](#)
- [7.20300 DR Student Complaints](#)
- [7.20300 OP Student Complaints](#)
- [7.20400 DR Student Rights and Privacy](#)
- [7.20400 OP Student Rights and Privacy](#)
- [7.40030 BP Status of Suspended or Expelled Student](#)

5.5 Grading Policies and Standards

The following grading scale is used for all course work in the Radiologic Technology program.

- A = 92-100%
- B = 84-91.9%
- C = 75-83.9%
- D = 65-74.9%
- F = Any percentage below 65%
- I = Incomplete

Each student must achieve a grade of "C" or better in each radiologic technology course as well as the required anatomy and physiology course(s). A student who does not achieve a "C" or better in any of these courses would not be eligible to enroll in the following semester of radiologic technology course work.

Assessment Methods

The Radiologic Technology program uses a wide variety of assessment methods to measure student learning, clinical competence, and professional growth. These assessments are designed to help students grow and prepare for success in both the classroom and clinical setting. Assessment methods during the program include but are not limited to quizzes, exams, presentations, demonstrations, role-play scenarios, clinical competencies, and evaluations from clinical preceptors, etc.

Grade Appeal

Students may choose to dispute a grade. Please refer to section 5.4 Student Complaint and Grievance Procedure and the MCC Grade Change policy below for additional information.

- [6.10012 DP Grade Change](#)

5.6 Non-Discrimination and Accessibility Policies

Admission to and successful completion of the Radiologic Technology program are based solely on achievement of clearly defined objectives and are free from discrimination based on race, color, creed, national origin, gender, or any other protected characteristic. Our goal is to graduate compassionate, reflective practitioners who approach their professional responsibilities with critical thinking and respect for the diverse populations they serve. Faculty model the importance of lifelong learning and structure the program to support seamless progression into advanced or post-graduate studies within the radiologic sciences.

- [7.30020 BP Non-Discrimination](#)
- [7.30030 BP Non-Discrimination and Harassment Student](#)
- [7.30030 DP Non-Discrimination and Harassment Student](#)
- [7.30035 BP Sex Discrimination and Sexual Harassment Student](#)
- [7.30035 DP Sex Discrimination and Sexual Harassment Student](#)
- [7.20100 DR Disability Support Services](#)
- [7.20100 OP Disability Support Services](#)
- [7.20200 DR Service Animals and Emotional Support Animals](#)
- [7.20200 OP Service Animals and Emotional Support Animals](#)

5.7 Program Dismissal Appeal Process

Students who are dismissed from the program may appeal the dismissal decision in accordance with the Health Science Institute Program Dismissal Appeal Procedure. This procedure outlines the required steps, timelines, and levels of review.

The appeal process includes review by the course instructor, Program Coordinator, and Division Chair. The purpose of the appeal is to determine whether the dismissal decision was made in accordance with published program policies and procedures and was not arbitrary or capricious.

Students seeking to appeal a dismissal must follow the established procedure and adhere to all published deadlines. A copy of the Program Dismissal Appeal Procedure and appeal form is available from the program office or the Division of Nursing and Allied Health.

6. Curriculum and Course Descriptions

6.1 Program and Course Requirements and Credit Hours

Dept	Course #	Course Title	Credit hours
Program Prerequisites These courses must be completed prior to applying			
ENGL	101	Composition & Reading I	3
MATH	120	College algebra course (120 or higher preferred)	3
BIOL or HIM	150 or 100	Medical Terminology	2-3
General Education Requirements			
HLSC	108	Anatomy & Physiology for Health Professions or	4-10
BIOL	109	Anatomy & Physiology or	
BIOL	110 & 210	Human Anatomy and Human Physiology (preferred)	
PSYC	140	General Psychology	3
COMM	100	Fundamentals of Speech	3
HIST 120 OR HIST 121 OR POLS 136 (choose one)			3
*Any courses numbered 100 or above from the following disciplines: BIOL, CHEM, GEOG (except 104 & 110), GEOL, MATH, PHYS			3-6
Radiologic Technology Requirements			
RATE	165	Patient Care	3
RATE	186	Radiation Physics & Equipment	2.5
RATE	172	Radiographic Procedures I	5
RATE	187	Clinical I	3
RATE	188	Clinical Practice II	4
RATE	176	Radiographic Procedures II	5
RATE	171	Principles of Radiographic Imaging	2
RATE	189	Clinical Practice III	4
RATE	273	Digital Image Acquisition	2
RATE	271	Clinical Practice IV	6
RATE	274	Cross Sectional Anatomy	3
RATE	278	Radiographic Pathology	2
RATE	270	Radiation Biology and Protection	2.5
RATE	272	Clinical Practice V	6
RATE	283	Final Seminar	2
PROGRAM TOTAL			78-88

6.2 Pre-requisite Courses

The following prerequisite courses must be complete prior to applying to the program:

- ENGL 101 Composition & Reading I
- MATH 120 College Algebra
- Medical Terminology (BIOL 150 or HIM 100)

6.3 Required Core Courses

The following courses and descriptions are for the core courses in the Radiologic Technology program:

- RATE 160 Fundamentals of Radiologic Technology
 - This course provides an overview of the foundations of radiography and the practitioner's role in health care delivery. Principles, practices and policies of health care organizations will be examined and discussed in addition to the professional responsibilities of the radiographer.
- RATE 165 Patient Care
 - This course provides the concepts of optimal patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described, as well as infection control procedures using standard precautions. The role of the radiographer in patient education is identified.
- RATE 171 Principles of Radiographic Imaging
 - This course provides the concepts of optimal patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described, as well as infection control procedures using standard precautions. The role of the radiographer in patient education is identified.
- RATE 172 Radiographic Procedures I
 - This course provides the knowledge base necessary to perform imaging procedures of the chest, abdomen, upper limb, shoulder girdle, lower limb, pelvic girdle, and vertebral column. Consideration is given to the evaluation of optimal diagnostic images.
- RATE 176 Radiographic Procedures II
 - This course provides the knowledge base necessary to perform imaging procedures of the bony thorax, cranium, digestive system, urinary system, biliary system, special studies, surgical, fluoroscopy, and modalities. Consideration is given to the evaluation of optimal diagnostic images.
- RATE 186 Radiation Physics
 - Content in this course establishes a basic knowledge of atomic structure and terminology, the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter. The course content also establishes a knowledge base in radiographic, fluoroscopic and mobile equipment requirements and design. A basic knowledge of quality control is also introduced in this course.
- RATE 187 Clinical I
 - This course is designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. The clinical practice experiences in this course are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior to, during and following the radiologic procedure. This course is the first of five total clinical courses.

- RATE 188 Clinical II
 - This course is designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. The clinical practice experiences in this course are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior to, during and following the radiologic procedure. This course is the second of five total clinical courses.
- RATE 189 Clinical III
 - This course is designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. The clinical practice experiences in this course are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior to, during and following the radiologic procedure. This course is the third of five total clinical courses.
- RATE 270 Radiation Biology and Protection
 - This course provides an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues, and the body are presented. Factors affecting biologic response are presented, including acute and chronic effects of radiation. The course also presents an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel, and the public. Radiation health and safety requirements of federal and state regulatory agencies and health care organizations are incorporated.
- RATE 271 Clinical IV
 - This course is designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. The clinical practice experiences in this course are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior to, during and following the radiologic procedure. This course is the fourth of five total clinical courses.

- RATE 272 Clinical V
 - This course is designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. The clinical practice experiences in this course are designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior to, during and following the radiologic procedure. This course is the last of five total clinical courses.
- RATE 273 Digital Acquisition
 - Content in this course imparts an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impart image acquisition, display, archiving, and retrieval are discussed. Principles of digital system quality assurance and maintenance are presented.
- RATE 274 Cross Sectional Anatomy for RATE
 - With respect to the radiologic technology student, the course content begins with a review of gross anatomy of the entire body. Detailed study of gross anatomical structures will be conducted systematically for location, function, and relationships to other structures. Gross anatomical structures are located and identified in axial, sagittal, coronal, and oblique planes. Illustrations and anatomy images will be compared with MR and CT images in the same imaging planes and at the same level, when applicable.
- RATE 278 Pathology
 - This course introduces concepts related to disease and etiological considerations with emphasis on radiographic appearance of disease and impact on exposure factor selection.
- RATE 283 Final Seminar
 - This course is in preparation for the national registry examination. This course includes simulation of American Registry of Radiologic Technologists examination.

6.4 Elective Options

There are currently no available elective course options for the Radiologic Technology program.

7. Work-Based Learning Requirements

7.1 Work Based Learning (i.e. Internships, Clinical Experiences, Apprenticeships, Co-op Programs)

The program's Clinical Coordinator will make all student clinical assignments. Over the duration of a student's clinical experience if it is found that some aspect of expected clinical experience is lacking or too low in frequency to assure student experience (i.e.: surgical procedures) a student may receive a temporary assignment to a secondary clinical site to receive clinical exposure and develop clinical expertise in the area missing from their primary clinical environment. At the completion of a temporary assignment, the student will return to their primary clinical site.

Role of Clinical Experience

Students are assigned to clinical rotations to observe and apply concepts, skills, and behaviors taught on campus in class and in the laboratory. It is important that the student understands that clinical rotations are considered school, not work. While in the clinical setting, the student is not afforded the rights and privileges associated with employees and volunteers of the clinical facility. Additionally, the student must abide by the policies and procedures required by the college and clinical facility.

At all times, the student is to maintain a student-teacher relationship with the clinical preceptor as well as all clinical facility personnel.

7.2 Eligibility and Application Process

Students must complete several requirements prior to beginning the clinical portion of the Radiologic Technology program. All requirements must be completed in a timely manner and must have appropriate documentation. Pre-clinical requirements include but are not limited to:

- CPR certification
- Physical examination
- Current immunizations
- TB testing
- Criminal background check
- Drug screening
- Health insurance proof or waiver
- KCANE clinical orientation manual review and exam
- Signed release of information authorization

Many clinical affiliates have additional site-specific instructions and/or orientation processes which must be completed when assigned to that facility for clinical rotation.

7.3 Expectations and Responsibilities of Students

Professional Conduct

While in the clinical setting, all radiologic technology students are to represent the program to the best of their ability. The following behaviors are to be exhibited by all students within the clinical environment.

Upon admission to the radiologic technology program, students agree that they will:

1. Be prompt on their arrival at the clinical site.
2. Maintain a neat, professional appearance and wear the approved program uniform in accordance with the dress code guidelines.
3. Treat all patients with respect, be cognizant of cultural, and gender differences that may affect norms, perceptions, and behaviors.
4. Address adult patients using appropriate titles such as “Mr.” or “Ms.” unless invited to use the patient’s first name. Terms of endearment or overly familiar language are not appropriate in a professional healthcare setting.
5. Have patients remove any radiopaque objects that may interfere with the scheduled procedure. The student will provide the patient with appropriate hospital attire such as a patient gown, robe, and slippers, when applicable.
6. Explain the procedure to each patient, in lay terms, so that the patient knows what to expect, before the exam begins.
7. Obtain and document a thorough patient history for each patient.
8. Obtain the onset of the last menstrual period from each female patient between the ages of 10 and 55 years. If the LMP was more than 10 days ago, the student questions the patient concerning possible pregnancy. If the patient cannot provide information to demonstrate the absence of pregnancy, the student does not continue with the exam but seeks guidance from the clinical preceptor.
9. Shield patients as required by the specific clinical setting, provided gonadal shielding will not interfere with the examination performed according to facility procedure guidelines.
10. Utilize positioning aids and immobilization devices as needed to help the patient maintain required positions. No student is ever permitted to hold an image receptor in position during a radiographic exposure.
11. Will not attempt to diagnose patient injuries or disease. The student will not share with the patient any suspicions of pathology.
12. Will not show patients their images.

Tobacco Free-Smoke Free Environment

All the clinical affiliates of the MCC - PV Radiologic Technology program are smoke free/tobacco free campuses (use of electronic cigarettes is considered tobacco use). Students may not smoke on the premises of these clinical sites. Additionally, many of these clinical affiliates prohibit any person who has direct patient contact from smelling of tobacco products. In these locations, students may not report to the radiology department with noticeable tobacco use odor.

Should a student violate these policies, the clinical site may, at its discretion, ask that the student be removed from their facility for the remainder of their clinical rotations. If a student is removed from their clinical assignment due to violation of that clinical site’s smoking/ tobacco policy, an alternative clinical assignment will not be made. This will result in dismissal of the student from the program.

Immunization Requirements

**On January 1, 2004, the Joint Commission instituted new regulations that must be followed in order for hospitals, home health agencies, clinics, etc., to gain or maintain accreditation status. One of these new regulations requires all persons who are involved with direct patient care activities, i.e., employees, volunteers and students, must have criminal background checks, as well as other healthcare related checks.*

Official documentation of immunizations and/or titers must include:

- complete dates (mm/dd/yyyy)
- results of IGG titers (positive/immune or negative/not immune)
- student/patient name
- health care provider's name/organization
- phone number and appropriate signatures—such as a physician's prescription pad
- official clinical record

Dates written on this sheet are not acceptable, this is to be used as a reference only.

TITER / IMMUNIZATION REQUIREMENTS
<p>Hepatitis B – The Hepatitis B vaccine is recommended for health care workers by the Centers for Disease Control (CDC). Official documentation must be provided for <u>all three</u> injections <u>and/or</u> a titer drawn showing proof of immunity, OR a signed Hepatitis B waiver must be on file</p>
<p>Chickenpox (varicella) – Complete an IGG titer (titer must be dated, the results must demonstrate evidence of immunity, Equivocal or Negative is not acceptable.) If no immunity is present, two immunizations must be given. OR Give two immunizations 4 weeks apart</p>
<p>Measles, Mumps, Rubella – Complete an IGG titer for each (measles, mumps, rubella) (Titer must be dated, the results must demonstrate evidence of immunity, Equivocal or Negative is not acceptable.) If no immunity is present, two immunizations must be given. OR Give two immunizations 4 weeks apart</p>
<p>Tuberculosis Screen – A two-step Mantoux skin test is required. A two-step can be completed in one of two ways: 1. Two recent screening three weeks apart OR 2. One annual screening less than one year old and one additional screening valid through (one year). A student may opt to provide a QuantiFERON blood test or T-Spot with negative results in place of the Two-step Mantoux skin test. Proper documentation of the skin test will include: Date the test was given with the signature of the person giving the test and the results of the skin test recorded in mm of induration with the results being read in 48-72 hours. The final results must also include the date the screening was read with the signature of the person reading the results. Negative Chest X-Ray (less than five years old) required if TB test is positive or has history of positive skin tests. Annual symptoms assessment will be required every year thereafter.</p>
<p>Tetanus-Diphtheria – <i>Must have been received within the last 8 years or current through the end of the MCC program.</i> The initial series is typically given in childhood and boosters are required every ten years. The booster should be of Tetanus-Diphtheria and acellular pertussis (Tdap). If the booster has been given within the last ten years, provide official documentation of the date (month/day/year) of the immunization. If the booster is ten years old or older, give the Tdap immunization and provide official documentation of the date (month/day/year) of the immunization. Titers are not acceptable for any portion of Tdap.</p>
<p>Influenza Vaccine – Clinical facilities require that all health care workers have an annual flu shot. Documentation must be provided of the <u>date of the immunization</u>, the <u>type of vaccine given</u>, and the <u>signature of the person administering the injection</u>. <i>Those with allergies to the influenza vaccine (all types) must provide written documentation from the health care provider that indicates the</i></p>

student cannot receive the immunization due to severe and/or life-threatening allergy to the vaccine.

7.4 Evaluation Process of Work-Based Learning Sites

Whereas the academic programs within the MCC Health Science Institute maintain clinical agreements with myriad of healthcare facilities/organizations for student clinical experiences and diligently work to ensure the placement and scheduling of all students into an appropriate clinical site, students should realize that there may be circumstances which arise which may limit or restrict one or more students from being assigned to any given clinical site in a given/planned semester due to circumstances beyond the control of Metropolitan Community College.

The Metropolitan Community College, as a part of its educational services, sponsors several clinical programs which are conducted in cooperation with various organizations and institutions throughout the metropolitan Kansas City area and in nearby counties. Each of these programs is subject to a specific contract in which the organization or institution reserves various rights with respect to the program conducted, including the right to determine when and in what circumstances the organization or institution can require removal of a student participating in a program from its premises. Such a determination is often completely outside the control of the college and may be exercised without its agreement or consent.

Therefore, students enrolled in the Radiologic Technology program hereby understand and agree:

- To comply with the rules and regulations of the organizations and institutions that are sponsoring clinical rotations in which the undersigned is participating.
- That he/she is a guest of said organization and/or institution and that he/she may be summarily denied further access to the premises where the clinical rotation is conducted, by the participating organization or institution without the consent and independent of any decision of the program and its faculty.
- That because of such denial of access, he/she may not be able to satisfactorily complete such program or the course of study for which completion of the program may be required.

8. Industry Specific Expectations

8.1 Rules and Ethics

ARRT Code of Ethics

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Registered Technologists and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Registered Technologists and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

1. The Registered Technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The Registered Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of humankind.
3. The Registered Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The Registered Technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The Registered Technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The Registered Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The Registered Technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The Registered Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The Registered Technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The Registered Technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
11. The Registered Technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

8.2 HIPAA Confidentiality

The medical record is the property of the health care facility, while the personal data contained in the record is considered confidential communication in which the patient has a protectable interest. It is compiled, preserved and protected from unauthorized inspection for the benefit of the patient, hospital and physician.

It is the responsibility of each radiologic technology student not to discuss any confidential information with any individual, inside or outside of the hospital or classroom except as such discussion is part of the performance of duty within the health care facility.

Computer generated information, whether of a medical, personal, or financial nature is considered confidential information and is subject to the same restraints regarding discussion and disclosure.

Student submission of radiographic images to campus faculty, for any classroom or clinical assignment must not contain any information which identifies the patient. Failure to remove patient information from any radiographic image, submitted to program faculty, external to the clinical affiliate, is in direct conflict with HIPAA, and will not be tolerated under any circumstance.

Any violation of this policy may result in disciplinary action up to and including possible dismissal from the program.

All students admitted to the Radiologic Technology program will read and sign a version of the above statement and agree that they must not disclose confidential information, except as such disclosure is part of the performance of duties related to their clinical rotation. Their signature also solidifies that they understand that such disclosure may result in disciplinary action up to and including possible dismissal from the program.

8.3 Legal Standards

The Radiologic Technology program educates students to function in accordance with applicable federal, state, institutional, and clinical site requirements. Although Missouri does not require state licensure for radiologic technologists, students are expected to follow all laws, regulations, and policies related to patient care, privacy, safety, and professional behavior. Students should be aware that the State of Kansas does require licensure for radiologic technologists; therefore, graduates seeking employment in Kansas must meet Kansas licensure requirements. [Kansas Application for Radiologic Technologist](#).

8.4 Professional Standards

Drug-Free Workplace, Campus, and Community Guidelines

MCC – Penn Valley (the “College”) is committed to maintaining high standards in all programs, including its Allied Health and Nursing Education and Practice programs. Safe practice requires efficient, reliable, and unimpaired student performance in the classroom and in clinical settings. Students are required to perform all education related activities in appropriate mental and physical condition. Being under the influence of illegal drugs or alcohol is not only in violation of MCC’s Student Conduct Code, but it also poses serious safety and health risks to the user and to all persons who encounters the student.

As discussed below, clinical affiliates may require students to complete a drug screening before they are placed in the clinical setting, and some clinical affiliates may also require drug screening, with or without cause, during the course of the clinical placement.

As provided below, you may also be asked to complete a drug test according to individual program requirements and/or MCC policy. MCC-PV has adopted the Federal Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendments of 1989. The policy is one of zero tolerance. The Student Code of Conduct imposes disciplinary sanctions for the use, possession, or distribution of alcoholic beverages and the illegal use, possession or distribution of drugs and controlled substances on MCC premises or at any MCC sponsored activity. A positive drug test may be cause for dismissal from an Allied Health or Nursing program as well as from the College. Additionally, a positive drug test may cause you to be excluded from all clinical affiliates and may also preclude you from taking state licensure examinations.

MCC Testing, Sanctions, and Cost

Any Allied Health or Nursing student who demonstrates behavioral changes suspected to be related to the use of drugs, including but not limited to alcohol, will be required to submit to drug testing. While the Dean’s decision to refer a student for drug testing shall be reasonable under all circumstances, things upon which the Dean may base their determination to require drug testing may include, but are not limited to:

- Observable phenomena such as direct observation of drug use and/or physical symptoms or manifestations suggesting that the student is under the influence of a drug and/or alcohol.
- Erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, and deterioration of work.
- Information that a student has caused or contributed to an accident, or near accident, that resulted in personal injury, including death, to a patient/client, fellow student, MCC or clinical site employee or any other person.
- The student’s conviction, being judged guilty of or pleading nolo contendere to a drug, alcohol or controlled substance infraction in a federal or Missouri state court, including municipal and magistrate courts, or in a court of any other state having appropriate jurisdiction.

Any Allied Health or Nursing student who is referred for testing shall be responsible for the costs of such testing. Any student who tests positive for alcohol and/or unlawful drugs or controlled substances for which they cannot produce a valid and current prescription is subject to removal from his/her clinical rotation and may result in their inability to complete the program requirements and the consequent removal from the program. To uphold the importance of due process, the student in question shall have the right to a full and fair hearing, including the right to present witnesses and evidence on their behalf, before the imposition of any such internal program sanction. Of utmost importance is the well-being of patients (if involved). In addition to

program sanctions, the student may be suspended or expelled from the College for violation of the Student Code of Conduct.

Clinical Site Testing, Sanctions, and Cost

As noted above, in addition to MCC-PV testing and potential sanctions, clinical sites impose their own requirements for drug and alcohol testing. Clinical facilities are, like MCC-PV, committed to providing a safe environment to protect their patients, residents, employees and visitors; to provide the highest level of service; and to minimize the potential for accidents and injuries. Therefore, many of the clinical contracts between MCC – PV and the hospitals, clinics, and other clinical sites and facilities at which MCC-PV places its students for clinical rotations mandate that MCC – PV Allied Health and/or Nursing students complete and pass a drug screen prior to being admitted into the facility for clinical rotations. Other clinical sites require random drug and/or alcohol screening for Allied Health and/or Nursing students.

Apart from a student's internal due process rights, which, as noted above, address the rights of the student vis-à-vis MCC-PV sanctions, the refusal of a student to submit to a clinical site's initial drug screen or to random testing may result in the student's inability to do or to conclude clinical training at the clinical site. Likewise, a positive test may result in the student's immediate removal from the clinical site.

The cost for a drug screen may be covered by the clinical facility. If not, the student is responsible for the cost.

Social Media

It is suggested that students of each year's class develop their own social networking page to communicate about course assignments, brainstorming sessions, education resources, etc. However, with social networking sites such as Facebook, Twitter, Instagram, etc., students are prohibited from posting about associated program clinical sites and supervisors; protected patient and family information; and the MCC – Penn Valley Radiologic Technology program without the approval of the program coordinator.

All students must comply with HIPAA policies.

Absolutely no photos can be posted regarding patients or patient care. Should the clinical site's social media policy be more stringent, the student is required to comply with the clinical site's policy. Failure to comply with this social media policy will result in failure of the clinical course and dismissal from the Radiologic Technology program.

Performance Standards

These Performance Standards should be used to assist each applicant and student to determine if they are otherwise qualified to be a Radiologic Technologist. It is the policy of MCC – Penn Valley to provide reasonable accommodations for individuals with disabilities. If you need an accommodation due to a disability under the *Americans with Disabilities Act and Section 504 of the Rehabilitation Act*, please contact the Disability Support Services (DSS) Coordinator at 816-604-4293. Advance notice may be necessary for some accommodations to be provided in a timely manner. Accommodations must be supported by adequate documentation and are determined on an individualized basis.

ABILITY	STANDARD	SOME EXAMPLES OF NECESSARY ACTIVITIES
Mobility/Dexterity	<p>Ability sufficient to assist patients to move from room to room and surface to surface, move over varied terrain, and provide safe and effective patient care in a timely fashion.</p> <p>Fine and gross motor abilities must be sufficient to provide safe and effective patient care in a timely fashion.</p>	<ul style="list-style-type: none"> • Assist patients with transfers to/from a variety of surfaces and provide proper positioning for the patients independently and safely. • Transport adults and children in wheelchairs, on stretchers, or beds. • Manipulate equipment including driving a portable x-ray machine from one location to another • Position patients for radiographic examinations • Use instruments such as goniometers, tape measures, calipers • Manipulate various dials, buttons, and switches • Manually move and position radiographic equipment • Properly utilize radiographic supplies
Critical Thinking	Critical thinking must be sufficient for safe, clinical judgment.	<ul style="list-style-type: none"> • Interpret and carry out written and verbal communication often in stressful situations. • Prioritize tasks and make appropriate decisions. • Apply information from the classroom and lab setting to clinical settings while adapting to patients' needs.
Communication	Communication abilities must be sufficient for oral and written interaction.	<ul style="list-style-type: none"> • Comprehend instructions and written documentation • Instruct patients and families • Document exam information • Communicate with radiographers and radiologists.

Sensory Ability	<p>Auditory ability must be sufficient to monitor and assess health needs of patients for safe patient care.</p> <p>Visual ability sufficient for observation and assessment is necessary in the operation of equipment and for safe patient care.</p>	<ul style="list-style-type: none"> • Detect and respond independently to monitoring alarms, signs of patient distress and/or a patient's communication of distress • Use the telephone to schedule exams, relay exam results and answer questions from other clinicians • Respond independently to questions and instructions from other healthcare providers; in close proximity as well as at a distance exceeding 20 feet, with and without the presence of extraneous noises • Respond to verbal communication from patients and/or clinicians who may be wearing an oxygen mask or a surgical face mask • Detect x-ray collimation light field and radiation field centering • Perceive and respond independently to warning signals from team members and/or patients of impending danger or emergency, i.e. a change in an individual's appearance, and/or an individual's physical communication of distress. • View controls, letters, numbers etc., of varying size, located on radiographic equipment and supplies • View radiographic images, on a computer screen, and evaluate image quality acceptance standards
Interpersonal Skill	Interpersonal abilities must be sufficient to interact with patients, families, groups, team members from a variety of social, emotional, cultural, and intellectual backgrounds.	<ul style="list-style-type: none"> • Establish rapport and maintain professional boundaries in relationships with patients, families, and colleagues. • Ability to resolve conflicts and respond to feedback in a professional manner • Function effectively under stress • Adapt to fluctuating environments (locations, schedules, conditions) • Display compassion, professionalism, empathy, integrity, concern for others, interest, and motivation
Professional Behavior	Behavior consistent with the standards and core values of the profession.	<ul style="list-style-type: none"> • Regular prompt attendance • Ability to self-assess and implement self-improvement strategies • Demonstrate appropriate levels of dress and grooming including that required in controlled and sterile environments • Ability to self-regulate emotional responses • Ability to maintain composure during stressful or chaotic situations • Properly wear personal protective items appropriate to the situation

9. Facilities, Equipment, and Safety Guidelines

9.1 Lab and Classroom Expectations

The Radiologic Technology program classrooms and labs are in the Health Sciences Institute suite 110. Students may practice skills or access other instructional materials within the suite at times designated by the instructor(s). Students are not allowed to remove materials from the suite and must leave the facilities in the proper condition as they were found. Faculty members may opt to leave materials in the Health Resource Center for independent student use.

Classroom Guidelines

Lockers are provided for radiologic technology students.

Trash cans are not provided in classrooms, students must take any generated waste with them, and deposit said item in the trash receptacles provided in the hallways.

During test/ quiz days, students are to place all personal items against the classroom walls and whenever possible, seat themselves so that they are not directly next to another student or use a partition.

Students who complete a test before the end of the class period must immediately leave the area adjacent to the radiology suite upon exiting the classroom.

Students are expected to always display professional behavior and abide by standard rules of etiquette. This includes but is not limited to:

- Demonstrating respect for college faculty members
- Turning off and placing out of sight cell phones and other electronic devices
- Limiting conversations to topics related to the course matter at hand
- Avoiding talking when the instructor, classmates, or guest speakers are speaking
- Waiting to be acknowledged before asking questions or making comments
- Not sleeping, reading unrelated materials, working on assignments, listening to music or other potentially disruptive behavior during class time
- Coming to class prepared with all necessary materials (paper, pen, calculator, etc.)

Lab Guidelines

All classroom rules also apply to the laboratory setting.

Students may only attend their assigned lab section unless permission has been granted by the instructor.

Any student without their personnel dosimeter will not be permitted to the lab.

Backpacks and other personal belongings are not allowed in energized labs.

Beverages are not permitted in energized labs.

Five minutes before the end of lab, students are to put away all supplies, return all equipment to its original state, clean all equipment, discard any trash and turn off the equipment.

Radiographic exposures are only to be made under the direction of program faculty.

Students are to work together, as a group, to complete the scheduled activity under the supervision/direction of the instructor; all students must be active participants in the lab activities.

Workroom Guidelines

Students are expected to display professional behavior and abide by standard rules of etiquette.

Trash receptacles are not provided in the workroom; students must remove any generated waste and deposit items in the trash receptacles provided in the hallway.

Students should maintain a clean workspace. This includes but is not limited to:

- Keeping the coffee station free of coffee spills
- Keeping the refrigerator clean and taking home any food/drinks at the end of each day

MCC-PV Health Science Institute Building Rules

HSI is a tobacco free/smoke free campus.

- No smoking/tobacco/e-cigarette use inside the building
- No smoking/ tobacco use anywhere on the property
- No smoking/ tobacco use in cars parked on campus property.

LEED Certified Green building designation:

- Mandatory recycling (please put recyclable materials in the marked receptacles).
- No paper postings on walls or doors.
- Paperless environment whenever possible.

Food is allowed only in the Code Blue Café and the Atrium

- Limited drinking is allowed in classrooms and hallways.
- Drinks in lidded, ecofriendly, reusable containers only.

Keep the classrooms clean and everything returned to the original condition/location set up prior to exiting.

Remove all writing from the marker board before leaving the classroom.

Do not stand or sit on classroom tables.

Do not sit on backs of chairs in classrooms and study areas.

Do not put feet up in chairs in classrooms and study areas.

9.2 Equipment Usage and Maintenance

Students of the Radiologic Technology program are permitted to utilize radiographic equipment in the classroom during the open hours of the Health Science Institute. Students may utilize radiographic equipment in the laboratories only with program faculty supervision. Should issues arise with any radiographic, laboratory, or facility equipment students should report the issue to the supervising faculty member or the program coordinator.

The energized radiographic equipment undergoes annual physics testing and is inspected annually by the Missouri Department of Health and Senior Services. Records of these tests and inspections are housed by the program coordinator.

9.3 Safety Policies and Emergency Procedures

Radiation Safety

All students will be provided with instruction on radiation safety in the Fundamentals of Radiologic Technology course during the first semester of the program. All students will be required to follow rules of safe radiation practice and employ the principles of time, distance and shielding. Students are not allowed in the on-campus energized labs without program faculty supervision. Exposures in the energized labs are to be made only under the direction and supervision of a program faculty member.

Early in the program, prior to any radiation exposure, the college will provide each student with a dosimeter to monitor their radiation exposure. These dosimeters must be worn while in energized labs in clinical settings. The dosimeters will be collected quarterly for evaluation and new dosimeters will be provided for each student. The MCC-Penn Valley Radiologic Technology program coordinator will relay the quarterly dosimetry report information to each student to review within 30 days.

Students may not receive more than 1.0mSv (100mrem) per year as a student of radiologic technology. Students exceeding this dose will be counseled on their radiation exposure practices and may be temporarily removed from clinical practice.

When the cumulative quarterly exposure to a student exceeds investigational level 1 (10% of the annual limit for a radiology student) in the table below, the program coordinator should investigate the exposure and review the actions that might be taken to reduce the probability of recurrence. When the cumulative quarterly exposure exceeds investigational level 2 (30% of the annual limit for a radiology student) the program coordinator should investigate the exposure and review actions to be taken to reduce the probability of recurrence. The student will be required to meet with the program coordinator if the quarterly exposure meets or exceeds investigational level 2.

Investigation Levels		
Part of Body	Investigation Level 1 (Mrem/year)	Investigation Level 2 (Mrem/year)
Whole body, head, trunk including male gonads, arms above the elbow, or legs above the knee.	10mrem (0.1mSv)	30mrem (0.3mSv)

Actions to be taken listed below when the investigation levels listed in the table are reached:

- Student dose less than Investigation Level 1
 - No action will be taken if the students' dose is less than Investigational Level 1
- Student dose equal to or greater than Investigational Level 1 but less than level 2
 - When the dose of the student equals or exceeds investigation level 1, the program coordinator should conduct a timely investigation and review the actions that might be taken to reduce the probability of recurrence, following the period of when the dose was recorded. No action related specifically to the exposure is required from the student or program coordinator.
- Student dose equal to or greater than Investigation Level 2
 - The program coordinator should investigate in a timely manner the causes of all student doses equaling or exceeding investigational level 2. The program coordinator and student should consider actions to reduce the probability of occurrence. Consider investigating the factors that led to the radiation exposure and the radiation doses and work habits of other individuals engaged in similar tasks to determine if improvements or additional safety measures are needed to reduce exposures. Evaluate, in the context of ALARA program quality, and record the results of investigations and evaluations. The student will

be required to meet with the program coordinator. The student will also need to sign a statement that they met with the program coordinator to discuss the necessary actions to be taken to reduce exposure.

Pregnancy Policy

The purpose of the student pregnancy policy is to assure students a safe pregnancy and to ensure compliance with: Federal and state radiation control guidelines, the U.S. Equal Employment Opportunity Commission, and the Nuclear Regulatory Commission regulations regarding the declared pregnant student.

Pregnant students may continue in the MCC Penn Valley Radiologic Technology Program without modification. It is the pregnant student's responsibility to follow the A.L.A.R.A. principle and to utilize the guidelines set forth in this policy for protection of the embryo/fetus and self.

1. All MCC Penn Valley Radiologic Technology Students will be informed of this policy prior to attending any clinical practice education. All students will receive instruction related to radiation exposure and the potential biological harm to an embryo/fetus prior to attending any clinical practice education.
2. A pregnant student may voluntarily declare their pregnancy in writing to MCC Penn Valley Radiologic Technology Program Coordinator or Clinical Coordinator at any time. All Radiologic Technology Program students are encouraged to immediately declare their pregnancy; however, declaration of pregnancy is completely voluntary. If the student chooses to voluntarily inform program officials of her pregnancy it must be in writing. At any time after declaring pregnancy, the student may withdraw the declaration of pregnancy in writing. Students will not be considered pregnant unless written voluntary notification is provided by the pregnant student. It is the student's responsibility to inform the program in writing and to take the appropriate precautions to protect the fetus.
3. The declared pregnant student will read the:
 - a) U.S. Nuclear Regulatory Commission's Regulatory Guide 8.13, "Instruction Concerning Prenatal Radiation Exposure"
 - b) NCRP Report No. 105
 - a. 3.5- "Embryonic and Fetal Effects"
 - b. 4.2- "Dose Limits for the Embryo and Fetus"
 - c) NCRP Report No. 116
 - a. 10. "Protection of the Embryo-Fetus"

After reading the above documents, the Radiologic Technology Program Coordinator or Clinical Coordinator will counsel the pregnant student concerning A.L.A.R.A., methods to reduce radiation exposure to the embryo/fetus, and any concerns about pregnancy in diagnostic radiology. The program faculty will discuss the effects of irradiation in-utero and radiation protection practices.

4. After receiving counseling and clarification of the related documents from the Radiologic Technology Program Coordinator or Clinical Coordinator, the pregnant student may voluntarily sign the Declaration of Pregnancy Form (Appendix A). Voluntarily signing the Declaration of Pregnancy is an acknowledgement of comprehension of the information provided by the program faculty. A copy of the US Nuclear Regulatory Commission's Regulatory Guide 8.13, NCRP Report #116, and NCRP #105 will be maintained in the Radiologic technology Program Coordinators office and will be made available to all students, at any time.

5. An additional radiation dosimeter (fetal badge) will be issued to the student to be worn anteriorly at waist level. When a lead apron is worn, the fetal badge will be worn under the apron. The exposure reported on the fetal badge will be maintained on a separate record and identified as exposure to the fetus or fetal dose.
6. The Radiologic Technology Program Coordinator will review the student's dosimetry reports (if applicable) from the previous six months to estimate the fetal dose from date of conception to date of declaration of pregnancy. The Radiologic Technology Program Coordinator will monitor the monthly radiation dosimetry report of the pregnant student and fetal badge and make that information available to the student. The dose to the embryo/fetus must not exceed 0.05 rem per month or 0.5 rem for the duration of the pregnancy. If a declared pregnant student exceeds the fetal dose limit, they will be counseled and potentially suspended from clinical practice for the duration of the pregnancy. Any clinical time missed for this reason will be made up by the student.
7. If fluoroscopy and mobile radiologic technology are performed, the pregnant student radiographer must wear an apron with a minimum of 0.5 mm lead equivalent. If available, a 1.0 mm lead equivalent apron should be worn.
8. It is not recommended that pregnant student radiographers perform radiographic procedures on patients with intra-cavity or interstitial source gamma radiation.
9. The pregnant student is expected to meet all other objectives and clinical competencies of each clinical practice assignment. Any requests for changes in job responsibilities or duties from the pregnant student will be determined on an individual basis and will be based on the industry standards for protection of the pregnant student and the embryo/fetus.
10. If the student and/or baby's health is not endangered, and her physical condition does not impair her ability to perform assigned duties, the student may continue in the program. A physician's written and signed order must be provided if for any portion of time the student may not fulfill course requirements due to the pregnancy.
11. The pregnant student will be expected to complete all the clinical and didactic requirements. Classes and/or clinical time missed for any reason, including pregnancy, will follow the Attendance Policy.

MRI Safety

The Radiologic Technology program has adopted and strictly enforces the policies for health and safety as set forth by the JRCERT Standards. The JRCERT Standards on Health and Safety are defined in JRCERT Radiography Standard 5.3: The program assures that students employ proper safety practices.

Link to the [2021 JRCERT Radiography Standards](#).

Radiologic technology students may have potential access to the magnetic resonance environment during clinical rotations. All students will be educated in MRI safety and will be screened for contraindications prior to their first clinical rotation. Students with contraindications will be evaluated on a case-by-case basis and modifications to modality assignments will be made based upon the type of contraindication. Students are to notify the program coordinator or clinical coordinator immediately should their status change at any time during enrollment in the program.

Failing to notify the program coordinator or clinical coordinator of any changes will result in disciplinary action for the student.

Safety & Security at HSI

It is the responsibility of the student to reveal any conditions which might be contraindicated or require special precautions to the course instructor. Information given in confidence will be kept confidential. The student shall not participate in any procedure that would be considered contra-indicated for their condition. Students will practice procedures with safety being of greatest concern. Students will use equipment in the way it was intended and will report any malfunctioning equipment to the instructor immediately so that it can be removed from student access and appropriately be repaired.

Students should be familiar with the college's safety procedures as outlined in the college's student handbook and follow the evacuation plan as posted in the classroom.

Students should be familiar with the location of security services on the first floor of the Health Science Institute, and within the first floor of the Penn Valley central campus building.

In case of medical emergency, individuals should dial 911 and contact campus security. The cost associated with emergency services will be borne by the individual undergoing medical care. In case of medical emergency at the clinical site, students should follow facility protocol as instructed by the clinical preceptor at the site. Costs for emergency services will be borne by the individual undergoing medical care.

Student Health

Students are responsible for their own health care expenses while enrolled in the program. Students are not eligible for worker compensation protection during clinical experience. For this reason, all Penn Valley Radiologic Technology students are encouraged to maintain personal health insurance throughout the duration of the program.

Any student who experiences an injury, illness or other medical condition during the program is still required to comply with program policies, rules, and requirements. A student who feels unable to complete their clinical and/or didactic responsibilities due to illness, injury, or condition must meet with the Program Coordinator to discuss their options and may be referred to the disability support office.

Post-Exposure Procedure for MCC Allied Health and Nursing Programs

Either of the following exposures could put a student at risk of HIV infection if the exposure involves blood, tissue, or other body fluids containing visible blood:

- Percutaneous injury (e.g., a needle stick or cut with a sharp object)
- Contact with mucous membrane or non-intact skin (e.g., exposed skin that is chapped, abraded, or affected by dermatitis)

After occupational HIV exposure, a short-term course of ARV drugs (e.g., one month) may be used to reduce the likelihood of infection. This is referred to as post-exposure prophylaxis (PEP) and is a key part of a comprehensive universal precaution's strategy during clinical placements.

In healthcare settings the occupational risk of becoming HIV-infected due to a needle stick is low (less than 1%). Most cases involve injuries from needles or sharps that have been used on a patient who is HIV-infected. The risk of HIV transmission from exposure to infected fluids or tissues is believed to be lower than from exposure to infected blood.

Guidelines for Providing PEP

Healthcare workers shall report occupational exposure to HIV immediately after it occurs. Early rapid testing of the source patient (the patient involved in the incident) can help determine the need for PEP—and may avert the unnecessary use of ARV drugs, which may have adverse side effects. If necessary, **PEP should begin as soon as possible after exposure, ideally within 2 hours**. Currently, there is no single approved PEP regimen; however, dual or triple drug therapy is recommended and believed to be more effective than a single agent.

The treating physician will determine the treatment period (2-4 weeks) and make the drug selection for PEP based on the following factors:

- Type of injury and transmission device
- Source patient's HIV viral load and treatment history
- ARV drugs available

Some healthcare workers taking PEP experience adverse symptoms including nausea, malaise, headache, and anorexia. Pregnant students or women of childbearing age who may become pregnant may receive PEP, but must avoid efavirenz, which has harmful effects on the fetus.

Managing Exposure to HIV

Immediate steps

Any student exposed to blood or body fluids must take the following steps:

- Wash the wound and skin sites exposed to blood and body fluids with soap and water. Wash for at least 5 minutes using ample soap.
- For injuries that break the skin and where bleeding occurs, allow bleeding for a few seconds before washing with soap and water.
- Topical use of antiseptics is optional.
- Do not apply caustic agents, such as bleach, onto the wound or inject antiseptics or disinfectants into the wound.
- Flush mucous membranes, such as eyes, exposed to blood and body fluids with water.
- Immediately inform the clinical supervisor, or person in charge, of the exposure type and the action taken. Call your Clinical Coordinator and/or Program Coordinator to apprise him/her of your situation.

Once informed, the clinical supervisor will:

- Assess the exposure to determine the risk of transmission.
- Call the Clinical Coordinator and/or Program Coordinator to update him/her of the situation so that the following steps can be taken.
 - Inform the patient and student about the exposure and request permission for HIV testing.
 - If there is risk of transmission, follow the written protocol of hospital/facility for rapid testing.
 - If there is not a written protocol, immediately arrange for the patient and student to visit their personal physician. If they do not have a personal physician or the exposure occurs after hours, send them to the nearest emergency room after gaining permission of the patient and student.
 - Provide immediate support and information on post-exposure prophylaxis (PEP) to the student.
 - Record the exposure on the appropriate form/s and forward the information to the individual or department assigned to manage such exposures at the site and send a copy to the student's Clinical Coordinator/Program Coordinator.
 - Maintain the confidentiality of all related records.

Please note that the student is responsible for all costs related to post-exposure procedures. The clinical facility may provide the treatment at no cost to the student.

General Guidelines for PEP

In all cases of exposure, start PEP within 2 hours of the exposure, whether patient's HIV status is known.

PEP is usually discontinued if there is confirmation that the patient's HIV test is negative.

If the patient is HIV-infected (with a positive test result), continue PEP.

ARV therapy should be provided according to national or facility protocol. A minimum of two weeks and a maximum of four weeks' treatment is recommended. When possible, consultation with a HIV specialist, particularly when exposure to drug resistant HIV may have occurred, is recommended.

If the student's initial HIV test is positive, counsel the person on the test result and refer to a HIV/AIDS program for care and treatment.

10. Industry Certifications and Licensure

10.1 Available Certifications through the Program

Upon receipt of the A.A.S. degree in radiologic technology at the end of the program, students will be eligible to take the [American Registry of Radiologic Technologists](#) certification examination. The purpose of the exam is to recognize individuals who are qualified to perform the role of a radiographer. Some states require additional licensure to work as radiographers in those states.

10.2 State and National Licensure Requirements

There is no national licensure requirement for radiologic technologists.

Missouri does not require additional licensure to be employed within the state as a radiologic technologist.

The [Kansas State Board of Healing Arts](#) does require additional licensure to be employed within the state as a radiologic technologist. See the [FAQ section](#) from the Kansas State Board of Healing Arts for more information.

10.3 Certification Exam Preparation Resources

The Radiologic Technology program is committed to supporting each student's success—from admission through program completion and certification by the ARRT. Throughout the program faculty provide review materials, practice opportunities designed to strengthen each student's readiness for the exam and professional practice.

To support students in preparing for the ARRT certification examination, the program provides a variety of review tools and learning opportunities. These may include classroom and online review sessions, mock registry examinations, and access to current and previous study materials and practice questions. During the final semester in the program, students are enrolled in RATE 283 Final Seminar. The course consists of a comprehensive review of all previously completed program courses. In addition to the review portion of the class, faculty also helps students prepare all required applications for the ARRT certification exam and any state licensure requirements.

Faculty assists students in identifying areas for improvement and developing personalized study plans. Students have the opportunity to attend a comprehensive, ARRT registry exam review seminar. Students are encouraged to take advantage of these resources throughout their final semester to enhance readiness for the ARRT examination and transition confidently into professional practice.

11. Graduation and Program Completion Requirements

11.1 Graduation Checklist

During the final semester in the Radiologic Technology program, students will prepare for graduation. Students must be on track to complete the required credit hours during the spring semester and apply for graduation through the [MCC website](#).

11.2 Capstone Projects or Final Assessments

N/A

12. Appendix and Additional Resources

12.1 Forms and Templates

Transfer Students

The sequencing of courses and program requirements are individual to all radiology programs. Because of this individuality, it is very difficult to accept transfer students into the MCC-Penn Valley Radiologic Technology program and maintain the appropriate sequencing for the students learning process, preparation for graduation, and registry examinations. Each student requesting transfer will have their current radiologic technology program evaluated for consistency of course sequencing, program requirements and compatibility with the MCC-Penn Valley Radiologic Technology Program. Transfers are also contingent on program clinical space availability.

Transfer students are considered for admission on a space available basis. If more than one student applies for transfer for the same available space in the class, the date of the completed application including transcripts (other than the currently attended classes) will be the determining factor.

The procedure related to transfer into the MCC-Penn Valley Radiologic Technology Program can be found in Appendix C.

Appendix A: Letter for Declaring Pregnancy

Letter for Declaring Pregnancy Radiologic Technology Program

This form letter is provided for your convenience. To make your declaration of pregnancy, you may fill in the blanks in this form letter, or you may write your own letter.

To Program Director/Coordinator: _____

Declaration of Pregnancy

In accordance with the Nuclear Regulatory Commission 10 CFR 20.1208, "Dose to an Embryo\Fetus," and State regulations, I am declaring that I am pregnant. I believe I became pregnant in _____
(only month and year need to be provided).

I understand that my occupational radiation dose during my entire pregnancy will not be allowed to exceed 0.5 rem (5 millisieverts) (unless that dose has already been exceeded between the time of conception and submitting this letter). I am also aware of that the radiation exposure to the embryo/fetus of a declared pregnant woman should not exceed an ALARA action level of 50 mrem per month. I also understand that meeting the lower dose limit may require a change in job or job responsibilities during my pregnancy.

If I find out that I am not pregnant, or if my pregnancy is terminated, I will promptly inform you in writing that my pregnancy has ended.

(Student name printed)

(Program name, phone #, e-mail)

(Student's signature & date)

Please submit completed form the Office of Radiation Safety
Via e-mail: sara.crosser@mcckc.edu

Appendix B: Disciplinary Action Form

Radiologic Technology Program Student Disciplinary Action Form

Student Information

Student Name:

Date:

Student ID#:

Instructor:

Type of Discipline

- | | | |
|---|--|------------------------------------|
| <input type="checkbox"/> Verbal Warning | <input type="checkbox"/> Written Warning | <input type="checkbox"/> Probation |
| <input type="checkbox"/> Suspension | <input type="checkbox"/> Expulsion | |

Type of Offense

- | | | |
|--|--|--|
| <input type="checkbox"/> Tardiness/Leaving Early | <input type="checkbox"/> Absenteeism | <input type="checkbox"/> Violation of Program Policies |
| <input type="checkbox"/> Substandard Work | <input type="checkbox"/> Violation of Safety Rules | <input type="checkbox"/> Rudeness |
| <input type="checkbox"/> Other: | | |

Details

Description of Infraction:

Plan for Improvement:

Consequences of Further Infractions:

Acknowledgement of Receipt of Action

By signing this form, you confirm that you understand the information in this disciplinary action. You also confirm that you and program faculty have discussed the action and a plan for improvement. Signing this form does not necessarily indicate that you agree with this action.

Student Signature

Date

Program Faculty Member Signature

Date

Witness Signature (if student understands action but refuses to sign)

Date

Appendix C: Acceptance of Transfer Students

Acceptance of Transfer Students

The applicant must:

1. At the time of inquiry, be currently enrolled in a radiologic technology program accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) or have been within the past 6 months.
2. Complete an application to Metropolitan Community College.
3. Complete the application to the MCC-Penn Valley Radiologic Technology Program.

At least three months prior to the anticipated entry date:

1. Successfully complete all courses that he/she is currently enrolled in with a "C" or better.
2. Request official transcripts from all previously and currently attended colleges and universities, whether the courses apply to the Radiologic Technology degree or not and have them sent directly to the MCC Student Data Center.
3. Have a GPA of no less than 2.5 in all courses related to the radiologic technology degree with a minimum of a "C" in each course.
4. Submit a copy of the syllabi, clinical evaluations and completed competency exams for all radiologic technology courses, completed and currently taking, to the MCC Radiologic Technology Program Coordinator for evaluation. Once evaluated, it may be determined that the student needs to repeat a course(s) to complete all the MCC Radiologic Technology Program requirements. Additionally, an educational plan will be developed to ensure the student possesses appropriate didactic knowledge and clinical skills.
5. Request a letter be sent to the MCC Radiologic Technology Program Coordinator from the Director of your current radiologic technology program verifying that you are in "good standing" and the reason for your withdrawal from that program.
6. Hold a current CPR certification Basic Life Support for the Health Care Provider through the American Heart Association, which will remain current through the student's graduation.
7. Submit documentation for a background check. (Information will be provided.)

Appendix D: Notice Regarding Clinical Participation Requirement

Notice Regarding Clinical Participation Requirement

During the pre-admission’s application process with the Metropolitan Community College Radiologic Technology program, you were advised that you must successfully complete all clinical courses in order to graduate. It was explained that certain hospitals in the Kansas City Metropolitan area afford MCC students the privilege of participating in onsite clinicals at each hospital, subject to the student’s agreement to abide by applicable hospital policies and procedures, which may include, but are not limited to, drug screenings, vaccination requirements, and criminal background checks, among other precautionary measures aimed at protecting the health, safety, and welfare of the hospital’s patients, employees and staff, and the public at large.

MCC is a separate organization from its clinical site affiliates. Each are governed by different internal policies and procedures and subject to entirely different state, federal, and local laws and regulations. While MCC does not require proof of vaccination for its students in the Radiologic Technology program to enroll and attend classes at MCC, MCC has no standing or authority over a third-party organization’s vaccination policy and cannot make any promise, representation, or assurance to you regarding placement with a clinical site in the event such site refuses to grant you an exception to their internal requirements.

Simply put, this means students risk being admitted to MCC’s Radiology Program but ultimately cannot graduate if they cannot complete the prerequisite clinical component.

If a student informs the program that they will be requesting a religious or medical exemption regarding vaccinations, through their acceptance of a seat in the Metropolitan Community College Radiologic Technology program, they acknowledge that clinical placement is **not** guaranteed and **is entirely the decision of each clinical site**. The student will also acknowledge that this poses a significant risk to program completion/graduation. Five semesters are dedicated to clinicals that are held in hospitals, clinics, and imaging centers. All clinicals must be successfully completed to graduate. Clinical sites have the ability to make decisions regarding placement of students. Their decision is autonomous; it does not involve the faculty or staff of the Metropolitan Community College Radiologic Technology program.

I understand the information, and by signing the document, I agree that I have received a copy.

Student Printed Name: _____

Student Signature: _____

Date: _____

Program Coordinator Signature: _____

Date: _____

Appendix E: Medical and Recreational Marijuana Procedure

Medical and Recreational Marijuana Procedure

During the pre-admission's application process with the Metropolitan Community College Radiology Program, students were advised that they must successfully complete all clinical courses to graduate. All students entering any clinical experience must submit a negative drug screening prior to being placed at a clinical site. This includes recreational use and any students who may be a qualifying patient in the state of Missouri.

Should a student test positive for marijuana they will be required to complete an additional drug screening and submit negative results within two weeks of the date of the first screening. If the second screening is positive the student will be immediately dismissed from the radiologic technology program.

Students who have been admitted into the program can later be asked by a clinical site or the radiologic technology program to complete an additional drug screening based on questionable actions or behaviors in the classroom or clinical setting. At that time, if the drug screening has a positive result, the student will be immediately dismissed from the radiologic technology program.

Student Printed Name: _____

Student Signature: _____

Student ID: _____

Date: _____

Appendix F: Release of Information for Program Participation and Clinical Rotations

Release of Information for Program Participation and Clinical Rotations

The purpose of this document is to set forth the process and procedures relating to the conduct of criminal background, immunization and drug screening for students enrolled in programs of the Metropolitan Community College Penn Valley Health Science Institute (HSI) that involve clinical placements. For hospitals, clinics and other types of health agencies to gain or maintain accreditation with The Joint Commission (TJC), all employees, volunteers or students being provided with clinical experience at those entities must have criminal background checks and meet clinical site requirements. Except for use in placing the student in a clinical experience, all background reports are considered confidential.

Criminal Background Checks

The MCC HSI requires that all students complete a criminal background check prior to enrolling in their first clinical course. MCC will not use the results of a background check as criteria for admission to any program or course. However, the program may not be able to place a student with an unacceptable background in a health agency for clinical experience. Students who do not complete a criminal background check are ineligible for placement in most clinical affiliates. The inability to participate in a clinical experience will result in the student being unable to progress in the program. Further, a criminal background check may be a prerequisite to taking the licensure exam for employment in certain health field. It is the student's responsibility to know whether they will be eligible for licensure or if a conviction will prohibit them from being licensed and employed in the health care industry.

Procedure

MCC HSI uses Clinical Student, a credit reporting agency, to conduct background checks. The student is responsible for completing the online application and paying the cost. Criminal background checks from previous employment or other sources are not acceptable for meeting the background check requirements. Criminal background checks are normally conducted once during the program; however, some clinical sites may require a more current report. Also, an updated national criminal background check will be required for any student being readmitted or transferring to the program.

Medical Requirements

Off-campus clinical facilities may require medical information on students in programs with clinical assignments. MCC HSI is responsible for providing the clinical facilities with medical information that may include vaccinations and drug screenings. The clinical facility may also require copies of this information.

Student Records

Pursuant to requirements of the Family Educational Rights and Privacy Act (FERPA), concurrent with completing the online application for a criminal background check, the student shall complete a form consenting to the disclosure of the results of the check for purposes of clinical placement. For the protection of privacy, the results of the student criminal background check will not be kept as part of the student's academic records. Instead, they will be accessed electronically and/or kept in a locked file until destroyed.

Authorization

I authorize Metropolitan Community College Penn Valley Health Science Institute to release and disclose any and/or all pertinent medical and criminal background and other personal information as indicated above to the clinical facility which may require it as a condition of my assignment to the facility.

I understand that if I refuse to release the information described above, I may be denied or withdrawn from a clinical placement and become unable to complete the clinical requirements of the program.

I have also read and understand that I agree to a complete criminal background check and have the results reviewed by authorized MCC employees and share with affiliating healthcare facilities.

Student Name Printed: _____

Student Signature: _____ Date: _____

Appendix G: Consent to Disclose Information from Student Education Records

Consent to Disclose Information from Student Education Records Under the Family Educational Rights and Privacy Act (FERPA)

Records to Be Disclosed

In order for hospitals, clinics, and other types of health agencies to gain or maintain accreditation with The Joint Commission (TJC), all employees, volunteers or students working at those entities must have criminal background checks as well as other healthcare related checks. I have undergone such a criminal background check. By executing this form, I am hereby consenting to the release of the results of that background check for the purpose indicated below, regardless of the information contained in it and its impact on my ability to be placed in a clinical setting.

Purpose of the Disclosure

In order to complete the prerequisites for my academic program at Metropolitan Community College (MCC), I must successfully participate in a clinical component of that program at one of the health agencies covered by the above-described TJC requirement. Undergoing the criminal background check and providing its results to the health agency where MCC proposes that I be placed will allow that agency to make a determination as to my qualifications for placement and to thereby comply with the TJC requirement.

Party or Class of Parties to Whom the Disclosure May Be Made

I authorize MCC to release the results of my criminal background check to any and all health agencies at which it is attempting to place me for the clinical component of my academic program.

I understand that it is the sole decision of the health agency being considered for my clinical placement whether to approve or deny the clinical portion of my educational program. Also, if my background check reveals some criminal history by me, I have been advised to call the State Department of Health and Senior Services to inquire about the possibility of being denied the opportunity to sit for the licensure exams and have been further advised to inquire with possible future employers as to any limitations there may be to employment opportunities in light of any criminal history that I may have.

Decision as to Copy of Record Released *(insert initials in appropriate space)*

I _____do _____ do not request a copy of any record disclosed pursuant to this consent.

Student Printed Name: _____ Date: _____

Student Signature: _____

Student ID: _____

Appendix H: Acknowledgements Form

Acknowledgements Form

Clinical Placement

I understand that clinical placements are based on availability and that I may not request a specific clinical site. I acknowledge that my clinical experience assignment may be in any area throughout Metropolitan Kansas City. Due to the large geographic area that Kansas City encompasses, I may need to drive sixty (60) or more miles one way to a clinical site. The MCC Health Science Programs work diligently to ensure placement and scheduling of all students into an appropriate clinical site. However, there may be circumstances beyond our control that arise that limit or restrict students from being assigned to a given or proposed clinical site which may impact program completion.

Clearance for Patient Care

I understand that should I experience a medical condition that interferes with the safe care of patients during my clinical experience I must notify appropriate MCC faculty and administration and be medically cleared before returning to patient care activities at a clinical site.

Health Insurance Waiver

I understand that neither Metropolitan Community College (MCC) nor any clinical affiliates provide health care insurance for me. I hereby waive and release MCC and any clinical affiliates from responsibility for insurance and/or for health care services that may be required with respect to any illness or injury I may suffer because of my participation in clinical experience.

Licensure/Certification

I understand that admission and graduation from the radiologic technology program does not ensure eligibility for state or national licensure/ certification nor does it guarantee successful completion/passage of licensure/ certification examination(s)

A record of a felony conviction is a factor which must be considered by licensure boards while applying to sit for the licensure/certification examinations.

Student Printed Name: _____ Date: _____

Student Signature: _____

Appendix I: Photo, Video, and Audio Consent and Release Form

Photo, Video, and Audio Consent and Release Form

I, _____, do hereby consent and authorize the Junior College District of Metropolitan Kansas City, Missouri aka Metropolitan Community College (MCC), its employees, representatives, and agents to take audio and video recordings, as well as photographs (collectively "Recordings"), of me during my participation in any class, training session, or activity conducted by the MCC with the understanding that these Recordings may be utilized for MCC marketing purposes, and include, but not be limited to, advertising on any and all MCC and related websites and other local and national advertising venues.

I do hereby assign to said parties all right, title, and interest in and to all such Recordings and acknowledge that I am not entitled to any form of payment for the use of said Recordings and that no promises have been made to secure my signature to this consent and release.

I release MCC and its employees, representatives, and agents, including any firm or person authorized to publish and/or distribute a finished product of the Recordings, from any claims, damages, and liability, including the invasion of the right of privacy, and waive any and all claims that I may forever have in connection with the taking and/or use of the Recordings.

I attest and verify that I am eighteen (18) years of age or over and by signing below I indicate that I have read this document and that I understand and agree to abide with the content in its entirety.

Student Printed Name: _____ Date: _____

Student Signature: _____

Appendix J: Student Confidentiality Statement Agreement

Student Confidentiality Statement Agreement

Objective

To preserve the medical record and hold inviolate the privileged contents of the record and any other information of a confidential nature.

Policy

The medical record is the property of the health care facility, while the personal data contained in the record is considered confidential communication in which the patient has a protectable interest. It is compiled, preserved and protected from unauthorized inspection for the benefit of the patient, hospital and physician.

It is the responsibility of each radiologic technology student not to discuss any confidential information with any individual, inside or outside of the hospital or classroom except as such discussion is part of the performance of duty within the health care facility.

Computer generated information, whether of a medical, personal or financial nature, is considered confidential information and is subject to the same restraints regarding discussion and disclosure.

Student submission of radiographic images to campus faculty, for any classroom or clinical assignment must not contain any information which identifies the patient. Failure to remove patient information from any radiographic image, submitted to program faculty, external to the clinical affiliate, is in direct conflict with HIPAA, and will not be tolerated under any circumstance.

Any violation of this policy may result in disciplinary action up to and including possible dismissal from the program.

I have read and understand the above statement that I must not disclose confidential information, except as such disclosure is part of the performance of duties related to my clinical assignment.

I further understand that such disclosure may result in disciplinary action up to and including possible dismissal from the program.

Student Printed Name: _____ Date: _____

Student Signature: _____

Appendix K: Student Informed Consent

Student Informed Consent

I, _____, understand that students will be expected to role play radiologic technology skills on each other. I am willing to participate in these activities. This agreement is voluntarily executed and by signing, I so state.

I will inform the instructor of any condition which may be considered a precaution or contraindication for a particular procedure and will thereby be excused according to instructor’s direction.

I understand that if I become ill or injured, my condition may require a physician’s release for return to school or clinical rotations.

I will demonstrate professionalism in the lab by careful administration of procedures and consideration of the privacy, modesty, and respect of other students.

I understand that as a student, I may be exposed to environmental hazards and infectious diseases including, but not limited to, tuberculosis, hepatitis B, and HIV (AIDS) while in a clinical facility.

Neither Metropolitan Community College nor any of the clinical facilities used for clinical practice assumes liability if a student is injured on the campus or in the clinical facility during training unless the injury is a direct result of negligence by the college or clinical facility. I understand that I am responsible for the cost of health care for any personal injury I may suffer during my education. I understand that I should purchase private health insurance.

I understand and assume responsibility for the policies, objectives, course requirements and inherent risks involved in the education of radiologic technology students on the Penn Valley campus of the Metropolitan Community College.

Student Printed Name: _____ Date: _____

Student Signature: _____

Appendix L: Consent to Drug and Alcohol Testing

Consent to Drug and Alcohol Testing and Release of Liability Form

I have read, understand, and agree to MCC-Penn Valley's Drug-Free Workplace, Campus and Community Drug Screen Policy in accordance with which I may be required to undergo drug/alcohol testing both by MCC-Penn Valley and/or by any clinical site to which I may be assigned as part of my clinical rotation. A positive test may not only cause me to be excluded from clinical placement but may also result in my removal from the Allied Health or Nursing program to which I have been admitted and may cause me to be suspended and/or expelled from the College. I understand that if I have tested positive, I may not be permitted to take any state licensure examination.

My signature below indicates that:

1. I consent to the testing as outlined in the Drug-Free Workplace, Campus and Community Drug Screen Policy.
2. I understand that I may be responsible for all costs incurred with the drug testing.
3. I hereby release and hold harmless the Metropolitan Community College ("MCC"), including MCC-Penn Valley, and MCC's Board of Trustees, employees, and agents from any and all claims arising from the administering of any test, the analysis of test results, and the use and disclosure of test results: provided, however, this release and hold harmless shall not apply to intentional torts, gross negligence or activities involving the public interest.

My signature indicates that I have read and understand this consent and release form, and that I have signed it voluntarily.

Student Printed Name: _____ Date: _____

Student Signature: _____

Appendix M: Infectious Disease Policy

Infectious Disease Policy

The risk of contracting Hepatitis B virus or other infectious diseases is greater than the risk of contracting HIV. Therefore, recommendations for the control of Hepatitis B infections will effectively prevent the spread of AIDS. In such recommendations are therefore incorporated herein.

1. Sharp items (needles, scalpel blades, and other sharp instruments) shall be considered as potentially infective and be handled with extraordinary care to prevent accidental injuries. Proper disposal of sharp items according to OSHA guidelines shall be followed.
2. Disposable syringes and needles, scalpel blades and other sharp items should be placed in puncture resistant containers located as close as practical to the area in which they were used. To prevent needle stick injuries, needles shall not be recapped, purposely bent, broken, removed from disposable syringes, or otherwise manipulated by hand.
3. When the possibility of exposure to blood or other body fluid exists, routinely recommended universal precautions should be followed. The anticipated exposure may require gloves alone, as in handling items soiled with blood or other body fluids, or may also require gowns, masks and eye coverings when performing procedures where splashing is possible. Hands should be washed thoroughly and immediately if they accidentally become contaminated with blood or body fluids.
4. To minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be located and available for use in areas where the need for resuscitation is predictable.
5. Pregnant students or students engaged in health care are not known to be at greater risk of contracting the HIV virus than students who are not pregnant. However, if a student develops infection with the HIV virus during pregnancy, an infant has an increased risk of infection through prenatal or perinatal transmission. Because of this risk, pregnant students should be especially familiar with precautions regarding the HIV virus.
6. Radiologic Technology students engaged in health care who are infected with the HIV virus and who are not involved in invasive procedures need not be restricted from work unless they have some other illness for which any health care worker would be restricted.
7. For Radiologic Technology students engaged in health care who have been diagnosed with HIV positive, there is an increased danger from infection due to disease. Students who are HIV infected are at risk of acquiring or experiencing serious complications of such diseases. Of particular concern is the risk of severe infection following exposure to patients with easily transmitted infectious diseases (e.g. tuberculosis or chicken pox). HIV infected students will be counseled about potential risk associated with exposure to or taking care of patients with transmissible infections and should continue to follow universal precautions to minimize their risk of exposure to other infectious agents.
8. The Radiologic Technology student's physician, in conjunction with the appropriate college official, will determine on an individual basis whether the student who is HIV positive, with symptoms, can adequately and safely perform patient care.
9. A Radiologic Technology student with an infectious disease who cannot control bodily secretions and students who have un-coverable oozing lesions will not be permitted to participate in health care services. The determination of whether an infected student should be excluded from providing health care shall be made on a case-by-case basis by the student's physician and the appropriate college officials.
10. Radiologic Technology students who are exposed to infectious body fluids in the clinical area must report to the clinical preceptor immediately. The hospital shall be notified and the hospital protocol for such exposure followed.

Student Printed Name: _____ Date: _____

Student Signature: _____

Appendix N: Statement of Compliance**Statement of Compliance**

I have read this student code of conduct for the Radiologic Technology Program conducted at Metropolitan Community College - Penn Valley, in its entirety. I understand the policies and procedures and agree to comply with each of the policies and procedures as stated. I understand that failure to comply with this code of conduct may result in grade penalties and/or disciplinary action.

Student Printed Name: _____ Date: _____

Student Signature: _____

Appendix O: Statement of Understanding**Statement of Understanding**

I have read this student handbook for the Radiologic Technology Program conducted at Metropolitan Community College - Penn Valley, in its entirety. I understand the policies and procedures and agree to comply with each of the policies and procedures as stated in this student handbook and policy manual.

Student Printed Name: _____ Date: _____

Student Signature: _____

Program Officials, Faculty, and Clinical Preceptor Duties & Responsibilities

Program Coordinator Duties & Responsibilities

Program Application & Admission Process

- Establish and maintain student application & admission process and documents
- Assure application and admission process is consistently updated and posted on the program web page
- Review all submitted student applications, transcripts, and written materials to determine if the student meets program criteria
- Rank student applicants based on selective admission criteria
- Contact all students regarding the results of their application to the program
- Schedule and manage new student orientation meeting
- Assure students are aware of clinical education requirements

Program Operations

- Assures effective program operations
- Develop and manage the program's continued quality improvement process
- Serve as a liaison in facilitating affiliation, articulation and matriculation agreements with other institutions
- Review and submit revisions for the college catalog, website and marketing materials
- Manage class schedules and instructional assignments
- Manage textbook adoptions
- Manage phone calls, emails and meetings for the program
- Develop and maintain program policies and procedures
- Develop and maintain the student handbook
- Assure clinical education is managed
- Support program sustainability through relationship building, networking and lobbying
- Manage and document Advisory Board meetings, membership and minutes
- Manage and document annual program review process
- Manage equipment inventory
- Manage program budget, grant funding opportunities and purchasing
- Maintain and communicate current and historical statistical records: student outcomes, graduate employment performance on licensing/certification examinations
- Support program marketing and special events
- Program web page is current with required documentation
- Program costs (program fees, student fee memo)
- Program faculty meeting agendas and minutes
- Assure communication with MCC campuses and partner campus advisors regarding program updates
- Instructional delivery (YuJa, flipped classroom concept, interdisciplinary, simulation)

Data Collection and Management

- Number of program applications per admission cycle
- Number of students accepted per admission cycle
- Number of accepted students that begin the program and document why students accepted decided not to begin the program
- Student retention and completers; track reasons students do not complete the program
- Student demographics and current contact information

- Student job placement
- Conduct graduate, employer, and clinical site surveys
- Faculty and course evaluations (in conjunction with District IR)
- Item analysis for examinations
- Student results; technical skills assessment (professional licensure, certification, registration)

External Accreditation

- Assure program meets all required accreditation standards
- Assure student performance and program data is meeting required benchmarks
- Complete annual accreditation report
- Assure continuous program accreditation
- Manage accreditation and reaccreditation process and documentation (self-study, site visits)
- Assure consistent communication and information exchange with accrediting body
- Assure program faculty and campus administration are current with accreditation requirements and/or changes
- Accreditation information is posted and updated as required

Program & Curriculum Design

- Mission statement
- Philosophy statement
- Rationale for curriculum design and sequence
- Curriculum content meets accreditation standards
- Student outcomes
- Oversee ongoing program assessment
- Course objectives and outlines
- Course information forms
- Curriculum changes
- Syllabi
- Methods of student assessment (assignments, examinations, practicums)
- Textbooks
- Clinical education meets accreditation standards (CNE requirements)
- Technical skills assessment (licensure, certification, registration)

Student Administration

- Advising
- Conflicts and concerns
- Success/retention (established mid-term/intervention process for students performing below average)
- Early intervention/midterm student meetings and documentation
- Appeals/Grievance
- Activities/Committees/Groups
- Special events

Faculty Administration

- Assumes the leadership role in the continued development of the program.
- Supervision of program faculty; assure quality performance
- Recruit and hire program faculty, both full time and part time

- Assure faculty meet accreditation and college requirements (degrees, current licensure, proof of education in teaching methodology)
- Manage program faculty work loads
- Arrange for classes to be met in the extended absence of assigned instructors.
- Assure faculty are mentored
- Understand college and program policies and procedures
- Ensure communication among program faculty
- Hold and facilitate formal faculty meetings at least once per semester
- Complete evaluations and required documentation
- Professional Development (IDP documented)
- Office hours (engagement with students in HRC)

Other

- Committee work
- Special projects/events
- Maintains current knowledge of professional discipline and educational methodologies through continuing professional development
- Continuing education requirements
- Engagement with both academic, clinical, and industry professional colleagues

Clinical Coordinator Duties & Responsibilities

Schedule and lead annual clinical preceptor meetings

Clinical Site Management

- Acquire new clinical sites as needed
- Communicate with the clinical contract coordinator to ensure appropriate contract is in place for each clinical education setting where students are placed
- Procure the required JRCERT documentation from each newly added clinical education setting and provide this documentation to the program director
- Obtain/maintain clinical preceptor documentation for JRCERT compliance
- Maintain records/files for each site
- Assess clinical site/clinical preceptor effectiveness and provide the program director this report each semester
- Provide each clinical preceptor an annual report of the student evaluations of their facility
- Educate clinical personnel on relevant program, college and JRCERT policies as related to clinical participation

Student Clinical Record Management

- Provide new students with the necessary information regarding preclinical requirements as specified in the clinical contract
- Verify each student's successful completion of the preclinical requirements
- Provide new students with information concerning clinical site-specific preclinical requirements
- Maintain documentation for each student verifying successful completion of the site-specific preclinical requirements
- Schedule clinical assignments and rotations
- Make clinical assignments and communicate this information to students, clinical sites and the program director
- Prior to any clinical rotations, provide each clinical site with the necessary information concerning all students assigned to their facility
- Schedule clinical rotation to ensure that each student experiences a variety of clinical experiences
- Each semester, determine clinical rotations and schedules and distribute this information to students, clinical sites and the program director

Clinical Policy & Procedure Management

- Prior to the onset of each semester, develop a clinical calendar and distribute to all clinical preceptors, students and program faculty.
- Distribute clinical forms to each student before the onset of each semester
- Distribute clinical handbooks to clinical sites
- Develop clinical objectives and distribute to all clinical preceptors, students and program faculty
- Enforce clinical policies and procedures

Serve as an Educational Resource for Clinical Affiliates

- Educate clinical preceptors regarding supervision and evaluation of students
- Answer questions from clinicians regarding current clinical practices
- Update clinical sites regarding program changes

- Support the program director to help ensure effective program operation
- Coordinate clinical education and evaluate its effectiveness
- Participate in the assessment process
- Cooperate with the program director in periodic review and revision of clinical course materials

Clinical Course Management

- Routinely make clinical site visits, ensuring that each student receives a minimum of one site visit each semester
- Visit each secondary clinical site where students are assigned at least once each semester
- Ensure that time devoted to clinical site visits is in accord with the credit hours assigned to the clinical course
- Evaluate students' clinical performance
- Monitor and maintain student clinical records
- Serve as a resource for students and clinical sites for any questions concerning clinical issues
- Retain documentation of student participation in the clinical education setting
- Document clinical policy infractions, and administer disciplinary action, in conjunction with the Program Coordinator

Maintain current knowledge of discipline and educational methodologies through continuing professional development.

Maintain current knowledge of program policies, procedures, and student progress.

Maintain ARRT certification.

Full-Time & Adjunct Faculty Duties & Responsibilities

- Prepares and maintains course outlines and objectives, instructs and evaluates students, and reports progress
- Participates in the assessment process
- Supports the program director to help ensure effective program operation
- Cooperate with the program director in periodic review and revision of course materials
- Maintains appropriate expertise and competence through continuing professional development

Clinical Preceptor Roles & Responsibilities

The clinical preceptor will:

- Be designated by the department administrator in consultation with the clinical coordinator of the program.
- Provide curriculum vitae to the clinical coordinator as soon as accepting the position.
- Provide evidence of current ARRT certification annually to the clinical coordinator.
- Attend the annually scheduled clinical preceptor meeting held at the Penn Valley Health Science Institute.
- Comply with all accreditation requests or requirements.
- Participate in program accreditation site visits as necessary.
- Meet with the program's clinical coordinator or other program faculty during clinical site visits.
- Immediately inform the program's clinical coordinator of any student policy violations or deficiencies.
- Keep the clinical coordinator informed concerning student progress.
- Assign students clinical room rotations as described in the student handbook.
- Supervise students in the clinical environment.
- Evaluate the competence of each student, within their clinical education setting, in each radiographic procedure, in accordance with the schedule identified in the student handbook.
- Ensure that students, within their clinical education setting, perform radiographic procedures under the direct supervision of a radiologic technologist, until they have achieved and documented competence in the radiographic procedure.
- Ensure that students, within their clinical education setting, perform radiographic procedures with indirect supervision, after documented competence has been achieved in the radiographic procedure.
- Evaluate and document the clinical compliance of each student, each month, using the format provided. This evaluation may include comments from staff technologists with whom the student conducted procedures.
- Evaluate the comprehensive progress and participation of each student within their clinical education setting upon completion of each semester.
- Be knowledgeable about the clinical objectives and clinical evaluation system.
- Be familiar with the sequencing of didactic instruction and clinical education.
- Maintain competency in professional discipline and instructional and evaluative techniques through continuing professional development.
- Maintain current knowledge of program policies, procedures, and goals.

Clinical Staff Roles & Responsibilities

- Understand the clinical competency system.
- Understand requirements for student supervision.
- Support the educational process.
- Maintain current knowledge of program policies, procedures, and student progress.

12.2 Academic Calendars

[Metropolitan Community College Academic Calendar](#)

