



MORAINÉ PARK
TECHNICAL COLLEGE

HEALTH AND HUMAN SERVICES

Radiography

PROGRAM HANDBOOK

2024 – 2025

235 North National Avenue
PO Box 1940
Fond du Lac, WI 54936-1940

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Note: This handbook is accurate at the time of publishing. Policies contained herein are subject to change without notice. It is the student's responsibility to keep informed of changes. The online document, accessible through program Canvas courses, is the most current version.

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SECTION ONE: MORAINE PARK TECHNICAL COLLEGE

1.1 Moraine Park Mission, Vision and Strategic Priorities

Moraine Park's strategic planning process follows a specific planning framework, and includes high level vision, mission, strategic priority, and goal statements. Initiatives are developed representing annual tactics that staff implement to directly meet the strategic priorities and annual goals of Moraine Park.

For more information, see [Innovation 2025 Strategic Plan](#).

Mission

Growing minds, businesses and communities through **innovative learning experiences**.

Vision

Your home for **lifelong learning** to achieve lifelong dreams.

Strategic Priorities

Enrollment

Objectives

- Continue to develop effective recruitment strategies for K-12, adult learners and diverse populations.
- Implement strategies to bridge the preparedness gaps facing students.
- Enhance innovative instruction methodologies, delivery modalities and support structures.
- Expand and increase awareness of pathway and transfer opportunities.
- Promote the lifelong advantages and value of earning a credential.

Workplace Culture

Objectives

- Continue creative talent attraction and retention strategies that fulfill organizational needs.
- Strengthen trust, engagement and accountability to increase employees' sense of feeling valued.
- Foster a supportive environment that encourages wellbeing, celebrates unique abilities and embraces inclusivity.
- Empower employees to collaboratively improve processes and effectiveness.
- Maintain efforts to ensure a safe and secure virtual and physical environment.

Economic Driver/Community Impact

Objectives

- Develop innovative approaches in experiential learning that meet the needs of learners, employers and communities.
- Respond to employers' workforce needs by focusing on relevant skills, competency development and credential attainment.
- Expand marketing presence, strategic partnerships and support of the College's programs, services and projects.
- Provide a data-informed environment to support responsive decision-making.

1.2 College Accreditation

Moraine Park Technical College is accredited by the Higher Learning Commission. Accreditation is official recognition that an institution meets industry standards of quality through external peer review. The quality standards encompass faculty, administration,

curriculum, student support services, financial management, governance, and institutional integrity.

For additional accreditation information please see [Accreditation](#)

1.3 The Moraine Park Technical College District Community

Moraine Park Technical College has campuses in Beaver Dam, Fond du Lac and West Bend, annually serving almost 14,000 students thru the offering of six-degree options and more than 100 programs and customized training opportunities.

For additional information regarding the campus and community, students are encouraged to visit this site [Campus and Community Information](#).

1.4 Career and Life Skills

Moraine Park has recently updated and is in the process of transitioning the College's common learning outcomes from *Core Abilities* to *Career and Life Skills*. Transition continues to move all occupational programs and general education courses to have Career and Life Skills integrated into their curriculum. Once this transition is complete, Core Abilities will be discontinued. The five Career and Life Skills are:

- Communication
- Reasoning
- Professionalism
- Engagement
- Awareness

SECTION TWO: MPTC STUDENT RESOURCES AND STUDENT SERVICES INFORMATION

2.1 Student Resources

Academic Calendar

Students are encouraged to review the Academic Calendar throughout the year.

Admissions

Registration and Student Records Information regarding admission, registration and student records can be found both on the [MPTC website](#) or via the [MPTC Catalog](#).

Course Descriptions

Descriptions for all courses in each program can be found under the appropriate program heading in the [Course Descriptions](#) section of the [College Catalog](#).

Financial Aid

Students are encouraged to visit the college catalog ([Financial Aid](#)) or the college website ([Financial Aid](#)) for additional information.

Grading and Academic Standards

Moraine Park Technical College is committed to assisting its students for success to meet their academic goals. As an institution of higher learning Moraine Park Technical College has established minimum standards for student academic performance. These standards will include procedures for registration, grading, graduation, and completion. Student compliance with these standards will be monitored by the Registrar and the Financial Aid Office (satisfactory academic progress for Title IV Federal Aid) to ensure compliance with external stakeholders and regulators. For more specific information, please visit the [Grading and Academic Standards](#) portion of the Student Handbook.

MPTC College Catalog

The contents of the [MPTC College Catalog](#) provides important information regarding various support services and institutional policies. Please take the opportunity to review this information, as it will be helpful in each student's academic career at Moraine Park.

Student Code of Conduct Policy

The [Student Code of Conduct Policy](#) applies to all individuals registered for classes or engaged in a college sanctioned activity, both on campus or at offsite locations, including international travel.

Student Life

[Student Life](#) at Moraine Park Technical College offers a variety of campus activities and events; student government and clubs; leadership development; community service; volunteerism; and award recognitions. Getting involved in student activities is linked to academic success.

Student Portal

Moraine Park Technical College offers a [Student Portal](#) to all enrolled students, containing valuable information to support success throughout the educational journey.

Weather Closings (School Closing/Cancelation of Classes)

Moraine Park Technical College utilizes the [Rave Alert System](#) as the official method to announce cancellation of classes and closure of MPTC campuses in the event of severe weather or other emergencies as determined by the MPTC administration. Decisions are made by approximately 5:30 a.m. if conditions are present in the morning. If the college closes in the morning, all evening classes are also canceled. If inclement weather conditions develop during later in the day, decisions for evening classes will be made by 2:00 p.m. MPTC.edu, the college website, will have information about class cancelation and campus closures.

When students are assigned to clinical/field placement rotation and the school is closed or class canceled, the students must refer to the assigned instructor for further directions. If the campus is not closed, but the weather is questionable, each faculty reserves the right to cancel their class. The faculty will notify the class participants and communicate their expectations.

The easiest and most effective way to receive college closing notifications is by signing up for [MPTC Alerts](#). This service is only available to current students and employees.

2.2 Student Services

Moraine Park Technical College offers a wide-array of services to support student success. Student Services staff are dedicated to supporting all students to achieve individual educational goals, with many committed professionals in a wide variety of support offices that can help both in-person and online. These services are included as part of the cost to attend MPTC; therefore, students are encouraged to take advantage of the expertise and knowledge of the Student Services team. For additional information regarding the services available at MPTC, please visit [Student Resources](#).

SECTION THREE: STUDENT HEALTH AND SAFETY

3.1 Student Health and Safety

Moraine Park Technical College is committed to the health and safety of students, visitors, and employees. Students are encouraged to review this information in entirety.

Student Injuries

Any accidents/injuries occurring on College property or in the course of education must be reported immediately to College personnel. An MPTC Witness/Incident Report is to be completed and submitted as soon as possible after the accident/injury. Medical bills (physician and/or hospital) incurred as a result of an accident/injury are the responsibility of the individual.

Significant Exposure Incident

A Significant Exposure Incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials.

If a student experiences a significant exposure incident at MPTC:

- Thoroughly wash the affected area with soap and water.
- Immediately contact the course instructor.
- Seek medical treatment from a licensed healthcare professional.
- Complete an MPTC Incident / Witness Report

If a student experiences a significant exposure incident at an off-site location (clinical, job site, etc.):

- Thoroughly wash the affected area with soap and water.
- Immediately contact the clinical Site Supervisor/ course instructor.
- Follow the protocol at the site for the incident.
- Complete an MPTC Incident / Witness Report

Student Insurance

Enrolled students may be covered by the Student Accident Insurance Plan (SAIP). The SAIP is secondary to any health insurance program by which a student is currently covered. The student is responsible for accessing their SAIP account, printing their insurance card, and providing it to any healthcare providers if they receive medical treatment for a covered activity.

Hazards and Risks

Persons working in health and human services occupations can be exposed to occupational hazards which may include, but are not limited to, the possibility of physical injury, fatigue, bruises, contusions, broken bones, concussions, paralysis, exposure to bodily fluids, bloodborne pathogens, communicable disease, needle sticks and sharp injuries, damage/destruction to property, and even death.

In consideration of the possible hazards and risks related to a health or human services field of study, each student is required to complete and submit an Acceptance of Risks and Responsibility Agreement and Release of Liability at the beginning of each enrolled course.

SECTION FOUR: STUDENT RIGHTS AND RESPONSIBILITIES

4.1 Student Rights & Responsibilities

Exercising individual student rights and acting in a responsible manner go together. It is the expectation of MPTC that all students comply with the policies and procedures as stated in the MPTC Student Code of Conduct and obey all public laws. This compliance assures all students the opportunity of having the best possible educational experience in a respectful and safe environment.

4.2 Final Grade Appeal

The purpose of the final grade appeal process is to provide a vehicle and structure for students to appeal final course grades. The grade appeal procedure only applies to final grades and not individual graded assignments.

Faculty members have the authority to establish course requirements and standards of performance within the college's established curriculum process. It is the responsibility of the faculty to articulate and communicate course requirements and grading standards to students at the beginning of each course via the syllabus. Instructors will apply grading criteria uniformly and in a timely manner. Final grades submitted to the Registrar's Office are presumed to be accurate and final.

All final grade appeals must be initiated by the student within **thirty (30) calendar days** of the grade being available via myMPTCStudent.

4.3 Citizenship

Students enrolled in a health program who are not citizens of the United States should be aware that, based on federal law, they may not be eligible to take licensing or certification examinations given by the state, region, or nation upon completion of the program. Non-citizens are advised to seek further information from appropriate agencies, specific to your occupation.

4.4 Fair and Equal Treatment

It is the policy of Moraine Park Technical College to maintain an Affirmative Action and Equal Opportunity Compliance Plan. This Plan ensures equal opportunity and nondiscrimination for all employees, students and non-employees by demonstrating its commitments and efforts toward equal employment opportunities and equal educational program opportunities that are conducive and supportive of cultural and ethnic diversity.

4.5 Student Concerns/Issues/ Grievance

Any student who has a concern, issue, or grievance is encouraged to seek to resolve the issue with the faculty member or employee concerned. In the event that a student is unable or uncomfortable doing so they can contact the appropriate Associate Dean for academic issues or the Director of Student Development for nonacademic issues.

4.6 Title IX: Title IX Pregnancy and Parenting Protections

Moraine Park Technical College is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex,

as mandated by Title IX of the Education Amendments of 1972. Title IX prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance. Title IX requirements cover sex discrimination, sexual harassment, sexual misconduct, sexual violence, and pregnant and parenting students.

Students must contact the Director of Student Development/Title IX Coordinator to ensure Title IX protection plan is correctly administered. It is the student's responsibility to contact the Director of Student Development and provide all the documentation required. Adjustments cannot be provided retroactively so timeliness is important.

Students are encouraged to work with their faculty members and Moraine Park Technical College's support systems to devise a plan for how to best address the conditions as pregnancy progresses, anticipate the need for leaves, minimize the academic impact of their absence, and get back on track as efficiently and comfortably as possible.

4.7 Drug-Free Schools and Communities Act

Moraine Park Technical College is committed to the success and safety of our students and employees. The possession or use of illicit drugs, or the abuse of those which may otherwise be legally possessed, seriously affects the College environment, as well as the individual potential of our students and employees. For our students and employees who may suffer from the illicit use or misuse of alcohol and drugs, we want to provide opportunities to receive education and services to assist in overcoming or preventing addiction and/or misuse.

The Drug-Free Schools and Communities Act (Title 34 CFR § 86.3) requires institutions of higher education to adopt and implement programs to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by all students and employees on school premises or as part of any of its activities.

For additional information regarding the drug-free schools and communities act, please visit the following link [Drug-Free Schools and Communities Act](#).

SECTION FIVE: HEALTH AND HUMAN SERVICES

5.1 Overview of Health and Human Services

The Health and Human Services Department (HHS) goal is to provide exceptional education for students seeking occupations in health care or human services professions. Over twenty-five programs (including associate degree, technical diploma, or local certificates) are offered through the Health and Human Services Department. The information that follows begins with information common to all programs in the HHS Department and ends with information specific to each program area. Additional information pertaining at the course level will be found in the course syllabus, made available at the start of each course. Any questions or concerns regarding this information can be directed to the Associate Dean of the corresponding program area.

Health and Human Services Student Handbook: It is the intent of this handbook to follow the MPTC Student Handbook and Student Code of Conduct regarding grievances and student concerns/issues. Students should refer to these publications for their specific situation.

Phone/E-mail Reference

| Contact | Phone/Email |
|-------------------------------------------|-----------------------------------------------------------------------------------------------|
| Dean of Health and Human Services | 920-924-3319 |
| Admin Assistant-Health and Human Services | 920-924-3320 |
| Associate Dean of Health | 262-335-5757 |
| Admin Assistant-Health | 262-335-5710 |
| Associate Dean of Health Sciences | 262-306-5313 |
| Admin Assistant-Health Sciences | 262-306-5314 |
| Associate Dean of Human Services | 920-924-3330 |
| Admin Assistant-Human Services | 920-924-3270 |
| Canvas Support: Phone | 877-230-3509 |
| Canvas Support: Email | https://www.morainepark.edu/technology/ |
| Technology Help Line: Phone | 877-230-3509 |
| Technology Help Line: Email | https://www.morainepark.edu/technology/ |
| Student Services | 800-472-4554 |

5.2 Programs Offered

Health

- Nursing – Associate Degree with a Practical Nursing Exit Point
 - Nursing Assistant
- Surgical Technology

Health Sciences

- Diagnostic Medical Sonography
- Health and Wellness
 - Health and Wellness Technician
 - Chiropractic Technician Certificate
- Health Information Technology
 - Medical Coding Specialist
- Medical Laboratory Technician
 - Phlebotomy/Specimen Processor
- Medical Office Management
 - Medical Assistant
 - Administrative Medical Assistant Certificate
- Radiography
- Respiratory Therapy

Human Services

- Criminal Justice
- Early Childhood Education
 - Child Care Services
 - Early Childhood Administrative Credential Certificate
 - Early Childhood Preschool Credential Certificate
 - Infant/Toddler Credential Certificate
- Fire Protection Technician (Starting Spring 2024)
- Paramedic Technician
 - Emergency Medical Technician (EMT)-Paramedic
 - Advanced Emergency Medical Technician (EMT)
 - Emergency Medical Technician (EMT)
- Substance Use Disorders Counseling (SUDC)
 - Substance Use Disorders Counseling Certificate

SECTION SIX: HEALTH AND HUMAN SERVICES POLICIES AND PROCEDURES

6.1 Academic Standards

Moraine Park Technical College has in place college-wide policy and procedures related to academic standards. Students are encouraged to review this information throughout their time enrolled at the college. Dependent upon the program enrolled, there may be additional program specific academic standards that apply. Details surrounding these additional academic standards may be found in Section Eight of this handbook and on individual course syllabi.

6.2 Required Documentation

Criminal Background Check

For the most up to date information regarding applicable policies regarding the completion of a criminal background check, please review the following link:

<https://catalog.morainepark.edu/student-policies/criminal-background-check/> Additional information can be found on specific program pages.

Although most/all students completed a required criminal background check/BID as part of the program admission process, there are times when there may be a need for additional criminal background check to occur during the time enrolled in a program. Should this need occur, additional cost would be incurred by the student. Furthermore, there are times when additional personal background documentation (criminal and/or health related) prior to and during clinical/field placement might also delay and/or prevent clinical/field placement.

Self-report: Health and Human Services program accepted students are required to report any new criminal charges that impact their criminal background check (CBC) within seven business days. They are informed of this requirement at the point of application as well as at points throughout the program. When a student reports a new charge to a designated official they will be directed to complete a new electronic Background Information Disclosure (BID) Form.

This form is processed and applicable information is added to their Student Record for internal use. The appropriate Program Associate Dean will then review the updated form and will indicate which letter template should be emailed to the student notifying them of required next steps.

Once the charge is closed, the student is responsible for submitting their court documents with disposition listed to the Criminal Background Check email address. These court documents are shared with the Program Associate Dean for review and potential action. If the charge and disposition lead to the student being ineligible for their current program, the student is communicated with and removed from their program by the Program Associate Dean.

If a student fails to report a new charge within the seven-day reporting period, the student may be immediately removed from their program for nondisclosure or a letter may be sent to student with required next steps.

** NOTE: MPTC makes no guarantee of future employment based upon an individual's criminal background check.

Health Requirements/Drug Screen

Many of MPTC health programs require all students to train at off-site agencies, external to the College. As such, students must remain compliant with established health requirements. These health requirements are set based upon external agency requirements, and in accordance with College Policy AP 605 Student Health Records.

Each student will be provided a document outlining current health requirements, due date, and method for submission to all MPTC health students. Depending upon the specific program, the student may access the Health Requirement Checklist from the program advisor, within the Canvas course, or from the Health and Human Services Program Specialist at the core program meeting. Should the student be assigned to a clinical agency with additional requirements this will be communicated in advance with an expectation that the student will comply within the provided timeline in order to continue program progression. Falling out of compliance with established health requirements may prevent the student from progressing in, or result in an administrative removal from, their program of study.

*NOTE: Clinical/Field placement will not occur if the student fails to meet either or both the requirement for an up to date Criminal Background Check and Health Requirements / Drug Screen.

6.3 Health Program Petition Process

Several health programs at MPTC currently require program petitions to move from pre-core into the core courses of the program. For the most up to date information visit the Program Petition section of the program of interest (example: Nursing Petition).

6.4 Readmission Policy and Procedure

Applicable Programs: Diagnostic Medical Sonography, Emergency Medical Services, Fire, Health and Wellness, Health Information Technology, Medical Assistant, Medical Laboratory Technician, Nursing, Radiography, Respiratory Therapy, Substance Use Disorder Counseling and Surgical Technology.

Readmission Policy Statement

This policy and procedure applies to those students who have been required to exit from a health program for one of the reasons outlined below. Such students may elect to apply for Program Readmission through the Health Sciences Readmission Review Committee:

- **Academic:** Student was unable to continue in a Health Science program due to either the student withdrawing after the midpoint of a course and/or received a grade of *D*, *F* or *NC* twice in the same core/program course or in two different core/program courses.
- **Interruption of Study:** Student exited from a Health Science program for a continuous period of one to three years from the program.
- **Clinical/Skills Readmission:** Student received a failing grade in either a skills or clinical course due to unsafe or unprofessional behavior resulting in removal from the program.

A student is only allowed to apply one time per program enrollment for a Readmission Review and only if the student had extenuating circumstances that impacted the student's grades in

their core/program courses. If Program Readmission is granted and a student receives a grade of D or F in another program course (or withdraws after the midpoint), the student is ineligible to apply for Readmission again and will not be able to continue in their program.

In the event a student is registered for a future semester but is now ineligible to continue pending readmission, it is the student's responsibility to withdraw from future semester courses. If Program Readmission is granted, course placement will be determined based upon available openings, current students will have placement priority. The student must meet with their academic advisor to enroll in program/core courses.

The MPTC Academic Program Requirements Policy ([AP 714](#)) applies.

Readmission Process Steps

A student seeking readmission must complete each of the following steps:

1. Submit a letter requesting program readmission and the necessary documentation to the Director of Enrollment Management. It is the student's responsibility to ensure receipt of this information by the due date listed below. Please submit via hard copy or email to the Director of Enrollment Management at 235 N. National Ave., P.O. Box 1940, Fond du Lac, WI 54936-1940 or readmissionshs@morainepark.edu by 4:30 p.m. the Friday **before** the requested meeting date. The information included in the letter sent must include:

- Student name, address, current phone number, student email address and student ID number.
- Name of the course(s) involved, along with dates enrolled.
- Reason for the withdrawal and/or unsatisfactory grades in courses, including the extenuating circumstances accounting for student's performance in each of the impacted courses.

An extenuating circumstance is defined as any one of the following:

- Death of an immediate relative of the student
- Injury or illness of the student
- Other circumstances that result in undue hardship to the student

*Supporting documentation must be included with the request for readmission to substantiate one or more of the extenuating circumstances. Requests without documentation and/or not meeting one of the above criteria will be deemed incomplete; therefore, not reviewed by the committee.

- Actions taken and plans to resolve or correct the unsatisfactory performance.
- Include in your letter whether you wish to appear in person before the Readmission Review Committee.

Be specific in describing these actions. Letters without evidence of clear actions or planning will be deemed incomplete.

2. Upon receipt of the letter, the Director of Enrollment Management will determine if all eligibility requirements have been met. If so, an email/letter from the Director of Enrollment Management will be sent to the student as acknowledgement of receipt of information and notification of the timeline for the appeal review.

3. **Readmission Committee Review**

Unless the student included in their written appeal letter a request for an in-person appearance, all other reviews will be conducted by the members of the Readmission Review Committee. *The Health Sciences Readmission Review Committee is composed of the Director of Enrollment Management, the Director of Diversity, Accessibility and Student Support, Dean of Health and Human Services, Director of Student Development, and a representative of program faculty.*

The outcome of the Readmission Review Committee will be communicated to the student via a letter from the Director of Enrollment Management identifying the Committee's decision, which will include one of the following:

- Readmission granted (See below for additional details regarding Readmission).
- Readmission denied with rationale.
- Readmission decision contingent upon the outcome of a Skills Competency Check-off and Safety Standard Review. Completion of a Skills Competency Check-off and Safety Standards Review is a required component of the Readmission process for any student seeking return following failure of a skills or clinical course due to unsafe and/or unprofessional behavior. Additionally, where required by the Readmission Committee, a student may be required to complete the Skills Competency Check-off and Safety Standard review as part of the readmission application process.

4. For those students required to complete a Skills Competency Check-off and Safety Standard review, the following steps apply:

Complete a Skills Competency Check-off

This hands-on assessment will be used to determine currency of occupational skills of the last passed clinical and/or skills course. This process is outlined in greater detail in the next section. The outcome of this assessment is two-fold: (1) further inform the Readmission Committee in making their final determination of readmission and (2) establish at what course the student will re-enter the program, or if they need to repeat a course already passed.

In advance of the Skills Competency Check off review, students will receive information in writing from the program director outlining the expectations of the evaluation. Included in this communication will be: (1) a date/time for the student to complete competency assessment. (2) a detailed description of what to expect during the Skills Competency Check-off and Safety Standard review including required skills and scoring rubric. The student will be asked to demonstrate each competency of the skills or clinical class(s) for which they last passed. This assessment will be completed with a member of the program faculty. Also present may be the program Associate Dean or designee.

Complete a Safety Standard Review

Completed along with the Competency Check-off, individuals seeking readmission due to a clinical safety concern must also complete a 1-hour Safety Standards review with program faculty.

The outcome of this evaluation will be submitted to the Readmission Committee for consideration. If the student is unable to achieve a *pass* on the competencies for the clinical or skills course last passed, the student may be required to repeat coursework previously passed (financial aid implications would apply). This decision of the skills competency assessment is final.

5. Readmission: Students permitted to re-enter a health program based upon Readmission Policy and Procedure will be required to complete each of the following:

Advising

Students permitted to re-enter a health program based upon Readmission should then work with their academic advisor to register for the appropriate course(s) identified.

Student Success Center

Recognizing that a student returning under this readmission process may only be enrolled in a limited number of course(s), it is important for student to remain proficient in their overall understanding of all course material previously covered. Therefore, it is required that all students entering under the Readmission Procedure spend dedicated time in the Student Success Center throughout the semester they return in to help them achieve success once they return to a full semester of coursework. Program Faculty will identify specific review materials to complete throughout the semester. As an example: a student may be required to complete a 2-hour “boot camp” tailored to the student need week in the Student Success Center.

Note: *The Health Sciences Readmission Review Committee meets in November, January and June. Contact your advisor for specific dates and times. The decision made by the Readmission Review Committee is final. Completion of these steps does not guarantee readmission; rather, this procedure is intended to provide an avenue for consideration to re-enter the program. If Readmission is granted, course placement will be determined based upon available openings; currently enrolled program students will have placement priority.*

6.5 Clinical Course Policies and Procedures

Clinical /Field Placement Assignments

Each MPTC Health program schedules clinical/field placement assignments in accordance with the approved number of course credits. The total number of required off-site hours are assigned following the college calendar, including non-student contact days (NSCD). NSCD is defined as a day where there is no student contact with faculty and staff. Students are not to attend clinical or theory (lecture) during Spring Break, Winter Break, and designated non-student contact days. With the exception of NSCD, it is important for all students to understand that in order for MPTC to ensure an appropriate and quality clinical/field placement experience is available for enrolled students, there may be times when a program(s) may schedule clinical/field placement hours to occur in the evenings or on weekends.

Each program has a process for clinical assignments. Please refer to section 9 regarding the program’s clinical process.

NOTE: Students are prohibited from direct communication with clinical/field placement facilities to inquire regarding clinical/field placement processes, decisions, or placement

denials. Non-compliance may lead to disciplinary action, up to and including dismissal from a health care program.

Dress Code

Students must comply with the dress code for the classroom, lab and clinical/field placement sites. The standards for each program will be noted in Section Eight of this handbook.

Transportation to Clinical/Field Placement

Students are solely responsible for their transportation to and from any clinical/field placement site or agency. Students must arrive on time and leave according to their assigned schedules. Because of the need to ensure that students have clinical/field placement experiences in a number of different environments, there is no guarantee that required clinical sites will be within reach of public transportation or close proximity to a student's home. Students should be prepared to attend clinical sites within a 60-mile radius in some instances. In some programs, up to 100-mile radius may occur in order to provide students the opportunity for a specialized clinical experience.

Protected Health Information (PHI)

The PHI Privacy Rule defines how healthcare providers, staff in healthcare settings, and students in clinical training programs can access, use, disclose, and maintain confidential patient information called **Protected Health Information (PHI)**. PHI includes written, spoken, and electronic information. PHI encompasses any information that identifies a patient; demographically, financially, and/or medically; that is created by a healthcare provider or health plan and that relates to the past, present or future condition; treatment; or payment of the individual. The Privacy Rule very broadly defines "identifiers" to include not only patient name, address, and social security number, but also, for example, fax numbers, e-mail addresses, vehicle identifiers, URLs, photographs, and voices or images on tapes or electronic media. When in doubt, each student should assume that any individual's health information is protected under HIPAA. This topic will be covered in greater detail within the applicable program course of studies.

- PHI must not be transferred to or from, or stored within, any form of personal technology nor should it be shared in any form of social media.
- Students are not to access personal health records or records of anyone for whom they are not directly involved in care (including self)
- Students who witness a breach of this policy have a duty to report the breach to nursing faculty immediately upon discovery.
- Failure to maintain confidentiality may result in liability to the healthcare facility as well as clients, and providers, and legal action may be taken.
- Failure of students to follow policies governing access to, and use and disclosure of PHI will result in being denied access to MPTC facilities and clinical/field placement sites. Failure of students to follow policies governing access to, and use and disclosure of PHI might also result in civil and criminal penalties under federal law.

HIPAA

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 requires health care personnel to protect patients' health information. Students enrolled in a MPTC health program are required to learn about the health information privacy requirements ("Privacy Rule") of the federal law, HIPAA. Program faculty will review the requirements of HIPAA with students in advance of off-site clinical. Health care personnel must agree to maintain strict confidentiality of any information and agree not to disclose this information to third parties, unless, (1)

authorized in writing by the health care facility, and as appropriate, the patient, practitioner, or provider involved; (2) as required by law. The student can be subject to legal action including, but not limited to, lawsuits for invasion of privacy.

Confidentiality

Students are required to sign a confidentiality agreement signifying that HIPAA regulations are understood and will be adhered to prior to participation in all clinical placement rotations.

Noncompliance with MPTC and clinical agency policies may result in disciplinary action, which may include dismissal from the program.

SECTION SEVEN: PROFESSIONAL EXPECTATIONS

Healthcare students are expected to conduct themselves in a manner consistent with the standards governing their chosen profession. While professionalism looks different in each profession, MPTC identifies the Civility Standard, Medication Administration Safety Standards, Standards of Safe Care, and the Technology Usage Standards as standards outlining what professionalism looks like both as a current student, and in the development as a new health and/or human services profession. It is the expectation of MPTC that students act in accordance with these Standards of Care.

7.1 Civility Standard

Civility is a critical principle of professionalism in healthcare. Civility is behavior that: 1) shows respect toward another; 2) causes another to feel valued; 3) contributes to mutual respect, effective communication and team collaboration. All students are expected to conduct themselves, both on and off campus, in a civil manner and to comply with requirements of standards of professionalism. Failure to comply with any of the following items or other policies in this Handbook may result in a conference with the program Lead Faculty (i.e., Department/Program Chair). If the problem warrants immediate action, the Lead Faculty may recommend to the Dean/designee that the student be dismissed from the health or human services program. For additional information, please refer to [MPTC Policy AP 724 Student Code of Conduct](#).

7.2 Medication Administration Safety Standards

As applicable, see individual program section of handbook.

7.3 Standards of Safe Care

In addition to professional standards of behavior, all Health and Human Service (HHS) programs are expected to comply with standards of safe patient care. Safety is of utmost importance in all HHS programs and any breach of the below standards may result in disciplinary action.

At all times a student shall:

- Delineate, establish, and maintain professional boundaries with each patient.
- Have a legal and valid prescription issued for controlled substances or other medications self-administered.
- Immediately and accurately report to the instructor and/or preceptor any errors or deviations in patient care.
- Promote a safe environment.
- Professionally report and document patient care.
- Treat each patient with courtesy, respect, and with full recognition of human dignity, self-worth, and individuality.
- Practice within the appropriate scope of practice.
- Use standard precautions established by federal, state, and local government or established by any clinical site to which the student is assigned.

A student shall not:

- Use controlled substances or other medications self-administered by a student. Student must have a legal and valid prescription issued to the student.

- Assault, cause harm to a patient, or deprive a patient of the means to summon assistance.
- Submit any false or misleading information to the program faculty, clinical agencies, preceptors, or to any licensing board or commission.
- Obtain or attempt to obtain money, or anything of value, through providing patient care.
- Misrepresent credentials or student status or impersonate a licensed or otherwise credentialed person.
- Engage in behavior that causes, may cause, or interpreted as physical, verbal, mental or emotional abuse to a patient.
- Engage in sexual conduct with a patient.
- Engage in any verbal or nonverbal behavior interpreted as seductive, or sexually demeaning to a patient.
- Engage in behavior interpreted as behavior to seek or obtain personal gain at the patient's expense.
- Engage in behavior interpreted as inappropriate involvement in the patient and provider relationship.

7.4 Technology Usage Standard

Moraine Park Technical College provides access to computer systems and networks it owns or operates to Moraine Park Technical College students in order to promote legitimate educational and administrative efforts in keeping with the College's role as an educational institution. Such access has broad impact and imposes certain responsibilities and obligations. Students have the responsibility to use these resources in an efficient, ethical and responsible manner, consistent with the law, college policy and the mission of the College.

Individual academic programs may offer further clarity on the usage of any/all of the following technology uses or mobile devices:

- Mobile devices, including mobile device regulations and care of the mobile device
- Digital content, including digital content copyright
- Email and electronic communications
- Social media
- Code of ethics in social media

Further details regarding program specific information may be found in Section Eight of this handbook or in a given course syllabus.

7.5 Professional Integrity

As noted throughout Section Seven of this handbook, there is an expectation of appropriate behavior when enrolled in a health or human services program. These expectations include behaviors required of students in general and for those enrolled in a health or human services program of study. In addition to this handbook, MPTC publications, including but not limited to college policies, describe academic integrity, its violations, and consequences. A Student Conduct Code for the campus community, as well as other college policies, is available for review by both students and visitors to the college website.

7.6 Program Progression

Students may not be allowed to progress in their program of study for any of the following reasons:

- Unsatisfactory academic performance
- Violation of professional practice. Ethics, and/or safety standards in the college or cooperating agencies
- Failure to abide by the policies of the school, the program or cooperating agencies as otherwise stated in this handbook.

Should a student's status in an academic program require an Administrative Withdrawal to occur, college policy and procedure will apply.

For more detailed information regarding program progression for a particular health program, please refer to section 8.

SECTION EIGHT AND NINE: PROGRAM INFORMATION

8.1 Program Description

In order to become a registered Radiologic Technologist, the student must complete a formal program of study accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) OR completion of didactic and clinical experience acceptable to the American Registry of Radiologic Technologist (ARRT) AND Certification by the American Registry of Radiologic Technologists.

The art and science of radiography requires that the radiographer achieve a specific level of knowledge and skill. The radiographer must possess and demonstrate knowledge of and competency in, but not limited to, the following areas:

Human Structure and Function- including general anatomy, cross-sectional anatomy and anatomical relationships, organ and organ system functions and relationships to perform accurate radiographic examinations.

Medical Ethics- including ethical and legal considerations that impact upon practice.

Medical Terminology- including knowledge of disease and abnormalities to allow the radiologic technologist to effectively communicate in the performance of radiographic procedures.

Pathology- including knowledge of disease and abnormalities that influence performance of radiographic procedures.

Patient Care- including attention and concern for the physical and psychological needs of the patient. Additionally, the technologist identifies the accurate assessment of life- threatening conditions and exercises independent judgment to implement basic life support procedures.

Positioning- including proper beam-part-image receptor alignment with respect to source of radiation, selected imaging modality and area to be examined.

Principles of Radiographic Technique- including appropriate selection of all technical factors and equipment to produce a quality diagnostic image.

Quality Assurance- including digital processing procedures, sensitometry characteristics, preventative maintenance, and knowledge of equipment.

Radiation Physics- including atomic structure, beam quality, radiation interactions, and the functions and operations of various generator components.

Radiation Protection- including the use of beam restriction devices, patient shielding techniques, accurate assessment and implementation of appropriate exposure factors as well as a working understanding of applicable governmental regulations. The primary utilization of this knowledge is to minimize radiation to the patient, the practitioner and others.

Radiobiology- including understanding beam formation and radiation interaction with matter as it relates to genetic and somatic effects. The necessity for this knowledge and its application is to reduce possible genetic damage to future generations resulting from unnecessary radiation exposure.

Special Techniques- including all vascular and neurological radiographic procedures, computed tomography, MRI, mammography, and interventional radiography.

Radiography Program Faculty

Program Director- Brittney Roberts
(920) 924-3243 (Office)
(920) 907-6912 (Fax)
broberts14@morainepark.edu

Clinical Coordinator-Courtney Fields
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(920) 907-6904 (Fax)
cfields1@morainepark.edu

8.2 Mission Statement

The mission of the Radiography Program at MPTC is to provide the medical community with entry-level radiologic technologists competent to perform diagnostic medical radiography, along with the ability to successfully complete the certification examination administered by the American Registry of Radiologic Technologists (ARRT). Consistent with the institutional mission, the program is committed to the development of the student's educational and professional growth. These students shall utilize continuing education as a means of maintaining those skills. The program integrates both general and technical education to ensure that graduates can meet the multiple demands of rapidly changing technology in the medical field.

8.3 Student Learning Outcomes/Program Outcomes/Goals

The Radiography Program has established goals and student learning outcomes in accordance with the Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards. MPTC- Radiography Program establishes benchmarks and utilizes a variety of tools to assess whether student learning outcomes are achieved. Examples of some tools are student assignments, exams, and laboratory assessments. Some evaluations of technical skills and professional behavior include monthly evaluations, competency forms, employer, and graduate exit surveys.

Goal: Student will perform competent radiography.

SLO 1: Student demonstrates proper alignment position of the body part being radiographed.

SLO 2: Students will demonstrate use of adequate radiation protection on exams.

Goal: Students will communicate effectively.

SLO 1: Students provide necessary patient management to ensure comfort, well-being, and safety of the patient.

SLO 2: Students communication/ interaction with patients is appropriate.

Goal: Student strives to demonstrate critical thinking and problem-solving skills.

SLO 1: Students demonstrate the ability to analyze the diagnostic quality of a finished radiograph.

SLO 2: Students demonstrate a critical thinking approach to problem solving in trauma scenarios.

Goal: Student will develop professionally.

SLO 1: Students will participate in the WAERT/ WSRT Student Symposium.

SLO 2: Students demonstrate professional conduct at the clinical sites.

Goal: MPTC- Radiography Program will be evaluated for effectiveness annually.

SLO 1: Students will remain enrolled in the Radiography Program.

SLO 2: Students will have a five-year credentialing examination pass rate.

SLO 3: Students will be employed following program completion.

SLO 4: Students will be satisfied with the MPTC- Radiography Program.

SLO 5: Student satisfaction with clinical experience.

SLO 6: Employers will be satisfied with the MPTC- Radiography Program graduates.

8.4 Technical Standards/Functional Abilities

Gross Motor Skills

- Move within confined spaces
- Maintain balance in multiple positions
- Reach above shoulders (e.g., IV poles)
- Reach below waist (e.g., plug electrical appliance in wall outlet)
- Reach out front

Fine Motor Skills

- Pick up objects with hands
- Grasp small objects with hands (e.g., IV tubing, pencil)
- Write with pen or pencil
- Key/ type (e.g., use a computer)
- Pinch/ pick or otherwise work with fingers (e.g., manipulate a syringe)
- Twist (e.g., turn objects/ knobs using hands)
- Squeeze with finger (e.g., eye dropper)

Physical Endurance

- Stand (e.g., at client side during surgical or therapeutic procedure)
- Sustain repetitive movements (e.g., CPR)
- Maintain physical tolerance (e.g., work on your feet a minimum of 8 hours)

Physical Strength

- Push and pull 20 pounds (e.g., position patient, move equipment)
- Support 50 pounds of weight
- Lift 50 pounds (e.g., pick up a child, transfer client, bend to lift an infant or child)
- Carry equipment/ supplies
- Use upper body strength (e.g., perform CPR)
- Squeeze with hands (e.g., Operate fire extinguisher)

Mobility

- Twist
- Bend
- Stand/squat
- Move quickly (e.g., response to an emergency)
- Climb stairs
- Walk

Hearing

- Hear normal speaking-level sounds (e.g., person-to-person report)
- Hear faint voices
- Hear faint body sounds (e.g., blood pressure sounds, assess placement)
- Hear situations when not able to see lips (e.g., when masks are used)
- Hear auditory alarms (e.g., monitors, fire alarms, call bells)

Visual

- See objects up to 20 inches away (e.g., information on computer screen, skin condition)
- See objects up to 20 feet away (e.g., client in room)
- Use depth perception
- Use peripheral vision
- Distinguish color and color intensity (e.g., color codes on supplies, flushed skin/paleness)

Tactile

- Feel vibrations (e.g., palpate pulses)
- Detect temperature (e.g., skin, solutions)
- Feel difference in surface characteristics (e.g., skin turgor, rashes)
- Feel differences in sizes, shapes (e.g., palpate vein, identify landmarks)
- Detect environmental temperature

Smell

- Detect odors (e.g., foul smelling drainage, alcohol break, smoke, gasses or noxious smells)

Environment

- Tolerate exposure to allergens (e.g., latex gloves, chemical substances)
- Tolerate strong soaps
- Tolerate strong odors

Reading

- Read and understand written documents (e.g., flow sheets, charts, graphs)
- Read digital displays

Math

- Comprehend and interpret graphic trends
- Calibrate equipment
- Convert numbers to and from metric, apothecaries', and American system (e.g., dosages)
- Tell time
- Measure time (e.g., duration of exam, CPR, etc.)
- Count rates (e.g., drips/ minute pulse)
- Read and interpret measurement marks (e.g., measurements tapes and scales)
- Add, subtract, multiply, and/ or divide whole numbers
- Compute fractions and decimals (e.g., medication dosages)
- Document numbers in records (e.g., charts, computerized data bases)

Emotional Stability

- Establish professional relationships
- Provide client with emotional support
- Adapt to changing environment/stress
- Deal with the unexpected (e.g., client condition, crisis)
- Focus attention on task
- Cope with own emotions
- Perform multiple responsibilities concurrently
- Cope with strong emotions in others (e.g., grief)

Analytical Thinking

- Transfer knowledge from one situation to another
- Process and interpret information from multiple sources
- Analyze and interpret abstract and concrete data
- Evaluate outcomes
- Problem-solve
- Prioritize tasks
- Use long-term memory
- Use short-term memory

Critical Thinking

- Identify cause-effect relationships
- Plan/control activities for others
- Synthesize knowledge and skills
- Sequence information
- Make decisions independently
- Adapt decisions based on new information

Interpersonal Skills

- Establish rapport with individuals, families, and groups
- Respect/values cultural differences
- Negotiated interpersonal conflict

Communication Skills

- Teach (e.g., client/family about health care)
- Influence people
- Direct/manage/delegate activities to others
- Speak English
- Write English
- Listen/comprehend spoken/written word
- Collaborate with others (e.g., health care workers, peers)

8.5 Code of Ethics

ARRT/ ASRT Standards of Ethics

The Standards of Ethics of The American Registry of Radiologic Technologists (ARRT) shall apply solely to persons that are either currently certified and registered by ARRT or that were formerly certified and registered by ARRT, and to persons applying for certification and registration by ARRT (including persons who submit an Ethics Review Preapplication) in order to become Candidates. Radiologic technology is an umbrella term that is inclusive of the discipline of radiography, nuclear medicine technology, radiation therapy, cardiovascular-interventional radiography, mammography, computed tomography, magnetic resonance imaging, quality management, sonography, bone densitometry, vascular sonography, cardiac-interventional radiography, vascular-interventional radiography, breast sonography, and radiologist assistant. The Standards of Ethics are intended to be consistent with the Mission Statement of ARRT, and to promote the goals set forth in the Mission Statement.

The purpose of the ethics requirements is to identify individuals who have internalized a set of professional values that cause one to act in the best interest of patients. This internalization of professional values and the resulting behavior is one element of ARRT's definition of what it means to be qualified. Exhibiting certain behaviors as documented in the Standards of Ethics is evidence of the possible lack of appropriate professional values.

The Standard of Ethics provides proactive guidance on what it means to be qualified and to motivate and promote a culture of ethical behavior within the profession. The ethics requirements support ARRT's mission of promoting high standards of patient care by removing or restricting the use of the credential by those who exhibit behavior inconsistent with the requirements.

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.

- 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 mankind.
- 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, general 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 purpose for which they were designed, and employs procedures and techniques appropriately.
- 5.) The registered technologist assess situations; exercise care, discretion, and judgement; 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 judgement and/ or ability to practice radiologic technology with reasonable skill and safety to patients.

The entirety of the ethics requirements can be found at <https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-requirements> or by calling the ARRT.

8.6 Accreditation Statement

Joint Review Committee on Education in Radiologic Technology (JRCERT)

The Joint Review Committee on Education in Radiologic Technology (JRCERT) promotes excellence in education and evaluates the quality and safety of patient care through the accreditation of educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry.

MPTC- Radiography Program has been awarded the full eight years of accreditation in the year 2021 by the JRCERT for following and implementing the six standards: Standard One: Accountability, Fair Practices, and Public Information; Standard Two: Institutional Commitment and Resources; Standard Three: Faculty and Staff; Standard Four: Curriculum

and Academic Practices; Standard Five: Health and Safety; Standard Six: Programmatic Effectiveness and Assessment- Using Data for Sustained Improvement.

Students have the right to submit allegations against a JRCERT program if there is reason to believe that the program has acted contrary to JRCERT accreditation standards or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.

Contact of JRCERT should not be a step in the formal institutional/ program grievance procedure. The individual must first attempt to resolve the complaint directly with the institution/ program officials by following the grievance procedures provided by the institution/ program. If the individual is unable to resolve the complaint with program/institution officials or believes that the concerns have not been properly addressed, they may submit allegations of non-compliance to the JRCERT:

Chief Executive Officer- Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
mail@jrcert.org

The American Registry of Radiologic Technologists (ARRT)

The American Registry of Radiologic Technology (ARRT) is the world's largest organization offering credentials in medical imaging, interventional procedures, and radiation therapy. They certify and register technologists in a range of disciplines by overseeing and administering education, ethics, and examination requirements.

The American Registry of Radiologic Technologists
1255 Northland Drive
St. Paul, MN 55120-1155
(651) 687-0048
www.arrt.org

American Society of Radiologic Technologists (ASRT)

The American Society of Radiologic Technologists (ASRT) is a professional association of people working in medical imaging and radiation therapy. They provide a curriculum outline for radiologic science programs which provides a common body of knowledge that is essential for entry-level radiographers.

American Society of Radiologic Technologists
15000 Central Ave. SE
Albuquerque, NM 87123-3909
(800) 444-2779
(505) 298-4500
www.asrt.org

8.7 Program Policies and Procedures

Emergency Leave

Program policy excuses a student from participation in class or clinical in the event of a death or traumatic event in the student's immediate family*. The student must notify the program director, clinical coordinator, and clinical preceptor prior to the absence. The student must make up any missed clinical time. Make up time is to be arranged as a block of time; for example, a full day, rather than one hour at a time.

*Immediate family members are defined as a student's spouse, parents, stepparents, sisters, brothers, children, stepchildren, grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

Insulin Pump Exposure to Magnetic Fields and Radiation

Students with insulin pumps must take the pump off when in the room during fluoroscopic or radiographic procedures, MRI scans, or CT scans. These procedures can make the insulin pump, sensor, transmitter, meter, and remote control nonfunctional or damage the part of the pump that regulates insulin delivery, possibly resulting in over delivery and severe hypoglycemia. If your pump is inadvertently exposed to a magnetic field, discontinue use and contact the manufacturer of the pump immediately. Do not use pump cases that have a magnetic clasp. Exposure to a magnetic clasp may interfere with the motor inside the pump.

Clinical Competency Exams

ARRT: *"The purpose of the clinical competency requirements is to verify that individuals certified and registered by the ARRT have demonstrated competency performing the clinical activities fundamental to a particular discipline. Competent performance of these fundamental activities, in conjunction with mastery of the cognitive knowledge and skills covered by the radiography examination, provides the basis for the acquisition of the full range of procedures typically required in a variety of settings. Demonstration of clinical competence means that the candidate has performed the procedure independently, consistently, and effectively during the course of his or her formal education."*

To satisfy the competency requirement for each examination, the student will:

- 1.) Complete all didactic course work in regard to the particular examination (to include laboratory assignments, tests, and quizzes).
- 2.) Observe/ assist a radiologic technologist in the clinical environment to complete a specific examination and record observe/ assist in Trajecsys.
- 3.) Independently, with direct supervision, challenge a competency examination, the supervising registered technologist will observe/ evaluate student and record in Trajecsys.

Clinical competencies cannot be obtained during voluntary clinical attendance or while employed. Students must obtain clinical competencies during scheduled clinical education classes or at the direction of the Program Faculty.

The following radiographic procedures can be simulated for test out purposes: all other COE's must be achieved by performing on patients in the clinical setting.

- Ribs
- Chest Lateral Decubitus
- Sternum
- Upper Airway (Soft-Tissue Neck)
- Sternoclavicular Joints
- Thumb or Finger
- Humerus
- Clavicle
- Scapula
- AC Joints
- Toes
- Tibia-Fibula
- Femur
- Patella
- Calcaneus
- Skull
- Facial Bones
- Mandible
- Temporomandibular Joints
- Nasal Bones
- Orbits
- Paranasal Sinuses
- Thoracic Spine
- Cross-Table (Horizontal Beam) Lateral Spine (Patient Recumbent)
- Cross-Table (Horizontal Beam) Lateral Hip (Patient Recumbent)
- Sacrum and/ or Coccyx
- Scoliosis Series
- Sacroiliac Joints
- Abdomen Upright
- Abdomen Decubitus
- C-Arm Procedure (Requiring Manipulation to Obtain More Than One Projection)
- Surgical C-Arm Procedure (Requiring Manipulation Around a Sterile Field)
- Pediatric Patient (Age 6 or Younger):
 - Chest Routine
 - Upper or Lower Extremity
 - Abdomen
 - Mobile Study

Whenever possible, the simulated COE's should be replaced with an actual patient exam COE. Only seven (7) procedures can be simulated/ mocked during the entirety of the program and will be done in Clinical VI. To enable skill development, the following courses are assigned a numerical requirement for actual Competency Exams (COE) and a maximum number of simulated COE's permissible.

| Course | Numerical Requirement | Total | Permissible Mocks |
|---------------------|-----------------------|-----------|-------------------|
| Clinical I | 4 | 4 | 0 |
| Clinical II | 10 | 14 | 0 |
| Clinical III | 7 | 21 | 0 |
| Clinical IV | 18 | 39 | 0 |
| Clinical V | 18 | 57 | 0 |
| Clinical VI | 13 | 70 | 7 |

If a student fails to complete the required number of competencies for that semester, and program faculty feel that it is due to lack of effort by the student, the student will fail the course and will not be able to continue on in the program. If the failure to complete the competencies is due to other factors, then the following will take place:

- 1.) An “F” or incomplete grade will be assigned.
- 2.) The student may be granted a period of two weeks into the next semester to complete the requirement.

If the requirement is completed within the time period granted, the “F” or incomplete grade will be replaced with a letter grade, dropped by one letter grade.

If the requirement is not completed within the time period granted, the student will fail the course and may be dropped from the program. Should a student’s status in an academic program require and Administrative Withdrawal to occur, college policy and procedure will apply.

Individual Radiation Monitoring Devices/Dosimeters

An individual radiation monitoring device is purchased for every individual who could be subject to occupational exposure to ionizing radiation. The individual radiation monitoring device is used to monitor any possible radiation exposure incurred during the student’s education in this program.

The individual radiation monitoring device is worn on the collar while in any exposure area.

- When a lead apron is worn, the individual radiation monitoring device is to be worn at collar level and outside of the apron.
- Do not leave the individual radiation monitoring device attached to a lab coat or lead apron in an exposure room.
- Exposure to heat or direct sunlight, or sharing the individual radiation monitoring device with another individual is considered misuse of the individual radiation monitoring device and will give inaccurate personal dose readings.

The student must wear the individual radiation monitoring device during all clinical rotations and in MPTC’s radiography laboratory. Individual radiation monitoring devices are not to be worn outside of the clinical setting or radiography laboratory.

Students are requested to initial the bi-monthly radiation dosimetry reports indicating they have reviewed the report and understand the results. The Radiation Safety Officer (RSO)/

Person in Control will review the bi-monthly radiation dosimetry reports and advise student(s) on any high readings. A copy of the initialed report is stored by the Radiation Safety Officer (RSO)/ Person in Control at Moraine Park Technical College.

In addition to the above listed guidelines for individual radiation monitoring devices in the Moraine Park Technical College Radiography Program, students must adhere to the "Top 10 Dosimeter Do's and Don'ts" as listed in the State of Wisconsin X-ray Regulatory Guide:

1. DO wear it when working. It has no value in your locker or purse.
2. DON'T wear it when you are receiving x-rays for your own health care.
3. DON'T wear it away from the workplace.
4. DON'T wear it under your apron unless you are wearing two dosimeters. Leave your dosimeter in the same place every day when you leave work so you know where it is.
5. DO turn it in on time. A gap in time will make analysis more difficult, less accurate, and reduces legal and historical value of the reports.
6. DO place the control dosimeter in an area outside of the x-ray room; the dose to the control is subtracted from each dosimeter and needs to be accurate.
7. DO report lost or damaged dosimeters immediately. Prevent damage by not leaving your dosimeter in areas of high temperature such as your dashboard or clothes dryer.
8. DON'T place a personal dosimeter in an area where it can be exposed to stray or scatter radiation. Additional control dosimeters can be assigned to test this.
9. DON'T share dosimeters; this is not permitted. An average for a shared dosimeter is meaningless to each individual.
10. DON'T tamper with your dosimeter or anyone else's. The reports are legal documents and are regarded as real exposures received.

Radiation Safety Policy

All students and faculty will receive an individual radiation monitoring device to be worn for two months. When the individual radiation monitoring devices readings are available, the Radiation Safety Officer (RSO)/ Person in Control will have students and faculty initial the report, indicating that they saw and understand the reading. All students and faculty with a radiation dosimetry report over 80 mrem per radiation dosimeter reporting cycle or .5 rem per year will receive an exposure notification report based upon two ALARA Levels:

- ALARA Level 1 Limit: 80 mrem per radiation dosimeter reporting cycle or 125 mrem per quarter
- ALARA Level 2 Limit: 250 mrem per radiation dosimeter reporting cycle or 375 mrem per quarter

If a student or faculty member reaches ALARA Level 1, the Radiography Program Faculty will initiate an investigation, during which, the student **may remain** engaged with clinical experiences and radiography laboratory exercises. The student or faculty member will be required to complete the ALARA Level Questionnaire located in Trajecsyst. Answers to this questionnaire will be evaluated by the Radiation Safety Officer (RSO)/ Person in Control. After evaluation, the student or faculty member may be required to meet with the Radiation Safety Officer (RSO)/ Person in Control to discuss ways to protect themselves when working in radiation areas and receiving measurable levels of radiation.

If a student or faculty member reaches ALARA Level 2, the Radiography Program Faculty will initiate an investigation during which the student or faculty member **may not remain** engaged with any clinical experiences or radiography laboratory exercises. The student or faculty

member will be required to complete the ALARA Level Questionnaire located in Trajecsys. Answers to this questionnaire will be evaluated by the Radiation Safety Officer (RSO)/ Person in Control. After evaluation, the student or faculty member must meet with the Radiation Safety Officer (RSO)/ Person in Control to discuss ways to protect themselves when working in radiation areas and receiving measurable radiation levels. Upon completion of this investigation, the Radiography Program Faculty will provide the student with information on when they can participate in regularly scheduled clinical experiences and radiography laboratory exercises. The student will be responsible for making up any clinical time and radiography laboratory exercises missed during the investigation.

Lost or Damaged Individual Radiation Monitoring Devices/Dosimeters

It is the student or faculty members responsibility for the safekeeping and timely return of their individual radiation monitoring device/ dosimeter. Lost or damaged individual radiation monitoring devices must be reported to the Clinical Coordinator as soon as possible if the affected student or faculty member will be continuing with their duties involving potential exposure. A student cannot attend clinical, or participate in the radiography laboratory setting, without their individual radiation monitoring device. A spare dosimeter will be assigned to the individual to ensure continuous personal dose estimation. The Clinical Coordinator will work with Landauer to ensure readings from the spare dosimeter link to the individual's permanent record of occupational exposure.

If the original lost individual radiation monitoring device is found, but its history while missing (location and possible effects of influencing factors, such as ionizing radiation exposure, heat, moisture, damage, etc.) cannot be determined, the individual should continue to wear the spare dosimeter until the usual processing time arrives.

If the original lost individual radiation monitoring device is NOT found and/or not returned, individual personnel will be charged the \$14 fee, per dosimeter, that the College is assessed. This fee will appear on a student's financial record. College policies apply regarding payment of fees.

Holding Policy

The National Council on Radiation Protection, Report No. 48, states *"No person shall be employed specifically to hold patients not should members of the radiology department who are classified as radiation workers be asked to do so."*

No student should ever hold a patient or an image receptor during an exposure when an immobilization method is the appropriate standard of care. In cases requiring the immobilization of the patient during exposures, it would be best to utilize a non-radiation worker, such as an aide, nurse, clerical staff, or member of the patient's family. For all persons holding patients during exposures, aprons should be worn, gloves should be available, and the person should be positioned so that no part of the attenuated beam strike their body.

Mechanical immobilization methods such as tape, sandbags, compression belts, sheet wraps, and Pigg-O-Stats are examples of methods of choice before utilizing any person to hold a patient these will help to eliminate unnecessary radiation exposure by requiring someone to hold the patient.

Pregnancy Policy

To receive a complete education within the Radiography Program, all students must participate in all aspects of planned classroom and clinical instruction. The program

recognizes the effects of ionizing radiation on human tissues. If a student seeks accommodations during pregnancy (and/or wishes to declare their pregnancy), in alignment with Title IX, it is the student's responsibility to inform the Director of Student Development/Title IX Coordinator to be eligible for any modifications.

If the pregnancy is confirmed prior to entering the program, the student may choose to notify the academic advisor. The student may then opt to postpone enrollment until the program's next cohort, the following year. The student will be guaranteed placement in the class the following year.

If the student becomes pregnant while enrolled in the program, the student will have four options:

- 1.) The student can continue in the program if the course requirements are met. The student is not required to declare her pregnancy; however, it is important that the program is aware in order to take additional steps to protect the fetus and mother. If the student chooses to declare a pregnancy, it must be in writing and the student will then review the radiation safety materials related to pregnancy and the safety of the fetus.

Written notification by the student must include:

- a. Acknowledgment of the pregnancy
 - b. Estimated date of conception
 - c. Signature of the student
 - d. Date of notification
- 2.) The student will have the option for written withdrawal of declaration and submit this to the program director.
 - 3.) The student may discontinue participation in the program for approximately one year. The student may then reenter the program at the beginning of the term at which participation was discontinued the previous year.
 - 4.) The student may choose to remain in the Radiography Program with NO modifications.

The document of notification is retained by the radiation safety officer (RSO) at the clinical education setting and a copy is sent to the program director at MPTC.

The student is required to read the following radiation safety materials:

United States Regulatory Commission, Regulatory Guide 8.13

- 1.) *Radiation Safety Manual for Use of Radioactive Materials, 17-1 Prenatal Radiation Exposure*
- 2.) Moraine Park Technical College Pregnancy Policy

Any questions regarding reports or the Moraine Park Technical College Pregnancy Policy are discussed with the Radiation Safety Officer (RSO) at the clinical education setting. A record of this discussion will be made and placed in the RSO's records and a copy given to the student and the Radiography Program Director.

An additional film badge will be issued to monitor fetal dose; this badge will be worn at the level of the abdomen under the lead apron. The maximum permissible dose to the fetus is not to exceed >5 rem during the entire gestational period (NCRP Report No. 116, 1993 & NRC 10 CFR20.1208).

The pregnant student's badge reading will be monitored by the site's RSO and reviewed with the student. It is the student's responsibility to utilize all protective measures for radiation safety for herself and the fetus. In the event that the student's total dosage nears the maximum prior to the end of the pregnancy the student may be withheld from all clinical experiences; and any objectives not completed would need to be completed the following term.

The student may discontinue participation in the program for approximately one year. The student may then reenter the program at the beginning of the term at which participation was discontinued the previous year.

If the student chooses to remain out of the Radiography Program for longer than one year, or because of non-availability of a clinical position remains out for more than two years, the student will need to reapply as a new applicant to reenter the program.

CPR Policy

The student is required to be certified in American Heart Association BLS Provider CPR prior to entering the Radiography Program. Students must provide documentation of, and maintain, current AHA BLS Provider CPR certification throughout enrollment in the Radiography Program.

A.L.A.R.A. (As Low as Reasonably Achievable)

Assures that student's employ proper radiation safety practices. Students must understand basic radiation safety practices prior to assignment to clinical settings. Students must not hold imaging receptors and should not hold patients during radiographic procedures. As students' progress in the program, they must become increasingly proficient in the application of radiation safety practices.

Energized Lab Rules

Students are never allowed to take an exposure without the direct supervision of program faculty. Radiographic exposures will only be made on phantoms or an object suggested by the instructor. Exposures will never be made on another person. All students and faculty are required to remain behind the control booth wall during an exposure. An exposure can only be made with the primary beam directed toward the upright bucky located on the lab's outside wall. The entrance door to the lab must be, and will remain, closed during an exposure. When an instructor is in the lab performing experiments with a group of students, the students not involved will remain in the classroom. The remaining students are prohibited from entering the lab without the permission of the instructor. Students and faculty are always required to bring their radiation badges to class and wear them while in the lab.

Violation of any of the Energized Lab Rules will result in automatic termination from the Radiography Program. Any student caught abusing lab equipment will face disciplinary action, which may include dismissal from the Radiography Program.

General Information

Hair- Student's hair must be clean and combed. Students with longer than shoulder length hair are required to keep it in a ponytail or a bun. Colored highlights (i.e. red, green, blue, etc.) are not allowed. Natural color highlights are acceptable.

Make-up- Students will keep the use of make-up to a minimum. If program faculty or clinical staff feel that a student is wearing too much make-up they will be asked to use less until an acceptable amount is reached.

Offensive Odors- Students are expected to bathe frequently; use deodorant; brush their teeth; use mouthwash or breath freshener as necessary; avoid perfumes, colognes, and essential oils; and take any other steps deemed necessary to eliminate odors that others may find offensive. Cigarette odors on person or clothing must be avoided during clinical hours.

Fingernails- Students are expected to keep fingernails clean, free of polish, and short enough to not scratch clients or interfere with clean/ sterile technique. Acrylic, or other types of false nails are not allowed.

Jewelry- Wedding rings, wristwatches, and earrings are acceptable. No dangling earrings can be worn, and no additional jewelry should be worn. This includes any type of oral piercing or any additional piercing that can be seen. Smart watches may be worn, but cannot be used for activities (e.g. texting, emailing, Facebook, etc.) unrelated to clinical.

Facial Hair- Mustaches or beards may be worn but should be kept clean and trimmed.

Tattoos- Any tattoo that can be seen outside of the uniform, which is deemed offensive by program faculty, or the clinical site will need to be covered up.

As a professional, overall attire should always be clean, neat, and conservative. If, in the opinion of the Program Faculty or Clinical Preceptor, a student's appearance demonstrates a lack of professionalism, corrective action will be taken. If any of the previously listed guidelines are not followed, a student may be asked to leave the Clinical Site until the issue has been corrected.

8.8 Courses

Grading: Academic Requirements

Many associate degree programs require a minimum grade in order to count towards graduation requirements. The course syllabus details the academic rules specific to each course. For additional information regarding college-wide academic requirements, please visit [Academic Standards](#).

8.9 Graduation

Program Completion Requirements

A graduate of the MPTC- Radiography Program will be able to:

- Apply knowledge of anatomy, positioning and radiographic techniques to accurately demonstrate anatomical structures in a clinical setting.
- Determine exposure factors to achieve optimum radiographic techniques with minimum radiation exposure.
- Evaluate radiographic images for appropriate positioning and image quality.
- Apply the principles of radiation protection to the patient, self and others.
- Provide patient comfort, care, and empathy.
- Demonstrate a professional relationship of consideration and cooperation at the college and clinical training sites.

- Demonstrate effectiveness in professional attitudes in the following areas: appearance, hygiene, attendance, punctuality, communication techniques, and acceptance of constructive criticism.
- Recognize emergency patient conditions and initiate lifesaving first aid and basic life-support procedures.
- Follow oral and written instructions to carry out imaging procedures with assurance.
- Evaluate the performance of radiographic systems, know the safe limits of equipment operation, and report equipment functions.
- Given a digital processor, the student will be able to operate, store, handle and process any imaging receptor to the department standards.
- Report results and keep records according to established procedures.
- Demonstrate knowledge and skills relating to quality assurance programs.
- Abide by the ethics of medical professionals and the American Society of Radiologic Technologists Code of Ethics.
- Given a 220 objective, multiple-choice test; administered by the American Registry of Radiologic Technologists (ARRT); relating to and including items from the following subject areas: Patient Care and Management, Radiographic Procedures, Radiation Protection, Image Production and Evaluation, and Equipment Operation and Maintenance, the student should be able to correctly answer a minimum of 75% of the questions.

9.0 Clinicals

Clinical Experience Objectives

Safety Orientation- each clinical training site should orientate the student to the safety procedures. This orientation should include:

- Fire safety
- Location of safety equipment
- Instruction in safety procedures
- Radiation safety
- Personal health and hygiene
- Crash cart
- Infection control
- N-95 mask – students are required to be fitted for masks prior to entering a patient's room that requires the use of an N-95 mask.

Orientation to Clinical Site- after having received information regarding the clinical site the student will be able to:

- Locate the various departments found within the clinical site.
- Return or obtain supplies from various departments at the clinical site.
- Return patients to, or retrieve patients from, their rooms.
- Identify rooms within the radiology department.
- Locate fire and emergency equipment and exits.

Professional Ethics- given the essential information through class lecture relating to the practice of professional ethics, the students will:

- Practice professional behavior within the radiology department.
- Observe confidentiality and treat patients with respect and empathy.
- Observe departmental policy and procedures.
- Practice effective, accurate, and clear communication.
- Be aware of legal responsibilities in the health care environment.

Equipment Operation and Safety- after successfully completing this unit of study, the student will be able to:

- Identify and use equipment in the diagnostic radiology room.
- Handle equipment carefully and safely.
- Locate radiation protection devices for staff and patients

Radiation Protection- after successfully completing this unit, the student will be able to employ radiation protection principles by:

- Using appropriate beam limiting devices.
- Applying appropriate radiation protection measures for patients and staff.
- Selecting the proper image receptor.
- Reducing image retakes through accurate positioning, selection of correct exposure factors with consideration of patient condition and body habitus, utilization of safe immobilization techniques, and proper digital imaging techniques.
- Utilizing distance whenever possible during fluoroscopy and mobile radiography.
- Wearing radiation-monitoring devices correctly.
- Ensuring adequate preparation of the patient for the examination to minimize the exposure dose to the patient.

Fluoroscopy- in the clinical setting, the student will be able to:

- Prepare the control panel and x-ray machine for a fluoroscopic examination.
- Practice safety measures while assisting in the fluoroscopic room.
- Prepare the room, equipment, and supplies for the fluoroscopic examination.
- Prepare and instruct the patient.
- Assist the radiologist with the examination.
- Assist with overhead radiographs.
- Critique the results.

Patient Care Related to Radiography- in the clinical setting, the student will be able to:

- Use proper body mechanics.
- Transfer patients utilizing correct patient transfer techniques.
- Attend to the general care and comfort of the patient.
- Use universal precautions.
- Use sterile techniques for those procedures that require it.
- Prepare medication or contrast media using sterile technique.
- Use proper procedures with indwelling catheters or I.V. tubing.
- Administer enemas (cleansing and/or diagnostic) using proper procedure.
- Obtain and record vital signs as required.
- Effectively assist in emergency situations.
- Communicate effectively with patients, families of patients, co-workers, and supervisory personnel.
- Obtain pertinent information from patient chart and/or patient.

Positioning- given didactic information in class lecture and in laboratory demonstrations, the student will be able to:

- Apply knowledge of anatomy and radiographic positioning to obtain quality radiographic images.
- Analyze body habitus and relate to radiographic positioning to obtain quality radiographic images.
- Utilize a caliper correctly to determine exposure factors.
- Critique the finished radiographic image for quality and accuracy of positioning.

- Demonstrate knowledge of positioning and radiographic terminology.
- Apply and adapt skills demonstrated in the simulated laboratory to the clinical sites.

Special Procedures- given the essential information to prepare the student for clinical education assignments in special procedures, the student, may in a limited way, participate in these specialty areas and will be able to:

- Locate and identify equipment, instruments, and supplies used in specialties.
- Perform a minor role in the special procedure suite.
- Assist in the patient and room preparation.
- Under supervision, set the control panel components for the examination.
- Assist in patient care and positioning of the patient for examination.
- Adhere to aseptic techniques.
- Demonstrate a basic understanding of anatomical and procedural terminology employed.
- Identify appropriate contrast media and method of approach.
- Recognize and utilize precautions to be taken during examination.
- Participate in radiographic image critique.

Panorex- in the clinical setting, the student may be able to:

- Assemble the equipment for the identified examination.
- Prepare and position the patient.
- Set exposure factors.
- Process the digital image.

Exposure- after successfully completing this unit, the student will:

- Correctly compute the exposure factors (mAs, kVp, SID/FFD).
- Utilize the correct applications and adjust technique accordingly in relation to specific radiographic studies (grid, filter, bucky, etc.).
- Adapt technical factors according to pathological condition of the patient.
- Correctly utilize beam restrictors and other devices to minimize patient exposure.
- Utilize the Inverse Square Law in reduction of exposure to patient, self, and staff.
- Utilize technique charts.
- Critique the finished digital image for technical quality.

Contrast Agents- after successfully completing this course of study, the student will be able to:

- Identify the specific type of contrast medium for the specified examination, age and size of the patient.
- Practice safety precautions utilized during injection of contrast medium.
- Obtain patient history prior to examination for safety and legal purposes.

Intravenous Puncture- in the clinical setting the student may be able to:

- Perform intravenous procedures always under direct supervision of a qualified R.T./R.N. personnel.

Mobile Radiography- after successfully completing this unit of study, the student will be able to:

- Manipulate mobile x-ray equipment safely, utilize proper locks, consideration of space confinements and demonstrate radiation safety.
- Relate exposure factor conversion for use in the mobile unit.
- Adapt to challenging positioning situations resulting from limitations of equipment, patient condition and physical space constraints.

- Integrate the principles of bedside radiography to the surgical suite.
- Practice sterile technique in the surgical suite and in isolation areas.
- Clean the mobile unit prior to and after use.

Pediatric Radiography- in the clinical setting, given didactic content in the unit on pediatric, the student will be able to:

- Use age appropriate approach to effectively communicate with the patient.
- Use safe immobilization techniques to provide patient security and safety.
- Evaluate body habitus and employ minimal exposure factors to minimize radiation.

Mammography- in the clinical setting, using an actual patient and under supervision, the student may be able to but is not required to:

- Perform routine procedural steps in obtaining conventional radiographic positions for mammography.
- Prepare equipment, supplies and set technical factors.
- Prepare and instruct the patient.
- Position markers.

Preventative Maintenance- in the clinical setting, the student will be able to:

- Apply the knowledge and principles of equipment operation.
- Identify the logbook for the various pieces of equipment in the department.
- Report any malfunction of equipment to the proper person.
- Relate signs and symptoms of malfunction to service personnel.
- Remove the patient from table before checking out malfunctioning equipment.

Special Diagnostics (Nuclear Medicine, Sonography, CT, MRI, Radiation Therapy, PET)-

having learned the fundamental knowledge and its application in radiologic technology, the student may be able to:

- Communicate and relate information to the patient.
- Under supervision of a registered technologist, prepare the patient for examination.
- Under supervision of a registered technologist, prepare supplies and/or equipment used in the examination.
- Transport patients to and from room.
- Use common practices and procedures for patient comfort and safety.

Office Area- under supervision of the office personnel, the student will be able to:

- Follow through on assigned work under guidance of clerical personnel.
- Keep work organized, accurate, and neat.

Filing Area- under direct supervision, the student will be able to:

- Write examinations on x-ray folder in preparation for interpretation.
- Pull previous studies as indicated.
- Record appropriate exam information.

Clinical Attendance Documentation

Program faculty will monitor a student's attendance using Trajecsyst. Trajecsyst is a cloud-based system utilized to track student time records, competency, evaluations, etc. Students are required to purchase a subscription to Trajecsyst extending through their graduation date. Students are responsible to log-in and log-out in Trajecsyst using a tablet, computer, or smartphone with Wi-Fi and GPS capability. Any attempt to falsify a start time or

end time, such as by clocking in or out from outside of the department of their clinical site, is automatic grounds for removal from that clinical course.

Clinical Training Absence

In the event of a student absence from clinical training:

- Students must contact the clinical preceptor/ clinical site prior to the scheduled shift. This means the student will be required to make three (3) separate phone calls; program director, clinical coordinator, and clinical site.
- Failure to contact any of the three (3) instructors listed above, will result in a loss of 5% of the student's clinical grade. **No exceptions.**
- Students are responsible to notify the clinical preceptor to complete the Clinical Training Absence Form in Trajecsyst. After an absence, the student is required to follow-up with the clinical preceptor to schedule make-up hours which must be approved by the program faculty. The make-up date must then be added to the Clinical Training Absence Form.

Excused/Unexcused Absence:

- Students are allowed one (1) excused absence per semester, with no grade percentage penalty. After the one (1) excused absence, the student's clinical grade will decrease by 5% for additional absence deemed excused.
 - Examples of excused absences are a doctor's excused illness or family funeral.
- Any absences deemed unexcused will result in a 10% grade reduction.
 - Examples of unexcused absences are non-doctor's excused illness.
- If a student is found to be dishonest in the reasoning of their absence, they will be placed on clinical probation immediately.
- All missed hours, excused or unexcused, will be required to be made up at the clinical site they were missed. All missed hours must be made up before the last day of the semester (See MPTC Incomplete Grade Process). Missed hours cannot be made up when MPTC campuses are closed. Scheduling of make-up hours will need to be made between the clinical instructor(s), clinical coordinator, and clinical site.
- If the student's total percentage falls below 80%, that student will fail that clinical and will not be allowed to continue in the program at this time. They may be allowed to re-enter the program the following year; see readmission policy.
- No absences will be allowed during Clinical 3 and Clinical 6.

Clinical Attendance and Banked Time Off (BTO)

Students are responsible to log-in and log-out in Trajecsyst using a tablet, computer, or smartphone with Wi-Fi and GPS capability. It is mandatory that the GPS is enabled. Students will receive one (1) attendance infraction for any of the following:

- Missed clock-in or clock-out on Trajecsyst
- Late arrival to clinical
- Clock-in or clock-out without attached GPS coordinates
- Clock-in or clock-out with off-site GPS coordinates
- Missing daily log sheet

Three (3) attendance infractions count as one (1) attendance strike. Three (3) attendance strikes count as one (1) unexcused absence. Every unexcused absence will result in a 10%

grade reduction. Attendance infractions and strikes will be tracked in the student's individualized BTO and Attendance Infractions Log.

If a student completes a semester with no attendance strikes, they will be rewarded one (1) Banked Time Off (BTO) day comprised of nine (9) hours to be used the following semester.

Special circumstances, such as a lengthy surgery case or exam, which may cause students to work over the scheduled clinical shift, must be approved by the clinical instructor. Banked hours will not be recorded unless it is more than 15 minutes in length over scheduled hours, and then in 15-minute increments thereafter. Arriving early to a clinical site prior to scheduled start time does not count as extra time accrued. Students shall NOT be scheduled, classroom and clinical combined, for more than forty (40) hours per week. Students shall NOT exceed ten (10) hours in one clinical shift. Banked hours are required to be used in the semester in which they are accumulated.

When a student would like to utilize their banked time off, a BTO request form must be filled out in Trajecsys. The student must request BTO 24 hours prior to the requested start time and it must be approved by the clinical instructor before it may be used to cover clinical hours.

Clinical Assignments

A plan of clinical assignments will be such that the student can apply didactic learning with actual practice in the clinical setting. Students may not rotate through the exact clinical sites for the exact amount of time as other students; however, all students will rotate through areas where they will receive comparable clinical experiences. Students can rotate through radiographic rooms, fluoroscopy rooms, emergency departments, orthopedic clinics, and surgery. As part of the Patient Bill of Rights, patients reserve the right to refuse student participation in any part of their healthcare treatment.

When students are not actively engaged in an imaging examination, they are expected to participate in some form of educational activity. Examples of learning endeavors include, but are not limited to, studying class material, assisting technologists with departmental needs such as stocking or cleaning rooms, practicing procedures with a fellow student, or any other activity as requested by a radiologic technologists or clinical preceptor.

- All students may be assigned to day, evening, or weekend shifts as long as proper supervision is maintained; equitable rotation schedules, in cases of multiple students, is provided and appropriate variety of radiographic examinations are observed.
- Personal vacations are to be scheduled only during times when classes/clinical training are not in session. Students are to follow the MPTC calendar for scheduling their vacations. If a student schedules a vacation during the school year, the student will be placed on clinical probation due to absenteeism and the student's clinical grade will decrease by 5% for each day of unexcused absence.
- Students are not allowed to work on-call.
- Students are absolutely forbidden to make changes to their clinical schedule without pre-approval from MPTC faculty and the clinical preceptor at the assigned site. If it is discovered that a student made changes without approval, disciplinary action for the first offense will be clinical probation. If a second offense occurs, the student may be dropped from the program. Should a student's status in an academic program require and Administrative Withdrawal to occur, college policy and procedure will apply.

- Breaks and lunch periods—standard practice accepts a morning break and afternoon lunch period. The student must take these breaks but is expected to observe the departmental policy and not take advantage of it. If a student is scheduled for six (6) hours or more, a mandatory 30-minute lunch must be taken. No exceptions. If a student does not take a lunch break for the purpose of making up missed hours, the make-up time will not be counted.
- Should a student choose to stay after their scheduled clinical time, they are not permitted to stay at the clinical site for more than 10 hours total.
- The maximum number of students assigned to a clinical setting must be supported by sufficient human and physical resources. The number of students assigned to the clinical setting must not exceed the number of assigned clinical staff. The student to clinical staff ratio must be 1:1; however, it is acceptable that more than one student may be temporarily assigned to one technologist during infrequently performed procedures.

Clinical Assignments- Weekdays

- First year, first semester students are scheduled two daytime shifts for 6-hour days, with a thirty-minute lunch break. They are not required to have a PM or weekend rotations.
- Starting with first year, second semester and throughout the remainder of the program students are scheduled two daytime shifts and one PM shift for 9-hour days, with a thirty-minute lunch break.

Clinical Assignments- Weekends

| Course | Number of Weekend Assignments | Number of Hours Each Shift |
|---------------------|-------------------------------|----------------------------|
| Clinical I | No weekend assignments | |
| Clinical II | Three | Nine + ½ Hour Lunch |
| Clinical III | No weekend assignments | |
| Clinical IV | Three | Nine + ½ Hour Lunch |
| Clinical V | Three | Nine + ½ Hour Lunch |
| Clinical VI | No weekend assignments | |

- Students may choose either a Saturday or Sunday rotation to respect all personal and religious affiliations.
- Students shall NOT be scheduled, classroom and clinical combined, for more than 40 hours per week. The clinical coordinator will assign a day off during the week that the student is assigned a weekend shift.
- All weekend clinical hours must be arranged with the clinical preceptor. Any unassigned hours will not be counted towards overall clinical time. Students may trade weekend assignments with the approval of the clinical preceptor, program director, and clinical coordinator.

Direct/ Indirect Supervision

Students must have adequate supervision during all clinical assignments. Students must perform all medical imaging procedures under the *direct* supervision of a qualified radiologic technologist until students have demonstrated and received documentation of exam competency.

The following conditions constitute direct supervision:

- A qualified registered technologist reviews the procedure in relation to the student's achievement and evaluates the condition of the patient in relation to student's knowledge.
- A qualified radiologic technologist is physically present during the entire procedure.
- A qualified radiologic technologist reviews and approves the procedure and its images prior to the patient being discharged from the imaging room.

A qualified radiologic technologist is present during student repeat images and must also approve those images prior to the patient being discharged from the imaging room during the entire program scheduled clinical training. There is no exception to this policy.

Students shall not take the responsibility or place of the qualified staff. However, after demonstrating competency, students may be permitted to perform procedures under *indirect* supervision of a qualified radiologic technologist who is immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the presence of a qualified radiologic technologist adjacent to the room or location where a radiographic procedure is being performed. The technologist must be available to hear a student if a student needs assistance. A qualified radiologic technologist reviews and approves the procedure and its images prior to the patient being discharged from the imaging room. This availability applies to all areas where ionizing radiation equipment is in use. At NO TIME is a student allowed to make an exposure without a qualified radiologic technologist in the immediate area/department.

The student will be under *direct* supervision when performing any mobile radiographic studies, c-arm studies, pediatric patients (age six or younger), trauma studies involving the spine, or while in other radiographic modalities, during the entire clinical training time.

This policy is implemented in accordance with guidelines established by the Joint Review Committee on Education in Radiologic Technology (JRCERT) to provide an educational environment, as well as, a safe situation for both the student and the patients.

Children's Wisconsin Milwaukee Hospital Clinical Rotation

Students are required to complete a six (6) day clinical rotation at the Children's Wisconsin-Milwaukee Hospital. If, due to unforeseen circumstances and with program faculty approval, a student is unable to attend this rotation, that student will be required to attend alternate clinical training for an equal number of days. The student will also be required to write separate two-page summary and reflection papers on four (4) professional articles chosen by program faculty. These articles will pertain to the following topics:

- Image Gently Campaign
- Working with pediatric patients
- Pediatric immobilization techniques
- Non-accidental trauma

Student Evaluations

Evaluations are to be completed on Trajecsys, where students and program faculty have immediate access.

Monthly Evaluations

These forms are designed to be completed at the end of every full month of student attendance by a clinical preceptor or staff radiologic technologist that the student has worked with the most. A variety of technologists must fill out the evaluations to receive constructive feedback, unless the clinical preceptor fills out the evaluation after discussing a student's progress with the department staff on a monthly basis. Monthly evaluations are to be completed within seven (7) days following the last day of the previous month. These are considered confidential, and should be treated as such. Monthly evaluations must be viewed by the student, and any necessary comments must be added by the 15th day of that month.

Student Evaluation by MPTC Faculty

Program Faculty will complete an evaluation at the end of each semester to provide the student a summative evaluation of their clinical performance during that semester. During the last class period of each semester the student will sit down with Program faculty and review their evaluation. Students will have access to these documents after the meeting for future reference purposes.

Repeat Images*

It is the policy of the Radiography Program and Diagnostic Imaging Department that a qualified radiologic technologist:

- Reviews and approves all images obtained by a student.
- Explains the need for a repeat of any image.
- Remains in the imaging room when a repeat image is needed.

Failure by the student to request assistance of the clinical preceptor or staff technologist for a repeat image will result in the student being placed on probation. Any additional occurrences will result in dismissal from the program. There is no exception to this policy.

*A repeat radiograph/ image is defined as an image that needs to be attempted again resulting in the patient being re-exposed. Examples included rotation, clipped anatomy, artifact, poor technique, any additional images taken beyond basic exam protocol, etc.

Electronic Device Use

The use of electronic devices in the clinical setting is for learning experience and health care reference only and not for personal use.

The following limitations apply:

- Use is limited to times when there are no exams in progress. A student should never prioritize studying over a patient exam while attending clinical.
- Use is limited to designated study areas to avoid the appearance of personal use.
- The audio or visual recording of any individual, form, record, or parts of the environment is strictly prohibited; unless specifically directed by course requirements.
- Posting or sharing of any information related to clinical experiences on any social networking site is strictly prohibited.

Violation of these limitations may result in disciplinary action, according to the Student Code of Conduct, which may include program dismissal as well as possible referral for HIPAA violations.

*Electronic devices include, but are not limited to, personal computers, tablets, cell phones, and smart watches.

*Learning experiences/health care references on electronic devices that are acceptable include Clovers Learning- RadTechBootCamp, Trajecsys, and MPTC- Canvas.

Clinical Performance Appraisal Policy

To provide guidelines for how unacceptable clinical performance is reported and handled, and to document student's unsatisfactory clinical performance throughout their career as a core student in the Radiography Program.

Clinical Performance Appraisal Policy Steps:

1. Trajecsys- Clinical Performance Appraisal Form submitted by clinical site personnel/ radiography program faculty detailing unsatisfactory clinical performance
2. Radiography program faculty investigation conducted
3. MPTC- Internal Referral System (IRS) Note (Written Warning/ Clinical Probation/ Radiography Clinical Course Removal/ Failure) submitted by radiography program faculty
4. Meeting conducted with radiography program faculty and student

Internal Referral System (IRS) Reports on Unsatisfactory Clinical Performance are cumulatively tracked throughout the student's career as a core student in the Radiography Program.

| Description of Unsatisfactory Clinical Performance | Written Warning 1st Clinical Performance Appraisal Form Submitted resulting in IRS | Clinical Probation 2nd Clinical Performance Appraisal Form Submitted resulting in IRS | Radiography Clinical Course Removal/ Failure 3rd Clinical Performance Appraisal Form Submitted resulting in IRS |
|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Compromised patient care | | | |
| Repeated poor performance of radiographic procedures | | | |
| Avoiding/ refusing exams | | | |
| Unproductive use of time | | | |
| Displays unacceptable reaction to corrective feedback | | | |
| Demonstrates poor working relationships with radiology staff, faculty, or peers | | | |
| Violates any program policies | | | |
| Conducts inappropriate conversations or uses profanity | | | |
| Equipment abuse | | | |
| Other (any professional infraction/ code of conduct not listed above) | | | |

Any conduct that compromises, or can compromise, the clinical site affiliation with MPTC will result in Radiography Clinical Course Removal/ Failure.

Magnetic Resonance Imaging

For clinical education observation/ rotation in Magnetic Resonance Imaging (MRI) the student will need to be screened for metal objects which may be in the body. The student must complete the MRI Screening Document located in Trajecsyst each year. Students are never to observe/ rotate in MRI without first completing the screening process.

Venipuncture

Venipuncture is a procedure commonly performed at the clinical education setting. Venipuncture training is a component of a radiographic procedures course. This practice is required as an ARRT requirement. Students in the professional curriculum may perform venipuncture if approved by the clinical site after appropriate training.

Clinical Probation

When a student fails to make satisfactory achievement in the clinical setting as documented in clinical evaluations and/or on clinical competency evaluations, they may be placed on clinical probation. A student may be placed on clinical probation even though they are making academic progress.

Reasons that a student may be placed on clinical probation include, but are not limited to the following:

- Attendance problems
- Punctuality problems
- Lack of attention to patient safety
- Procedural inaccuracy/ speed
- Unethical professional conduct
- Incomplete assignments (COEs, Clinical Assessments)
- Failure to adapt to the clinical/professional environment
- Failure to meet 80% grade/level
- Incident reports
- Violation of any MPTC or clinical site policy or procedure

To remain in the Radiography Program, they must show improvement as determined by the clinical/ program faculty in the application areas.

Dismissal from the Clinical Site

In the event the clinical site dismisses a student; the student will leave the site immediately and contact the program director and clinical coordinator. **THE STUDENT MAY NOT CONTACT THE SITE WITHOUT PERMISSION OF PROGRAM FACULTY.** If the clinical site requests program faculty to notify the student of dismissal, program faculty will notify the student as soon as possible. Program faculty will determine, through interviews of the clinical site and student, the appropriate actions necessary which may include, but are not limited to:

- No action
- Counseling
- Placement at a different clinical site if one is available
- Removal from the clinical site
- Clinical Probation
- Program dismissal. Should a student's status in an academic program require an Administrative Withdrawal to occur, college policy and procedure will apply.

Clinical Preceptor Responsibilities

In the clinical setting, provide education, instruction and supervision of the radiologic science students, consistent with the established standard of medical care in radiological services.

- Ensure student orientation to department policy and procedures as well as safety procedures within the first clinical training week. Provide student access to written departmental policies/procedures.

- Provide regular feedback to the student.
- Demonstrate knowledge of program goals, clinical objectives, and clinical evaluations.
- Perform clinical progress and competency evaluations for students.
- Recognize and document student's outstanding performance, incident reports and/or counseling forms as required.
- Exhibits a positive professional attitude and communication skills toward students and the teaching process.
- Participates in continuing education to improve and maintain competence in evaluation and professional skills.
- Communicates with program officials regarding student progress, strengths, and weaknesses.
- Provides a positive role model for students of radiological science professions.
- Maintains confidentiality in accordance with program policy.
- Will participate in the student selection process of the clinical site.
- Conduct clinical training conferences with each student reviewing student progress.
- Responsible for completing the following student records in Trajecsys which would include:
 - Monthly clinical training evaluation form
 - Competency forms
 - Clinical training absence form
- Facilitates proper student rotations in the clinical setting to achieve MPTC Program goals and objectives.
- Serves as a liaison between school and clinical training site as necessary.
- Implements and promotes diligent compliance with radiation monitoring procedures.

Clinical Preceptor Qualifications

- Shall be credentialed in good standing by respective credentialing agencies (ARRT) OR possess suitable equivalent.
- Shall meet the criteria for the position as established by the sponsoring institution and/or accrediting agencies.
- Shall demonstrate competence in instructional and evaluation procedures and techniques.
- Shall document a minimum of two years full-time professional experience, or as required by accreditation agencies.

Clinical Staff Responsibilities

- In the clinical setting, provide education, instruction and supervision of the radiologic science students, consistent with the established standard of medical care in radiological services.
- Demonstrate knowledge of program policies, clinical objectives, and clinical evaluations.

- Perform clinical competency evaluations for students.
- Implements and promotes diligent compliance with radiation monitoring procedures.

Responsibilities of Program Faculty to the Clinical Training Site

- Orientation of clinical preceptor to program academic and clinical education mission, program objectives and goals.
- Assignment of a student who is currently completing the didactic portion of the program with satisfactory results.
- Provide support of clinical objectives and assistance in establishing clinical education.
- Perform problem resolution, if needed.

9.1 Uniforms/Required Equipment for Program of Study

Program students are expected to purchase and wear the uniform required by the program. Program colors of royal blue and white are to be worn by the radiography students. Pants, scrub shirt, and lab coat comprise the approved uniform. The required uniform consists of royal blue scrub pants and a royal blue scrub shirt with the MPTC Radiography Student patch ironed on the left shoulder. The patch should be placed one inch above the sleeve hem. The required patches can be purchased from the MPTC bookstore. It is strongly suggested that students begin the program with at least two (2) sets of uniforms. Additional tops and/or pants may be purchased as needed. Students are not allowed to wear sweatshirts, jackets, hoodies, etc. at clinical. If a student requires extra clothing to keep warm, a white lab coat with the MPTC- Radiography Student patch ironed on the sleeve may be worn. Outerwear should always be removed while performing an exam on a patient. Shirts worn under the scrub top should be white or black and should not hang below scrub top. Some clinical sites may require additional dress code policies, and a student must adhere to that requirement. Student MPTC name tags must be worn at all times during clinical hours.

Radiographic Markers- Students will use their own initialed right and left markers to properly identify the radiographic procedures which they perform. Markers must be purchased by the student through the company approved by program faculty. If lost, the student must purchase new markers. The utilization of another student's/ technologist's markers will result in Clinical Probation. Marking is legal documentation of patient's records; therefore, any misuse of radiographic markers is considered risk to the patient's standard of care. Program Faculty will provide specific ordering information.

Shoes- The shoes are to be white, gray, or black in color. No overtly noticeable colors or designs will be allowed. If you have a question regarding the acceptability of a shoe, check with program faculty prior to purchasing them. No canvas shoes are allowed. Shoes are to be clean and in good repair. A comfortable-style leather or vinyl shoe with a cushioned sole is recommended.

9.2 Program Opportunities

a. WSRT/ WAERT Student Symposium Guidelines

The symposium is not a mandatory requirement for students, but it is strongly encouraged that students attend in order to prepare for their national boards. In the rare event that a student is unable to attend, that student will be required to attend clinical training for an equal number of days as the symposium and write a two-page paper on each topic presented by the assigned speakers. Program faculty will provide these articles.

Student's behavior traveling to, from, and during the symposium, should always reflect credit to MPTC. This also applies to behavioral and verbal conduct during social activities or times when no formal activities or meetings are scheduled, such as late evening or early morning hours.

Students are required to attend all lectures, meetings, workshops, or other activities related to the event which are deemed as mandatory by the program faculty. Any missed lectures will require a two-page paper on the topic being presented.

Students are not allowed to bring guests unless extenuating circumstances present themselves, in which case, program faculty must pre-approve the attendance of each guest.

Students are expected to stay at the facility with the rest of the program attendees. If a student requests their own room or to stay at a different facility, they will not be reimbursed for the cost of that stay.

REVISION HISTORY DOCUMENT

| Section # | Document Program Year | Revision Date | Revision Description | Revision Tracking Notes |
|---------------|-----------------------|---------------|-------------------------------------------------------------------------------|------------------------------------------------------|
| 1.1 | 2024-2025 | 6/27/24 | Enrollment, Workplace Culture and Economic Driver/Community Impact Objectives | Objectives updated per MPTC changes. |
| 2.1 | 2024-2025 | 8/1/24 | Student Resources | Changed student handbook to college catalog. |
| 4.7 | 2024-2025 | 7/29/24 | Drug-Free Schools and Communities Act | New section added. |
| 6.2, 6.4, 7.1 | 2024-2025 | 07/16/24 | Updated Links for AP605, AP714 & AP724 | Updated links not working. |
| 6.4 | 2024-2025 | 07/25/24 | Readmission Policy & Procedures | Removed Paramedic and added EMS, Fire and SUDC. |
| 8.7 | 2024-2025 | 6/18/24 | Individual Radiation Monitoring Devices/Dosimeters | Name changed from Radiation Badge Monitoring |
| 8.7 | 2024-2025 | 6/18/24 | Radiation Safety Policy | New policy added |
| 8.7 | 2024-2025 | 6/18/24 | Lost or Damaged Individual Radiation Monitoring Devices/Dosimeters | Name changed from Lost or Damaged Personal Dosimeter |
| 9.0 | 2024-2025 | 6/18/24 | Clinical Attendance Documentation | Name changed from Trajecsys |
| 9.0 | 2024-2025 | 6/18/24 | Clinical Training Absence | Name changed from Clinical Attendance & Overtime |
| 9.0 | 2024-2025 | 6/18/24 | Clinical Attendance and Banked Time off (BTO) | Name changed from Clinical Bank Time |
| 9.0 | 2024-2025 | 6/18/24 | Clinical Performance Appraisal Policy | New policy added |