ASSOCIATE of APPLIED SCIENCE in RADIOLOGIC TECHNOLOGY PROGRAM STUDENT HANDBOOK

NOVEMBER 1, 2026

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RADIOLOGIC TECHNOLOGY PROGRAM STAFF

Program Director ..... Melissa Hibbert, MA. R.T. (R) (CT)

Clinical Coordinator..... Ali Habhab, R.T.(R)

Campus Managing Director ..... Travis Faulds

FACULTY

Current faculty members can be located in the Faculty Supplement in the Dorsey Catalog located on the institution's website at www.dorsey.edu.

CAMPUS INFORMATION

Dorsey College
18660 Ford Road
Detroit, MI 48228
Phone 313.982.3730 • Fax 313.982.3749
Email adminDE@dorsey.edu

ACCREDITATION

The goal of accreditation is to ensure that education provided by institutions of higher education, like Dorsey College, meets or exceeds an acceptable level of quality.

INSTITUTIONAL ACCREDITATION COUNCIL ON OCCUPATIONAL EDUCATION

Dorsey College is accredited by the Commission of the Council on Occupational Education. The Commission of the Council on Occupational Education granted accreditation to Dorsey College effective February 19, 2018. The award of accreditation status is based on an evaluation to demonstrate that the Institution meets not only the standards of quality of the Commission, but also the needs of students, the community, and employers. The formal action of the Commission included the main campus, located in Madison Heights, as well as its branch campus locations in Roseville, Woodhaven, Wayne, Dearborn, and Saginaw. Contact information for the Council on Occupational Education is as follows:

> 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350
> Telephone: 770-396-3898 / Fax: 770-396-3790
> www.council.org

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY

The Associate of Applied Science in Radiologic Technology program at Dorsey College is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) (www.jrcert.org).

> Joint Review Committee on Education in Radiologic Technology
> 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182
> Telephone: 704-5300 / Email mail@jrcert.org

The standards of JRCERT can be found on their website at https://www.jrcert.org/ under Accreditation>JRCERT Standards>2021 Radiography Standards or by clicking JRCERT 2021 Radiography Standards.

This information can also be found on the Dorsey College website. A report of allegations of non-compliance will not affect the status of any individual student.

CLINICAL SITE LIST

The Clinical Site Listing is provided as an addendum to this handbook. Please see document titled “Addendum to Associate of Applied Science in Radiologic Technology Program Student Handbook” on the Dorsey College website at www.dorsey.edu/radiologic-technologist/.



ADMISSION POLICIES

Dorsey College utilizes a progressive admissions process for the Associate of Applied Science in Radiologic Technology program. Prospective students must successfully complete each step in the process before moving on to the next step. All individuals interested in enrolling into the Radiologic Technology program must:

1. Attend a career planning session with a Dorsey College admissions representative. Individuals interested in enrolling in the program will be invited to attend a career planning session to receive information about the steps in the admissions process and requirements for the program.
2. Prospective students must take the Wonderlic Basic Skills Test (WBST) at a Dorsey College testing site and achieve a minimum score of 230 on the verbal section and 210 on the quantitative (math) section.
3. Complete the pre-admissions application.
4. Prospective students must meet one of the following requirements*:
   i. 9 credits earned from a post-secondary accredited institution recognized by the United States Department of Education, or
   ii. Current certification or license in a medical profession, or
   iii. HS graduate with 2.5 GPA or better, or
   iv. Passing GED exam:
      a) Exams taken in or after 2014 – a minimum average score of 660 or better, with a minimum score of 165 in each subcategory,
      b) Exams taken from 2002-2013 – a minimum average score of 450, with a minimum score of 410 in each subcategory,
      c) Exams taken from 1988 – 2001 - a minimum average score of 45, with a minimum score of 40 in each subcategory.

   **If the student cannot meet any of the above requirements but has a high school GPA of at least 2.0 and meets all Wonderlic score requirements (#2 above), the applicant's high school transcript and Wonderlic scores will be evaluated for approval or denial by the Campus Support Center.*
5. Submit short answer responses to the following questions. The short answer responses must be submitted on the day of the interview.
   i. Why are you interested in becoming a radiologic technologist?
   ii. What qualities make a good radiologic technologist?
   iii. What challenges could prevent you from completing your program/degree?
   iv. What plans do you have in place to help you overcome those challenges?
6. References: Provide three (3) references. At least one must be from a previous employer, guidance/academic counselor, or teacher. Late references will not be accepted. Students may submit other documents that demonstrate related merit or experience the student believes should be considered in the admissions process.
7. Meet with the admissions panel for a personal interview.
8. Meet with financial aid to complete required documentation. After successful completion of the interview, students will be notified to schedule an appointment with the financial aid advisor to complete required documentation.
9. Meet with an admissions representative. At this initial meeting, the prospective student will be given instructions for completion of the criminal background check and drug screen. The prospective student will be required to pay an application fee of $200, of which $100 is non-refundable.
10. Submit documentation of current American Heart Association/BLS certification (must be valid through end of program
11. Sign a criminal background check authorization form. Results must be negative.
12. Submit to a drug screen conducted at an off-site location. Results must be negative.

13. Documentation of status as high school graduate or its equivalent (GED). Official transcripts will be requested to verify this information.

The admissions panel will review all applicants and will select those students who will be admitted into the program. Students will be informed of the panel's decision approximately two weeks prior to the start of classes.

NOTE: Prior to beginning the RAD200 course, student must submit documentation that all health requirements have been met. These requirements include updated immunizations, a recent and negative TB test as indicated by a negative skin test or a physician confirmed negative chest x-ray, and a statement of good health from a qualified physician. Initial COVID-19 vaccination is recommended.



MISSION STATEMENT, GOALS AND OUTCOMES

DORSEY COLLEGE MISSION

Dorsey College is committed to providing quality career education and positive reinforcement to enable the development of self-esteem, self-reliance, professionalism, and confidence in all students coupled with an obligation to support the diverse communities in which they live and work.

RADIOLOGIC TECHNOLOGY PROGRAM MISSION

Consistent with the mission statement of Dorsey College, the Radiologic Technology program will provide a quality educational experience that prepares graduates with the skills and proficiencies required of a successful entry-level Radiologic Technologist. Using competency- based evaluations, the program emphasis revolves around the student developing a strong work ethic, professionalism, and a fulfillment of entry level technical skills and critical thinking abilities. A variety of clinical education settings with comprehensive patient care experiences will provide students with a well-rounded education in the imaging sciences.

PROGRAM GOALS

The goals of the Dorsey College Radiologic Technology (Radiography) Program are:

- Students will demonstrate entry-level competency in radiography procedures and meet the requirements necessary to succeed in employment.
- Students will communicate effectively while providing quality patient care within a health care setting.
- Students will demonstrate problem solving and critical thinking within the work environment.
- Students will engage in professional growth and development opportunities.
- Students will be given a fair, diverse and dedicated educational experience

PROGRAM OUTCOMES

- Carryout the production and evaluation of quality radiographic images
- Practice radiation safety principles
- Provide quality patient care
- Model professional and ethical behavior consistent with the A.R.R.T. Code of Ethics
- Apply critical thinking and problem-solving skills in the practice of diagnostic radiography

GENERAL PROGRAM POLICIES

The Dorsey College catalog contains information including, but not limited to student policies. All students enrolled in the Dorsey College Radiologic Technology program are expected to abide by all policies as outlined in the catalog, which is posted on the Dorsey College website at www.dorsey.edu or by clicking the links below.

Dorsey College Catalog

Dorsey College Policies, Plans, and Title IX

- Academic Records
- Alcohol and Substance Abuse
- Cheating and Plagiarism
- Copyright Infringement
- FERPA
- Food and Drinks
- Health and Safety Plan
- Non-Discrimination and Non-Harassement
- Smoking
- Standards of Professional Appearance
- Student Resources
- Tutoring and Clinical Workshops
- Weapons

CONFIDENTIALITY

Radiologic Technology students must acknowledge the importance of the protection of confidential information concerning patients and their families. Students must follow all the rules listed under HIPAA (Health Insurance Portability and Accountability Act). Any and all information (official and unofficial) regarding a patient or their family is considered to be confidential and privilege information. Any Radiologic Technology student violating a patients' right to confidentiality will be dismissed permanently from the Radiologic Technology program upon proof of such violation. By signing the handbook acknowledgement form, students agree to abide by this confidentiality agreement

CELL PHONES

Appropriate conduct for the use of personal electronic communication devices (including but not limited to cell phones, tablets, Bluetooth headsets, etc.) in an educational and professional environment are expected as follows:

1. All personal electronic communication devices are to be either turned off or set to vibrate when entering the classroom unless directed otherwise by the course instructor for course-related assignments.
2. Text messaging should be used for emergencies only.
3. Bluetooth or other headsets are not to be connected to your ear or around your neck in the classroom.

4. Pictures, videos, or any other sort of recording are not to be taken of classroom activities, laboratory activities and/or your classmates unless authorized.
5. Social media should not be accessed during class time.
6. Cell phones are NOT allowed in the lab.
7. Cell phones are NOT allowed in clinical.
8. You are not allowed to record lectures or take pictures of class material, unless allowed by your instructor.

If you receive an emergency call that needs to be answered, you may ask for permission to leave the room. Please leave quietly and it is your responsibility to find out what you missed while you were out of the classroom. In the instance of an emergency phone call during a test/quiz, the student must bring any tests to the instructor while they are away if on paper and if electronic the student must bring their computer to the instructor. If you must leave the school, quietly inform your instructor and the administrative assistant at the front desk. It is recommended that you provide your campus phone number to anyone who may need to reach you in case of an emergency. If you are experiencing a family emergency and must keep a cell phone on, please obtain instructor permission prior to class. We appreciate your cooperation in providing an environment conducive to learning for all students. Cell phones are NOT allowed at clinical sites (see clinical section of this handbook for more details).

SOCIAL MEDIA POLICY

Use of social media sites must be approached with caution. At no time should a student make comments regarding the Radiologic Technology Program, administrators, faculty, clinical preceptors, staff or patients on social media. Comments made on social media can be used in disciplinary actions by Dorsey College and possibly court proceedings. Even with names removed, it is possible that identities can be determined by context clues. These statements could also be seen by program faculty or college administration.

COMMUNICABLE DISEASE POLICY

To protect healthcare personnel from transmission by considering all patients as potentially infected with HIV and/or other bloodborne pathogens, and to adhere rigorously to infection control precautions for minimizing the risk of exposure to blood, bodily fluids, and moist body substances of all patients, the following procedures must be followed at all times.

1. All healthcare workers should routinely use appropriate barrier precautions to prevent skin and mucous-membrane exposure when contact with blood or other bodily fluids of any patient is anticipated. Gloves should be worn for touching blood and body fluids, mucous membranes, or non-intact skin of all patients, and for handling items or surfaces soiled with blood or body fluids. Gloves should also be worn during venipuncture or other vascular access procedures. Gloves should be changed after contact with each patient. Masks and protective eyewear should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose, and eyes. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or their body fluids. Standard precautions should always be used with every patient.

2. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed. Hand sanitizer is sufficient if hands are not visibly soiled.
3. All healthcare workers should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleaning used instruments, during disposal of used needles and when handling sharp instruments after procedures. Refer to the policy and procedure manual of each clinical site for the specific methods for disposing of the objects mentioned above.
4. Healthcare workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves.
5. Pregnant healthcare workers are not known to be at greater risk of contracting HIV infection than healthcare workers who are not pregnant; however, if a healthcare worker develops HIV infections during pregnancy, the infant is at risk of infection resulting from pre-natal transmission. Because of this risk, pregnant healthcare workers should be especially familiar with and strictly adhere to precautions to minimize the risk of HIV transmission.
6. Body substances such as feces, airway secretions, wound drainage and urine always may contain potentially infectious organisms. The universal precaution system not only protects healthcare workers from transmission of bloodborne pathogens, but also from other infectious agents found in moist body substances. Patients are protected from organisms present on the hands of personnel, and the staff's hands are protected from acquiring new organisms.
7. It is necessary to follow the precaution procedures for each clinical site including but not limited to: Droplet Transmission Precautions, Contact Precautions, Airborne and Airborne Plus Precautions, and Neutropenic Precautions.

RADIATION SAFETY / DOSIMETRY BADGES

The following radiation safety practices/rules have been established for the protection of the patient and personnel from ionizing radiation during radiology clinical education (this includes time spent in campus laboratory). These rules are a combination of State and Federal regulations and/or laws and additional guidelines in the use of ionizing radiation. These rules are mandatory, and any exception must be reported to program officials immediately.

All students shall practice appropriate radiation safety procedures in protecting themselves, their patients and other personnel from unnecessary exposure. It is the responsibility of every radiographer and student to ensure the radiation dose to both the radiographer and patient be kept as low as possible. This protection principle is called ALARA (As Low As Reasonably Achievable) and can be achieved by following the practices/rules listed below.

- Understand and apply the cardinal principles of radiation control (time, distance and shielding). Do not allow unfamiliarity to result in poor radiation procedures. Never stand in the primary beam.
- Wear protective apparel to include a lead apron and thyroid collar when involved in fluoroscopy and during mobile procedures (this includes portables). Stand behind a protective barrier for all other exams.

- Always wear the assigned radiation monitor (supplied by Dorsey) positioned outside the lead apron at collar level. All students and program radiation workers may not exceed the following annual occupational dose limit:
    - 1 mSv (.1 rem) whole body exposure.
    - 0.5 mSv (.05 rem) for declared pregnant student
- All personnel dosimetry reports will be reviewed by the Program Director. Personnel dosimetry reports over the annual limit will require a conference with college faculty and, if needed, the Clinical Site Radiology Manager to determine the cause and methods to decrease occupational exposure. If the exposure exceeds the occupational dose limitation, the student is required to be removed from any clinical areas in which they may be exposed and follow recommendation by the State. Carelessness in radiation protection will not be tolerated and repeated offenses subject the student to sanctions up to and including dismissal from the program.
- Student monitors will be read at the end of each monitoring term. The radiation report will be available for the student to view with the program director. The student must initial the report, as verification of viewing the report. Any questions regarding the report should be directed to the Program Director. Students may request a monitor reading at any time.
- Radiation monitors are NOT to be worn outside of the hospital/clinic.
- Students may not be in clinical without their radiation monitor. If a student forgets their monitor, they must leave clinical to retrieve it and they will receive a tardy. If a monitor is lost, the student may not attend clinical until a replacement monitor is provided. Any missed clinical time will result in makeup clinical hours or clinical point deduction(s). Students are fiscally responsible for the replacement cost of a lost monitor. If a student takes a monitor home or it is exposed accidentally, the student must report this to the program director or clinical coordinator for documentation purposes.
- If a student monitor breaks, it must be reported as soon as possible to college faculty for replacement.
- Students employed as tech aids are prohibited from using their college-issued monitor for work purposes and must be issued a separate monitor from their place of employment.
- All female patients within child-bearing age need to be asked if there is any chance they could be pregnant before taking their X-rays. If a patient responds they are pregnant, contact clinical site officials before proceeding with the exam.
- Use gonadal shielding on all persons, and breast shielding when it will not interfere with the area of interest.
- Always collimate to the smallest field size appropriate for the examination.
- Students must not hold image receptors during any radiographic procedure.
- Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.

Students must sign the radiation safety policy acknowledgement form indicating that they have been made aware of the radiation safety measures.

Dorsey College's Radiologic Technology program pursues the laws adopted from the Michigan Department of Licensing and Regulatory Affairs Radiation Safety Section, Ionizing Radiation Rules Governing the Use of Radiation Machines.



TITLE IX INFORMATION

Dorsey strives to ensure equal access to educational programs and activities, compliant with Title IX which prevents sex discrimination, including accommodations for pregnancy and pregnancy related conditions. Dorsey College does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be referred to Dorsey College's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. Dorsey College's Title IX Coordinator is Ann Victoria Thomas, 31799 John R Road, Madison Heights, MI 48071, athomas@Dorsey.edu, Ph: 248.585.9200, ext. 11228. Dorsey College's nondiscrimination policy and grievance procedures can be located at https://www.dorsey.edu/policies-and-plans/. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please also refer to https://www.dorsey.edu/policies-and-plans/ and select "Report an Incident" under the Title IX heading.

DECLARATION OF PREGNANCY

Consistent with students in all programs, students who become pregnant while in the Dorsey College Associate of Applied Science in Radiographic Technology program have the option to voluntarily "declare" their pregnancy at any time. It is recommended that declaration of pregnancy be completed as soon as possible, as the embryo or fetus is most sensitive to radiation during the first three months of pregnancy. In the absence of a voluntary declaration of pregnancy, a student will not be considered pregnant. Once a pregnancy is declared, the student will have two options:

1. CONTINUE IN PROGRAM. Students need to successfully complete all didactic and clinical components of the program, being careful not to exceed the 0.5 rem exposure for the entire gestation period. Once a student has voluntarily declared a pregnancy, the student will:

    A. Be considered in the category of a "declared pregnant worker" and will be provided the US Nuclear Regulatory Guide 8.13 entitled "Instructions concerning Prenatal Radiation Exposure." Consultation with program officials would also include methods to reduce radiation exposure during procedures (time, distance & shielding) and an opportunity for the student to ask questions.

    B. Be issued a fetal monitoring device which would be worn at the level of the abdomen and worn throughout the entire gestation period while in clinical. The radiation to the fetus must not exceed 0.5 rems of radiation for the entire gestational period. The student is responsible for returning the monitoring devices promptly. A record of badge readings for the gestation will be kept.

    C. Certain aspects of the Dorsey College radiography curriculum may be potentially hazardous to the embryo or fetus. It is the student's responsibility to understand the possible harmful effects.

    D. Students are advised to consider the physical requirements of the program if a change in health status would limit their ability to meet program requirements.

    E. No clinical rotation changes are necessary for pregnancy, as it is possible to limit all occupational exposure to under 0.5 rem exposure through strict implementation of safety precautions and personal monitoring. While in clinical, as always, the student, should observe and follow the basic rules of radiation safety; reducing the time spent in a radiation area, increasing the distance from the source of radiation, and shielding.

2. WITHDRAW AND RE-ENTER. Students may, at their sole discretion, request to withdraw from the program. Requests for withdraw must be made in writing to the Program Director. Specific questions should be brought to the program faculty. Students who wish to reenter are subject to the "Re-Admission of Withdrawn Students" as stated in the Dorsey College catalog and the "Reentry Into the Radiologic Technology Program" as stated in this handbook.

3. ADDITIONAL MATTERS.

    A. Dorsey's Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to Dorsey's education programs or activities. Contact information for Dorsey's Title IX Coordinator is as follows:

Ann Victoria Thomas, Title IX Coordinator
31799 John R Road, Madison Heights, MI 48071
Phone: 248.585.9200, ext. 11228,
Email: athomas@Dorsey.edu

B. A student that has declared a pregnancy has the right to withdraw the declaration of pregnancy at any time by submitting the request to withdraw the pregnancy declaration, in writing, to the Program Director. If the declaration of pregnancy is withdrawn, the pregnancy will no longer be recognized.

C. To facilitate a smooth transition back to school, students are encouraged to contact their Program Director well in advance of their return to Dorsey College.

X-RAY RADIATION SAFETY POLICIES AND LAB RULES

- When operating the radiographic equipment in the radiography lab, students must always remember the cardinal rules of time, distance, and shielding.
- Students must be directly supervised by a registered radiologic technologist/instructor while using the fixed and energized radiographic equipment in the radiography lab.
- All faculty and students are required to wear their dosimeters while operating the fixed and energized radiographic equipment in the radiography laboratory.
- The radiographic equipment shall be properly “warmed-up” before use as directed by program faculty.
- When operating the fixed energized radiographic equipment, students shall make exposures only while standing in the shielded area behind the control panel and no student or faculty is to be in the x-ray room while the exposure is being made.
- When operating the mobile energized radiographic equipment, students shall make exposures only while wearing a lead apron and standing at least 6 feet from the radiation source. No student or faculty is to be in the patient room while the exposure is being made.
- No one may enter an x-ray room while exposure is being made.
- No food or drink allowed in lab.
- No individual shall be exposed to ionizing radiation for training or demonstration purposes in the radiography lab.
- The use of ionizing radiation on humans is strictly regulated and is only permitted with authorization from a licensed physician.
- Only those images authorized by an instructor may be exposed to an x-ray manikin in the lab and with exposure factors stated.
- If a problem arises while attempting to make an exposure, the student is to seek help from the instructor.
- If any repeats are necessary, the student is to seek help from the instructor before attempting the repeated exposure.
- Images must be processed according to the criteria specified by the instructor.
- Students shall immediately report any equipment malfunctions to the instructor.

- Persons who are under eighteen years of age are not allowed into the radiography lab while the energized radiographic equipment is being used, unless supervised by a lab instructor.
- Any violations of the safety policies of the radiography lab will result in disciplinary action and may result in dismissal from the radiography program.
- All energized radiographic equipment is to be switched off when not in use for laboratory sessions.

GRIEVANCE POLICY

The student grievance policy provides a process to facilitate resolution of student concerns. If a disagreement occurs, students should follow the following steps:

1. For course-specific academic concerns, a student should first attempt to resolve the difference with the course instructor. For non-academic concerns, a student should communicate with their program director, academic dean, or campus managing director.

2. If a satisfactory solution cannot be achieved, or for a student with concerns of a non-academic nature, the student may choose to submit a formal grievance.

3. Formal grievances must be submitted to the campus academic dean, program director or managing director, as appropriate to the concern. Grievance submission must be in the form of a written letter and must contain a statement of the alleged violation(s), a statement of the student's desired resolution, and the student's name, address, and phone number. Although documentation of the alleged incident is not required as part of the grievance, reliable documentation and/or statements can assist Dorsey College in a fair and accurate review of the grievance. In order to resolve the situation in a timely manner, the student is required to provide information promptly. If the student fails to provide requested information in a reasonable period of time (typically 10 working days), the grievance may be cancelled, and no further consideration will be given.

4. The written formal grievance will be investigated, and the determination will be provided in a timely manner to the student.

5. Any resolution that is unsatisfactory to the student may be appealed in writing to the vice president, education and career services, or for nursing students, to the executive director of nursing at Grievance@dorsey.edu, whose decisions in all matters will be final.

Dorsey College operate in accordance with standards established by the following agencies:

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Telephone: (707) 396-3898
www.council.org

Michigan Department of Licensing and Regulatory Affairs
Michigan State Board of Cosmetology
P.O. Box 30244
Lansing, MI 48909
Telephone: (517) 241-9262

Michigan Department of Labor and Economic Opportunity - Workforce Development
201 N. Washington Square, Lansing, MI 48913
Telephone: (517) 335-5858
Students can file a complaint with the State of Michigan online at www.michigan.gov/pss

The Michigan Board of Nursing, Bureau of Health Professions
611 W. Ottawa, PO Box 30670
Lansing, MI 48909-8170
Telephone: (517) 335-0918

American Culinary Federation Education Foundation
180 Center Place Way
St. Augustine, FL 32095
Telephone: (800) 624-9458

Commission on Accreditation of Allied Health Education Programs 25400 US Highway 19 N., Suite 158
Clearwater, FL 33763 727-210-2350 www.caahep.org

Committee on Accreditation of Educational Programs for the
Emergency Medical Services Professions
8301 Lakeview Parkway Suite 111-312
Rowlett, TX 75088 214-703-8445
FAX 214-703-8992 www.coaemsp.org

REENTRY INTO THE RADIOLOGIC TECHNOLOGY PROGRAM

After withdrawal, a student may apply for re-admittance by contacting the campus. Students applying for re-admittance to Dorsey College will be subject to a review of the circumstances surrounding the original withdrawal and an evaluation of the student's satisfactory academic progress (SAP) status as outlined in the Dorsey College catalog's SAP Policy. Students permitted to readmit are required to complete their program in accordance with the **MAXIMUM TIME FRAME SAP REQUIREMENT** as detailed in the catalog.

All students re-admitting must be approved by a campus re-admittance committee. Students are encouraged to apply for re-admittance a minimum of two (2) weeks prior to the start of the module in which they wish to return.

Students who are re-admitted to a Dorsey College credit hour program may receive credit for previously passed courses when required to complete the student's program of study. Re-admitted students may be required to retake a course that was previously taken with a passing grade to assist in the student's success at Dorsey College and in their future careers, as determined by the managing director and/or program director. All failed courses, and all courses with earned grades of WF or WP, must be repeated.

Students may re-admit into Associate of Applied Science programs only twice. Additional readmission attempts may be granted on a case-by-case basis through an appeal to the Senior Vice President, Education and Career Services and the Program Director.

The student seeking to return to a Radiologic Technology program must complete an Application for Readmittance requesting reconsideration to the Program Director. The request for reentry should include:

- The student's perception of the problem leading to dismissal and explanation of contributing circumstances,
- Demonstration of an understanding and awareness of the problem,
- What the student has done to rectify the problem, and
- The student's detailed academic and personal plan for success in the radiography program, if readmitted.

The Program Director and associated committee will evaluate the reentry of the student based on:

- The cause resolution for the student's withdrawal and resolution presented in the Application for Readmittance
- Evaluation of the student's satisfactory academic progress
- The availability of placement into the program
- The availability of courses needed to complete the program

If the program director and committee elect to allow the student for reentry, the student must:

- Meet the most current admission requirements
- Repeat any prerequisite courses necessary

- Meet with the program director to review and develop a detailed plan of reentry
- Update vaccinations and BLS, if necessary, depending on time lapsed



ACADEMIC CALENDAR

The link to the most current academic calendar is listed in the Dorsey College catalog on our website at www.dorsey.edu or by clicking the link below.

Dorsey College Catalog

CURRICULUM

Students must follow the course sequence as described below:

Course Number	Course Name		Quarter Credits
Quarter One			
BIO203	Anatomy and Physiology with Advanced Medical Terminology*		4.0
ENG201	English Composition*		4.0
MTH201	Mathematical Concepts*		4.0
	Quarter One Totals	12.0	
Quarter Two			
RAD200	Introduction to Radiography Technology*		5.0
RAD205	Patient Care for the Radiographer		3.5
SOC201	Introduction to Ethical Principles*		3.5
	Quarter Two Totals	12.0	
Quarter Three			
RAD210	Radiographic Procedures I with Procedures Lab*		5.0
CHM201	Introduction to Chemistry*		4.0
RAD228	Radiographic Pathology*		4.0
	Quarter Three Totals	13.0	
Quarter Four			
RAD218	Radiation Protection and Biology for the Radiographer*		4.5
PSY201	Introduction to Psychology*		3.5
RAD215	Radiography Practicum I		6.0
	Quarter Four Totals	14.0	
Quarter Five			
RAD243	Principles of Radiographic Physics*		4.0
RAD220	Radiographic Procedures II with Procedures Lab*		5.0
RAD225	Radiography Practicum II		6.0
	Quarter Five Totals	15.0	
Quarter Six			
RAD250	Quality Management in Diagnostic Imaging*		4.0
RAD230	Radiographic Procedures III with Procedures Lab*		5.0
RAD235	Radiography Practicum III		6.0
	Quarter Six Totals	15.0	
Quarter Seven			
RAD248	Radiographic Image Analysis*		5.0

Course Number	Course Name		Quarter Credits
RAD255	Radiography Practicum IV		6.0
RAD260	Radiology Technology Capstone*		2.0
		Quarter Seven Totals 13.0	
Quarter Eight			
RAD265	Radiology Practicum V		9.0
		Quarter Eight Totals 9.0	
		Total Quarter Credits Required for Graduation	**103**

An asterisk (*) next to the course name indicates that all or part of the course content is delivered online utilizing distance education delivery. The radiologic technology program length is 96 weeks of contact time, which is scheduled over approximately 24 months.

GRADING SCALE

The following represents the radiologic technology grading system and equivalency for RAD200-level courses:

VALUE	DESCRIPTION	POINTS
A	93.00 – 100%	4.00
B	83.00 – 92.99%	3.00
C	75.00 – 82.99%	2.00
F	Below 75.00%	0.00
WP	Withdraw Passing	0.00
WF	Withdraw Failing	0.00
IN	Incomplete	0.00
TC	Transfer Credit	0.00

Students in the radiologic technology program are required to pass classes with a grade of C or better and maintain a programmatic cumulative grade point average of 2.5 or greater.

The following represents the grading for the general education courses in the Radiologic Technology program (BIO203, CHM201, ENG201, MTH201, PSY201 and SOC201):

VALUE	DESCRIPTION	POINTS
A	90-100%	4.00
B	80-89%	3.00
C	70-79%	2.00
F	Below 70%	0.00
WP	Withdraw Passing	0.00
WF	Withdraw Failing	0.00
IN	Incomplete	0.00
TC	Transfer Credit	0.00

In addition to earning a passing grade based on the above scale, radiologic technology students must maintain a programmatic cumulative grade point average of 2.5 or greater. A, B, or C grades are required upon completion of all courses to receive academic credit.

COURSE DESCRIPTIONS

BIO203 Anatomy and Physiology with Advanced Medical Terminology

Unless you gain a good understanding of normal anatomy and physiology, you cannot understand the diseases and disorders experienced by your patients. The structure and function of body systems are studied to develop an overall knowledge of human anatomy and physiology. The structure and function of cells, tissues, organs, and each system of the body is covered in this course, with an understanding of the medical terms relevant for each structure within each body system. Anatomical and basic medical terminology is examined in conjunction with each organ system. Prerequisite: None.

CHM201 INTRODUCTION TO CHEMISTRY

This introductory course will cover basic aspects of chemistry with emphasis placed on the relationship between the real world and the chemical world. Emphasis is placed on chemical principles and their application, problem solving, and the development of laboratory skills with the goal of preparing students for further study in chemistry as needed for many science and health professions. Corequisite: None. Prerequisite: None.

ENG201 ENGLISH COMPOSITION

This course explores reading and writing to help student better understand how to read from a writer's viewpoint and write with the reader in mind. It will engage students in real world, college-level projects to develop the literacy skills needed to be successful. Methods will be introduced to explore analysis, evaluation, and argument in expository writing. Prerequisite: None.

MTH201 MATHEMATICAL CONCEPTS

This course will introduce the student to and will afford practice in mathematical concepts relevant to health care professions. Topics include algebraic expressions, fractional values, calculations, conversions, ratios, and proportions, as well as critical analysis of numerical data and statistical reports. Review and practice of basic mathematical operations will be provided. Prerequisite: None.

PSY201 INTRODUCTION TO PSYCHOLOGY

In this course, the student will be introduced to the scientific study of behavior and mental processes, encompassing not just what people do but their biological activities, feelings, perceptions, memory, reasoning, and thoughts. Topics include history, research methods, stress and coping, and psychology's key issues and controversies, as well as human activity relating to an individual's daily life and the treatment of mental illness. Prerequisite: None.

SOC201 INTRODUCTION TO ETHICAL PRINCIPLES

This course explains how to navigate the numerous legal and ethical issues that health care professionals face every day. Topics are based on real-world scenarios and dilemmas from a variety of health care practitioners. Upon completion of this course, students have been given the opportunity to use critical thinking skills to learn how to resolve real-life situations and theoretical scenarios and decide how legal and ethical issues are relevant to the health care profession in which they will practice. Prerequisites: None.

RAD200 INTRODUCTION TO RADIOGRAPHY TECHNOLOGY

This course introduces the profession of Radiologic Technology. Positioning terminology and principles, applications of digital technology, image quality, and radiation safety practices will be presented. In addition, the student will be introduced to legal and ethical considerations including medical law and practice standards for medical imaging and radiation therapy. A variety of ethical and legal issues found in clinical practice will be examined. Prerequisite: BIO203. Corequisite: RAD205.

RAD205 PATIENT CARE FOR THE RADIOGRAPHER

This course introduces the role of radiography in health care. The course includes an overview of the historical development of radiography, basic radiation protection, patient assessment, infection control procedures, emergency and safety procedures, communication, and patient interaction skills. Principles of drug administration, basic pharmacology, the introduction of contrast media and radiopharmaceuticals will also be discussed. Concepts of optimal patient care, including consideration for the physical and psychological needs of the patient and family will be provided. Prerequisite: BIO203. Corequisite: RAD200.

RAD210 RADIOGRAPHIC PROCEDURES I WITH PROCEDURES LAB

This course provides the knowledge base necessary to perform imaging procedures of the upper extremities and shoulder girdle, lower extremities and pelvic girdle, bony thorax, chest, upper airway, and plain abdomen. Criteria for optimal diagnostic images, including anatomical structures shown, as well as corrective positioning action to be taken for sub-optimal images will be discussed. Prerequisites: RAD200, RAD205. Corequisite: RAD215.

RAD215 RADIOGRAPHIC PRACTICUM I

This clinical practicum provides practical experience utilizing the knowledge base necessary to perform imaging procedures of the upper extremities and shoulder girdle, lower extremities and pelvic girdle, bony thorax, chest, upper airway, and plain abdomen. The course covers criteria for optimal diagnostic images, including anatomical structures shown, as well as corrective positioning action to be taken for sub-optimal images. Prerequisites: RAD200, RAD205. Corequisite: RAD210.

RAD218 RADIATION PROTECTION AND BIOLOGY FOR THE RADIOGRAPHER

This course presents an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel, and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated as well as an overview of the principles of the interaction or radiation with living systems. Factors affecting biological response are presented, including acute and chronic effects of radiation on the human body. Prerequisite: RAD210. Corequisite: RAD228.

RAD220 RADIOGRAPHIC PROCEDURES II WITH PROCEDURES LAB

This course provides the knowledge base necessary to perform standard imaging procedures of the spine, cranium, facial bones, paranasal sinuses, upper gastrointestinal, lower gastrointestinal, and urinary system. Criteria for optimal diagnostic images, including anatomical structures shown, as well as corrective positioning action to be taken for sub-optimal images. Prerequisites: RAD218, RAD228. Corequisites: RAD225, RAD243.

RAD225 RADIOGRAPHY PRACTICUM II

This course continues the RAD215 clinical practicum. It is designed to sequentially develop, apply, critically analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. A structured clinical experience through sequential competency-based assignments that focus on the upper and lower extremities, bony and visceral thorax, abdomen, vertebral column, cranium, facial bones, and contrast studies of the digestive and urinary system will be provided during this radiographic practicum. Prerequisite: RAD218. Corequisite: RAD220

RAD228 RADIOGRAPHIC PATHOLOGY

Pathology is the study of diseases that can cause abnormalities in the structure or function of various organ systems. In this course the student will be introduced to concepts related to the classification of disease, etiology, epidemiology, treatment, and prognosis. Emphasis will be placed on radiographic pathology of the body systems and their appearance on radiographic images. Prerequisite: RAD210. Corequisite: RAD218.

RAD230 RADIOLOGIC PROCEDURES III WITH PROCEDURES LAB

This course provides the knowledge base and practical skills necessary to perform special diagnostic studies including, trauma, mobile, surgical, and pediatric radiography. The course will cover fluoroscopic procedures requiring informed consent, aseptic technique, and the administration of various contrast media. Diagnostic and therapeutic modalities as well as angiography and interventional procedures will be discussed. Prerequisite: RAD220. Corequisites: RAD235, RAD250.

RAD235 RADIOGRAPHY PRACTICUM III

This course continues the RAD225 clinical practicum. It is designed to sequentially develop, apply, critical analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. A structured clinical experience through sequential competency-based assignments that focus on the upper and lower extremities, bony and visceral thorax, abdomen, vertebral column, cranium, facial bones, contrast studies of the digestive and urinary system as well as

surgical radiographic procedures will be provided during this radiographic practicum. Prerequisites: RAD220, RAD225. Corequisite: RAD230.

RAD243 PRINCIPLES OF RADIOGRAPHIC PHYSICS

Radiologic physics is the study of medical imaging components, technology, and parameters to produce optimal imaging results. Principles of radiation physics, image production and evaluation, and specialized radiographic equipment will be discussed. Understanding radiologic physics to ensure clear radiographic images while ensuring the patient is safe from radiation is a focus of this course. Prerequisite: RAD218. Corequisite: RAD220.

RAD248 RADIOGRAPHIC IMAGE ANALYSIS

This course provides a basis for analyzing radiographic images. It includes the importance of optimal imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Procedural factors such as patient positioning, body habitus, patient preparation and patient-related artifacts will also be discussed. This course provides the analysis of actual radiographic images. Prerequisites: RAD230, RAD235. Corequisite: None.

RAD250 QUALITY MANAGEMENT IN DIAGNOSTIC IMAGING

Quality assurance and quality control are vitally important in modern diagnostic imaging departments. Government and accreditation agencies mandate procedures to ensure that equipment is functioning within accepted standards and that it is operated properly. This course provides a basic knowledge of quality control and federal regulation standards, including information on the quality control aspects of digital imaging systems, image processing, radiographic equipment and accessories, fluoroscopic and imaging equipment, radiographic image artifacts, and computed tomography. Additionally, this course will cover downtime procedures necessary to keep up quality standards and a complete overview of digital radiography. Prerequisite: RAD220. Corequisite: RAD230.

RAD255 RADIOGRAPHY PRACTICUM IV

This course continues the RAD245 clinical practicum. It is designed to sequentially develop, apply, critical analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. A structured clinical experience through sequential competency-based assignments that focus on the upper and lower extremities, bony and visceral thorax, abdomen, vertebral column, cranium, facial bones, contrast studies of the digestive and urinary system as well as surgical radiographic procedures and special diagnostic procedures such as myelograms, arthrograms, hepatobiliary studies, and venography will be provided during this radiographic practicum. Prerequisites: RAD230, RAD235. Corequisite: None.

RAD260 RADIOLOGY TECHNOLOGY CAPSTONE

Radiologic physics is the study of medical This course is designed to help students make the transition into their careers as practicing radiographers. Part one of the comprehensive review will cover major content areas such as patient care, safety, Image production, and procedures covered on the ARRT exam in radiography. Part two will cover career planning including, career paths, writing professional

resumes, interviewing techniques, and employment expectations. Prerequisites: RAD230, RAD235. Corequisite: None.

RAD265 RADIOGRAPHY PRACTICUM V

This course continues the RAD255 clinical practicum. It is designed to sequentially develop, apply, critical analyze, integrate, synthesize, and evaluate concepts and theories in the performance of radiologic procedures. A structured clinical experience through sequential competency-based assignments that focus on the upper and lower extremities, bony and visceral thorax, abdomen, vertebral column, cranium, facial bones, contrast studies of the digestive and urinary system as well as surgical radiographic procedures and special diagnostic procedures such as myelograms, arthrograms, hepatobiliary studies, and venography will be provided during this radiographic practicum. Prerequisites: RAD248, RAD255. Corequisites: None.

GRADUATION REQUIREMENTS

Students verified as meeting all graduation requirements and meeting financial aid obligations will be issued an associate degree approximately 8-10 weeks after graduation. Students are eligible for graduation when they have fulfilled the following requirements:

1. Completion of all clinical and didactic curriculum requirements to include core radiography and general education courses.
2. Completion of all didactic courses with a grade of not less than 75%
3. Completion of clinical courses with a grade of not less than 75%.
4. Demonstration of Program Outcomes
5. Fulfillment of all financial obligations to the institution
6. Dorsey College Associate of Applied Science in Radiologic Technology degree is awarded to a student who successfully completes all required courses and achieves a CGPA of 2.5 or higher

PROFESSIONAL CERTIFICATION

Professional certifications and registry recognition enhance the prospect of ultimately securing and maintaining rewarding employment. Therefore, to encourage graduates to sit for applicable certification examinations, Dorsey College offers to pay for examination fees one-time for graduates meeting examination preparation requirements. Dorsey College, however, makes no promise or guarantee of a graduate's successful outcome of any certification examination or ability to gain certification or recognition by any professional registry. Each certification agency may have additional requirements (for example, work experience) in addition to passing the certification examination. Therefore, it is each student's/graduate's responsibility to ensure they meet the necessary requirements set forth by the certification agency.

The “Greenlight Process” for certification in the AAS-RT program at Dorsey is as follows (this process is ongoing and continues to the last day of Quarter 8).

Academic Requirements

- ✅ Complete all courses with at least 75%.
- ✅ Maintain a 2.5 GPA or higher each quarter.
- ✅ Demonstrate academic efficiency.

Clinical Requirements

- ✅ Complete 990 clinical hours.
- ✅ Fulfill all 51 competencies.
- ✅ Complete all 10 rechecks.
- ✅ Have all simulations approved by the Clinical Coordinator and completed by the end of Quarter 8.

Remediation & Capstone

- ✅ Complete 40 hours of remediation with program faculty during Quarter 8.
- ✅ Pass a Mock Exam in RAD 260 Capstone with 80% or higher.

Career Preparation

- ✅ Develop a resume in RAD 260.
- ✅ Complete a mock interview with Career Services in RAD 260.
- ✅ Meet with Career Services during Quarter 8 to discuss employment plans.

Administrative Requirements

- ✅ Return Dosimeter at the end of Quarter 8.
- ✅ Fulfill all financial obligations.

Final Clearance for Board Registration

- ✅ Have a final interview with the Program Director between weeks 8–10 of Quarter 8.
- ✅ Must have completed all competencies up to (but not including) Quarter 8.
- ✅ Must complete at least 20 hours of remediation in Quarter 8.
- ✅ Once cleared, meet with Career Services to register for boards.
- ✅ Pass a final Mock Exam with 80% or higher in Quarter 8.

AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS ELIGIBILITY REQUIREMENTS

Once approved by the Program Director, the student is eligible to apply to take the radiography certification examination administered by The American Registry of Radiologic Technologists (ARRT). The ARRT provides a handbook to assist with certification application, which is located on their website at www.arrt.org. Your Program Director must authorize and assist you with setting up an online account for application and to view other important information. Application requirements include but are not limited to:

- An associate degree in the same discipline as the credential you are pursing
- Demonstration of good moral character*
- Application fee
- Government-issued ID with photo

*ARRT requires that candidates be of good moral character. If an applicant has ever been convicted of a felony offense or misdemeanor, they are encouraged to discuss it with the program director and/or ARRT to ensure ability to sit for the certification examination. They also may be required to provide evidence to ARRT of having served the entire sentence, including probation and parole, with restoration of civil rights before being allowed to take the certification exam. Students who have previous convictions may apply to ARRT for pre-certification prior to program registration. Additional information is available on the ARRT website.

ATTENDANCE POLICIES

Dorsey College is dedicated to preparing individuals for promising career opportunities, and as stated in our mission, Dorsey College is committed to "the development of self-esteem, self-reliance, professionalism, and confidence in all students." Because of the fast-paced environment and hands-on design of our courses, Dorsey College has found that good attendance is clearly linked to successful completion of course work and preparation for a successful career. Additionally, employers tell us that an important consideration in hiring and promoting an employee is the demonstration of punctuality and regularity of attendance.

Students are expected to attend 100% of all classes. Students with a pattern of absenteeism will have difficulty completing course requirements, particularly in courses that require the observation and verification of skills to earn a passing grade. Class time assigned to verification of skill proficiency is defined by the instructor and is limited to time available; absent students should not expect to detract from other students' learning experience to make up topics/skills addressed during their period of absence. It is the student's responsibility to identify work missed during an absence and to take the necessary steps, as outlined by the instructor, to make up the work. This identification will occur before or after scheduled class time.

Students are expected to attend all scheduled course contact hours. For each RAD lecture/lab course, students are allowed to miss one scheduled class day without penalty. Students are required to follow all make-up work and test policies should this absence result in missed work or a missed exam. Every

absence past one day will result in a 5% final grade deduction ***per day***. For example, one additional absence results in a 5% deduction, two additional absenses results in a 10% deduction, etc.

TARDY POLICY

Tardiness is defined as arriving late for any instructional component, i.e., class start, returning from break and/or lunch. Late-arriving students will be required to wait until the next class break to join their class. The following table defines tardiness for the AAS-RT program:

Time Missed`	Tardies Counted
6-15 minutes	1 tardy
16-30 minutes	2 tardies
31-45 minutes	3 tardies
46-60 minutes	4 tardies
4 tardies equals one absence. ***Tardies are accumulative over the entire course.***	

MAXIMUM CONSECUTIVE DAYS ABSENT

Students absent from all classes for 14 consecutive calendar days* including weekends and excluding breaks between modules or terms of 5 consecutive days or more, will be dismissed from school. Scheduled breaks less than 5 consecutive days must be counted in consecutive days absent. In extremely rare cases, this may be mitigated if approved by the Senior Vice President of Operations and Vice President of Education & Career Services.

*Due to the elongated break between the Fall B and Winter A terms, students absent from all classes for 12 consecutive calendar days including weekends and excluding breaks, will be dismissed from school.

SCHOOL CLOSURE

In the event of a class cancellation or school closure due to an emergency such as a power outage or snow day, Dorsey College has established the following set of resources to keep students informed:

1. Students can check for school closure information with the major local television stations in their area.
2. Dorsey College will update its “Emergency Alert Hotline.” Students may call (855) 630-1012 to receive updates on school closures.
3. A text will be sent to affected students through Dorsey College’s Blackboard Connect system.
4. School closures will also be posted on the Dorsey College website at https://www.dorsey.edu/weather-closing-info/ and on the Dorsey College Facebook page.
5. Visit www.dorsey.edu and check “WEATHER CLOSING INFO” under the tab “About Us”.

Please consult the above resources prior to calling one of our campus locations or reaching out via social media. When a campus is closed, Dorsey students on externship or clinical should report to their site, if it is open. Students may wish to call their site in advance to verify if they are open. All Radiology students on clinical rotations should report to their clinical site and will be contacted by their clinical instructor if schedules change. The decision to cancel classes or close a campus is one that is given

tremendous thought and consideration throughout our organization, and we take several factors into account when making such decisions. Please also be advised that in the event of a class cancellation or campus closure due to an emergency such as a power outage or snow day, mandatory make-up dates will be scheduled either on a day between terms or on a Friday or Saturday.

CONTINGENCY PLAN

In the event a pandemic or catastrophic event occurs, students will be notified through our text messaging system and our Canvas system of any emergency changes and plans to follow through with instruction. The program director will make the decision to move as many courses as possible online and keep the program running. All instructors will be trained in online instruction in the event this happens and all will be prepared to switch over. Students will be given ample notice to prepare for the change in instruction.

Clinical classes may be temporarily halted until procedures can be safely planned and Safety Precautions are in place to send students back to clinical sites with the proper PPE.

The complete Contingency Plan can be accessed on the Dorsey College website at https://www.dorsey.edu/policies-and-plans/.

ACADEMIC ATTENDANCE POLICY / ASSESSMENT POLICY

Students are expected to attend all scheduled course contact hours. For each RAD lecture/lab course, students are allowed to miss one scheduled class day without penalty. Students are required to follow all make-up work and test policies should this absence result in missed work or a missed exam. Any further absences are subject to a percentage deduction in the student's final course grade.

EXAMS/TESTS/QUIZZES

Students will be asked to spread out and to remove everything from the desk and surrounding area. There will be no breaks taken during an exam or quiz; please use the facilities prior. If you must leave during an exam, you will turn in your test/quiz as completed to the instructor and receive further direction. Cell phones are to be turned off and placed with student belongings. If your cell phone rings or vibrates during an examination or quiz, your test or quiz will be removed, and you may obtain a grade of 0 for that exam or quiz. Calculators are to be used instead of cell phones for questions requiring calculations. There is absolutely no talking during a quiz or exam. If you have completed your exam/quiz, please refrain from talking and remain in the assigned classroom. If you are found talking while another classmate is still taking their exam/quiz, it is possible you will lose points on your exam/test/quiz. This will be at the instructor's discretion.

MAKE-UP WORK

Late assignments may be subject to a 20% grade penalty per each day assignment is late. Make-ups for missed exams will only be approved by the Program Director for mitigating circumstances. It is the student's responsibility to schedule a meeting with the instructor within 48 hours of the original exam to request approval to make-up a missed exam. Make-up exams/tests/quizzes may not be in the same form as the original exam/test/quiz. These cannot be made up during class times and may be subject to the late assignment policy of a 20% grade deduction. If a student arrives after the test/quiz has been handed out, the student will not be permitted to enter the classroom until all students have completed their test/quiz. This is to minimize disruptions in the classroom that prevent students from performing to their highest potential during a test/quiz. The student who is late or absent must contact the Program Director to see if a make-up test/quiz will be permitted. The make-up test/quiz, if permitted, may not be in the same format as the original test/quiz. This make-up examination, if permitted, may be subject to the late assignment policy of a grade penalty of 20% (for example, if you obtain a score of 100% on the examination, you will only receive a grade of 80%). Students are responsible for contacting the instructor about missed exams or quizzes within 1 hour before class begins on the day of the exam/quiz. If the instructor is not contacted, there will be NO possibility of a makeup, and the student will receive a "zero". A student must notify the instructor before a scheduled exam/quiz if they will be absent.

LAB COMPETENCIES

Missed lab competencies need to be made up outside of scheduled lab courses. You must work with your instructor to find the best time to schedule this make up. Since these competencies are the prerequisite for achieving competency in the clinical practicum, it is beneficial to make them up as soon as possible. If it is known that the student will miss a competency in advance, it is also beneficial to preschedule a makeup competency day. The instructor will not come to the student to schedule this; it is the student's responsibility to inform the instructor of their need.

One failed lab competency is allowed without any grade loss. It is necessary that the student remediate with the instructor before they reattempt the competency again. After two failed lab competencies the student will lose 10 percent on their competency grade and must remediate with the instructor before the competency reattempt. At the third failed lab competency, the student will receive a verbal warning, a 15 percent grade loss on their competency and must remediate with the instructor before the competency reattempt. Any failure beyond this may result in failure of the course.

EXTRA CREDIT

There will be no extra credit of any kind allowed in any course in the program.

DISABILITIES ACCOMMODATION

Dorsey College is readily accessible to disabled students and complies with the Americans with Disabilities Act (ADA) and the Equal Employment Opportunity Commission (EEOC). Auxiliary aids and services are available upon request for individuals with disabilities. The Michigan relay number for the Deaf and Deafened is 800-649-3777 V/TTY.

ACADEMIC STANDARDS

ACADEMIC RESPONSIBILITY AND INTEGRITY

Academic & Clinical Integrity, as well as professional accountability and integrity are a part of a commitment to self-responsibility. In adherence to a professional code of ethics and professional standards, radiology demands professional integrity and accountability. Accordingly, the Radiologic Technology program will not tolerate instances of academic or clinical dishonesty. Students are expected to adhere to the College's student code of conduct which is stated below. Academic dishonesty represents active and /or passive participation in giving information, taking information, allowing information to be given, and allowing information to be taken from an unauthorized or unacknowledged source in a situation where individual performance is required. Academic dishonesty includes but is not limited to falsification of student or patient records during clinicals, obtaining competency exams during non-clinical hours, lack of truthfulness in repeating of exams and failure to abide by the ARRT code of conduct. Violation of this policy will result in disciplinary action up to and including termination from the program.

All students are expected to monitor their individual academic progress. If a student feels as if they are struggling in a course (including clinical courses) and needs additional assistance, the course instructor should be contacted immediately. The administration and faculty of the Radiologic Technology Program are committed to helping students enhance their academic and career potential.

STUDENT CODE OF CONDUCT

Dorsey College graduates are recognized for their professional skills, confidence, conduct and appearance. Therefore, we ask your cooperation in ensuring the development of these qualities in all students.

PROFESSIONAL CONDUCT DEFINED

All students are expected to conduct themselves with civility and respect toward fellow students and staff. Student behavior which could interfere with other students' rights, safety, health, or right to learn are prohibited. Possession, use, or distribution of illegal drugs or alcohol are strictly prohibited on school premises. If a student, or family member, has a substance abuse problem, please consult the managing director for a list of community agencies providing counseling and assistance. Behavior that is strictly prohibited includes but is not limited to: reporting to school or clinical sites under the influence of drugs or alcohol, threatening or intimidating behavior, possession of weapons, inappropriate use of cell phones or other electronic devices to record audio or video without prior campus approval, use of profanity, failure to comply with school policies or directives, theft, and/or misuse of school or another's property. Cheating and plagiarism are strictly prohibited. Students assume full responsibility for the

content and integrity of all academic work submitted; a student's submitted work, quizzes, examinations, reports, and projects must be the student's own original work.

A student who violates this Student Code of Conduct may lose academic credit, be counseled, issued a written warning, sent home for the day and/or be terminated from school; other actions may be implemented as determined appropriate to the offense. Dorsey College reserves the right to suspend or dismiss any student any time for misconduct or when such action is deemed to be in the best interest of the student or student body.

CHEATING AND PLAGIARISM

Dorsey College believes that cheating, in any form, is a serious violation of our Student Code of Conduct, and it will not be tolerated. Consequences for cheating of any form include failure of the course enrolled and possible termination from the program. Cheating can take many forms, including but not limited to plagiarism, obtaining, or giving away either questions or answers from an exam and copying the work of another or allowing another to copy one's written work, obtaining answers to quizzes/test from any unauthorized website. Cheating includes:

a) Submission of work that is not the student's own for papers, assignments, or exams,
b) Submission or use of falsified data, records, or signature forgery (including clinical sheets and clinical attendance),
c) The use of unauthorized material including textbooks, notes, cell phones/technical devices or computers during an examination,
d) Supplying or communicating, in any manner, unauthorized information to another student for the preparation of an assignment or during a quiz or examination,
e) Collaboration in the preparation of an assignment, (Unless specifically permitted or required by the instructor, collaboration will usually be viewed by the school as cheating.)
f) Obtaining or retaining partial or whole copies of examinations, tests, or quizzes before these are distributed for student use,
g) Misusing the computer-based testing system to a point of banishment,
h) Securing, giving, or exchanging information during examinations, tests, or quizzes, and/or
i) Cooperating with another student to do any of the above.

To "plagiarize" means to take and present as one's own a material portion of the ideas or words of another, or to present as one's own an idea or work derived from an existing source without full and proper credit to the original source of the ideas, words, or works. Plagiarism includes, but is not limited to, failure to indicate the source with quotation marks or footnotes, where appropriate, if any of the following are reproduced in the work submitted by a student:

a) A phrase, written or musical,
b) A graphic element,
c) A proof,
d) Specific language, and/or
e) An idea derived from the work, published or unpublished, of another person or persons.

HYBRID PROGRAM DELIVERY

Students enrolled in programs utilizing hybrid delivery are responsible to ensure that reliable internet access is consistently available during designated distance education courses.

Etiquette Rules for the Distance Education Classroom

- Sit up, as you would in a physical classroom, no lying-in bed, on the couch, etc.
- Make sure you are using your legal name as your screen name.
- Camera should be on unless you've received permission from your instructor to turn it off.
- Clothing is NOT optional. Remember that, even though you may be alone at home, your professor and classmates can see you; make sure that you are presenting yourself in the best possible light, at least from the waist up.
- Be aware of your surroundings. Your instructor and classmates can also see behind you. Make sure that there is nothing in the background (traffic, other people, a pile of laundry) that may distract from the class. While it is not necessarily the best choice to attend class from your bedroom, it may be the only place you can find peace and quiet away from roommates or family members. If that is the case, you can work to hide what you don't want seen.
- Mute is your friend. Once you log in to the virtual classroom, be sure to mute your microphone; this will help to eliminate background noise that could distract others.
- Raise your hand and wait to be called upon. If you wish to speak, either physically raise your hand or use the "Raise Hand" button (usually located at the center of the bottom of your screen, depending on which platform is being used). Once the teacher calls on you, unmute yourself and begin speaking. When you have finished speaking, do not forget to mute your microphone again.
- Most videoconferencing platforms have a chat feature where you can make comments and ask questions without interrupting the speaker. Note, your comments may be public and would be included in the recording of the session.
- Finally, be patient, be courteous, and anticipate unexpected outcomes such as physical or technical interruptions.

DRESS CODE

A well-groomed appearance significantly contributes to an individual's self-esteem and general performance; therefore, Dorsey College asks all students to maintain a healthy, clean, and well-groomed appearance. The following is the required dress code for the RT student and must be always maintained, in the classroom, lab, and clinical setting unless otherwise stated below.

- Students are required to be in a scrub uniform. Scrubs must be appropriate and presentable (correct fit, no wrinkles, tears, lint, etc.).
- Campus setting: (lecture and lab classes): solid, grey scrubs are to be worn. A solid white lab coat may be worn over the scrub top. It is also permitted to wear a grey scrub jacket over your scrubs. Male students should always wear a t-shirt under the scrub top. No hoodies are allowed to be worn in the lecture or lab setting. Scrubs may be worn over black, white or grey long-sleeve tops. The

scrub uniform must be the outermost layer. Hair that is shoulder length or longer must be tied back while in the lab setting.

- Clinical setting: solid, grey scrubs are to be worn. Lab coats or scrub jackets are to be worn over the scrub uniform whenever a student is off the patient care unit. The clinical uniform may change for clinical rotations according to clinical agency policies and/or preference. One set of clinical scrubs will be provided to you by your campus.
- OR setting: students must follow clinical site policies for wearing operating room scrubs. During the OR rotation, students must come in for the day dressed in their scrubs and leave in their scrubs. Students are not allowed to wear street clothes at any time.
- Shoes appropriate for a medical professional must be worn. Shoes must be clean and cover the entire foot. Open toed, backless, mule style, and shoes with holes are not permitted. Shoes must be made of a material that will not allow liquids to seep through or needles to penetrate.
- A Dorsey name badge is to be always worn on the uniform.
- Dosimeter badge must be always worn.
- Hats and headdresses (including head bands) of any type are not allowed except for that which is required for religious or health reasons and as approved by Dorsey College.
- Hair must be a professional natural color at the discretion of the campus. Hair that is shoulder length or longer must be tied back. A clean-shaven face is preferred. If a beard is worn, the length must be kept close to the face.
- Nails must be clean, trimmed, and must not be visible beyond the fingertip. In order to promote infection control, nail polish, artificial nails, acrylics, gels, tips, wraps, etc. are not permissible.
- Jewelry such as earrings, necklaces, bracelets, and rings are to be kept minimal so as not to cause injury to the client, student, or others. Ornate jewelry, including hoop earrings, bars, chains, etc., are not to be worn.
- All facial piercings such as nose, tongue, eyebrow, cheek, tragus, and lip must be removed. Earrings are limited to one earring per ear.
- All visible tattoos must be covered.

As stated above, the dress code must be followed in all settings. No exceptions will be made. Students found to be in violation of the dress code may be sent home from class or clinical as determined by the instructor. Absence/tardy policy will apply.

DISCIPLINARY PROCESS

The disciplinary process is as follows:

1. Warning (Note to File)
2. Written Violation of Policy
3. Second Written Violation of Policy is a possible removal from the program.

However, due to the nature of some offenses weight in succession of the program, each group below has a differing initial response.

The following offenses cover the entire Radiologic Technology program, is cumulative across the program and include actions in the classroom, the laboratory and the clinical setting.

ANY OFFENSE IN THIS GROUP RESULTS IN A FAILING GRADE AND PERMANENT DISCHARGE FROM THE PROGRAM.

OFFENSES

1. Obtaining, possessing, selling, or using drugs or other illegal or controlled substances on clinical education center property or Dorsey College property.
2. Theft, abuse, misuse, or destruction of the property or equipment of any patient, visitor, student, hospital employee, clinical education center, or Dorsey College.
3. Breach of confidential information about any patient, student, hospital employee, or the clinical education center without proper authorization.
4. Immoral, indecent, illegal, or unethical conduct on the clinical education center property or the property of Dorsey College.
5. Possession of weapons, wielding, or threatening to use firearm, illegal knives, etc., on the clinical education center property or the property of Dorsey College.
6. Assault on any patient, visitor, student, hospital employee or Dorsey College employee.
7. Abandoning a patient, radiologist and/or supervising technologist during a procedure to which you are assigned.
8. Misuse of patient, student, official clinical education center records, or official Dorsey College records.
9. Removal or falsification of patient, student, official clinical education center records or official Dorsey College records. (This includes clock in/out times). This also includes plagiarism on homework and coursework.
10. Disclosing confidential information about any patient, hospital employee, or the hospital without proper authorization, and/or knowingly violating HIPPA policy. NOTE: HIPAA violations can occur in the form of verbal, nonverbal, written, and electronic actions. HIPAA rules and regulations apply to all electronic and social networking services such as Facebook®, Twitter®, etc. Students should be aware of privacy identifiers at all times, including but not limited to:
    - Patient name, ID #, or birthdate
    - Gender
    - Exam performed/specifics of an incident
    - Dates/times
    - Facility in which exam or event occurred

- Names of facility personnel
- Events
- Student names using ANY of the above identifiers in a public environment or forum constitutes violation of HIPPA regulations.

Any violation of the following will result in an immediate ***Written Violation of Policy***.

1. Engaging in disorderly conduct that could ultimately threaten the physical wellbeing of any patient, visitor, student, clinical education center employee, or Dorsey College employee.
2. Accepting authority or responsibility beyond the level of demonstrated competencies in the Program.
3. Insubordination and refusal to obey orders. Refusing to do an exam. Consistent lack of initiative in the clinical setting.
4. Inconsiderate treatment of patients, visitors, students, educational center employees or Dorsey College employees.
5. Violation of safety rules and regulations or failure to use safety equipment provided.
6. Threatening, intimidating, or coercing other students, patients, visitors, clinical education center employees or Dorsey College employees.
7. Soliciting, vending, or distributing written or printed matter without proper authorization.

Any violation in this group will warrant one **warning (Note to File)** and the second violation will warrant a ***Written Violation of Policy***.

1. More than 2 repeats on laboratory competencies
2. Failure to maintain competency on previously comped procedures (laboratory and/or clinic)
3. Failure to adequately and accurately critique images for radiographic quality for procedures previously completed (laboratory and/or clinic)
4. Failure to apply concepts learn to set radiographic technical factors. Failure to select proper AEC settings. Failure to relate the mAs readout to the AEC setting (laboratory and/or clinic)
5. Failure to use your lead anatomical/initial markers on all procedures
6. Using post-processing masking tools instead of collimation
7. Leaving class, laboratory, or clinical area without proper authorization
8. Excessive tardiness. (More than two (2) per semester)
9. Smoking in restricted areas; smelling of smoke in patient areas
10. Inappropriate dress or appearance based on program standards
11. Unauthorized use of a cell phone, smart watch or a computer during clinical hours
12. Sleeping during scheduled, class, laboratory, or clinical hours

ARRT STANDARDS OF ETHICS

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

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

(AART Standards of Ethics)

CLINICAL EDUCATION POLICIES

RADIOLOGIC TECHNOLOGY PROGRAM CLINICAL PRACTICE OVERVIEW

The Radiologic Technology Program is a combination of academic classes and clinical education. The student spends part of the week in the classroom receiving the academic information necessary and the remaining portion of the week developing the psychomotor skills required to function competently in this field. A merger of the didactic and clinical portions of the program results in a student receiving the benefits of a total education package. To assure meaningful clinical participation, the student should have first mastered certain cognitive competencies deemed necessary. Without mastering these cognitive competencies first, the student will find it very difficult to participate on a meaningful basis in the clinical environment. For our program, the introductory academic classes will be offered in the beginning terms to prepare the student so a clear understanding of the clinical environment can be obtained.

GENERAL CLINICAL INFORMATION

DORSEY COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM CLINICAL PRACTICUM PERFORMANCE OUTLINE

The program will rotate on 12-week terms with a total of 8 terms for associate degree completion.

Radiologic Technologist students will begin rotations during term 4 with a set course of 990 hours of clinical practicum. The layout of the clinical rotation is listed below.

- Term 4 - 180 hours @ 2 days a week rotation
- Term 5 - 180 hours @ 2 days a week rotation
- Term 6 - 180 hours @ 2 days a week rotation
- Term 7 - 180 hours @ 2 days a week rotation
- Term 8 - 270 hours @ 3 days a week rotation

CLINICAL PRACTICUM CATEGORIES

- General Radiography
- Emergency
- GI
- Mobile
- OR
- Orthopedic
- Pediatric
- Special Modality rotation to include: CT, MRI, IR, Mammography and US.

CLINICAL OBJECTIVES, POLICIES AND PROCEDURES

CLINICAL OBJECTIVES

- Students will be assigned at the discretion of the Clinical Coordinator/Program Director to a set number of clinical sites during the program.
- All students must have reliable transportation to and from the assigned clinical location.
- Clinical assignments are to be treated as a class day and necessary attendance is required to meet program curriculum and outcomes. Clinical days will be based on a set schedule. All clinical time is mandatory. Times will vary per site.
- Students will be expected to follow the hospital/clinic department policies and protocols of their clinical site. The hospital's Clinical Instructor/Preceptor will be the immediate supervisor for the clinical courses.
- Radiologic Technology students are expected and required to always conduct themselves in a professional manner. Students are expected to follow the ethical standards accepted by radiologic professionals. This includes clinical site policies and procedures, professional attitude, personal conduct, appropriate dress, and HIPAA practices.
- At least one radiographer from each of the rotation areas will be performing the duties of a clinical instructor, or namely, clinical preceptor.
- Students are required to pass clinical competencies as they rotate through several diagnostic areas. These examinations are conducted by the clinical instructor/preceptor or registered technologist, and each student will be required to pass a specific number of competency procedures. Successful completion of the competency procedures is one criterion used for determining how well a student performed in the clinical environment.
- While learning in the clinical environment, the students are observed and instructed by the staff radiographers. Throughout the rotation, the staff radiographers will complete student performance evaluation forms biweekly for a quarter. These evaluations are important to the student's progress as the radiographers work with the student daily, and much can be learned from their evaluation of the student. These evaluations are the second part of the clinical practicum grade.
- Technologists in areas with assigned students who have not completed competency in a particular radiographic procedure will always be supervised. A technologist is required to be present in the radiographic room while students are performing examinations for which they have not been deemed competent based on the direct supervision criteria.
- Technologists in areas with assigned students who have achieved competency for a particular radiographic procedure need to minimally supervise the student. This means that their physical presence is not required in the radiographic room; however, technologists must be immediately available to students in the area based on the indirect supervision criteria.

CLINICAL SITE SUPERVISION OF STUDENTS

- In accordance with the Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards for an Accredited Educational Program, students must have adequate supervision during all clinical assignments. Students must perform all medical imaging procedures under the direct supervision of a qualified (registered-ARRT) radiologic technologist until students achieve 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. This assures that the patient's condition does not require special consideration and additional staff to complete the exam.
    - A qualified radiologic technologist is present during the entire procedure.
    - A qualified radiologic technologist reviews and approves the procedure and its radiographs. Image quality must be evaluated by a registered radiographer prior to an image being submitted for radiologist or doctor interpretation. Students shall not take the responsibility or the place of the qualified staff.
- After demonstrating competency, students may be permitted to perform procedures under indirect/limited supervision of a qualified radiologic technologist who is immediately available to assist students regardless of the level of student achievement. The student will be under direct supervision when working in the OR (operating room), angiographic facilities, CT, MRI, mammography, or with traumatic spine patients, during the entire clinical training time.
- The following conditions constitute **indirect supervision.**
    - 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. (This must be in person not by phone or intercom.) The technologist must be available to hear a student if a student needs assistance. This availability applies to all areas where ionizing radiation equipment is in use.
    - Students are not allowed to perform independently those exams in which they have not gained competency. They must be properly supervised until they gain competency in exams to be checked off.
    - A qualified radiologic technologist MUST BE present during student repeat of unsatisfactory radiographic images. Unsatisfactory images shall be repeated ONLY in the presence of a qualified radiographer, regardless of the student's level of competence. In addition, a completed supervised repeat form must be filled out and turned in to college faculty.

CLINICAL PERFORMANCE

- Students and technologists must complete all appropriate paperwork for clinical competencies.
- A student shall have adequate and proper supervision during all clinical assignments.
- Students who have yet to demonstrate competency of any radiographic procedure in their clinical education shall be under direct supervision.
- Students who have demonstrated competence through a passed competency of a radiographic procedure during clinical education shall be under the indirect supervision of a registered radiographer who is available for immediate assistance to the students.

- All repeat radiographic examinations are performed while the registered radiographer is present and with the student.
- Supervising radiographers shall be registered by the ARRT in diagnostic Radiologic Technology. Additional qualifications may be defined by the educational programs and/or affiliates.
- A ratio of no less than one registered radiographer to one student is mandatory.
- The student must have received a complete explanation in the respective areas:
    - Explanation of equipment used.
    - Explanation of examinations performed.
    - Explanation of the responsibilities of the student.
    - Administration of the clinical competency examination.
    - Critique of the student's images.
- While the student is in the clinical areas, they will be responsible for the following:
    - Assist and/or perform radiographic procedures performed in that area under the direct or indirect supervision of a registered radiologic technologist.
    - Complete the following performance objectives related to the examinations where applicable:
        - Evaluate the requisition.
        - Demonstrate proper physical facilities readiness.
        - Demonstrate proper student-patient relationship.
        - Demonstrate correct positioning skills.
        - Manipulate equipment effectively.
        - Proper collimation (radiation protection).
    - Evaluate the radiographic image for:
        - Anatomical parts
        - Proper alignment
        - Radiographic technique
        - Image identification
        - Proper collimation (radiation protection)
- When performing imaging procedures, the candidate must independently demonstrate appropriate:
    - patient identity verification;
    - examination order verification;
    - patient assessment;
    - room preparation;
    - patient management;
    - equipment operation;
    - technique selection;
    - patient positioning;
    - radiation safety;
    - image processing;
    - image evaluation.
- Students must have successfully completed their site orientation checklist before they can move on to the competency process. This ensures that the student knows their equipment and department protocols and policies.

THE COMPETENCY PROCESS

Competency Based Clinical Education (CBE) is a progressive approach to the development of a student's clinical skills and is an important element of the program. CBE is based on the coordination of learning between classroom, lab, and clinical instruction. In CBE, the students observe, apply knowledge, and practice radiographic positioning, radiographic procedures and radiographic technique at their clinical facility. Students may be assigned to limited off-hour clinical assignments to provide them with an increased opportunity to observe and apply critical thinking skills necessary for radiographic procedures involving trauma patients. These experiences are under the supervision of clinical instructors and/or staff radiographers and are approved/scheduled prior by college faculty.

The CBE procedure is as follows:

- Per the clinical assignment schedule, students will be assigned to specific radiographic sites, rooms or imaging areas to observe/participate in activities and exams being performed. The site supervisor or clinical preceptor will provide the students with a schedule based on their availability of technologists and exams.
- After the student has observed one procedure and applied their knowledge by sufficiently assisting in the procedure, have previously checked off on the procedure in the laboratory setting (procedures lab), and have demonstrated competency in operating the equipment (completed orientation checklist), then they may attempt a procedure competency on a patient.

RADIOGRAPHIC EXAM CLINICAL COMPETENCY PROCEDURE

Competency consists of two parts: 1) performance of the procedure and 2) image analysis of the radiographic images produced.

All students attempting clinical competency will follow the procedures listed below:

1. Students must have observed and assisted one of each radiographic procedures before they can attempt competency. Exceptions will be made for some procedures based on case availability at clinical sites and simulation instances. These will only be made by the Clinical coordinator and/or the Program Director.
2. The student will inform the clinical Instructor (CI) or qualified technologist of a competency attempt (be sure the tech has been approved to do competency evaluations) and provide the proper competency form prior to beginning the radiographic exam. The clinical instructor should always be asked first and if unavailable a qualified technologist (a qualified technologist is a registered tech for 1 year and has been given instruction on the competency process) may perform the competency evaluation. The approved tech or CI must observe the entire performance portion of the competency attempt and complete the form. If a comp has been performed with a technologist that is not qualified or has not been approved to perform competencies, the competency attempt is invalid. For a list of qualified technologists at your facility, please see your CI.
3. After the performance portion of the competency attempt is complete, the competency exam moves to the image analysis portion of the exam. Only the CI or Clinical preceptor can complete this section. The next step(s) will depend upon who observed the performance portion of the exam.

- If a technologist observed the performance portion, he/she will complete the observation portion of the paper competency form and either hand it to the CI or place it in the designated file for the CI. Note: some sites may prefer to give the partially completed competency form to the student who will then give the form to the CI rather than placing it in a designated area.
- If the CI observed the performance portion, he/she may choose to complete the image analysis portion as soon as the exam is complete or (if the department is busy) the CI may choose to wait and complete the image analysis portion later. The image analysis portion should be completed within 10 days of the performance observation and the exam.
- The clinical instructor is responsible for the final approval of the competency which is indicated by the instructor signature/data entry. The competency will be granted if the student satisfactorily meets all criteria. Competency attempts requiring a repeat image are considered unsuccessful (failed). Exceptions apply to procedures of 6 images or more.

4. All competencies, including attempted competencies must be entered into the Trajecsys online record keeping system. It is the responsibility of the student and/or program faculty to assure this is being done. Any attempted competencies not turned in to the CI or college faculty within 10 days of completion will be assessed a 5% deduction on the final grade in the course. If less than 10 days remain in the term, then the due date becomes the last day of the term. Repeated violations of this policy will lead to the disciplinary process of the program. The faculty reserves the right to make an exception for special circumstances. For sites in which the CI enters competencies into Trajecys, the student may also want to keep paperwork. In the event of a discrepancy, or the CI fails to enter the competency into the Trajecsys system, the student would be required to show the original paperwork as proof. For sites in which the CI does not enter competency into Trajecsys, all original completed competency forms are given to the student to be submitted to the clinical coordinator or supervising faculty to be entered into the Trajecsys system with the original returned to the student to keep for their records. In the event of a discrepancy, or the clinical coordinator or supervising faculty fail to enter the comp into the Trajecsys system, the student would be required to show the original paperwork as proof.

5. College faculty, clinical instructors, and supervising technologists have the right to assess student proficiency (re-check) on any procedure in which the student has demonstrated initial competency. If the student's skill level is determined to be inadequate, the competency will be withdrawn. The student will need to undergo remediation and then regain the competency.

Clinical competencies can only be obtained during assigned clinical rotations and times. If a student begins a competency exam before their scheduled time ends, they are allowed to stay to complete the exam. The student may not stay beyond their scheduled clinical time to begin an imaging procedure. Competency attempts made during hours not assigned by Dorey College will not be accepted and are in violation of program policy.

6. Any time a CI or a technologist is observing a student and feels that the patient is in danger, they may stop the competency attempt and take over completion of the exam. This will result in a failed competency attempt for the student. Failure to meet the required number of competencies and/or re-checks as stated in the clinical syllabi will result in possible failure of the course.

RECOMPETENCIES/RECHECK

To ensure continued competency and proficiency of exams, students are required to perform a specific type and number of re-checks per term. Each clinical syllabus will list the number of competencies and re-checks required. It is the student's responsibility to ensure that they are performing the correct number and category of re-competencies each semester. Re-checks can only be performed in the term they are required and only on competencies they have previously passed in a previous term. Students are allowed to re-check on an exam only once unless they failed the re-check and had the initial competency pulled. Students must announce to the CI or technologist that they are attempting a re-check and provide the correct form. The same process as the initial competency is used with one exception. At the CI's discretion, a student may repeat an image during a re-check and still maintain competency if they demonstrated competency in performing the exam (knowledgeable regarding direction and location of CR and positioned correctly), understood why the mistake happened, and repeated the image successfully. The student knew how to adjust for the repeat image and repeated the image successfully without guidance from the technologist. The student would still be considered competent. Keep in mind, that it is always the CI's decision. Students are not to challenge the CI's decision.

SIMULATION OF EXAMINATIONS

ARRT defines simulation of a clinical procedure routinely performed on a patient as the candidate completing all possible hands-on tasks of the procedure on a live human being using the same level of cognitive, psychomotor, and affective skills required for performing the procedure on a patient.

ARRT requires that competencies performed as a simulation must meet the same criteria as competencies demonstrated on patients. For example, the competency must be performed under the direct observation of the program director or program director's designee and be performed independently, consistently, and effectively. These simulations will be completed only in Quarter 8 of the program to ensure students have every attempt to get as many achieved competencies as possible in the clinical setting.

Simulated performance must meet the following criteria:

- Simulation of imaging procedures requires the use of proper radiographic equipment without activating the x-ray beam.
- A total of ten imaging procedures may be simulated. Imaging procedures eligible for simulation are noted within the chart.
- If applicable, the candidate must evaluate related images.
- Some simulations are acceptable for General Patient Care. These do not count toward the ten imaging procedures that can be simulated.

Simulations must be scheduled with the clinical instructor/program director and completed before the student can graduate.

REPEAT POLICY

In the instance students need to repeat an image, they must have a technologist with them at that time. If there is failure to do so, the disciplinary process will be followed.

RADIOGRAPHY CLINICAL COMPETENCY REQUIREMENTS

ARRT COMPETENCY REQUIREMENTS

GENERAL PERFORMANCE CONSIDERATIONS

Patient Diversity Demonstration of competence should include variations in patient characteristics such as age, gender, and medical condition.

Elements of Competence Demonstration of clinical competence requires that the program director or the program director's designee has observed the candidate performing the procedure independently, consistently, and effectively during the course of the candidate's formal educational program.

RADIOGRAPHY-SPECIFIC REQUIREMENTS

As part of the education program, candidates must demonstrate competence in the clinical procedures identified below. These clinical procedures are listed in more detail in the following sections:

- Ten mandatory general patient care procedures;
- 36 mandatory imaging procedures;
- 15 elective imaging procedures selected from a list of 34 procedures;
- One of the 15 elective imaging procedures must be selected from the head section; and
- Two of the 15 elective imaging procedures must be selected from the fluoroscopy studies section.

One patient may be used to document more than one competency. However, each individual procedure may be used for only one competency (e.g., a portable femur can only be used for a portable extremity or a femur but not both.

General Patient Care Procedures	Date Completed	Competence Verified By
CPR/BLS Certified		
Vital Signs – Blood Pressure		
Vital Signs – Temperature		
Vital Signs – Pulse		
Vital Signs – Respiration		
Vital Signs – Pulse Oximetry		
Sterile and Medical Aseptic Technique		

General Patient Care Procedures	Date Completed	Competence Verified By
Venipuncture*		
Assisted Patient Transfer (e.g., Slider Board, Mechanical Lift, Gait Belt)		
Care of Patient Medical Equipment (e.g., Oxygen Tank, IV Tubing)		

Imaging Procedures	Mandatory or Elective		Eligible for Simulation	Date Completed	Competence Verified By
	Mandatory	Elective			
Chest and Thorax					
Chest Routine	☐				
Chest AP (Wheelchair or Stretcher)	☐				
Ribs	☐		☐		
Chest Lateral Decubitus		☐	☐		
Sternum		☐	☐		
Upper Airway (Soft-Tissue Neck)		☐	☐		
Sternoclavicular Joints		☐	☐		
Upper Extremity					
Thumb or Finger	☐		☐		
Hand	☐				
Wrist	☐				
Forearm	☐				
Elbow	☐				
Humerus	☐		☐		
Shoulder	☐				
Clavicle	☐		☐		
Scapula		☐	☐		
AC Joints		☐	☐		
Trauma: Shoulder or Humerus (Scapular Y, Transthoracic or Axial)*	☐				
Trauma: Upper Extremity (Non-Shoulder)*	☐				

Imaging Procedures	Mandatory or Elective		Eligible for Simulation	Date Completed	Competence Verified By
	Mandatory	Elective			
Lower Extremity					
Toes		☐	☐		
Foot	☐				
Ankle	☐				
Knee	☐				
Tibia-Fibula	☐		☐		
Femur	☐		☐		
Patella		☐	☐		
Calcaneus		☐	☐		
Trauma: Lower Extremity*	☐				

Imaging Procedures	Mandatory or Elective		Eligible for Simulation	Date Completed	Competence Verified By
	Mandatory	Elective			
Head – Candidates must select at least one elective procedure from this section.					
Skull		☐	☐		
Facial Bones		☐	☐		
Mandible		☐	☐		
Temporomandibular Joints		☐	☐		
Nasal Bones		☐	☐		
Orbits		☐	☐		
Paranasal Sinuses		☐	☐		
Spine and Pelvis					
Cervical Spine	☐				
Thoracic Spine	☐		☐		
Lumbar Spine	☐				
Cross-Table (Horizontal Beam) Lateral Spine (Patient Recumbent)	☐		☐		
Pelvis	☐				
Hip	☐				
Cross-Table (Horizontal Beam) Lateral Hip (Patient Recumbent)	☐		☐		

Imaging Procedures	Mandatory or Elective		Eligible for Simulation	Date Completed	Competence Verified By
	Mandatory	Elective			
Sacrum and/or Coccyx		☐	☐		
Scoliosis Series		☐	☐		
Sacroiliac Joints		☐	☐		
Abdomen					
Abdomen Supine	☐				
Abdomen Upright	☐		☐		
Abdomen Decubitus		☐	☐		
Intravenous Urography		☐			

Imaging Procedures	Mandatory or Elective		Eligible for Simulation	Date Completed	Competence Verified By
	Mandatory	Elective			
Fluoroscopy Studies – Candidates must select two procedures from this section and perform per site protocol.					
Upper GI Series, Single or Double Contrast		☐			
Contrast Enema, Single or Double Contrast		☐			
Small Bowel Series		☐			
Esophagus (*NOT* Swallowing Dysfunction Study)		☐			
Cystography/Cystourethrography		☐			
ERCP		☐			
Myelography		☐			
Arthrography		☐			
Hysterosalpingography		☐			
Mobile C-Arm Studies					
C-Arm Procedure (Requiring Manipulation to Obtain More Than One Projection)	☐		☐		
Surgical C-Arm Procedure (Requiring Manipulation Around a Sterile Field)	☐		☐		
Mobile Radiographic Studies					
Chest	☐				
Abdomen	☐				

Imaging Procedures	Mandatory or Elective		Eligible for Simulation	Date Completed	Competence Verified By
	Mandatory	Elective			
Upper or Lower Extremity	☐				
Pediatric Patient (Age 6 or Younger)					
Chest Routine	☐		☐		
Upper or Lower Extremity		☐	☐		
Abdomen		☐	☐		
Mobile Study		☐	☐		
Geriatric Patient (At Least 65 Years Old **and** Physically or Cognitively Impaired as a Result of Aging)					
Chest Routine	☐				
Upper or Lower Extremity	☐				
Hip or Spine		☐			
Subtotal					
Total Mandatory exams required	36				
Total Elective exams required		15			
Total number of simulations allowed			10		

REQUIRED NUMBER OF COMPETENCIES/RECHECKS

Student radiographers will be required to complete fifty-one (51) competency evaluations within the two years of their clinical study. The number and type of procedure per semester will be stated in the course objectives for that term. The actual number of competencies for each clinical course is listed below. Students are allowed to earn more competencies each semester. However, they must meet the required amount each term to move forward in clinical. The more achieved each term lessens the amount in the next. However, satisfactory completion of didactic course work, laboratory practice, and/or clinical practice is necessary for the student to be eligible to perform a competency evaluation. Students must receive didactic and clinical instruction on how to perform a procedure before a competency on that procedure can be earned. Additionally, students must participate in the required number of observed, and assisted exams before they can attempt a “unassisted” competency.

Radiography Course Required Number of Competencies Required Rechecks	Required Number of Competencies	Required Rechecks
RAD215	6	0
RAD225	11	1
RAD235	11	2
RAD248	0	4
RAD255	12	3
RAD265	11	0

EVERY IMAGING PROCEDURE MUST HAVE 1 OBSERVED AND 1 ASSISTED BEFORE AN ATTEMPTED COMPETENCY

***Exceptions are for simulated exams at the end of the program and OR/GI cases due to availability.**



CLINICAL GRADING SCALE

Student must receive a 75% in each clinical radiography practicum to pass the course. To receive the clinical grade students are graded on the processes stated below:

- Student must pass each competency successfully with a 75% or greater and the overall competency average must be 75% or greater each quarter.
- Students must achieve the required number of competencies and rechecks stated for each practicum.
- Students must achieve 75 % or greater on their overall average of student performance evaluation each term. These are done biweekly.

STUDENT PERFORMANCE EVALUATION

To determine that a student successfully completed clinical objectives, evaluations are performed throughout the Clinical Practicum courses of the Radiography Program. These evaluation criteria are clearly explained in the instructor's individual syllabus each term. These evaluations are part of the clinical grade. Students will receive an evaluation biweekly and is to be filled out by any technologist the student worked with or their clinical instructor. Late clinical evaluations are deducted 10% each week they are late. After two weeks evaluations will be given a zero (0).

GENERAL CLINICAL SITE POLICIES

CLINICAL CELL PHONE POLICY

Dorsey College recommends that each student obtain and retain a cellular phone (for communication with instructor before and after clinical and to access Trajecys document management). **NOTE: Use of wireless communication (i.e. cell phones, MP3, Bluetooth, etc.) is not permitted; therefore, such devices must be turned OFF or placed in silence mode during clinical time. Procedures needed to be logged in Trajecys must be only logged on break time or after clinical. Clinical time is not to be used for logging procedures.** If you must use your cell phone for an emergency, please communicate with your clinical preceptor or assigned technologist of the day. Students must adhere to individual site policies for electronics, as well.

CLINICAL ASSIGNMENT OF STUDENTS

The clinical setting provides real-life situations where there are opportunities to apply classroom theory to practice. Individual clinical sites will require any or all of the following:

- physical (health) screening,
- a COVID-19 vaccine,
- a negative TB test indicated by a negative skin test, or a physician confirmed negative chest x-ray,
- proof of immunity against communicable diseases,
- hepatitis B vaccinations,

- forms documenting compliance with universal precautions, and
- compliance with policy and procedures, and confidentiality.

At any time upon entry or during clinical assignment, students must be able to demonstrate that they have not been convicted of a crime or offense that prohibits employment, hire, or gaining of clinical privileges in a health care setting as required by Michigan Public Acts 27, 28, and 29 of 2006 and does not use any illegal drugs or abuse prescription medications by undergoing drug testing. Consistent with the laws in the State of Michigan and as a condition of participation in a clinical setting, individual clinical sites may require additional or random drug screening and/or a criminal background check at any time. It is the ethical responsibility of the student to report any potential issues which could affect clinical placement eligibility to the clinical instructor or program director immediately. Any student who fails a criminal background investigation or drug screening is ineligible for clinical site placement and therefore ineligible for continued participation in the Dorsey College radiologic technology program. Students are placed in a variety of clinical settings throughout their academic program, which provide students with a range of experiences with diverse populations, organizations, and agencies. Clinical rotations begin early in the program and continue throughout on a rotational basis. The clinical locations and meeting times vary according to the site and school scheduling demands. If classes are cancelled at a Dorsey College campus, students in clinical courses should still report, if it is open. Clinical students may wish to call their assigned clinical instructor in advance to ask if they should report to their site.

CLINICAL PLACEMENT

Clinical placement will be determined by availability of site and number of students allowed. It will not be guaranteed that your site will be close to your residence. Faculty will do the best they can to keep transportation in mind. However, there will be a rotation of sites throughout the length of the program. At any time, clinical site locations may change if circumstances change such as, tech availability, procedure regularity and/or student conduct. However, the clinical coordinator or program director will inform the student in advance. It is essential that students receive the best rotations for competencies and experience.

CLINICAL ORIENTATION

Students will be placed in different sites that may require them to visit the site prior to the start date. This is necessary to orientate themselves with the system. This can include and may not be limited to badge retrieval, parking passes and online courses. It is mandatory that the student complete any tasks necessary to complete their training. Students will have to make time outside of the course to visit the sites and the program director and/or clinical coordinator will work with the student to schedule the time slot.

CLINICAL DRESS CODE

Students are to follow the dress code of the Dorsey College Radiologic Technology program while at clinical sites. In the event students rotate through the OR, they are to follow the rules of the OR at the clinical site. Additionally, students need to arrive and leave the site in their Dorsey College Radiologic Technology program dress code.

TRANSPORTATION

Dorsey College does not provide transportation to and from clinical sites. Students are responsible for providing their own transportation to and from their assigned clinical location. There will be sites all over Metro Detroit and surrounding areas, so it is necessary to be able to have the appropriate transportation to these sites.

COMPLIANCE WITH CLINICAL AGENCY POLICY

Compliance with clinical agency rules and regulations including the use of the agency resources and materials is required. Failure to return materials to an agency may result in a "hold" being placed on student's eligibility to transition to the next term. Students are responsible to maintain compliance with all clinical requirements including maintaining up to date immunizations, current BLS training, and physically able to meet the demands of working in a clinical setting. Students are also to follow all standard precautions, policies on smoking, substance abuse and parking. Failure to meet these requirements will result in removal from clinical site and can cause failure of the course.

INJURIES AT CLINICAL SITES

Any student who incurs an injury or accident during their program at a clinical site must notify the clinical coordinator and program director as soon as possible. The student will be instructed to follow the clinical site's process when such an injury occurs within their facility. Additional information is available in Dorsey College's Health and Safety Plan which is located on the website at www.dorsey.edu Under Policies and Plans.

PERSONAL ILLNESS OR INJURY

Any student who is unable to perform routine duties of a radiologic technologist because of personal illness or injury must notify the clinical coordinator and program director as soon as possible. The student must notify the program director and clinical coordinator in writing as soon as possible of the anticipated length of the illness or disability.

CLINICAL ATTENDANCE

Students are required to complete ALL clinical practical hours as scheduled. Missed clinical hours are only made up for approved mitigating circumstances. Make-up hours must be completed under the supervision of a radiologic technologist and are scheduled based on the availability of the clinical site and supervisor. These may be scheduled during weekends, scheduled school breaks, and/or second or third shifts. There is never a guarantee that make-up hours will be available. If all clinical hours are not met, then failure of the course will result.

CLINICAL ATTENDANCE-RECORD KEEPING:

- Attendance at all clinical education assignments is the RESPONSIBILITY OF EACH STUDENT.
- Students will be scheduled for a minimum of 8 hours (up to a maximum of 10 hours per day) at every site with a ½ hour lunch allotment. Students may be asked to follow their clinical sites lunch/break policy. Students cannot change their lunch time allotment and expect to be granted

time not taken towards clinical time. If the student so chooses to take a shorter lunch due to interest of an upcoming procedure it is considered their own choice. However, students will still be given ½ hour lunch time per every scheduled day.

- Daily arrival and departure times are recorded in an online clinical management system (Trajecsys). Each student is responsible for clocking in and out using the device designated by the clinical site. The use of personal devices is prohibited unless prior approval has been granted by Dorsey's Clinical Coordinator. Clinical hours recorded through an unauthorized device or method may be denied and may not count toward program completion requirements.
- More than **2** failures of missed punches in or out will result in a 5% clinical grade deduction.
- Program faculty has the discretion to mark the student tardy if location cannot be verified by Trajecsys or clinical site personnel.
- Students may not clock-in or out for other students.
- Falsifying attendance records will be cause for removal from the program.
- Every day of attendance must be documented upon arrival and departure. If there is a late arrival or early departure during assigned clinical education, or any other departure from routine hours, a time exception must be filed through Trajecsys and validated by the clinical coordinator/program director. Exceptions to this must be a pre-arranged adjustment of hours to fit clinical site requirements/needs set by the clinical coordinator/program director.
- If a registered technologist is no longer available, student must notify the clinical coordinator/program director immediately, so the appropriate action can be implemented. If time is missed in this occurrence, the student will have to make up that time before the end of the quarter during which the missed time occurred.
- Students are not allowed to acquire additional time beyond their scheduled hours, unless prearranged with program faculty and the site clinical instructor/supervisor for missed time purposes. Students **CANNOT** make these decisions on their own. These times must be approved by the program faculty and with site personnel.
- Only the clinical hours a student was scheduled will be applied towards their total clinical hours. It is understood students staying late to complete a procedure are doing so as a professional courtesy and to show dedication and good work skills.
- Failure to comply with any attendance policy will result in repeating clinical time and/or grade reduction.

CLINICAL ATTENDANCE-TARDINESS

- Tardiness or late arrival is defined as not clocking into Trajecys at your scheduled time or punching in after 5 mins of scheduled time. Additionally, the student must be in assigned area and ready to begin clinical practicum or they can be marked tardy.
- Clinical tardiness polices will follow Dorsey College procedure that 4 tardies are considered an absence.
- There is a 5 minute grace period for being late, however faculty may take into consideration inclement weather, depending on the situation. The following will apply to tardiness:

- If a student is late, but is within 6- 60 minutes (exactly-no exceptions) of their scheduled time, the late is counted as a tardy and the student will need to make up the time lost in the corresponding quarter.
- If a student is late beyond 60 minutes, but within 4 hours of their scheduled time (no exceptions) then a clinical grade deduction of 2.5% will be imposed and the student will be issued 2 tardies. The missed time must be made up by the end of the quarter in which the time missed occurred.
- If a student is late beyond 4 hours of their scheduled time, then a clinical grade deduction of 5% will be imposed and the student will be issued 3 tardies. The missed time will need to be made up by the end of the quarter in which the time missed occurred.
- An accumulation of 3 tardies in a quarter will result in an additional 5% deduction from their clinical grade and a **Written Warning.**
- 4th late arrival will receive a 10% deduction from their clinical grade and student will be granted one full day absence from clinical. The missed time will need to be made up by the end of the quarter in which the time missed occurred. Student will also be given a **Violation of Policy.**
- 5th tardy will receive a 10% deduction in clinical grade and student will be suspended from clinical for 2 days. These 2 days will then have to be made up by the end of the quarter in which the time missed occurred to receive a clinical grade. If this is not completed before Friday of the 12th week of the quarter, the student will fail the course and may have to withdraw from the program. The student will also receive a **Violation of Policy.**

CLINICAL ATTENDANCE ABSENCE

Due to the nature of the importance of clinical competencies for graduation, the necessary skills in patient care and critical thinking, the variety of procedures and the availability of sites **ALL CLINICAL TIME IS MANDATORY.**

Missed clinical days are only allowed for mitigating circumstances approved by the Program Director.

Missed clinical time will need to be made up by the end of the quarter in which the time missed occurred. It is not to be assumed or guaranteed that this can be arranged by the site the student attends. In the event time is allowed to be made up, the student must get approval from the program director and the clinical site. The student CANNOT just chose this time on their own. It also is to be understood that makeup time may be after normal clinical hours, on weekends, and/or on scheduled breaks to fit the site availability.

In the event that an unforeseen emergency happens and the student cannot attend clinical the following must happen:

- Student is to call the program director,
- Student is to call the site and inform them of their absence,
- Student will have to schedule a meeting with the program director before returning to clinical and a written warning will be issued,
- The student will also lose 10% from their clinical grade, and
- Student must then make up the time in the term the absence occurred.

In the event a second unscheduled emergency event happens the student must:

- Student is to call the program director,
- Student is to call the site and inform them of their absence, and
- Student will have to schedule a meeting with the program director before returning to clinical and is subject to failure of the practicum courses.

MODALITY ROTATIONS

To familiarize students with the clinical indications, general imaging considerations and general knowledge of other modalities in medical imaging, students may be assigned to limited rotations in MRI, Nuclear Medicine, CT and Ultrasound as their availability exists. Students who have completed their ARRT competency requirements may request additional time in the above areas or may request observation in other modalities such as, Radiation Therapy, Interventional imaging, Cardiac Cath Lab or Mammography and as long as the opportunity exists.

STUDENT EMPLOYMENT POLICY

If a student becomes employed as a part-time/student radiographer by the affiliated site, then this employment must take place outside of the designed weekly program clinical hours. The hours accrued during a student's part-time work cannot be counted toward their clinical time. Nor can students acquire clinical competencies during scheduled work hours. All designated program clinical hours are unpaid, and all clinical competencies must be obtained during scheduled clinical hours.

MRI SAFETY

MRI SCREENING POLICY

Prior to starting clinical, students are informed of the safety hazards of MRI and are required to complete a screening form which will be reviewed by the Program Director. If the student's medical history prohibits the student from being in the MRI suite, the student and staff will be notified. The student must be evaluated and approved by the site's MRI technologist before they will be allowed to participate in the MRI clinical rotation. Please advise the program faculty and/or MRI staff if any changes have occurred since your initial screening.

MRI SAFETY

Magnetic Resonance Imaging (MRI) machines generate a very strong magnetic field within and surrounding the MR scanner. It is of utmost importance that the student remember that the magnetic field is ALWAYS ON and can be dangerous. Magnetically susceptible (ferromagnetic) materials (steel/iron) even at a distance can become accelerated into the bore of the magnet with force sufficient enough to cause damage to equipment and/or serious injury to patients and personnel in its path. Therefore, great care is taken to prevent ferromagnetic objects from entering the MRI scanner room. It is the responsibility of the qualified MR department staff, especially the technologist, to control access to the scanner room. As a Radiologic Technology program student, you are part of the Imaging Team and are obligated to follow all MRI safety policies and procedures.

- It is vital all metallic objects are removed before entering the MRI static magnetic field, including watches, jewelry, and items of clothing that have metallic threads or fasteners.
- Unsecured metallic objects (paper clips, scissors, pens, etc.) must be removed as they can be carried into the MRI suite can become projectiles that can cause injury or death.
- If you have a bullet, shrapnel or similar metallic fragments in your body there is a potential risk that it could change position possibly causing injury.
- The magnetic field of a scanner can damage an external hearing aid or cause a heart pacemaker to malfunction
- History of any surgical procedure that involves implanted electronic device(s) or any implant within/on our body you were not naturally born with will need to be reviewed prior to your clinical rotation

IMPORTANT CONCERN

Remove ALL metallic objects before entering the MR environment or MR system room including hearing aids, beepers, cell phone, keys, eyeglasses, hair pins, barrettes, jewelry (including all body piercings), watch, safety pins, paperclips, money clip, credit cards, bank cards, magnetic strip cards, coins, pens, pocketknives, nail clippers, steel-toed boots/shoes, and tools. Loose metallic objects are especially prohibited in the MR system room and MR environment

FORMS AND IMPORTANT DOCUMENTS

MAGNETIC RESONANCE SCREENING FORM FOR STUDENTS

Magnetic resonance (MR) is a medical imaging system in the radiology department that uses a magnetic field and radio waves.

This magnetic field could potentially be hazardous to students entering the environment if they have specific metallic, electronic, magnetic, and/or mechanical devices. Because of this, students must be screened to identify any potential hazards of entering the magnetic resonance environment before beginning clinical rotations.

Pregnancy Notice: The declared pregnant student who continues to work in and around the MR environment should not remain within the MR scanner room or Zone IV during actual data acquisition or scanning.

Student Name: _____ Date: _____

If any of the below conditions apply, the student may be prevented from participating in an MRI rotation.

	Select Yes or No	
1. Have you had prior surgery or an operation of any kind?	Yes	No
If yes to question 1, please indicate the date and type of surgery: Date: _____ Surgery Type: _____		
2. Have you had an injury to the eye involving a metallic object (e.g. metallic slivers, foreign body)?	Yes	No
If yes to question 2, please describe:_____		
3. Have you ever been injured by a metallic object or foreign body (e.g., BB, bullet, shrapnel, etc.)?	Yes	No
If yes to question 3, please describe: _____ _____		
Please indicate if you have any of the following:		
Aneurysm clip(s)	Yes	No
Cardiac pacemaker	Yes	No
Implanted cardioverter defibrillator (ICD)	Yes	No
Electronic implant or device	Yes	No
Magnetically-activated implant or device	Yes	No
Neurostimulator system	Yes	No
Spinal cord stimulator	Yes	No
Cochlear implant or implanted hearing aid	Yes	No
Insulin or infusion pump	Yes	No
Implanted drug infusion device	Yes	No
Any type of prosthesis or implant	Yes	No
Artificial or prosthetic limb	Yes	No

Any metallic fragment or foreign body	Yes	No
Any external or internal metallic object	Yes	No
Hearing aid	Yes	No
Other device: _____	Yes	No

I attest that the above information is correct to the best of my knowledge. I have read and understand the entire contents of this form and have had the opportunity to ask questions regarding the information on this form. ***Should any of this information change, I will inform my program director***.

Student Signature: _____ Date: _____

Remember: The magnet is always on!

Review by Credentialed Practitioner

☐ The student has not identified any contraindications to entering MR Zone III or IV.

☐ The student has identified contraindications to entering MR Zones III and IV. The student has been advised not to progress past MR Zone II unless screened by an MR Level II Technologist onsite at each clinical setting.

Form Information Reviewed By:

_____	_____	_____	_____
Name	Signature	Title	Student Initials

This screening form is to be completed at the beginning of the student's program and at the start of the second half of the program.

HANDBOOK AGREEMENT FORM

ACKNOWLEDGEMENT OF RECEIPT OF DORSEY COLLEGE RADIOLOGIC TECHNOLOGY STUDENT HANDBOOK

Please read this handbook carefully, then sign below and return this page to the Program Director on the first day of class. Keep this handbook in a place where you will be able to use it as a reference throughout the program. If you have any questions, please contact the Program Director. I have read the student handbook and agree to comply with all rules, regulations, policies, restrictions, and requirements contained therein and in any future amendments or modifications to this handbook provided to me in writing. I understand this handbook applies to all course work in this Radiologic Technology Program.

I, _____ certify that I have read,
(Print Name)
understand, and will abide by the content of this Dorsey College Student Radiologic Technology Handbook.

Signature: _____Date:_____

RADIATION SAFETY POLICY ACKNOWLEDGEMENT FORM

ACKNOWLEDGEMENT OF RECEIPT OF DORSEY COLLEGE RADIOLOGIC TECHNOLOGY RADIATION SAFETY POLICY

Please read the radiation safety policies in this handbook carefully, then sign below certifying receipt and understanding of the policies. Keep this handbook in a place where you will be able to use it as a reference throughout the program. By signing this acknowledgement, you are stating you will follow all radiation safety measures listed in your applicable courses, labs and clinical settings. Any failure to do so will make this acknowledgement null and void and possibly cause dismissal from the program. If you have any questions, please contact the program director.

I have read the student radiation policy in this handbook and agree to comply with all rules, regulations, policies, restrictions, and requirements contained therein and in any future amendments or modifications to this handbook provided to me in writing.

I, _____ certify that I have read,
(Print Name)
understand, and will abide by the radiation safety polices, regulations and restrictions stated in this handbook.

Signature: _____Date:_____