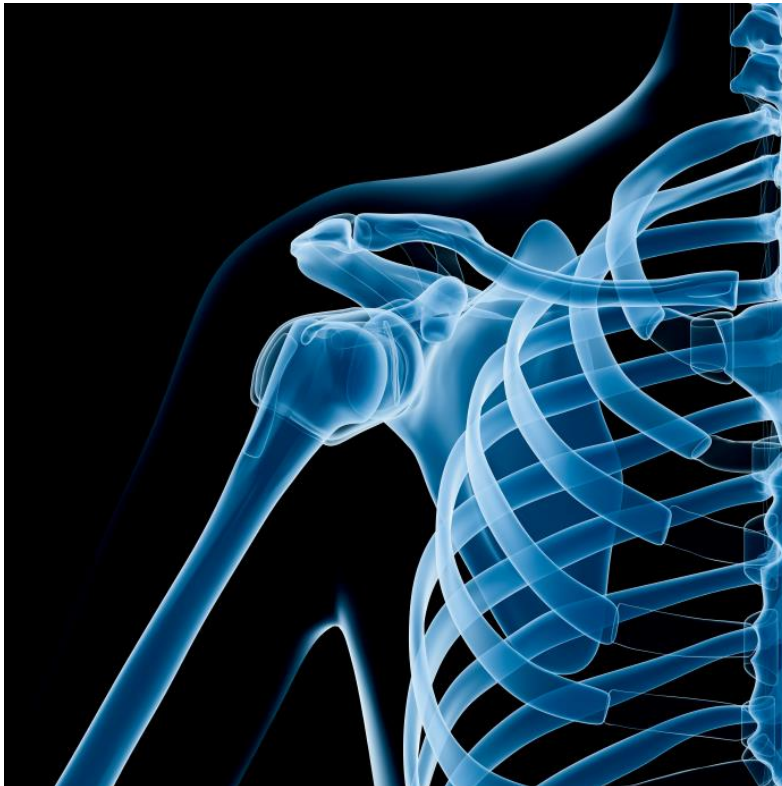




Radiography Program Student Handbook 2022-2024



NOTE: All policies and procedures as stated in this handbook are subject to change at any time at the discretion of the college with due notice to the student. This handbook is a supplement to the Mid Michigan College Catalog.

Significant effort has been made to ensure this content meets accessibility guidelines. If you encounter a barrier you can report the barrier at midmich.edu/reportaccessibilitybarrier or contact CONTENT OWNER at (989) 386-6603 or academics@midmich.edu.

Table of Contents

I.	Mid Information.....	2
A.	Mid Michigan College Accreditation	2
B.	Mid Michigan College Mission Statement	2
II.	Radiography Program Information	2
A.	Program Philosophy.....	2
B.	Program Overview	3
C.	Professional and Ethical Conduct.....	3
D.	Radiography Program Mission Statement	4
E.	Radiography Program Goals and Learning Outcomes	4
F.	Program Effectiveness Measures	5
G.	Program Accreditation	5
H.	Program Organizational Chart	6
I.	Clinical Sites/Instructors.....	6
J.	Advisory Committee.....	6
K.	Employment while in the Radiography Program.....	6
III.	Health Requirements.....	6
A.	Health Record	6
B.	Basic Cardiac Life Support (BCLS)--(Health Care Provider Course).....	7
C.	Criminal Background Check and Drug Screen	7
D.	Temporary Health Conditions.....	8
i.	Medical/Physical Conditions including Pregnancy	8
ii.	Incident Report.....	8
IV.	Program Policies and Procedures.....	8
A.	Academic Regulations and Policies.....	8
B.	Grading Scale.....	9
C.	Grade Change and Review Procedures.....	9
D.	Radiography Program Complaint Policy	9
E.	Re-Entry Policy.....	9
F.	Attendance Policy	10
G.	Test Policy	10
H.	Substance Abuse Policy	10
I.	Nondiscrimination Policy	10
J.	Incident Reporting Policy	11
K.	Capstone Examination and Assignment	11
L.	Certification Examination for Program Graduates	11
V.	Clinical Information.....	11
A.	Clinical Experience.....	11
B.	Clinical Assignment Process and Procedure.....	12
C.	ACEMAPP Assessments	12

VI.	Laboratory Information.....	12
A.	Safety Guideline-Radiography Laboratory.....	12
B.	Other Laboratory Guidelines.....	12
VII.	Additional Student Information	12
A.	Program and Student Information, Records, and Communication.....	12
B.	Disability Services and Requests for Accommodations	13
C.	Student Government and Activities	13
D.	Radiation Badge Monitoring Guidelines	13
E.	Graduation Requirements	13
	Appendix A: Michigan Right to Know Law.....	14
	Appendix B: Medical Clearance Form	15
	Appendix C: Infection Prevention Policy	16
	Appendix D: Bloodborne Pathogen Policy.....	16
	Appendix E: Radiography Program Acceptance of Policies and Procedures.....	17

I. Mid Information

A. Mid Michigan College Accreditation

Mid Michigan College is accredited by the Higher Learning Commission.

B. Mid Michigan College Mission Statement

We develop knowledge and ability to empower learners and transform communities.

II. Radiography Program Information

A. Program Philosophy

The Mid Michigan College Radiography Program offers the opportunity for students to obtain an Associate's in Applied Science Degree as a contribution to the health education needs of the community it serves. The program is based on the belief that Radiographers must be knowledgeable and technically competent, must possess excellent interpersonal skills and a strong work ethic, and be able to function well under stress. It is essential for all involved with the program to establish and maintain the highest professional standards possible.

Radiography Program officials strive to conduct all aspects of the program in a manner that:

1. Is supportive of the College, the affiliated Clinical Education Settings, and the Profession of Radiologic Technology.
2. Demonstrates belief in the dignity and worth of all people and treats all involved with the program with respect at all times
3. Continuously improves the overall program and strives to meet the highest standards of quality attainable.
4. Values knowledge, learning, critical thinking, initiative, responsibility, discipline, compassion, and professionalism.
5. Demonstrates the importance of positive interpersonal relationships and effective communication.
6. Promotes the concept of self-evaluation in relation to professional and personal goals, and to emphasize the importance of continuing education.
7. Provides opportunities for the student and practicing radiographer to explore new developments in diagnostic medical imaging.

B. Program Overview

Consistent with the College's Mission Statement and objectives, the Radiography Program has developed educational experiences for students based upon its philosophy. Resources provided by the College, cooperating community hospitals and other health agencies are utilized in the program. The qualified student is provided initial educational opportunities in a college environment and shares the intellectual and social responsibilities, privileges and experiences with college students in other curricula.

The program assumes responsibility for planning, supervising and evaluating the learning experiences of the curriculum. These experiences are developed to meet identified program objectives, College requirements for the Associate in Applied Science Degree and eligibility standards to sit for the certification examination of the American Registry of Radiologic Technologists. The curriculum is formulated on the principle that the student radiographer's education should blend knowledge and skills derived from a program of studies including the natural sciences, mathematics, social sciences, health principles, and communication skills with radiography principles in developing the skills needed to enter the field as a beginning practitioner. As a member of the patient-oriented team of health occupation specialists, the radiographer utilizes basic knowledge and skills to contribute to patient care in the provision of diagnostic services as indicated by patient needs.

Following successful completion of prerequisite courses, the curriculum requires 5 semesters to complete. The first year of the program is primarily on-campus in the classroom and energized laboratory. General Education courses may be taken with the prerequisite courses or during the first year of the program. During the second year, practical application of the basics of imaging is experienced in cooperating affiliate hospitals under the direction of the Clinical Coordinator and Clinical Instructors. Didactic coursework is also required during the second year. Those successful in meeting the program objectives are awarded the Associate in Applied Science Degree in Radiography.

C. Professional and Ethical Conduct

The Radiography Program strives to meet high professional and ethical standards for all who are associated with the program. The American Society of Radiologic Technologists and the American Registry of Radiologic Technologists have collaborated on a Code of Ethics for professional Radiographers. This Code of Ethics may be viewed at asrt.org or artt.org.

Students are bound by all policies of Mid Michigan College and should familiarize themselves with these through reading the catalog.

Students are expected to be adequately prepared for each class session. It is reasonable to expect *at least* two hours of outside study for every hour spent in the classroom. Students are expected to prepare for each class session by reading assigned chapters and following through with instructions in the Moodle course shell.

Students are expected to assist in maintaining a classroom environment that is conducive to learning. Therefore, free discussion, inquiry, and expression are encouraged. Behavior that interferes with the instructor's ability to conduct the class or the ability of students to benefit from that instruction is not acceptable.

Students are expected to treat the Radiography Lab as if it is a genuine Radiography setting. Students are to display professional behavior while in the lab, respect equipment by handling each piece with care, and cleaning up after themselves at the end of class sessions. The Radiography program is comprehensive and progressive; thus, students are required to maintain proficiency of all content and competencies throughout the Radiography program.

Students are expected to stay home if ill, especially with a contagious disease process, it is their responsibility to stay home from class to avoid the potential of passing this to other students and the instructor(s).

Students are expected to follow the following classroom rules:

1. Cell phones only for class content.

2. Courtesy and mutual respect is required. If the instructor or another classmate is talking, please listen to them. Please save your private comments and conversations for outside of class.
3. Devices are permitted in class for class content only. Surfing the web is not permitted unless directed to do so by the instructor.
4. Please refrain from leaving the class unless absolutely necessary – you may miss vital information.
5. Please ask questions. If you are uncomfortable asking aloud, please write it down, and questions will be taken at the end of class.
6. This is a simulated patient environment, so please treat it as such.
7. The College's and the Radiography program's policies for inappropriate student conduct and disciplinary action will apply to the classroom.

The following is a list of inappropriate student behavior which may result in disciplinary action:

1. Inconsiderate treatment of patients, visitors, family, faculty, students, or clinical education site employees
2. Unexcused absences
3. Lack of preparation for classroom, lab or clinical assignments at starting time
4. Violation of safety rules and regulations
5. Unauthorized arrival or departure from clinical area
6. Threatening, coercing or assaulting other patients, visitors, family, faculty, students, or clinical education site employees
7. Individual acceptance of gratuities
8. Inappropriate dress or appearance based upon College, Program or Clinical Policies
9. Smoking in restricted areas
10. Insubordination and refusal to obey orders, policies or procedures
11. Sleeping during scheduled clinical hours
12. Obtaining, possessing, selling or using illegal substances or alcohol on College or Clinic property or reporting to class/lab/clinic under the influence of these substances
13. Theft, abuse, misuse, or destruction of property or equipment of any patients, visitors, family, faculty, students, or clinical education site employees
14. Disclosing confidential information about patients, visitors, family, faculty, students, or clinical education site employees without proper authorization
15. Immoral, indecent, or unethical conduct on College or clinic premises
16. Possession of weapons (guns, knives, etc.) on College or clinic grounds
17. Removal of patient, student, or official clinic/College record without proper authorization

These offenses are cumulative throughout all semesters in the Radiography program and may result in permanent discharge from the program. Mid due process procedures will be followed. Refer to the College Catalog for due process information.

D. Radiography Program Mission Statement

The Radiography Program strives to educate radiographers to be technically competent and possess the superior interpersonal skills to be proficient in an ever changing environment.

E. Radiography Program Goals and Learning Outcomes

1. Students will be clinically competent.
 - a. Students will apply positioning skills
 - b. Students will select appropriate technical factors
 - c. Students will practice radiation protection
2. Students will communicate effectively.
 - a. Students will use effective oral communication skills with patients
 - b. Students will practice written communication skills
 - c. Students will demonstrate effective presentation skills
3. Students will use critical thinking and problem solving skills.

- a. Students will be able to evaluate images
 - b. Students will be able to alter the exam as needed in the clinical setting
4. Students will exhibit understanding of the importance of professional issues.
- a. Students will demonstrate professional behaviors
 - b. Students will evaluate the importance of meeting high standards

F. Program Effectiveness Measures

- 1. Students will pass the American Registry of Radiologic Technologists certification exam on the first attempt within 6 months of graduation. (Benchmark: 75% or higher)
- 2. Of those pursuing employment, students will be employed within 12 months of graduation. (Benchmark: 90% or higher)
- 3. Students will complete the program within 22 months. (Benchmark: 75% or higher)
- 4. Students will be satisfied with their education. (90% or higher)
- 5. Employers will be satisfied with the graduates' performance. (90% or higher)

Program Effectiveness Data is collected annually by Program Administrators and is available in two locations:

Radiography home page: <https://www.midmich.edu/academics/programs-of-study/health-sciences/rad>

JRCERT website: www.jrcert.org

G. Program Accreditation

All educational experiences are carried out under the direction and supervision of the Program Director. Guidelines utilized in developing the program were derived from the Standards for an Accredited Educational Program in Radiologic Sciences established by the Joint Review Committee on Education in Radiologic Technology (JRCERT) in collaboration with the American Society of Radiologic Technologists (ASRT). The objectives used in formulating the curriculum were patterned on the content outlines in the "Curriculum and Teacher's Syllabus for Schools of Radiologic Technology" published by the ASRT and recommended by the JRCERT.

Students may request information or express concerns regarding accreditation status or issues through the Program Director or may contact the JRCERT directly as follows:

Joint Review Committee on Education in Radiologic Technology
 20 N. Wacker Drive, Suite 2850 | Chicago, IL 60606-2901
 312-704-5300
www.jrcert.org

The Department of Vocational Education of the Michigan Board of Education has also approved the Program.

Clinical Site	Clinical Instructor
McLaren Central Michigan	Steven Egloff/ Wendy Irland
McLaren Northern Michigan	Joseph Fowler
MyMichigan Medical Center Alpena	Mark Wienczewski
MyMichigan Medical Center Clare	Taylor Milne
MyMichigan Medical Center Gladwin	Rita Sheehan
MyMichigan Medical Center Gratiot	Sandra Harnick
MyMichigan Medical Center Midland	Mark Tolfree III
MyMichigan Medical Center Sault	Caitlin Galer
MyMichigan Medical Center West Branch	Kelly Donn
Munson Healthcare Cadillac	Amanda Sullivan
Munson Healthcare Grayling	Dana LeBlanc

Munson Healthcare Manistee	Karen Barnard
Munson Healthcare Traverse City	Heather Davis
Sparrow Carson	Melissa Staff
Spectrum Hospital Ludington	Jennifer Arnold

H. Program Organizational Chart

Scott Mertes, Ph.D.	Vice President of Academic Services
Barb Wieszcieski, MSN	Dean of Health Sciences/Director of Nursing
LouAnn Goodwin, M.Ed., R.T.(R)(CT)(MR), MRSO (MRSE)	Director of Imaging Sciences
Jessica L. Ehmcke BAS, R.T. (R)	Clinical Coordinator of Radiography

I. Clinical Sites/Instructors

Other Clinical Education Settings may be developed. Minor Clinical Education Settings may be developed for use in conjunction with one of the above listed sites for observation purposes.

J. Advisory Committee

The program advisory committee meets twice a year to provide information and guidance concerning the field of radiography. The committee is composed of Department Managers and Clinical Instructors from affiliated hospitals and college officials. Two second-year radiography students are also selected as representative members.

K. Employment while in the Radiography Program

It is strongly recommended that students limit outside employment while enrolled in the Radiography Program due to the rigorous demands of the curriculum. This is especially true during the second year of the program. Should employment interfere with educational progress, students need to re-evaluate their choices.

III. Health Requirements

It is the student's responsibility to maintain current health records in ACEMAPP. The student is expected to maintain a satisfactory level of mental and physical stability to enable a safe and competent level of functioning. It is the student's responsibility to inform the College of any learning aids or accommodations required to meet the objectives of the Radiography Program.

A. Health Record

Students are expected to maintain a Health File in the ACEMAPP systems. If the file isn't complete and current, student participation in Clinical Education and/or clinical observations may be suspended, and the student is not allowed to continue until the file is complete. Incurred absences may result in failure to meet clinical course objectives.

File will include:

- Health Assessment Form (Physical)
- Immunization Record
- Record of annual TB test
- Record of annual influenza vaccine and COVID vaccine as required
- Record of Hepatitis Vaccine or waiver
- Current CPR card

Health Assessment: Health physical must be obtained at the student's expense and completed by a health care provider, who is a licensed physician, licensed Nurse Practitioner or licensed Physician Assistant. The assessment must be current within 1 year prior to beginning the first clinical course.

Immunizations:

Radiographers are at risk for increased exposure to certain preventable infectious diseases and other health hazards. It is **required** for Radiography students to be immunized properly for protection against these diseases and for prevention of their spread among clients in the hospitals and clinics. In addition, Radiographers must rigidly adhere to special precautions in order to minimize risks. All Radiography students **must** provide proof of immunity for those immunizations required and listed below. Students should discuss their immunization status and the opportunity of receiving these immunizations with their health care provider. Titers are acceptable. The Michigan Department of Community Health makes the following vaccine recommendations for health care workers:

Measles (Rubeola), Rubella, and Mumps: Laboratory evidence of measles immunity, or documentation of two doses of MMR given at or after 12 months of age and one other dose given at least one month later, may be submitted to fulfill the Rubella, Rubeola and Mumps requirements. However, if vaccination of measles was received between 1963-67 (an inactivated vaccine) the vaccine was ineffective and will require re-vaccination. If documentation shows only one MMR at or after 12 months old, one additional MMR is required. If MMR occurred prior to 12 months of age, they should have that dose repeat immunization.

Varicella: History of chickenpox is acceptable if disease is verified by medical documentation. Uncertain or no history of chickenpox requires documentation of an immune titer or two doses of Varivax.

Hepatitis B: Previous Hepatitis B vaccination series with at least three vaccinations, immunization dates and anti-HBs titer results (proof of immunity).

Tetanus, Diphtheria, and Pertussis: Record of current tetanus diphtheria (Td) vaccine or one dose of Adacel (Tdap) within the past ten years.

Tuberculosis (TB) – TB screening is done at least annually. If TB skin test is known to be positive, complete the TB Symptom Survey annually with physician. Chest X-ray is required if tested positive for TB. New positives are evaluated by their County Health Department. Students with a history of positive TB skin tests must present documentation of current status. If a student is found to have an expired TB skin test, that student will be removed from the clinical setting IMMEDIATELY. It is the student's responsibility to remain current with their TB skin testing requirements.

Influenza: annual flu shot and COVID 19 vaccination as required

B. Basic Cardiac Life Support (BCLS)--(Health Care Provider Course)

BCLS instruction may be offered through Mid for all students. BCLS cards may be updated through an offered course at Mid. If the student presents a CPR card to the Clinical Coordinator/Director of Radiography, it must be from a BLS for Healthcare Providers (CPR & AED) program. It is the student's responsibility to remain current in their BCLS requirements throughout the entire Radiography program. Failure to keep BCLS current will result in student forfeiting their clinical experience, resulting in failure of the course.

C. Criminal Background Check and Drug Screen

Incoming program students will be required to undergo a criminal background check prior to official entry into the program. Program seats will be pending the passing of this check.

Incoming program students will be required to undergo drug screening prior to entry into the program. Forms and information will be provided. If a urine drug screen is reported as "dilute", the student is required to provide another urine sample at their expense. A second "dilute" drug screen is treated as a positive result and the student is deemed ineligible for the Radiography Program. Currently, routine screening of Radiography students for drug abuse does not take place. However, screening, or individual testing for substance abuse may be implemented at any time if deemed necessary.

D. Temporary Health Conditions

i. Medical/Physical Conditions including Pregnancy

If a medical/physical condition including pregnant arises during clinical rotation, the following state and federal regulations, as well as Mid policies and procedures apply.

Declaring pregnancy is voluntary. However, you are encouraged to declare your pregnancy so that appropriate accommodations can be made if necessary. If a declaration is made, it must be in writing and include estimated date of conception (NRC Regulation 10 CFR, part 20). The Regulatory Guide is available to you from the Program Director or the Clinical Coordinator. **An option for written withdrawal of the declaration is available at any time after a declaration has been submitted.**

Your status as a student radiographer does not put your pregnancy at risk, as long as you adhere to good routine radiation protection procedures. **Therefore, no special clinical rotation modifications are necessary for pregnant students.** If your physician believes special accommodations need to be made, you must present a physician's order for the accommodation to your clinical instructor.

To monitor fetal dose, declared pregnant students will be issued an additional radiation monitoring badge to be worn at the waist at all times. This badge is to be worn inside protective apparel to more accurately reflect actual fetal dose. Once you have been issued a "baby badge," you should wear your regular badge at the collar level, and outside protective apparel.

Personal leave time may be used as available at the time of delivery and maternity leave. Additional clinical education hours missed related to the pregnancy may be made up as necessary at the conclusion of the clinical year.

Your radiation monitoring reports are kept in the Clinical Coordinator's office, and are available for your examination. You are entitled to an annual report of your dose and you may request a written report of your exposure following graduation (NRC 10 CFR part 19, 20).

ii. Incident Report

A student who suspects that he/she may have been exposed to blood and other body fluids or contaminated materials or other hazardous substances i.e. radiation or chemicals, must immediately notify his/her clinical instructor or other clinical supervisor as well as immediately notifying the Radiography Department at Mid, so prompt and appropriate treatment or protective measure can be instituted. A clinical site incident report and a Mid incident report must be completed and submitted to the Radiography department.

IV. Program Policies and Procedures

A. Academic Regulations and Policies

Academic advising for each student in the College is available prior to the registration for each semester by a Program Administrator/advisor and college mentor. Although academic advising is intended to provide effective guidance, and every student is encouraged to seek counseling, each student is responsible for his/her own program and for meeting degree requirements by the time he/she expects to graduate.

1. A minimum grade of C (2.0) is necessary in each curriculum course for graduation with the exception of Anatomy and Physiology courses, in which a minimum of B- (2.7) must be achieved.
2. As a capstone feature, students are required to take and pass (78%) a simulated registry certification examination in order to complete the program. The program provides the simulated registry examination.
3. All credits of candidates for degrees, except that of the current term, must be on record at least six weeks prior to the conferring of the degree.
4. Candidates for the degree must be verified by the Program Director.
5. Verification to take the Registry Examination given by the American Registry of Radiologic Technologists is granted only as the student fulfills all academic and clinical requirements.

B. Grading Scale

The Program will use the following grade point system for all program courses:

Percent	Grade
96-100	A
93-95	A-
89-92	B+
86-88	B
83-85	B-
80-82	C+
78-79	C
73-77	C-
68-72	D+
65-67	D
62-64	D-
Below 62	F

All grade symbols as used by the Program will concur with the College catalog. All incomplete work must be accounted for before the beginning of the next semester for all Radiography Program courses.

C. Grade Change and Review Procedures

Under Mid Michigan College policy, it is the instructor's prerogative to determine student grades. If a student has a question about a grade, the student must first discuss the matter with the instructor. The instructor should discuss the matter willingly and provide clear evidence for the basis of the grade issued. In turn, the student should provide a valid basis for grieving the grade. If the instructor agrees at this point to make a grade change, a Change of Grade form must be completed by the instructor, approved by the appropriate Academic Dean, and submitted to the Registrar. If the instructor determines the grade should remain unchanged, and the student believes there is valid justification for a grade grievance, the student should contact the appropriate Academic Administrator. Grade grievances must be initiated within 60 days after the last day of the class in which the grade was received.

D. Radiography Program Complaint Policy

For complaints/concerns/comments from students/faculty, clinical education sites, and employers regarding the Radiography Program, contact the Director of Imaging Sciences at (989) 386-6646 between 8a-4:30p hours or (989) 302-2310 after 4:30p or on weekends or contact the Dean of Health Sciences at (989) 317-4625. Complaints will be documented and dealt with at a program level with reports made to the appropriate administrative officials.

E. Re-Entry Policy

1. Radiography students who fail, withdraw or are unable to progress in the Radiography Program may seek readmission by requesting readmission, in writing, to the Program Director. The request for readmission must include:
 - a. Student name and ID number
 - b. The course(s) that student failed or withdrew from
 - c. An explanation as to why the student failed or withdrew
 - d. Student's plan of academic readiness to reenter the Radiography Program: The plan of academic readiness **must** address, in detail, how the student plans to be successful if readmitted to the Radiography Program. The plan must be signed and becomes a contract that the student will follow throughout the rest of the program. If at any time the student fails to follow the plan of academic readiness, he or she may be dismissed from the program. Readmission request **will not** be considered if student doesn't submit a detailed plan of academic readiness.
2. All requests for re-admission **must** be in writing. Each request for readmission will be evaluated on an individual basis and will be based upon the selective admission criteria, plans of academic

readiness, and seat availability. **The Radiography Program does not guarantee re-admission to the program!** Readmission will only be considered if within 1 year from dismissal or withdrawal.

3. Students re-admitted into the Radiography Program must repeat all program courses offered during the semester re-admitted.
4. Students re-admitted into the Radiography Program must complete a new criminal background check and drug screen. The seat in the program will be pending the results of both of those tests.

F. Attendance Policy

Regular attendance is a very important aspect of student success. Students are expected to attend class, labs, and Clinical Education unless there is a compelling reason for the absence. Dependability and punctuality are very important aspects of a medical professional's employment performance. Accordingly, if a student must be absent from class, lab, or clinical, it is imperative that he or she contact a Program Administrator (class) or clinical instructor (clinical or observation) in a timely manner. As a general rule, students are to call in at least 30 minutes before the class, lab, or clinical session is scheduled to begin.

The grade for Radiography didactic courses will contain a component for class participation. All absences, excused and unexcused, will result in a minor deduction in points for participation. Unexcused absences will also result in major penalties against the grade point total. Unexcused absences are defined as absences that are not reported in a timely manner or multiple absences for questionable reasons.

G. Test Policy

Tests will be provided throughout the program in electronic format. The tests may be reopened at a later date for a specified period of time to be used for further review. To protect academic integrity, regardless of the test format, students are not to print, copy, or reproduce exams or quizzes in any manner. Disregarding these instructions, or taking any measures to subvert their intent, will be considered a violation of academic integrity.

H. Substance Abuse Policy

Possession, use, or distribution of drugs or alcohol in the clinical area will result in immediate dismissal from the Radiography program. A suspicion of drug or alcohol use may require immediate testing **and release of results to Mid**. Testing positive for drug or alcohol use or declining to be tested will subject the student to discipline up to and including dismissal from the program. If suspicion of drug or alcohol use occurs in the clinical education experience, the site will contact Mid by calling the Coordinator or Director of the Radiography Program. If contact is unable to be made via telephone, the site may proceed with immediate testing, with the student being responsible for the cost.

I. Nondiscrimination Policy

Mid Michigan College does not discriminate on the basis of sex, age, race, color, ancestry, national origin, gender, disability, marital status, religion, veteran status, sexual orientation, gender identity and/or gender expression, or any other legally protected characteristic, in its education programs or activities in accordance with federal and state civil rights laws, including, but not limited to Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act, the Age Discrimination in Employment Act of 1967, and the Age Discrimination Act of 1975.

This policy applies to employees, students, and the general public. The College's policy on non-discrimination is available at the College, published in any College statement regarding the availability of educational services, and in the student and staff handbooks. If you have any questions regarding the college's discrimination policy or want to file a complaint, please contact the Mid Michigan College Civil Rights Coordinators.

Inquiries and complaints related to harassment or discrimination may also be directed at any time to the Michigan Department of Civil Rights at www.michigan.gov/mdcr or the Office of Civil Rights (OCR) at (800) 421-3481 or OCR@ed.gov.

J. Incident Reporting Policy

All administrators, faculty, staff, and students who are engaged in a clinical setting for the College as part of a Health Sciences program will ensure that the procedures outlined below are followed when an incident occurs at a clinical site. A few examples are: a fall, needlestick, medication error, burn, etc.

- a. A clinical site incident report form needs to be completed by the person involved (student, faculty, etc.), and the process that is established at the clinical site needs to be followed.
- b. A college incident report form needs to be completed detailing the events of the incident that occurred at the clinical site. The College incident report instructions and the form are attached to this policy and most recent versions can be found on the College intranet site, business office, incident reports.
- c. The College incident form should be reviewed and submitted by the Director of the Radiography Program and forwarded to the Vice President for Finance and Facilities.
- d. If the incident warrants involvement by the Dean of Health Sciences, the Director of the Radiography Program will communicate the event prior to the submission of the incident report form to the Vice President for Finance and Facilities.

The College Incident Report can be found at: <http://www.midmich.edu/files/89/Incident%20Report.pdf>

Instructions for completion can be found at:

<http://www.midmich.edu/files/89/Incident%20Report%20Instructions.pdf>

K. Capstone Examination and Assignment

As a capstone feature of the program, students are required to pass (78%) a simulated registry examination. Students will also complete a capstone portfolio assignment, which summarizes students' preparation to enter the Radiography profession.

L. Certification Examination for Program Graduates

Program graduates are eligible to apply for the certification examination offered by the American Registry of Radiologic Technologists (ARRT). The cost of taking this exam is \$225.00.

V. Clinical Information

A. Clinical Experience

The purpose of Clinical Experience in Radiography is to allow the student to apply theory, concepts, and principles of Radiography, patient care and radiographic procedures to practical experience. Students are required to demonstrate competency in the performance of radiographic exams per program requirements. Students will have the status of learners and will not replace members of the affiliating clinical facility's staff.

Clinical Education is designated for each semester course where clinical practice has been established as part of the objectives. While in the clinical department, the student is required to observe the regulations imposed by the cooperating clinical facility on its employees in connection with patient welfare.

While performing various clinical duties, the student is directly responsible to the staff member of the cooperating clinical facility in charge of the room to which the student is assigned. The student will progress from the role of observer and assistant to relative independence according to his or her initiative and advancement, and at the discretion of the supervising staff radiographer.

Clinical Experience I, II, and III occur during spring, fall, and winter semesters, and in general follow regular college semester schedules. Clinical hours are generally conducted weekdays during normal working hours. Some of the clinical hours are to be scheduled during evening and weekend hours when there are generally more trauma cases to participate in.

B. Clinical Assignment Process and Procedure

The Program Director and Clinical Coordinator will determine the assignments and submit the names and information on prospective student assignees to the designated administrative personnel of the cooperating hospital's radiology department.

After the assignment process is completed, the students will be informed of their clinical assignment. This will take place after the completion of the second semester. The Clinical Education setting administrators have the prerogative to interview the prospective student assignees before assignments are finalized.

Before the start of the spring semester, the Program Director, Clinical Coordinator, Clinical Instructors, and students will meet for Clinical Education orientation. This meeting has been tentatively scheduled in May and attendance is mandatory.

C. ACEMAPP Assessments

An OSHA, HIPAA, and Bloodborne Pathogen assessment is mandatory for all students prior to the beginning of spring semester. A certificate will be given each calendar year of the program documenting successful completion of the seminar and the examination. Site specific training will be documented and verified by the Clinical Coordinator, and maintained with the student file. The training will be provided by ACEMAPP.

VI. Laboratory Information

A. Safety Guideline-Radiography Laboratory

1. As a general rule, radiographic exposures are not made with anyone in the radiographic room. Direct exposures are never made of human subjects. For lab exercises, anatomical phantoms are to be used. For someone to be in the room during an exposure there must be a valid reason and a lead apron and thyroid collar must be worn.
2. During operation of the C-Arm, students are to wear a lead apron and thyroid collar, and are to stand behind the mobile lead shield or lead glass surrounding control panel.
3. Radiographic procedures and exercises will be performed in the presence of an instructor.
4. Care must be exercised in the use of laboratory equipment since some devices are easily damaged and extremely expensive.
5. Radiation monitoring devices must be worn in the energized laboratory by all students.
6. Open toed footwear is not allowed in the laboratory.

B. Other Laboratory Guidelines

1. Those using the laboratory are responsible to have the laboratory in "top-notch" order before leaving.
2. Each student is responsible for keeping his or her own work and belongings together.
3. No food or beverages are to be taken into the energized laboratory.
4. The Computed Radiography system and Picture Archiving and Communication System computers are not to be used for any purposes other than as directed during lab exercises, or for other approved imaging. The other computers in the classroom and lab may be used for class presentations, etc., with permission of an instructor.

VII. Additional Student Information

A. Program and Student Information, Records, and Communication

Frequently there is important program related information to convey between the instructors and students. Information is made available via PowerPoint presentation, class announcements, and/or email. Students are responsible for heeding information as provided. In order to facilitate efficient communication, it is imperative that students inform College and Program personnel promptly of any change in name, mailing address, email address, and telephone number.

B. Disability Services and Requests for Accommodations

The College is committed to making accommodations and providing services to students with documented disabilities, which interfere with the learning process. Accommodations will vary and depend on the specific disability. Services may include: readers, note-takers, interpreters, books on CDs, adaptive equipment, assistive technology, alternative testing methods, assistance with accessibility and referrals to college and community resources. Students must provide written verification of their disability before accommodations can be made. In addition, students must register for services and reapply each semester for continued support. To inquire about these services, please contact the Disability Services Office at 989.386.6636. These accommodations are provided in the classroom, but CE sites are **not required** to provide accommodations for students in the clinic.

C. Student Government and Activities

Mid Michigan College students have a voice in matters affecting them through the Commission for Student Activities and Services. Representatives serve on several college committees sharing the planning and decision making on important advisory committees such as the Radiography Advisory Committee and numerous other committees.

D. Radiation Badge Monitoring Guidelines

Radiation monitoring badges will be ordered for new students at the start of the first semester. New students will not be assigned to energized laboratory activities or clinical site visits until monitoring badges are provided. They are to be worn at all times in the energized laboratory, and are to be worn as indicated on the badge. In case of lead apron usage, the badges are to be worn outside of the lead apron.

Radiation monitoring badges are collected for analysis on a quarterly basis. Student cooperation is important to facilitate efficient exchange of badges each quarter. Please bring badges to class when requested to do so by Program officials.

Exposure reports are kept in a binder in the Clinical Coordinator's office and students may request to see their report at any time. The Clinical Coordinator reviews each report when it is received and will contact any monitored individual if their most recent monitoring period exceeds 10% of maximum quarterly dose limits (125 mR). Students may also request a written report upon leaving the Program. Exposure a student receives during clinical education should be reported to subsequent employers to assure accurate lifetime dose calculations.

Students will be charged \$20.00 for lost or unreturned radiation monitoring badges to cover the associated replacement costs. Students are to turn in their final badge for analysis upon graduation or release from the program.

E. Graduation Requirements

Graduation requirements for certificate or associate degrees in limited seat programs are based on the regulations and requirements printed in the Mid catalog in effect **at the time the student is officially accepted** into the program of study and is in effect for two years from that date.

Required Program Sequence:

SEMESTER 1: FALL 14 CREDITS

- **ALH.100 Medical Terminology 2 credits**
- **BIO.138 Human Anatomy and Physiology 6 credits**
- **ENG.111 Freshman English Composition 3 credits**
- **MAT.104 Basic Algebra 3 credits**

SEMESTER 2: WINTER 9 CREDITS

- **SSC.200 The Social Sciences & Contemporary America 3 credits**
- **PSY.101 Introduction to General Psychology 3 credits**
- **COM.101 Fundamentals of Communications 3 credits**

SEMESTER 3: SPRING

SEMESTER 4: FALL 6 CREDITS

- **RAD.100 Introduction to Radiologic Technology 3 credits**
- **RAD.110 Radiation Physics 2 credits**
- **RAD.113 Radiation Biology 1 credit**

SEMESTER 5: WINTER 8 CREDITS

- **RAD.115 Principles of Radiographic Exposure 3 credits**
- **RAD.130 Radiographic Procedures I 4 credits**
- **RAD.213 Radiation Protection 1 credit**

SEMESTER 6: SPRING 9 CREDITS

- **RAD.175 Radiographic Procedures II 3 credits**
- **RAD.180 Clinical Education I 6 credits**

SEMESTER 7: FALL 12 CREDITS

- **RAD.201 Clinical Issues in Radiography I 2 credits**
- **RAD.205 Clinical Education II 7 credits**
- **RAD.211 Sectional Anatomy 1 credit**
- **RAD.217 Advancements in Imaging 2 credits**

SEMESTER 8: WINTER 9.5 CREDITS

- **RAD.221 Clinical Issues in Radiography II 2 credits**
- **RAD.250 Clinical Education III 7.5 credits**

Appendix A: Michigan Right to Know Law

The Michigan Right to Know Law is designed to provide safety information to employers and employees exposed to hazardous chemicals and other safety concerns of the workplace. Contracted clinical agencies have provided this information for their employees and our students have access to this information. For more information regarding the Michigan Right to Know Law, visit the following website, and open the "MIOSHA" button on the left-hand panel button; there you will find links for workplace safety information of all kinds:

<http://www.michigan.gov/cis>

For further assistance or answers to questions, you may also call or visit:

Michigan Department of Labor
Safety Education and Training Division
P.O. Box 30015
Lansing, MI 48909
(517) 322-1809

Michigan Department of Public Health
Division of Occupation Health
P.O. Box 30035
Lansing, MI 48909
(517) 335-8250



Appendix B: Medical Clearance Form

Use only if a change in medical condition

_____ is currently a Radiography student in the Mid Michigan College Radiography program.

Radiography students are frequently exposed to a variety of conditions which include, but are not limited to, standing for a length of time, lifting, blood and body fluids, and infectious processes.

Due to their medical condition, physician clearance is required for attendance and participation in the Radiography program.

The student may attend and participate fully in the Radiography program which includes:

- Class
- Lab
- Clinical education

Please check above the areas that the student may attend and participate in. If not checked above, please describe the restrictions and anticipated length of restrictions that are recommended.

By signing, I acknowledge that I have cleared the student for attendance in the Mid Radiography program.

Physician signature: _____

Date: _____

Physician printed name: _____

Appendix C: Infection Prevention Policy

Appendix D: Bloodborne Pathogen Policy

Appendix E: Radiography Program Acceptance of Policies and Procedures Signature Sheet

I, _____,
(printed student name)

Have received, read, and understand the policies and procedures of the Mid Michigan College Radiography Program as outlined in the Mid Radiography Program Student Handbook. I also understand that I am responsible for complying with these policies and that a lack of adherence to these policies and procedures may result in dismissal from the Mid Michigan College Radiography Program. I have been given the opportunity to ask questions and seek clarification.

Student's signature

Date

NOTE: All policies and procedures as stated in this handbook are subject to change at any time at the discretion of the College with due notice to the student.