



Radiography Student Handbook 2021-2023



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.

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I. Mid Information

A. Mid Michigan College Accreditation and Memberships

Mid Michigan College is accredited by the Higher Learning Commission.

Mid Michigan College holds memberships in the following associations:

- American Association of Community Colleges
- Association of Community College Trustees
- Michigan Community College Association

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 humanities, natural sciences, mathematics, social sciences, computer 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 a two-year period of time 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 arrt.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. 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: 90% 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 continually collected by Program Administrators and is available in two locations:

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

J.R.C.E.R.T. 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.

H. Program Administration and Faculty

Scott Mertes, Ph.D.	Vice President of Academic Services
Barb Wieszciecinski, 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

Clinical Site	Clinical Instructor
McLaren Central Michigan	Steven Egloff/ Wendy Irland
McLaren Northern Michigan	Joseph Fowler
MidMichigan Medical Center Alpena	Mark Wienczewski
MidMichigan Medical Center Clare	Taylor Reid
MidMichigan Medical Center Gladwin	Rita Sheehan
MidMichigan Medical Center Gratiot	Sandra Harnick
MidMichigan Medical Center Midland	Mark Tolfree III
MidMichigan Medical Center West Branch	Trish Delaney
Munson Hospital Cadillac	Travis Hocquard
Munson Hospital Grayling	Dana LeBlanc
Munson Hospital Manistee	Karen Barnard
Munson Hospital Traverse City	Heather Davis
Sparrow Carson	Melissa Staff
Spectrum Hospital Ludington	Jennifer Arnold
War Memorial Hospital	Caitlin Galer

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.

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. One or two second-year radiography students are also selected as representatives.

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 provide current health records to the Program Director. 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 required to meet the objectives of the Radiography Program.

A. Health Assessment Record File

Students are expected to maintain a Health Assessment 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
- Record of Hepatitis Vaccine or waiver
- 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.

B. 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. TB skin test must be repeated *annually* and a statement of negative results presented to the Radiography 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 highly recommend COVID 19 vaccination

C. 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.

D. Criminal Background Check

Incoming program students will be required to undergo a criminal background check prior to entry into the program. Forms and information will be provided.

E. Drug Screening, Controlled Substances in the Clinical Area

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.

Possession, use, or distribution of alcohol and controlled substances in the clinical area will result in immediate dismissal from the Radiography Program. A suspicion of alcohol or drug use may require immediate testing **and release of results to Mid**. Testing positive for alcohol or other drugs or declining to be tested will subject the student to discipline up to and including dismissal from the program (See: College Catalogue, Drug Abuse Policy and Regulations). The cost of the testing will be covered by the student.

F. 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 MMCC, so prompt and appropriate treatment or protective measure can be instituted. A clinical site incident report and an MMCC incident report must be completed and submitted to the Radiography department. The cost of treatment is the responsibility of the student.

IV. Academic Requirements

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. 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. There is also a capstone portfolio assignment.
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. Grades

The Program will use the following grade point system unless otherwise indicated to the class at the beginning of the course by the Instructor:

100 - 96 = A	79 - 78 = C
95 - 93 = A-	77 - 73 = C-
92 - 89 = B+	72 - 68 = D+
88 - 86 = B	67 - 65 = D
85 - 83 = B-	64 - 62 = D-
82 - 80 = C+	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 Grievance 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. 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!***

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.

E. 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.

F. 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.

G. Capstone Examination and Assignment

As a capstone feature of the program, students are required to take and pass (78%) a simulated registry examination. There will be several mock registry exams given during the final two semesters. Students must pass at least one of them in order to graduate. Students will also complete a capstone portfolio assignment, which summarizes students' preparation to enter the Radiography profession.

H. 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 \$200.00.

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. The number of scheduled off-hours must not exceed 25% of the total clinical hours.

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 winter 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 must be worn.
2. During operation of the C-Arm, students are to wear a lead apron, and are to stand behind the mobile lead shield as much as possible.
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.

Students are strongly encouraged to maintain electronic and/or paper copies of all program related materials, such as assignments and medical and immunization records.

B. 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, the Board of Control for the Student Center and numerous other committees. Radiology students have the opportunity to become involved with the C.S.A.S. by volunteering for the Committee.

The Commission for Student Activities and Services (C.S.A.S.) functions as a governing body to provide a planned and budgeted program of activities and services to students of the College. Membership includes eight students, four instructors and four administrators. All students are assessed a fee that is earmarked for S.G.A. purposes. (Refer to college catalog) The funds from the Student Services fee are used to finance various activities for students throughout the year. The schedule of proposed activities is distributed at the beginning of each semester. Posters announcing events are also posted on College bulletin boards. Radiography students are encouraged to meet other college students and join in the life of the Mid Michigan community through C.S.A.S. activities.

In recent years, Mid Michigan College has added activities such as cross country, basketball, and soccer club teams for men and women. Other team sports are being considered. Additionally, the college offers various cultural and educational events. Mid and Radiography Program officials encourage students to seek information regarding these activities, and participate when appropriate as part of optimizing the college experience, particularly during the first year of the program. It is noted that Clinical Education during the second year of the program will make participation in some of these activities extremely difficult. Students should also be aware of educational, cultural, and athletic events at any of the participating transfer institutions, as well as at institutions such as Central Michigan University and Alma College.

Radiography students may use the Harrison Campus fitness center. Use of this facility is covered by the student activity fee. More information is available on the college website.

C. Radiation Monitoring Badge 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.

VIII. APPENDIX I: 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

IX. APPENDIX II: INFECTION PREVENTION POLICY ON CAMPUS AND IN CLINICAL AGENCIES

POLICY:

A standard precautions system emphasizes direct and indirect contact transmission of infectious agents in moist body substances via the hands of personnel. Standard Precautions includes a combination of hand washing, the appropriate use of protective barriers and the careful and proper disposal of sharps without unnecessary manipulations.

Formerly, Blood/Body Fluid Precautions were applied to patients identified as belonging to a "high risk group." Identifying individuals who have unrecognized infections or who engage in "high risk" activities is impossible. "*Standard Blood/Body Fluid Precautions*" are used in the care of all patients, especially those in emergency care settings in which the risk of blood exposure is increased, and the infectious status of the patient is usually unknown.

PROCEDURE:

GENERAL PRECAUTIONS FOR CAMPUS AND CLINICAL EXPERIENCES:

Barrier Precautions:

- Gloves are worn in the following circumstances:
 - Touching human blood and other moist body fluids, mucous membrane, or non-intact skin of all persons.
 - Handling items or surfaces soiled with blood or body fluids.
 - Performing venipuncture and other vascular access procedures.
 - Gloves are changed and hands washed after each human contact.

- Masks and protective eyewear or face shields are worn:
 - During procedures likely to generate droplets of blood or other body fluids to protect mucous membrane of the eyes, nose and mouth from the risk of exposure.
- Gowns or aprons are worn:
 - During procedures that are likely to generate splashes of blood or other body fluids.

Barrier precautions do not take the place of hand washing, therefore, hand washing is carried out according to prescribed policy and in addition:

- Immediately and thoroughly if contaminated with blood or other body fluids.
- Immediately after gloves are removed.

Disposal of sharps (needles, scalpels, vials, etc.) according to policy to prevent injury:

- Needles are not:
 - recapped, purposely bent or broken by hand, removed from disposable syringes or otherwise contaminated by hand.
- After use, disposable needles, syringes, scalpel blades and other sharp items are placed in a puncture resistant container for disposal.
- Sharps disposal units are located in laboratory classrooms and as close as possible to the work unit in the clinical facility.

Oral Secretions: (has not been associated with HIV transmission):

- Routine suctioning does not require the use of a mask or eye coverings. However, if aerosolization is likely to occur: masks, goggles, or face shields will be used.
- CPR - To date no HIV transmission has been reported:
 - Disposable resuscitation masks are located in all patient care areas and are suggested to prevent transmission of TB, meningitis, herpes and Hepatitis B. (If blood exposure occurs when a mask was not used, the student should consider this a mucous membrane exposure and seek follow-up according to policy).
 - CPR mannequins should be cleaned with 70% alcohol or bleach (1:10 dilution).

Dermatitis - weeping dermatitis or exudative lesions:

- Students should refrain from all direct patient care or handling patient care equipment until the condition resolves. (See Handbook)
- Exceptions may be made if gloves can be worn comfortably.

Pregnancy:

- Pregnant students are at no greater risk of HIV infection than other students.
- Because of potential risk to the infant, pregnant students should be especially familiar with and strictly adhere to precautions.

Isolation:

- Students are required to follow Standard Precautions and agencies protocol and policies for specific situations.

CLINICAL AREA SPECIFICS:

Maternal and Child Health:

- General precautions as mentioned earlier and specific precautions noted under "Precautions for Invasive Procedures."
- Precautions are observed for both mother and infant pre and post-delivery, including cord care, newborns' first bath and management of blood dressings and pads.

- Separation of mother and newborn is not necessary. Rooming in is acceptable.
- Diapers may be changed without using gloves, unless there is a gross soiling, if there are not openings in the skin on hands of health care workers. Hand washing is practiced after each diaper change.

X. APPENDIX III. BLOODBORNE PATHOGEN POST-EXPOSURE EVALUATION, CARE, AND FOLLOW-UP

If a Mid Michigan College student or employee is involved in an incident where exposure to bloodborne pathogens may have occurred, there are two things that we immediately focus our efforts on:

- ◆ Making sure that this person receives medical consultation and treatment (if required) as expeditiously as possible
- ◆ Investigating the circumstances surrounding the exposure incident

EXPOSURE INCIDENT:

Accidents in which blood, blood-contaminated body fluid or tissue to which universal precautions apply are introduced into the eye, mouth, other mucous membrane, or into non-intact skin via a needlestick, skin cut or direct splash which result in the laboratory setting.

Exposure incidents can result in serious nosocomial disease, including Hepatitis B, Hepatitis C and Human Immunodeficiency Virus (HIV) infection. It is essential that standards are defined which assure prompt identification of the person prompt intervention with appropriate prophylaxis, education, and treatment. Any individual who sustains an exposure incident will proceed as indicated in the following guidelines:

STEP 1: Wash the exposed area immediately

STEP 2: Inform his/her instructor/supervisor of the incident

STEP 3: Report to the healthcare provider of choice

STEP 4: Exposed person is responsible for cost of care

STEP 5: The Safety Officer or designee will investigate every exposure incident that occurs in our facilities. This investigation is initiated within 24 hours after the incident occurs and includes the following information:

- When the incident occurred
 - Date and time
- Where the incident occurred
 - Location within the facility
- What potentially infectious materials were involved in the incident
 - Type of material (blood, urine, etc.)
- Source of material
- Under what circumstances the incident occurred
- How the incident was caused?
 - Accident
 - Unusual circumstances (e.g., equipment malfunction).
- Personal protective equipment being used at the time of the incident
- Actions taken as a result of the incident
 - Care of injury
 - Cleanup
 - Notifications made

STEP 6: Follow up procedures

- The exposed individual will provide the College with written documentation from the selected health care provider
 - Healthcare provider name
 - Date of visit
 - If HIV/HBV education was provided if needed (Michigan Department of Public Health

guidelines attached)

Much of the information involved in this process must remain confidential, and we will do everything possible to protect the privacy of the people involved.

XI. Appendix IV: 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 Community 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 Community 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.

Return signed form to Instructor or Radiography Program Work Study Assistant, which will then be placed in your student file.