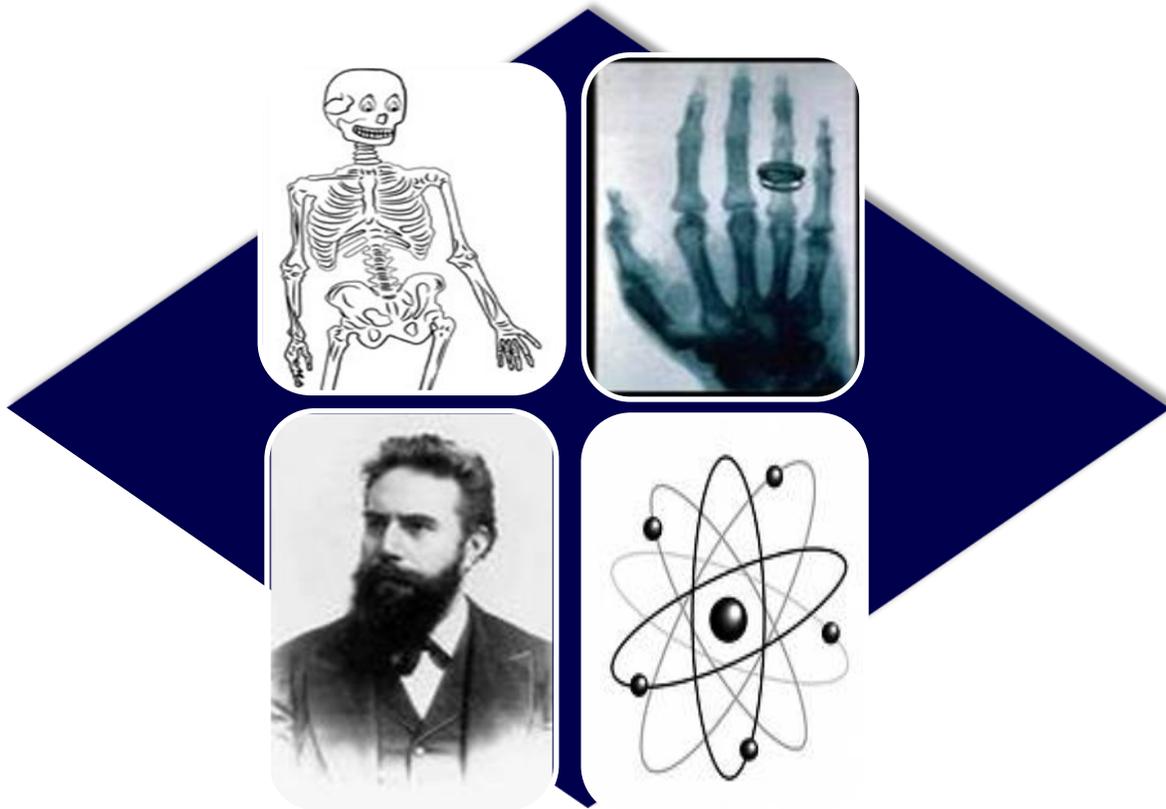


Dunwoody College of Technology



Radiography Program Policy & Procedure

Fall 2022

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Program Personnel

Doc: 110

Program Director..... David Blake MA, RT(R) (MR)
Clinical Coordinator..... Amanda Barker, MA, RT(R)
Instructor..... Craig Regan, AAS RT(R)
Instructor.....Erin Hansen, MA, RT(R)

Academic Calendar

Doc: 111

Fall 2022	
Aug 29	Start of Fall Semester 2022
September 5	Labor Day – No class
October 19 - 21	RTEC Break – No class
November 24 - 25	Thanksgiving – No class
Dec 16	End of Fall Semester
Jan 3, 2023	Start of Spring Semester J term
Jan 16	MLK - no class
Jan 23	Start of Spring Semester
Feb 20	President’s Day - No class
March 20 - 24	Spring Break - No class
Apr 7	Spring Holiday - No class
May 19	End of Spring Semester
June 5	Start of Summer Semester
June 19	Juneteenth - No Class
July 3 - 7	Summer Break - No class
Aug 4	End of Summer Semester
Aug 28	Start of Fall Semester
September 4	Labor Day – No class
October 18 - 20	RTEC Break – No class
November 23 - 24	Thanksgiving – No class
Dec 15	End of Fall Semester
Jan 2, 2024	Start of Spring Semester J term

GENERAL INFORMATION

Student Handbook Purpose

Doc: 112

The purpose of this handbook is to inform students and prospective students of their responsibilities and to provide the policies and procedures for the Radiologic Technology Program at Dunwoody College. The Program reserves the right to withdraw or amend the handbook, at any time, without notice. Any changes that occur will be communicated to students both orally and in writing with students required to sign a new acknowledgement of any changed policy. New versions will be published in January and August.

Enrollment in the Radiologic Technology Program implies willingness on the part of the student to comply with the rules and regulations printed in the Student Handbook.

All students need to abide with changes to this manual unless specifically told otherwise.

Dunwoody College History

Doc: 120

Founded in 1914, Dunwoody is a private, non-profit, endowed institution of higher education. It is the oldest institution of its kind in the Upper Midwest, with an international reputation for outstanding educational programs.

Dunwoody Educational Philosophy

Doc: 121

Dunwoody is a technical institution of higher education teaching men and women through hands-on learning. Dunwoody offers an intense, structured approach to education that facilitates individual learning and development. Programs are job-oriented and the learning environment fosters the qualities employers seek: productivity, self-discipline, confidence, teamwork, a positive attitude toward productivity, and an appreciation for a job well done.

The integration of the Arts and Sciences is a key component of each program. Dunwoody is committed to excellence in education and believes skill and technical competence must be balanced with a broad academic education to enhance each graduate's success and facilitate life-long learning. Life-long learning skills that go beyond the technical aspects of an occupation are learned in course work that imparts the knowledge, concepts, and attitudes needed to live in a diverse society.

Quality education requires personal attention, a primary emphasis at Dunwoody. With a small class size, instructors have time to get to know their students and provide individual attention. The relatively small size of the full-time student body provides opportunities for students to be personally involved in their school and encourages them to get to know their classmates. In addition, hands-on classroom/laboratory experiences and both individual and group projects give our students the quality foundation that employers demand.

Dunwoody Vision and Mission Statement

Doc: 122

Vision

Dunwoody College of Technology seeks to emerge as a first-choice, nationally-recognized leader in technical education, providing a full college experience rooted in innovative education

Mission

Dunwoody changes lives by building opportunities for graduates to have successful careers, to develop into leaders and entrepreneurs, and to engage in “the better performance of life’s duties”

Quote is from the Last Will and Testament of William Hood Dunwoody

Radiography Program Mission and Goals

Doc: 123

- **Program Mission**

The mission of the Radiologic Technology Program is to provide a high quality education in the profession of Radiologic Technology through the use of competency based clinical and comprehensive didactic techniques, and to assist our students to be an integral part of the health care team that provides compassionate care to the community.

- **Goal**

Fulfillment of the program’s mission will be assessed by the following goals:

- 1.0 Students will graduate with the skills to be clinically competent.
- 2.0 Students will demonstrate problem solving and critical thinking skills.
- 3.0 Students will communicate effectively.
- 4.0 Students will demonstrate the benefits of professional growth and development.

- **Outcomes**

- 1.1 Students will demonstrate correct positioning skills.
- 1.2 Students will produce images of diagnostic quality.
- 2.1 Students will evaluate radiographic images to determine diagnostic quality
- 2.2 Students will demonstrate problem solving skills by using alternative positioning methods to fit patient conditions.
- 3.1 Students will demonstrate written communication skills.
- 3.2 Students will demonstrate verbal communication skills
- 4.1 Students will determine the importance of continual professional development.
- 4.2 Students will demonstrate professionalism.

- **Program Effectiveness Measures:**

1. Employers will be satisfied with the graduate’s performance.
2. Graduates will be satisfied with their education.
3. Graduates will pass the ARRT national certification on the first attempt.
4. Of those pursuing employment, graduates will be gainfully employed within 6 months of graduation.
5. Students will complete the program within 24 months

Equal Opportunity

Doc: 124

Dunwoody College of Technology is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, gender, religion, sexual orientation, age, marital status, disability, national origin, or public assistance status. Contact Human Resources for issues or questions related to employment and the Provost's Office for issues related to academic programs or facilities: Dunwoody College of Technology, 818 Dunwoody Boulevard, Minneapolis, MN 55403; telephone: (612) 374-5800; email: info@dunwoody.edu.

Student Enrollment

Doc: 130

The school enrolls 12 full-time students. Classes begin Fall semester and Spring semester. Students move up a class at the start of a new freshmen class.

1. Freshman Students at start of first year
2. Sophomore Students at next spring or fall semester
3. Junior Students at start of second year
4. Senior Students at next spring or fall semester

Program Length

Doc: 131

The Academic program is twenty-four (24) continuous months and is up to 40 hours per week.

Approximate Program Costs 2021 - 2022

Doc: 132

AAS Degree

6 Semesters

66 Total Credits

RTEC Credit	\$976
A/S Lab Credit	\$775
A/S Lecture Credit	\$458
	<u>Total Costs</u>
45 RTEC Credits	\$43920
3 A/S Lab Credits	\$2325
18 A/S Lecture Credits	\$8244
Learning Technology Fee	\$2796
Activity Fee	\$80
Books - Radiology	\$500
Books – Arts and Sciences	\$600
CPR	\$80
Uniform and shoes	\$250
Graduation Fee	\$50
Total approximate Program Cost	<u>\$58905</u>

*Upon graduation, there is a fee that students must pay when applying to the ARRT for the Certification examination. This fee is not provided by the Dunwoody program.

ARRT Examination Application Fee \$225

Admission Requirements

Doc: 140

A high school graduation or equivalent is the basic requirements for admission.

It is the responsibility of the applicant to see that the program receives high school and college transcripts

Application Process

Doc: 141

Application Steps

1. Submit a Dunwoody College general admission application with a \$50 application fee.
2. Submit a Dunwoody College Radiologic Technology Program application.
3. When the Admissions Office has received *all documents* (application, transcripts, assessment results) your file will be evaluated for admission consideration into the program. You will receive a letter indicating your status approximately one month after the application deadline. Incomplete applications at the deadline will not be considered.
4. Students selected in the Radiologic Technology Program must return the following to the College within two weeks of receiving the acceptance letter:
 - a. Signed Acceptance Form
 - b. A one hundred dollar (\$100) non-refundable deposit payable to Dunwoody College.

Upon acceptance to the Radiologic technology Program, all accepted students will be required to send in a completed and signed *Radiography Student Physical Capability Status* form, an immunization form and pass a background check.

5. Students not accepted into the program may be identified as an alternate and/or reapply for admission into the Radiologic Technology Program for the next class selection. Students reapplying for admission are responsible for obtaining any new admission information and meeting program admission requirements.

Student Selection Process

Doc: 142

Qualified applicants must have a high school diploma or GED. Applicants who meet the general admission requirements will be ranked and selected using a point system which includes the following:

- High school and/or college GPA
- Completion of an AAS degree or higher
- Accumulated General Education credits
- Completion of qualified college or high school science and math courses
- Health care experience
- Shadow experience

Advanced Placement

Doc: 143

We do not accept transfer radiography credits from other institutions. All students must complete the twenty-four month program and the entire curriculum. We are not a program with advanced placement.

Liberal Arts and Sciences

Doc: 150

ASRT Statement on General Education

General education is an integral part of the development of the professional radiographer. The content is designed to assist in the development of communication, human diversity, scientific inquiry, critical thinking and judgment skills required to perform the responsibilities of an entry-level radiographer. Knowledge gained from general education serves to enhance the content and application of the radiography curriculum.

An additional goal of general education is to provide students with opportunities to explore broad areas of commonly held knowledge and to prepare them to contribute to society through personal, social and professional interactions with others. General education provides intellectual flexibility and knowledge to support lifelong learning that will prepare students for success in a rapidly changing world.

ASRT Recommended Liberal Arts and Sciences:

Mathematical/Logical Reasoning

- Develop skills in analysis, quantification and synthesis
- Apply problem-solving or modeling strategies

Communication

- Write, read, speak and listen critically
- Develop the ability to perceive, gather, organize and present information
- Locate, evaluate and synthesize material from diverse sources and points of view

Arts and Humanities

- Develop knowledge and understanding of the human condition
- Demonstrate respect for diverse populations
- Develop an understanding of ethics and their role in personal and professional lives
- Recognize and critically examine attitudes and values

Information Systems

- Develop knowledge base for use of computerized systems
- Use technology to retrieve, evaluate and apply information

Social/Behavioral Sciences

- Assist in adapting interactions to meet cultural/psychological needs of people
- Develop an understanding of individual and collective behavior
- Promote the development of leadership skills

- Develop capacity to exercise responsible and productive citizenship
- Function as a public-minded individual

Natural Sciences

- Develop understanding of scientific method
- Make informed judgments about science-related topics
- Develop a vocabulary of science

Program Outcomes - Graduate Competencies

Doc: 160

- Explain the importance of patient interactions that include ethics, interpersonal communication, physical assistance and monitoring, medical emergencies, infection control and pharmacology in the field of medical imaging.
- Examine how the principles of radiation physics and the biological aspects of radiation apply to patient safety.
- Demonstrate the various ways to minimize patient exposure to radiation.
- Practice the various ways to minimize occupational exposure to radiation.
- Compare how the various technical factors of receptor exposure, contrast, spatial resolution, and distortion affect radiographic quality.
- Explain how the following concepts affect image production: technique charts, Automatic Exposure Control (AEC), and x-ray equipment.
- Analyze how equipment operation and quality assurance affects image production.
- Apply knowledge of positioning, anatomy, procedure adaptation, and evaluation of displayed anatomical structures to head, spine and pelvis procedures, thorax and abdomen procedures, and extremity procedures.

Physical Capabilities Requirements

Doc: 170

In response to requirements of a major clinical facility, Radiography students are required to verify their ability to perform physical tasks related to clinical experiences. Verification of your physical ability can be obtained by having your health care provider sign a Radiography Student Physical Capability form. This form must be completed and returned prior to placement in a clinical facility

Visual Acuity:

1. Observe a patient's condition from across a room
2. Read various sizes of print located on equipment and computers
3. Evaluate different shades of gray on radiographic images

Hearing:

1. Engage in a normal volume conversation from a distance of 20 feet
2. Recognize and respond to alarms from patient care equipment, x-ray equipment, or computers
3. Communicate with patients or coworkers when background noise is high

Sufficient gross and fine motor coordination:

1. Lift up to 50 pounds on an occasional basis
2. Prolonged standing (80% of the day)
3. Prolonged walking (80% of the day)
4. Pushing/pulling of equipment (up to 35 pounds)
5. Bending and reaching
6. Grasp small objects and adjust small dials and switches
7. Assist with transferring patients

Students with Disabilities

Doc: 175

Dunwoody values diversity and inclusion and recognizes that disability is an aspect of diversity. The College's goal is to create learning environments that are usable, equitable, inclusive and welcoming for all. If there are aspects of a course that result in barriers to full inclusion or accurate assessment of achievement, students are encouraged to contact your professor as possible. For information about specific academic adjustments, accommodations or resources for students with disabilities, please contact the Dean of Students. No audio or video recording allowed without the approval of the faculty.

Generic Abilities and Professional Behaviors

Doc: 180

Generic abilities are behaviors, attributes, or characteristics are required for success in that profession. The quality of professional behavior expected of Radiography students is exemplified in the following generic abilities/professional behaviors:

1. commitment to learning
2. interpersonal skills
3. communication skills
4. effective use of time and resources
5. use of constructive feedback
6. problem solving
7. professionalism
8. responsibility
9. critical thinking
10. stress management¹¹

If a student appears to be having difficulty at any time related to any of the generic abilities, any faculty member could meet with the student and use the list of expected behaviors as a guide to set goals. This will provide the student with an opportunity for feedback as well as self-reflection and allow time to set goals to work towards in order to function at the highest level noted in the generic abilities/professional behaviors.

Since the generic abilities reflect behaviors necessary for a successful Radiographer in practice, failure to demonstrate progress on the generic abilities or to meet the specific levels of criteria that are designated in a goal conference may result in:

1. the need for additional coursework
2. an extended clinical experience
3. a delay in the progression in the program
4. dismissal from the program

Graduation Requirements

Doc: 190

An Associate in Applied Science degree will be granted from Dunwoody College of Technology to those candidates who have met the following criteria:

1. Cumulative grade point average is not less than 2.0.
2. Satisfactory completion of all required didactic and clinical courses.
3. Financial obligations are met regarding didactic and clinical courses.
4. Completion of Program Final Examination with an 80% or higher score in order to fulfill graduation requirements.
5. Return clinical radiation badge

NOTE:

Completing the program requirements means you are eligible to take the ARRT examination. Successfully completing the program requirements does not guarantee you will pass the ARRT examination. You have three attempts in a three year period to pass the ARRT examination after you graduate.

Final Examination

Doc: 195

After the completion of all courses, and within four weeks of graduation, students will be given a 200-point final examination with the same format as the ARRT examination. Students must pass the final examination with an 80% or higher score in order to fulfill graduation requirements.

Failure to pass the final examination will result in the student not satisfactorily completing the program. Students who do not pass the final examination on the first try may retake the final exam, after additional study and counseling until they successfully complete the program. Students unable to pass the final exam will not graduate. Those students may file a grievance.

The final examination is normally given within four weeks of the end of the program and graduation. This is necessary because courses are taught throughout the entire 24-month program. Failure to pass the final exam may delay graduation and the writing of the ARRT examination.

DIDACTIC

Classroom Behavior Expectations

Doc: 200

Students are expected to be respectfully engaged in the classroom. Students must avoid behaviors that are disruptive or distracting. Inappropriate, hostile, or offensive comments or behaviors will not be tolerated. Violations of this policy may result in the implementation of the discipline policy.

Didactic Attendance

Doc: 210

Regular class attendance is critical to student success in the learning process. Students are expected to attend and/or actively participate in lecture and laboratory as dictated in course syllabi. All instructors are required to take attendance. Absences are closely monitored by the Student Records/Student Services departments. Course grades will be affected by attendance. See course syllabus for details. Dunwoody reserves the right to withdraw any student absent for five or more days.

Audio and Video Recording

Doc: 220

Students may not video or audio tape any classroom or lab without faculty permission. Students may not post photos or video on any internet social media (Facebook, Twitter, emails, texts). These actions may result in the implementation of the discipline policy.

Plagiarism

Doc: 230

Cheating, plagiarism, and any other forms of academic dishonesty will not be tolerated with penalties up to and including expulsion.

Student Advisement

Doc: 240

Students will meet with the Program Director at midterm for every semester to discuss academic progress, clinical and didactic learning needs, and course registration for the next semester. The purpose of this meeting is to provide timely and supportive academic, behavioral, and clinical advisement to students enrolled in the program.

Radiography Program Requirements

Associate of Applied Science Degree (66 Credits)

Radiography Courses

45 Total Professional Credits

RTEC 1111	Introduction to Radiography	1 cr
RTEC 1121	Patient Care	1 cr
RTEC 1140	Medical Terminology	1 cr
RTEC 1131	Radiographic Procedures I	2 cr
RTEC 1221	Radiographic Procedures II	2 cr
RTEC 1231	Radiographic Procedures III	2 cr
RTEC 1311	Radiographic Procedures IV	2 cr
RTEC 1210	Radiologic Exposure	1 cr
RTEC 1200	Radiographic Procedures – J1	1 cr
RTEC 1151	Clinical I	2 cr
RTEC 1241	Clinical II	2 cr
RTEC 1251	Clinical III	2 cr
RTEC 1321	Clinical IV	2 cr

RTEC 2110	Radiologic Science	1 cr
RTEC 2121	Advanced Imaging	1 cr
RTEC 2221	Radiologic Topics I	3 cr
RTEC 2231	Radiologic Topics II	3 cr
RTEC 2200	J Term	1 cr
RTEC 2130	Clinical V	6 cr
RTEC 2250	Clinical VI	3 cr
RTEC 2260	Clinical VII	3 cr
RTEC 2320	Clinical VIII	3 cr

Arts and Science Courses

21 Total A/S Electives

<i>Social Sciences</i>		
PSYC	Elective	3 cr
<i>Communications</i>		
COMM	Elective	3 cr
<i>Humanities</i>		
HUMN	Elective	3 cr

<i>Natural Sciences and Mathematics</i>		
BIOL	Anatomy	4 cr
BIOL	Physiology I	2 cr
BIOL	Physiology II	2 cr
BIOL	Human Disease	4 cr

Radiography Program Overview

Radiography is a health-care specialty involving the safe use of radiation and other forms of energy to produce images of the human body. The information obtained from these images helps physicians diagnose and treat injuries and diseases.

Most radiographers are employed by hospitals or clinics. Radiographers also can specialize in many different areas such as computerized tomography, magnetic resonance imaging, ultrasound, vascular procedures, nuclear medicine and radiation therapy.

Program Description

Being a radiographer means caring about people and helping them with their health problems. As a radiographer you obtain detailed images through skilled operation of high-tech equipment combined with patient-care methods and your knowledge of human anatomy. Physicians rely on the expertise of radiographers to produce images of human anatomy to diagnose disease processes. Radiology plays an important role in the health-care delivery system.

Methods of instruction include classroom lecture and discussion, demonstrations and practice in a lab setting, clinical experience in hospital and clinic settings, films, and educational meetings on a local and statewide basis.

Accreditation

Dunwoody has full academic approval by the Minnesota Office of Higher Education (MOHE) and is accredited by the Higher Learning Commission and a member of the North Central Association (NCA). The program is accredited by:

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, Illinois 60606-2901
312-704-5300
E-mail: mail@jrcert.org

In the event that the program has allegations or complaints relating to its non-compliance with the JRCERT STANDARDS, and the JRCERT, after its due process, agrees that the complaint is valid, the program will make every effort to immediately correct the situation.

The standards can be found on the JRCERT website:

http://www.jrcert.org/acc_standards.html

Length of Program

Two years

Degree

Associate of Applied Science (A.A.S.)

Curriculum — 66 credits

- RAD program courses – 45 credits

Students must achieve at least a C in all radiography classes. A C grade represents an 80% or higher.

Important Note: The curriculum at Dunwoody College is very tightly sequenced. Before registering for any given term, consult with the program curriculum guide. Failure to follow the curriculum guide may result in class schedule conflicts and may require enrolling in both day and evening courses. It also might result in the need to enroll in additional credits or a delay in graduation.

- General Education – 21 credits

Semester Fall Start

First Year			
Fall Semester	Title	Weeks	Credits
12 cr	Anatomy	10	4
	Physiology 1	6	2
	Intro to Rad	8	1
	Patient Care	8	1
	Procedures 1	8	2
	Clinical 1	8	2

Second Year			
Fall Semester	Title	Weeks	Credits
14 cr	Physics	16	1
	Imaging	16	1
	Clinical 5	16	6
	English		3
	Humanities		3

J Semester	Title	Weeks	Credits
1 cr	J1	3	1

J Semester	Title	Weeks	Credits
1 cr	J2	3	1

Spring Semester	Title	Weeks	Credits
14 cr	Physiology 2	6	2
	Human Disease	10	4
	Procedures 2	8	2
	Procedures 3	8	2
	Clinical 2	8	2
	Clinical 3	8	2

Spring Semester	Title	Weeks	Credits	
12 cr	Topics 1	16	3	
	Clinical 6	8	3	
	Clinical 7	8	3	
	Social Science		3	

Summer Semester	Title	Weeks	Credits
6 cr	Procedures 4	8	2
	Med Terminology	8	1
	Exposure	8	1
	Clinical 4	8	2

Summer Semester	Title	Weeks	Credits
6 cr	Topics 2	8	3
	Clinical 8	8	3

Semester Spring Start

First Year			
J Semester	Title	Weeks	Credits
1 cr	J1	3	1

Second Year			
J Semester	Title	Weeks	Credits
1 cr	Clinical J 2	3	1

Spring Semester	Title	Weeks	Credits
12 cr	Anatomy	10	4
	Physiology 1	6	2
	Intro to Radiology	8	1
	Patient Care	8	1
	Procedures 1	8	2
	Clinical 1	8	2

Spring Semester	Title	Weeks	Credits
14 cr	Physics	16	1
	Imaging	16	1
	Clinical 5	16	6
	English		3
	Humanities		3

Summer Semester	Title	Weeks	Credits
6 cr	Procedures 2	8	2
	Exposure	8	1
	Med Terminology	8	1
	Clinical 2	8	2

Summer Semester	Title	Weeks	Credits
6 cr	Topics 2	8	3
	Clinical 6	8	3

Fall Semester	Title	Weeks	Credits
14 cr	Physiology 2	6	2
	Human Disease	10	4
	Procedures 3	8	2
	Procedures 4	8	2
	Clinical 3	8	2
	Clinical 4	8	2

Fall Semester	Title	Weeks	Credits
12 cr	Topics 1	16	3
	Clinical 7	8	3
	Clinical 8	8	3
	Social Science		3

Course Descriptions

Doc: 270

RTEC 1111 Introduction to Radiography 1 credits

Introduction to the profession of radiologic technology. An overview of the structure of the healthcare environment, imaging equipment, radiation protection, and surgery.

RTEC 1121 Patient Care 1 credits

Examine the basic concepts of patient care. Routine and emergency patient care procedures are explained, as well as infection control procedures utilizing standard precautions.

RTEC 1140 Medical Terminology 1 credit

Develop a medical vocabulary. Skills in spelling, pronunciation, and defining medical terms is emphasized.

RTEC 1131 Radiographic Procedures I 2 credit

Develop the knowledge required to perform radiographic procedures. Topics include: anatomy, routine projections of the abdomen, upper and lower extremities, and the shoulder girdle.

RTEC 1221 Radiographic Procedures II 2 credit

Develop the knowledge required to perform radiographic procedures. Topics include: anatomy and routine projections of the lower extremities, the pelvic girdle, and the spine.

RTEC 1231 Radiographic Procedures III 2 credits

Develop the knowledge required to perform radiographic procedures. Topics include: anatomy, and routine projections of the spine and the bony thorax.

RTEC 1311 Radiographic Procedures IV 2 credits

Develop the knowledge required to perform radiographic procedures. Topics include: anatomy, and routine projections of the cranium, facial bones, sinuses and the genitourinary. Venipuncture is introduced.

RTEC 1210 Radiologic Exposure 1 credit

Examine the factors that govern and influence the production of the radiographic image, includes exposure calculations.

RTEC 1151 Clinical I 2 credits

Provides opportunities to apply basic theoretical principles of radiography and patient care to practical experience in an imaging department. Observe and participate in radiographic procedures in a hospital or clinical setting. Execution of radiographic procedures is conducted under direct and indirect supervision of experienced registered technologists.

RTEC 1241 Clinical II 2 credits

Continue learning experiences in the clinic or hospital setting. Topics include: equipment utilization, exposure techniques, participation in and/or observation of routine projections of the upper and lower extremities. Execution of radiographic procedures is conducted under direct and indirect supervision of experienced registered technologists.

RTEC 1251 Clinical III 2 credits

Continue development of skills required to become a radiologic technologist. Participate in routine radiographic procedures and observe in many of the specialty areas of a radiology department. Execution of radiographic procedures is conducted under direct and indirect supervision of experienced registered technologists.

RTEC 1321 Clinical IV 2 credits

Continue development of skills required to become a radiologic technologist. Participate in routine radiographic procedures and observe in many of the specialty areas of a radiology department. Execution of radiographic procedures is conducted under direct and indirect supervision of experienced registered technologists.

RTEC 1200 J term Radiographic Procedures 1 credit

Develop the knowledge required to perform radiographic procedures.

RTEC 2110 Radiologic Science 1 credit

Concepts of basic radiographic physics and the basics of x-ray generating equipment.

RTEC 2121 Advanced Imaging 1 credit

Equipment routinely utilized to produce diagnostic images, as well as various recording media and techniques. Topics include: Venipuncture; Image production in CT, MRI, IR, and other imaging modalities; special imaging considerations for geriatric, pediatric, trauma, and mobile imaging procedures; and sectional anatomy of the head, thorax, and abdomen.

RTEC 2221 Radiologic Topics I 3 credits

Prepare for the national certification examination with a review of basic knowledge from previous courses. Examine a variety of topics and practice for the registry exam with frequent testing.

RTEC 2231 Radiologic Topics II 3 credits

Prepare for the national certification examination with a review of basic knowledge from previous courses. Examine a variety of topics and practice for the registry exam with frequent testing.

RTEC 2200 J term Radiographic Clinical 1 credit

Apply the concepts learned in the classroom/lab in a radiology department. Execution of radiographic procedures is conducted under direct and indirect supervision of experienced registered technologists.

RTEC 2130 Clinical V 6 credits

Continues student learning experiences in the clinic or hospital setting; build on skills learned and competencies achieved in the previous semester. Topics include: common fluoroscopic, surgery, and portable radiography procedures. Execution of radiographic procedures will be conducted under direct and indirect supervision of experienced registered technologists

RTEC 2250 Clinical VI 3 credits

Continues student learning experiences in the clinic or hospital setting; build on skills learned and competencies achieved in the previous semester. Topics include: advanced radiographic anatomy; equipment utilization; exposure techniques; sterile techniques; participation in and/or observation of angiographic, interventional and specialty rotations including MRI and CT. Execution of radiographic procedures will be conducted under direct and indirect supervision of experienced registered technologists.

RTEC 2260 Clinical VII 3 credits

Continues student learning experiences in the clinic or hospital setting; build on skills learned and competencies achieved in the previous semester. Topics include: advanced radiographic anatomy; equipment utilization; exposure techniques; sterile techniques; participation in and/or observation of angiographic, interventional and specialty rotations including MRI and CT. Execution of radiographic procedures will be conducted under direct and indirect supervision of experienced registered technologists.

RTEC 2320 Clinical VIII 3 credits

Continues student learning experiences in the clinic or hospital setting; build on skills learned and competencies achieved in the previous semester. Includes participation in and/or observation of routine and special radiographic procedures. Execution of radiographic procedures will be conducted under direct and indirect supervision of experienced registered technologists.

Grading Scale

Doc: 280

If no grading scale is listed on a radiography class syllabus, the following scale will be used:

Percent	Letter Grade	Quality Points
94 - 100	A	4.00
92 - 93	A-	3.67
90 - 91	B+	3.33
86 - 89	B	3.00
84 - 85	B-	2.67
81 - 83	C+	2.33
80	C	2.00

Reference Material

Doc: 290

Reference material and teaching aids are available from the program for the student's use. Students will be shown all available reference material at the beginning of the program. References may be checked out overnight or over a weekend. Length of checkout time will be mutually agreeable to the student and the program, as some reference material is needed in the classroom on regular class days. Students are responsible for any reference material or teaching aid signed out to them. If the reference or aid is lost or damaged, the student is responsible for the cost of replacement. References are for student use only.

CLINICAL

Clinical Obligations

Doc: 300

In order to insure effective clinical education for students, each student must possess a full understanding of the competency based system of evaluation that is employed. It is the intent of the competency-based system to provide an objective and uniform method of evaluation of the clinical performance of the students in the program. Students must complete all clinical requirements to be allowed access to the clinical sites. This includes: passing background checks, travel to geographical dispersed clinical settings, two weeks of evening clinical rotations, documentation of professional liability, and any vaccination requirements.

Method for Learning Radiographic Procedures

Doc: 310

1. Lecture from Radiographic Anatomy and Positioning Textbook. The chapters in this book cover the anatomy of the part being studied along with procedural considerations. The positioning information includes the most common projections, location and angulation of the central ray, film size and speed, uses of grids, SID, collimation, breathing instructions and other pertinent information to complete a procedure.
2. Demonstration of procedure in lab. The procedure for each part is demonstrated by the procedures class instructor. There is usually enough class time for most of the students to practice the demonstrated procedure while supervised by the instructor. A student may be asked to be a simulated patient for a demonstration or simulation. If the student does not wish to be a simulated patient, she/he needs to discuss this with the program director or clinical coordinator. *Simulations may not be done on the same day as the demonstration.*
3. Practice of procedures is recommended before the student attempts to simulate the procedure. This can be done in the clinical setting.
4. Simulation of the procedure is the next step. When the student feels prepared she/he will perform the simulation. The simulation is observed and graded by the instructor. The simulation is performed on a volunteer patient and includes everything except the exposure. *A student cannot be the simulated patient for another student and simulate the same exam any time after that on the same day.* If a student should fail a simulation, the student may not try to repeat the simulation the same day. Students should be well prepared for their simulations. Simulations and clinical competency exams will use the projections listed for each part listed later in this manual and are based on the Bontrager Radiographic Anatomy and Positioning textbook depending on the student's group. The evaluator will fill out a yellow Simulation/Competency sheet. This sheet will be put in the clinical folder and the student should enter the date in the appropriate space.

5. Competency of the procedure comes next. Competencies are procedures performed on real patients in the clinical setting. All aspects of the procedure will be evaluated including the radiograph. Competencies may be done at any of the clinical sites with any registered technologist and will use the routine for the specific clinical site. Students should perform competencies whenever possible.

6. Clinical Proficiency Exams are the final check of the competency of the student to perform radiographic exams. Proficiency Exams will be done during all semesters. The proficiency exam can include any exam demonstrated up to the date of the exam. A list of potential exams will be provided. The procedure for the competency exam is as follows:

The student will perform one exam, picked at random from a set of mock requisitions, as if it was a real patient.

Each proficiency exam adds exams that have been learned in the current semester to exams learned in previous semesters.

Clinical Proficiencies

Doc: 311

Procedure for Clinical Proficiency Exams:

- A. All exams taught up to testing date may be included for competency.
- B. Students are selected by drawing to determine the order of testing.
- C. The exam should be performed as though it is a real patient - use shielding, marker, change cassettes, give breathing instructions, etc.
- D. When the student completes a projection, they should tell the evaluator that they are finished. At this point the evaluator will check over the projection and record findings.
- E. The request that was selected is returned to the pile.
- G. Verbal feedback is given at this point.
- H. Clinical proficiencies will include trauma positioning during the second year

Proficiency Exam Grading:

- A. Students should do the procedure as listed on the request.
- B. If specific projections are not listed, do the normal routine OR the routine that is appropriate for the information listed.
- C. Students will fail the exam if any projection would need to be repeated, if markers are not used, if the correct series of radiographs is not completed or if shielding is not demonstrated.
- D. Students will lose points for incorrect angle, not using enough collimation, too much collimation with no parts clipped, taking too much time to complete the exam and other errors that may reduce the quality of the radiograph, but not to the point of needing to repeat the radiograph.
- E. All procedures must be performed as demonstrated in the textbook, not how they are done at particular clinical sites.
- F. Students will lose points for omitting a required projection.
- G. If possible, there will be to faculty members present to evaluate the proficiency. Each grade determined will be averaged together to get a final proficiency grade.

Topics such as radiation exposure, patient care and image critique may be included in the competency exam.

Adapted from the 2017 ASRT Radiography Curriculum

- Exercise the priorities required in daily clinical practice.
- Execute medical imaging procedures under the appropriate level of supervision.
- Adhere to team practice concepts that focus on organizational theories, roles of team members and conflict resolution.
- Adapt to changes and varying clinical situations.
- Provide patient-centered clinically effective care for all patients regardless of age, gender, disability, special needs, ethnicity or culture.
- Integrate the use of appropriate and effective written, oral and nonverbal communication with patients, the public and members of the health care team in the clinical setting.
- Integrate appropriate personal and professional values into clinical practice.
- Recognize the influence of professional values on patient care.
- Demonstrate competent assessment skills through effective management of the patient's physical and mental status.
- Respond appropriately to medical emergencies.
- Examine demographic factors that influence patient compliance with medical care.
- Adapt procedures to meet age-specific, disease-specific and cultural needs of patients.
- Assess the patient and record clinical history.
- Apply standard and transmission-based precautions.
- Apply the appropriate medical asepsis and sterile technique.
- Demonstrate competency in the principles of radiation protection standards.
- Apply the principles of total quality management.
- Report equipment malfunctions.
- Examine procedure orders for accuracy and make corrective actions when applicable.
- Demonstrate safe, ethical and legal practices.
- Integrate the radiographer's practice standards into clinical practice setting.
- Maintain patient confidentiality standards and meet HIPAA requirements.
- Demonstrate the principles of transferring, positioning and immobilizing patients.
- Comply with departmental and institutional response to emergencies, disasters and accidents.
- Adhere to national, institutional and departmental standards, policies and procedures regarding care of patients, providing radiologic procedures and reducing medical errors.
- Select technical factors to produce quality diagnostic images with the lowest radiation exposure possible.
- Critique images for appropriate anatomy, image quality and patient identification.
- Determine corrective measures to improve inadequate images.

Clinical Sites

Doc: 330

North Memorial Hospital
North Memorial Outpatient Center
Methodist Hospital
Hennepin County Medical Center
Maple Grove Hospital

Park Nicollet Clinics:

Brookdale
Carlson
Chanhassen
St. Louis Park
Plymouth
Shakopee

Allina:

St Francis Hospital
Cambridge Medical Center
Richfield
Buffalo

Clinical Training Assignment Policy

Doc: 335

Radiologic Technology students who complete all prerequisite in-residence course-work with a minimum GPA of 2.0 and have current financial status with Dunwoody College of Technology will receive an appropriate clinical training placement.

The assignment process takes place the month preceding Clinical Training.

To ensure selection of quality clinical sites, placement is made only in facilities approved by the College and the JRCERT. All arrangements are made by Dunwoody and students may not contact facilities without the knowledge and approval of Dunwoody. Students contacting facilities without such approval may be placed on Probationary Status. Dunwoody has several clinical training facilities that make their facilities available for training.

The appropriate clinical training site for each student will be chosen by the entire Radiologic Technology Faculty at Dunwoody.

- The faculty matches each student to the site where they feel the student will experience the best academic success.
- Where the student will best succeed is the only criteria the Radiologic Technology Faculty will consider when making their decision.
- Family situations and/or living arrangements etc. will not be taken into consideration.

Dress and general grooming are very important in projecting a professional image during interactions with patients. Guidelines have been set up for all students and should be followed closely to ensure that a professional image is maintained while the student is at the clinical sites. If the dress code at a clinical site is more restrictive, that dress code will be followed while the student is at that clinical site.

General grooming:

1. Good personal hygiene is expected at all times to ensure a pleasant and healthy atmosphere in which to work and to interact with patients. All students are expected to shower or bathe and use deodorant on a daily basis.
2. Hair must be clean and neat at all times. In certain situations, long hair may need to be tied back. Hair should be of a style and color that would be considered professional.
3. Make-up must be moderate and appropriate for daytime employment. Bright colored eye shadow or lipstick is inappropriate for the clinical setting.
4. Perfume and cologne may not be worn due to patient sensitivity.
5. If a student has a mustache or a beard, it should be kept neat and well-trimmed.
6. Jewelry should be limited to what will be considered safe for the student and the patient. Acceptable jewelry includes a watch, small earrings (not larger than 1/2" in diameter) and necklaces that are worn on the inside of uniform. An excessive number of rings should be avoided. Bracelets should be avoided because they are a potential safety hazard. In order to present a professional image, facial jewelry other than earrings described above, should not be worn. No visible piercing other than small earrings or small nose stud.
7. Finger nails should be short and clean. Bright colored polish should be avoided. No artificial nails of any type are permitted at the clinical sites for infection control reasons.
8. College name tags and film badges must be worn at all times. Immediate replacement of lost name tags or film badges is the responsibility of the student. Replacement nametags are ordered through the bookstore.

Uniform: The overall appearance should be neat and professional. The uniform should be unwrinkled and free of offensive odors. The following is a list of dress expectations.

1. Scrub pants and top must be worn. Pants should be ankle length. For additional warmth, an all-white turtleneck may be worn under the scrub top. Color will be site specific.
2. Socks or nylons must be worn and be white or neutral in color. Footies or short socks are not to be worn. Bare legs are inappropriate.
3. White or mostly white shoes are preferred. Professional looking but comfortable. No sandals, open-toed shoes or moccasins are to be worn.

4. Scrubs may only be worn in clinical assignments that require this attire according to department guidelines. Hospital scrubs are not to leave the hospital premises under any circumstances.

5. If the student has any questions about the acceptability of a particular uniform/shoe they should contact the clinical coordinator before purchasing the item in question.

6. Tattoos - covered

Students not conforming to the dress code may not be allowed to remain on the clinical site. Failure to follow the dress code may result in a warning or initiation of the discipline policy.

Communicable Diseases

Doc: 350

Communicable diseases vary in their virulence, duration, mode of infection and effects. In order to fully protect students, patients and clinical staff:

1. Students with communicable diseases that are transferred by air or contact and are of short duration may not attend clinical courses. They must inform the clinical coordinator of their absence from their clinical rotation. See the attendance policy regarding make-up.

2. Students with communicable diseases that are of relatively long duration must present a written diagnosis to the clinical coordinator and/or program director. Dependent on the diagnosis, the student may be able to continue clinical with directions regarding patient contact or may be asked to drop the clinical course until the illness is resolved. All information is confidential and is not released unless mandated by law.

Electronic Device Policy

Doc: 355

Students are expected to turn their cell phones to silent or on vibrate when entering a clinical site. Cell phones may be used for personal use ONLY during assigned break periods or at lunch, otherwise phones must remain with student's belongings in the designated storage area. In case of an emergency, the Imaging Department telephone number should be given out to those who might need to contact the student while in clinical, e.g., daycare personnel. **At no time** may an electronic device be used to take a picture or video recording of a patient, a patient's chart, a patient's radiograph, or anything related to a patient. **At no time** may an electronic device be used to record conversations with technologists, managers or instructors in the clinical setting. Any electronic recording is a breach of the affiliation agreement with the clinical site.

Immunizations

Doc: 360

Students are required to maintain current immunizations according to state law and college contracts with clinical sites in order to attend clinical rotations. Some immunizations may need to be updated during the program. If the immunization records are not up to date, the student will not be allowed to attend clinical rotations until the records are up to date. Some clinical rotations may require the flu and Covid vaccinations. Failure to meet the requirement may mean the student not be allowed to attend clinical rotations. Clinical sites do have the right to require this in order to protect their vulnerable patients.

CPR Policy

Doc: 370

Cardiopulmonary Resuscitation training is not included in the radiography program. Students are required to provide proof of current CPR certification before attending their clinical rotations. CPR is also required for applying to the national certification exam. (ARRT registry exam)

Vacations

Doc: 380

Any non-emergency time off should coincide with the pre-scheduled college breaks. Any requests for exceptions must be submitted in writing to the program director. Instructors also take their vacations during the college breaks, so don't assume that they will be in their office during the breaks. Attendance policy will apply.

Clinical Hours

Doc: 390

Clinical hours will vary according to hours of operation at the clinical site and according to rotation. The student will be scheduled for specific clinical hours. The student is expected to be in attendance during those hours. Any changes to clinical hours must be submitted in writing and approved. Changes in clinical hours will usually be effective for the entire quarter.

If a student needs to leave early during a clinical rotation it must be approved by a supervisor in the scheduled area and reported. Clinical hours are less than 10 hours per day and are less than 40 hours in one week. There will be some evening clinical time as part of the specialty rotations. These times are from 2 pm until 10 pm.

Clinical Credit Ratio

Doc: 395

One credit hour is equivalent to 48 clinical contact hours.

Tardiness

Doc: 400

Students are required to be in their assigned areas, in the proper attire by the start of their shift. If a student will be late to a clinical rotation, the clinical site must be called as soon as the student knows they will be late. Check your clinical syllabus for details.

Clinical Attendance

Doc: 410

Students are expected to attend clinical on the day and at the location that is listed on the clinical schedule. Excessive absenteeism may result in failing a clinical course and program dismissal. Check your clinical syllabus for details.

Clinical Schedule Changes

Doc: 420

Once the final schedule is sent out to the clinical sites, there will be no changes to the clinical schedule.

Clinical Grade

Doc: 430

Clinical grades are determined by performance evaluations, proficiency exam and numbers of competencies completed. Other factors that affect the grade are attendance, warnings, clinical objective sheets and late simulations. Check your clinical syllabus for details.

Clinical Supervision Policy

Doc: 440

The student will observe, assist and then perform radiographic procedures under the direct supervision of a technologist; operate equipment effectively and apply the principles of radiation protection, demonstrate proper patient care, evaluate radiographs, complete clinical competency evaluations and demonstrate professional behavior. The clinical instructors will work directly with the student or be readily available. Students must work under direct supervision of a registered technologist until deemed competent. When the student is deemed competent in a procedure, the student may work under indirect supervision. All exposures after competency has been shown needs to be completed under indirect supervision of experienced registered technologists. Indirect supervision means that a qualified radiologic technologist is immediately available in an adjacent room or location where the radiographic procedure is being performed.

Repeat Radiographs

Doc: 450

If at any time a radiograph taken by a student is deemed unsatisfactory, the radiograph is to be repeated only in the presence of a qualified radiographer, regardless of the student's level of competency.

HIPAA

Doc: 460

Failure to comply with all HIPAA regulations will result in the implementation of the discipline policy. This may result in termination from the program.

Clinical Site Exposure Protocol

Doc: 470

CLINICAL SITE EXPOSURE PROTOCOL

The following are the student responsibilities regarding potential exposure to blood borne pathogens in a clinical setting.

1. Students will have clinical experiences in which the potential exists for possible needle-stick, blood/body fluid exposure, or uses equipment that could cause possible injury. The Program shall provide health and safety information to all students regarding but not limited to: proper use of needles, lancets and other sharp equipment; proper application and use of protective barriers, e.g. gloves, gowns, masks and shields when appropriate; proper disposal of any/all contaminated equipment and wipes; proper first aid procedures to be immediately initiated in the event of needle-stick, blood/body fluid exposure, or other injury. As a student, you are

responsible for your own safety and the safety of other students, instructors and staff in the clinical courses in which you are enrolled.

2. As a student, you are responsible for your own immune status. You must start the Hepatitis B vaccine series prior to beginning clinical coursework. NOTE: The series takes six (6) months to complete.
3. As a student, you are responsible for your own health care coverage.
4. Should an incident or injury occur, you are responsible for *immediately* reporting any accident, needle-stick or lancet-stick or any blood/body fluid exposure to the clinical instructor/supervisor.
5. Should an incident or injury occur, you are responsible for initiating necessary follow-up testing within 24 hours through your chosen health care provider.
6. In the event of an exposure incident involving a known positive HIV source, you will be counseled to report to the nearest emergency facility within one hour for medical consultation. **REALIZE THIS WILL BE CRITICAL.**

Clinical Site Exposure Form

Doc: 471

STEPS FOR STUDENT TO FOLLOW IN EVENT OF STUDENT NEEDLESTICK OR EXPOSURE OCCURRENCE IN CLINICAL SETTINGS.

In the event you experience a needle-stick or exposure to blood or body fluids while participating in your clinical experience, it is CRITICAL that you take IMMEDIATE steps to control the severity of the situation. The following steps are REQUIRED:

1. In the event of a stick or exposure, IMMEDIATELY contact the clinical instructor/supervisor.
2. IMMEDIATELY initiate first aid procedures:
 - A. Puncture wound- allow and encourage bleeding. After bleeding, thoroughly cleanse with soap and water, followed with betadine.
 - B. Skin exposure- scrub as described above, dress if necessary.
 - C. Mouth exposure- gargle with 1/2 strength hydrogen peroxide.
 - D. Eye exposure- irrigate eye with stream of water.
3. Describe to the clinical instructor/supervisor specific details of the incident, including how the incident occurred, source of the exposure and nature of your injury.
4. Your clinical instructor/supervisor will request that the appropriate clinical site departmental supervisor review the medical record of the source patient to determine his/her HIV and Hepatitis status. If the source patient is known to be HIV positive or at a high risk of HIV, according to the established protocol of the clinical facility, you will be counseled to report to the emergency room of the clinical site (or nearest emergency facility if no on-site emergency room) within one hour of the exposure. THIS IS CRITICAL.

5. In all instances, you are encouraged to initiate baseline Hepatitis panel and HIV testing within 24 hours so that treatment, if necessary, can be initiated within 48 hours.

The following testing/treatment options apply to you:

- A. You may go to your health care provider, such as private physician, or urgent care facility. (Realize that costs incurred for testing or treatment is your responsibility.)
- B. You may be evaluated by a public service organization that does HIV/Hepatitis testing and follow-up. The Red Door Clinic does HIV testing located at 525 Portland Avenue South, Minneapolis. Please call (612) 347-2437 for more information.
- C. You may choose not to be evaluated.

IMPORTANT NOTES:

1. Because of your right of privacy, you may decide whether to be tested or whether to disclose test results. If the source is not tested, The Center for Disease Control and Prevention (CDC) guidelines recommend HIV and Hepatitis testing be done on the exposed student immediately post-incident, and three, six, and twelve months post-occurrence.
 2. Students choosing to be evaluated or not evaluated post-needle-stick/exposure incident are assumed to have made an informed decision about their health.
6. Request that the clinical facility's appropriate departmental supervisor initiate source patient testing for Hepatitis and HIV according to the protocol of the clinical facility. Assume responsibility for establishing a communication timetable with the designated departmental supervisor. Note the dates and times that source patient testing will be completed and test results will be available.
 7. Complete the Clinical Site Exposure Checklist with your faculty member or clinical supervisor. Retain a copy of this checklist for your personal records. The original copy of this form should be forwarded to the Administrator of Student Compliance who is available to answer questions and clarify responsibilities.
 8. You are encouraged to share your copy of this checklist with your chosen health care provider and follow the advice given by the health care provider.
 9. In the event that the exposure source:
 - A. Is not known, or cannot be tested;
 - B. Does not agree to be tested or to share results of testing; or,
 - C. Is Hepatitis B or C positive, or HIV positive:

You are encouraged to initiate medical consultation within one hour and request initiation of medical treatment as outlined in the CDC guidelines through your chosen health care provider.

10. You should check with your health care provider to determine your readiness for returning to the clinical setting. Please note that Dunwoody College reserves the right to deny clinical privileges to any student whose health status poses a risk to other students, staff or patients.

Dunwoody College Incident Report Form

PLEASE COMPLETE THIS FORM THOROUGHLY.

The exposed student should retain a copy of this completed form for his/her personal records and is strongly encouraged to share this information with her/his health care provider.

Faculty member/Clinical supervisor: Please deliver this ORIGINAL COMPLETED form to the Program Director

INCIDENT INFORMATION:

EXPOSED STUDENT: _____

CLINICAL FACILITY: _____

COURSE IN WHICH EXPOSURE OCCURRED: _____

ATTENDING FACULTY MEMBER OR CLINICAL SUPERVISOR: _____

EXPOSURE DATE: ____/____/____ TIME _____ A.M./P.M.

TYPE OF EXPOSURE (skin puncture, mouth, eye or skin exposure):

DESCRIPTION OF THIS INCIDENT: _

SOURCE OF EXPOSURE IS: _____ KNOWN _____ NOT KNOWN

Faculty member/Clinical supervisor: Please initial each step in the protocol as it is completed:

- Appropriate first aid was administered to exposed student per Blood borne Pathogens Protocol. _____ Initials: _____
- Student Procedures-Clinical Faculty Protocols reviewed with exposed student. _____
- Medical record of the source patient was reviewed for HIV status. If HIV status is positive, exposed student has been instructed to report to emergency room within one hour. _____
- Exposed student has been encouraged to initiate Hepatitis panel and HIV testing within 24 hours. _____
- Hepatitis and HIV testing of the source patient has been initiated per Clinical Facility Exposure Protocol. _____
- Exposed student has been encouraged to arrange a date and time to obtain test results of source patient. _____
- Exposed student has been encouraged to share details of the incident and all testing with his/her health care provider. _____

I have reviewed each of the above steps with the attending faculty member or clinical site supervisor.

Exposed Student's Signature

Date

I have reviewed each of the above steps with the exposed student involved.

Clinical /Faculty Member/Supervisor's Signature

Date

Mammography

Doc: 480

You may request an optional observational rotation in mammography. This rotation is similar to the rotations in CT and MRI in that no specific competencies need to be achieved during this rotation. If students have a strong interest in working in mammography, additional days may be requested. Permission from the patient for a student to observe the exam must be obtained by the mammographer. It is not guaranteed that the student will be able to observe exams.

POLICIES

Jury Duty Policy

Doc: 610

Students that are called for jury duty may want to ask the court to delay the scheduled jury duty to a time that fits within the college break time. If this is not possible, the student should contact the program director to discuss the details. Students will also need to contact the instructors of any elective courses in which they are enrolled. Students will not be penalized for any radiography homework or radiography class exams that are missed while serving on jury duty. However, when the student returns to class, all work must be made up in a reasonable amount of time. The student should meet with each faculty to discuss the deadlines for make-up work. An extended absence while on jury duty may require the student to re-sequence and may delay graduation.

Student Pregnancy Policy

Doc: 620

A student who becomes pregnant has the option of whether or not to disclose her pregnancy. If a student voluntarily declares her pregnancy, it must be done in writing to the program director using the Declaration of Pregnancy form. This form is available from the program director. The program director will provide information about radiation protection during pregnancy and will discuss the options available to the student. These options are listed below:

- A. Continue in the program without modifications or interruptions.
- B. Continue in the program with modifications. For example, a pregnant student may opt to not rotate through certain areas such as fluoroscopy, special procedures or other higher radiation rotations until after delivery.
- C. Continue in the academic portion of the program and take a leave of absence from the clinical portion of the program
- D. Take a leave of absence from the program. The program director will work with the student to determine the sequencing of course work upon readmission.

A student has the option to voluntarily withdraw the Pregnancy declaration. It must be done in writing to the program director using the Withdrawal of Declaration Pregnancy Form

A second film badge will be issued to the student, to be worn at the level of the abdomen to monitor fetal dose.

The Radiologic Technology Program and its clinical affiliates operate under the ALARA (as low as reasonable achievable) radiation protection concept and guidelines. The ALARA principle protects patients, radiation workers, and others from excessive or unnecessary exposure to ionizing radiation.

Student Radiation Monitoring

To help insure that all student radiologic technologists are learning in a safe working environment, the amount of radiation received is monitored. Students are not allowed to hold patients during radiation exposures unless absolutely necessary. If there are no alternatives to holding, the student must wear appropriate shielding. A radiation dosimeter badge will be issued for each student. Students are responsible for the safety and security of their badge. Each student must exercise care to prevent loss of or damage to radiation badges. Lost / destroyed badges must be reported to the Clinical Coordinator immediately.

It is the responsibility of each student to wear the assigned badge whenever he/she is in the clinical area. The badge is to be worn on the collar. If wearing a lead apron, the student should wear the badge outside of the apron on the collar. Used badges are to be made available to the Clinical Coordinator for quarterly exchange of badges. It is the responsibility of the student to obtain a dosimeter badge and submit the current badge to the Clinical Coordinator.

Student Radiation Exposure Reports

Whole body radiation exposure reports are made readily available for student review in the classroom. Radiation exposure reports are reviewed by the Program faculty and are shared immediately with students to review. Dosimetry reports reflecting past radiation levels for each student are kept on file in the Program Director's office. The Radiologic Technology Program provides each student with their accumulated radiation dose at the time of graduation. Subsequent requests for accumulated exposure levels are to be made by the graduate's employer and must be submitted in writing to the Program Director.

Student Safety Practices

At a minimum, state regulations regarding safe operation of radiation-generating equipment will be followed in all education settings. Ionizing radiation is never utilized during laboratory sessions and all laboratory sessions are conducted under the guidance of a qualified practitioner. Students enrolled in the Program will adhere to proper radiation safety practices consistent with clinical site policies and the scope of practice in Radiology to include the following:

- Students are to stand behind the lead-lined control area of a radiographic room when making an exposure.
- All doors leading into a radiographic room from a public corridor are to be closed prior to making an exposure.
- When assisting with fluoroscopic procedures, students are to wear a lead apron and remain at least two (2) feet away from the radiographic table when fluoroscopic exposures are being made.

- When performing portable or bedside radiographic examinations, students are to stand at least six (6) feet from the source of the ionizing radiation and wear a lead apron when the exposure is being made. Six feet distance does not replace the wearing of a lead apron.
- Appropriate shielding must be worn if no other options are available.
- Students are to wear College-issued radiation dosimeter badges whenever fulfilling clinical assignments.

Patient Holding

This policy is in compliance with NCRP Report No. 105 Section 8.4.4.

Individual medical personnel should not have the responsibility of routinely holding patients during diagnostic radiology procedures. In particular, this should not be a practice routinely demanded of individuals who are designated as radiation workers (i.e. the radiologic technologist/student). Patients should be held only after it is determined that available restraining devices are inadequate. It is the policy of the program that **students must not hold the patient or the image receptor** during any radiographic procedure.

Individuals holding patients for x-ray procedures should be provided with lead aprons and lead gloves and should be positioned so that no part of their body is exposed to the direct radiation beam. To assist in minimizing exposure, it is important for the radiologic technologist/student to collimate carefully to the area of clinical interest. Pregnant women or persons under the age of 18 years should not be permitted to hold patients.

If the patient must be held during the x-ray exposure, aides, nurses, or members of the patient's family should be enlisted to assist in holding the patient. The principle of having other non-occupational personnel hold patients is to spread the dose out among many individuals instead of those who are employed to perform radiography, and spend a lifetime working with radiation as a diagnostic/therapeutic tool.

Exceeded Dose Limits

If a dosimeter report comes back in which dose limits exceed 100 mrem in a quarter for a student, that student will be pulled from clinical and investigated to see what clinical practices might have contributed to the high dose.

- Radiation safety practices will be reviewed with the student.
- The student will be allowed back into and behavior will be closely observed (if the dose doesn't exceed maximum allowed in the month/year)
- This will proceed for a period of time until student radiation safety behavior is following the established safety practices

Patient Safety Practices

Students enrolled in the Program will adhere to proper radiation safety practices that protect the patient from excessive or unnecessary exposure to ionizing radiation to include the following:

- Students are to review the physician's order or requisition for the examination or procedure prior to performing the study.

- Students are to follow the necessary steps to obtain an informed consent from the patient prior to the start of the examination or procedure i.e. verify patient identity; explain the procedure or examination; obtain a patient history; and inquire about possible pregnancy.
- Students are to limit the radiation field to a size only large enough to include the anatomic area of interest. Field size is never to exceed image receptor size.
- Students are to shield patients when appropriate.
- Students are to select exposure factors that produce the minimum amount of radiation exposure needed to obtain a diagnostic image.
- Students are to perform portable or bedside radiography and fluoroscopic procedures under the direct supervision of a qualified radiographer regardless of the level of student achievement.
- All clinical assignments are carried out under the direct supervision of a qualified radiographer until the student has achieved competency.
- All clinical assignments are carried out under the indirect supervision of a qualified radiographer after the student has achieved competency.
- All unsatisfactory radiographic images repeated by the student are performed under the direct supervision of a qualified radiographer.

Clinical Orientation

Students are required to complete the Clinical Orientation checklist the first week assigned to a new clinical site. This checklist needs to be gone over and signed by a qualified registered technologist at the clinic setting. This form does not need to be repeated if a student is rotated into a clinical site that they already have done orientation.

Because of the presence of a strong magnetic field, it is important that students are made aware of any metal that has been surgically or accidentally placed on or in you. You should not enter a MRI security zone if there is an indication of an issue. The MRI magnetic field is always on. Students must review the MRI Screening Sheet before they go out to the clinical setting. It should also be reviewed again before the MRI clinical rotation in the second year. Students must notify the program if their status should change.

If there is a chance of having an issue, the best course of action is to stay out of the MRI room.

Do You Have:	YES	NO	COMMENTS
Cardiac pacemaker/defibrillator			
Brain aneurysm clip, coil, or surgery			
Any heart surgery/valve replacement			
Shrapnel or gunshot wound			
Prior brain surgery			
Filters, coils or stents placed in blood vessels			
Artificial limbs or prosthesis			
Metal rod, pin, screw or other bone device			
Prior vascular surgery			
Neurostimulator (TENS unit) or implanted wire			
History of ear surgery or implant			
History of eye surgery or implant			
Injury of the eye involving metal			
History of having worked as a welder, machinist or sheet metal worker			
Hearing aid			
Dentures			
Other implanted device or pump (ex diabetic pump)			
Medication or nicotine patch currently being used			
Shunt (head or back)			
Tattoos, permanent eyeliner or body piercings			
Female – known or possible pregnancy			
Female – IUD			
Female – breast expanders			
Male – Penile prosthesis			

Background Check

In 1995, the State of Minnesota passed a law intended to protect patients served in licensed facilities from mistreatment by those who provide their care. Called the Vulnerable Adults Act, its central feature requires those who provide care in such agencies, including students, to submit to a criminal background check as a means of verifying that they are qualified to provide care under the terms of this statute. This check is required annually of all students expected to participate in a clinical experience providing direct patient care within a licensed facility during the year.

Disqualification from providing care results from having committed a crime listed in this act (generally serious felony offenses such as murder, arson, criminal sexual conduct, neglect or endangerment of a child, etc.). If you are disqualified, the report you receive will indicate the reason. However, the DHS will only report to the college that you are disqualified without giving further explanation or detail. Students who are disqualified may appeal to the DHS for reconsideration.

Students disqualified following appeal will not participate in a clinical experience within a licensed agency and will not be able to satisfy the radiography program's graduation requirements.

The law requires licensed agencies to have on file a copy of the report received by the college specifying you are not disqualified from providing care. A signed waiver allows the college to provide that information to those agencies to which you will be assigned for your clinical experience. This information is confidential and cannot be released without your written consent.

If you fail to provide the college with both a completed application and a signed waiver, you will not be able to participate in a clinical experience and will be placed on hold for the subsequent term.

If you fear you may be disqualified for any reason, you are encouraged to complete the entire process including appeal if necessary. You owe it to yourself to act on real information and not fearful assumptions.

Background checks include getting a fingerprint to complete the process.

Discipline Policy

Doc: 650

Warning: Upon observation or notification of substandard or inappropriate student conduct, a radiography faculty member will complete a warning report form.

Behaviors that may result in a warning:

1. Failure to notify clinical site, if you are absent or late.
2. Failure to notify if you are absent, late or leave clinical early.
3. Not being in your assigned clinical area during scheduled clinical time.
4. Failure to be in proper uniform as stated in the Policies and Procedures Manual.
5. Failure to meet clinical or didactic deadlines.
6. Conduct resulting in patient or employee incidents or complaints.
7. Disruptive or unprofessional behavior or speech in the clinical or classroom setting.
8. Incidents of insubordinate behavior involving supervisors, instructors and/or technologists.
9. Behaviors inconsistent with the policies of the clinical site or college.
10. Performing in the clinical setting in a way that threatens patient safety, including overexposure of radiation.
11. Failure to demonstrate adequate progress in achieving clinical competence.
12. Overdue simulations
13. Refusing to do procedures that have been simulated.
14. Failure to assist in exams being performed in your section.
15. Failure to perform exams without being asked.
16. Abuse of break and/or lunch privileges
17. Frequently late for clinical rotation.

Student Achievement Plan: (Program probation)

If a student receives multiple warnings or a warning of a serious nature for unacceptable behavior or poor performance, a conference will be scheduled between the student and a faculty member. An Achievement Plan will be presented to the student at this conference. This plan will include a review of the substandard or inappropriate conduct, time frame for improvement and method for monitoring progress.

If deemed necessary, a student achievement plan may be given to a student without the student given a written or verbal warning. An example would be if a student is asked to leave a clinical site and not be allowed back.

Termination: The following situations may result in termination from the radiography program:

1. Demonstration of gross negligence in the regards to the safety of the patient and/or other personnel.
2. Reporting to an assignment while under the influence of alcohol or any other mind altering chemical.
3. Demonstration of gross unethical or unprofessional conduct.
4. No show, no call for three days.
5. Behaviors inconsistent with the policies of the college or the clinical site.
6. Behaviors that compromise a working/learning atmosphere, free from discrimination including but not limited to discriminatory insult, intimidation, and other forms of harassment.
7. Failure to meet the goals established in an Achievement Plan during the time frame that was established.
8. Asked to leave a clinical site and not be allowed back.

Students receiving an F in a clinical course will be required to withdraw immediately from all Radiography Program courses.

Students who have been terminated from the radiography program need to re-apply for admission before being allowed to enroll in any Radiography Program courses. Readmission to the program is not guaranteed.

Any refunds will be subject to the length of time the student has been in the course as outlined in the college catalog.

Grievance/Appeal Procedure

Doc: 655

The Dunwoody Radiologic Technology Program encourages the use of this policy in order to resolve any problems that exist. A student should follow this procedure if a student feels that there has been a violation, misinterpretation or inequitable application of any existing policy, procedure or regulation.

1. A student may appeal an unfavorable evaluation, suspension, or dismissal that he/she feels is unwarranted. The appeal must be submitted in writing to the Program Manager within five working days of the action. The student may use the Student Request and Complaint form.

2. If the student's complaint cannot be resolved, within ten working days, the Provost or Assistant Provost will review and evaluate the conditions for the appeal. They will determine whether the unfavorable evaluation, suspension, or dismissal should be enforced or removed.

If a student feels that the Program is in non-compliance with JRCERT Standards, the student has the right to contact the Joint Review Committee on Education in Radiologic Technology. A good faith effort by all parties should be made in an effort to solve the conflict before the JRCERT is contacted. This is simply good policy and the JRCERT will expect that this has been done before it is contacted.

In the event that the program has allegations or complaints relating to its non-compliance with the JRCERT STANDARDS, and the JRCERT, after its due process, agrees that the complaint is valid, the program will make every effort to immediately correct the situation.

The standards can be found on the JRCERT website:

http://www.jrcert.org/acc_standards.html

Progression Policies

Doc: 660

I. Curriculum and Level of Achievement

- A. Refer to the Radiography Program Balance Sheet for a listing of program courses and general education courses.
- B. A minimum grade of "C" is required for all radiography courses, and General Education courses

II. Program Probation Policies – not an exclusive list. Examples could be:

A. Conditions for Probation

Receiving a F in any course

B. Conditions for program dismissal

- 1. Earning an F in any technical radiography courses
- 2. Earning an F in any clinical radiography course. If a student receives an F before the end of the semester, the student must immediately withdraw from all Radiography courses.

C. Conditions for Readmission to Program

- 1. A student who has discontinued program course work for any reason, academic disqualification or personal reasons must make application to the Admissions Office for readmission.
- 2. As part of the readmission process the student must meet with the Program Director to plan the sequencing of coursework.
- 3. The program must be completed within five years of enrollment in the first radiography course.
- 4. Students will be considered for one readmission to the radiography program.
- 5. Readmission is not guaranteed.

III. Program Progression

A. Sequence of Courses/Prerequisites:

The radiography program is a tightly sequenced program. Any variation from the curriculum guide must be approved by the program director. All radiography courses must be taken in sequence. Failure to successfully complete any radiography course will prevent progression in the program. General Education courses must be taken when they are listed in the curriculum guide, unless they have been previously completed. Failure to follow the prescribed schedule may result in delayed graduation.

B. Graduation Requirements:

Successful completion of program and College requirements (see attached balance sheet). Students are not eligible to take the national exam until all requirements are fulfilled.

E-Mail Communication

Doc: 670

Dunwoody is committed to facilitating communication between and among students, staff, faculty and the administration. The college is also committed to creating an open and collaborative working and learning environment and teaching students the value of communicating effectively.

Students are expected to read their Dunwoody email each day they have radiography classes on campus. Students will be held accountable for the information distributed in this manner.

Examples of information disseminated via email are: changes to financial aid awards, notices pertaining to registration, grade due date reminders and notices to prospective graduates. Correspondence from advisors and instructors is often done via email as well. Students: don't get caught unaware by neglecting to read important information sent to you by your instructors!

Radiography Program faculty will communicate important program and course information via e-mail. Email will not replace other means of communication. Members of the college community are still expected to check their campus mailbox, voicemail and the U.S. mail.

Bullying

Doc: 680

We believe that bullying in any form is wrong and will not be tolerated.

- Bullying may be defined as the intentional hurting, harming or humiliating of another person by physical, verbal and emotional means. This could be by excluding, tormenting or spreading malicious rumors. It may occur directly or through technology such as social websites, mobile phones, text messages, photographs and email. It can involve manipulating a third party to tease or torment someone. It can include involvement by others involve that falls short of direct participation.

Students should treat others as you would hope to be treated yourself in an atmosphere of mutual respect. All students of the x-ray program have the right to enjoy their lives free of bullying and harassment. Anyone who feels bullied or intimidated has the right to expect the Program to listen and to act promptly to deal with the problem.

First warning will be a verbal warning.

Second warning will be a written warning and the Dean of Students will be informed.

Third warning will be dismissal from the program.

The College is committed to maintaining a learning and working environment free from discrimination and intimidation, including harassment and sexual misconduct. The College's mission is best accomplished in an atmosphere of professionalism which, in turn, is supported by mutual respect and trust. Dunwoody expects all students and employees and others doing business with Dunwoody to work toward this goal.

Harassment or violence based on a person's race, color, creed, religion, national origin, sex, marital status, veteran/military status, disability, age, sexual orientation, status in regard to public assistance, membership or activity in a local commission, genetic information, or any other protected class status is unlawful and is strictly prohibited. The College prohibits sexual misconduct of any kind.

This policy applies to all Dunwoody students, employees, and volunteers, and all individuals and entities that do business with Dunwoody. Violation of this policy will lead to discipline, up to and including termination of employment for employees, expulsion or suspension from Dunwoody for students, or prohibition from doing business with Dunwoody and exclusion from Dunwoody's campus for volunteers and third parties.

Please refer to College Student Handbook for detailed definitions.

Professional Organizations

MSRT

Doc: 810

The Minnesota Society of Radiologic Technologists is our state's professional organization. The MSRT mission is to provide educational activities and services and to advance our profession.

This mission is accomplished through the following:

- Annual state convention held in late September/early October
- Provides educational sessions for technologists and students
- Offers student paper and exhibit competition
- Offers social events for technologists and students
- Mails a quarterly publication to all members.
- Sponsors an educators group that meets quarterly.
 - a. The educators group hosts an annual student bowl for all students across the state. bowl consists of an oral test competition and a mock registry exam.
- Sponsors MARS - the student organization
 - a. MARS holds quarterly meetings that include an educational portion and a social portion.

ASRT

Doc: 820

The ASRT is our national professional organization and is affiliated with a worldwide organization. The ASRT publishes a quarterly journal, publishes a curriculum guide for radiography programs and keeps track of CE credits for its members, just to name a few of its functions. Dues are \$30 per year for students.

“ARRT is the world’s largest credentialing organization that promotes high standards of patient care in radiologic technology. ARRT certifies technologists who have met ethics, education and examination requirements. ARRT registers the certificates of technologists who meet the registration requirements that include compliance with ethics and continuing education standards. A person is certified by ARRT after completing educational preparation standards, complying with the ethical and character standards, and passing a certification exam.” (www.ARRT.org)

Eligibility for ARRT Examination

Applications for the national registry exam include a section asking about criminal convictions. If you have a previous conviction and want to check your eligibility to take the national exam upon completion of the program, you can contact the American Registry of Radiologic Technologists at 651-687-0048. If you have any question about your eligibility, we recommend that you contact the ARRT as soon as possible since ineligibility for taking the exam can adversely affect your career path. Anything less than complete and total disclosure of any and all convictions will be considered as having provided false or misleading information to the ARRT. These are grounds for permanent denial of eligibility for certification.

Joint Review Committee

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, Illinois 60606-2901
312-704-5300
E-mail: mail@jrcert.org

The (JRCERT) affirms that the accreditation process offers both a means of providing public assurance of a program meeting accreditation standards and a stimulus to programmatic improvement. The **JRCERT Standards for an Accredited Educational Program in Radiologic Sciences (STANDARDS)** require a program to demonstrate the clarity and appropriateness of its purposes as a post-secondary educational program; to demonstrate that it has adequate human, financial, and physical resources effectively organized for the accomplishment of those purposes; to its effectiveness in accomplishing all of its purposes; and to provide assurance that it can continue to be a program that meets accreditation standards. A variety of assessment approaches in its evaluation processes strengthens the program’s ability to its effectiveness.

The program at Dunwoody College is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The student has the right to assume that the program operates within the guidelines for, and in compliance with, the JRCERT STANDARDS. If the student feels that the program is not in compliance, a written statement outlining the item/s should be presented to the program director. The program director will respond to the student within five working days. If the student feels that resolution has not been accomplished, the student may contact the Dean of Learning. If the student does not feel that there has been resolution, the student has the right to contact the Joint Review Committee on Education in Radiologic Technology. A good faith effort by all parties should be

made in an effort to solve the conflict before the JRCERT is contacted. This is simply good policy and the JRCERT will expect that this has been done before it is contacted.

In the event that the program has allegations or complaints relating to its non-compliance with the JRCERT STANDARDS, and the JRCERT, after its due process, agrees that the complaint is valid, the program will make every effort to immediately correct the situation.

The standards can be found on the JRCERT website:

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