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Program Address:

Doña Ana Community College
Radiologic Technology Program
MSC 3DA - P.O. Box 30001
3400 S. Espina Street
Las Cruces, NM 88003-8001
Phone (575) 527-7660
FAX (575) 527-7765
Or (575) 528-7055

Faculty:

Annja Cox, MA, BBA, RT (R)(M)
Program Director
(575) 527-7581

Michael Stewart, BS, RT (R)
Clinical Coordinator
(575) 527-7582

Tammy Chaffee, M.Ed., RT (R) (M)
Associate Professor
(575) 527-7772

Teri Brooks, RT(R) (M)(CT)
Lead Clinical Instructor
(575) 640-6553
Radiologic Technology Program
Clinical Sites (Major)

1. Artesia General Hospital
   702 N. 13th St.
   Artesia, NM 88210
   (575) 736-8157

2. Carlsbad Medical Center
   2430 W. Pierce St.
   Carlsbad, NM 88220
   (575) 887-4392

3. Gerald Champion Regional Med Ctr.
   2669 N. Scenic Dr.
   Alamogordo, NM 88310
   (575) 443-7705

4. Gila Regional Medical Center
   1313 E. 32nd St.
   Silver City, NM 88061
   (575) 538-4129

5. Lincoln County Medical Center
   211 Sudderth
   Ruidoso, NM 88345
   (575)257-8292

6. MMC Diagnostic Imaging Ctr
   160 Roadrunner Pkwy.
   Las Cruces, NM 88005
   (575) 556-1800

7. Southwest X-ray
   10501 Gateway West, Suite140
   El Paso TX, 79925
   (915) 544-7300

8. El Paso Childrens Hospital
   4845 Alameda Avenue
   El Paso, TX 79905
   915-298-5444

9. Mimbres Memorial Hospital
   PO Box 710
   900 W. Ash St.
   Deming, NM 88031
   (575) 546-5872

10. Mountain View Regional Med Ctr
    4311 E. Lohman Ave.
    Las Cruces, NM 88011
    (575) 556-6718

11. University Medical Center
    P.O. Box 20009
    El Paso, TX 79998
    (915) 521-7770

12. Memorial Medical Center
    2450 S. Telshor Blvd.
    Las Cruces, NM 88011
    575-532-7414
Clinical Observation Rotations

1. Dr. Alan Davis, Sports Medicine
   3005 Hillrise Dr.
   Las Cruces, NM 88011
   575-521-1122

2. Las Cruces Orthopedic Associates
   675 Avenida De Mesilla
   Las Cruces, NM 88005
   575-525-3535

3. Ben Archer Health Clinic
   1998 Motel Blvd Las Cruces
   575-528-7150

4. Rio Grande Medical Group
   4371 E. Lohman Ave.
   Las Cruces, NM 88011
   (575) 532-8900 or 532-8954

5. Mountain View Urgent Care
   1455 S. Valley Dr.
   Las Cruces, NM 88005
   (575) 526-7777

6. Mountain View Urgent Care
   3485 Northrise Dr.
   Las Cruces, NM 88011
   575-382-2161
# Radiologic Technology Program

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<th>Lead Clinical Instructor</th>
<th>Clinical Instructors</th>
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<tbody>
<tr>
<td><strong>Las Cruces:</strong></td>
<td></td>
<td></td>
</tr>
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</table>
| Lead CI at local sites            | Teri Brooks, RT(R)(M)(CT)              | Efren Martinez RT(R)  
|                                  |                                        | Belinda Martinez RT (R)                                                                |
| Imaging Ctr of LC                 | Crystal Molina, RT (R)                 | Joe James, RT(R)(CV)  
|                                  |                                        | Jane Patton, RT (R)  
|                                  |                                        | Sandra Benavidez, RT (R)                                                               |
| Mountain View Regional            | Victoria Gomez, RT(R)                  | Lorretta Mugrauer-Gellak,  
|                                  |                                        | RT(R)  
|                                  |                                        | Harvey Sumner, RT (R)  
|                                  |                                        | Crystal Robertson, RT(R)(N)                                                           |
| Memorial Medical Center           | Daryl Brown, RT (R)                    | Kayla Sharpe, RT (R)  
|                                  |                                        | June Gard, RT (R)                                                                     |
| Alamogordo                        | Susie Webb, RT(R)                      | Dana Wood, RT (R)                                                                     |
| **Silver City**                   | Erin Zubia, RT(R)(M)(QM)               | Mark Munoz, RT(R)  
|                                  |                                        | Ashley Fajardo, RT(R)(M)                                                              |
|                                  |                                        | Chris Draper, RT(R)                                                                   |
| **Carlsbad**                      | Mitchelle Montoya, RT(R)               |                                                                                       |
| **El Paso:**                      |                                        |                                                                                       |
| University Med Cent               | Laura Davenport, RT(R)(M)              | Pam Stull, RT(R)  
|                     | Paul Jimenez, RT(R)                    | Cecilia Castillo, RT(R)                                                               |
|                     | Jerry Ortiz, MBA, BSRS,RT(R)           |                                                                                       |
| **Deming (Mimbres)**              | Clara Salcido, RT (R)                  | Dianira Alvarado, RT(R)                                                               |
| **Artesia**                       | Melissa Marquez, RT(R)(M)              | Quetta Doporto, RT (R)                                                                |
| **Ruidoso**                       | C. Jayne Montes, RT(R)(M)              | Shasta Ross, RT(R)                                                                    |
1. The radiologic technologist conducts herself or himself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.

2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.

3. The radiologic technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socio-economic status.

4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purpose for which they were designed and employs procedures and techniques appropriately.

5. The radiologic technologist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.

6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice and demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the health care team.

8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient’s right to quality radiologic technology care.

9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient’s right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues and investigation new aspects of professional practice.
General Radiologic Technology

Policies
And Procedures
I. Introduction

A. Purpose of Handbook
   This handbook is designed to serve as an informational guide to assist in the orientation of new students and to clarify policies and procedures for all Associate of Radiologic Technology Program students. It is expected that each Radiologic Technology Program student will be familiar with the information contained within this handbook.

B. Associate Degree Radiologic Technology Program Philosophy /Mission
   The Radiologic Technology Program of Doña Ana Community College is committed to the principle that higher education enables students to advance professionally as well as personally. The Radiologic Technology Program offers and delivers a high standard of radiologic, didactic, and clinical education for the student which develops their potential as effective future technologists.

   The Program recognizes, supports and complies with the educational philosophy and mission of Doña Ana Community College and New Mexico State University. It is the policy of Dona Ana Community College and the program not to discriminate on the basis of age, ancestry, color, disability, gender, national origin, race, religion, sexual orientation or veteran status.

   **MISSION STATEMENT:** The mission of the DACC Radiologic Technology Program is to provide the student with the academic knowledge and clinical skills necessary to attain eligibility for certification and meaningful employment in the diagnostic medical imaging profession.

C. Associate Degree Radiologic Technology Program Goals:

Goal 1: Students will be clinically competent.

   **Student Learning Outcomes:**
   1. Students will demonstrate safe operation of radiographic equipment to produce quality diagnostic radiographic images.
   2. Students will be able to appropriately position patients, identify radiographic anatomy and pathological conditions.

Goal 2: Students will communicate effectively.

   **Student Learning Outcomes:**
   3. Students will demonstrate effective communication skills.
   4. Students will accurately document/record data in accordance with clinical site policies and procedures.
Goal 3: Students will use critical thinking and problem solving skills.

Student Learning Outcomes:

5. Students will demonstrate the ability to use independent judgment.
6. Students will analyze radiographic images for technical and positioning accuracy to make modifications as needed.

Goal 4: Students will model professionalism.

Student Learning Outcomes:

7. Students will conduct themselves in an ethical and professional manner to function effectively as a member of the healthcare team in accordance with the American Registry of Radiologic Technologists (ARRT) Standards and the American Society of Radiologic Technologists (ASRT) Code of Ethics.

8. Students will practice professionalism by attending professional development opportunities, joining professional organizations, and/or reading professional journals.

Goals are assessed by measuring the following student outcomes:

- Program completion
- Course completion
- Clinical competency
- Professional growth and development
- Adequate preparation for clinic following 1st two semesters
- Adequate preparation for entry-level work
- National certification pass rate
- Employment rate
- Graduate and employer satisfaction on follow-up surveys

The DACC Radiologic Technology Program has been in existence since 1978. The program is fully accredited by the Joint Review Committee on Education in Radiologic Technology 20 N. Wacker Dr., Suite 2850, Chicago, IL 60606-3128 Tel. 312-704-5300 mail@jrcert.org

Program Webpage [http://dacc.nmsu.edu/radt/](http://dacc.nmsu.edu/radt/)

# D. RADIOLOGIC TECHNOLOGY PROGRAM CURRICULUM

<table>
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<tr>
<th>COURSES</th>
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<td><strong>RADIOLOGIC TECHNOLOGY REQUIREMENTS:</strong></td>
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<tr>
<td><strong>FALL</strong></td>
<td></td>
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<tr>
<td>RADT 100 Intro. To Radiologic Technology &amp; Patient Care</td>
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<tr>
<td>RADT 101 Radiographic Positioning I</td>
<td>4</td>
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<tr>
<td>RADT 103 Intro. To Radiographic Imaging</td>
<td>3</td>
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<tr>
<td>RADT 154 Radiographic Anatomy and Physiology</td>
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<td><strong>SPRING</strong></td>
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<td>RADT 102 Radiographic Positioning II</td>
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<td>RADT 104 Special Radiographic Modalities</td>
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<td>RADT 105 Radiographic Physics &amp; Equipment</td>
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<tr>
<td>RADT 110 Radiographic Pathology</td>
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<tr>
<td>RADT 200 Radiation Biology and Protection</td>
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<td><strong>SUMMER</strong></td>
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<td>RADT 201 Clinical Education</td>
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<td><strong>FALL</strong></td>
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<td>RADT 202 Clinical Education II</td>
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<tr>
<td>RADT 205 Radiographic Image Critique</td>
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<td><strong>SPRING</strong></td>
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<tr>
<td>RADT 203 Clinical Education III</td>
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<tr>
<td>RADT 206 Applied Radiographic Procedures</td>
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<tr>
<td>RADT 156 Independent Study (optional 1-6 credits)</td>
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*GENERAL EDUCATION & RELATED REQUIREMENTS:*

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<tr>
<td>SOC 101G Introductory Sociology OR</td>
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<td>PSY 201G Introduction to Psychology</td>
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<td>MATH 120 Intermediate Algebra</td>
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<tr>
<td>CHEM 110G Principals and Applications of Chemistry</td>
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<tr>
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Total credits required for Graduation. *Minimum grade of a “C” required in all RADT courses.*
II. Certification Examinations and Radiologic Program Accreditation

Successful completion of the Radiologic Technology Program leads to eligibility to take the American Registry of Radiologic Technologists National Certification Examination and the New Mexico State Certification Examination. The ARRT is a nationally recognized accrediting agency. The New Mexico Certificate is issued under the authority of the New Mexico Environmental Protection Department, pursuant to the Radiologic Technology Act.

Felonies & Misdemeanors (ARRT Eligibility)

Students convicted of a felony or misdemeanor may be ineligible to take the American Registry of Radiologic Technologists National Certification Exam. Certification is required to work in this field. It is the student’s responsibility to petition the ARRT for registry eligibility and to meet the regulations set forth by the ARRT. Contact the program director for additional information.

The program, which is accredited by the Joint Review Committee on Education in Radiologic Technology*, engages in self-evaluation processes required by the JRCERT as well as self-evaluation required by the Vocational Education Division of the State of New Mexico Department of Education. Note: Complaints regarding allegations of non-compliance with JRCERT Standards will be documented and resolved within 30 days.

* Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Dr., Suite 2850, Chicago, IL 60606-3182 - Tel: 312-704-5300
mail@jrcert.org

III. Academic Policies and Procedures

A. Attendance

Regular attendance and application of learning constitute the most significant factors which promote success in the college. All students are expected to observe the attendance requirements of the college and program.

1. Didactic Attendance

   Attendance policies are addressed in each course syllabus and are based upon instructor preferences.

2. Excused Absences

   All absences in lecture, laboratory and field trips are recorded as such regardless of the circumstances. Absence in no way relieves the student of responsibility for work missed.
B. Grade Computation
A minimum of a “C” grade must be maintained in all required courses. The
percentage value of the alphabetical grading in all Radiologic Technology courses
will be assigned as follows:

<table>
<thead>
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<th>% Letter Grade</th>
<th>NMSU GPA</th>
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<tbody>
<tr>
<td>100-98</td>
<td>A+ 4.0</td>
</tr>
<tr>
<td>97-95</td>
<td>A 4.0</td>
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<tr>
<td>94-92</td>
<td>A- 3.7</td>
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<tr>
<td>91-89</td>
<td>B+ 3.3</td>
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<tr>
<td>88-86</td>
<td>B 3.0</td>
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<tr>
<td>85-83</td>
<td>B- 2.7</td>
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<tr>
<td>82-80</td>
<td>C+ 2.3</td>
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<tr>
<td>79-77</td>
<td>C 2.0</td>
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<tr>
<td>76-74</td>
<td>C- 2.0</td>
</tr>
<tr>
<td>73-71</td>
<td>D+ 1.0</td>
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A grade of “D” or lower at the close of any Radiologic Technology course will
prevent normal progress within the Radiologic Technology Program.

Note: NMSU uses a fractional grading scale on overall college GPA.

C. Scholarship
Scholarships are available through the financial aid office. Students should contact
the financial aid office for specifics. All efforts are made to assist students seeking
financial aid.

D. Withdrawal
The Admissions Office, instructor, or Doña Ana Community College Catalog should
be consulted regarding withdrawal deadlines for each course. A student who receives
a “W” in radiography or a required related course may be dropped from the program.

E. Incomplete Grades
The grade of I (incomplete) is given for passable work that could not be completed
due to circumstances beyond the student’s control. The decision for an “I” will be
made by the instructor and/or the Radiologic Technology Program Director.
Additional regulations pertaining to grades of incomplete can be found in the Dona
Ana Community College Catalog.
F. Unsatisfactory Progress

1. Conference
   A conference will be held for failure to:
   * transfer classroom knowledge to clinical training
   * adhere to hospital, college or program policy
   * meet academic standards
   * follow generally accepted rules of professional ethics and conduct
   * follow generally accepted rules of personal hygiene
   * demonstrate skill and judgment expected at the current program level.

   The issuing instructor will confer with the student and discuss the reasons for, and means of, correcting the cause for conference.

2. Probation
   The issuance of probation will be discussed with the student by the instructor for situations listed in section F.1. above. A probation report will be made which identifies the cause of the probation, the terms of the probation and the length of time required for improvement and reevaluation. The student will receive a copy of the report and a copy will be placed in his/her personal file in the Radiologic Technology Program office. Failure to meet the terms of probation will result in dismissal from the program. The final decision for student dismissal will be made by the Radiologic Technology Program director, after consultation with the student, instructor, division dean and the VP for Student Services.

3. Course Failure
   Course failure (grade of D or F) will result in dismissal from the program. The student may apply for readmission following the readmission policy guidelines stated below.

   Exception: A student who fails a one credit hour course, that is not a prerequisite for another course, may petition (in writing) to continue in the program and retake the course when it is offered the following year. Note: graduation will be delayed.

G. Readmission Policy

Voluntary withdrawal readmissions - Students who withdraw or drop while in good standing and have completed a semester, may request readmission into the program. The request must be in writing and be submitted a semester prior to their next sequenced semester. Final decision for readmission will be made by the Rad. Tech. Program Director in consultation with the program faculty and Division Dean. Consideration will be given to the amount of time since the student’s withdrawal and may require knowledge proficiency testing.

Readmission is based on available clinic space. Note: The student is not
guaranteed a specific clinical site on reentry.

Exception: Students who withdraw prior to completing the 1st semester must repeat the application process for reentry into the program and will be considered along with all other applicants.

**Involuntary withdrawal readmissions** - Students who withdraw or drop due to academic failure may request readmission into the program. The request must be in writing and be submitted a semester prior to their next sequenced semester or semester in which the repeat course is being offered. Readmission is not guaranteed and final decision for readmission will be made by the Rad. Tech. Program Director in consultation with the program faculty and Division Dean. The committee may require the student to audit other courses already taken in order to get the student up to level for future courses. **Readmission is based on available clinic space. Note: The student is not guaranteed a specific clinical site on reentry.**

**Exceptions:**

1. Students who fail during the 1st semester must repeat the admissions process and will be considered along with all other applicants.
2. Students who have below a 3.25 GPA (**the required GPA for initial admittance into the program**) will not be readmitted.
3. Students who fail two (2) or more Rad Tech courses will not be readmitted into the program.
4. Students who are removed for program policy infractions, or failure to meet probation requirements will not be allowed readmission to the program.

**Clinical Readmission:** Because of the progressive nature of the clinical courses, each student must demonstrate specific competency levels before progressing to a higher level clinical course. In the event that a student who has not been enrolled in a clinical course for more than one (1) semester decides to continue his/her education in the field, he/she must prove specific competency levels before enrolling in the next required clinical course. It is the returning student’s responsibility to contact the Program Director well in advance of the beginning date of the returning semester. A schedule for the competency testing will be developed and proof of specific competency levels must be achieved before the student may enroll in the desired clinical course. An alternative to this plan is for the student to enroll in the last clinical course in which credit was received on a space available basis. This will allow the student time to develop and improve required skills lost during the absence. During this time competency levels will be tested as the student regains his/her skills.
Exceptions: 1) A student wishing to return after an absence of more than one year will be required to repeat all clinical courses. 2) Students dropped due to documented unsafe clinical work will not be readmitted.

H. Transfer Credit
1. Policy
   a. Academic credit earned in regionally accredited institutions of higher education may be accepted for transfer.
   b. A student who has successfully completed radiologic technology courses in an accredited radiography program may be eligible to receive credit for equivalent courses of the Radiologic Technology Program curriculum. Equivalency will be determined on the basis of catalog description, course outline, content comparison and hours distribution. Equivalency will be determined on a course-by-course basis.
   c. A student transferring into the Radiologic Technology Program will be informed that there is a possibility of extension of time in the program beyond the normal 22 month period due to differences between the two programs.
   d. A student transferring into the Radiologic Technology Program from another accredited radiologic technology program will be placed on probation for the first semester in attendance. This is required to determine the student’s level of knowledge and competence in the clinical area. The student will be promoted to regular standing following completion of the semester with grades of “C” or higher.

2. Procedure
   a. Equivalency evaluation will be performed by the evaluation clerk in the college Admissions Office in cooperation with the Radiologic Technology Program Director.
   b. Equivalency evaluation will be based on:
      1) Transcripts
      2) Catalog descriptions of equivalent courses
      3) And other informational materials: i.e., course outlines, copies of student records from previous programs attended, and a letter of recommendation from the radiologic technology director of the transfer college.

I. College Graduation
The Associate of Science in Radiologic Technology Degree shall be conferred by the New Mexico State University Board of Regents upon a student who has
satisfactorily completed the general education requirements which are listed in the current Doña Ana Community College Catalog in addition to required Radiologic Technology courses. It is the responsibility of the student to file an application for graduation with the DACC Admissions and Records Office the semester of graduation. The application can be accessed through the student’s myNMSU account.

J. Fairness and Grievance Procedures
The fairness and grievance procedures for students in the Radiologic Technology Program is the same for all students of Doña Ana Community College. The fairness procedures for students (grievance procedures) are published in the DACC and New Mexico State University Student Handbooks.

Please address any concerns regarding noncompliance with JRCERT Standards for Accreditation with the DACC VP of Academic Affairs (575-527-7520), or designee. If further clarification or action is needed contact JRCERT directly.

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Dr., Suite 2850, Chicago, Il 60606-3128 Tel. 312-704-5300 mail@jrcert.org

K. Academic Misconduct
Refer to Doña Ana Community College Student Handbook.

L. Nonacademic Misconduct
Refer to Doña Ana Community College Student Handbook

M. Academic and Personal Concerns
Students with academic or personal concerns should contact the office of the Vice President of Student Services for assistance.

N. Sexual Harassment
Sexual harassment will not be tolerated. Students who engage in sexual harassment will be dealt with according to policies and procedures set forth in the Doña Ana Community College Student Handbook. Students who feel that they are being subjected to sexual harassment should notify the Radiologic Technology Program Director or Clinical Coordinator and consult EEO office through NMSU.

IV. Code of Program and Academic Integrity
Dishonesty of any nature is a serious offense at the College because it undermines the bonds of trust and honesty between members of the community and the school and defrauds those who may eventually depend on your knowledge and integrity. In a Radiologic Technology program there must be a very high standard of ethics and integrity
because this is a profession that carries much responsibility for someone else’s life and well-being. While you are a Radiologic Technology student, and throughout your career, you will be expected to adhere to a high level of professionalism. Some areas of concern include:

A. Issues

1. **Cheating**—Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. This includes, but is not limited to:
   a. Copying from another student’s paper.
   b. Allowing your paper or test or other course assignments to be copied by anyone else.
   c. Using materials to prepare papers or take tests which have not been authorized by the instructor.
   d. Knowingly using, buying, selling, offering, transporting or soliciting any of the contents of a test.
   e. Collaborating with another student on any assignment without permission of the instructor.
   f. Taking a test for another student or permitting someone else to take a test for you.
   g. Bribing or attempting to bribe, or intimidating or attempting to intimidate another person in order to obtain a passing or better grade on a test, paper, course assignment or for the course itself.
   h. Intentional misconstruing or misreporting of facts or incidents relating to any event surrounding the course.

2. **Plagiarism**—The representation of the work of others as your own, including the use of papers or other work of the course written or done by others. The use of another’s words, facts, ideas, or information without acknowledgment of the source.

3. **Collusion**—Obtaining from, or giving to, another student unauthorized assistance on material in any course work.

4. **Fabrication**—Intentional and unauthorized falsification or invention of records/information, or false citation in any academic exercise or activity.

5. **Compromising test materials**—Unauthorized removal of testing materials from any area, writing down, Xerox copying, taking photos of printed tests or quizzes, printing or taking photos of tests or quizzes on Canvas or Corectech; or verbally sharing test questions with any other person is not allowed.

6. **Facilitating academic dishonesty**—Intentionally or knowingly helping or attempting to help another to violate any provision of this CODE.
7. **Misrepresentation/nondisclosure/fraud**—Lying or forgery on program documents/records. Using false records, false identification papers, any portion of the uniform, unauthorized I.D. cards, or methods of I.D. to influence others concerning your status. Using a computer to gain access to official college documents or services or to access departmental records or materials, or to access patient information without specific permission.

8. **Scope of practice**—Operating outside of the level of knowledge and skills permitted by the student’s current level in the Radiologic Technology Program and as defined by the State of New Mexico.

**B. Penalties**

Upon being found guilty of a scholastic ethics violation, any one or a combination of the following penalties may be imposed. The list is not inclusive.

1. Student may receive a zero on the work involved.
2. Student may receive a failing grade of “F” in the course for the semester.
3. Student may receive a formal reprimand.
4. Student may be suspended from the Radiologic Technology Program for a specific period of time.
5. Student may be dismissed from the Radiologic Technology Program.
6. Student may not be eligible to reenter the Radiologic Technology Program.
7. A student whose behavior is identified as a safety risk shall be immediately removed from the clinical/didactic/lab setting and shall not be permitted to return unless the matter is resolved in the student’s favor. Ethical, dishonesty, and performance issues are identified as safety risks.

**V. Insurance, Accidents and Incidents**

**A. Insurance**

1. **Malpractice Insurance**

   Students are covered by New Mexico Tort Claim Act. Students desiring additional insurance should contact the program office.

2. **Accident Insurance/ Health Insurance**

   Doña Ana Community College students are required to carry accident/health insurance. Students who are injured in any school or clinic related activity are responsible for their own medical treatment.

**B. Accidents**

All clinical accidents must be reported to the Program Director and/or Clinical Coordinator and documented on the incident report form within a timely manner (See Appendix for incident report form).

**C. Incidents**

Incidents will be documented in writing and filed in the student’s file and in the institution where the incident occurred.
VI. Pregnancy Policy and Procedures (Unborn Fetus) Policy

The pregnancy policy closely adheres to the Basic Radiation Protection Criteria recommended by the National Council on Radiation Protection and Measurements (NCRP). The NCRP recommends a monthly equivalent dose (EqD) limit not exceeding 0.5 mSv (50 mrem) per month to the embryo-fetus and a limit during the entire pregnancy not to exceed 5.0 mSv (500 mrem) after declaration of the pregnancy.

Our program policy equivalent dose (EqD) limit values are lower than the federal regulations, in that our monthly EqD limit is not exceed 0.4 mSv (40 mrem) per month to the embryo-fetus (NMSU policy) and the limit during the entire pregnancy is not to exceed 4.5 mSv (450 mrem) after declaration of the pregnancy.

It is recommended that the female student avoid pregnancy during the training period for the safety of the unborn child. However, if a student does become pregnant, it is recommended that she inform (in writing) the program director immediately after the pregnancy is confirmed. *(NOTE: Disclosure is voluntary).* She is expected to and allowed to work in her assigned area as long as her physician permits. Specific instructions regarding radiation safety practices and additional radiation monitoring will be provided. No changes in her rotational schedule will be made. The student will be required to abide by the attendance policy as outlined in the DACC–NMSU Student Handbook.

The student must be able to progress in her educational experiences, both clinical and academic. During an individual counseling session with the Program Director, the student will be provided with educational material about being pregnant while being a radiologic technology student.

The student, her physician, the Program Director, and the clinical coordinator will provide input into the decision process. Information regarding a student leaving the program due to pregnancy will be held in the strictest confidence.

Pregnancy Policy and Procedure Forms are located in the Appendix.

The student may elect to withdraw her declaration of pregnancy. If so, she must notify the Program Director and complete the Withdrawal of Pregnancy Notification form located in the Appendix.

Specific federal regulation information can be found on:
§ 20.1208 Dose equivalent to an embryo/fetus.

(a) The licensee shall ensure that the dose equivalent to the embryo/fetus during the entire pregnancy, due to the occupational exposure of a declared pregnant woman, does not exceed 0.5 rem (5 mSv). (For recordkeeping requirements, see § 20.2106.)

(b) The licensee shall make efforts to avoid substantial variation above a uniform monthly exposure rate to a declared pregnant woman so as to satisfy the limit in paragraph (a) of this section.

(c) The dose equivalent to the embryo/fetus is the sum of--

(1) The deep-dose equivalent to the declared pregnant woman; and

(2) The dose equivalent to the embryo/fetus resulting from radionuclides in the embryo/fetus and radionuclides in the declared pregnant woman.

(d) If the dose equivalent to the embryo/fetus is found to have exceeded 0.5 rem (5 mSv), or is within 0.05 rem (0.5 mSv) of this dose, by the time the woman declares the pregnancy to the licensee, the licensee shall be deemed to be in compliance with paragraph (a) of this section if the additional dose equivalent to the embryo/fetus does not exceed 0.05 rem (0.5 mSv) during the remainder of the pregnancy.


Page Last Reviewed/Updated Thursday, July 10, 2014

VII. MRI Policy and Procedures

Prior to going to clinicals students must review Magnetic Resonance Imaging (MRI) Safety Guidelines and fill out the Magnetic Resonance Environment Screening form found in the appendix of the handbook.
VIII. Communicable Disease Policy and Reporting
   Reporting Communicable Diseases and Illnesses

   All students shall report the nature of any communicable disease or illness to the Program Director. Reporting procedures are prescribed by the policy manual of the clinical affiliate to which the student is assigned. The NMSU Health Center is also available for consultation.

IX. General Policies
   Students must abide by the following policies and guidelines:

   A. Conduct
      Students should conduct themselves in a professional and ethical manner at all times. No profanity is tolerated. Insubordination or dishonesty may result in immediate dismissal from the program.

   B. Student Dress and Grooming Policy for Didactics/Labs/Field Trips
      Students are required to present a professional appearance at all times (classroom, labs and field trips). It is required that each student practice good personal hygiene. Any student with inappropriate dress will be dismissed from the activity.

      Doña Ana Community College – New Mexico State University, and the clinical facilities are not responsible for loss of valuables. It is recommended that items of value not be taken to the classroom. Chewing gum is not permitted while in, lab, clinic or field trips. Smoking is not permitted in class, and is only permitted in designated areas within the college.

   C. Use of Drugs/Alcohol
      Any drugs used should be with physician guidance. Alcohol is not permitted on campus or in clinic. Proof of misuse will be cause for immediate dismissal from the program.

   D. Background Checks & Drug Screening
      Students who do not clear/pass requested background checks or drug screens will be dismissed and/or excluded from the program. The student is responsible for the cost of drug screens, background checks and finger printing not covered by the clinical sites.

   E. Holidays/Vacations
      Students are entitled to all academic holidays specified by the college. (Refer to the College Academic Calendar.)

   F. Personal Phone Calls
      No personal phone calls should be received, except for emergencies. Telephones may
not be used for personal calls. Cell phone use is not allowed in the classroom, lab, or clinic. Pagers are allowed on vibrate mode only.

G. Class Activities
Students are encouraged to participate in the Radiologic Technology Club and class activities. Participation in program graduation ceremonies and class pictures is encouraged.

H. Employment
Due to the concentrated and intensified nature of the program, employment while in the school is not recommended. If a student accepts employment in radiography, the Program Director should be notified immediately and the student must abide by the DACC radiography student employment policy on page 28.

I. Transportation
Students are responsible for transportation to and from the college/clinic and may park only in designated areas.

J. College Catalog
Students are expected to read the NMSU-DACC Catalog and Student Handbook and comply with all policies.

X. Radiation Protection Practices
Students are required to exercise sound radiation protection practices at all times. At no time may a student participate in a procedure utilizing unsafe protection practices.

A. Radiation Protection in Energized Labs
No student is allowed to operate the energized labs on campus without having an instructor in the department. Students are not allowed to radiograph human subjects. Phantoms and positioning devices are provided for laboratory experiments. Any individual experiment or project will be reviewed and authorized by a faculty member. (Before repeating a radiograph, the student must review the radiograph with an instructor.) The student is required to wear his/her dosimetry badge while completing projects. Any questionable practice or safety hazard must be reported to an instructor immediately.

B. Radiation Monitoring Records
All radiation monitoring records are kept on file by the DACC Radiologic Technology Program. Each report is available for review by the student. First year students will be required to initial the dosimetry report next to their names each month. (Copy of reports are also available in clinical coordinator office and the
NMSU Environmental Health and Safety Office.

Any student receiving a dose of 40 mrem or greater [for any monthly reporting period per NMSU policy] for Eye, Shallow, or Deep doses will be subject to counseling action to 1) determine, if possible, how the student received a dose of this quantity, and 2) to inform the student of appropriate corrective action to prevent a recurrence.

A very high dose [to be determined in consultation with NMSU Environmental Health & Safety] may necessitate the withdrawal of the student from the clinical setting for a specified period of time.

IV. Guidelines for the Use of Online Social Networking Sites

Doña Ana Community College Radiologic Technology (RADT) program recognizes that online social networking has become an increasingly important means of facilitating communication. While it has provided unique opportunities for positive interaction, social networking has also created a forum for potential serious problems for students and faculty alike. As current students and future professionals, RADT students must be cognizant of the public nature of social networking forums and the permanent nature of postings therein. Even though these sites offer many opportunities for communication with friends and colleagues, they are also a forum for unprofessional and unethical behavior that may be freely visible by many people, despite the impression of privacy these sites portray. As a result, the Health and Public Service Division has drafted the following guidelines to aid students in the safe and responsible navigation of these sites.

The following document outlines “best practice guidelines” for social networking. They apply to all students who participate in social networking sites and online weblogs. Students are encouraged to follow these guidelines whether participating in social networks personally or professionally, or whether they are using personal technology or technological resources owned or operated by the school, an internship site, or future employers.

Definition of Online Social Networking

A social networking site is a space on the internet where users can create a profile and connect that profile to others (whether it be individuals or entities) to establish a personal or professional network. Examples include, but are not limited to, “Facebook,” “MySpace,” “LinkedIn,” “Snap Chat,” “Instagram,” and “Twitter.”

A weblog is a website, usually in the form of an online journal, maintained by an individual or group, with regular postings on any number of subjects which may incorporate text, audio, video clips, and any other types of media.
Consequences of Online Unprofessional Behavior

The permanence and written nature of online postings cause them to be subject to higher levels of scrutiny than many other forms of communication. Therefore, the postings within social networking sites are subject to the same standards of professionalism as any other personal or professional interaction, and will be treated as if made in a public forum. Although DACC does not engage in monitoring social networking sites, DACC does receive complaints on matters that get posted from various individuals. RADT students may be disciplined and even dismissed from school as well as from their internship sites because of indiscriminate postings on social networking websites that are brought to the attention of DACC.

The use of social networking sites or weblogs can also have legal ramifications for students, faculty members, and for the school. Comments made regarding fellow students or faculty, as well as patients, supervisors, or coworkers at an internship, may be used in court as evidence for a wide variety of cases (including libel, slander, defamation of character, negligence, and others) or in other disciplinary proceedings (e.g. professional licensing boards). Libel, slander, and other forms of defamation refer, generally, to the communication (written, oral, tangible, etc.) of a false statement about a person that injures his/her reputation.

Also, the statements and photos posted within these sites are potentially viewable by faculty, program directors or future employers. It is not uncommon for employers to search for the social networking profiles of potential employees and to use the discovered information in making selection decisions. The picture which you paint of yourself online may be one of the most important factors considered by a potential employer.

In addition, cyber stalking and other inappropriate postings can be considered forms of harassment.

Best Practice Guidelines for Online Social Networking

✔ The lines between public and private as well as personal and professional are often blurred in online social networks. By identifying yourself as a RADT student, and/or an intern at a business or institution, you may influence perceptions about these entities by those who have access to your social network profile or weblog. All content associated with you should be consistent with your position at the school and adhere to the school’s values and professional standards.

✔ Unprofessional postings by others on your page may reflect very poorly on you. Please monitor others’ postings on your profile and strive to ensure that the content would not be viewed as unprofessional. You may wish to block postings from individuals who post unprofessional content. The bottom line is that you are
responsible for how you are portrayed on your pages, and you will be held accountable for content that appears there.

✓ Help monitor your peers by alerting fellow students to unprofessional or potentially offensive comments made online to avoid future indiscretions and refer them to this document.

✓ Due to continuous changes in policy of these sites, you should closely monitor the privacy settings of your social network accounts to optimize their privacy and security. Privacy is often an illusion on social networking sites. Restrict your settings so that only individuals you have authorized to access your profile can see your information. Be aware that enrolling in groups, participating in online games and other activities may automatically open up your personal information to others, regardless of your privacy settings.

✓ Others may post photos of you, and may “tag” you in each of the photos. It is your responsibility to make sure that these photos are appropriate and are not professionally compromising. As a general rule it is wise to “untag” yourself from any photos, and to refrain from tagging others unless you have explicit permission from them to do so. Depending on which online networking site you are using, privacy settings may allow you to prevent photos from being tagged without your permission.

✓ If performing an internship in any of DACCs’ medical programs, online discussions of specific patients must be strictly avoided, even if all identifying information is omitted. It is possible that someone could still recognize the patient to which you are referring based upon the context, the posting date, etc. All HIPAA rules and guidelines apply in online posts. Remember that you are responsible for the content on your pages even if posted by someone else.

✓ Plagiarism: Do not infringe upon another’s copyrighted or trademarked materials. If you post content, photos, or other media, you are acknowledging that you own or have the right to use these items.

✓ Refrain from accessing social networking sites while in class, at work, or on internship. The RADT program has rules regarding the use of computers, phones, or other personal devices (iPhone, iPad, etc.) during class and while assigned to internship sites. You should refer to the rules for your specific RADT program and/or course, and adhere to them at all times.
Clinical Education

Policies and Procedures
I. Introduction

Radiologic Technology students are responsible for following all established rules and regulations. This includes the rules and regulations stated in the college’s catalog, the DACC student handbook, and the Radiologic Technology program handbook. In addition, the student is responsible for observing all applicable rules and regulations listed in each clinical education affiliate’s employee handbook. Failure to follow this procedure may result in suspension from the program. Clinical affiliates, while separate entities, are considered integral components of the program for student clinical assignments. The rules and regulations stated in this handbook represent a contractual agreement between DACC and the Radiologic Technology student. Failure to comply with the rules and regulations will affect student evaluations and will result in dismissal from the program if the student shows no improvement or makes no attempt to correct errors after counseling.

Students must be aware of and follow the Scope of Practice Standards for Medical Imaging set for by the ASRT.
https://www.asrt.org/media/pdf/practicestds

II. Professional Behavior and Student Conduct

Students are expected to maintain high standards of conduct while enrolled in the Radiologic Technology Program. The ASRT Code of Ethics for Radiologic Technologists (page iv) must be observed at all times.

A. Confidentiality of Records

The radiologic technologist and student technologist have primary contact with a patient and/or his physician during a radiographic examination. It is essential that the radiologic technologist and/or student communicate with the patient and/or physician in order to establish adequate history pertinent to the examination and care of the patient. This information is documented and communicated to the radiologist to aid in the interpretation of radiographs. All information gained is considered confidential and must be treated as such. The student must never communicate to the patient information regarding the patient’s condition or prognosis. At no time should a student release or discuss, in public, any information contained in the patient’s medical record. A student in violation of this policy will face severe repercussions and possible dismissal from the program.
B. HIPAA STATEMENT
Students assigned to direct patient care have access to patient medical records. HIPAA regulations allow access only as it pertains to what is necessary to render care (perform diagnostic / therapeutic procedures) and to provide for the general welfare of the public.

Students are not to:

1) access medical records of patients for whose care they are not responsible

2) share / discuss / release patient medical information to anyone other than persons directly responsible for the care of the particular patient in question (eg. fellow student or technologist involved in the case, physician involved in the case)

3) share / discuss a diagnosis or prognosis with a patient based on their medical records

4) discuss patient medical records or patient medical conditions outside of the patient examination / treatment area (exception would be: an approved case study or an approved class presentation in which identifying name(s), medical record numbers, etc. have been removed).

Violations of HIPAA regulations can subject healthcare institutions to severe financial and accreditation penalties. Consequently, they take violations very seriously. Students found in violation of HIPAA can be removed from the healthcare institution to which they are assigned. They may also be subject to penalties by DACC ranging from a formal reprimand to termination from their program of study. (HIPAA statement and signature form is located in the Appendix).

C. Accidents
All accidents that occur during clinical rotations resulting in injury to patients, self or others, and/or damage to the equipment must be reported immediately to the clinical supervisor. The student will be required to follow the proper procedure of the clinical education affiliate for documenting the incident. The incident report should be completed and returned to the clinical supervisor immediately.

A written DACC Incident Report Form (see appendix for form) must be completed and submitted to the DACC clinical coordinator as soon as possible after any incidents occur.

D. General Rules
1. Respect is to be shown to all hospital personnel.
2. Good patient care is to be provided at all times.
3. Assigned areas are to be kept clean, neat, and stocked. Supplies must be replaced as used.
4. Students wishing to smoke should do so only in designated areas. Smoking is discouraged and not permitted in the hospital. Some hospitals have smoke free campuses.
5. Students are not to congregate in hallways or by the reception desk, and are to remain in their assigned area.
6. Patients are not to be left alone in the radiographic rooms.
7. Students are not to chew gum on duty.
8. Students who become ill on duty must report to the DACC clinical coordinator and [site specific] clinical instructor.
9. Various external educational activities are planned and are a required part of the program. Students must supply their own transportation to these activities.
10. Students will arrive at clinical sites in full uniform and adhere to dress code.
11. The clinical faculty/staff reserve the right to ask a student to leave if, in their opinion, a student is unable to meet clinical objectives. The student will make up this time at the end of the semester.

III. Due Process and Professional Ethics
A. Due Process
   The student, at all times, has the right to due process as stated in the Doña Ana Community College Student Handbook.

B. Professional Ethics
   All students will conduct themselves in an ethical and professional manner at all times while on duty and on clinical education affiliate premises.
   Students of the radiography program will:
   1. Address patients by surnames and in a cordial manner.
   2. Talk to patients in a courteous professional manner.
   3. Communicate with and assist other members of the health team.
   4. Take initiative to perform whatever tasks he/she is capable of performing.
   5. Respect authority and direction of supervisory radiographers.
   6. Minimize unnecessary conversation in patient care areas.

IV. Dress Code
   Students are required to present a professional appearance at all times. It is the right of the patient to be treated with dignity and care by clean individuals. It is, therefore, required that each student practice good personal hygiene and abide by the program dress code. Uniforms must be worn during the clinical practicum. The following dress and personal grooming standards are expected of all students in the Radiologic Technology Program.
A. Uniforms/ Personal Appearance

1. The Dona Ana Community College Radiologic Technology Program uniform is always worn in the clinical area unless otherwise specified by the instructor.

2. The uniform shall consist of a maroon scrub suit, white 3/4 length (mid-thigh to knee length) lab coat, white shoes, and appropriate identification and dosimetry badge. If approved by the clinical affiliate, women may wear a knee length, white nurse (dress) uniform in lieu of a scrub suit.

3. Women must wear hose with dresses or skirts. Socks must be white. Undergarments must be worn.

4. No open-toed, open-heeled, or high-heeled shoes are allowed. Sandals and boots are inappropriate. White nurse shoes or white athletic shoes are acceptable with very minimal color. See clinical coordinator for approval. Shoes must be clean, polished and unscuffed.

5. A plain white, long or short-sleeved t-shirt may be worn under the uniform top.

6. The Radiologic Technology Program patch, purchased through the program, will identify the wearer as a student in the Dona Ana Community College Radiologic Technology Program. The patch must be worn on the upper left sleeve of both the lab coat and the scrub top/uniform.

7. Dosimetry badges must be worn at all times while in the clinical area and during laboratory sessions. They are to be worn on the outside of the lead apron when an apron is worn. They should be clipped to the collar.

8. Any student with hair length past the collar must have it tied or clipped back during clinical practicum hours.

9. Fingernails must be clean. Only clear nail polish may be worn. Fingernails must be short enough that they cannot accidentally cause a scratch. Radiology faculty will determine if an individual’s fingernails are too long. A simple test has been devised to determine if nails are too long. If, when the hand is turned in an AP projection, the nails can be viewed over the pads of the fingers, they are too long.

10. A clean, unstained and well pressed uniform must be worn in the clinical practicum. An inappropriately fitted, unclean, or unpressed uniform will not be permitted.

11. Name pins must be properly displayed on the left chest.

12. Items of jewelry must not interfere with professional functions. No accessory pins
or “message” buttons except those observing National Radiologic Technology Week are permitted. One small post earring per ear may be worn. Multiple earrings and body piercing rings (including tongue ornaments and gauges) are not allowed.

13. Solid color hair accessories may be worn.

14. Perfumes and colognes should not be overpowering.

15. Cellular phones (any portable electronic device capable of voice or text messaging) and cameras (including cellular phones with photographic capability) are not allowed in patient care areas of any clinical site. (See Appendix pg 37)

16. Males must be neatly shaven daily (beards and mustaches are permitted if neatly trimmed). Cosmetics should be conservative.

17. Picture and clinical I.D. badges for specific sites are to be worn only at that facility.

18. The uniform lab coat must be worn during clinical any time the student is out of the Radiology Department or over operating room scrubs when not in the operating room.

19. DACC hoodies or jackets other than the white lab coat cannot be worn when performing patient care. Wearing these in the work area is fine but not when doing portables, etc.

20. All tattoos should be covered while in the clinical setting.

21. Hair must be a natural looking color.

22. Any additional hospital/clinical policies must be followed according to assigned location.

All students will be required to follow the dress code. Any student with inappropriate dress will be dismissed from the clinical site and the clinical time must be made up. A student with a minor infraction (left up to the clinical coordinator’s or clinical instructor’s discretion) will be given a written warning. After acquiring two written warnings in one semester, the student will be dismissed from the clinical site [for the day] and the clinical time must be made up. Time missed from clinic due to dress code infractions will be made up at the end of the semester. Repeated violations of the dress code will warrant dismissal from the program.
B. Image Identification Markers

Image ID markers are the responsibility of the individual student. These markers must not be loaned to other students or technologists. After receiving these markers, students are expected to bring them on their scheduled days in the clinical practicum. These markers are to be used on every radiograph that the student produces. If lost, contact the clinical instructor for temporary markers and immediately contact the clinical coordinator for permanent replacement markers. The student is responsible for the cost to replace the markers.

C. Name Tags

DACC name tags are to be purchased by each student prior to being assigned to clinic. The name badges may not contain markers or ornamental attachments. In the event that the name tag is lost or broken, the student is responsible for its replacement. Contact the Program Director for replacement name tags.

V. Dosimetry Badge Policy

Each Radiologic Technology student is subject to the occupational exposure limits and requirements as stated in the State of New Mexico Rules and Regulations for Radiation Control.

The following rules apply: Policy

While attending clinical rotations, the student is required to wear his/her own radiation monitoring device at all times. When a lead apron is being worn, the monitoring device shall be worn on the collar outside of the apron. When not in a fluoroscopy room, the device must be worn on the front of the student's uniform at collar level.

The NMSU- Doña Ana Community College Radiologic Technology Program provides the radiation exposure badges for the students. It is the responsibility of each individual student to handle and care for his/her dosimetry badge. Each student must personally receive his/her dosimetry badge from the appropriate personnel each calendar month. At this time he/she will return the previous month’s badge.

Exposure of a personal radiation monitoring device to deceptively indicate a dose delivered to an individual is prohibited. This act may result in the suspension of the student from the Radiologic Technology Program.

If the student’s dosimetry badge is lost/stolen/damaged it must be reported to the clinical coordinator and clinical instructor immediately. A written account is to be filed with the clinical coordinator within 24 hours of the incident. The student will be sent home and may not return to the clinical site until he/she has obtained a replacement badge from the clinical coordinator.
**Incident Report**

A student is required to document and submit a report to the clinical coordinator when a situation arises that may affect the quality of the radiation monitoring report. This will be placed in the student’s file for future reference. Examples include: leaving the dosimetry badge in a hot car, laundering the dosimetry badge, or leaving the dosimetry badge attached to a lead apron or lab coat which has been stored in a radiographic or fluoroscopic room.

**Record Keeping**

The radiation dosimetry reports are kept on file in the office of the clinical coordinator. A copy of each report is sent to the NMSU radiation safety office.

Each student is encouraged to review their report on a monthly basis. Any student with an excessively high dosimetry report will be notified promptly by the clinical coordinator and appropriate steps will be taken, up to and including removal of the student from clinic for a time period deemed necessary.

**Pregnancy**

In the event that a declared pregnant student continues in clinical education, a second personnel monitoring device will be supplied. This device should be worn on the front of the student’s abdomen under the lead apron. Our program policy equivalent dose (EqD) limit values are lower than the federal regulations, in that our monthly EqD limit is not exceed 0.4 mSv (40 mrem) per month to the embryo-fetus (NMSU policy) and the limit during the entire pregnancy is not to exceed 4.5 mSv (450 mrem) after declaration of the pregnancy.

**VI. Functioning in the Clinical Setting**

A. Each student is expected to meet clinical objectives in such a manner that does not present a hazard to self or others. If the student is unable to perform in such a manner he/she shall be immediately withdrawn from clinic. The clinical instructor or clinical coordinator shall document the behavior of the student which led to the withdrawal and submit the report to the Program Director.

B. Substance abuse (alcohol and/or drugs) is not permitted. New Mexico State University-DACC regulations and penalties are addressed in the Dona Ana Community College Student Handbook.

C. Students requesting assistance with issues that adversely affect clinical performance will be advised.
VII. Student Employment

Outside employment during clinical is discouraged. In the event that a student must work, he/she must exercise judgment in the number of hours as their education may be jeopardized by excessive hours of outside employment. Work schedules must not conflict with the program’s curriculum. Adjustments in the student’s clinical rotation schedule cannot be guaranteed.

Any paid employment of a student in clinical radiography is a separate entity from the educational phase of the program and, as such, has no bearing on the structured clinical experience. The program will not be held liable for any incidents that may occur while a student is employed by the clinical affiliate.

A. Working for Pay in a Radiology Department

Rules:

1. The student’s first responsibility is to the training program. No outside job can interfere with scheduled clinic or classroom hours.
2. When a student is working for pay, the student must notify the Program Director and the clinical coordinator.
3. The student must not wear the DACC student patch/insignia/name tag/dosimetry badge while working for pay.
4. The clinical site accepts full liability while the student is working.

B. Procedure

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>1. Adheres to above rules</td>
</tr>
<tr>
<td></td>
<td>2. Notifies clinical coordinator and Program Director when working for pay.</td>
</tr>
<tr>
<td></td>
<td>3. Does not perform competency checks while working for pay.</td>
</tr>
<tr>
<td></td>
<td>4. Does not count number of patients done while working for pay.</td>
</tr>
<tr>
<td></td>
<td>5. Cannot check/pass other student’s films.</td>
</tr>
<tr>
<td>Clinical Coordinator</td>
<td>1. Enforces above stated rules.</td>
</tr>
</tbody>
</table>

No changes in the student's schedule will be made to accommodate employers.
VIII. Communicable Disease Policy

Any student who comes in contact with a person who has a communicable disease or who has the communicable disease himself is to immediately report the situation to the Program Director. The Program Director will take appropriate action by referring the student to the Department of Health, whereby the agency will make recommendations depending on the individual circumstances. Should the conditions warrant the physician's recommendation that the student remain home until the contagious portion of the disease passes, this absence time will be recorded on the student's record. Depending on the nature of the communicable disease, it may be required that the student present a note from his/her own physician or the hospital physician stating that he/she may return to the patient contact area. (Documentation needed).

Standard Precautions Regarding Blood and Body Fluids

A. Gloves are worn for:
   1. Touching any blood and body fluids, mucous membranes, or non-intact skin.
   2. Handling items or surfaces soiled with blood or body fluids.
   3. Removing needles used to inject contrast medium.

B. Gowns or aprons should be worn if soiling of one's clothing is likely.

C. Hands and other skin surfaces must be washed immediately [with soap and water, or hand sanitizer] if contaminated with blood or other body fluids and after every patient regardless of whether the patient has a communicable disease or not.

D. Try to prevent injuries caused by needles or sharps. To prevent needle stick injuries, needles should not be recapped, purposely bent, or broken by hand. After use, needles, scalpel blades, and other sharp items must be placed in designated puncture-resistant containers.

E. Accidental needle sticks to the student should be reported immediately to the infection control department of the affiliate and to the clinical coordinator by means of the Incident Report Form.

IX. Long Term Disability Policy

Any student who is ill, injured, disabled, or absent to such an extent as to be prevented from attendance in the classroom and/or clinical setting for a period to exceed two weeks will be required to submit a physician's note of diagnosis, prognosis, and activity limitations to the Program Director as soon as possible. Based on the medical information and the individual situation concerning the student, the Program Director, in conjunction with the division head, will review the situation and reach a decision as to the student's
status in the program. If the student cannot meet the clinical and/or didactic objectives required by the program, the student may be asked to apply for readmission to the program at a later date. Every effort will be made to accommodate the student's needs; however, if the student cannot meet the required clinical/academic objectives for the specific semester within a given time period, credit cannot be given for the course.

X. Clinical Practicum Attendance:

Second Year Clinic Scheduling

*Las Cruces Sites:*
- Summer schedule is 40 hours per week with no 3-11 shifts.
- Fall and spring schedule is 32-36 hours per week depending on the didactic schedule, with one week of 3pm-11pm shift scheduled each semester.
  - Shifts for the summer are five 8 hour days, shifts for fall and spring are four 8 hour days or four 8 hour days plus one 4 hour day (depending on the didactic schedule).
- Days scheduled are Monday-Friday (exceptions are Monday Holidays, everyone will attend clinic Tues-Fri. On weeks when there is class on Friday, everyone will attend clinic Mon-Thurs).
- 3pm-11pm shifts are scheduled Tuesday-Saturday.

*Out of Las Cruces Sites:*
- Summer schedule is 40 hours per week with no evening shifts.
- Fall and spring schedule is 32-36 hours per week depending on the didactic schedule, with one week of evening shift scheduled each semester.
- If you commute to your clinic site you can opt for working four days per week (if the clinic site can accommodate).
  - Shifts for the summer are four 10 hour days, shifts for fall and spring are four 9 hour days or four 8 hour days, depending on the didactic schedule.
  - Evening shifts are 2-11 pm Wednesday-Saturday
  - Four days per week clinic schedule policy:
    - If you are the only student assigned to that clinic your schedule will be Tues-Friday (2-11 shifts are Wednesday-Saturday).
    - If two students are assigned to your clinic site, one student will work Monday-Thursday and one student will work Tuesday-Friday (2-11 shifts are Wednesday-Saturday). Students will switch each semester unless they agree otherwise.
    - Exceptions are Monday Holidays, everyone will attend clinic Tues-Fri. On weeks when there is class on Friday, everyone will attend clinic Mon-Thurs.

- If you live where your clinic site is, you can opt for working Monday-Friday (exceptions are Monday Holidays, everyone will attend clinic Tues-Fri. On weeks when there is class on Friday, everyone will attend clinic Mon-Thurs).
  - Shifts for the summer are five 8 hour days, shifts for fall and spring are four 8 hour days or four 8 hour days plus one 4 hour day (depending on the didactic schedule).
  - Evening shifts are 3pm-11pm Tuesday-Saturday.
  - Or, you can opt to work four days per week following the four days per week clinic schedule policy above (if the clinic site can accommodate).
It is the responsibility of the student to be in attendance at the clinical education center when assigned. NMSU/DACC insurance covers students for scheduled hours only (student is not covered if starting early or staying late). The clinical education center experience allows the student to practice and apply radiographic techniques, positioning and patient care skills in a work-place setting. Radiographs by the student are used for diagnostic purposes. It is imperative that the student receive the assigned number of clinical hours to assure adequate preparation to perform at a professional level. Competency exams are one measure of professional ability. However, repetition of procedures and dealing with patients of different ages, conditions, and ability to cooperate builds confidence, skill and the speed necessary to adequately perform as a radiologic technologist. Therefore, excessive absences and/or tardies may subject the student to probation. If poor attendance continues to be a problem suspension or termination from the program may be incurred. Students cannot work more than ten (10) hours per day. Scheduled didactic and clinical hours combined cannot exceed forty (40) hours per week.

*Note:* Students having disabilities or conditions that negatively impact on their ability to comply with program attendance policies are encouraged to contact the Office of Counseling/Services for Students with Disabilities (SSD) at Rm. 117, Ph. 527-7548. Program personnel cannot make accommodations for any student for medical or disability reasons unless the student has gone through the appropriate procedures with SSD. SSD will recommend to the program appropriate accommodations if justified.

If the student must be absent, the appropriate supervisor in the assigned radiology department must be notified as well as the clinical coordinator. The same rule applies if the student is tardy. This notification of absence or tardiness must occur within fifteen (15) minutes of his/her scheduled time of arrival. The student must email the clinical coordinator regarding an absence or a tardy.

*(See Do’s and Don’ts of time clock/attendance in the Appendix)*

**Personal Day Policy**

Personal days are designed to be used for illness, personal business or appointments, child needs, special events, etc. 16 hours personal time will be granted during each semester. Personal time off must be taken in minimum increments of 4 hours.

Personal days cannot be accumulated, if not used during the semester, personal days may
be taken off during the last week of clinic of the semester to which they apply. The student must notify the clinical coordinator and CI at least 24 hours prior to use of the personal day (illness & emergency situations are exceptions).

**Note:** Personal days should always be used first. Therefore - you need to plan ahead, for example, if you have a doctor’s appointment that only takes an hour, go ahead and use the full 4 hour increment or take off the whole day as a personal day.

**Tardy**

Each student must record his / her attendance. Time In and Time Out for each shift must be recorded as well as Time In and Time Out for lunch / dinner. *Each shift allows for two (2) fifteen minute breaks and one thirty (30) minute lunch / dinner break.* No breaks may be taken during the first hour or the last hour of your shift.

Students who report late for clinical assignments more than 5 minutes after their scheduled time will be considered tardy and it will count as an occurrence. Students who are no more than 15 minutes late may, with the CI’s permission, make up time on the same day.

**Absences**

Students who are not in their clinical assignment area on scheduled dates and times for any reason are considered absent (this includes, but is not limited to, illness, extended lunch or break periods, leaving the assigned area, leaving clinic early, etc.). Excluding personal days, all time missed from clinic (minutes, hours, days) will be made up and every incident is counted as an occurrence.

Absences in excess of the granted personal days will be made up as assigned by the clinical coordinator and will not exceed 40 hours per week. Unscheduled time spent in clinic will not count as make-up time. (Students may stay over, with the supervisor’s permission, to finish a case that was started prior to scheduled leave time but may NOT stay over to fill department shortages).

**Making up Clinic Time**

If you find that you are in need of working extra hours to make up time, you may coordinate the dates and times with your CI and Clinic Coordinator. This could include coming in early and/or staying late. You should not be working more than 40 hours per week, even to make up time.
Programs may permit students to make up clinical time during term or scheduled breaks; however, they may not be assigned to clinical settings on holidays that are observed by the sponsoring institution. Program faculty need not be physically present; however, students must be able to contact program faculty during makeup assignments. Also, the program must assure that its liability insurance covers students during these makeup assignments.

Students cannot work more than ten (10) hours per day. Scheduled didactic and clinical hours combined cannot exceed forty (40) hours per week.

**Tardy/Absence Occurrence Penalty**

Excessive tardiness or absences will not be tolerated. Each tardy or absence past allowed personal time is one occurrence. An individual may have an illness that lasts more than one day. Consecutive days for the same illness will be counted as one occurrence. For an occurrence of more than two days, the student needs to present a doctor’s note. Tardies and/or absences in excess of 5 occurrences (excluding personal days) will result in the loss of a letter grade in the clinical course. Every 5 additional occurrences will result in another letter grade drop.

**Funeral Leave**

Students are allowed 3 days funeral leave for deaths in the immediate family (father, mother, brother, sister, spouse, child). The clinical instructor and the clinical coordinator must be contacted prior to taking funeral leave. Other deaths in the family will be considered on a case by case basis.

**Weather Day Absence Policy – Clinical Courses [RADT 201, 201, 203]**

In the event that inclement weather makes it impossible or unsafe for a DACC Radiologic Technology student to attend clinic the affected student shall inform the Clinical Coordinator, or designee, of the circumstances. Whenever possible the DACC Radiologic Technology Program will accommodate the student’s request. These decisions will be made on an individual basis, taking into consideration the student’s specific situation. Faculty will be flexible in these situations in accordance with the academic / clinical requirements of the program and the reasonable health and safety of the students. Excused absences based on this policy will not count toward the student’s Personal Days for the semester in question.
XI. Radiation Protection Practices

Radiation Protection in the Clinical Affiliates
A student must always wear his/her dosimetry badge while attending the clinical assignments.

The student must always adhere to practices which reduce radiation exposure to himself/herself and to other personnel.
Radiation protection of the patient is the responsibility of the student. Shielding of all patients is a must unless it will interfere with the production of a diagnostic film.

Students must not hold image receptors during any radiographic procedure. Students should not hold patients during any radiographic procedure.

XII. Student Orientation to Clinical Facilities
All students will be oriented to the affiliate where their clinical experience is provided. It is the responsibility of the student to attend scheduled orientations. Students will be notified of the date, time, and location of orientation sessions.

XIII. Clinical Assignments
The student enrolled in the radiologic technology curriculum will be assigned to a clinical schedule on a semester basis. These individual schedules are based on the clinical rotation master plan. The student will spend 32 - 40 hours per week at the designated clinical affiliate, depending on the specific semester in which he/she is enrolled.

Clinical rotation assignments occur during first and second shift hours.

Thirty (30) minutes are allowed on each assigned clinical rotation for a lunch or dinner break. Two (2) 15 minute breaks are also permitted (but not guaranteed). These breaks cannot be taken within the first hour of the clinical rotation nor during the last hour of the clinical rotation.

The student must check with the supervising technologist prior to taking the lunch or dinner break or a 15 minute break. Under no circumstances should a patient exam be postponed or left unfinished in order for a student to take a break or for lunch or dinner.
XIV. Clinical Education: Evening and Weekend

During the program, the students are involved in a number of evening and weekend assignments. The purpose is to provide a broader base of experience that corresponds with the conditions and duties that a radiologic technologist encounters in an active radiology department. The assignments will be made in accordance with the master plan for clinical rotations. Evening and/or weekend assignments will not exceed 25% of the total clinical clock hours. The students are directly supervised by registered staff technologists at all times. The student, under no circumstances, is to be left alone in the department. If this should occur, the student is to call the clinical coordinator or program director immediately and follow up within 24 hours with written documentation.

The opportunities provided by these assignments are as follows:

A. Students are exposed to and learn to cope with a variety of patient conditions which are more frequently seen during these specific times. Examples of these conditions include alcohol and drug abuse, as well as trauma.

B. Students have the opportunity of exercising more independent actions and judgment.

C. Technologists have the opportunity to provide more individualized instruction.

D. There is less student competition for specific procedures.

E. The area of assignment is less restricted.

F. The student gains more experience in multiple trauma procedures.

G. The student has more time to improve equipment skills. This includes the manipulation of various types of machinery, as well as learning to cope with equipment malfunctions.

H. The student gains more self-confidence due to the less restricted nature of the environment.

I. The student learns to enhance his/her management skills in dealing with multiple procedures ordered on various types of patients.

J. The student's management skills in a working radiology department are also enhanced by the involvement in the multiple duties of a radiologic technologist.

K. The student will gain knowledge in organizing the "unscheduled" patient work load giving consideration to the patient priorities and procedure time requirements.
L. The student has the opportunity to enhance skills expected of the entry-level technologist.

The expected level of achievement is greatly influenced by the student's level of clinical experiences. It progresses from orientation and observation during the first rotation to eventual job entry level competency.

XV. Documentation of Clinical Time

All students are required to document clinical time. All clinical time must be recorded. The recording of this information is the responsibility of the student. The procedure must be completed only by the specific student.

When a student has officially signed in, he/she is considered on duty and is to remain in his/her assigned area performing required duties. (See Do’s and Don’ts of time clock/attendance in Appendix)

XVI. Clinical Experience Record

In an effort to insure that individual students are participating in a variety of radiographic examinations, each student is required to maintain records of his/her clinical experiences. These records provide a total record of the examinations the student has observed, assisted, or performed during the semester. Students are responsible for properly updating these clinical experience records and keeping them up to date. Refer to individual course syllabus for the determination of the appropriate clinical experience records.

XVII. Clinical Evaluation System

A. Student Evaluation by Technologist

Students will be evaluated by their clinical instructor on a bi-monthly basis on thirteen [13] criteria [such as, initiative, ability to perform under pressure, quality of work, etc.].

B. Technologist Evaluation Completed by the Student

A student will be given the opportunity to evaluate the technologists to whom he/she has been assigned.

C. Clinical Affiliate Evaluation Completed by the Student

Periodically, the student will be given the opportunity to evaluate his/her clinical affiliate. The information will be shared with the radiology administrator at the specific affiliate.
XVIII. Performance Evaluation in the Clinical Setting

Student performance in the clinical setting will be evaluated using *by means of electronic grading forms*. Students are required to be tested on a certain number of procedures each semester. Refer to the appropriate syllabus for the number of required procedures.

A. Procedure Evaluation

1. Students are encouraged to perform radiographic procedures and to become comfortable in their performance before being tested.

2. Prior to being tested for a Competency grade, students must pass a Procedure Evaluation on a radiographic exam. The Procedure Evaluation will be graded on a percentage of correct responses on the evaluation. *Less than 80% constitutes a Failing Grade.* If a student fails a Procedure Evaluation, she / he must be evaluated on that radiographic exam (not on the same patient) again and receive a passing grade before being allowed to be tested for a Competency grade.

Note: *A Procedure Evaluation is a test of a student's readiness to be tested for a Competency.* Only the Competency Grade is entered into the grade book.

Letter grades for Competency Tests will be assigned according to the Grade Scale described under *Evaluation of Student Performance*.

B. Competency Evaluation

Before a student can be tested on a radiographic procedure for a competency grade, he/she must have passed a procedure evaluation on that procedure (see Section A.2. above).

1. Any competency test for which the student earns less than 80% will have to be repeated. The original grade and the retest grade will be averaged to arrive at the grade for that radiographic procedure.

2. After passing a Procedure Evaluation on a particular examination the student will be eligible to be graded on a Competency Test. Each student is encouraged to be efficient and comfortable in any radiographic exam before asking for a Competency Test.

3. The Competency Test will be graded on a percentage of correct responses. Any Competency Test for which the student earns less than 80% will have to be repeated. The original score and the repeat score will be averaged and the averaged grade will be entered as the final grade for that Competency Test.

If the *average of all Competency Tests for any semester is less than 80% the student fails*
Clinical Competency Tests are a critical component of the course. A student must be able to perform in clinic at a minimum of 80% proficiency.

XIX. Clinical Practicum Supervision

The Radiologic Technology coordinators are the primary supervisors of the students. In the absence of a coordinator, the clinical instructor of the appropriate radiology department is the student's supervisor.

Clinical assignments must be performed under the DIRECT supervision of a qualified radiographer. The following are parameters of direct supervision.

a. reviews the procedure in relation to the student’s achievement,

b. evaluates the condition of the patient in relation to the student’s knowledge,

c. is physically present during the conduct of the procedure, and

d. reviews and approves the procedure and/or image.

In the event that a radiographic image produced by a student technologist needs repeating, the following procedure will be followed.

1. The qualified radiographer will review the radiograph and determine the need for a repeat of the radiograph. He/she will inform the student of the necessary correction.

2. The qualified radiographer will be present and directly supervise the repeat of the radiograph.

3. The qualified radiographer will review and approve or disapprove the repeated radiograph.
XX. Clinical Education Master Plan

<table>
<thead>
<tr>
<th>First Year</th>
<th>Second Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADT 101- Fall (Lab for Radiographic Positioning I)</td>
<td>RADT 202- Fall</td>
</tr>
<tr>
<td>A. Image Archive</td>
<td>A. Diagnostic Room</td>
</tr>
<tr>
<td>B. Patient Transport</td>
<td>B. Fluoroscopy Room</td>
</tr>
<tr>
<td>C. Portables (observation)</td>
<td>C. Portables</td>
</tr>
<tr>
<td>D. Diagnostic Room/Fluoroscopy Room (observation)</td>
<td>D. Weekend/Evening shifts</td>
</tr>
<tr>
<td>4 hours/week – 48 hours approx. **</td>
<td>E. Surgery</td>
</tr>
<tr>
<td></td>
<td>F. *Elective Rotation</td>
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<tr>
<td></td>
<td>G. CT</td>
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<tr>
<td></td>
<td>21 + Performance Evaluations</td>
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<tr>
<td></td>
<td>21-23 Competency Tests</td>
</tr>
<tr>
<td></td>
<td>36 hours/week – 475-500 hours approx.</td>
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<table>
<thead>
<tr>
<th>RADT 102 – Spring (Lab for Radiographic Positioning II)</th>
<th>RADT 203 - Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Diagnostic Room (observation)</td>
<td>A. Diagnostic Room</td>
</tr>
<tr>
<td>B. Fluoroscopy Room (observation)</td>
<td>B. Fluoroscopy Room</td>
</tr>
<tr>
<td>C. Portables (observation)</td>
<td>C. Portables</td>
</tr>
<tr>
<td>4 hours/week – 48 hours approx. **</td>
<td>D. Weekend/Evening Shifts</td>
</tr>
<tr>
<td></td>
<td>E. Trauma</td>
</tr>
<tr>
<td></td>
<td>F. * Elective Rotation</td>
</tr>
<tr>
<td></td>
<td>G. Ultrasound</td>
</tr>
<tr>
<td></td>
<td>Performance Evaluations (# needed)</td>
</tr>
<tr>
<td></td>
<td>9-15 Competency Tests</td>
</tr>
<tr>
<td></td>
<td>34-36 hours/week -- 490-500 hours approx.</td>
</tr>
<tr>
<td>B. Fluoroscopy Room (observation)</td>
<td></td>
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<tr>
<td>C. Portables (limited participation)</td>
<td></td>
</tr>
<tr>
<td>10 + Performance Evaluations</td>
<td></td>
</tr>
<tr>
<td>10-14 Competency Tests</td>
<td></td>
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<tr>
<td>40 hours/week – 370-400 hours approx..</td>
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</tbody>
</table>

** These hours do not count towards total clinical hours but are considered observation labs for courses RADT 101 and RADT 102.
* Elective Rotations: MRI, CT, US, Mammography, Cath Lab, Nuclear Medicine
Total number of Competency Tests: 52
Total number of Clinical Hours: 1300-1400 (approximately)
RADIOLOGIC TECHNOLOGY PROGRAM
PREGNANCY POLICY AND PROCEDURE FORM

Applicable to Female Students

If a student becomes pregnant, it is recommended that she notify the Program Coordinator (in writing) immediately after the pregnancy is confirmed.

NOTE: Disclosure is voluntary.

Declared pregnant students must wear two radiation monitoring devices at all times. One must be worn on the collar (over the lead apron when used) and one at the mid-abdominal area (under the lead apron when used).

The pregnant student is expected to continue to follow the original program, policies and objectives.

The Student acknowledges:
I understand that the clinical affiliate will be notified of my pregnancy status.

I have received a copy of, read and understand the pregnancy policies and procedures. In addition, NCRP Reports concerning occupational pregnancy information are available to me for review. My signature signifies that I agree to abide by all of the statements listed.

___________________________________  __________________________  
Print name  

___________________________________  __________________________  
Student’s Signature  Date  

___________________________________  __________________________  
Program Director’s Signature  Date
RADIOLOGIC TECHNOLOGY PROGRAM
PREGNANCY RELEASE FORM

I, ____________________________, following voluntary disclosure of my pregnancy, have been advised about the possible hazards of fetal radiation exposure resulting from my training at Doña Ana Community College and the clinical affiliate sites.

I have the following options:

   **Option 1) I may continue my present course of study**—I will continue to follow the original program requirements, policies and objectives. I am required to wear two radiation monitoring devices at all times, one worn on the collar and one at the mid-abdominal area. I understand that I will be required to leave the program immediately if the maximum permissible dose of radiation is reached which is equivalent to 0.4 mSv (40 mrem) per month during gestation, not to exceed a total of 4.5 mSv (450 mrem).

   **OR**

   **Option 2) I may delay my present course of study**—I will immediately withdraw from the clinical portion of my education. I will be allowed to complete my present didactic education in order to protect my academic standing. I can apply for program reentry in the appropriate semester following my pregnancy, provided that I have maintained a “C” or higher in all program courses required to date.

I have been advised of my options and I have decided to:

   □ continue my radiologic technology training. I accept all further responsibility.

   □ delay my radiologic technology training.

________________________________________  ________________________
Student’s Signature                          Date

________________________________________  ________________________
Spouse’s Signature (Optional)                Date

I have advised and discussed the possible hazards of fetal radiation exposure with ____________________________. I understand that she is fully aware of the options available and has selected the course of action listed above.

________________________________________  ________________________
Program Director’s Signature                Date

________________________________________  ________________________
NMSU RSO signature                          Date
RADIOLOGIC TECHNOLOGY PROGRAM
Withdrawal of Pregnancy Declaration Form
All information on this form will be kept privileged and confidential.

I am withdrawing my previous declaration of pregnancy in writing. I understand that by submitting this form I agree to the lifting of any previous work restrictions imposed on me as a result of my pregnancy. I acknowledge that I will no longer be supplied with a fetal dosimetry badge.

Student’s Signature: ___________________________ Date: ___________________________

Print Name: ______________________________________________________

Program Director’s Signature: ___________________________ Date: ___________________________

Print Name: ______________________________________________________


DOÑA ANA COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
INCIDENT REPORT FORM

Student Name: ____________________  Date of Report: ____________________

Clinical Affiliate: __________________  Date of Incident: __________________

Nature of the Incident:
(check all applicable categories)
   _____ Injury to Patient
   _____ Injury to Self
   _____ Injury to Staff Member
   _____ Injury to Other (i.e., visitor)
   _____ Damage to Equipment
   _____ Personal Confrontation with Staff Member
   _____ Personal Confrontation with Fellow Student
   _____ Personal Confrontation with Patient
   _____ Personal Confrontation with Other (i.e., visitor)

Person(s) Involved or at the Scene of the Incident:

   1) ________________________________________________________________
   2) ___________________________________________________________________________
   3) ___________________________________________________________________________
   4) ________________________________________________________________

Write a brief narrative of the incident. State what happened, who was involved or witnessed the incident, and any other pertinent information (use the back of the page if necessary).

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Was a hospital incident report filed?  _____ Yes  _____ No  Date ________________

Was Infection Control notified?  _____ Yes  _____ No  Date ________________

incident report form 72011
DACC RADIOLOGIC TECHNOLOGY PROGRAM
MEDICAL INSURANCE

The DACC Radiologic Technology Program requires that the student purchase medical/health insurance before enrolling in the clinical education courses.

In the clinical setting the student may be exposed to various diseases, blood and body fluids and work related injuries. Any expenses requiring medical treatment or hospitalization is the responsibility of the student and not DACC or the clinical affiliate.

Please sign below in the appropriate space acknowledging that you have been advised that you must have medical/health insurance.

____________________________________
Student Name  (Print)

____________________________________  _________________
Student Signature  Date
HIPAA STATEMENT
DACC Health & Public Services Division

I, ________________________________, have read and agree to abide by the HIPAA Statement regarding confidentiality and appropriate access to patient medical records. I realize that violation of HIPAA regulations can lead to my dismissal from the healthcare facility to which I am assigned and penalties by DACC ranging from reprimand to dismissal from my program of study.

__________________________________  _______________________________
Student Signature                    Date

__________________________________  _______________________________
Program Director Signature          Date

Program of Study: Radiologic Technology
DACC Radiologic Technology Program  
Policy Regarding Cellular Phones & Cameras in the Clinical Setting

Photography and texting are not allowed in patient care areas of any clinical site. Cellular phones should be kept in the student’s automobile or in a locker, cabinet, or other area specifically designated by the clinical site. Phone calls or text messaging should only be made while the student is on break or at lunch.

Individuals with whom the student needs to communicate during their clinicals (eg. family, school teachers / administrators, physicians, etc.) should be given the radiology department workroom number. Calls to the student should be limited to an emergency nature. The student is not to use the radiology workroom phone to make personal calls.

Additional restrictions / regulations may apply at individual clinical sites. It is the student’s responsibility to know and abide by these regulations.

I, ________________________________, have read and understand the above policy, and I agree to abide by it.

____________________________________  ______________________
Student Signature                     Date

____________________________________  ______________________
Program Director Signature           Date
Do’s and Don’ts of Time Clock/Attendance

1. Any schedule changes must be made and approved through Mr. Stewart by Email, for extenuating circumstances only.

2. **Personal Time:** In each semester (Summer, Fall and Spring) you have 16 hours of personal or grace time. Personal time should **only** be used in a minimum of 4 hour increments.

   - If you were required to attend orientations before clinic started, you may add those hours to your personal time. (Please email dates and times to Mrs. Chaffee if this applies to you)!!
   - Please give 24 hour’s notice to the clinic site and to Mr. Stewart/Mrs. Chaffee before using a personal day using Email. (*Emergency situations are excused*).
   - If you use personal time in excess of your 16 hours you will accrue an occurrence and the time **must be made up.** (If you work 9 or 10 hour shifts, please see me). If you have extra personal time due to orientations attended, using those will not be on occurrence.
   - Do not work extra hours (overtime) and expect to use it instead of your grace time. If you have grace time to use, you should do so first.
     - Example: if you have an appointment at 3:30 pm and you are scheduled to work until 4:30 pm, do not ask to come in an hour early so that you can leave an hour early. Use grace time first. Work from 8:00 am to 12:00 pm and take 4 hours grace time.

3. **Occurrences:** You are allowed 5 occurrences; on your 6th occurrence you will be dropped a letter grade. Below is a list of ways to accrue occurrences:

   - Taking more than your allotted personal days per semester
   - Arriving late (more than 5 minutes) or leaving early for any reason (more than 5 minutes)
   - Note: You may have an illness or emergency situation that lasts for more than one day. Being absent on consecutive days for the same illness or situation will be counted as only one occurrence. Be aware, however, that if you are ill and accrue an occurrence, feel better and go back to work the second day; then feel worse on the third day and stay home again, it will count as a second occurrence. So, stay home until you are sure you are feeling better! (A doctor’s note will be required for illness that lasts more than two days).

4. We will not be allowing any changes in the 3-11, 2-11, or graveyard shifts. You must make arrangements at work or for childcare to be at clinic on your assigned days. You may use grace time and/or take an occurrence if you need to miss one of these days. Remember, you are allowed 5 occurrences before any penalties are given.

5. **Absences:** All absences must be called in to your clinic site and emailed to Mr. Stewart (mstewart@nmsu.edu) **and** Mrs. Chaffee (tammy1@nmsu.edu) prior to or on the morning of your absence. (*emergency situations are excused, but you still must notify us a.s.a.p.*).

6. **Tardies/Leaving Early:** If you come in late (more than 5 minutes) or leave early for any reason (more than 5 minutes) this counts as an occurrence. This time must be made up.
• You may not use grace time to make up for leaving early (less than 4 hours), you may, however, subtract it from any overtime you have accrued.
• If you are late, you can make up the time on the same day if it is less than or equal to 15 minutes, with the CI’s permission.

7. **Clocking in/out:** We will be using www.onlineradschool.com.

• **Do not clock in more than 5 minutes early for your shift!**
  o If we see excessive days clocking in early, the time will be reset for your regularly scheduled starting time.
• Clock “in” in the morning and clock “out” when leaving for the day. ½ hour will be deducted automatically for your lunch each day that you work more than 5 hours.
• Take care and remember to clock in and out. However, sometimes we forget. Send me an email so I can fix it for you.

8. **Overtime:** You should not be “banking” overtime. You may stay late to finish an exam, but the clinical instructor on duty should be aware. Students are not to work extra time to make up for staff shortages or to bank time for the end of the semester. Your overtime should NOT go over 1 hour per week. (For special circumstances see Mr. Stewart).

• Overtime will be used at the end of the semester to offset any make up time (i.e. leaving early or extra absences in excess of grace time).

9. **You must take a lunch!** (30 minutes)

• You may not skip lunch and leave clinic early for the day. Remember you are going to have ½ hour automatically deducted regardless, and if you leave early, it will be an automatic occurrence.
• 15 minute breaks are not guaranteed, and cannot be taken during the first or last hour of your shift.

10. **Making up Time:**

• If you find that you are in need of working extra hours to make up time, you may coordinate the dates and times with your CI and Mr. Stewart. This could include coming in early and/or staying late. You should not be working more than 40 hours per week, even to make up time.
• Programs may permit students to make up clinical time during term or scheduled breaks; however, they may not be assigned to clinical settings on holidays that are observed by the sponsoring institution. Program faculty need not be physically present; however, students must be able to contact program faculty during makeup assignments. Also, the program must assure that its liability insurance covers students during these makeup assignments.
• Students cannot work more than 10 hours per day. Scheduled didactic and clinical hours combined cannot exceed forty (40) hours per week.

11. **Last week at clinic:**

• During the last week of clinic, you may find that you have an unusual amount of hours to work to complete the required hours for the semester. Please contact Mrs. Chaffee to arrange these.
Example: You usually work 8 hour days, but need 25 hours to complete the last week of clinic. You may arrange something with Mrs. Chaffee and your CI, such as working one 9 hour day instead of coming in for only one hour on the fourth day.

12. Conference Clinic Time Credits

- Each year we usually credit you clinic time for each day that you attend the NMSRT annual conference. The days are 8 hours long and you are required to attend at least 4 hours of CEU presentations to qualify for the credited time. You will receive 8 hours clinic credit for each day you are registered to attend the conference. You will not receive drive time credit the day before the conference. If you choose to leave clinic early to travel you may use 4 hours of the credited time to do so.
- Conference credit does not allow you extra personal days. The occurrence system is still in place and will be enforced.

Revised 4-6-15

**Instructions for clocking In and out using www.onlineradschool.com.**

2. Type in School ID: 117
3. Type in your username: (your first initial and your last name)
4. Type in your password: (your Banner ID number)
5. Click on the login button or hit enter on the keyboard. (I would not recommend checking the box to remain logged in or remember your username or password for security purposes).
6. Click on the tab that says “Open Timeclock” in the upper right hand corner of your screen.
7. Select your Timeclock location from the drop down box (which is the name of your clinic site) and click submit.
8. Follow the instructions on the webpage, it asks you to enter your Student ID (which is your Banner ID number again) and click submit.
9. The Timeclock will record the current time that is showing on the webpage.
10. Clock in upon arrival for your shift and clock out at the end of your shift.
11. Always use the same designated clinic computer to clock in and out. Not your cell phone. The program records the computer ISP address and we will come ask you questions if different ISP addresses start showing up in our records. (If there are technical difficulties with the computer at your clinic site, let us know and we can verify that with administration.
Radiologic Technology Program
Radiation Dosimetry Counseling Form

I, ____________________________, have been notified of a high dosimetry reading for the reporting period of ______________________. The readings were: Deep Dose _____ mrem; Eye Dose _____ mrem; and the Shallow Dose _____ mrem. These doses are more than should be received in a one month period.

I have been counseled on proper radiation safety practices [Time, Distance, Shielding] and proper dosimetry badge care. I realize that it is my responsibility to observe proper radiation safety practices and to properly care for my dosimetry badge.

____________________________________  ______________________________________
Student                                      Date

____________________________________  ______________________________________
Clinical Instructor (Staff)*                  Date

Clinical Site Dosimetry Badge Type

☐ Gila Regional Medical Center
☐ Mimbres Memorial Hospital
☐ MMC Imaging Center of LC
☐ Lincoln County Medical Center
☐ Artesia General Hospital
☐ Carlsbad Medical Center
☐ El Paso Childrens Hospital
☐ SW X-Ray
☐ University Medical Center

*Please return signed / dated form to:

Michael T. Stewart, BS, RT(R)
Clinical Coordinator - Radiologic Technology Program
Rm.191A, Health & Public Services Bldg.
MSC 3DA
PO Box 30001, 3400 S.Espina St.
Las Cruces, NM 88003 - 8001

Radiation Dosimetry Counseling Form v8 Sp 2016
MRI SAFETY GUIDELINES

MRI Safety Reminders: About the MRI Scanner
1] The magnet is ALWAYS ON
2] The magnetic field is VERY STRONG and gets stronger the closer you are
3] Ferromagnetic objects [metal framed glasses, key rings, pocket watches, etc.] are STRONGLY ATTRACTION to the MRI Scanner
4] Ferromagnetic objects can become LETHAL MISSILES in the MRI magnetic field!

*Safety Measures –
1] fill out an MRI Clearance Form before entering the MRI Scan Room to be sure that it is safe for you to enter
2] check with the MRI Technologist before entering the MRI Scan Room, or before escorting a patient into the MRI Scan Room
3] remove any ferromagnetic objects that are on you or in your pockets
4] DO NOT take any equipment [wheelchair, gurney, O2 bottles, etc] into the MRI Scan Room that has not been cleared by the MRI Technologist as “MRI Safe”. Note: even “sand bags” may contain iron pellets which are not approved for the MRI Scan Room.
Finally – if you don’t know if you should enter the MRI Scan Room; or, if you are uncertain if an item or piece of equipment should be taken into the MRI Scan Room – DON’T. Ask the MRI Technologist!
The MR system has a very strong magnetic field that may be hazardous to individuals entering the MR environment or MR system room if they have certain metallic, electronic, magnetic, or mechanical implants, devices, or objects. Therefore, all individuals are required to fill out this form BEFORE entering the MR environment or MR system room. Be advised, the MR system magnet is ALWAYS on.

*NOTE: If you are a patient preparing to undergo an MR examination, you are required to fill out a different form.

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Age</th>
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<tr>
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<td>State</td>
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</tbody>
</table>

1. Have you had prior surgery or an operation (e.g., arthroscopy, endoscopy, etc.) of any kind? □ No □ Yes
   If yes, please indicate date and type of surgery: Date __/__/____ Type of surgery __________________

2. Have you had an injury to the eye involving a metallic object (e.g., metallic slivers, foreign body)? □ No □ Yes
   If yes, please describe: ________________________________________________________________

3. Have you ever been injured by a metallic object or foreign body (e.g., BB, bullet, shrapnel, etc.)? □ No □ Yes
   If yes, please describe: ________________________________________________________________

4. Are you pregnant or suspect that you are pregnant? □ No □ Yes

**WARNING:** Certain implants, devices, or objects may be hazardous to you in the MR environment or MR system room. Do not enter the MR environment or MR system room if you have any question or concern regarding an implant, device, or object.

Please indicate if you have any of the following:

- Yes □ No Aneurysm clip(s)
- Yes □ No Cardiac pacemaker
- Yes □ No Implanted cardioverter defibrillator (ICD)
- Yes □ No Electronic implant or device
- Yes □ No Magnetically-activated implant or device
- Yes □ No Neurostimulation system
- Yes □ No Spinal cord stimulator
- Yes □ No Cochlear implant or implanted hearing aid
- Yes □ No Insulin or infusion pump
- Yes □ No Implanted drug infusion device
- Yes □ No Any type of prosthesis or implant
- Yes □ No Artificial or prosthetic limb
- Yes □ No Any metallic fragment or foreign body
- Yes □ No Any external or internal metallic object
- Yes □ No Hearing aid
- Yes □ No Other implant_____________________
- Yes □ No Other device_____________________

**IMPORTANT INSTRUCTIONS**

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

Please consult the MRI Technologist or Radiologist if you have any question or concern BEFORE you enter the MR system room.

I attest that the above information is correct to the best of my knowledge. I have read the MRI safety guidelines; I have read and understand the entire contents of this form and have had the opportunity to ask questions regarding the information on this form.

Name ___________________________________________ (Print)
Signature of Person Completing Form: ___________________________________________ Date __/__/____
Form Information Reviewed By: ___________________________________________ Date __/__/____
DACC Radiologic Technology Program  
Contract: Elective Rotation Schedules for Fall & Spring Semesters

I, ________________________________, have selected the following two

PRINT

Elective Rotations* for the Fall and / or Spring semesters:
[Options: MRI, Mammography, Nuclear Medicine, Ultrasound, or Cath. Lab]

__________________________________________________________________
__________________________________________________________________

I am aware that by signing this form that I agree that I will not be able to change my selection of Elective Rotations. I further understand that factors such as the number of students at my clinical site, the availability of the Elective Rotation at my clinical site, staffing or mechanical difficulties at my clinical site may necessitate my being assigned to a clinical site other than my own for my Elective Rotation[s].

I am aware that I will be assigned to only two Elective rotations total [ie. One in the Fall; one in the Spring; or two in the Fall; or two in the Spring. The total number of Elective Rotations will be two (2)]. I also understand that there is one mandatory rotation in CT.

______________________________________________  __________________________
Student Signature                                                  Date

____________________________________________________
Clinical Site

*every student is expected to participate in two Elective Rotations. The term, “Elective”, refers to the students right to select among the options. It is not be construed as meaning that the student does not have to do any Elective Rotations.
Academic Misconduct Allegation Report

Instructions: In accordance with DACC Student Code of Conduct, Section III, Academic Misconduct, in order to begin a formal process for charging a student with academic misconduct, the following process is used. Within five working days of discovery of offense, the faculty member will: (1) complete this allegation report form; (2) attach any supporting documentation, and (3) submit it to their immediate supervisor, e.g. department chair, program director, or division dean.

Date: ________________________

Name of Instructor: _______________________________ Phone: _____________

Name of Supervisor: _________________________________

Department: _________________________ Division: __________________________

Incident Details:

Date: ______________________

Name of Student: ________________________________ NMSU ID ______________

Description of Misconduct:

Suggested Sanction (please attach applicable instructor and/or department policies or program handbook)

Student Contacted: _____ Yes _____ No  By: ________________________________

FOR HEARING OFFICER USE ONLY:
Decision rendered:

Student given/mailed Charge Letter: _______ Yes _______ No
Date: __________________________
RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT HANDBOOK ACCEPTANCE FORM

I have read and understand the policies set forth in the NMSU-DACC Radiologic Technology Program Handbook. I understand I am responsible for the full content of the Handbook and will review it concerning questions I have throughout my training. I understand the faculty is willing to assist me to receive the highest level of competency training in radiologic technology. I am expected to hold my education in highest regard, understanding that my student position is an honor and a privilege with responsibilities to the program, faculty, clinical sites, and to the college.

I understand the parameters of academic dishonesty and the consequences of participation. I understand that if I knowingly participate in academic dishonesty of any kind I can be dismissed from this class with a grade of “F” and may be subject to further penalties as outlined in the DACC Student Handbook. Furthermore I understand that I have a duty to report suspected misconduct to the program faculty. Misconduct is a violation of academic and professional integrity and is therefore subject to disciplinary actions by the program.

_____________________________________________ Date ______________________
Signature

_____________________________________________ Date ______________________
Student Print

_____________________________________________ Date ______________________
Annja Cox, Program Director

_____________________________________________ Date ______________________
Michael Stewart, Clinical Coordinator

_____________________________________________ Date ______________________
Tammy Chaffee, Program Faculty
Photo Release Form

I grant Doña Ana Community College, (DACC) via its employees, the right to take photographs of me and my property. I authorize DACC to copyright, use and publish the same in print and/or electronically. I agree that DACC may use such photographs of me with or without my name and for a lawful purpose, including publicity, illustration, advertising, documentation and web content.

I understand the above.  ___ I am 18 years old or older.

Signature __________________________ Date__________

Printed Name__________________________