Radiologic Technology Program
Class of 2020-2022
Student Handbook
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**GENERAL RADIOLOGIC TECHNOLOGY POLICIES AND PROCEDURES**

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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:

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Program Director
(575) 527-7581

Tammy Chaffee, M.Ed., RT (R) (M)
Professor/Clinical Coordinator
(575) 527-7772

Taryn Price, BSRS, RT (R) (CT) (MR)
Instructor
(575) 527-7582

Teri Brooks, RT (R) (M) (CT)
Lead Clinical Preceptor
(575) 640-6553
# Radiologic Technology Program

<table>
<thead>
<tr>
<th>Clinical Site</th>
<th>Lead Clinical Preceptor</th>
<th>Clinical Preceptors</th>
</tr>
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<tbody>
<tr>
<td>Las Cruces</td>
<td></td>
<td>Note: there are more than listed here.</td>
</tr>
<tr>
<td>Lead CP at local sites</td>
<td>Teri Brooks, RT(R)(M)(CT)</td>
<td>Efren Martinez RT(R)</td>
</tr>
<tr>
<td>MMC Imaging Ctr</td>
<td>Martin Alvarez, RT (R)</td>
<td>Sylvia Esparanz, RT(R)</td>
</tr>
<tr>
<td>Mountain View Regional</td>
<td>Eric Ramos, RT (R)</td>
<td>Neidin Mangana, RT (R)</td>
</tr>
<tr>
<td>Mountain View Valley</td>
<td>Debbie Gonzales, RT(R)</td>
<td>Nora Ontiveros, RT(R)</td>
</tr>
<tr>
<td>Mountain View Northrise</td>
<td>Megan McGinn, RT(R)</td>
<td>n/a</td>
</tr>
<tr>
<td>Mountain View ER</td>
<td>Victoria Gonzales RT, (R)</td>
<td>Kayla Sharpe, RT (R)</td>
</tr>
<tr>
<td>Memorial Medical Center</td>
<td>Daryl Brown, RT (R)</td>
<td>Michelle Brandt, RT (R)</td>
</tr>
<tr>
<td>Sun View Imaging</td>
<td>Toni Corbett, RT (R)</td>
<td>Elizabeth Hernandez, RT (R)</td>
</tr>
<tr>
<td>Rio Grande Med Group</td>
<td>Araceli Hernandez, RT (R)</td>
<td>JennaLea Perales, RT(R)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Arthur Duarte, RT(R)</td>
</tr>
<tr>
<td>Alamogordo</td>
<td>Susie Webb, RT(R)</td>
<td>n/a</td>
</tr>
<tr>
<td>Silver City</td>
<td>Chris Draper, RT(R),</td>
<td>Gabriel Holguin, RT(R)</td>
</tr>
<tr>
<td>Carlsbad</td>
<td>Alvin Deporto, RT(R)</td>
<td>Leslie Rookstool, RT (R)</td>
</tr>
<tr>
<td>El Paso</td>
<td>Laura Davenport, RT(R)(M)</td>
<td>Jeamy Carrera-Little, RT (R)</td>
</tr>
<tr>
<td>University Med Cent</td>
<td>Paul Jimenez, RT(R)</td>
<td>Cecilia Castillo, RT(R)</td>
</tr>
<tr>
<td>EP Children’s Hospital</td>
<td></td>
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<tr>
<td>Deming</td>
<td>Dianira Alvarado, RT(R)</td>
<td>Emily Fernandez, RT (R)</td>
</tr>
<tr>
<td>Artesia</td>
<td>Claudia Valdez, RT (R)</td>
<td>n/a</td>
</tr>
<tr>
<td>Ruidoso</td>
<td>Shasta Ross, RT(R)</td>
<td>Kayla Van Cleave, RT (R)</td>
</tr>
<tr>
<td>Tor C</td>
<td>Michelle Brandt, RT(R)</td>
<td>TBA</td>
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</table>
ASRT Code of Ethics

1 The radiologic technologist acts 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 the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.

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

5 The 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 healthcare 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 investigating new aspects of professional practice.

11 The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.
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 students with the academic knowledge and clinical skills necessary to attain eligibility for certification and meaningful employment within 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 the ability to safely produce 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 a professional manner to function effectively as a member of the healthcare team.
8. Students will identify various opportunities for professional growth within medical imaging sciences. (added June 15, 2020)

**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 1975. 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** [https://dacc.nmsu.edu/radt/](https://dacc.nmsu.edu/radt/)

**Programs Effectiveness data:** [https://dacc.nmsu.edu/radt/program-effectiveness-data/](https://dacc.nmsu.edu/radt/program-effectiveness-data/)
### DACC RADIOLOGIC TECHNOLOGY PROGRAM CURRICULUM

<table>
<thead>
<tr>
<th>COURSES</th>
<th>CREDITS</th>
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#### * RADIOLOGIC TECHNOLOGY REQUIREMENTS:

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<tbody>
<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>
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<tr>
<td>RADT 154  Radiographic Anatomy and Physiology</td>
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<tr>
<td>Gen Ed Elec  Recommended Comm 265G or 253G</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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<td>RADT 110  Radiographic Pathology</td>
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<td>RADT 200  Radiation Biology and Protection</td>
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<table>
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<td>RADT 201  Clinical Education</td>
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<tr>
<td>RADT 205  Radiographic Image Critique</td>
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<td>RADT 203  Clinical Education III</td>
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<tr>
<td>RADT 206  Applied Radiographic Procedures</td>
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<td><strong>TOTAL</strong></td>
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| RADT 156  Independent Study (optional 1-6 credits) | |

#### * GENERAL EDUCATION & RELATED REQUIREMENTS:

| ENG 111G  Rhetoric and Composition | 4 |
| BIOL 225  Human Anatomy & Physiology I | 4 |
| SOC 101G  Introductory Sociology OR PSY 201G Introduction to Psychology | 3 |
| MATH 121G  College Algebra | 3 |
| CHEM 110G  Principals and Applications of Chemistry | 4 |
| **TOTAL** | **18** |

**Total credits required for Graduation.** 77  
*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>
<tr>
<th>% Letter Grade</th>
<th>NMSU GPA</th>
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<tbody>
<tr>
<td>100-98 A+</td>
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<tr>
<td>97-95 A</td>
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<td>79-77 C</td>
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<tr>
<td>76-74 C</td>
<td>2.0</td>
</tr>
<tr>
<td>73-71 D+</td>
<td>1.0</td>
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</table>

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. Also see the policy regarding receiving an “Incomplete” during a clinic course.
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 may result in Consequences for Non-Compliance of Standards of Conduct. (Refer to https://catalogs.nmsu.edu/dona-ana/student-handbook/).

3. Course Failure
   Course failure (grade of < 74%) will result in non progression in 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 fail a Rad Tech course (grade of < 74%) will not progress in program. The student may elect to reapply for the program and start the program over from the beginning. The student must meet all GPA and other entrance requirements in place for new applicants, and will be considered along with all other applicants. If the student fails during the second semester (spring) of the program, they may submit a late application (to be received no later than May 15) to begin again the following fall if all application requirements are met.

**Exceptions:**

1. Students who fail two (2) or more Rad Tech courses will not be allowed to reapply to the program.
2. Students who are removed for program policy infractions or failure to meet probation requirements will not be allowed to reapply 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 hour’s 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 21 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 Applied 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/ New Mexico State University Student Handbook. [https://catalogs.nmsu.edu/dona-ana/student-handbook/](https://catalogs.nmsu.edu/dona-ana/student-handbook/)
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 Code of Conduct
Refer to Doña Ana Community College Student Handbook [https://catalogs.nmsu.edu/dona-ana/student-handbook/](https://catalogs.nmsu.edu/dona-ana/student-handbook/)

L. Student Social Code of Conduct
Refer to Doña Ana Community College Student Handbook [https://catalogs.nmsu.edu/dona-ana/student-handbook/](https://catalogs.nmsu.edu/dona-ana/student-handbook/)

M. Academic and Personal Concern Network
Students with academic or personal concerns should contact the office of the Vice President of Student Services for assistance. [https://dacc.nmsu.edu/student-services/student-services/](https://dacc.nmsu.edu/student-services/student-services/)

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. [https://catalogs.nmsu.edu/dona-ana/student-handbook/](https://catalogs.nmsu.edu/dona-ana/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 OIE office through NMSU.

In order to make our campus a safer place for everyone, all faculty and staff at DACC have a mandatory obligation to report to campus authorities any information learned about events of sexual harassment, domestic violence or sexual assault. If you or someone you know has been harassed or assaulted, confidential services are available through the following resources:

- DACC Vice President for Student Services, 575-527-7530
- Ben Archer Counseling Services at Espina and East Mesa campuses, 575-640-4669
- NMSU Dean of Students, 575-646-1722
- NMSU Police, 575-646-3311
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, and 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 Coretec; 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 not progress in 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 issues, 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 to 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.

VII. MRI Policy and Procedures

Prior to going to clinicals students must review Magnetic Resonance Imaging (MRI) Safety Guidelines, attend MRI orientation in RADT 101, 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. (See additional info in Clinical Policies section).

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 Consequences for Non-Compliance of Standards of Conduct. (Refer to https://catalogs.nmsu.edu/dona-ana/student-handbook/).

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 removed 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 removal from clinical setting.

The DACC Radiologic Technology Program abides by the Federal mandate which prohibits the use of marijuana for recreational or medical use. A state medical marijuana card will not exempt a student from the Federal mandate.

D. Background Checks & Drug Screening

Background checks, finger printing and drug screens will be done twice, once during the
summer prior to admission into the program and again in March/April in the second semester of the program prior to starting clinic full time in the summer. Students who do not clear/pass requested background checks or drug screens may result in Consequences for Non-Compliance of Standards of Conduct. (Refer to https://catalogs.nmsu.edu/dona-ana/student-handbook/). The student is responsible for the cost of annual 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.) https://academiccalendar.nmsu.edu/  

F. Personal Phone Calls
   No personal phone calls should be sent or received, except for emergencies. Land line telephones at the clinic site may not be used for personal calls. Cell phone use is not allowed in the classroom, lab, or clinic, unless approved by the instructor for educational purposes. HIPAA regulations must be followed at all times in the clinic setting.

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 (see table of contents for pg. #).

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. https://catalogs.nmsu.edu/dona-ana/student-handbook/ https://dacc.nmsu.edu/catalogs/

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
The radiation dosimetry reports are kept electronically by the clinical coordinator and the NMSU radiation safety office. Exposure is monitored monthly online by the clinical coordinator and NMSU radiation safety office. Students also have access to their records online and through their Instadose app on their electronic devices. Dosimetry readings will be communicated to the student through Canvas monthly while in clinic.

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. (See appendix for counseling form).

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,” “TickTok,” “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 subject to consequences for Non-Compliance of Standards of Conduct. (Refer to [https://catalogs.nmsu.edu/dona-ana/student-handbook/](https://catalogs.nmsu.edu/dona-ana/student-handbook/)).

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, 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. It is recommended not to give clinical preceptors, other technologists and/or physicians access to your social media accounts while you are a student in the program. 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. Some courses use electronic devices as part of the curriculum, you should refer to the rules for your specific 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, 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 may result in Consequences for Non-Compliance of Standards of Conduct. (Refer to https://catalogs.nmsu.edu/dona-ana/student-handbook/).

Students must be aware of and follow the Practice Standards and Scopes of Practice for Medical Imaging set for by the ASRT. https://www.asrt.org/main/standards-and-regulations/professional-practice/practice-standards

II. Professional Ethics 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. 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
B. 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 may face Consequences for Non-Compliance of Standards of Conduct. (Refer to https://catalogs.nmsu.edu/dona-ana/student-handbook/).

C. 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.

HIPAA Violations include but are not limited to:

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

2) sharing / discussing / releasing patient medical information to anyone other than persons directly responsible for the care of the particular patient in question (e.g. fellow student or technologist involved in the case, physician involved in the case)

3) sharing / discussing a diagnosis or prognosis with a patient based on their medical records

4) discussing 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. Additional HIPAA instruction is included in the curriculum. (HIPAA statement and signature form is located in the Appendix).

D. 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.

E. 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. Drug/Alcohol use is not permitted on campus or clinic. Proof of misuse will be cause for immediate removal from clinical setting. The DACC Radiologic Technology Program abides by the Federal mandate which prohibits the use of marijuana for recreational or medical use. A state medical marijuana card will not exempt a student from the Federal mandate.
5. If an instructor or clinical preceptor, using professional discretion, suspects evidence of substance abuse by a student in clinic noting two or more of the following symptoms: http://www.mayoclinic.org/diseases-conditions/drug-addiction/basics/definition/con20020970, repercussions may occur.
6. Students are not allowed to smoke/vape inside the DACC institution and/or in a Health Science uniform. Students that smoke are encouraged to observe the smoking policies of the college and the clinic site they participate in. Note: The instructor may remove a student form the clinical site if smoking/vaping regulations are not met.
7. Students are not to congregate in hallways or by the reception desk, and are to remain in their assigned area.
8. Patients are not to be left alone in the radiographic rooms.
9. Students are not to chew gum on duty.
10. Students who become ill on duty must report to the DACC clinical coordinator and (site specific) clinical preceptor.
11. Various external educational activities are planned and are a required part of the program. Students must supply their own transportation to these activities.
12. Students will arrive at clinical sites in full uniform and adhere to dress code.
13. 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 receive an occurrence (RADT 201, 202, 203 only), must make up the time missed (all courses) and may be subject to grade penalties as listed in the course syllabus. If this occurs during a special modalities rotation, the student may not be allowed to return.
III. Due Process
   A. Due Process
   The student, at all times, has the right to due process as stated in the Doña Ana Community College Student Handbook. https://catalogs.nmsu.edu/dona-ana/student-handbook/

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

2. 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.

3. The uniform shall consist of a maroon or black scrubs, a white 3/4 length (mid-thigh to knee length) lab coat, solid white, black or grey shoes (minimal color accents allowed with clinical coordinator approval), appropriate identification badges, student patch and dosimetry badge.

4. Depending on your clinic site’s requirements, you may be asked not to wear solid color scrubs (top and bottom the same color). **UMC does not allow solid maroon scrubs to be worn, Children’s hospital does not allow solid black scrubs to be worn.** You may wear the other color that is allowed, or mix and/or match, a maroon top with black pants or a black top with maroon pants.

5. A solid white, black or grey long or short-sleeved shirt may be worn under the uniform top (no visible logos).

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. DACC name tag must be worn. Picture and clinical I.D. badges for specific sites are
to be worn only at that facility.

8. 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.

9. Socks must be worn. Undergarments must be worn.

10. Sandals, boots, open-toed, open-heeled or high-heeled shoes are not allowed.

11. **Hair**: Hair must be clean, worn neatly back from the face and off the collar in such a manner that it cannot swing around into the face or fall into a patient’s personal space. Facial hair must be short and neatly trimmed, and hair color must be consistent with naturally occurring shades. No do rags.

12. **Fingernails**: Fingernails must be clean, and no nail polish may be worn. Fingernails must be no longer than the finger pad or short enough that they cannot cause an injury and harbor infection. No artificial nails (no acrylic, gel, dip, etc.) The clinical instructor will determine if an individual’s fingernails are too long. Student may need to shorten nails to an acceptable length before continuing into clinical site.

13. **Jewelry**: Jewelry must not interfere with professional functions. Necklaces should not dangle below the collarbone. Two small post earrings per ear may be worn. Bars, hoops, or other jewelry in the ears are not allowed. Visible body piercings (including all facial piercings, tongue bars and/or gauges) are not allowed. Any body piercing retainers worn must be flesh colored or clear and not be visible or distracting.

14. **Tattoos**: All visible tattoos must be covered. Be aware some program specific clinical sites may not permit tattoos.

15. Open wounds must be covered.

16. **Allergies**: Many patients are allergic to perfumes or have difficulty breathing. Please do not wear perfume, scented talcum/lotions, or colognes at clinic.

17. Cell phones (any portable electronic device capable of voice or text messaging) or camera (including cell phones with photographic capability) use is not allowed in patient care areas of any clinical site. All devices should be on silent or vibrate mode and MUST not cause any distraction from the clinic experience. (See Appendix).
18. 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.

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

All students will be required to follow the dress code. A student with a serious infraction (left up to the clinical coordinators or clinical preceptor’s discretion) may be given a written warning. Upon 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. Repeated violations of the dress code will warrant Consequences for Non-Compliance of Standards of Conduct. (Refer to https://catalogs.nmsu.edu/dona-ana/student-handbook/).

B. Image Identification Markers (Left and Right 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 preceptor 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 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. 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 image.

Students must not hold image receptors or patients during any radiographic procedure.
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 policy rules apply:
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 orders the radiation exposure badges for the students (there is a course fee associated with the dosimetry badge). It is the responsibility of each individual student to handle and care for his/her dosimetry badge.

Exposure of a personal radiation monitoring device to deceptively indicate a dose delivered to an individual is prohibited.

If the student’s dosimetry badge is lost/stolen/damaged it must be reported to the clinical coordinator and clinical preceptor immediately. A written account (incident report) is to be filed with the clinical coordinator as soon as possible. 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.

Treat your dosimetry badge with care. Do not leave it in a hot car, next to a TV set or computer monitor, do not submerge in water. Place the clip on your sleeve or on a collar that is outside the lead apron during fluoroscopy procedures. Do not clip your dosimetry badge to a lanyard around your neck as it can turn so the back side of the badge is facing out, preventing an accurate reading. Badges will be turned in on the day of your last final exam in your senior year. If it is physically damaged, you will have to pay the fee to replace it prior to graduation and receiving your temporary license.

Dosimetry Badge 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 (See appendix). This will be placed in the student’s file for future reference. Examples include: lost badge, 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.
Radiation Monitoring

The radiation dosimetry reports are kept electronically by the clinical coordinator and the NMSU radiation safety office. Exposure is monitored monthly online by the clinical coordinator and NMSU radiation safety office. Students also have access to their records online. Dosimetry readings will be communicated to the student through Canvas monthly while in clinic.

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. (See appendix for counseling form).

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.

Pregnancy (Also see pg. 12-13, 49-51)

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. (Federal limits are 0.5 mSv per month and 5 mSv entire gestation).

VI. Clinic Preparedness and Functioning in the Clinical Setting

- 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 withdrawn from clinic. The clinical preceptor or clinical coordinator shall document the behavior of the student which led to the withdrawal and submit the report to the Program Director.
- Each student must exhibit a sense of responsibility. It is essential that each student:
  - Be on time
  - Be dependable
  - Accept tasks and responsibilities that are delegated to them
  - Use clinical and academic time in a positive and constructive manner
  - Show initiative in the workplace
• Accommodations
  o Student Accessibility Office
  o https://dacc.nmsu.edu/aboutus/nondiscrimination/
  o https://dacc.nmsu.edu/sas/
• Transportation
  o Students are responsible for transportation to and from the college/clinic and may park only in designated areas. Students may not provide transportation for patients/clients in any situation.
• Professional Boundaries
  o Please see NMSU Policy 3.13-Conflicts of Interest Arising from Consensual Relationships.

A. 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 should not conflict with the program’s curriculum. Adjustments in the student’s clinical rotation schedule to accommodate employers 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.

B. Working for Pay (Performing Radiologic Exams):

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 in a radiology dept., 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.
C. 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 radiology exams while working for pay.</td>
</tr>
<tr>
<td></td>
<td>4. Cannot check/pass other student’s films.</td>
</tr>
<tr>
<td>Clinical Coordinator</td>
<td>1. Enforces above stated rules.</td>
</tr>
</tbody>
</table>

D. Communicable Disease Policy

a. Students with a documented infectious disease may care for clients when cleared by their health care practitioner. Infected students should not come to class and cannot work in patient care areas if they may be able to transmit disease to patients/clients or coworkers or if the disease may pose a significant health risk to immunocompromised patients. Examples include, but are not limited to: cold, influenza, conjunctivitis, Strep throat, Clostridium Difficile infection, measles, Shingles and Tuberculosis. Students diagnosed with or suspected to have conjunctivitis or Strep throat may not return to class or clinical until they have received 24 hours of antibiotic treatment for conjunctivitis and 48 hours of treatment for Strep throat.

b. Any student who comes in contact with a patient who has a communicable disease 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 condition warrant the physician's recommendation that the student remain home until the contagious portion of the disease passes, this absence time will be recorded in the student's record. Depending on the nature of the communicable disease, it may be required that the student present documentation from his/her own physician or the hospital physician stating that he/she may return to the patient contact area.

c. During the Covid-19 pandemic: 2nd year students will be allowed 40 hours quarantine time once per semester (in semesters 3, 4 and 5) that they do not have to make up with no penalty or occurrences. Students will quarantine for 14 days, so the second week missed will be made up at a later date. This policy applies to any situation in which a student comes into contact with a covid-19 positive person either in clinic, at home, or in public. 1st year students, once allowed in clinic, will quarantine for 14 days, but will make up their two missed clinic days at a later date with no penalty.
E. Standard Precautions Regarding Blood and Body Fluids

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Gloves are worn for:
  - Touching any blood and body fluids, mucous membranes, or non-intact skin.
  - Handling items or surfaces soiled with blood or body fluids.
  - Needle use/removal

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

- Facial Protection
  - Masks covering the nose, mouth and eye protection or face shields are to be worn when there is a potential for body substance splashes to the face.

- 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.

- 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.

- 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.

- Isolation Policy:
  - *Students are not to participate in examinations with patients in respiratory isolation without prior fit test and may not enter a respiratory isolation room.*

F. Conflict of Interest:

The Health Science Programs is committed to maintaining the highest standards of ethics and integrity in all of its academic and clinical operations. Both individual students of the program and faculty members of the program have a vital need to recognize and deal with conflicts of interest and/or commitment. Such conflicts may compromise or have the appearance of compromising the integrity of program-related activities and have unforeseen effects on those activities. Therefore, Conflicts of Interest and Commitment must be reported by all students under the following circumstances:
• When the student will be assigned to an area of a clinical facility in which a family member or person of direct personal influence is employed
• When the student will be assigned to an area of a clinical facility where they are currently employed or have been released from prior employment
• When the only clinical section available is with a clinical instructor who is a family member or with a person of direct personal influence
• When the student is a member of or actively participates in any organization that actively seeks to discredit the DACC radiology program, its administration, faculty or students
• When a conflict arises that has not been reported

G. Changes in Health Status:

If a student experiences an injury or illness while enrolled in a Health Sciences Program, the student shall submit a release signed by a healthcare provider. The release shall state the student can continue to meet the essential functions of the program. If a medical release 'without restrictions' is not received, the student shall not be allowed to participate in clinical or lab (skills). Examples of conditions/incidents that would require a medical release are, in the case of, but not limited to the following:

- Trauma Necessitating Medical Care
- Pregnancy
- Surgery
- Exacerbation of a pre-existing condition and/or a new diagnosis of a chronic health condition that changes the student’s ability to perform essential functions as outlined by each program.

H. 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 dean, 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.

I. Clinical Practicum Attendance and Policies:
The clinical education experience allows the student to practice and apply radiographic techniques, positioning and patient care skills in a workplace 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. Poor attendance that continues to be a problem will result in Consequences for Non-Compliance of Standards of Conduct. (Refer to https://catalogs.nmsu.edu/dona-ana/student-handbook/).

- Students are not to be in clinic during any official school recognized holiday. The school must be open for business.
- Students cannot work more than ten (10) hours per day. Scheduled didactic and clinical hours combined cannot exceed forty (40) hours per week.
- Students may not be in the imaging department when not scheduled unless approved prior by department director and clinical coordinator

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 DASR 111, Ph... (575) 527-7538 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.

J. Student Orientation/Clearance to Clinical Facilities

- All students will be oriented to the affiliate where their clinical experiences are provided. It is the responsibility of the student to complete all required orientation/clearance assignments in a timely manner, and attend any scheduled in-person orientations if required. Clearance requirements may include additional vaccinations, titers, TB tests and other documents as needed. Students will be notified of all requirements in advance of the upcoming semester, including the date, time, and location of any in person orientation sessions. If deadlines are missed, students may have to miss clinic until they are cleared, the personal day and make up policies below will be followed.

K. Documentation of Clinical Time (Semesters 1-5)

- All clinical time must be recorded using www.onlineradschool.com. The student must clock in at the beginning of the shift and clock out at the end of the shift. Do not clock in more than 5 minutes prior to the scheduled shift.
• 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.

• Each semester has a specific number of clinic hours required/allowed. Overtime should not go over 1 hour per week for second year students and not go over 15 minutes per week for first year students. Special circumstances for foreseeable medical conditions such as a birth or surgery will be considered and coordinated with the clinical coordinator on a case by case basis.

• The recording of clinic time is solely the responsibility of the student. The clinical coordinator checks total clinic hours and does not monitor missed punches or missing clinic days other than to document approved personal days used (only second year students receive personal time).

• If a student clocks in late because of an exam or forgets to clock in/out on a particular day, they need to let the clinical coordinator know what happened and why through approved documented electronic communication (i.e. email or remind app) so the error can be fixed.

• At the end of the semester if clinic time is short because of missed punches or missing days, it is the responsibility of the student to reconcile the record and have the CI let the clinical coordinator know through written electronic documentation that the student was present and on time. If this is not done, the student will have to make up the clinic time.

• Make up clinic time must be complete by the date final grades are due for the semester. Students must be able to contact at least one of the program faculty during makeup assignments; therefore, students are not to make up clinic time during any official school recognized holiday, the school must be open for business.

• Students who do not complete the required clinic time each semester (semesters 1-5) will receive an incomplete in the course until the time is made up.


2. Type in School ID: 117
3. Type in your username: (your first initial and your last name in lower case)
4. Type in your password: (your Banner ID number)
5. Click on the login button or hit enter on the keyboard. (It is not recommended to check the box to remain logged in or remember your username or password for
security purposes).

6. Click on the tab that says “Open Time clock” in the upper right hand corner of your screen.

7. Select your Time clock 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 time clock 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.

M. First Year Clinic Scheduling (Semesters 1-2)

- As part of RADT 101 and RADT 102 courses, students will attend clinic one day per week for 3.5 hours at clinic sites throughout Las Cruces. M-Th 1:30-5 pm, Fri 9 am-12:30 pm
- First year students must document all clinic time according to the Documentation policy above.
- First year students do not receive scheduled breaks or lunch.
- First year students do not receive personal time. All clinic time missed must be made up according to the grading policy listed in the RADT 101 and RADT 102 course syllabus.
- First year students do not follow the occurrence policy. Any absence/tardy must be made up according to the course syllabus grading policy. Excessive absences and subsequent making up of clinic hours may be subject to disciplinary action at the course instructor’s discretion and grading policy.
- In case of absence or tardy, the student is responsible for calling the clinic site and letting the clinic coordinator and course instructor know. The student must also arrange make up clinic time with the site and both the coordinator and course instructor. Tardies of less than 15 minutes may be made up on the same day.
- First year students do not receive clinic time credit for funeral leave, inclement weather or Joint Commission visits. The student needs to notify the coordinator/instructor and may make up the clinic time at a later date.
- First year students who attend conferences do not receive clinic time credit and will need to reschedule their clinic day to another day.
- Make up clinic time must be complete by the date final grades are due for the semester. Students who do not complete the required clinic time each semester will receive an incomplete in the course until the time is made up.
N. Second Year Clinical Assignments (Semesters 3-5)

- The second year student will be assigned to a clinical site on a semester basis. These individual schedules are based on the clinical rotation master plan. The second year student will spend 32 hours per week at the designated clinical affiliate.
- Any schedule changes must be requested and approved through the clinical coordinator through written electronic communication.
- Most 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. Students must take the lunch break.
- Students 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.
- Always clock in and out when at clinic using www.onlineradschool.com. Thirty minutes will be deducted automatically for lunch each day.
- Do not clock in more than 5 minutes prior to your shift.
- Students may stay late 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. Notify the clinical coordinator through an approved written electronic communication (i.e. email or remind app) if staying late to finish a case. **Overtime should NOT go over 1 hour per week. (For special circumstances see the clinical coordinator).**
- At the end of each semester, you may find that you have an unusual amount of hours to work to complete the required hours for the course. Please contact the clinical coordinator 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 the clinical coordinator and your CI, such as working one 9 hour day instead of coming in for only one hour on the fourth day.
- Each year clinic credit is given for each day that a student attends the NMSRT annual conference. The conference is two days, 8 hours each. Students are required to attend at least 8 hours total of CEU presentations and/or the Student Knowledge Bowl to qualify for the credited time. Students will receive 8 hours clinic credit for each day they are registered to attend the conference. If a student is only registered for one day, they must participate in 4 hours of activities and will receive 8 hours of clinic credit.
  - Conference credit does not allow you extra personal days. The occurrence system is still in place and will be followed.
O. Second Year Clinic Scheduling (Semesters 3-5)

- Second year students will attend clinic four 8 hour days (32 hours) per week.
- Each student must document his / her attendance (see policy above).
- Clinic sites will have students scheduled Monday-Friday, including Las Cruces clinic sites. *Scheduled shifts will be either Monday-Thursday or Tuesday-Friday. Evening/Weekend shifts are 3-11pm and are Wednesday-Saturday for all sites except UMC. UMC evening shifts will be Tues-Fri 3-11 pm.
  - *Rural clinic sites with only one student will require the student to be assigned the Tuesday-Friday schedule.
  - If two or more students are assigned to a clinic site one student will work Monday-Thursday and one student will work Tuesday-Friday. UMC students, two must select M-Th and two must select T-F. **Students will switch each semester unless they agree to keep the same schedule continuously.**
- On weeks when there is a Monday Holiday, all students will be scheduled Tuesday-Friday.
- On weeks when there is class on Friday, all students will be scheduled Monday-Thursday.
- Summer (semester 3) will be 32 hours per week with no Evening/Weekend shifts.
- Fall and spring (semesters 4-5) will be 32 hours per week with one week of Evening/Weekend, two weeks of surgery, one week of CT, and at least 2 elective special modality rotations **(in semester 5 only).**
- A one week Children’s hospital elective rotation is open to any second year student and may be done in semester 3, 4 or 5.
- UMC trauma rotations are open only to rural hospital students (Carlsbad, Artesia, Alamogordo, Ruidoso, and Silver City) and may be scheduled in semester 3, 4 or 5.

**Possible** shifts include:
  - 6 am-2:30 pm (Las Cruces hospitals only)
  - 7 am-3:30 pm (required for UMC)
  - 8 am-4:30 pm (required for MMC Imaging Center, Bone & Joint, SunView, Artesia & Carlsbad)
  - 9 am-5:30 pm (pending clinic site approval)
  - 10 am-6:30 pm (pending clinic site approval)

- Schedules may be changed at the request of the radiology department and/or the CI in charge.

- 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 excessively early or staying excessively late).
• **Special Procedure Observation Request Policy:** If you know of a special procedure or surgery, etc. that you want to observe outside of your scheduled hours, you must first get permission from the radiology department director, supervisor or CI and then you can request to schedule in writing. The form that must be used is in the handbook appendix and a copy will be kept in the student file. The radiology department director, supervisor, or CI must also sign this form.

• **Special Modality rotations (semester 5):** Please be aware that the scheduled start/end times may differ from your regular schedule based on the department’s schedule and work load.

**P. Second Year Personal Day Policy (Semesters 3-5)**

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 will be granted 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. If personal time is not used in the semester they are assigned, the time is forfeited. The student should notify the clinical coordinator and CI prior to use of the personal day (illness & emergency situations are exceptions).

*Note:* **Personal days should be used first before taking an occurrence.** - for example, if you have a doctor’s appointment that only takes an hour, use the 4 hour increment or take off the whole day (8 hours) as a personal day.

**Q. Second Year Tardy/Absence/Occurrence Policy (Semesters 3-5)**

- Students who are not in their clinical assignment area on scheduled dates and times for any reason are considered either tardy or absent.
- **Each tardy or absence past allowed personal time is one occurrence** and the time must be made up.
- Tardies and/or absences in excess of **5 occurrences** (excluding personal days) will result in the **loss of a letter grade** (10%) in the overall clinical course grade.
- If the student must be absent or tardy, the student must call the radiology department supervisor or CI to let them know. The clinical coordinator must also be notified **as soon as possible** to his/her scheduled time of arrival through an approved written electronic communication (i.e. email or remind app).
- Students who report late (more than 5 minutes) after their scheduled start time will be considered tardy and will result in an **occurrence**. Students who are no
more than 15 minutes late may, with the CI’s permission, make up time on the same day.

- Unless personal time is being used, leaving clinic early (more than 5 minutes) will result in an occurrence. Notify the clinical coordinator and CI prior to leaving.
- An individual may have an illness or other personal situation that lasts more than one day. Consecutive days for the same illness/situation will be counted as one occurrence. For an occurrence of more than two consecutive days, the student needs to present a doctor’s note or other documentation.
- Every 5 additional occurrences will result in another letter grade drop (10%).
- 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.
- Please note that absences (personal days, leaving early, etc.) from any special rotation that has been scheduled (i.e. trauma, Children’s hospital, etc.) will result in an occurrence for each day missed, even if you attend at your regularly scheduled clinic site instead. Emergencies and illness will be excused.
- During the Covid-19 pandemic: 2nd year students will be allowed 40 hours quarantine time once per semester (in semesters 3, 4 and 5) that they do not have to make up with no penalty or occurrences. Students will quarantine for 14 days, so the second week missed will be made up at a later date. This policy applies to any situation in which a student comes into contact with a covid-19 positive person either in clinic, at home, or in public.

R. Making up Clinic Time (Semesters 3-5)

- If make up time is necessary outside of regular clinic hours, the clinical coordinator will work with the student to schedule the time, which could include coming in early and/or staying late. The radiology department supervisor will be notified and a copy of the communication will be kept in the student file.
- Students may make up clinical time during term or scheduled breaks; however, they may not be assigned to clinical settings on official holidays that are observed by the college. Students must be able to contact program faculty during makeup assignments.
- Per accreditation requirements, students cannot work more than ten (10) hours per day. Scheduled didactic and clinical hours combined cannot exceed forty (40) hours per week.

S. Funeral Leave (Semesters 3-5)

Second year students are allowed 3 days funeral leave for deaths in the immediate family (father, mother, brother, sister, spouse, child). The clinical preceptor 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. Excused absences based on this policy will not count toward the student’s Personal Days for the semester in question.
T. 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.

U. Joint Commission Visits (Semesters 3-5)

Some clinic sites do not allow students to be at clinic when the Joint Commission visits. These students will be sent home by the clinic and need to notify the clinic coordinator so they can receive clinic time credit. This will not count toward the student’s personal days for the semester in question. (This does not apply to first year students).

V. “Incomplete” in a Clinical Course (RADT 201, 202, 203)

If for any reason a student receives an “Incomplete” in a clinic course, clinic time and assignments must be completed upon the student’s return to school. A clinic time make up contract/schedule will be made with input from the student and the clinical coordinator. Once this contract is agreed upon and signed, the student is responsible for attending clinic as scheduled, following the personal day policy, tardy/absence occurrence policy, and all other clinic policies outlined above. The student will pick up where they left off with regard to personal days already used and occurrences already accrued in the semester in which they left school. Once the student completes the clinic hours for the “Incomplete” course and begins the next required clinic course, the personal days and occurrences will reset.

NOTE: Students who fail to perform [and pass] the required # of competencies; or, fail to complete the assigned # of clinical hours for the semester will receive an Incomplete. Necessary comps and/or clinical hours must be completed before any comps and/or clinical hours will be recorded for the next sequenced clinical course.

VII. Clinical Education: Evening and Weekend

During the program, the students are involved in 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. Students are supervised by registered staff technologists at all times according to the program’s clinical practicum supervision policy below. The student, under no circumstances, is to be left alone in the department. If this should occur, the student is to contact the clinical coordinator or program director immediately and they follow up with written documentation as soon as possible.

The opportunities provided by this assignment 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.

VIII. Clinical Experience Record (Exam tallies)
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, keeping them up to date and turning them in online and in their portfolios as requested. Refer to individual course syllabuses for the determination of the appropriate clinical experience records.

IX. Clinical Evaluation System
A. Student Evaluation by Technologist
Students will be evaluated by their clinical preceptor once per semester on seventeen (17) criteria (such as, initiative, ability to perform under pressure, quality of work, etc.). Students may, upon request, see and comment on these evaluations.

B. Technologist Evaluation Completed by the Student
A student will be given the opportunity to evaluate the clinical preceptors to whom he/she has been assigned.

C. Clinical Affiliate Evaluation Completed by the Student
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.

X. Performance Evaluation in the Clinical Setting
Student performance in the clinical setting will be evaluated using 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 each semester.

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 Tests

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 in semesters 3-5 is less than 80% the student fails the clinic course for that semester and will be subject to consequences for non-compliance of Standards of Conduct. (Refer to https://catalogs.nmsu.edu/dona-ana/student-handbook/). 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.

XI. Clinical Practicum Supervision

The Radiologic Technology program coordinators are the primary supervisors of the students. In the absence of a coordinator, the clinical preceptor is the student supervisor.

Student supervision requirements must be consistent with the medical imaging and radiation therapy standards of the programmatic accreditation agencies according to the RADIATION PROTECTION MEDICAL IMAGING AND RADIATION THERAPY LICENSURE, Regulations September 25, 2018.
The DACC Radiologic Technology Program will follow the definitions in Standards of an Accredited Educational Programs in Radiologic Technology outlined by the JRCERT.

**PLEASE NOTE:** *ALL radiographs produced by DACC students MUST be approved by a licensed radiographer or radiologist.*

Until students achieve the program's required competency in a given procedure, clinical assignments must be performed under the **DIRECT** supervision of a licensed radiographer. The following are parameters of direct supervision:

A. The licensed radiographer reviews the request for examination in relation to the student's achievement.

B. The licensed radiographer evaluates the condition of the patient in relation to the student's achievement and is physically present while the examination takes place.

C. The licensed radiographer reviews and approves **ALL** radiographs.

D. Students at El Paso Clinic Sites must be directly supervised at all times per Texas state law.

Once the student has achieved the program's required competency, he/she may perform the given procedure under **INDIRECT** supervision. (This applies to NM clinic sites only).

Indirect supervision is defined as that the licensed radiographer is immediately available to assist the student regardless of the level of the student's achievement, but does not have to be physically present in the radiology exam room. (**ALL** student radiographs must be approved prior to submitting to radiologist). Exceptions to the indirect supervision policy are as follows:

- **Students must be directly supervised for ALL mobile and surgical examinations (no exceptions).**
- **1st year students may need additional reassurance and may request direct supervision on a procedure they already have a comp on during their second semester of clinic if they choose.**

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

d. The licensed 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.

e. The licensed radiographer will be present and **DIRECTLY** supervise the repeat
The following is the grading criteria for Procedure Evaluations and Competency Evaluations. Each view is graded separately, this is an example of a radiographic examination that requires two views. If a student misses one of the criteria for a particular view, the technologist grading will un-check the box and the grade will automatically populate in the www.onlineradschool.com system.

<table>
<thead>
<tr>
<th>Task</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepares exam room for patient.</td>
<td>1</td>
</tr>
<tr>
<td>Identifies the patient properly</td>
<td>2</td>
</tr>
<tr>
<td>Introduces himself or herself.</td>
<td>3</td>
</tr>
<tr>
<td>Explains exam to patient and provides clear instructions regarding dress, breathing, etc.</td>
<td>4</td>
</tr>
<tr>
<td>Interviews patient and properly documents patient history</td>
<td>5</td>
</tr>
<tr>
<td>Provides for patient's privacy and comfort</td>
<td>6</td>
</tr>
<tr>
<td>Consistently talks to patient in a professional manner throughout exam</td>
<td>7</td>
</tr>
<tr>
<td>Care is age appropriate and within department protocol</td>
<td>8</td>
</tr>
<tr>
<td>Evaluates exam request form</td>
<td>9</td>
</tr>
<tr>
<td>Selects correct film size, orientation, and placement (table/bucky)</td>
<td>10</td>
</tr>
<tr>
<td>Selects and maintains proper SID</td>
<td>11</td>
</tr>
<tr>
<td>Correctly positions patient for exam</td>
<td>12</td>
</tr>
<tr>
<td>Correctly centers central ray to the patient</td>
<td>13</td>
</tr>
<tr>
<td>Collimates beam according to part size (i.e. makes FOV smaller than IR if possible)</td>
<td>14</td>
</tr>
<tr>
<td>Ensures proper alignment of tube and image receptor</td>
<td>15</td>
</tr>
<tr>
<td>Selects appropriate technical factors (mAs, kVp)</td>
<td>16</td>
</tr>
<tr>
<td>Adjusts for trauma/age when necessary</td>
<td>17</td>
</tr>
<tr>
<td>Task</td>
<td>Score</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Demonstrates proper equipment operation/care</td>
<td>18</td>
</tr>
<tr>
<td>Performs exam in a logical sequence and timely manner</td>
<td>19</td>
</tr>
<tr>
<td>Ensures appropriate marker is in the light field and is out of anatomical area of interest</td>
<td>20</td>
</tr>
<tr>
<td>Appropriately place gonadal shielding</td>
<td>21</td>
</tr>
<tr>
<td>Asks appropriate questions regarding pregnancy</td>
<td>22</td>
</tr>
<tr>
<td>Appropriately utilizes exposure time, distance, and shielding with regard to radiation safety</td>
<td>23</td>
</tr>
<tr>
<td>Student consistently wears his/her dosimetry badge</td>
<td>24</td>
</tr>
<tr>
<td>Identify each position</td>
<td>25</td>
</tr>
<tr>
<td>Identify pertinent anatomy</td>
<td>26</td>
</tr>
<tr>
<td>Critiques image(s) for position accuracy</td>
<td>27</td>
</tr>
<tr>
<td>Critiques image(s) for radiographic quality</td>
<td>28</td>
</tr>
<tr>
<td>Identify any artifacts and/or obvious pathology</td>
<td>29</td>
</tr>
<tr>
<td>Student demonstrates appropriate cleanliness skills, i.e. hand washing, cleansing of IR, equipment, etc.</td>
<td>30</td>
</tr>
<tr>
<td>Followed direct supervision protocol on any repeat if needed</td>
<td>31</td>
</tr>
</tbody>
</table>
### XII. Clinical Education Master Plan

<table>
<thead>
<tr>
<th>Semesters 1-3</th>
<th>Semesters 4-5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RADT 101- Fall</strong></td>
<td><strong>RADT 202 - Fall</strong></td>
</tr>
<tr>
<td>A. Diagnostic Room</td>
<td>A. Diagnostic Room</td>
</tr>
<tr>
<td>B. Fluoroscopy Room (limited participation)</td>
<td>B. Fluoroscopy Room</td>
</tr>
<tr>
<td>C. Portables (limited participation)</td>
<td>C. Portables/Emergency Room</td>
</tr>
<tr>
<td><strong>D. Weekend/Evening shift-1 week</strong></td>
<td><strong>E. Surgery-2 weeks</strong></td>
</tr>
<tr>
<td><strong>F. CT-1 week</strong></td>
<td></td>
</tr>
<tr>
<td><strong>3-5 Procedure Evaluations</strong></td>
<td><strong>18 + Procedure Evaluations</strong></td>
</tr>
<tr>
<td>No competency exams</td>
<td>Competency Tests-18 minimum, no limit</td>
</tr>
<tr>
<td><strong>3.5 hours/week- 42 hours approx...</strong></td>
<td><strong>32 hours/week – 464 hours approx...</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>RADT 102 – Spring</strong></th>
<th><strong>RADT 203 - Spring</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Diagnostic Room</td>
<td>A. Diagnostic Room</td>
</tr>
<tr>
<td>B. Fluoroscopy Room (limited participation)</td>
<td>B. Fluoroscopy Room</td>
</tr>
<tr>
<td>C. Portables (limited participation)</td>
<td>C. Portables/Emergency Room</td>
</tr>
<tr>
<td><strong>D. Weekend/Evening Shift-1 week</strong></td>
<td></td>
</tr>
<tr>
<td><strong>E. Surgery-2 weeks</strong></td>
<td></td>
</tr>
<tr>
<td><strong>F. * Elective Rotations (2-3)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>3-5 Competency Tests</strong></td>
<td></td>
</tr>
<tr>
<td>Procedure Evaluations-5 minimum, no limit</td>
<td></td>
</tr>
<tr>
<td><strong>3.5 hours/week – 42 hours approx.</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>RADT 201 – Summer</strong></th>
<th><strong>F. * Elective Rotations (2-3)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Diagnostic Room</td>
<td>G. CT-1 week</td>
</tr>
<tr>
<td>B. Fluoroscopy Room</td>
<td>Procedure Evaluations (# needed)</td>
</tr>
<tr>
<td>C. Portables/Emergency Room</td>
<td>Competency Tests- # needed to complete requirements</td>
</tr>
<tr>
<td><strong>32 hours/week – 464 hours approx...</strong></td>
<td></td>
</tr>
<tr>
<td><strong>32 hours/week – 320 hours approx.</strong></td>
<td></td>
</tr>
</tbody>
</table>

* Elective Rotations: MRI, US, Mammography, Cath Lab, Interventional Procedures, Nuclear Medicine, radiation therapy (MMC), Surgery (additional week rotation if requested), CT (additional week rotation if requested), Children’s Hospital, UMC Trauma (rural students only). Total number of Competency Tests: 52
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 that apply)

___ 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)
___ Dosimetry badge issue
___ Neglect to follow program policies (clinic scheduling issues, academic dishonesty, etc.)

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:

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

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

Was Infection Control notified? _____ Yes  _____ No  Date: ________________

Student Signature/Date: _____________________________________________________________

Imaging Director or other supervisor/Date: _____________________________________________

Clinical Coordinator Signature/Date: _________________________________________________
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
(Student Name – Print)
Statement regarding confidentiality and appropriate access to patient medical records. I realize that
violation of HIPAA regulations can lead to my removal from the healthcare facility to which I am
assigned and penalties by DACC ranging from reprimand to Consequences for Non-Compliance of
Standards of Conduct. (Refer to https://catalogs.nmsu.edu/dona-ana/student-handbook/).

__________________________________   _______________________________
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

Cell phones are not allowed in patient care areas of any clinical site. Cell phones are to be kept in the student’s backpack, purse, locker, cabinet, workroom, or other area specifically designated by the clinical site. Photographs of x-rays or other documents that include Protected Health Information (PHI) are forbidden due to HIPAA regulations. Photography in patient care areas while patients are present is also forbidden due to HIPAA regulations. Phone calls, text messaging and emails should only be made while the student is on break or at lunch. Program faculty/staff or clinic staff may decide to remove a student from clinic for excessive cell phone use, which will result in the student receiving an occurrence (RADT 201, 202, and 203 only), having to make up the clinic time and may also result in grade penalties according to the course syllabus.

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 (Please Print) policy, and I agree to abide by it.

_________________________________________________________________________  ________________
Student Signature                                                      Date

_________________________________________________________________________  ________________
Program Director Signature                                             Date
## 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 ATTRACTED** 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 DO IT.**

**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.

### Date

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Age</th>
</tr>
</thead>
</table>

### Address

| Telephone (home) (_____) _____ - ______ |

### City

| Telephone (work) (_____) _____ - ______ |

### State Zip Code

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 strip 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 / / 

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DACC Radiologic Technology Program  
Contract: Elective Rotation Schedules for 5th Semester

I, ______________________________________________, have selected the following two or three Elective Rotations* for Semester 5 (Spring semester of your second year). Note: Clinic times may be different than your regular schedule due to department scheduling. You must attend during the assigned hours.

(Options: MRI, Mammography, Nuclear Medicine, Ultrasound, Cath Lab, Interventional Procedures, Radiation Therapy (MMC), Surgery (additional rotation if requested), CT (additional rotation if requested).

1.__________________________________________________________________
2.__________________________________________________________________
3.__________________________________________________________________

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 two-three elective rotations total to be scheduled in Semester 5 (the spring semester of my second year). I also understand that there is a mandatory rotation in CT, one week in semester 4 (fall) and one week in semester 5 (spring).

______________________________________________  ________________________
Student Signature       Date

______________________________________________
Clinical Site during 5th semester

*Every student is expected to participate in at least 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 10 (ten) 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: _____________________
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 subject of consequences for Non-Compliance of Standards of Conduct (refer to the https://catalogs.nmsu.edu/dona-ana/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

________________________________________________________________________

Student Name Print

________________________________________________________________________ Date ______________________

Anjja Cox, Program Director

________________________________________________________________________ Date ______________________

Tammara Chaffee, Clinical Coordinator

________________________________________________________________________ Date ______________________

Taryn Price, Instructor
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. _________________________ Date___________

Signature ___________________________ Date ____________

Printed Name______________________________
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 Shallow Dose ______ mrem. These doses are more than the 40 mrem counseling limit that is allowed in a one month period. (Please note that the Monthly Occupational Effective Dose limit is 416 mrem (4.16 mSv).

Please list possible reasons for the elevated dose reading for this reporting period:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

I have been counseled on proper radiation safety practices (Time, Distance, and 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. (Attach any relevant documentation to this form).
______________________________________________________________________________

______________________________________________________________________________

Student signature/date/Clinic Site

______________________________________________________________________________

Clinical Coordinator signature/date

Dosimetry badge type

*Please return signed/dated form to:
Tammara M. Chaffee, M.Ed., R.T. (R)(M)
Clinical Coordinator-DACC Radiologic Technology Program
Rm. 191S, Health Building
MSC 3DA
P.O. Box 30001, 3400 S. Espina St.
Las Cruces, NM 88003-8001

Revised Sp 2018
DACC Radiologic Technology Special Procedure Observation Request

Student Name: ____________________________________________________

Clinic Site:_________________________________________ Semester #:_____

Requests must be related to clinic: procedures, surgery or other exam that a student
wants to be present for but is outside of the student’s regular schedule. Permission
must be granted by the clinic site radiology director or supervisor and the student
must be supervised by a registered radiologic technologist. Direct/Indirect
supervision rules apply if patient care is performed. Full DACC clinic uniform is
required, student will clock in/out using www.onlineradschool.com during this
time.

Reason for request:
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Proposed day/time:
__________________________________________________________________
__________________________________________________________________

Radiology Department Director/supervisor signature/date:
__________________________________________________________________

DACC Clinic Coordinator signature/date:
__________________________________________________________________
All students are required to complete the following while on evening and weekend clinical rotations. This form should be turned in at the end of the clinical rotation as outlined in your syllabus.

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effectively communicate with all parties on evening and weekend shifts.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gain exposure in traditional day shift versus evening rotations.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identify chain of command and department protocol for evening and weekend clinical rotations.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identify critical thinking and problem solving skills and necessary for evening and weekend rotation as opposed to day shift rotations.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluate and initiate correct imaging protocols.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perform radiographic examinations on trauma patients independently under the appropriate supervision.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perform with minimal rotation, multiple exams on a single patient.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adapt to changes and varying clinical situations presented during evening and weekend rotations as opposed to day rotations. Modify positioning techniques when patient condition warrants.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perform independently skills necessary for transmission of radiographic images via internet services (Night Hawk) to appropriate radiologist during evening and weekend rotations.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perform independently digitizing of radiographic images for appropriate services utilized during evening and weekend rotations.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Instructions for supervising technologist:** Please check the appropriate box outlining requirements for student objectives to be completed while on this rotation. If a response warrants a “no”, please include additional comments outlining a specific reason for this response.

Technologist: __________________________________________  Date: __________
Comments: _____________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Student: __________________________________________  Date: __________
Comments: _____________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
DACC RADIOLOGIC TECHNOLOGY PROGRAM

Mammography Rotation Student Objectives

**Goal:**
To provide the student an introduction and understanding to the field of Mammography.
Each Objective has a particular learning domain that is identified by a letter at the end of each objective; C- cognitive, P- psychomotor, A- affective, PS- problem solving.

**Instructions for supervising technologist:** Please check the appropriate box outlining requirements for student objectives to be completed while on this rotation. If a response warrants a “no”, please include additional comments outlining a specific reason for this response.

<table>
<thead>
<tr>
<th>The student will:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Follow instructions and guidelines provided to you by a supervising mammography technologist. Assist the technologist in their daily routine.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Understand the technical factors that apply to digital mammography.</td>
<td>C &amp; A</td>
<td></td>
</tr>
<tr>
<td>3. Understand the mammography patient questionnaire and the importance of recording accurate family history.</td>
<td>C &amp; PS</td>
<td></td>
</tr>
<tr>
<td>4. Know how to properly load and unload the mammography cassettes, if utilizing film-screen radiology. Know the importance of keeping the cassettes or IR clean, dust-free and to handle the film with care.</td>
<td>C &amp; P</td>
<td></td>
</tr>
<tr>
<td>5. Identify all buttons and foot pedals used on the mammographic equipment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Understood the differences in breast tissue and why different tissue varies the exposure factors.</td>
<td>C &amp; PS</td>
<td></td>
</tr>
<tr>
<td>7. Select the correct compression paddles and image receptor for each patient.</td>
<td>C &amp; P</td>
<td></td>
</tr>
<tr>
<td>8. Simulate different positions used in mammography. Know the specific area of anatomy demonstrated on each projection.</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>9. Know the importance of proper placement of the radiographic markers utilized in mammography and what they indicate (cranio-caudal, mediolateral oblique, scar, nipple, palpable lump, etc.)</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>10. Observe and participate in needle localization and stereotactic breast biopsy examinations, if possible.</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>11. Identify familiar pathology demonstrated with mammography.</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>12. Know how to call a code in the Mammography department if necessary.</td>
<td>C &amp; P</td>
<td></td>
</tr>
<tr>
<td>13. Read chapter 20 in Bontrager 9th ed., Pgs. 746-764, outline important points, list 3 things you want clarification on and ask the technologist. Turn in with this checklist.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Technologist: ______________________________ Date: ______________

Comments:
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Student: ______________________________ Date: ______________

Comments:
Goal:
To develop knowledge and skills required to efficiently perform radiographic examination in the surgical environment under DIRECT SUPERVISION.

Each Objective has a particular learning domain that is identified by a letter at the end of each objective; C- cognitive, P- psychomotor, A- affective, PS- problem solving.

**Instructions for supervising technologist:** Please check the appropriate box outlining requirements for student objectives to be completed while on this rotation. If a response warrants a “no”, please include additional comments outlining a specific reason for this response.

<table>
<thead>
<tr>
<th><strong>The student will:</strong></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Comply with instructions and guidelines offered by the supervising surgical technologist.</td>
<td>C &amp; A</td>
<td></td>
</tr>
<tr>
<td>2. Understand the mechanical functions of various mobile radiographic equipment. Demonstrate efficient manipulation of the mobile radiographic equipment to include C-arm.</td>
<td>C &amp; P</td>
<td></td>
</tr>
<tr>
<td>3. Demonstrate proficient skills in setting radiographic techniques for surgical procedures.</td>
<td>C &amp; P</td>
<td></td>
</tr>
<tr>
<td>4. Demonstrate understanding of the proper mechanical connections between the mobile C-arm image intensifier and image monitor. Produce a fluoroscopic image with the image intensifier, if applicable.</td>
<td>C &amp; P</td>
<td></td>
</tr>
<tr>
<td>5. Know and practices sterile technique. Beware of sterile equipment and personnel in the surgical room. Avoid contamination of the sterile fields.</td>
<td>C &amp; P</td>
<td></td>
</tr>
<tr>
<td>6. Know and obtain correct size and type of image receptor/grids for each procedure.</td>
<td>C &amp; P</td>
<td></td>
</tr>
<tr>
<td>7. Assist and identify with procedures requiring appropriate cleaning and draping equipment for each surgical case.</td>
<td>C &amp; P</td>
<td></td>
</tr>
<tr>
<td>8. Assist the technologist in completing all paperwork for each procedure recording any necessary post radiographic techniques utilized during the procedure.</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>9. Identify the contrast media used for the different examinations in surgery.</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>10. Evaluates the radiographic quality of the images completed during each surgical case. Identify corrections which must be made and how to correct them accordingly.</td>
<td>C &amp; PS</td>
<td></td>
</tr>
<tr>
<td>11. Assist with the following surgical exams:</td>
<td>C &amp; P</td>
<td></td>
</tr>
<tr>
<td>a. Pre-operative images</td>
<td>b. Post-operative images</td>
<td></td>
</tr>
<tr>
<td>c. Open reduction images</td>
<td>d. Closed reduction images</td>
<td></td>
</tr>
<tr>
<td>e. Image intensification cases</td>
<td>f. Contrast studies</td>
<td></td>
</tr>
<tr>
<td>g. Orthopedic prosthetic studies</td>
<td>h. Intervention studies</td>
<td></td>
</tr>
<tr>
<td>12. Read chapter 15 in Bontrager 9th ed., outline important points, list 3 things you want clarification on and ask the technologist. Turn in with this checklist.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Technologist: __________________________ Date: __________

Comments:
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Student: __________________________ Date: __________
DACC RADIOLOGIC TECHNOLOGY PROGRAM
Cardiac Catheterization Lab
Student Objectives

Goal:
This rotation allows the student to become familiar with the procedures and operations performed in the Cardiac Catheterization Lab.

Each Objective has a particular learning domain that is identified by a letter at the end of each objective; C- cognitive, P- psychomotor, A- affective, PS- problem solving.

Instructions for supervising technologist: Please check the appropriate box outlining requirements for student objectives to be completed while on this rotation. If a response warrants a “no”, please include additional comments outlining a specific reason for this response.

<table>
<thead>
<tr>
<th>The student will:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Follow the instructions and guidelines offered by the Heart Catheterization Lab personnel C, A &amp; P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Identify major coronary vascular anatomy demonstrated on procedures performed in this rotation. Distinguish between a right and left heart catheterization. C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Identify the use of different coronary catheters used to visualize the coronary arteries. C &amp; PS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Explain the Seldinger technique and how it used to introduce the catheter into the appropriate artery. (femoral or axillary) C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Differentiate between hand injections and pressure injections for visualization of coronary arteries and heart chambers. C &amp; PS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Understand why pulses are assessed distal to the puncture site for visualization of coronary arteries and heart chambers. C &amp; PS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Locate the crash cart and other emergency supplies. Discuss the usage of common drugs used in Heart Catheterization procedures. C, A, P, &amp; PS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Observe the patient monitor found in the Heart Catheterization lab and understand the importance of monitoring the patient’s vital signs during the procedure. Know why the pressures are monitored in each chamber of the heart and the aorta. C &amp; PS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Understand the use of cineradiography in coronary angiography and how it is different from imaging in Vascular Radiology. C &amp; P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Describe the procedure of Percutaneous Transluminal Coronary Angioplasty. Know the risks and benefits of this procedure to the patient. C &amp; P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Define the following terms: C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cardiac Output</td>
<td></td>
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<tr>
<td>Ischemia</td>
<td></td>
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<tr>
<td>Myocardial Infarction</td>
<td></td>
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<tr>
<td>Ejection Fraction</td>
<td></td>
<td></td>
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<tr>
<td>Transducer</td>
<td></td>
<td></td>
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<tr>
<td>Thrombolytic Therapy</td>
<td></td>
<td></td>
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<tr>
<td>LAD</td>
<td></td>
<td></td>
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<tr>
<td>Circumflex</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Swan Ganz catheter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Read chapter 17 in Bontrager 9th ed., outline important points, list 3 things you want clarification on and ask the technologist. Turn in with this checklist.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Technologist: ____________________________          Date: ____________

Comments:__________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Student: ____________________________          Date: ____________
DACC RADIOLOGIC TECHNOLOGY PROGRAM
Ultrasound Student Objectives

Goal:
To develop a comprehensive understanding of the equipment, procedures, and operations of the Ultrasound department.

Each Objective has a particular learning domain that is identified by a letter at the end of each objective; C- cognitive, P- psychomotor, A- affective, PS- problem solving.

Instructions for supervising technologist: Please check the appropriate box outlining requirements for student objectives to be completed while on this rotation. If a response warrants a “no”, please include additional comments outlining a specific reason for this response.

<table>
<thead>
<tr>
<th>The student will:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Observe ultrasound examinations and assist with daily tasks. Follow instructions and guidelines offered by the ultrasound technologists. C, A &amp; P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Demonstrate knowledge and understanding of human gross anatomy and sectional anatomy. C &amp; P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Review basic acoustic physics and ultrasound instrumentation by asking about the following: C &amp; P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Sound production and propagation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Interaction of sound and matter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Instrument options and transducer selections</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Principles of ultrasound instruments and modes of operation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Operator control options</td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Principles of Doppler techniques</td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Methods of Doppler flow analysis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>h. Recording techniques</td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Acoustic artifacts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Employ professional judgment and discretion as a student involved in ultrasonography examinations to include: C, A, P &amp; PS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Protecting the patient’s right to privacy based on current federal standards and regulations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Maintain confidentiality</td>
<td></td>
<td></td>
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<tr>
<td>c. Adhere to professional codes of conduct/ethics through the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Medical ethics</td>
<td></td>
<td></td>
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<tr>
<td>• Pertinent legal principles</td>
<td></td>
<td></td>
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<tr>
<td>• Professional interaction skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Professional scope of practice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Age appropriate practices</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Define the following terms: C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reverberation</td>
<td></td>
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<tr>
<td>Transducer</td>
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<tr>
<td>Frequency</td>
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<tr>
<td>Attenuation</td>
<td></td>
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<tr>
<td>Bruit</td>
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<tr>
<td>A-mode</td>
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<tr>
<td>B-mode</td>
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<td></td>
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<tr>
<td>M-mode</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acoustical artifacts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acoustic Enhancement &amp; Shadowing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Know appropriate QA and sanitizing protocols of sonography equipment. C &amp; P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Know the different types of patient preparation specific to the exams in ultrasound. C, P, &amp; PS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results. C, P &amp; PS</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>9.</td>
<td>Observe procedures and record anatomic, pathologic, and/or physiologic data for interpretation by a physician. <strong>C, P &amp; PS</strong></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Demonstrate appropriate communication skills with patients and colleagues. <strong>C, A &amp; P</strong></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Act in a professional and ethical manner, while completing this specific clinical educational rotation. <strong>C, P &amp; A</strong></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Know the patient education related to medical ultrasound and/or other diagnostic vascular technique. <strong>C, P &amp; A</strong></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Understand the differences in educational requirements between cardiac and general sonography. <strong>C</strong></td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Know how to call a code in the Ultrasound department if necessary. <strong>C &amp; P</strong></td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Read chapter 20 in Bontrager 9th ed., Pgs. 741-745, outline important points, list 3 things you want clarification on and ask the technologist. Turn in with this checklist.</td>
<td></td>
</tr>
</tbody>
</table>

Technologist: ___________________________   Date: ____________

Comments:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Student: ___________________________   Date: ____________

Comments:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
**DACC RADIOLOGIC TECHNOLOGY PROGRAM**  
**Nuclear Medicine Student Objectives**

**Goal:**  
To develop a comprehensive understanding of the equipment, procedures and operations of the Nuclear Medicine department.  
Each Objective has a particular learning domain that is identified by a letter at the end of each objective; C- cognitive, P- psychomotor, A- affective, PS- problem solving.

**Instructions for supervising technologist:** Please check the appropriate box outlining requirements for student objectives to be completed while on this rotation. If a response warrants a “no”, please include additional comments outlining a specific reason for this response.

<table>
<thead>
<tr>
<th>The student will:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Observe nuclear medicine examinations and assist with daily tasks. Follow instructions and guidelines offered by the nuclear medicine staff. <strong>C, A &amp; PS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Understand the basic principles of the imaging techniques used in nuclear medicine. <strong>C &amp; P</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Discuss the major nuclear medicine studies performed and understand their analysis/interpretation/and preparation prior to the procedure (e.g., PET-CT, myocardial perfusion with thallium/sestamibi, MUGA, gallium, iodine-131, bone scans, etc.). <strong>C &amp; P</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Define the following terms: <strong>C</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Half-life</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Radionuclide</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gamma Camera</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Identify the different radiopharmaceuticals utilized in the nuclear medicine department, safety protocol, and half-life. <strong>C</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Define the following procedures: <strong>C</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bone scan</td>
<td></td>
<td></td>
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<tr>
<td>Gastric Emptying</td>
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<tr>
<td>7. Correlate the use of nuclear medicine imaging studies with their roles in diagnosing disease and their impact on treatment decisions. <strong>C, P &amp; PS</strong></td>
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<tr>
<td>8. Demonstrate knowledge of radiation safety precautions and the ALARA concepts. <strong>C, P &amp; PS</strong></td>
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<tr>
<td>9. Demonstrate recognition of, and adherence to, ethical and professional responsibilities. <strong>C</strong></td>
<td></td>
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<tr>
<td>10. Demonstrate proficiency in obtaining a relevant patient history. <strong>C &amp; P</strong></td>
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<tr>
<td>11. Demonstrate proficiency in patient care throughout the course of the exam. <strong>C, A &amp; PS</strong></td>
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<tr>
<td>12. Demonstrate knowledge, understanding, and appropriate uses of instrumentation in a nuclear medicine department. <strong>C, P &amp; PS</strong></td>
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<tr>
<td>13. Demonstrate knowledge of quality control procedures for instrumentation used in nuclear medicine. <strong>C, P,PS</strong></td>
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<tr>
<td>14. Demonstrate knowledge of radiation therapy procedures used in nuclear medicine. <strong>C &amp; P</strong></td>
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<tr>
<td>15. Understand imaging equipment utilized in a nuclear medicine suite to detect gamma radiation.</td>
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<tr>
<td>16. Read chapter 20 in Bontrager 9th ed., Pgs. 733-735, outline important points, list 3 things you want clarification on and ask the technologist. Turn in with this checklist.</td>
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</tr>
</tbody>
</table>

**Technologist:** ___________________________  
**Date:** ______________

**Comments:**

______________________________________________________________________________

______________________________________________________________________________

**Student:** ___________________________  
**Date:** ______________
DACC RADIOLOGIC TECHNOLOGY PROGRAM
Magnetic Resonance Imaging

Goal:
To develop a comprehensive understanding of the equipment, procedures, and operations of the Magnetic Resonance Imaging department.
Each Objective has a particular learning domain that is identified by a letter at the end of each objective; C- cognitive, P- psychomotor, A- affective, PS- problem solving.

Instructions for supervising technologist: Please check the appropriate box outlining requirements for student objectives to be completed while on this rotation. If a response warrants a “no”, please include additional comments outlining a specific reason for this response.

<table>
<thead>
<tr>
<th>The student will:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Observe MRI examinations and assist with daily tasks. Follow instructions and guidelines offered by the MRI technologist. C, A &amp; P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Identify various anatomy demonstrated on MRI scans. C</td>
<td></td>
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<tr>
<td>3. Define the following terms: T1 &amp; T2 weighted images: Echo Time (ET) Axial Plane</td>
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<tr>
<td>Flip Angle: Coronal Plane Isocenter</td>
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</tr>
<tr>
<td>Sagittal Plane: MR Signal Repetition Time (TR)</td>
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<tr>
<td>Gradient Echo</td>
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<tr>
<td>4. Understand and know the reason for screening all patients prior to entering the magnet. C</td>
<td></td>
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<tr>
<td>5. Know why an MRA scan would be performed. C</td>
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<tr>
<td>6. Name two procedures in which CT is more beneficial than MRI. C</td>
<td></td>
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<tr>
<td>7. Identify pathological conditions found on MRI imaging. C</td>
<td></td>
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<tr>
<td>8. Assist patient as needed with any MRI exam. P &amp; A</td>
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<tr>
<td>9. Observe and evaluate the patient’s condition throughout the course of the exam. C, A &amp; PS</td>
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<tr>
<td>10. Know the appropriate contrast media utilized for MRI examination and required laboratory screening procedures and be able to discuss the adverse and possible long term effects of gadolinium. C &amp; P</td>
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<tr>
<td>11. Be familiar with protocols regarding pregnancy, factory metal workers, aneurysmal clips, pacemakers, etc., in order to help educate the patient and patient’s family with the scheduling process. C</td>
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<tr>
<td>12. Understand safety protocols regarding ferrous materials within the MRI department.</td>
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<tr>
<td>13. Know how to call a code in the MRI department if necessary. C &amp; P</td>
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<tr>
<td>14. Read chapter 20 in Bontrager 9th ed., Pgs. 772-785, outline important points, list 3 things you want clarification on and ask the technologist. Turn in with this checklist.</td>
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</tbody>
</table>

Technologist: ___________________________              Date: ____________

Comments: ________________________________________
__________________________________________________
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Student: ___________________________              Date: ____________
DACC RADIOLOGIC TECHNOLOGY PROGRAM
4th semester (RADT 202)
Computerized Tomography Student Objectives

Goal:
To develop a comprehensive understanding of the equipment, procedures, and operations of the Computerized Tomography department.

Each Objective has a particular learning domain that is identified by a letter at the end of each objective; C- cognitive, P- psychomotor, A- affective, PS- problem solving.

Instructions for supervising technologist: Please check the appropriate box outlining requirements for student objectives to be completed while on this rotation. If a response warrants a “no”, please include additional comments outlining a specific reason for this response.

<table>
<thead>
<tr>
<th>The student will:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Assist in performing Computerized Tomography examinations and daily tasks. Follow instructions and guidelines offered by the C.T. staff.</td>
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<tr>
<td>2. Identify various anatomy visualized on cross-sectional images dependent upon various imaging planes.</td>
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<tr>
<td>3. Recognize any pathological conditions present on the computerized tomography image such as: (e.g., stroke, metastasis to the brain or liver, mass in the lungs, etc.)</td>
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<tr>
<td>4. Understand the purpose and be able to demonstrate the CT scanners short term and long term storage capabilities specific to each facility. This will include collecting, reconstructing, and preparing data for displaying images.</td>
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<tr>
<td>5. Define the following terms/pathologies: C</td>
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<tr>
<td>Retrieval</td>
<td></td>
<td></td>
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<tr>
<td>Scan</td>
<td></td>
<td></td>
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<tr>
<td>Window</td>
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<td></td>
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<tr>
<td>Glomeruli Filtration Rate (GFR)</td>
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<tr>
<td>Slice</td>
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<tr>
<td>Gantry</td>
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<tr>
<td>Pixel</td>
<td></td>
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<tr>
<td>Multiple Myeloma</td>
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<tr>
<td>Matrix</td>
<td></td>
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<tr>
<td>Archiving</td>
<td></td>
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<tr>
<td>Voxel</td>
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<tr>
<td>Contrast Induced Neuropathy</td>
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<tr>
<td>PSI</td>
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<tr>
<td>6. Assist with set up basic computerized tomography examinations. This will include patient positioning, table increments, and slice thickness.</td>
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<td>7. Observe biopsy examinations and understand the purpose behind the procedure.</td>
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<tr>
<td>8. Be familiar with contrast media utilized in computerized tomography studies and potential contrast reactions, while understanding potential life threatening signs and symptoms.</td>
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<td>9. Identify why saline boluses are given during a CT examination.</td>
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<tr>
<td>10. Understand radiation dose differences between CT and general diagnostic radiology.</td>
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<td>11. Know the different phases of CT scanning and associated time periods with each phase (e.g., pre-contrast, arterial, portal venous, delayed.)</td>
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<td>12. Be able to set up and utilize the power injector in accordance with appropriate injection rates specific to each exam.</td>
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<tr>
<td>13. Know how to call a code in the CT department if necessary.</td>
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<tr>
<td>14. Read chapter 18 in Bortrager 9th edition, outline important points, list 3 things you want clarification on and ask the technologist. Turn in with this checklist.</td>
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Technologist: ___________________________ Date: _____________
Comments _______________________________________________________

Student: ___________________________ Date: _____________

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### DACC Radiologic Technology Program

#### 3rd, 4th, and 5th Semesters (RADT 201/202/203)

**Monthly Exam Log Report**

Name_____________________________ Semester #_____ Month_____________________

<table>
<thead>
<tr>
<th>EXAM</th>
<th>Eval</th>
<th>Comp</th>
<th>Assisted</th>
<th>Performed/not graded</th>
<th>Observed</th>
<th>Pediatric</th>
<th>Repeats w/ Direct Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chest / Thorax</td>
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<tr>
<td>Abdomen</td>
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<td>Upper Extremity</td>
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<tr>
<td>Lower Extremity</td>
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<td>Pelvis / Hip</td>
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<td>Spine</td>
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<tr>
<td>Head / Face</td>
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<tr>
<td>Urinary</td>
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<tr>
<td>G.I.</td>
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<tr>
<td>Special Procedures</td>
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<tr>
<td>Mobile</td>
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<tr>
<td>Surgery</td>
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</tbody>
</table>

#### Definitions:

**Assisted Exams:** Exams that the student has helped in some way. (Setting techniques, setting up the room, helped move the patient, etc.)

**Performed Exams:** The student has done the exam under direct supervision with little or no assistance from the technologist, but not done for an eval or comp.

**Observed Exams:** The student just watched the procedure being performed. No assistance was needed and they did not attempt to perform the exam.

**Pediatric Exams:** Those exams performed on patients 6 years of age or younger.

**Urinary Exams:** The following types of exams: IVP’s, Cystograms, Voiding Cystograms, and Urodynamics (assesses how the bladder and urethra are performing their job of storing and releasing urine).

**G.I.’s:** These are exams of the stomach, colon, small bowel, and esophagus.

**Special Procedures:** Those exams including myelograms, salpingograms, arthrograms, lumbar punctures, intervertebral studies, swallowing functions, enterocolisis, and ERCP exams.

**Surgical Exams:** Include all exams done in surgery and pre / post-op holding areas.
DACC RADIOLOGIC TECHNOLOGY PROGRAM

Radiation Therapy Learning Reflection

Name: ____________________________________

Please write a brief summary of what you observed and what you learned this semester while observing in Radiation Therapy at MMC. List some exams that you observed. Read Chapter 20 in Bontrager, pg. 739-740. Outline important points, list 3 things you want clarification on and ask the technologist. Turn in with this summary.

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DACC RADIOLOGIC TECHNOLOGY PROGRAM
Interventional Procedures/Specials Learning Reflection

Name: ____________________________________

Please write a brief summary of what you observed and what you learned this semester while observing in Interventional Procedures. List some exams that you observed. Read Chapter 17 in Bontrager, pg. 674-682. Outline important points, list 3 things you want clarification on and ask the technologist. Turn in with this summary.

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