

Radiologic Technology Student Handbook

2025-2026



**LAKE
MICHIGAN
COLLEGE®**

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Radiologic Technology
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Bronson Lakeview Outpatient Center 451 Health Parkway Paw Paw, MI 49079 269-655-3060	Bronson Methodist Hospital 601 John Street Kalamazoo, MI 49007 269-341-7654
Bronson South Haven 955 S. Bailey Avenue South Haven MI 49090 269-637-5271	Elkhart General Hospital 600 E Boulevard Elkhart, IN 46514 574-523-3301
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Southwest Michigan Center for Orthopedics (SWMCO) 183 Peace Boulevard St Joseph MI 49085 269-428-3500	South Bend Clinic 211 North Eddy Street South Bend IN 46617 574-234-8161

Program Accreditation

The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology.

Joint Review Committee on Education in Radiologic Technology (JRCERT)

North Wacker Drive, Suite 2850

Chicago, IL 60606-3182

www.jrcert.org

(312) 704-5300 phone

mail@jrcert.org

College Accreditation

Lake Michigan College is accredited by the Higher Learning Commission (hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education. More information on College and Program Accreditation is available on the LMC website at www.lakemichigancollege.edu/accreditation.

Higher Learning Commission (HLC)

230 South LaSalle Street, Suite 7-500

Chicago, IL 60604-1411

(800) 621-7440 phone

www.hlcommission.org

Credentialing Information

Upon successful completion of the Radiologic Technology program, graduates will receive the Associate in Applied Science (AAS) Radiologic Technology degree and may sit for the national [American Registry of Radiologic Technologists](#) registry board examination. Successful completion of the ARRT registry board exam grants the ability to use the R.T. (R) professional credential.

The College's clinical affiliates require a background check and drug screen for all Health Science students; therefore, a criminal background check and drug screen are required at the time of program admission. Students who do not meet these requirements may be ineligible for clinical placement necessary for program completion and may be unable to sit for the national registry examination through the ARRT.

Any applicant that has been convicted of a felony or a misdemeanor must [pre-apply to ARRT](#) for determination of eligibility to sit for the national certification examination. If you have questions about your specific situation, please contact the ARRT.

American Registry of Radiologic Technologists (ARRT)

1255 Northland Drive

St. Paul, MN 55120-1155

(651) 687-0048 phone

www.arrt.org

IMPORTANT: The State of Michigan does not license radiologic technologists. Other states, such as Indiana, require ARRT certification and a separate license through the state. Students who plan to work outside of Michigan must refer to individual state credentialing and application requirements for additional information.

A radiologic technologist is a highly skilled person qualified by a medical/technical education. They provide patient services at hospitals, physician's offices, and imaging centers. A radiologic technologist uses a variety x-ray equipment to produce images of tissues, organs, bones, and vessels of the body. As a radiologic technologist you will use x-ray radiation to acquire images. A career in general radiography can open pathways to other specialty areas of medical imaging such as Computed Tomography (CT), MRI, mammography, angiography, interventional radiography (IR), cardiovascular technologist, PET CT, quality assurance/control, PACS administration, nuclear medicine, and radiation therapy. Some of these specialized jobs only require on the job training while others require education in a college program. Radiologic technologists are highly educated in the anatomy of the human body and the physics of electromagnetism.

Radiologic technologists work in a variety of atmospheres such as emergency/trauma center (ER), surgery, outpatient centers, and on inpatient floors. They perform many different exams such as chest x-rays, trauma imaging, barium enemas, esophagrams, hysterosalpingograms, cystograms, hip pinnings, post-operative x-rays, assist radiologists and surgeons, and much more.

Not only do radiologic technologists operate energized x-ray equipment, but they also perform a variety of administrative tasks. They maintain records, keep track of patient images, analyze images for quality, keep electronic files, schedule patients, and in general maintain an efficient department. Good health, emotional stability, and a sincerer desire to work with sick, injured, or disabled people are important qualifications for this profession.

A radiologic technologist must go through an accredited program and take a final exam given by the ARRT (American Registry of Radiologic Technologists) to acquire their national registry.

College Mission

Together we empower people and communities to thrive through education, innovation, and experiences.

[Lake Michigan College](https://www.lakemichigancollege.edu) is a two-year, accredited, nonprofit community college in southwest Michigan.

Program Mission Statement and Goals

Our mission is to provide comprehensive, hands-on education and training in radiologic technology, empowering students with the skills and knowledge needed to excel in diagnostic imaging. We are committed to fostering a culture of excellence, professionalism, strong work ethics, and compassionate care to enhance patient outcome and advance the field of medical imaging. The Radiologic Technology Program goals are:

1. Students will demonstrate entry level clinical competency in the field of radiography
2. Students will demonstrate critical thinking skills
3. Students will demonstrate appropriate communication skills

Program Effectiveness Data

The Radiologic Technology program follows the accreditation policies for Radiologic Technology Education as set forth by the JRCERT (Joint Review Committee on Education in Radiologic Technology). Program Effectiveness Data can be found at: <https://www.lakemichigancollege.edu/academics/imaging/radiologic-technology-associate-applied-science>

Assessment Plan Student Learning Outcomes

The Radiologic Technology program gathers data on the outcomes listed below, which correspond to the program goals listed above. Assessment plan and analysis is located in the Rad Tech Portal on Canvas when new data exists.

- 1.1 Students will produce diagnostic examinations.
- 1.2 Students will demonstrate a working understanding of CR/DR digital systems.
- 2.1 Students will formulate solutions for ethical problems.
- 2.2 Students will model professional behaviors.
- 3.1 Students will analyze images.
- 3.2 Students will perform non-routine exams.

Non-Discrimination Policy

Lake Michigan College is an equal opportunity institution, affording enrollment, employment, and services without distinction based on age, color, disability, gender identity or expression, genetics, national origin, protected veteran status, race, religion, sex, sexual orientation, or any other characteristic protected by federal state, or local laws. View LMC's complete Non-Discrimination Policy by [visiting our website](#).

General Admission and Eligibility Criteria

The following criteria establish the minimum requirements for eligibility. Meeting the criteria for eligibility does not guarantee program admission to any applicant. Additional detail about each of the program prerequisites and admission criteria are addressed in the following pages of this application document. It is important that you review this document carefully and consult with your Academic Advisor regularly during the preparation process. Changes to program requirements may occur from time to time. **IMPORTANT:** *Transfer and advanced standing is not offered for the Radiologic Technology program. All students must apply for admission and begin the program from the beginning, regardless of prior education or imaging work experience.*

1. Submit a Lake Michigan College Application for Admission at www.lakemichigancollege.edu/admissions
2. Be a high school graduate or successfully complete the GED test.
3. Be at least 18 years old before starting Rad Tech program classes.
4. Send ALL official transcripts from colleges previously attended (other than LMC) to the LMC Records & Registration Office for evaluation.
 - It is **your responsibility** to confirm that your transcripts are on file with the Records Office. All transcripts **MUST** be received by the posted program application deadline.
 - If you previously sent official transcripts for evaluation, but completed additional coursework at another institution afterwards, have an updated official transcript sent to LMC for evaluation as soon as it is available.
 - Please allow 6 to 8 weeks for official transcripts to be evaluated. Failure to have all transcripts submitted on time will result in an incomplete program application.
5. Complete all Rad Tech prerequisite courses (BIOL 205, MATH 122, PHSC 101, ENGL 101, HEAL 103, PSYC 201) with minimum required grades by the posted application deadline.
 - Prerequisite courses and exams **must** be completed with the minimum grade requirement (or higher) and on file by the Rad Tech application deadline. Failure to complete prerequisite courses by the posted application deadline will result in an incomplete program application.
6. Complete any remaining Rad Tech pre-program courses (ENGL 102, HUMN 201 or other 3-credit humanities or fine arts elective) with minimum required grades *OR* be enrolled in any remaining required pre-program courses during the semester before the program begins.
 - Pre-program courses **must** be completed with the minimum grade requirement (or higher) before starting the program classes. Admission for accepted students is contingent on completing these requirements before Rad Tech program classes begin.
7. Meet the Health Science and Rad Tech program technical standards and functions.
8. Submit a complete Rad Tech program application by the posted application deadline:
 - Submit page 1 of this application document, plus any supporting documents you wish to include.
 - Applications and supporting documents may be submitted in person, by US Mail, or by e-mail.
 - Clear cellphone pictures and PDF attachments sent by e-mail are accepted.
 - Applications sent by US Mail (USPS, Fed Ex, UPS, etc.) must be postmarked before the application deadline.

Prerequisite Courses (before you apply)	Credit	Contact	Billing
*BIOL 110 Human Anatomy & Physiology or other BIOL 205 prerequisite	4	5	5
BIOL 205 Human Anatomy	4	5	5
ENGL 101 English Composition	3	3	3
HEAL 103 Medical Terminology (1 credit READ 110 accepted)	1 or 2	2	2
MATH 122 Intermediate Algebra	4	4	4
PHSC 101 Physical Science: Chemistry & Physics	4	5	5
PSYC 201 Introduction to Psychology	3	3	3
Pre-Program Courses (before you start the program)			
ENGL 102 English Composition	3	3	3
**Humanities/Fine Arts elective	3	3	3
Prerequisite and Pre-Program Course Total	25 or 26	28	28
Fall (Semester 1) – 14 weeks			
RADT 130 Introduction to Radiography	3	3	3
RADT 131 Radiographic Positioning I	8	10	10
RADT 134 Radiographic Physics	4	4	4
Semester Total	15	17	17
Spring (Semester 2) – 14 weeks			
RADT 138 Clinical Experience I	2	16	2
RADT 139 Physics II & Common Equipment	4	4	4
RADT 140 Radiographic Positioning II	8	10	10
Semester Total	14	30	16
Summer (Semester 3) – 14 weeks			
RADT 143 Clinical Experience II	6	18	6
RADT 144 Radiographic Positioning III	4	5	5
Semester Total	10	23	11
Fall (Semester 4) – 14 weeks			
RADT 145 Radiographic Protection/Biology	2	2	2
RADT 240 Sectional Anatomy & Modalities	3	3	3
RADT 229 Clinical Experience III	4	36	4
Semester Total	9	41	9
Spring (Semester 5) – 7 weeks			
RADT 232 Clinical Experience IV	3	30	3
RADT 244 Senior Review	1	1	1
Semester Total	4	31	4
Major Course Total	52	142	57
Program/AAS Degree Total	82	175	90

Contact Hours refer to the total number of hours a student will be in lecture, the lab, and/or clinicals each week. Billing hours refer to the number of hours billed for tuition per the LMC tuition and fees schedule found [on the LMC Tuition and Fees page](#). ***BIOL 110:** In some cases (e.g., specific transfer situations), course substitutions or completion of additional credits may be necessary to satisfy this graduation requirement. Speak to your Advisor for more information. Substitutions are subject to approval by the Rad Tech Program Director. ****Humanities or Fine Arts Course:** Any 100-level course or higher in one of the following disciplines: Art, Communications, Foreign Language (or Honors 122, 195, 196), Humanities, Music, Philosophy (or Honors 171, 175), Drama, Any 200-level English course (or Honors 204, 208, 256, 258).

Student Conduct and Violation of Policy (Warning)

Radiologic Technology students are expected and required to conduct themselves in a professional manner at all times, including on campus in the classroom/ lab, and while off-campus in the clinical setting.

A student will receive a verbal warning as the first step of the probation process of unsatisfactory performance. A written warning (Student Conduct/Violation of Policy Warning, also known as a “VOP”) is the second step of the probation process. These notices will be issued soon after the problem is identified. Progressive violations will warrant immediate removal from the program. Failure to improve behavior following a written warning will result in removal from the program.

Criteria for Receiving a VOP/Warning

This list is not all-inclusive. Other criteria may apply. Serious violations will warrant immediate removal from the program without a verbal or written warning.

1. Unsatisfactory achievement of clinical objectives.
2. Unsafe clinical practice. It is understood that unsafe practice may include either a combination of several repetitive examples of the following:
 - a. Errors in recording of pertinent clinical data
 - b. Failure to safely adopt basic patient care skills in actual patient care situations resulting in actual or potential patient harm. This is relative to the degree of completion of the Radiography Program.
 - c. Failure to demonstrate sound judgment relative to the student’s degree of radiography curriculum completion.
 - d. Unsafe or inappropriate diagnostic service to the patient
 - e. Failure to follow universal precautions or blood-borne pathogens processes
3. Failure to establish effective working relationships with clinical site team members in providing patient services.
4. Failure to establish effective relationships with patients.
5. Violation of either the JRCERT (www.jrcert.org) or ARRT (www.arrt.org) codes of ethics.
6. Evidence that a student is under the influence of alcohol or an illegal drug while at a clinical site. The student will be removed from the clinical site immediately. If there is reason to believe that a student is under the influence of drugs and/or alcohol, they will be required to undergo drug and/or alcohol testing immediately. If the student refuses to submit to a test or the student’s test returns a positive result, the student will be immediately removed from the program.
7. Failure to assume the responsibilities of a student in the Radiologic Technology program:
 - a. Excessive tardiness
 - b. Inappropriate personal appearance or inappropriate clinical behavior
 - c. Unethical behavior, i.e., lying, cheating, stealing, etc.
 - d. Repeated failure to submit required written work in the clinical area or repeated lateness in submitting work
 - e. Failure to meet the Clinical Guidelines and Competency Levels of the LMC Radiologic Technology program.
 - f. Failure to submit clinical documents such as evaluation forms, time sheets, log sheets.
8. Failure to comply with the Lake Michigan College’s Student Code of Conduct or Student Handbook.
9. Failure to comply with HIPAA laws.
10. Failure to comply with program policies.

Student's Reply to the VOP/Warning

The student is required to reply to the VOP within one week, using the Student Violation of Policy Reply. The student's reply must show evidence of problem solving regarding the identified unsatisfactory behaviors. The student's reply must include the following:

1. Their perception of the problem
2. Awareness of the seriousness of the VOP
3. Methods that will be utilized to correct the problem

Resolution of the VOP/Warning

At the end of the established probationary period, the student and the instructor will again have a conference to discuss the effectiveness of the corrective action taken. If the student has progressed to another clinical area during this time, the student will be evaluated by both the instructor who issued the VOP and the current instructor.

If the student shows satisfactory improvement, the VOP will be resolved. A written evaluation of the student's progress will be submitted, signed, and dated by both the instructor(s), and the student. This will remain on file until the student graduates. Copies go to the Dean of Health Sciences, Program Director, Clinical Instructor and the student.

If the behavior that originally elicited the VOP reoccurs, the student will automatically fail the clinical portion of that course, thus fail the course and be dismissed from the Radiologic Technology program.

If the student does not show satisfactory improvement after receiving a VOP, the recommendations of the issuing instructor will be followed.

Changes in Clinical Schedule Due to a VOP/Warning

When issued a VOP, students:

1. Will not progress to any clinical area where the notified problems cannot be evaluated until the warning notice has been resolved, unless otherwise specified by the instructor.
2. Will have their schedule arranged, if possible, by the instructor in consultation with the Dean of Health Sciences and the Program Director to prevent loss of academic time.
3. Will be held back in their program by the Program Director if the schedule rearrangement is not possible.

Grade Appeals (Academic Student Complaint Policy)

Students who wish to appeal a grade should refer to the Student Complaint process located on the College's website at <https://www.lakemichigancollege.edu/policies/complaint-resolution-process>

Academic Performance

Radiologic Technology students must maintain a 2.0 GPA while they are in the program and must maintain this overall GPA to receive the Associate of Applied Science degree. A student will be dismissed from the program if a required course in the program is unsatisfactorily completed.

Grading Criteria and Grading Scale

The grading scale is as follows. For clinical and lab course grading requirements, please see the clinical education section of this handbook.

<u>Grade</u>	<u>Percentage</u>
A+	100%
A	94-99%
A-	90-93%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
E	0-59%

The minimum passing grade for any Radiologic Technology (RADT) course is a 77% (C+). **No grades are rounded up or down during the semester or at the end of the semester for final calculation of the grade average.**

Students who are unsuccessful in a course in the Radiologic Technology program course sequence cannot move on to the next semester of Radiologic Technology courses and must apply for readmission to the program, if eligible.

A failing grade (below a C+) in the academic or didactic portion of a course results in an unsuccessful attempt for the entire course, regardless of the clinical or lab performance. An unsuccessful attempt in any RADT course is noted in the student's Radiologic Technology program record.

Program Exit

Occasionally, students may find it necessary to leave the Radiologic Technology program voluntarily or following an unsuccessful attempt of a course. An unsuccessful attempt is defined as:

1. The student receives less than a C+ (minimum 77%) in any Radiologic Technology (RADT) course
2. The student earns a clinical failure grade or does not meet clinical outcomes
3. The student withdraws from a course with a course grade less than C+ (withdrawal at failing)
4. Other reasons, such as a student conduct or lab safety violation, skills failure, or clinical failure

When a student exits the program (for any reason), they must complete an exit interview with the Program Director. Students are also welcome to meet with the Dean of Health Sciences following the exit interview. During the exit interview the Program Director and student will discuss the grade that the student will receive/did receive, the student's eligibility and/or requirements for returning to the program, opportunities for future success, and other potential Health Science pathways at the College.

Students are allowed a maximum of two (2) exits from the program. Exits may be accumulated in the same semester (e.g., failing two courses during the first semester), or in different semesters (e.g., a student exits due to one course failure, is readmitted the following year, and subsequently exits due to a second course failure).

Medical exits, or exits for non-academic reasons not otherwise described above, may be permitted at the discretion of the Rad Tech Program Director (but are not guaranteed). Students who are concerned about their ability to continue in the program or semester should consult with the Program Director to discuss their options.

Program Readmission

Students who exit the Radiologic Technology program can apply for readmission (if eligible). Returning students must be eligible to return based on the requirements outlined in their exit interview. This includes repeating outdated/expired prerequisite courses and completing any new pre-program requirements. Students must return within three years and must submit a new program application by the posted application deadline. Readmission *is not* guaranteed to any student at any time due to programmatic and clinical space limitations.

Students who exit during the first year of the Rad Tech program are required to start the program at the beginning. Students who exit during the second year of the program may be required to restart at the beginning of the second year, even if they exited during their final semester.

Students who are readmitted will be required to repeat their clinical compliance requirements, including (but not limited to) a background check, drug screening, physical exam, and any expired screenings and immunizations.

Employment

Students are encouraged to refrain from working during the Radiologic Technology program. Due to limited clinical site affiliations and scheduled workdays within the Radiologic Technology labs, students will be required to follow a rigid schedule during their clinical education portion of the program. The clinical schedule will not be altered or adjusted in any way to conform to a students' personal work schedule.

Healthcare employers may hire you as a student Radiologic Technologist once you have completed all positioning course requirements. Your employment status, practice, and procedures are not affiliated with the LMC Radiologic Technology Program. Students with student radiologic technology jobs are not allowed to use their work hours as clinical time. You must also wear a separate dosimetry badge provided by your employer.

Radiologic Technology students **ARE NOT** allowed to accept financial compensation for any of their clinical site component.

Holidays

The Radiologic Technology student's schedule will not always follow the routine holiday schedule at Lake Michigan College. The Radiologic Technology program has its own calendar for students to follow while going through the program. Specific designated holidays that Radiologic Technology students receive are: Memorial Day, Independence Day 4th of July, Labor Day, Thanksgiving Break, Winter Break, and Spring Break.

Lodging

Students driving an extended distance to commute are responsible for their own lodging arrangements.

Student Conduct

Radiologic Technology students are expected and required to conduct themselves in a professional and civil manner at ALL times of the Radiologic Technology program's standards or be subject to dismissal. See the Student Conduct and Violation of Policy ("VOP") and Warning policy for more information.

Civility Statement

The Civility Statement is located in the Appendices section of this Student Handbook.

Confidentially

Radiologic Technology students must acknowledge the importance of the protection of confidential information concerning patients and their families. Any and all information (official and unofficial) regarding a patient or their family is considered to be confidential and privilege information.

Any Radiologic Technology student violating a patients' right to confidentiality will be dismissed permanently from the Radiologic Technology program upon proof of such violation. Students must sign the Student Agreement Form at the end of this section of the handbook acknowledging this information.

Cell Phones

While faculty recognize that communication with family and friends is important, the use of cell phones and/or electronic devices including any smart devices in class is very distracting to other students and to your instructor. Please keep ALL electronic devices on either vibrate or voice mail mode during class. If you are experiencing a family emergency and must keep a cell phone on, please obtain instructor permission prior to class. Cell Phones ARE NOT allowed at clinicals (see clinical section of this handbook for more details). Some instructors will have specific cell phone policies during lecture/labs.

Communicable Disease Policy

To protect healthcare personnel from transmission by considering all patients as potentially infected with HIV and/or other blood-borne pathogens, and to adhere rigorously to infection control precautions for minimizing the risk of exposure to blood, bodily fluids, and moist body substances of all patients.

1. All healthcare workers should routinely use appropriate barrier precautions to prevent skin and mucous-membrane exposure when contact with blood or other bodily fluids of any patient is anticipated. Gloves should be worn for touching blood and body fluids, mucous membranes, or non-intact skin of all patients, and for handling items or surfaces soiled with blood or body fluids. Gloves should also be worn during venipuncture or other vascular access procedures. Gloves should be changed after contact with each patient. Masks and protective eyewear or face shields should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose, and eyes. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or their body fluids.
2. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.
3. All healthcare workers should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of used needles; and when handling sharp instruments after procedures. Refer to the policy and procedure manual of each clinical site for the specific methods for disposing of the objects mentioned above.
4. Although saliva has not been implicated in HIV transmission, to minimize the need for mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.
5. Healthcare workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves.
6. Pregnant healthcare workers are not known to be at greater risk of contracting HIV infection than healthcare workers who are not pregnant; however, if a healthcare worker develops HIV infections during pregnancy, the infant is at risk of infection resulting from pre-natal transmission. Because of this risk, pregnant healthcare workers should be especially familiar with and strictly adhere to precautions to minimize the risk of HIV transmission.
7. Body substances such as feces, airway secretions, and wound drainage, and urine always may contain potentially infectious organisms. The universal precaution system not only protects healthcare workers from transmission of blood-borne pathogens, but also from other infectious agents found in moist body substances. Patients are protected from organisms present on the hands of personnel, and the staff's hands are protected from acquiring new organisms.

Radiation Safety / Dosimetry Badges

All students enrolled in the Radiologic Technology Program will be issued dosimetry badges. Dosimetry badge exposure records will be in the possession of the Clinical Coordinator/Program Director. Each quarterly report is available for each student. Upon review of their exposure record each student must initial their exposure record on the report.

- Dosimetry badges are changed on a quarterly basis. The student is responsible changing out their own badges.
- Clinical dosimetry badges will be worn by student radiographers when in the clinical setting. Clinical dosimetry badges will be worn on the collar. If lead aprons are worn, the dosimetry badge **MUST** be positioned outside the lead apron with the front side of the badge (student name side) facing outward. Failure to wear a badge will result in the issuance of a Violation of Policy: Warning Notice and an unexcused absence (students will be dismissed from the day's activities).
- Specific lab dosimetry badges will be provided for each student. These badges will remain in the laboratory in a designated location. Students will be responsible for picking up the badge, wearing it, and returning it to the designated laboratory location. Students will not be allowed to participate in lab without a laboratory dosimetry badge. Failure to wear the assigned dosimetry badge will result in issuance of a Violation of Policy: Warning Notice.
- Once issued a badge, the student radiographer will be responsible for its care. A student will be required to pay for damaged or lost dosimetry badges.
- Dosimetry badges must be returned at the completion of training, and this includes badges which the student may have replaced.
- Any student who receives a quarterly badge reading of 2.5 mSv or more will be required to submit, in writing, a thorough and complete explanation for the high reading. With proper attention to the concepts of radiation protection discussed in class, it is unnecessary for a student to exceed 2.5 mSv for this measurement period. In the event that the student receives total badge readings in excess of 2.5 mSv, he/she will be required to complete a remedial program on radiation safety. Any student who exceeds the maximum permissible dose of 2.5 mSv quarterly, will be restricted from the following clinical activities: participation in special procedures, fluoroscopy, surgery and mobile radiography for a period of one month. In addition, the student will be required to complete a remedial program on radiation safety. Exceeding the maximum dose limits twice during training will result in dismissal from the program.

Students will not hold image receptors during any radiographic procedure and **will not hold patients** during any radiographic procedure when an immobilization method is the appropriate standard of care. Students found holding image receptors or holding patients will receive a Violation of Policy (VOP).

During fluoroscopy, mobile radiography, and other examinations where student radiographers may become exposed to secondary or scatter radiation, the student is required to wear a lead apron (.5 mm Pb eq.).

During the clinical aspects lecture (semester before clinicals begin), students will be screened and prepared for MR (Magnetic Resonance), Computed Tomography, and other modalities that they may be observing, helping with patients, or within those departments.

Students under the age of 18 are not permitted to operate radiographic or fluoroscopic equipment, nor participate in fluoroscopic or portable examinations, in accordance with State of Michigan guidelines. State standards for radiation protection are available in the Program Director's office.

Program X-Ray Radiation Safety Policies and Lab Rules

1. Students using Lake Michigan College's energized laboratory must be under the supervision of a qualified radiographer in the lab.
2. The x-ray rooms and/or portable x-ray unit will not be turned on without an instructor present in the Medical Imaging Center.
3. X-ray room generator switches will be in the off position when the x-ray rooms are not in use.
4. The portable x-ray unit's power switch will be in off position when not in use.
5. Students and faculty must wear the laboratory dosimetry badge at all times while working in the lab. Laboratory badges must be worn at the collar level with the front of the badge (student name side) facing outward. When wearing a lead apron in the lab the student and/or faculty must assure that the dosimetry badge is outside of the lead apron.
6. Students and faculty may not utilize the laboratory if they have lost or misplaced their laboratory badge. Students cannot resume usage within the laboratory until the laboratory badge has been replaced.
7. Under no circumstances will students or faculty make exposures on each other while in the x-ray rooms or while using the portable x-ray unit.
8. Exposures will be taken on phantoms only.
9. Everyone must be outside of the x-ray rooms or the portable x-ray unit room during the exposure.
10. Doors must be closed prior to any exposure in the x-ray rooms or in using the portable x-ray unit.
11. If you suspect that you have been inappropriately exposed to ionizing radiation, submit a written report of the incident to the Radiography Program Director.
12. Report any equipment malfunctions or unsafe conditions to an instructor.
13. The outside doors of the Medical Imaging Career Center laboratory that lead to the main hallway must be locked when a faculty member is not present.
14. Do not move phantoms alone or without the instructor's knowledge.
15. X-ray rooms and the portable x-ray unit room must be cleaned and organized by students at the end of each lab session and before the next lab group session, or at the end of the lab day for the last lab group. The laboratory is part of the "learning environment" and repeated offenses in misuse or care of the facility will warrant a warning notice for each student in the lab group that violates this policy.
16. The Fuji readers, CR cassettes and Fuji digital cassettes must be properly turned off and placed in the resting locations while not being used. Failure to utilize the Fuji laboratory equipment in general, and clinical equipment with care and respect may result in disciplinary action, up to and including, dismissal from the program.
17. Careless or repeated actions that jeopardize safety of individuals or that harm equipment (including but not limited to x-ray equipment and phantoms) may result in disciplinary action up to and including dismissal from the program. The radiation safety officer (Radiography Program Director) has authority to determine who is authorized to operate the radiation machines.
18. Each student will be assigned a login number for the DR and CR workstations and the portable unit. The password assigned to each number is "DEFAULT". Each student will then change this default password. It is the responsibility of each student to remember their login number and password.
 - a. First, sign in to your login using your login number and "DEFAULT" password.
 - b. Click the green box in the upper right corner of the screen.
 - c. Choose "change password"
 - d. Type in "DEFAULT" for current password, then enter your new password twice to confirm
 - e. Then write your login information on a piece of paper. It is important to remember this password and keep it secure.

**The instructors/adjuncts will be able to view your password at any time, so let's keep it appropriate.*

Clinical Compliance

Clinical compliance broadly refers to all of the processes and requirements needed for clinical readiness: pre-clinical background check and drug screenings, immunizations and physical exams, CPR training, and other specific trainings (e.g., WorkDay or Clinician Nexus). The minimum requirements for clinical compliance are established by the healthcare organizations that provide student access to the clinical setting.

Complio by American DataBank

Lake Michigan College Health Science programs use a clinical compliance portal, *Complio by American DataBank*, to manage and maintain student clinical compliance. Students will create an account upon program admission and utilize the Complio portal to upload and maintain their health records and clinical forms to maintain compliance with healthcare organization requirements for clinical participation.

Student Responsibility

The College does not provide or pay for criminal background checks, drug screens, health physicals, and/or any required vaccinations. Students are responsible for obtaining and paying for all screening and healthcare related costs. Students are responsible for maintaining these requirements within Complio through the duration of the program. All listed documents must be on file before starting clinicals. Failure to provide the necessary documentation will prevent a student from participating in clinicals.

Please contact the LMC Health Sciences Office by email HealthSciences@lakemichigancollege.edu, phone 269.927.8768, or visit C-103 in person if you have questions or if you need Complio support.

Background Check & Drug Screens

All admitted students must successfully complete a background check and drug screening as indicated in their acceptance letters. Both screenings are required to be complete and on file within Complio before the scheduled program Orientation session. Additional screenings may be required periodically to meet specific clinical affiliate requirements. Flagged reports are subject to additional review by the Director of Radiologic Technology and Dean of Health Sciences; flagged reports may result in program exit.

Returning students who previously completed a background check and drug screen are required to repeat these screenings (if out of the program for more than one semester). Students who were previously enrolled in another health science program will be required to complete new screenings and will be required to change their program in Complio.

Students that fail drugs screening or criminal background checks must withdraw from the program. Drug test can be performed at any time during the program. If asked to do a drug test it must be completed immediately. If a student refuses, the student will be exited from the program.

CPR Certification

Students must provide documentation of current Basic Life Support (BLS) Provider CPR training through the American Heart Association or Red Cross. This is required for clinical participation. CPR cards will be uploaded to Complio.

BLS Provider certification must remain valid through the duration of the entire program. Other levels of CPR training, such as Heartsaver, CPR/AED, or fully-online certification, are not acceptable. **Current BLS Provider RQI cards are accepted.**

Physical Exam

Students will receive a copy of the program's health certification (aka physical exam) form. This document includes a list of necessary immunizations and screenings required for clinical compliance, plus a copy of the

program's technical standards and functions for program admission. The form must be reviewed and signed by a healthcare provider and uploaded to Complio.

Immunizations

Students must be immunized against the communicable diseases listed below. All vaccine information must be uploaded to Complio. Titer tests showing immunity to MMR, Varicella, and Hepatitis B are acceptable; proof of vaccination must be provided for all other vaccinations and following any titer tests that indicate lack of immunity. Seasonal influenza documentation must be uploaded by October 31 each year.

- COVID-19
- Hepatitis B
- Measles, Mumps, Rubella (MMR)
- Tetanus, Diphtheria, and Pertussis (Tdap)
- Varicella (chicken pox)
- Seasonal influenza

Tuberculosis (TB) Testing

Students must provide documentation of a negative tuberculosis (TB) test. Initial TB test results must be from within one year prior to starting program classes. TB testing must be completed annually during the duration of the program.

Students can become compliant by completing ONE of the following options:

- A. Two TB skin tests completed consecutively within a 21-day period
 - Also known as TST, Mantoux, or PPD tests
 - Students will complete one skin test one year after initial screening.
- B. One TB blood test
 - Also known as IGRA and may be called Quantiferon GOLD or TSPOT
 - Students will complete another blood test one year after initial screening.
- C. Documentation of clear chest x-rays from within the last three years

Immunization Exemptions

If you wish to request an immunization exemption, please notify the Health Sciences Office after program admission. Exemption requests will not be processed before admission. This will allow LMC to better plan for the timing of the applicant's assigned clinical group or rotation(s). After submitting a request for an immunization exemption, admitted students will meet with the Rad Tech Program Director and review the process for requesting an exemption or accommodation from their expected clinical location(s). Some clinical sites may have different requirements or accommodation processes.

Per the Health Sciences Immunization Request procedure: Lake Michigan College does not require immunizations or health screenings. However, some healthcare certificate or degree programs (including the Rad Tech program) require immunization and health screenings as a part of clinical education and presence at the onsite clinical environment. Therefore, you should be prepared to meet these requirements or seek an exemption by following the healthcare organization's accommodation process.

The decision to grant an exemption request is made by the healthcare organization, not Lake Michigan College. If a student is unable to secure a clinical education placement because they do not meet the relevant healthcare organization's immunization or health screening requirement, they will be unable to participate in the required clinical education component of their program and therefore unable to complete their program. Our goal is for every student to complete their clinical education. If you seek exemption of an immunization or screening requirement, we will work with you, within our capacity, and the healthcare organization to assist with the process, but ultimately Lake Michigan College does not control the outcome.

Accommodations

Lake Michigan College encourages students to access all resources available through Student Well-Being & Accessibility for consistent support to complete the requirements of the Radiologic Technology program. More information can be found on the LMC website at <https://www.lakemichigancollege.edu/mylmc/student-well-being-accessibility> or by confidential email at DSS@lakemichigancollege.edu.

Students are not required to disclose specific, personal health information, nor the origin of their disability, to faculty, administrators, or other program personnel, to access accommodations approved by Student Well-Being & Accessibility (located on the Benton Harbor Campus in C-201). Likewise, students and healthcare providers are not required to disclose specific medical condition(s) for a student Health Waiver request or a release to return to class and/or clinical. If you have a documented disability that impacts meeting learning objectives and/or meeting program technical standards you can connect with Student Well-Being & Accessibility to discuss in a confidential meeting, any reasonable accommodations specific to the classroom, learning, and/or clinical sites.

Students are responsible for contacting the Program Director and/or the Student Well-Being and Accessibility Office regarding concerns or risks related to their own healthcare needs. Students must meet the Technical Standards set for participants in the Radiologic Technology program with or without reasonable accommodation.

Health Issues

If a student has an infectious condition that may endanger patients in the clinical setting, they must inform the Program Director and Clinical Coordinator; when the student is able to return, they must provide a written release/letter from their healthcare provider stating that it is safe for them to return to the clinical site.

It is the student's responsibility to inform the Program Chair of any illness, injury, surgery or medical condition that might compromise the safety of either the student or the patient(s) (i.e. lifting limitations, contagious disease, pregnancy, etc.). If a student has an infectious condition that may endanger clients in the clinical sites, they need to inform the Program Chair of the situation and provide a written letter from their healthcare provider stating that it is safe for them to return to the clinical site. While in the program, any student with a medical condition of injury which causes a student to miss clinical for over two (2) days, will be required to obtain a written doctor's release to continue in class and clinical practice and/or return to class and clinical. The release will verify that they are able to meet class/lab/clinical practice requirements without restriction on activity (such as limitations on weightlifting). The goal is to prevent aggravating an existing condition, or jeopardizing the students, classmates, or patient's safety or well-being. If a student must interrupt the clinical component for a period greater than 6 days (allotted STO), the student may be subject to dismissal.

Health Insurance

Students entering the Radiologic Technology program should have their own health insurance. While participating in clinical experiences in the facilities contracted by the Radiologic Technology program, a student is not an employee of the College nor the clinical facility. Because of that, students are not covered by health insurance or workmen's compensation by either the College or the clinical facility. Should an injury occur, the student will be responsible for any medical care.

Drug Free Workplace Policy

The welfare and success of Lake Michigan College depends on the physical and psychological health of all its students and employees. The abuse of drugs and alcohol poses a serious threat to the College, its students, and its employees. Commonly abused or improperly used drugs and substances include, among others: alcohol, pain killers, sedatives, stimulants and tranquilizers as well as marijuana, cocaine, heroin, and other illegal drugs.

The unlawful manufacturing, distribution, possession and/or sale of marijuana, narcotics, or other controlled

substance except as expressly permitted by law. This includes the possession of paraphernalia. The Michigan Medical Marijuana Act of 2008 (MMMA) notwithstanding, Lake Michigan College is subject to the Federal Drug-Free Workplace Act of 1988, both of which prohibit controlled substances on campus, including marijuana. The use or possession of medical marijuana is not permitted anywhere on Lake Michigan College's campuses. Students subject to random, unannounced drug screens. Refusal of random drug screen at the time of request puts student subject to dismissal from the program.

Personal Problem Solving

If any Radiologic Technology student is having difficulties maintaining the program course work, personal conflicts, or complaints regarding the program, the following individuals may be contacted to assist the student:

Program DirectorIldiko Widman (269) 487-6062
Clinical CoordinatorDave Barrett (269) 927-4564
Dean, Health Sciences LaToya Mason (269) 926-4086

If students have concerns regarding a program class, they should first contact their course instructor. Financial concerns should be discussed with the Lake Michigan College Business Office 269.927.8160 or the Financial Aid Department finaid@lakemichigancollege.edu. Contact the Health Sciences Office for general support, if needed, at HealthSciences@lakemichigancollege.edu.

For information regarding accommodations, disability support services, or counseling services, students must contact the [Student Well-Being and Accessibility Office](#) by e-mail at dss@lakemichigancollege.edu or phone at (269) 927-8866. A list of the current Radiologic Technology Advisory Committee is available upon request from the Program Director.

Radiologic Technology Program

Clinical Information, Policies & Procedures



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Terminology

There are many terms unique to the Radiologic Technology program. In order that you may understand the remainder of this handbook, consider the following definitions:

Competency

The student's ability to perform within a realm of limited supervision and assume those duties and responsibilities set forth in course and clinical objectives. The minimum level of competency is 85%.

CATEGORY

A group of radiographic examinations that exemplify an area of the human body. For example: lower extremity. The student is assigned a new category each semester.

ARRT SKILL EVALUATION

The procedure in which a student's performance in one of the following patient care skills is evaluated. Patient skill evaluations to complete are: vital signs, patient transport, oxygen administration, venipuncture and injection, sterile and aseptic technique (three forms).

SIMULATION

The student performs a radiographic examination on a live subject (not a patient) and simulates the exposure. Or, an x-ray phantom may be used as a "patient" and the procedure may be simulated with an exposure. In both cases a radiograph of the area of interest shall be critiqued by the student.

DIRECT SUPERVISION

A Radiologic Technologist is present in the radiographic room while a student is performing an x-ray examination. If a student has not tested out on a specific exam, he/she must be under direct supervision while performing such exams. All mobile fluoroscopy/c-arm/portable exams, surgery, and repeat exposures require direct supervision.

INDIRECT SUPERVISION

A Radiologic Technologist is available for consultation with the student but is not necessarily present in the radiographic room during an x-ray examination. Although the Technologist may not be present in the room, in an appropriate indirect supervision situation, they must be in a room immediately adjacent to the exam room or in a location where the student is performing the exam.

Clinical Experience

The student is expected to help the staff as much as possible by either helping with a patient exam or performing the exam. The students are placed in a clinical site as a learning modality and we wish to utilize this clinical experience to the fullest extent possible. *Students must understand and adhere to the policies the clinical site requires prior to working in that particular clinical site.*

Clinical Assignment

The clinical site is a third-party entity into which students are placed for practical experience. Students will attend a variety of clinical sites throughout the program. Students do not get to pick their clinical assignments. Students should not rely upon the availability of a clinical site in a particular geographical location. The Lake Michigan College Clinical Coordinator will establish the specific student clinical assignments and rotation for each clinical site. Students may be expected to commute to an additional clinical site (other than the initial clinical site assigned) to obtain the complete education of the Radiologic Technology program. The Lake Michigan College Program Director and Clinical Coordinator along with the clinical site must approve all student rotations.

While Lake Michigan College uses its best efforts to negotiate clinical sites, even after they become available they can become unavailable for reasons beyond the control of the College; in that event, Lake Michigan College has no liability.

A basic clinical site schedule will be utilized as a guide by the Clinical Coordinator. The clinical shift schedule will be determined by the assigned Clinical Instructor of the clinical site. The Radiologic Technology students may be required to follow the workday schedule of their assigned clinical site. Lunches and work breaks will be at the discretion of the supervising Radiographer. The clinical schedule is determined by the clinical site not the student. The program follows JRCERT guidelines for clinical rotation hours. Clinicals will not exceed 40 hours per week, and no more than 10 hours per week.

Program Director

Responsible for academic leadership, teaching, and administrative management of the Radiologic Technology program. The Program Director is responsible for the equipment, facilities, and activities of the program, along with monitoring and evaluating all clinical affiliates.

Clinical Coordinator

Provides direct clinical and technical supervision of students enrolled in the Radiologic Technology program and acts as a liaison between the clinical affiliates and the College. They are responsible for clinical assignments, orientation of clinical preceptors in regard to student supervision, mediating student/clinical site concerns and evaluating student performance during periodic clinical visits.

Clinical Preceptor

A Radiographer employed at the clinical site that is responsible for the student(s) clinical education while they are at their specific clinical facility. The instructor evaluates the performance of the students in the clinical setting.

Staff Radiographer

Radiographers who are employees at the assigned clinical site instruct and assist students during their clinical experience. These individuals support the clinical education and evaluate students while at the clinical site.

Radiologic Technology students are required to follow all rules and regulations of each clinical site they are assigned. **Students violating such rules or regulations will be subject to a VOP/warning and/or dismissal from the Radiologic Technology Program.**

It is the student's responsibility to establish a working relationship with their clinical site. Failure to do so will result in the student being dismissed from the clinical setting and therefore the program.

ALL images must be passed by a radiologic technologist in charge of your site (can be staff technologists), a student cannot complete an exam and send it PACS without consulting a radiologic technologist staff member first.

Clinical Evaluation Procedure

The student begins their clinical participation by first assisting a practicing Radiologic Technologist in performing radiographic examinations. This participation moves from a passive mode of observation to a more active role of assisting. As the student gains experience in various radiographic procedures, they gradually move into an independent role, with limited supervision. Before any independence is allowed, the student must first prove competency in the specific procedure. Until competency is demonstrated, the student will remain under direct supervision.

Regardless of competency all patient images taken by a student must be reviewed by a registered technologist before sent to the Radiologist. Failure to have images checked with the technologist will result in a VOP.

Each of the four (4) clinical semesters of training, the student must challenge a specific number of exams from the list of procedures on page 32-36. The number of evaluations that students must accomplish each semester is defined on page 36. The only persons allowed to grade the student on exams performed on patients are the Clinical Instructors from each clinical site, LMC Clinical Adjunct Instructors, Clinical Coordinator, or the Program Director. The simulated tests will be performed by the Program Director, Clinical Coordinator, LMC Clinical Adjunct Instructors or the Lab Instructor. All of the Technologists/Instructors will be using the designated online clinical competency evaluation. **It is the student's responsibility to make sure they are graded on exams performed, and the grading technologist enters it into Tracks (Trajecsys) system. Clinical Coordinator will review grades and determine if the percentage is correct.** If a form is incorrectly marked or if the math is incorrect, the Program Director/Clinical Coordinator reserves the right to correct it.

For both clinical and laboratory competencies, a grade below 85% will be considered failing and must be repeated at a later date after remediation has occurred. Remediation will consist of a simulation of the exam with either the Clinical Coordinator or Program Director. The student must complete the remediation process according to the timeline designated by the Program Director. A student will have one (1) attempt to pass the remediation evaluation. **The highest grade possible for a retest score on a clinical competency exam will not exceed 86%.**

Failure to pass on the second attempt on a previously failed exam at clinicals, or in the laboratory, will result in a failing grade for the course and dismissal from the Program. A total of three (3) separate laboratory exam failures during the first fall semester will result in a failing grade for the course and dismissal from the program. A total of three (3) separate failures, either clinical or laboratory, during the Program will result in dismissal from the Program. Clinical Failures and Laboratory Failures are considered separate.

If a student demonstrated incompetence on an exam competency they had previously passed, the attending clinical instructor/technologists may revoke the passed competency. In this case, the student isn't penalized, but they must retest with direct supervision until the exam competency is again passed.

It is suggested that students either perform or simulate each examination several times before an evaluation occurs. When students feel confident to take an evaluation, the Clinical Instructor should be notified when an examination of that type becomes available.

Spot Checks

Spot checks will be given at the clinical sites by the LMC Clinical Adjunct Instructors or the Program Director. The lab competency form will be used to grade your proficiency. If a student fails a spot check, the student will immediately be remediated upon that specific exam. Failure of 2 spot checks a semester will result in a failing clinical grade. Failure of three (3) total spot checks throughout the Program will render the student as subject to dismissal from the Program.

Simulation of Examinations for Clinical Readiness

Prior to being allowed to conduct radiographic procedures on actual patients, the student must successfully simulate the category of examinations in the laboratory. During the simulation, the student will role play taking radiographs. Under most circumstances, the patient flow during clinical practicum will be sufficient to allow

each student the opportunity for evaluation without resorting to simulation for ARRT competency check off requirements. However, circumstances may necessitate the implementation of simulation. For LMC Program requirements, the following exams may not be simulated: barium enemas, UGI's, esophagrams, and C-arm procedures. These exams must be performed on patients. Should the Radiologist not perform overhead images on these exams, this portion of the exam may be simulated.

Repeat Policy

All repeat procedures must be completed with direct supervision from a registered radiologic technologist.

Unscheduled Examinations

Each semester the students in the laboratory and clinical practicum will have to perform a specific number of examinations. The time of the evaluations will be determined and administered by the Program Director/Clinical Coordinator at the clinical sites and the Laboratory Instructor in the Lake Michigan College lab. The evaluations in the clinical sites will be either simulations or on actual patients. The Program Director/Clinical Coordinator/LMC clinical faculty will perform no more than 5 total simulations for the program, this includes lab simulations.

Scope of Responsibility

The evaluation process is the dual responsibility of both the student and the Clinical Instructors/Coordinator. All parties must remain aware of the number of evaluations required each semester and work together toward completing the requirements as defined. The student, as well as the Clinical Coordinator, will each keep track of completed clinical competencies. Students must complete the Orientation Check Off Form within one week of starting a new clinical rotation.

Student Performance Evaluation

Each rotation the student will be evaluated by the Clinical Instructors from each affiliate for overall student performances. These evaluations allow the student an opportunity to discover how Technologists perceive the student's work skills and attitudes. These evaluations are intended as a performance indicator, but will not be used for determining a clinical grade. These evaluations can be done at any time during the students clinical experience.

Anecdotal Notes

The Lake Michigan College Radiologic Technology Faculty may maintain anecdotal notes concerning student performance during clinical practicum, if needed. These notes are intended to keep accurate documentation of incidences or excerpts of a student's clinical experience. These notes are intended as a performance indicator but will not be used in determining a clinical grade.

Dress Code

The professional status of any health care worker depends in a large part upon the manner in which that person is perceived. Clothing is an important part of our professional image. For this reason, a student radiographer is expected to be neat and clean in appearance and appropriately dressed for all clinical assignments. Regardless of the dress code at the clinical affiliate at which the student is training the following dress policies will apply.

The Clinical Instructor shall determine the appropriateness of the student's appearance and dress. Exceptions to the dress code include prescribed attire while in OR and other specific activities. Such exceptions must be approved by the Clinical Instructor.

Inappropriate attire will result in a verbal warning the first time and a VOP for each subsequent incident. The student may be sent home to change if the Clinical Instructor determines it to be necessary.

All students are required to wear their LMC Radiologic Technology Student ID badge and yellow student badge

backer while at the clinical setting. Badge backers must be returned to the Health Sciences Office at the time of exit or program completion. If the student works as an employee of a health facility, they must not wear their LMC Student ID badge while functioning as an employee.

The College-issued dosimetry badge must be worn at all times during clinical practicum. **AT NO TIME WILL THE STUDENT BE ALLOWED TO PARTICIPATE IN LAB OR CLINICAL PRACTICUM WITHOUT HIS/HER DOSIMETRY BADGE.** A VOP will be issued and the student will be excused from clinical practicum for the day and STO will be deducted. The College dosimetry badge is not to be worn by a student functioning as an employee outside of clinical hours.

Uniform Policy

ALL UNIFORM SCRUBS (pants, tops, and jacket) MUST BE NAVY unless a site requires specific color. Uniforms must be the school approved uniform from the designated uniform retailer, fit well and be clean and pressed. The personnel at the LMC Barnes & Noble Bookstore can assist you with your uniform purchase.

Students must wear the required scrub uniform to clinical practicum AT ALL TIMES.

Uniform Requirements

- **Pants:** drawstring or elastic waist, no ankle cuffs – may have slit pickets or cargo pockets.
- **Top:** short sleeve, V-neck scrub top with one or two pockets.
- **Jacket:** V-neck cardigan style or pocket jacket with snaps and knit cuffs.
- **Shoes:** White leather or fake leather lace-up uniform or tennis shoes. NO MESH. Shoes and laces must be clean and white.
- **ID Badge:** LMC Radiologic Technology Student ID Badge and yellow student badge-backer, issued at start of program (badge backers must be returned at the time of exit or graduation)
- *Optional:* White long-sleeve t-shirts are permitted to be worn under scrub tops if desired

General Grooming Guidelines

- Hair should be washed, neatly styled and pulled back if below shoulder length so as to avoid patient contact. Beards and any facial hair must be clean and neatly trimmed.
- Fingernails must be kept short, neat and clean. Long fingernails present a hazard to the patient during positioning. Artificial nails are not permitted.
- Perfumes and colognes are not permitted. Cosmetics and deodorant are permissible, if used moderately.
- Plain jewelry is acceptable. Costume jewelry or dangling earrings, necklaces or bracelets are not permitted. The wearing of excessive jewelry is a hazard to the patient and jewelry may become caught in the equipment or damaged.
- Earrings in other visible body parts besides the ear are **NOT** acceptable. No more than two (2) earrings per ear will be acceptable.
- Bodily cleanliness, a clean uniform and personal oral hygiene are necessary to prevent personal odor. Hygiene odors are offensive to patients and co-workers. If a student's personal hygiene is not appropriate they may be subject to dismissal from clinicals for the day. The missed time will be subtracted from the students' STO bank.
- Tattoos must not be visible.

Cell Phones at Clinical Sites

At the clinical site, personal telephone calls are **not permitted**, except for emergencies or during the designated break times or the designated lunchtime. Students must be mindful that that use of electronic communication devices between patient exams may reflect to the clinical staff that the student is disinterested in various clinical activities that may or may not involve performing procedures. Misuse of electronic communication devices and

telephone communications, whether at clinical site or in the college classroom, may constitute an issuance of a Violation of Policy: Warning Notice or Program Dismissal. Clinical site department phones are not to be used by the student for personal phone calls.

Smoking

Smoking/vaping is only allowed in the hospital or clinical facilities' designated smoking areas. Many clinical facilities do not allow smoking/vaping anywhere on the premises.

Parking

Clinical parking instructions will be provided by the Program Director and/or clinical site as it pertains to student parking. Students must follow these parking instructions.

Gum Chewing/Eating

Gum chewing and eating is not permitted in the Radiology Department areas designated for patient and physician services.

Clinical Attendance and Tracking

Good attendance and punctuality are important traits of a professional radiographer. When the student leaves training and enters the work world, he/she will find these traits vital to successful employment. Any absences or tardiness, no matter how legitimate, disrupts the learning process of the student and disrupts the operational function of the Medical Imaging Department. Students must complete a request for clinical absence for an approved scheduled absence. (See Exhibit F).

The faculty attempts to instill the importance of punctuality and good attendance by establishing the following guidelines.

1. Students will use the online tracking system Trajecsys (also referred to as Tracks) at each clinical site to maintain a record of their clinical attendance. A record of all absences and tardiness will be maintained in the student's permanent file.
2. Student radiographers are required to record their time accurately. Students must time in and out through Trajecsys and approved by the clinical preceptor technologist of that facility. This policy also applies when students are participating in respective modality observation days.
3. As a student serving clinical time, the student is not a hospital employee. Therefore, students must take a lunch break and two 15 minute breaks.
4. Student radiographers are not to record in/out for others.
5. All hours logged must accurately reflect total amount of hours covered at clinicals by the schedule.
6. Upon the 1st semester of the Program all new enrollees will receive 48 hours of STO - Student Time Off. STO is allotted to each student for the entire program. It is designed for emergent needs. It is not designated, for instance, for non-emergent appointments and vacation time.
7. Hours worked as an employee may not be substituted as clinical hours.
8. Missed clinical time will be deducted from the student's STO bank.
9. If a clinical site sends the student home due to the student becoming ill during the day of the rotation, then this time will not be deducted from the student's STO. Refer to the Program Clinical Coordinator about this policy and specific qualifying situations.
10. The Clinical Coordinator will keep track of student STO. Students are also required to keep track of their own STO, and it is the student's responsibility to know how much STO he/she has remaining.
11. All clinical competencies and program/college/JRCERT requirements must be complete for a student to be eligible to sit for the ARRT's certification examination.

12. Each student must complete a minimum number of program clinical hours to graduate. These clinical hours are to be completed in accordance with published assignments over the entire program.
13. A student may be subject to dismissal from the Program if the student's missed clinical time exceeds the 48 hour STO allotment for clinical time. If a student exceeds the STO allotment, then the student has not successfully completed the Program clinical requirement. An incomplete of this or other program requirements will render the student as ineligible to sit for ARRT exam certification.
14. More than 16 hours of STO taken as consecutive clinical days (i.e., Monday/Tuesday or Friday/Monday) may constitute dismissal from the program. Decisions regarding student dismissal will be made by the Program Director with input from the Program Director and other faculty of the Program.
15. Students are required to be at the Radiologic Technology clinical site until the completion of their shift unless permission is obtained from the supervising clinical instructor and the supervising radiographer. Students will only receive clinical hours for time actually spent within the clinical setting. Student are required to submit clinical attendance reporting forms.
16. The student is to notify the attending radiographer whenever the student leaves the Radiologic Technology lab/department. Failure to do so may be interpreted as abandonment of the clinical assignment.

Absences Due to Illness or Personal Leave

1. Radiologic Technology students receive 48 hours of STO. STO is to be used for illness or emergent needs. STO should not be considered synonymous with vacation leave or leave for non-emergent events or appointments. There is no "make-up" time.
2. If a student must be absent due to illness or an emergent need the student must notify the Clinical Preceptor "In Charge" personnel at the clinical site and the Clinical Coordinator prior to the beginning of the student's shift. The Clinical Coordinator's cell phone number is 269-930-4528; the Clinical Coordinator's email is dbarrett@lakemichigancollege.edu.
3. If the student fails to notify the clinical site and the Clinical Coordinator prior to the beginning of the shift, the student will receive a deduction of a whole clinical semester letter grade. It should be noted that a no call/no show violation constitutes a VOP No call/no show is defined as the student not providing notification of absence prior to or during the assigned day's shift.

Pre-arranged Absences

1. A fraction of a day shall only be accepted as a legitimate personal leave for obvious illness or an appointment that has been pre-arranged and approved by the Clinical Coordinator 1 week before such a time.
2. Repeated missed fraction of a day or time may be questioned and denied by the Clinical Coordinator and a VOP may be issued.

Pre-arranged Schedule Changes

If a student is experiencing a personal medical situation that does not require a medical exit from the program, the student must contact the Program Director. The Program Director can discuss potential changes to the student's schedule and/or alternative methods of completing required coursework and/or clinical time (within the scope of allowable clinical time). Changes cannot be guaranteed, but available options will be discussed on a case-by-case basis.

Tardies

1. A tardy is defined as not being where the student is assigned and ready to begin clinical practicum at the designated time.
2. An accumulation of two (2) tardies in a single semester will result in a lowering of the clinical grade by one letter grade. For every set of two (2) tardies the clinical letter grade will be lowered one letter grade.
3. An accumulation of four (4) tardies, total, in the Program will constitute issuance of a VOP.

Bereavement Leave

Upon notice to the Program Director, the student will be granted up to three (3) consecutive days off regularly scheduled course requirements in the event of a death within the immediate family.

Immediate family is defined as:

- | | | |
|---------------|-------------------|-------------------------|
| • Spouse | • Spouse's Father | • Grandchild |
| • Grandparent | • Brother | • Mother |
| • Sister | • Father | • Brother/Sister-in-law |
| • Child | • Spouse's Mother | • Legal Guardian |

It is not the intention of this policy to provide adequate time to adjust to the loss of a loved one, but rather to allow some reprieve from the pressures of study during the grieving process.

Students must follow appropriate communication procedures with the Program Director and the student's assigned clinical site about their intent to take bereavement leave. Bereavement leave taken without appropriate communication and/or approval will constitute, at minimum, a First Warning or possible dismissal from the program.

Documentation from the student is required for the student to be eligible for excused bereavement leave. The student is responsible for completion of the clinical and classroom objectives for the time missed during bereavement leave.

Injuries at Clinical Sites

Any student who incurs an injury during their program studies at a clinical site must notify the Clinical Coordinator and Program Director and Dean of Health Sciences as soon as possible. The student will be instructed to follow the clinical site's process when such an injury occurs within their facility. The student bears the responsibility of their own health insurance or payments for treatment in case of injury at clinicals.

Personal Illness or Injury

Any student who is unable to perform routine duties of a radiographic technologist because of personal illness or injury must notify the Clinical Coordinator and Program Director as soon as possible. The student must notify the Program Director and Clinical Coordinator in writing as soon as possible of the anticipated length of the illness or disability.

Trading Shifts

Students are required to attend clinical practicum as assigned. Trading of shifts between students is not permitted.

Showing Up on the Wrong Day/Shift/Site

Students who arrive at the clinical affiliate on the wrong day/shift/place will not be allowed to start early or complete practicum other than as scheduled.

As part of the education program, candidates must demonstrate competence in the clinical procedures identified below. These clinical procedures are listed in more detail in the following sections:

- Ten mandatory general patient care procedures;
- 36 mandatory imaging procedures;
- 15 elective imaging procedures selected from a list of 34 procedures;
- One of the 15 elective imaging procedures must be selected from the head section; **and**
- Two of the 15 elective imaging procedures must be selected from the fluoroscopy studies section.

One patient may be used to document more than one competency. However, each individual procedure may be used for only one competency (e.g., a portable femur can only be used for a portable extremity or a femur but not both).

General Patient Care Procedures

Candidates must be CPR/BLS certified and have demonstrated competence in the remaining nine patient care procedures listed below. The procedures should be performed on patients whenever possible, but simulation is acceptable if state regulations or institutional practice prohibits candidates from performing the procedures on patients.

General Patient Care Procedures	Date Completed	Competence Verified By
CPR/BLS Certified		
Vital Signs – Blood Pressure		
Vital Signs – Temperature		
Vital Signs – Pulse		
Vital Signs – Respiration		
Vital Signs – Pulse Oximetry		
Sterile and Medical Aseptic Technique		
Venipuncture*		
Assisted Patient Transfer (e.g. Slider Board, Mechanical Lift, Gait Belt)		
Care of Patient Medical Equipment (e.g., Oxygen Tank, IV Tubing)		

**Venipuncture can be simulated by demonstrating aseptic technique on another person, but then inserting the needle into an artificial forearm or suitable device*

Institutional protocol will determine the positions and projections used for each procedure. When performing imaging procedures, the candidate must independently demonstrate appropriate:

- patient identity verification
- examination order verification
- patient assessment
- room preparation
- patient management
- equipment operation
- technique selection
- patient positioning
- radiation safety
- image processing
- image evaluation

IMAGING PROCEDURES

Imaging Procedures	Mandatory or Elective		Eligible for Simulation	Date Completed	Competence Verified By
	Mandatory	Elective			
CHEST and THORAX					
Chest Routine	X				
Chest AP (Wheelchair or Stretcher)	X				
Ribs	X		X		
Chest Lateral Decubitus		X	X		
Sternum		X	X		
Upper Airway (Soft-Tissue Neck)		X	X		
Sternoclavicular Joints		X	X		
UPPER EXTREMITY					
Thumb or Finger	X		X		
Hand	X				
Wrist	X				
Forearm	X				
Elbow	X				
Humerus	X		X		
Shoulder	X				
Clavicle	X		X		
Scapula		X	X		
AC Joints		X	X		
TRAUMA: Shoulder or Humerus (Scapular Y, Transthoracic or Axial)*	X				
TRAUMA: Upper Extremity (Non-Shoulder)*	X				
* Trauma requires modifications in positioning due to injury with monitoring of the patient’s condition.					
LOWER EXTREMITY					
Toes		X	X		
Foot	X				
Ankle	X				
Knee	X				
Tibia-Fibula	X		X		
Femur	X				
Patella		X	X		
Calcaneus		X	X		
TRAUMA: Lower Extremity*	X				
*Trauma requires modifications in positioning due to injury with monitoring of the patient’s condition.					
HEAD – Candidates must select at least one elective procedure from this section					
Skull		X	X		
Facial Bones		X	X		
Mandible		X	X		
Temporomandibular Joints		X	X		
Nasal Bones		X	X		
Obits		X	X		

Imaging Procedures	Mandatory or Elective		Eligible for Simulation	Date Completed	Competence Verified By
	Mandatory	Elective			
Paranasal Sinuses		X	X		
SPINE AND PELVIS					
Cervical Spine	X				
Thoracic Spine	X		X		
Lumbar Spine	X				
Cross-Table (Horizontal Beam) Lateral Spine (Patient Recumbent)	X		X		
Pelvis	X				
Hip	X				
Cross-Table (Horizontal Beam) Lateral Hip (Patient Recumbent)	X		X		
Sacrum and/or Coccyx		X	X		
Scoliosis Series		X	X		
Sacroiliac Joints		X	X		
ABDOMEN					
Abdomen Supine	X				
Abdomen Upright	X		X		
Abdomen Decubitus		X	X		
Intravenous Urography		X			
FLUOROSCOPY STUDIES - Candidates must select two procedures from this section and perform per site protocol.					
Upper GI Series, Single or Double Contrast		X			
Contrast Enema, Single or Double Contrast		X			
Small Bowel Series		X			
Esophagus (NOT Swallowing Dysfunction Study)		X			
Cystography/Cystourethrography		X			
ERCP		X			
Myelography		X			
Arthrography		X			
Hysterosalpingography		X			
MOBILE C-ARM Studies					
C-Arm Procedure <i>(Requiring manipulation to obtain more than one projection)</i>	X		X		
Surgical C-Arm Procedure <i>(requiring manipulation around an sterile field)</i>	X		X		
MOBILE RADIOGRAPHIC STUDIES					
Chest	X				
Abdomen	X				
Upper or Lower Extremity	X				

Imaging Procedures	Mandatory or Elective		Eligible for Simulation	Date Completed	Competence Verified By
	Mandatory	Elective			
PEDIATRIC PATIENT (age 6 or younger)					
Chest Routine	X		X		
Upper or Lower Extremity		X	X		
Abdomen		X	X		
Mobile Study		X	X		
GERIATRIC PATIENT (At Least 65 Years Old and Physically or Cognitively Impaired as a Result of Aging)					
Chest Routine	X				
Upper or Lower Extremity	X				
Hip or Spine		X			
SUBTOTAL					
Total Mandatory Exams Required	36				
Total Elective Exams Required		15			
Total Number of Simulations Allowed			3*		

*LMC reserves the right to cap simulations at 3 total.

Simulations must meet the following criteria: (a) the student is required to competently demonstrate skills as similar as circumstances permit to the cognitive, psychomotor, and affective skills required in the clinical setting; (b) the Program Director/Clinical Coordinator is confident that the skills required to competently perform the simulated task will generalize or transfer to the clinical setting.

Following is a list of the number of evaluations to be completed each semester, this makes a total of 51 competencies to be completed by the program end.

*Semester amounts subject to change upon semester syllabus.

Spring — First Year: Maximum Total of twelve (12)

- One (1) to be completed on a patient or simulation by the Program Director/Clinical Coordinator/LMC Clinical Faculty
- One (1) to be completed by simulation with the Lab Instructor
- Ten (10) to be completed on patients by designated Technologists, Clinical Instructor, Clinical Coordinator or Program Director

Summer (14 weeks) – First Year: Minimum of seventeen (17), Maximum of twenty - five (25)

- All seventeen – twenty five (17-25) can be completed on patients by designated Technologists, Clinical Instructor, Clinical Coordinator or Program Director

Fall — Second Year: Minimum of sixteen (16)

- One (1) to be completed on a patient or simulation by the Program Director/Clinical Coordinator/LMC Clinical Faculty
- Fifteen (15) to be completed on patients by designated Technologists, Clinical Instructor, Clinical Coordinator or Program Director

Spring — Second Year: Complete Remaining ARRT Competency Requirements

Joint Review Committee on Education in Radiologic Technology (JRCERT) Process for Reporting Allegations

I. Important Notes

1. The JRCERT cannot advocate on behalf of any student(s). An investigation into allegations of non-compliance addresses only the program's compliance with accreditation standards and will not affect the status of any individual student.
2. The investigation process may take several months.
3. The JRCERT will not divulge the identity of any complainant(s) unless required to do so through the legal process.

II. Process

1. Before submitting allegations, the individual must first attempt to resolve the complaint directly with program/institution officials by following the due process or grievance procedures provided by the program/institution. Each program/institution is required to publish its internal complaint procedure in an informational document such as a catalog or student handbook (Standard One, Objective 1.1).
2. If the individual is unable to resolve the complaint with program/institution officials or believes that the concerns have not been properly addressed, he or she may submit allegations of non-compliance to the JRCERT:

Chief Executive Officer
Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
PH: (312) 704 – 5300
Fax: (312) 704 – 5304
Email: mail@jrcert.org

3. The Allegations Reporting Form must be completed and sent to the above address with required supporting materials. All submitted documentation must be legible.
4. Forms submitted without a signature or the required supporting material will not be considered.
5. If a complainant fails to submit appropriate materials as requested, the complaint will be closed.

The Higher Education Opportunities Act of 2008, as amended, provides that a student, graduate, faculty, or any other individual who believes he or she has been aggrieved by an educational program or institution has the right to submit documented allegation(s) to the agency accrediting the institution or program.

The JRCERT, recognized by the United States Department of Education for the accreditation of radiography, radiation therapy, magnetic resonance, and medical dosimetry educational programs investigates allegation(s) submitted, in writing, signed by any individual with reason to believe that an accredited program has acted contrary to the relevant accreditation standards or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.



Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
312.704.5300 • (Fax) 312.704.5304
www.jrcert.org

Joint Review Committee on Education in Radiologic Technology (JRCERT) Allegations Reporting Form

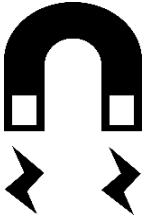
I. General Information	
Name of Complainant	
Address	
Signature	
Date	

II. Institution Sponsoring the Program	
Name	
City and State	
Type of Program	☐ Radiography ☐ Radiation Therapy ☐ Magnetic Resonance ☐ Medical Dosimetry

III. Required Information
1. Attach a copy of the program's publication that includes the due process or grievance procedure. 2. Provide a narrative that identifies what you did at each step of the due process or grievance procedure, copies of materials you submitted as part of your appeal, and copies of correspondence you received in response to your appeal. 3. List the specific objective(s) from the accreditation standards (available at www.jrcert.org/jrcert-standards) and indicate what the program is alleged to have done that is not in compliance with the cited objective(s). Example <u>Objective:</u> 5.4 direct supervision pre-competency <u>Allegation:</u> Students often do patient exams without supervision before they have completed a competency check-off.

IV. Identify what was done at each step of the due process or grievance procedure (remember to attach copies of materials you submitted as part of your appeal and copies of correspondence you received in response to your appeal).

V. List the specific objective(s) from the accreditation standards (available at www.jrcert.org/jrcert-standards) and indicate what the program is alleged to have done that is not in compliance with the cited objective(s).


MAGNETIC RESONANCE (MR) ENVIRONMENT SCREENING FORM FOR INDIVIDUALS

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!**

Date ____/____/____ Name _____ Age _____

Address _____ Telephone (Home) (____) _____ - _____

City _____ Telephone (Work) (____) _____ - _____

State _____ Zip Code _____

1. Have you had a prior surgery or an operation (e.g., arthroscopy, endoscopy, etc.) of any kind? ☐ No ☐ Yes
 a. 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
 a. 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
 a. If yes, please describe: _____

Pregnancy Notice: The declared pregnant student who continues to work in and around the MR environment should not remain within the MR scanner room or Zone IV during actual data acquisition or scanning. See the *Pregnancy Guidelines for the Declared Gravid Student* in the LMC Radiologic Technology Student Handbook for additional information. Declaration of pregnancy is voluntary.



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, beepers, cell phone, keys, eyeglasses, hair pins, barrettes, jewelry (including all body piercings), 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 questions or concerns **BEFORE you enter the MR system room.**

I attest that the above information is correct to the best of my knowledge. 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. I understand that if my MRI screening status has changed, I must notify the Program Director immediately.

Signature of Person Completing the Form: _____ Date ____/____/____

Form Information Reviewed By _____
 Full Name Signature

☐ MRI Technologist ☐ Radiologist ☐ OTHER _____



Radiologic Technology Program

APPENDICES

Because of documented specific evidence by the National Council on Radiation Protection and Measurements on the unborn fetus, especially during the first three months, any student who declares their pregnancy while in the Radiologic Technology program will adhere to the following procedure. Declaration of pregnancy while in the Radiologic Technology program is voluntary.

1. As is general policy of the Radiologic Technology Program, the student will not be involved in holding patients for diagnostic x-rays.
2. Declaration of pregnancy is voluntary. If the student decides to declare their pregnancy, they must provide a written notification. The student has the option to continue in the program without modification.
3. If a student cannot complete the Program requirements, they will receive credit for those semesters completed and be required to apply for "admission with advanced placement" during the next semester of enrollment following the end of the pregnancy. Since this is a limited enrollment program, admission will be on a "space available" basis.
4. Lake Michigan College's responsibility in assuring that the fetal dose not exceed 5 mSv gestational period does not begin until the notification of the pregnancy is given in writing.
5. A copy of the Regulatory Guide 8.13 from the U.S. Nuclear Regulatory Commission will be provided to the student by the Program Director.
6. The student will be counseled by Program faculty regarding radiation effects to the fetus. The student will be counseled to follow ALARA practices, Regulatory Guide 8.13.
7. The student will be closely monitored and will be required to wear two radiation dosimetry badges: a collar badge and body badge at the abdominal level.
8. The student's clinical assignments will not be adjusted to avoid rotations involving fluoroscopy, portable radiography and operating room procedures, and radioisotopes unless notified by the student's physician.
9. The student accepts full responsibility for any complications occurring in her pregnancy or to the fetus because of added hazards during the Radiologic Technology program.
10. The student will be required to complete all program requirements before being recommended to sit for American Registry of Radiologic Technologist examination.
11. The student may request to withdraw their declaration of pregnancy at any time. A written notification must be submitted to the Program Director.

Incivility is an important issue in healthcare which can lead to a breakdown in communication, impact patient safety, and lead to patient harm (Grissinger, 2017; ISMP, 2014; Luparell, 2011). This issue is so important that The Joint Commission and the Institute of Safe Medication Practices (ISMP) have issued reports to address this issue (The Joint Commission, 2008; ISMP, 2004, 2014). More specifically, the ISMP states that ...

“These behaviors have been linked to adverse events, medical errors, compromises in patient safety, and even patient mortality. Disrespect causes the recipient to experience fear, anger, shame, confusion, uncertainty, isolation, self-doubt, depression, and a whole host of physical ailments such as insomnia, fatigue, nausea, and hypertension. These feelings diminish a person’s ability to think clearly, make sound judgments, and speak up regarding questions or concerns. Disrespectful behavior is also at the root of difficulties encountered in developing team-based approaches to improving care. Patient confidence has also been undermined by disrespectful behaviors, making patients less likely to ask questions or provide important information” (2014).

Civility is an essential component to professionalism, safety, communication, and patient outcomes. Therefore, in order to foster the growth of the students and provide a civil environment for students, staff, and faculty, LMC’s Radiologic Technology program has adopted the following policy (Schaeffer, 2013):

Students will maintain program civility and respect at all times. This includes the classroom, clinical, lab, and any time outside the learning environment such as individual advising, or email etc. There will be **zero tolerance** for any rude or disruptive behavior while in the Radiologic Technology program and due to the sensitive nature of the issue resulting in an impact on the profession and patient safety, such behavior may result in a dismissal from the program. This includes student to student, student to patient, student to faculty/staff, faculty to student/staff, and faculty to faculty. It is the intent of the Radiologic Technology program to support and foster a culture conducive to learning and maintaining patient safety therefore, the following expectations have been adopted to address disrespect and incivility prior to dismissal:

1. Students will use the code of conduct (professionalism) as the standard of expected behaviors
2. There is a zero tolerance of disrespectful or disruptive behaviors with progressive discipline. (i.e., possible student consequences: a) 1:1 discussion with faculty; b) being placed on a learning contract and/or writing a reflection paper; and c) repetitive behavior moves to warning per handbook).
3. Faculty will role model and assist the student with a restorative process for making better communication and behavioral choices (i.e., Express concerns using "I" statements, staying calm, be objective when communicating, reflecting on behavior, taking accountability and responsibility, etc.)
4. Students will strive to promote collaboration and respect towards all individuals (i.e., faculty, peers, health care staff, patients, etc.)

The following represents examples of incivility that can be either observed, face to face, or via social media. Incivility in the classroom, clinical, or lab might include: talking during lecture, texting during class, arguing, not paying attention, not participating during assigned projects for group work, and include the following definitions and examples (not all-inclusive):

Definition of Incivility:

“Rude or disruptive behavior that may result in psychological distress for the people involved and, if left unaddressed, may progress into threatening situations.” (Clark, 2010)

Definition of Disrespect:

“Any behavior that influences the willingness of staff or patients to speak up or interact with an individual because he or she expects the encounter will be unpleasant or uncomfortable, fits the definition of disrespectful behavior.” (ISMP, 2014)

Examples of Incivility and Uncivil Behaviors:

- Exclusion from important work activities
- Yelling, screaming, verbal attacks
- Taking credit for another’s work
- Emotional tirades, angry outbursts
- Refusing to work collaboratively
- Overt temper tantrums
- Interrupting others
- Gossiping
- Disrupting meetings
- Name-calling
- Discounting input from others
- Condescending speech, rudeness, dismissiveness
- Berating others via e-mail
- Spreading rumors
- Failing to share credit for collaborative work
- Lack of respect for another’s point of view
- Damaging others reputation

Examples of Disrespectful Behaviors:

Disrespectful behavior in healthcare include “... behaviors [that] range from overt acts of abuse and bad behavior to insidious actions so embedded in our culture that they seem normal—gossip” (ISMP, 2014). The following Table includes examples of disrespectful behavior from the Institute of Safe Medication Practices (2014).

Category	Description	Examples
Disruptive	Egregious conduct clearly evident in the behavior and/or speech	Angry or rude outbursts Verbal threats Swearing Pushing or throwing objects Bullying Threat/infliction of physical force or conduct
Demeaning	Patterns of debasing behavior that exploit the weakness of another	Shaming, humiliation Demeaning comments Spiteful behavior, backstabbing behavior Faultfinding Censuring staff in front of others Medical “education by humiliation” Insults or insensitive jokes or remarks Misogynistic or misandrist comments Sexual harassment, sexual innuendo

Category	Description	Examples
Intimidating	Implicit or explicit behaviors or threats used by one individual to control another; abuse of power through threats, coercion, and force of personality	Overbearing behaviors Arrogant behavior Patronizing behaviors Sarcasm or taunting Hostile notes, emails Invading another person's personal space intentionally Unjust verbal statements by someone in authority that result in distressful consequences in the recipient and others
Passive-Aggressive	Negativistic attitudes and passive resistance to demands for adequate performance; make cooperative, compliant, or pleasant comments but behave otherwise	Unreasonably critical of authority Negative comments about colleagues Refusal to do tasks; stubborn about doing things their own way Deliberate delay in responding to calls Go out of the way to make others look bad while acting innocent Undermine another's position, status, value; setting someone up for failure Failure to support a coworker Intentionally communicating incomplete information Willful workarounds without reporting system issues
Passive Disrespect	Uncooperative behaviors that are not malevolent	Chronic lateness to meeting/rounds Sluggish response to requests Resist safe practices (e.g., time outs) Non-participative in improvement efforts Procrastinate causing delays Ill prepared, not prepared
Dismissive Treatment	Behavior that makes patients or staff feel unimportant and uninformed	Condescending comments Patronizing comments/attitude Gossip Aloof, disinterested, ignoring behavior Slights due to gender or race Impatience Resistance to work collaboratively Constant refusal to value, recognize, acknowledge, praise contributions of others Exclusionary and over-ruling behavior
Nonverbal Insidious	Subtle unspoken behavior that may seem innocent enough but is nonetheless disrespectful	Staring or glaring Sighing Making gestures, pointing Making faces, raising eyebrows, rolling eyes Positioning body to exclude others
Systemic Disrespect	Disruptive behaviors so entrenched in the culture that the element of disrespect may be overlooked	Making patients/staff wait for services Requiring long work hours Excessive workloads

(This table has been adapted with permission from the April 24, 2014 issue of the ISMP Medication Safety Alert! Acute Care Edition. The full table can be accessed at <https://www.ismp.org/node/586>)

The [Student Handbook](#) and the Lake Michigan College website publicizes Emergency Preparedness information.

The Academic and College Policies section is contained on the web and in the Student Handbook. This section contains policies and information such as, but not limited to the Incident Reporting Process and the Weapons Free Campus Policy.

The Student Handbook may be accessed at: <https://www.lakemichigancollege.edu/mylmc/student-handbook> or by going to:

1. www.lakemichigancollege.edu
2. Click on **Campus Life**
3. Click on **Student Resources**

The College Catalog and class schedule may be accessed online by going to:

1. www.lakemichigancollege.edu
2. Click on **Campus Life**
3. Click on **Student Resources**
4. Click on **Catalog and Schedule** under the *Enrollment & Registration* header

The Academic and College Policies section in the Student Handbook also provides listings for Emergency Procedures. The College web address for LMC Safety and Emergency Information is <http://www.lakemichigancollege.edu/safety>.

Alcohol and Drugs
Annual Security Report
Campus Crime Reports
Chemical Hygiene Plan
Crime Statistics
Emergency Call Stations

Evacuation & Emergency Procedures
RaveAlert
Reporting Criminal Incidents
Safety Tips
Weather & Emergency Closings

The Radiologic Technology Program orientation session will include a review regarding of the following information:

- RaveAlert and the options students have to receive the RaveAlert messages
- Maxient Reporting System (incident) and proper use of the system
- College Catalog listing of types of student misconduct
- Availability of the classroom media station phone for 6-911 or 911 calls
- Availability of parking lot direct dial 911 phones
- Locations of the College Emergency flip page documents in each classroom and in the lab

The Health Science department faculty has specified the following non-academic criteria which applicants generally are expected to meet in order to participate in the Health Sciences programs and professional practice. These technical standards are necessary and essential and have been developed to provide for the health and safety of the patients receiving care from the health sciences department students.

OBSERVATION – The applicant must be able to participate in all demonstrations, laboratory exercises, and clinical practicum in the clinical component, and to assess and comprehend the condition of all patients assigned for examination, diagnosis and treatment.

COMMUNICATION – the applicant must be able to communicate with patients to effectively elicit patient compliance, understand and assess non-verbal communications, and be able to effectively transmit information to patients, physicians, paraprofessionals, faculty, and staff in a timely way.

PSYCHOMOTOR – the applicant must have motor functions sufficient to elicit information from patients by appropriate diagnostic or therapeutic maneuvers; be able to perform basic tasks; possess all necessary skills to carry out diagnostic or therapeutic procedures; be able to interpret movements reasonably required to provide general care and emergent treatment/actions as necessary for patient safety and comfort.

INTELLECTUAL/ CONCEPTUAL, INTEGRATIVE, AND QUANTITATIVE ABILITIES – The applicant must be able to measure, calculate, reason, analyze, evaluate, and synthesize information and observations. Problem solving, the critical skill demanded of health science practitioners, requires all of these cognitive abilities.

BEHAVIOR AND SOCIAL ATTRIBUTES – The applicant must possess the emotional health required for full utilization of intellectual abilities; execute appropriate medical judgment; the prompt completion of assigned or non-assigned responsibilities for care of and service to the patient; and the development of supportive and effective relationships with patients. Applicants must be able to tolerate physical and mental workloads, function effectively under stress, adapt to changing environments and conditions, display flexibility and function in the face of uncertainties inherent in the clinical setting and with patients. Compassion, integrity and concern for others, interest and motivation are personal qualities each applicant should possess.

Standards	Functions
Ability to stand and walk for 6-8 hours at a time, including occasional periods of sitting. Physical condition sufficient to occasionally carry, push, and pull safely.	Standing and walking for 6-8 hours at a time while actively engaged in radiographic procedures. Pushing and moving stretchers and wheelchairs with patients from patient areas to procedure rooms. Pulling and moving patients to and from radiographic table. Lifting/carrying and attaching extra radiographic table components for specific procedures. Utilize good body mechanics. Pushing heavy mobile radiographic equipment throughout the hospital.
Physical condition and motor skills suitable to balance, climb, crouch, crawl, stoop, kneel, and reach.	Reaching up to 6' with the use of a step stool, if needed, to manipulate equipment. Gathering items needed for intravenous injection.
Manual dexterity and tactile sensitivity suitable enough to detect landmarks and precise measurements.	Drawing up contrast from vial for intravenous injection. Palpate external body land marks to precisely line up radiographic tube.
Hearing sufficient to understand patients and other staff members. Hearing sufficient to detect equipment sounds.	Hearing various background sounds during equipment operations. Listening to patient responses.
Communication and speech sufficient to speak with patients, staff members, and ask appropriate questions.	Communicating in a clear and concise manner to people in various departments. Asking patients questions to obtain appropriate medical history. Providing effective written, oral, nonverbal communication with patients and their families, colleagues, healthcare providers, and the public.
Vision sufficient to view records, reports from equipment, images, and visuals.	Visually assessing patient. Viewing x-ray images.
Sufficient muscle strength, lower back and knee stability to handle patients and equipment in a safe manner. Ability to lift heavy loads, occasionally up to 125 pounds.	Lifting and transferring of patients and physically assisting patients. Moving and manipulation of x-ray systems and equipment.
Sufficient psychological stability and knowledge of techniques/resources to be able to respond appropriately and efficiently in emergent situations in order to minimize dangerous consequences either patient related or environment related. Critical thinking skills sufficient to work and make decisions under high stress. Ethical ability to work under standards and laws.	Recognizing and responding appropriately in emergency situations. Approaching highly stressful human situations calmly. Making a clinical judgment using critical thinking. Adhering to ethical standards of conduct as well as applicable state and federal laws.

Note

Students need to be able to perform each of these tasks with or without accommodation. If an accommodation is necessary because of a disability it is the student's responsibility to provide documentation and to request accommodation. The college will endeavor to satisfy requests for reasonable accommodations, however, it is not guaranteed. **Accommodations for a disability cannot be guaranteed in a hospital setting.*



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C O L L E G E

Radiologic Technology Program
Corrective Action/Warning Reply Form

Student Name: _____ **Date:** _____

My perception of the problem:

My awareness of the seriousness of the problem:

Steps I will implement to correct the problem:

Student Signature: _____

Program Chair Signature: _____

This form is due within three (3) days of issuance of Corrective Action Notice/Written Warning/VOP.

Student Agreement

In consideration of my enrollment and acceptance, I, intending to be legally bound, hereby, for myself, my executors, administrators, and heirs, waive and release Lake Michigan College, their agents, representatives, committees, members and radiographic staff of any and all claims or rights to damage from injuries or losses suffered by me directly or indirectly, while attending, completing and fulfilling both my off-campus and on-campus class and clinical assignments and responsibilities for Lake Michigan College. I agree to abide by the rules and follow the procedures set forth by Lake Michigan College, the Radiologic Technology Program, and the respective clinical facilities governing my conduct and these assignments.

Initials**Privacy Act Statement**

As a Radiologic Technology student at Lake Michigan College, I understand that my name, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and academic awards received, and the most recent previous educational institution attended are public information and can be given out by any employee of the school at any time to any person who properly identifies themselves. In addition, by signing here, I allow the Radiologic Technology Department to give out my name and address (not phone number) as a recruitment tool to clinical facilities, magazine, or journal organizations, and to award programs.

Initials**Confidentiality/HIPAA Statement**

I have received, read, and understand the confidentiality/HIPAA policy of Lake Michigan College. I understand and agree that in the performance of my duties in any of the clinical facilities used by Lake Michigan College, I must hold all patient information in confidence. I understand that any violation of the confidentiality of information shall result in immediate disciplinary action.

Initials**Skill Validation Process**

In the Radiologic Technology Program, certain skills are practiced and validated according to school and Program policy. As a Radiologic Technology student, I recognize and give my consent to be an active participant in the skill validation process. This means I will assume the role of the client and/or technologist for certain skills, including injections and venipuncture.

Initials**Repeat Exposure/Direct Supervision Statement**

I understand I must have direct supervision when making a repeat exposure during clinical education. Direct supervision is strictly enforced if the student hasn't passed an exam competency or while mobile fluoroscopy/portable exams/c-arm/surgical radiography is in use. Failure to adhere to these requirements will result in disciplinary action.

Initials**Patient/Image Receptor Holding Statement**

I understand that as a student I will NOT hold image receptors and I will not hold patients. I understand that if found holding patients or image receptors I will receive disciplinary action in form of a Violation of Policy (VOP).

Initials**JRCERT Standards and Grievance Policies and Procedures**

I acknowledge I have been given a copy of the JRCERT standards and grievance policies and procedures. The standards have been explained to me and I understand how to complete a grievance with the JRCERT.

Initials**Magnetic Resonance Imaging (MRI) Standards and Expectations Form**

I acknowledge I have been provided with a copy of the MRI standards form for my review. The form and standards have been explained to me.

Clinical Site Orientation and Check Off Information

I acknowledge that I am required to complete an orientation check off form each time I attend a new clinical site. I understand this form must be signed by me and turned into the Radiologic Technology Program Clinical Coordinator within one week of clinical site attendance.

Initials**Academic Honesty Policy**

I understand that I cannot violate the course rules and guidelines as contained in individual course syllabi and the Rad Tech Student Handbook. Additionally, I have read and understand Lake Michigan College's [academic honesty policy](#); I understand that failure to comply may result in immediate dismissal.

Initials

I hereby acknowledge that I have received, read, and understand the Lake Michigan College Radiologic Technology Student Handbook including program policies and the Student Agreement Form. I understand that the program assessment plan and information about MRI safety protocols are located in Canvas; by signing this form, I confirm I have received a copy of these documents and know their locations. I further agree to follow all policies and procedures within the handbook.

I understand while attending the clinical site of the Radiologic Technology program, I am expected to follow all reasonable rules and regulations of policies and procedures of the assigned clinical site.

I understand that the Radiologic Technology faculty expect student professional conduct and civility at all times while a student is in the Radiologic Technology program and will reinforce these professional standards, both in the classroom and in clinical settings.

I understand that failure to abide by these rules and regulations may result in dismissal from the Radiologic Technology program.

I further understand that my signature below would allow personnel from the accrediting body, JRCERT, to review my student file during a formal audit of the Radiologic Technology program.

I understand that this signed document will become a part of my academic record in the Radiologic Technology Program.

Student Name	
Student Signature	
Date	

Take a picture or make a copy of the signed agreement form and handbook acknowledgement and upload them to your Complio account. Originals may be collected by program faculty for record keeping.