McHenry County College

Radiologic Technology Student Handbook and Clinical Guide

2025-2026

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MCC Mission Statement:

Our focus is learning. Student success is our goal.

Vision:

A relevant educational institution

- ✓ Preferred
- ✓ Collaborative
- ✓ Full Service/varied modes of delivery on demand
- ✓ Value-based/cost-efficient
- ✓ Services all community including K-12
- ✓ A leader in sustainability

Strategic Initiatives/Goals:

1. Increase student engagement, completion, and success.
2. Maintain the College's financial stability.
3. Deliver infrastructure and technology to ensure state-of-the-art learning environments.
4. Ensure high-quality services and learning opportunities through a culture of continuous improvement, innovation, and accountability.
5. Engage in partnerships that enable McHenry County College students to succeed in a global economy.
6. Attract, develop, and retain quality instructors who are outstanding scholars/teachers and excellent, diverse staff who are committed to the mission of McHenry County College.

McHenry County College Accreditation

McHenry County College is accredited by the Illinois Community Board and the Higher Learning Commission. The accreditation by these bodies allows graduates of the Radiologic Technology program eligibility to take the American Registry of Radiologic Technology national board exam.

McHenry County College Radiologic Technology Program Mission

The mission of the Associate in Applied Science Radiologic Technology Program at McHenry County College (MCC) is to educate and graduate at an entry-level competent, high quality, and professional Radiologic Technologists for the healthcare workforce and for graduates to provide excellent care for the diverse healthcare population.

McHenry County College Radiologic Technology Program Accreditation

The McHenry County College Associate in Applied Science Radiologic Technology Program is in the process of accreditation by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Once accredited graduates will be eligible for certification through the American Registry of Radiologic Technologists (ARRT).

- ✓ **Standards for an Accredited Education Program in Radiologic Science**

It can be found on the JRCERT website @ www.jrcert.org. In the event that there is a question or complaint regarding accreditation matters, inquiries may be directed to:

Joint Review Committee on Education in Radiologic Technology

Chief Executive Officer

20 North Wacker Drive, Suite 2850

Chicago, IL 60606-2901

312-704-5300

Email: mail@jrcert.org

- In the event of a complaint to the JRCERT, the Radiologic Technology program will follow the following steps:
    1. Make every effort to resolve the issue at the local level.
    2. Form a college committee to investigate the issue.
    3. The program will prepare a response to JRCERT within 30 days of receipt of a complaint.

General Guidelines

To facilitate the development and mastery of skills required of a Registered Radiologic Technologist (R.T. R), the following guidelines are mandated for all students enrolled:

I. Program Progression

Student's suggested progress through the AAS Radiologic Technology curriculum by semester is outlined on page of this handbook.

Student's must maintain a GPA of 2.0 or better. Any student who falls below that number will not receive a permit for hospital clinical experience placement.

The scheduled times for academic classes are listed in the college class schedule. All courses for the degree are offered in an in-person format. The Clinical Education Hospital component requires the student to participate onsite at a healthcare facility during the five semester Radiologic Technology program. Clinical hospital sites will be assigned at random, and assignments are final. No students will be assigned to a clinical site where family members work or where they work on a full or part-time basis to provide fairness to all students.

II. Attendance and Tardiness

Professionalism requires accountability and responsibility in in-person courses, as well as on-site professional clinical education attendance. In order to meet professional clinical education experience objectives, absences are discouraged. See individual instructor syllabus for specific criteria.

III. Student Employment

Balancing employment with the demands of any academic program is difficult. The student is expected to be alert in both the classroom and the professional clinical education experience for academic success and safety. Classroom and professional clinical education experience expectations and schedules will not be altered to accommodate student employment.

IV. Transfer Credit

Any student who may have completed prior coursework in a JRCERT accredited Radiologic Technology program, may be able to obtain transfer credit for consideration in the MCC Radiologic Technology program. Students wishing to have these credits considered should contact the Program Director.

V. Grades

The final grade for the Radiologic Technology program will be determined by the method shown on the syllabus.

The grading scale for all Radiologic Technology program courses is as follows:

93-100%	**A**
84-92%	**B**
75-83%	**C***
70-74%	**D**
Below 70	**F**

*The minimum competency level in all Radiologic Technology courses is a grade of C. Students scoring a grade of "D" or "F" in any Radiologic Technology course may not progress to the next course(s) until that course is repeated and passed with a minimum grade of C. ****Grades will not be rounded in any course.****

A. Courses in the Radiologic Technology program are sequenced, meaning that all required courses as listed per semester must be completed with a grade of "C" or better before the student can advance to the next semester of Radiologic Technology courses. If a student will not be allowed to continue the Radiologic Technology program sequence or graduate unless a "C" or better is obtained in all Radiologic Technology (RAD) core curriculum. A final grade of "D" or "F" in any RAD course will preclude the student from continuing the Radiologic Technology Program.

B. The minimum Grade Point Average (GPA) for graduation from the Radiologic Technology Program is 2.5.

VI. Clinical Evaluation

The Radiologic Technology Program's clinical evaluation is based on the following criteria:

- Clinical Progress Report
- Clinical Competencies
- Midterm Clinical Examination
- Final Clinical Evaluation
- Final Written Examination

A student will receive a letter grade for clinical performance based on the above criteria. *No incomplete grades will be permitted.*

*Students are expected to show competency in performing skills satisfactory in the campus lab before that skill can be performed in the clinical setting. *

Unethical/Unsafe Clinical Performance:

- Unethical and/or unsafe occurrences in the clinical setting involving breaches of ethics or safety may result in immediate dismissal from the Radiologic Technology Program.
- The decision to dismiss a student from the Radiologic Technology Program will be made by the Program Director, full-time faculty, part-time faculty, and/or clinical instructors that have supervised the student.

VII. Grade Reporting

The Radiologic Technology program will adhere to FERPA (Family Educational Rights and Privacy Act) and college guidelines when reporting grades. No electronic notification will be provided.

VIII. Academic Honesty

See MCC's Student Code of Conduct Article VI.A for scholastic dishonesty information.

IX. Code of Conduct

Students are expected to conduct themselves in a professional manner, adhering to MCC's Student Code of Conduct and the American Registry of Radiologic Technologists (ARRT) Standards of Ethics included in this handbook.

Expected Graduate Student Learning Goals

1. Graduates of the Radiologic Technology program as entry-level Radiographers should be competent in the following skills:
    - Demonstrate radiation safety practices for both them and their patients.
    - Demonstrate knowledge in the critique of radiographic images.
    - Demonstrate accuracy in all radiographic positions.
2. Graduates of the Radiologic Technology program will demonstrate knowledge and application of critical thinking skills:
    - Demonstrates the ability to modify radiographic images and procedures to meet the patient needs.
    - Demonstrates the ability to alter technical factors and positioning for radiographic images to accommodate the patient's pathologic conditions.
3. Graduates of the Radiographic Technology program will demonstrate proper interpersonal skills:
    - Demonstrate proper communication with the patient.
    - Demonstrates proper accuracy in documentation of patient histories.
    - Demonstrates the ability to communicate with a diverse patient population.
4. Graduates of the Radiologic Technology program will demonstrate healthcare professionalism:
    - Demonstrates professional behavior with patients and other healthcare professionals.
    - Demonstrates and comply with all healthcare professional ethics.
    - Demonstrates and verbalizes the importance of continued professional development.

Radiologic Technology Program Effectiveness Measures

The Radiologic Technology Program will effectively meet the needs of the students and the community it serves by:

- Students of the Radiologic Technology program will successfully pass the national ARRT board exam, and acquire the designation Radiologic Technologist Registered, R.T. (R).
- Students will complete all aspects of the Radiologic Technology program.
- Students will gain employment in the Radiologic Technology field.
- Students will be satisfied with their education in the Radiologic Technology program.
- Employers will demonstrate a significant level of satisfaction with the graduates of the Radiologic Technology program.

The Radiologic Technology programs mission is validated through successful completion and achieving the goals set forth by this program and as outlined in this Student Handbook. MCC's Radiologic Technology program's mission, goals, and outcomes are evaluated annually by members of the McHenry County College Radiologic Technology Program Advisory Committee. The committee's participation in the evaluation process of the Radiologic Technology program is essential in serving the community MCC serves.

Associate in Applied Science: Radiologic Technology Degree

These 60-credit hour full-time curricula prepare students to become radiographers who produce radiographic images of parts of the human body for use in diagnosing and treatment of medical conditions, along with additional duties, including evaluating images along with radiographic equipment and providing relevant education and patient care. This program provides both classroom (didactic) and clinical instruction in anatomy and physiology, patient care, radiologic imaging, radiologic procedures, radiobiology, radiation protection, radiation physics, radiologic pathology, digital imaging, and special procedures. Graduates of MCCs Radiologic Technology program have an opportunity to be employed in a variety of healthcare settings that include hospitals, clinics, specialized imaging facilities, immediate care facilities, physicians' offices, and government employers.

Associate Radiologic Technology Pre-Requisites/Electives:

Pre-Requisite courses that need to be completed prior to entrance in the Radiologic Technology Program:

Biology 157
Biology 263
English 151
Speech 151
Med Term AOT135

Course required Electives that can be taken while in the Radiology program:

Psychology 151
Humanities-Course of your choice
Healthcare Law & Ethics HIM210
MCC 101
Biology 264

Sample Semester-by-Semester Program Plan for Full-Time Students

Sample Semester 1	**Credit Hours**
BIO 157 Introduction to Biology	4
BIO 263 Human Anatomy and Physiology I	4
AOT 135 Medical Terminology	3
Semester 1 Total Credits	**11**

Sample Semester 2	**Credit Hours**
MCC 101 The College Experience	1
ENG 151 Composition I	3
RAD 100 Radiologic Patient Care	3
RAD 102 Radiologic Procedures I	2
RAD 103 Radiologic Imaging I	2
RAD 104 Radiobiology	2
Rad 150 Radiologic Clinical Practicum I	1
Semester 2 Total Credits	**14**

Sample Semester 3	**Credit Hours**
BIO 264 Human Anatomy and Physiology II	4
RAD 112 Radiologic Procedures II	2
RAD 113 Radiologic Imaging II	2
RAD 114 Radiation Protection	2
RAD 117 Fundamentals of Radiation Physics	2
Rad 160 Radiologic Clinical Practicum II	1
Semester 3 Total Credits	**13**

Sample Semester 4	**Credit Hour**
HIM 210 Healthcare Law and Ethics	3
RAD 170 Radiologic Clinical Practicum III	2
RAD 243 Radiologic Pathology	2
PSY 151 Introduction to Psychology	3
Semester 4 Total Credits	**10**

Sample Semester 5	**Credit Hour**
SPE 151 Introduction to Speech	3
RAD 222 Radiologic Procedures III	2
RAD 253 Digital Radiography	3
RAD 263 Radiologic Special Procedures	2
RAD 280 Radiologic Clinical Practicum IV	2
Semester 5 Total Credits	**12**

Sample Semester 6	**Credit Hour**
RAD 242 Radiologic Procedures IV	2
RAD 273 Radiologic Seminar	3
RAD 290 Radiologic Clinical Practicum V	3
Select a Humanities Course	3
Semester 6 Total Credits	**11**
TOTAL MINIMUM CREDITS	**64**

Radiologic Technology Students Functional Abilities Requirements

Physical Requirements:

1. Students are required to move from room to room as well as maneuver in tight spaces.
2. Students are required to squat, crawl, bend/stoop, reach above shoulders, balance, and climb stairs.
3. Student will need to be able to lift and carry 50lbs and exert force or push/pull up to 100lbs.
4. Students are required to use hands repetitively, dexterity, and fine motor function.
5. Students are required to walk and stand for extended periods of time.
6. Students are required to perform CPR.
7. Students are required to travel to and from academic classes and clinical rotations.

Sensory and Communication Requirements:

1. Students are required to provide verbal and manual instructions.
2. Students are required to possess auditory abilities to hear verbal and emergency communications from instructors, members of the healthcare team, and patients.
3. Students are required to be able to hear soft sounds, visually able to acquire information pertaining to patient care, and also be comfortable working in close proximity to patients.
4. Students are required to communicate effectively in English with instructors, patients, families, and other healthcare professionals both verbally and written, and in addition understand English in order to acquire pertinent information from lectures, textbooks, and clinical rotations.
5. Students are required to adapt communications for their intended audience.
6. Students are required to adapt and interact with a variety of groups of individuals taking in account the various social, emotional, cultural, and intellectual backgrounds.
7. Students are required to function as the role of a healthcare team member.
8. Students are required to effectively function under supervision both in the classroom and at the clinical rotation.
9. Students are required to understand medical terminology and have computer literacy skills.

Problem Solving Requirements:

1. Students are required to perform effectively under stress.
2. Students are required to appropriately respond to emergency situations.
3. Students are required to follow and perform adequate infection control procedures.
4. Students are required to display excellent problem-solving skills while in both the classroom and clinical rotations.
5. Students are required to demonstrate sound judgement and follow all safety precautions in the classroom and clinical rotations.
6. Students are required to address questions/problems to the appropriate person at the appropriate time and place.
7. Students are required to organize and prioritize tasks that relate either to classroom or clinical work tasks.

Behavioral Skills/Professionalism:

1. Students are required to follow all policies and procedures required by didactic and clinical rotations, and display professionalism while interacting with instructors and patients.
2. Students are required to adhere to the McHenry County College Student Handbook and Academic Dishonesty policy (see MCC Student Handbook) and any additional conduct protocols set forth in the *McHenry County College Radiologic Technology Handbook*.
3. Students are required to adhere and uphold all guidelines set forth by the Health Information Portability and Accountability Act (HIPPA) and maintain these standards while in clinical practice and out of clinical practice.

Background/Drug Check

Students seeking admission into the Radiologic Technology program are required to complete a background and drug screening process for admittance into the clinical component of Radiologic Technology program.

- Information and fees associated with the background, drug screening, and health assessment process will be provided during the mandatory orientation session to the Radiologic Technology program.

- Licensure from the state in which the student resides as well as certification by the American Registry of Radiologic Technologists (ARRT) is not guaranteed solely on graduation from the Radiologic Technology program. Results of the background and drug screening process will affect licensure and certification and may be denied for the following reasons:
    1. Violations of state or federal laws, or regulatory rules, excluding minor traffic violations.
    2. Any physical impairment or disability that could inhibit the ability to perform the duties of a Radiologic Technologist.
    3. Drug or alcohol abuse that includes alcohol, narcotics, barbiturates, or any other habit-forming drug that impairs the ability to perform the duties of a Radiologic Technologist.
    4. Present or past diagnosis and treatment for chronic physical, mental, or emotional illness including any type of substance abuse that impairs the ability to perform the duties of a Radiologic Technologist.

  If any student has reason to believe that they may be denied for certification with ARRT and/or state licensure please see the Radiologic Program Director for guidance and assistance, or the student can contact the following agencies:

  Illinois Emergency Management Agency (IEMA) 217-785-9900

  IEMA Radiologic Technologist Accreditation 217-785-9913

  American Registry of Radiologic Technologists 651-687-0048

Clinical Dishonesty

Students in the Radiologic Technology program who obtain a clinical passing grade through dishonest means causes potential harm to fellow classmates, patients, and healthcare professionals at the clinical site. This dishonesty may contribute to the development of habits that are unsafe and unethical and may cause damage to the reputation of the program and the Radiologic Technology profession.

All Radiologic Technology program students are required to report on any observed behavior that violates the standards of the college, Radiologic Technology program, and

clinical site, whether it is academic and/or professional and that may cause potential harm to another individual.

Reporting Procedures:

- Students who observe another student or healthcare professional engaging in unethical or unsafe behavior should express concern of the behavior to the student or healthcare professional engaging in such behavior. Students call attention to the negative consequences such behavior can have on the student, healthcare professional, clinical site, Radiologic Technology program, and patient well-being.
- Students are required to report observance of unethical/unsafe behavior to the clinical preceptor at the clinical site.

Examples of dishonest/unethical behavior including, but not limited to:

- Falsifying any and all documentation
- Falsifying performance
  - Lack of understanding or ability to perform a task competently.
  - Failure to follow policies and procedures mandated by the program or clinical site.
  - Deletion of radiographic images without prior authorization by clinical preceptor, clinical instructor, or clinical site supervisor.
- Failure to report unethical/unsafe behavior to the clinical preceptor or clinical supervisor.
- Covering up the unethical/unsafe behavior of another student or healthcare professional, including but not limited to:
  - Radiologic Technology students reporting to the clinical site under the influence of alcohol or drugs.
  - Radiologic Technology students violating the Health Insurance Portability and Accountability Act (HIPPA) in any form. (www.hhs.gov/ocr/hippa for more information about HIPPA violations)
- Radiologic Technology students violating the ***Code of Ethics*** by the ***American Registry of Radiologic Technologists (ARRT) or the American Society of Radiologic Technologist Standards of Practice.***
- Failure of Radiologic Technology students to follow and adhere to all policies and clinical supervision at the clinical site.

- Radiologic Technology students are encouraged to discuss any questions or concerns regarding unethical/unsafe behavior that they are required to report with clinical faculty or other radiologic technology faculty.

Clinical Incidents:

A violation of one or more clinical professional standards, clinical requirements, or unsafe patient care practice will warrant the clinical site requirement of an "Occurrence or Incident Report." Safe clinical practices at the clinical site and at McHenry County College are the responsibility of the Radiologic Technology student and the Radiologic Technology faculty. All breaches in safe clinical professional practice are to be reported immediately to the appropriate persons.

- Clinical incidents involving a Radiologic Technology student:
  - Notification by the student to the Radiologic Technology faculty immediately following the clinical incident.
  - Notification by the student, with the Radiologic Technology program director guidance, to the clinical site manager/supervisor.
  - The clinical site manager/supervisor will guide the Radiologic Technology student and Radiologic Technology faculty on the completion of the clinical site-specific Incident/Occurrence Form.
  - The student with the guidance of the Radiologic Technology faculty will fill out a McHenry County College Radiologic Technology Incident Form and the form will be submitted to the Radiologic Technology Clinical Coordinator for review. (Example provided in the Appendix section of this handbook)
  - Any financial obligations incurred due to an incident will be the responsibility of the student.
- Clinical incidents involving a patient:
  - Notification by the student to the Radiologic Technology faculty immediately following the clinical incident.
  - Notification by the student, with the Radiologic Technology program director guidance, to the clinical site manager/supervisor.
  - The clinical site manager/supervisor will guide the Radiologic Technology student and Radiologic Technology faculty on the completion of the clinical site-specific Incident/Occurrence Form.

- ❖ The student with the guidance of the Radiologic Technology faculty will fill out a McHenry County College Radiologic Technology Incident Form and the form will be submitted to the Radiologic Technology Clinical Coordinator for review. (Example provided in the Appendix section of this handbook)

Radiologic Technology Student Breach of Ethical Standards:

This is a record that documents observations of breaches in ethical standards that are critical to the Radiologic Technology students college and clinical experience. These are violations that include but are not limited to patient safety, ethical behavior, and policy and procedures established at the college or clinical site. This record is used as a communication and educational tool to enhance and improve the students radiologic didactic and clinical practices.

- ➢ Upon an occurrence in the breach of ethical standards of practice, the Radiologic Technology faculty observing the breach will complete an "Occurrence Report."
- ➢ A Radiologic Technology faculty member or the Radiologic Technology Program Director will request a meeting with the student to discuss and review the occurrence.
- ➢ A written statement from the student explaining the occurrence and the preventative and corrective action to be taken by the student is required. A corrective action period will be established by the program director and verified with the student.
- ➢ Once the established corrective action period is completed, a written statement of verification that the student corrected the inappropriate behavior is required to be submitted to the program director.

The Occurrence report may be used in the event that remedial action or dismissal of the student from the Radiologic Technology Program occurs at the time of the incident or at a future date.

Title IX and Transgender Students

McHenry County College is committed to providing a safe and respectful educational and employment environment that is free from discrimination harassment, and misconduct on the basis of sex, which includes sexual orientation or gender-related identity. Sexual discrimination is discrimination based on sex, sexual orientation, or gender-related identity. Sex discrimination includes **sexual harassment**, **sexual misconduct**, and **sexual violence**.

These statements include the clinical sites in which McHenry County College is partnered with for the students clinical education experience. If any student experiences any kind of sexual harassment or discrimination at the clinical site, the student must report the misconduct to the Radiologic Technology program faculty and/or McHenry County College faculty, staff, or administration.

PROCEDURE IMPLEMENTING POLICY:

Equal Opportunity, Harassment, and Nondiscrimination

Board Policy 6.2.3, Discrimination, Harassment and/or Anti-Violence

The College is committed to providing a safe and respectful environment and will not tolerate acts or threats of violence including, but not limited to, aggression, hate crimes, bullying, cyber bullying, cyber intimidation, domestic violence, stalking, intimidation, or harassment from students, employees, or outside parties including visitors and vendors. Discrimination and/or harassment based on race, color, creed, or religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disabilities, military status, sexual orientation, gender-related identity, pregnancy, or unfavorable military discharge is prohibited by law. Employees and students engaging in such conduct will be subject to disciplinary action up to and including termination or expulsion from the College as determined by such administrative or Board action as is required by the law, Board policy, and procedure, and/or applicable collective bargaining agreements.

Board Policy 6.2.2, Sexual Harassment

It is the policy of McHenry County College, in compliance with state and federal laws, and in keeping with efforts to establish an environment in which the dignity and worth of all

members of the College community are respected, that sexual harassment of employees or students at McHenry County College will not be tolerated. Individuals who violate this policy will be subject to disciplinary action up to and including termination or expulsion from the College, after following the grievance procedures outlined below.

Rationale for Policy

McHenry County College is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, which are free from discrimination and harassment based on a protected category, and retaliation for engaging in a protected activity. To ensure compliance with federal, state, and local civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, McHenry County College has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. McHenry County College values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

Applicable Scope

The core purpose of this policy is the prohibition of all forms of discrimination. Sometimes, discrimination involves exclusion from or different treatment in activities, such as admission, athletics, or employment. At other times, discrimination takes the form of harassment, or, in the case of sex-based discrimination, it can encompass sexual harassment, sexual assault, stalking, sexual exploitation, dating violence, or domestic violence. When an alleged violation of this nondiscrimination policy is reported, the allegations are subject to resolution using McHenry County College's "Process A" or "Process B2," as determined by the Title IX Coordinator, and as detailed below. When the Respondent is a member of McHenry County College community, a formal complaint may be filed and a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of McHenry County College community. This community includes, but is not limited to, students,3 student organizations, faculty, administrators, staff, and third parties such as guests, visitors, volunteers, vendors, contractors, invitees, and campers. The procedures below may be applied to incidents, to

patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with this policy.

Title IX Coordinator

The Director of Crisis Intervention and Prevention Services serves as the Title IX Coordinator and oversees implementation of McHenry County College's policy on equal opportunity, harassment, and nondiscrimination.

Independence and Conflict-of-Interest

The Title IX Coordinator manages the Title IX Team and acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy and these procedures. The members of the Title IX Team are vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally. To raise any concern involving bias or conflict of interest by the Title IX Coordinator, contact Human Resources at (815) 455-8995 or in campus office A244. Concerns of bias or a potential conflict of interest by any other Title IX Team member should be raised with the Title IX Coordinator. Reports of misconduct or discrimination committed by the Title IX Coordinator should be reported to Human Resources at (815) 455-8995 or in campus office A244D. Reports of misconduct or discrimination committed by any other Title IX Team member should be reported to the Title IX Coordinator.

Administrative Contact Information

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made internally to:

Rachel Boldman

Director of Crisis Intervention and Prevention Services

Title IX Coordinator Campus

Office A252

8900 U.S.-14 Crystal Lake, IL 60012

(815) 479-7572

rboldman@mchenry.edu

www.mchenry.edu/sexualmisconduct

The McHenry County College Radiologic Technology program faculty strives to ensure that the clinical affiliates designated for the Radiologic Technology students provide a safe and welcoming learning environment. The Radiologic Technology faculty actively encourage students that experience any type of discrimination at the clinical site to report the incident to a member of the Radiologic Technology faculty, advisor, or Title IX coordinator.

Process for Dismissal from the Radiologic Technology Program

Graduation from the McHenry County College Radiologic Technology program is not guaranteed with admission into the program. The students performance and achievement of competencies in all aspects of the program with the goal of safe patient care will guarantee graduation from the program. The evaluation of the student in the Radiologic Technology program is an ongoing process, a process that should be at the forefront of the students learning throughout the program. The MCC Radiologic Technology program has established performance-based criteria for dismissal from the program as well as procedures for appeal of decisions related to academic achievement.

Performance Dismissal Criteria:

1. Failure of the student to meet the minimum grade of "C" in each Radiologic Technology course.
2. Failure of the student to meet the minimum grade of "C" in pre-requisite courses or courses taken in conjunction with the Radiologic Technology program.
3. Failure of the student to meet professional standards of conduct during the clinical experience. Unprofessional conduct as defined by the American Registry of Radiologic Technologists Code of Ethics, the professional conduct requirements set by the MCC Radiologic Technology program, and the professional conduct standards set by the clinical affiliates.
4. Failure of the students clinical performance in which unsafe practices with the potential to endanger patient safety or well-being are observed and reported to the Radiologic Technology faculty.
5. Clinical Evaluations that reflect a student's inability to meet the established criteria for Radiologic Technology competencies throughout the entirety of the program.
6. Failure of the student to comply with the requirements of the MCC Radiologic Technology program as provided in the MCC Radiologic Technology Handbook.

7. Any violation of academic dishonesty, unethical behavior, and/or violation of confidentiality while on campus or at clinical affiliates.

Review for Dismissal and Appeal:

1. The MCC Radiologic Technology program director and/or Clinical Coordinator will provide the student with timely notice that he or she is failing to meet Radiologic Technology course performance criteria or requirements to proceed in the Radiologic Technology program.
2. All Radiologic Technology faculty recommendations to dismiss a student must be submitted in writing to the Radiologic Technology Program Director, and the Dean of Math, Science, and Health Services, with a copy also provided to the student.
3. The student may request a review by the Radiologic Technology Program faculty within 10 days of notification of dismissal. The Radiologic Technology Program Director will review documentation provided by the student, instructor, and administration. The student will be offered the opportunity to meet with the Radiologic Technology Faculty and/or the Radiologic Technology Program Director.
4. The Radiologic Technology Program Director will have the final decision on the recommendation and notify the student in writing.
5. The student may appeal the decision of the Radiologic Technology Program Director within 10 days of the written notification to the Dean of Math, Science, and Health Services Division.

Radiologic Technology Program Readmission Policy:

Students requesting readmission to the Radiologic Technology Program that had been previously dismissed from the program due to academic failure will be considered as a "Readmission Candidate." Readmission candidates will be considered on a case-by-case basis. Evidence that the readmission candidate has remedial course work completed will be taken into consideration. **Any student that fails a clinical course will not be readmitted to the program.** Once a student is dismissed from the Radiologic Technology Program for academic failure, there is no guarantee of readmission Radiologic Technology Associate of Applied Science Program.

Steps for Readmission:

1. Students who receive a grade of "W," "D," or "F" in and RAD prefix course will be dismissed from the Radiologic Technology Program and be required to apply for readmission as a "Readmission Candidate." Students receiving a passing grade of "C" or greater in the RAD prefix courses, but do not receive a passing grade in the courses co-requisite to the Radiologic Technology program, PSY 151, HIM 210, BIO 264, or the required Humanities elective may be allowed to seek readmission to the program a second time upon written recommendation of the Radiologic Technology faculty.
2. The student must submit a letter requesting readmission to the Radiologic Technology Director.
3. The student must submit evidence of the following review:
    a. Documentation of corrective action regarding previously identified problems.
    b. Transcript of grades documenting remedial course work and current academic status as a student in "good standing."
4. The student will be required to meet with the Radiologic Technology Program Director.
5. All information submitted by the student and documentation of the interview will be referred to the Radiologic Technology Faculty Committee by the Radiologic Technology Program Director.
6. The Radiologic Technology Faculty will consider time absent from the program, and the student will be required to repeat previous course work from the beginning, in order to remain current with the curriculum and complete the program in 2 years.
7. The Radiologic Technology Faculty Committee will review the request and provide a recommendation to the Radiologic Technology Program Director.
8. There is no guarantee of readmission to the program.
9. The Radiologic Technology Program Director will notify the student of the final recommendation in writing.

Once approved for readmission, the candidate will need to complete the following:

- Evaluation of transfer credit completed since the last enrollment.
- BIO 157 and BIO 263 courses completed within 5 years of readmission to the program with a grade of "C" or better.

Clinical Practice Setting Health Guidelines

Good health status is imperative in the clinical practice setting to safeguard the Radiologic Technology students and patients they come into contact with. In the event that the Radiologic Technology student has a negative change in their health status that may have an impact of patient or student safety, the student must notify a faculty member from the Radiologic Technology Program, such as the Program Director or Clinical Coordinator.

Health Status Situations that may impact Clinical Practice include:

1. Impact on student and patient safety include:
    a. Recent exposure to communicable disease
    b. An elevated temperature in the 24-hour period prior to going to the clinical setting.
    c. Any condition that might put the student or others at risk, for example, **COVID** or **Flu**.
2. The Radiology faculty will determine whether the patient or radiography student would be at risk if the student participates in the clinical experience.
3. If the physical condition of the student limits attendance at the clinical rotation for an extended period of time:
    a. The student must provide documentation by a licensed physician and submit a medical release before the student can return to the clinical site.
    b. The student's ability to continue and complete all clinical requirements of the Radiologic Technology clinical course will be assessed on an individual basis.
    c. Failure of the student to provide a medical release or information regarding health status change is grounds for immediate dismissal from the Radiologic Technology program.
4. Any change in the items identified in the Radiologic Technology Students Functional Abilities section of this handbook will require documentation to return to the clinical practicum course.
5. All documentation regarding health status change and physician release must be submitted to the Radiologic Program Director and Radiologic Clinical Coordinator with a copy to be placed in the student's file.

Radiologic Technology Pregnancy Policy

During the first semester of the MCC Radiologic Technology program, all students will be enrolled in RAD 104 Radiobiology which will introduce the student to radiation protection and radiation risks. The information provided in this course will serve as a background for the potential risks involved to students who become pregnant while in the Radiologic Technology Program.

Students will be required to two reports related to radiation protection guidelines; the National Council on Radiation Protection and Measurements (NCRP) Report 174 found at ncrponline.org/publications/reports/nrcp-reports-147 and the United States Nuclear Regulatory Commission (NRC) Regulatory Guide 8.13 found at www.nrc.gov. Both of these reports discuss the possible biological risks to an embryo and unborn fetus. All students will then be required to sign an acknowledgement form stating that they understand the risks explained in the two reports. This form will need to be signed prior to the start of the first day of clinical rotation and the signed form will be placed in the student's MCC Radiologic Technology file.

1. Any student who is or suspects that they are pregnant must notify the Radiologic Technology Program Director of her condition and the expected date of delivery. The student will be required to complete and sign the "Declaration of Pregnancy Release Form," and a copy of the form will be kept in the students file. The student may rescind pregnancy declaration at any time in writing. Furthermore, the student **MUST** provide a signed consent from her health care provider to attend and participate in clinical activities **WITHOUT RESTRICTIONS** monthly. This documentation should be submitted to the Radiologic Technology Office as soon as the student receives confirmation of her pregnancy.
2. The Radiologic Technology Director or Clinical Coordinator will review and documented in writing, with the student that all possible risks to the embryo and fetus were discussed. The student will decide, and the Program Director or Clinical Coordinator will document one of the following options:
    a. A leave of absence may be taken until the birth. All Radiologic Technology grades will be recorded as withdrawn (W), if the student is maintaining a "C" or better GPA. The student will be assured of a place in the next years' class

should they decide to take a leave of absence. The students acceptance to a clinical site will be dependent on clinical site availability.

b. If the student chooses to continue in the program while pregnant, all competency and clinical attendance requirements must be completed.
    - If this option is chosen then two radiation monitoring devices will be used, with one being worn at the collar and one worn at the waist/belt. The waist monitoring device will be worn under a lead apron during fluoroscopy rotations, so that any radiation exposure to the fetus will be recorded.
    - Counseling will take place if and when the cumulative radiation dose during the gestation period of the student reaches 205 mSv (250 mrem), with either the Radiologic Technology Program Director, Radiation Safety Officer or Clinical Instructor. If the recorded fetal exposure increases to 5 mSv (500 mrem) or be greater than 0.5 mSv (50mrem) per month at any time during the pregnancy, then the student will be required to take a leave of absence (see A above).
    - All course objectives and rotations shall be equivalent to any and all students enrolled in this particular course. Additional counseling on radiation protection procedures should be done as needed.

c. The student may opt to withdraw from the program; if this is the students choice then the student must submit in writing their desire to withdraw from the program.

McHenry County College and the Radiologic Technology Program will not be responsible for any decision made by the student regarding pregnancy.

McHenry County College

Radiologic Technology Program

Pregnancy Policy

Declaration of Pregnancy Release Form

This document is to certify that I, _____, a student of the Radiologic Technology program enrolled at McHenry County College and currently assigned to the Clinical Education Site _____ am voluntarily declaring that I am pregnant. I believe that I became pregnant in _____, 20_____.

I have read the Pregnancy Policy for the Radiologic Technology program. I understand the implications of my continued presence in the radiology department as part of my clinical education. I will not hold McHenry County College or the clinical education site(s) liable in case abnormalities to this pregnancy, which may be caused by radiation exposure.

Please select by placing a check mark by one of the two options below:

I ELECT _____

I DO NOT ELECT_____ to follow my planned clinical rotation.

I also understand that the lower dose limit is in effect until I have:

1. Given birth.
2. Informed the Radiologic Technology Program that I am no longer pregnant.
3. Chosen to revoke this declaration of pregnancy in writing.

Signatures:

Student Radiographer_____

Witnessed by_____

Witnessed by_____

Program Director_____

Date_____

Faculty Advisor

The Radiologic Technology Program Director and Clinical Coordinator are available to provide guidance and assistance in relation to the Radiologic Technology Program. Students are encouraged to make appointments during designated office hours as frequently as needed. Students will also be required to meet with the Radiologic Technology Program Director and the Clinical Coordinator at midterm of each semester to discuss the student's progress in the Radiologic Technology Program both for didactic and clinical performance.

Academic Advising

Academic advising is available to all students who attend MCC, and academic advising is recommended for students who are unsure of their career path. Academic advising is available Monday-Thursday 8am-6pm, Friday 8am-430p, and is located in A257. Students can also contact academic advisors at 815-479-7565 or advising@mchenry.edu.

Counseling Services

Counseling Services are available to all students who attend MCC. Counseling services include mental health, self-help resources, student assistance, and reporting of students concerns. Counseling is available Monday-Friday 8a-430p in Building A Room A252 and the phone number to reach a counselor is 815-455-8544.

Memberships in Radiologic Technology Professional Organizations

Radiologic Technology students are encouraged to join various professional organizations such as the Illinois State Society of Radiologic Technologists (ISSRT), and The American Society of Radiologic Technologist (ASRT). These organizations sometimes have discounts on seminars, and the ASRT offers continuing education credits that are a requirement for all registered radiographers, 24 points in a two-year period are required by the ARRT and by the Illinois Emergency Management Agency (IEMA) to maintain radiographer licensure.

Student Conduct and Ethics

All Radiologic Technology Students are required to comply with McHenry County College's Student Code of Conduct found in the McHenry County College Student Handbook. Any dishonest or undesirable behavior will be subject to disciplinary action by the Radiologic

Technology Faculty and the Radiologic Technology Advisory Committee and may result in dismissal from the Radiologic Technology program. The Radiologic Technology program also follows the ARRT Standards of Ethics found at www.arrt.org/pages/resources/ethics-information.

Advisory Committee

The McHenry County College Radiologic Technology Advisory Committee meets biannually, fall and spring semesters, as required by McHenry County College and the JRCERT. At least two student Radiologic Technology second year students will be selected to serve a one-year term on the Advisory Committee.

Clinical Site Assignments

- There is no guarantee that a student will be placed at a clinical site close to home.
- All Clinical sites are located within 25-45 miles of McHenry County College.
- Students will not be assigned to a clinical site where relatives are employed in radiology or where a student is employed at the beginning of the first semester of the program. This will ensure fair and equitable clinical experience.
- Clinical Sites:
  - Advocate Good Shepherd Hospital
  - Northwestern Huntley Hospital & Outpatient Clinic
  - Northwestern McHenry Hospital
  - Northwestern Woodstock Hospital

Professional Violations

If a student exhibits unprofessional behavior at any time while in the Radiology campus lab, classroom, or clinical facility the Radiologic Technology faculty are authorized to issue a professional conduct violation. These violations can include but are not limited to:

- Disruptive behavior
- Excessive tardiness
- Cell phone usage in the classroom, Radiology campus lab, and clinical facility.
- Failure to notify Radiology Faculty of equipment issues.
- Removal of equipment from the Radiology lab without instructor approval

- Failure to return all Radiology lab equipment to its appropriate storage place at the end of the lab session.

If a student receives three (3) professional conduct violations, a loss of 10% off their final grade will result in the classes within the semester that the 3 conduct violations are received. If the student receives a fourth (4) professional conduct violation an additional 10% reduction in grade penalty will be applied to the semester classes. If the student receives a fifth (5) professional conduct violation this will result in the student being dismissed from the program.

Academic Honesty Policy

McHenry County College (MCC) is committed to the promotion and adherence of high ethical standards in the educational process. High ethical standards can best be accomplished in an environment that fosters and values honesty and integrity, and where these standards are practiced daily. MCC strongly condemns academic dishonesty in any form which includes cheating, plagiarism, or any other improper appropriations of another's work that is being claimed as one's own. In addition, falsifying of records to advance one's academic standing is another ethical standard that will not be tolerated.

- **Cheating:**
  Includes but not limited to copying answers, stealing and/or disseminating tests or answer keys, using someone else's data in preparation of reports or assignments, and assisting others in such practices.
- **Plagiarism:**
  Involves the presentation of another person's work, ideas, or work as one's own. It also includes but is not limited to copying any material, (written or non-written) without proper acknowledgement of its source and paraphrasing another's work or ideas without the proper acknowledgement.
- **Falsifying Records:**
  Includes but not limited to falsifying or improperly altering college or clinical records or documents such as clinical progress reports. In addition, knowingly supplying false or misleading information to others such as MCC, other educational institutions or prospective employers is strictly prohibited and a form of plagiarism.

- **Artificial Intelligence (AI):**
  Using Artificial Intelligence (AI) to complete assignments is a violation of the Code of Ethics and Conduct.

Repercussions of Academic Dishonesty:

- All Radiologic Technology students are expected to do their own original work in the Radiologic Technology program unless the Radiologic Technology Faculty specifically directs collaboration on a specific project, or homework assignment.
- Disciplinary action will be taken on any Radiologic Technology student who commits any form of academic dishonesty, with discipline including but not limited to failure of the assignment, project, quiz, or test, in addition to failure of the course and ultimately dismissal from the Radiologic Technology program in severe violations.

Work Policy while enrolled in Radiologic Technology Program

The MCC Radiologic Technology program is considered a "full-time" program. Clinical rotations and laboratory section assignments will not be accommodated to a student's work or personal schedule. Students are encouraged to use good judgment in the work and personal schedules so that course work, clinical rotations, and laboratory time are not jeopardized. Excessive work demands can jeopardize a student's health and the ability to succeed in the Radiologic Technology curriculum.

Recording of Lectures

Students will need permission to record any lecture from the Radiologic Technology instructor for each course and approval to record the lecture must be discussed with the faculty prior to each course period. The instructor will determine if the material within the lecture is suitable for recording, and due to copyright laws, commercially prepared recordings **must not be reproduced**.

Visitor Policy

Visitors are not permitted to be in the Radiologic Technology classes or Lab without specific permission from Radiologic Technology faculty. Children are not permitted in classes or lab at any time.

Transportation Policy

Transportation to and from McHenry County College and MCCs clinical affiliates is the sole responsibility of the Radiologic Technology student.

Non-Discriminatory Practice

McHenry County College provides equal opportunity in education and prohibits discrimination against any individual on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, physical or mental disability or unfavorable discharge from military service. MCCs Radiologic Technology program provides equitable learning opportunities for all students regardless of gender and prohibits the same criteria of discrimination as the college. All students are given equal opportunity to rotate throughout selected medical imaging modalities at each assigned clinical affiliate.

Overdue Assignment Policy*

Assignments must be completed and turned in per the dates stated on each courses syllabus at the beginning of that course at the start of class period. If the assignment is not turned in per the stipulated date and at the beginning of the class period, the assignment will be considered late.

Point Deduction for late assignments:

One (1) day late	10% deduction to the assignment grade
Two (2) days late	20% deduction to the assignment grade
Three (3) days late	30% deduction to the assignment grade
After three (3) days late	0 points for the assignment

*There may be assignments that may not be accepted “Late” which is at the discretion of the Radiologic Technology Faculty.

Graduation Requirements

Graduation requirements for an Associates in Applied Science (AAS) which is the requirement for the Radiologic Technology program can be found on the McHenry County College website. Please review these requirements early in the program as it is your responsibility to be certain that you have met, or will meet, all requirements of the AAS

degree and the Radiologic Technology program. If you have attended another college and have had transferred courses to MCC, it is your responsibility to request that MCC evaluate those transcripts from previous college courses to make sure those courses match exactly the requirements needed for the Radiologic Technology program. Please see an academic advisor if you are uncertain regarding transferred courses and if they are accepted by the Radiologic Technology program.

Cell Phone Policy

Cell phones are prohibited while in class, lab, or at the clinical site. Cell phones should be silenced and stored in a backpack or purse during class, lab, and while at the clinical site. Cell phone usage during any aspect of the Radiologic Technology program is subject to disciplinary action.

Clinical sites will not process personal incoming calls for students. Incoming calls of a personal nature will not be permitted while at the clinical site. Emergency only calls can be directed to the clinical site.

Attendance Policy

Radiologic Technology Classes/Lab on Campus

- Attendance is required due to the core curriculum being essential to the student's success within the Radiologic Technology Program. This requires the student to attend every class, lab, and clinical rotation within the program and is required to advance to the next course/semester of the program. Radiologic Technology faculty will present updated material, which may vary from the textbooks. Repeated absences and tardiness will be subject to disciplinary action, up to and including dismissal from the program.
- Lab absences will result in a "0" for the corresponding lab assignment. There will be no makeup for lab absences. There will be a 10% grade reduction for any lab assignment missed (radiographic image critique, lab exam, or lab scenarios)

Clinic Rotations

- Students are expected to conduct themselves in a professional manner and provide professional care for all patients they encounter at the clinical site. Students are expected to be on time for all clinical rotation. All clinical absences will need to be

made up with no exceptions. The Radiologic Technology faculty will discuss the only exceptions.

- Any absences from clinical days will affect final course grades in the Clinical Practicum Course (I-V). See the corresponding Clinical Practicum syllabus for grade reduction.
- The student will be allowed two (2) excused absences from clinical practice due to bereavement of immediate family member only (spouse, parent, child, sibling, grandparent) during Clinical Practicum I-V without a grade deduction penalty. Any absence extending past two (2) will result in a 5 percent point deduction in the final grade unless the absence or absence pattern is considered justifiable by the Radiologic Technology Program Chair and the Radiologic Technology Clinical Coordinator. All absences must be made up with make-up time to be scheduled through the clinical site preceptor and the Radiologic Technology program Clinical Coordinator. Cancelling of make-up clinical time will result in a grade deduction as this will be seen as an unexcused absence. Physician documentation of the reason for prolonged absence may be needed for justification if absences exceed the allowed amount.
- **Clinical Absence or Late Arrival to Clinical:**
    1. The Radiologic Technology Program Clinical Coordinator should be notified as soon as possible.
    2. If the Clinical Coordinator is not notified the day before an absence, the clinical site the student is assigned to must be notified on the day of the absence. Call-in procedures will be discussed in the Clinical Practicum courses.
    3. If you are unavoidably delayed, call the clinical site and speak with the clinical site preceptor, and if unable to speak to the clinical site preceptor please leave your name and the program you are in (MCC Radiologic Technology Program). It is important to let the clinical site know as soon as possible so that they can plan for the other students clinical experience that day as well as the clinical sites staff assignments of students for the day.
    4. Three (3) late arrivals in excess of five minutes will constitute an absence for the purpose of grade determination. **Failure to notify the Radiologic Technology Clinical Coordinator and the clinical site by phone of any**

absence will result in in a 10-point deduction from the clinical practicum course final grade.

- **Clinical Site Lunch Policy:**

  All students are allowed a 30-minute lunch break when at a clinical site for an 8 ½ hour clinical day. This policy applies to all clinical sites. Should the student exceed the 30-minute lunch allowance, the student will be required to make up that additional time.

- **Clinical PM and Weekend Rotations:**

  All students will be required to rotate a minimum of eight (8) **weekend day shifts**.

  - Summer Semester first year 5 days=40 hours, RAD 170
  - Spring Semester second year 3 days=24 hours, RAD 290

  All students will be required to rotate a minimum of forty-eight (48) hours of PM rotations during RAD 290.

  The weekend rotations and the PM rotations will be assigned at the beginning of RAD 290 and will be discussed with each student prior to scheduling clinical days.

- **Ancillary Modality Rotations RAD 290:**

  - Two-day Rotation: **MRI, CT**
  - One day Rotation: Nuclear Medicine
    Cardiac Cath
    Interventional Radiology
    Diagnostic Medical Sonography
    Mammography (Females only)
    Pet Imaging
  - If a student completes clinical requirements including all clinical competencies required to take the ARRT exam, the student may request to spend additional time in an ancillary modality provided the Program Chair and Clinical Coordinator approve.

- **Clinical Site Pre-Requisite Requirements:**

  - All Radiologic Technology students are required to complete an American Heart Association Healthcare Provider CPR course. **Online option is not permitted.** Students will also be required to renew their CPR if the

certification expires before the completion of the Radiologic Technology program.

Radiologic Technology Student Health Clearance Requirements

General Information:

The deadline for health clearance is **August 1st.**

All students are required to complete a health clearance, background check, and a drug screen before the start of the Radiologic Technology Program. A pre-entrance physical must be completed by the student and the student's physician or licensed nurse practitioner and submitted to the Radiologic Technology office by August 1st for fall start dates. Failure to meet all health requirements will prevent the student from starting the Radiologic Technology program.

Health Clearance Steps:

1. Each student will need to provide verification of **mandatory health insurance coverage.** Health insurance coverage is required for the entire duration in which the student is attending a clinical rotation. Health insurance documentation must have the name of the insurance company, the student name, and the current date.
   Note: Insurance cards will be accepted as proof of insurance.
   The student is responsible for individual medical expenses, whether due to an injury at clinical or on campus, an illness requiring treatment, or a test or procedure required by the college and/or the health care facility. A student who is injured during a clinical experience is responsible for individual personal health care costs.
2. Documentation of freedom from active TB is required. A two-step test requires two tuberculin injections, repeated between 1-3 weeks after the first injection OR a negative result of a TB blood test (T-Spot or QuantiFeron Gold).
   a. TB skin test is required within 90 days of the first day of class.
   b. A one-step TB skin or a negative TB blood test will be required and submitted annually.
   c. For students who have documentation of the BCG vaccination and a positive TB skin test or those students who test positive initially, a chest x-ray is required. A copy of a negative chest x-ray report and physician documentation

of no signs of active disease must be submitted with the physical clearance form.

d. All annual re-testing must be completed and the report submitted to the Radiologic Technology office, or the student will not be allowed to attend clinical rotations.

3. Vaccination requirements:

Current and complete documentation of immunizations must be submitted to the Radiologic Technology office (See current CDC Guidelines for Healthcare Workers @ http://www.cdc.gov/vaccines/adults/rec-vac/hcw.html).

a. **MMR (Measles, Mumps, and Rubella)**-All students must show documentation of the MMR vaccine and must have a lab titer drawn within 90 days of the start of the program documenting immunity to measles, mumps, and rubella. If the student has had no serologic evidence of immunity or prior vaccination, 2 doses of the MMR vaccine must be received before the student can be placed at a clinical site. (1 dose before the fall start of the program and the 2nd dose at least 28 days later).

Documentation of immunity to MMR and documentation of vaccination is required for all students to be placed at the clinical site.

b. Chicken Pox/Varicella Zoster-Students who have not had chickenpox (varicella), the varicella vaccine, or a blood test within the past 90 days that shows you are immune to varicella (i.e., no serologic evidence of immunity or prior vaccination) will be required to get 2 doses of varicella vaccine, 4 weeks apart. **Documentation of immunity to Varicella and documentation of vaccination of Varicella is required for all students to be placed at the clinical site.**

Hepatitis B-The student must show documented evidence of a complete HepB vaccine series, or a blood test (titer) within the past 90 days that shows you are immune to hepatitis B. If the student has not been vaccinated or does not show active immunity then the student must obtain the 3-dose series (dose #1 now, #2 in 1 month, #3 approximately 5 months after #2). In addition, the student should follow up and obtain

an anti-HBs serologic test 1–2 months after dose #3. **Documentation of immunity to HepB and documentation of vaccination is required for all students to be placed at the clinical site.**

c. **Tetanus/Diphtheria (Tdap)**- Students should receive a one-time dose of Tdap as soon as possible if not previously received, regardless of when previous dose of Tdap was received. Tetanus boosters are required every 10 years. **Documentation of the Tdap vaccination is required for all students to be placed at the clinical site.**

d. **Influenza Immunization**-Students will be required to obtain an influenza vaccination annually when available each fall and submit proof to the Radiologic Technology Director.

e. **Tuberculin Skin Test**-Documentation of freedom from active TB is required. A mandatory baseline two-step Mantoux test is required for students who have not been tested previously. A two-step requires two tuberculin injections repeated between 1-3 weeks after the first injection. A TB skin test is required within 90 days of the start of the program. The TB blood test (T-Spot or Quantiferon Gold) will also be accepted in place of the skin test. For students who have documentation of the BCG vaccination and a positive TB skin test or those students who test positive initially – a chest x-ray is required. A copy of a negative chest x-ray report must be submitted with the physical form. Once a person is PPD positive, they no longer should be tested with the Mantoux skin test. This is a mandatory annual requirement.

f. **COVID-19 Vaccination**-Students may need to show documentation of a COVID-19 vaccine (1 time Johnson & Johnson, 2 doses of Pfizer or Moderna), as this may be a requirement of the clinical site.

4. CPR or Basic Life Support (BLS) American Heart Association Course will be provided the first week of classes and will be valid for the entire 2-year program. Recertification will be provided during the last semester of the program.

5. In order to comply with clinical site requirements, McHenry County College Radiologic Technology students must submit to mandatory drug screening (initial, random, and reasonable suspicion). Students must show proof of a negative drug

screen. A student may be required to submit a random drug screen. All drug screens include tests for amphetamines, benzoylecgonine-cocaine metabolites, marijuana metabolites, opiates, and phencyclidines.

Students who present with positive results without documentation of medical necessity will not be allowed to begin or continue in the program. The student may apply for readmission and/or reentry after one year pending evidence of subsequent treatment, counseling, and negative drug screen. Refusal by a student to submit to testing will result in that student's dismissal from the program. The McHenry County College Radiologic Technology Program Director will supply instructions for completion of the drug screening process.

As healthcare professionals, radiologic technology faculty and radiologic technology students are held to standards that demonstrate a healthy lifestyle choice to their peers, professional colleagues, and patients. The use of alcohol or illegal drugs, or misuse of prescription drugs are strictly prohibited in the classroom, laboratory, or the clinical setting.

The health requirements are mandated by the clinical affiliates. The McHenry County College Radiologic Technology Program abides by all clinical affiliates regulations for health requirements. All students must complete the stipulated health requirements before the student will be allowed to attend a clinical rotation.

- First year students health requirements need to be completed by August 1st, or they will relinquish their seat in the program.
- Second year students health requirements must be updated by August 15th, or they will relinquish their seat in the program.

Marijuana Policy

- The McHenry County College Radiologic Technology Program follows the Federal law related to marijuana use. MCC and the Radiologic Technology Program have zero tolerance for marijuana use.
- Any student that tests positive for marijuana on a drug screening will be dismissed from the program.

- **The Radiologic Technology Program and its clinical affiliates reserve the right for randomized drug testing.**

Criminal Background Check

Due to requirements of our clinical partner organizations, passing a criminal background check will be required upon admission to the Radiologic Technology program. This will be arranged through the college. (For more information, see HEALTH CARE WORKER BACKGROUND CHECK ACT [225 ILCS 46]) http://www.idph.state.il.us/rulesregs/77-955proposed.pdf.

On-Campus Radiologic Laboratory Policies and Procedures

The Radiologic Lab (X-Ray Lab) will be used in conjunction with several of the Radiologic Technology courses throughout the two-year program. The X-ray Lab will be used to evaluate students proficiency in radiologic positioning and procedures. The X-ray Lab will also provide the student will practical problem-solving experiences along with the use of critical thinking skills to enhance the students understanding of material presented during the didactic presentation of radiology material. **Any "live" exposures made during the completion of a laboratory session must be taken under the direct supervision of the Radiologic Technology Program Chair or Radiologic Technology Clinical Coordinator.** Only inanimate objects will be used during radiographic exposures. Laboratory activities will allow the students to operate the equipment and make radiographic exposures for the intended purpose of exploring didactic theories and radiographic positioning presented in courses throughout the program.

Radiation Safety in the X-ray Lab:

- Under **NO circumstances** is a student permitted to expose a fellow student, family member, member of the public or any other living entity to ionizing radiation using the radiographic equipment owned by McHenry County College. Any student caught exposing stated above living entities will be immediately suspended from the Radiologic Technology Program pending a disciplinary hearing, with the possibility of dismissal from the program.
- Each student will follow appropriate radiation safety practices which include:
  a. Radiographic exposures will be made under the direct supervision of the radiologic program faculty, no exceptions.

b. Students will make sure that the radiographic laboratory's door is closed PRIOR to making any radiation exposures.
c. Students will use proper radiation beam collimation techniques to reduce scatter radiation exposure.
d. Students will be attentive and make sure all occupants of the radiologic laboratory are shielded/behind control booth barrier prior to making radiation exposures.
e. Students will be cognizant in the correct selection of exposure techniques to help reduce the need for repeat exposures and to minimize unnecessary wear and tear on the radiographic equipment.
f. All students will wear a radiation dosimeter while in the radiographic laboratory.
g. Students will only make radiation exposures that are consistent with class assignments, and the radiation exposures will be limited to the necessary educational objectives in each clinical course.

Radiographic Laboratory Policies:

1. All radiation safety procedures must be followed and practice at all times by all students.
2. Under no circumstances will students produce radiation exposures involving experiments that have not been pre-approved by the radiology faculty.
3. The radiographic equipment will be turned on and "warmed up" per manufacturer guidelines prior to radiation exposures being made.
4. Students will wipe down radiographic equipment and panels after use.
5. There will be no eating or drinking in the radiographic laboratory.
6. At the end of the radiographic laboratory session all radiographic equipment will be shut and wiped down, and all supplies aiding in the radiographic laboratory session will be returned to their proper place in the laboratory.
7. Students will be professional in the radiographic laboratory as students will be in physical contact with one another and unprofessional behavior will result in disciplinary action up to or including dismissal from the program.

8. The radiographic laboratory will remain locked except during scheduled laboratory class times.
9. All radiographic laboratory accessories are required to be placed back in their proper place when not in use.
10. Lead aprons must be hung on designated hangers. DO NOT FOLD Lead Aprons, this will cause holes in the lead and the lead aprons will then need to be replaced.
11. All students will be required to wear Purple Scrubs while in the radiographic laboratory to ensure infection control while in the laboratory. Scrubs are only required to be worn in the laboratory; they are not required to be worn in didactic classes.
12. Radiation exposures will only occur in the radiologic technology laboratory with radiologic instructor supervision during posted lab hours. Radiation exposures will also be made with the portable x-ray machine in the nursing simulation lab with direct supervision from the radiologic technology faculty.
13. Students are asked to refrain from smoking prior to their scheduled lab practice day. This is to respect other students and the McHenry County College's Smoke Free Campus Policy. Students may be asked to leave the lab setting and will receive a grade reduction for that lab day. Repeated offenses will result in disciplinary action up to dismissal from the program.
14. Students are required to respect all laboratory accessories and report any damage to laboratory accessories.
15. Students are required to report any radiologic equipment issues to the radiologic technology faculty.
16. All students are required to be courteous and respectful to fellow students, radiologic technology faculty, and all McHenry County College staff.

Any violation of the radiographic laboratory Safety Rules or Policies, including unauthorized use of the laboratory will result in disciplinary action up to and including dismissal from the program.

Radiation Monitoring

All students that are scheduled at a clinical site will be required to wear a radiation monitoring dosimeter. McHenry County College Radiologic Technology Program provides radiation monitoring dosimeters. Radiation monitoring dosimeters should be left at the

students assigned clinical site at all times, with the exception when the radiation monitoring device needs to be exchanged each quarter at the college.

The Radiologic Technology program and its clinical affiliates operate under the ALARA (As Low As Reasonably Achievable) radiation protection concept guidelines. The ALARA principle protects patients, radiation professionals, and others from excessive or unnecessary exposure to ionizing radiation.

The Radiologic Technology program ensures that all radiologic technology students are learning in a safe working environment, and the amount of radiation exposure received is monitored. **Students are strictly prohibited from holding patients, image receptors, or any other device necessary for radiation exposures.**

Students are responsible for the safety and security of their dosimeter; and must exercise care to prevent loss or damage to the radiation dosimeter. Students must immediately report a lost or destroyed radiation dosimeter to the Clinical Coordinator immediately.

Students found tampering with their dosimeter or with another student's dosimeter will be subject to severe disciplinary actions up to and including dismissal from the program.

The radiologic technology student is required to their assigned dosimeter while at the clinical site. If the student fails to wear assigned dosimeter progressive disciplinary measures up to and including dismissal from the program. All dosimeters are to be worn at collar level unless the student is wearing a lead apron, then the dosimeter should be worn outside the lead apron at the collar level.

Dosimeters are to be left at the clinical site. Each time the student rotates to a new clinical site it is the student's responsibility to take the dosimeter to the next clinical site. On completion of the Radiologic Technology Program, or if the student leaves the program, it is the student's responsibility to return the dosimeter to the Radiologic Technology faculty.

Dosimeters must be submitted for processing quarterly, and the Radiologic Technology faculty will inform the student when dosimeters need to be brought to the college. Failure to submit dosimeters for processing on the date requested by the Radiologic Technology faculty will result in a grade penalty for the clinical course associated with the request.

Radiation Exposure Reports

Quarterly the Radiologic Technology faculty will review the radiation exposure reports. Students will be required to review and initial their reading on the report. This task will be required to be completed by the student within two weeks of the reports receipt. The only exception to this will be the final quarterly report as the student may have graduated prior to the reports receipt.

Dosimeter review identifies:

1. Dosimeter readings that exceed the students allowable limit.
2. Persistently high readings within the allowable limit.
3. Any inconsistencies with the dosimeter readings.

Student Dose Limit:

A students dose limit should not exceed 1 mSv or 100 mR per quarter. If the students dose limit exceeds this level as documented on the Radiation Dosimeter report the student will be informed and a meeting will be held with the Radiologic Technology Program Director and Clinical Coordinator to determine potential causes. Carelessness in radiation protection practices will not be tolerated and repeated offenses will be subject to disciplinary action up to and including dismissal from the program.

Clinical Uniform Policy

Professional appearance is a requirement at all times during clinical rotations. Professional appearance includes MCC designated scrubs, MCC Radiologic Technology Identification patch, and MCC Identification Student Badge.

Additional Professional Appearance Criteria:

- **Apparel/Grooming:**
  Student apparel and grooming must conform to health, sanitation, and safety standards. Appropriate hygiene as well as clean and neat uniform are required. The student is required to follow the clinical dress code set forth herein in all clinical areas (except as otherwise provided in the course syllabus).
- Excellent personal hygiene practices are required.
- No scented body products including lotions, body sprays or perfumes. Patients can be allergic to these products as well as finding them offensive. Students may be

asked to leave from the clinical setting and will receive a grade of Unsatisfactory Performance for that clinical day.

- Please also be aware of foods that may cause odors that patients cannot tolerate or find offensive. Please be cognizant of what you consume prior to and during your clinical rotation.
- **Uniform:**

  Pewter uniform tops and black pants are required. White or black colored short or long sleeve shirt may be worn under scrubs. MCC patches will be provided and sewn on the scrub top. Black lab coats are permitted and will have the MCC patch sewn on permanently. The MCC Radiologic Technology program uses the Uniform Outlet, Inc and they will be onsite the first week of classes for students to order their uniforms. Uniforms are to be clean and free of stains and wrinkles.

  Failure to comply with the dress code may result in dismissal from the clinical area, a conference with the instructor, and disciplinary action if uniform compliance is not followed.
- **Footwear:**

  Clean, appropriate leather or vinyl footwear is required, excluding clogs, Crocs, and open toe or back shoes are prohibited, according to OSHA requirements. Shoes with open backs that have straps on them are also prohibited. Shoes must be clean and polished with clean shoelaces. Shoes should be reserved for clinical use only.
- **Jewelry:**
  - The only visible body piercing ornamentation that is acceptable is earrings. If the ears are pierced, only small stud (post) earrings may be worn. No other visible piercing ornamentation is allowed including tongue, eyebrow, lip, nose, etc. Other jewelry such as necklaces, pins, or bracelets shall not be worn during clinical experiences. A watch with a second hand is required. Wearing rings during patient care is discouraged as it could cause potential harm to the patient, risk of loss or theft, and rings are a source of microorganisms.
- Students' facial hair must meet CDC guidelines for filtering facepiece respirators (N95 masks). https://www.cdc.gov/niosh/npptl/pdfs/facialhairwmask11282017-508.pdf
- Hair must be pulled back, secured, and be a natural color. Elaborate hair ornaments (bows, decorative barrettes, or combs) are not to be worn with the student uniform.

- Fingernails are to be short, clean, and neatly manicured. Nail polish must be clear or pale in color and chip free. Some clinical assignments may require nail polish be removed completely. Artificial nails are not allowed in any health care setting.
- Smoking, chewing gum or tobacco is unacceptable behavior in the clinical environment. McHenry County College and hospital campuses are entirely smoke free.

Students must meet the above standards and the clinical settings dress code requirements. Exceptions to the Radiologic Technology dress code may be made with prior written approval of the Radiologic Technology Program Director. The Radiologic Technology Program Director and Clinical Coordinator may use his/her discretion to address concerns regarding professionalism and appearance.

Appeal Procedure

For any issue a student encounters that he/she wishes to appeal, including clinical failure and or course grade, the student must attempt to resolve this issue first informally in a professional manner and then, if the issue is not resolved the student should initiate a formal complaint. Please see MCC Catalog for "Student Appeal for Change of Grade" https://www.mchenry.edu/catalog/front.pdf

Impaired Students

If, in the judgment of the instructor, the student's ability to function safely in the clinical area is impaired, the student will be immediately removed. Depending on the cause of impaired judgment, the student may be placed on an Action Plan, may result in clinical failure/course failure, and/or dismissal from the Radiologic Technology Program. The instructor will document the incident and report it to the Radiologic Technology Administrator. Documentation of the outcome will be incorporated into the student's file.

Use of Prescribed Medications

The student must provide signed documentation from the prescribing practitioner to attend and participate in clinical activities without restriction. It is the student's responsibility to determine whether a physician or nurse practitioner or whether a medically prescribed drug may affect clinical performance.

Urgent Medical Treatment

Students who have received urgent medical care for illness or injury within the past 24 hours may not attend clinical. Medical clearance may be required prior to the student returning to the clinical setting. Failure to disclose urgent medical care for illness or injury may result in an Action Plan and/or clinical failure.

Technology Requirements

MCC does not have college-wide technology requirements. These requirements will be addressed with students by an instructor at the beginning of each course. Radiologic Technology students will need access to a computer with internet. MCC uses Canvas as the Learning Management System.

Clinical Supervision (Direct vs. Indirect Supervision)

- **Direct Supervision:**
  Student supervision by a qualified practitioner, who reviews the procedure in relation to the student's knowledge, is present during the procedure, and reviews and approves the procedure. A qualified radiographer is present during student performance of a *repeat* of any unsatisfactory radiograph.
  All portable examinations including surgical and c-arm require the student to be accompanied by a registered radiographer.

  ***Direct Supervision defined by JRCERT=**Direct supervision assures patient safety and proper educational practices. The JRCERT defines direct supervision as student supervision by a qualified radiographer who:
  - Reviews the procedure in relation to the student's achievement
  - Evaluates the condition of the patient in relation to student's knowledge
  - Is physically present during the conduct of the procedure
  - Reviews and approves the procedure and/or image

  ****Students must be directly supervised until competency is achieved.****

- **Indirect Supervision:**

  Supervision provided by a qualified practitioner immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

  Indirect Supervision defined by JRCERT=**Supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. "Immediately available" is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed.*This is the minimum level of supervision of radiologic technology students at all times.****

General Supervision Requirements

1. The student supervision ratio at the clinical site is always **one student to one registered technologist.**
2. A registered technologist must Directly supervise all repeated radiographs.
3. Any radiographs performed by a student must be **Directly** supervised by a registered technologist if the student has not successfully completed competency for that examination.
4. A registered technologist must Directly supervise all portable and surgical examinations.
5. All examinations performed by a student that are not **Directly** supervised must be **indirectly** supervised by a registered technologist.
6. Spot observation of student skill performance at any time during the procedure, as when safe performance can be expected without continuous observation.
7. Student skill performance with indirect supervision will occur when the student's ability to do so safely is a reasonable expectation applied to all students.
8. The specific method of supervision used at any time is determined by the instructor with consideration of the following variables:
    - Assured safety of the patient.

- Previously observed safe performance of a skill in the Radiographic lab and/or the clinical setting.
- Needs for varying degrees of continued observation per strengths and weaknesses identified by both the instructor and student.

The clinical syllabi for RAD 150, 160, 170, 280, and 290 are made available to each student electronically through Canvas. The RAD 150 syllabus is reviewed during clinical orientation prior to the beginning of the first clinical course. RAD 160, 170, 280, 290 syllabi are reviewed at the beginning of each clinical course by the clinical coordinator. All students are held responsible for making sure all supervision requirements are met. If the student is caught out of compliance, the penalty for the 1st offense is suspension, and the 2nd offense will result in dismissal from the Radiologic Technology Program.

Steps to a thorough and successful Radiologic Examination

1. Examine the request for a radiologic examination, does the diagnosis match the exam that was ordered.
2. Verify the patients order either in the chart for in-patients, or on the physical order for outpatients/Emergency department patients before performing the exam.
3. In advance, if possible, set up the room for the exam that is requested. Be sure to know the protocol of the exam before getting the patient.
4. Get patient and introduce yourself. All students must verify the patients name, and birthdate with the patients ID band. These steps must be completed for all types of patients (In-patient, outpatient, Emergency).
5. Have the patient change into a gown, if necessary, per the radiologic examination. Please remove all items that may interfere with the radiologic examination (i.e., jewelry, belts, snaps, etc.)
6. Once the patient is in a secluded area such as the radiographic exam room, get an accurate and thorough history from the patient that includes the following:
    - What is the main complaint of the patient for the area that is being radiographed?
    - Is the complaint due to trauma or injury?
    - Where is the most pain in the area where the radiograph is being taken?
    - How long has the patient experienced the pain or injury?

Note: These are just a few questions that you will ask the patient, however you will also learn from the technologist what questions should be asked based on the exam that is going to be performed. Listen to the technologist when they interact with the patient you will learn a lot from their interaction with the patient.

7. Explain the procedure to the patient, the explanation may be simple depending on the exam ordered or the explanation may need to be more in-depth.
8. Patient consent to do the exam is required. If a patient refuses to do an exam, then you will not proceed with the exam until speaking to the ordering physician.
9. Please make sure to close any exam room during the history taking and the procedure. Keeping patient privacy is required.
10. When performing the exam speak clearly and give step by step instructions on the images that you will be obtaining. A cooperative patient will avert any needed repeat of images due to patients not being positioned correctly.
11. On completion of the exam make sure to explain to the patient the next steps, for example, I am going to take you back to the ED, the radiologist will read the images and provide a report to the ED physician and then the physician will give you your results. Check with the technologist that you are working with for the correct scripting to tell the patient. **It is beyond your scope of practice to tell a patient your opinion of the images or to tell them anything regarding the images.** Let the patient know that the radiologist will provide a report to the ordering physician.

Competencies

- When performing a competency, you must verify the patient's identity, history, and verification of the exam before taking an exposure. Failing to do so will result in a failure for that competency.
- Mistakes are made with orders by the physicians and also the staff entering the orders in the system, and you are the last line of defense to make sure you have the correct patient with the correct exam ordered. Verification of these items is your responsibility and failing to do so will result in failure of the competency.
- There are several particularly important reasons why history taking and verification of the order are essential:
    1. Is the correct side order match the patient history/complaint?

2. Is there hardware or pathology that would require adjustment of collimation size or technical factors?
3. Checking to see if the exam was performed at another facility.
4. Determining what positions/projections can be safely performed per patient condition.

- All of these criteria are professionally and ethically required as per the ASRT Practice standards for Radiographers (See #2 under the standards). In addition, the lack of following this standard can be used as evidence of negligence and you could be sued by the patient.

Advice for success at the Clinical Site

- Arrive early and ready to start on time.
- Attend every clinical day, as you will need every minute of the clinical experience.
- Stay with your assigned technologist, or the room to which you are assigned. If you need to step away, please inform your assigned technologist where you are going. This will alleviate the technologist searching for you.
- Lunch is mandatory (1/2 hour), breaks are not. Take only the allotted time for lunch and do not be late returning from lunch.
- Consider your clinical experience as a 24-month job interview. Many of the clinical sites will hire the students that they train.
- Be assertive in wanting to perform x-rays, but not aggressive. If your site is not busy look for things to do, i.e., stocking linen, cleaning panels, or observing another radiographic procedure in another area or room. If you do observe another procedure in another room let the technologist know where you will be.
- Cleaning and stocking are part of a technologists job and needs to be done every day, this will also be your job as a student at the clinical site.
- Participation at your clinical site is essential to your learning. Mistakes will happen that is part of the learning process so don't be afraid to attempt an exam or procedure. Participation in a new exam that you may not have learned in class will be beneficial to your overall learning then just observing and never getting hands on experience.
- Work independently of other students, as the best way to learn an exam is hands-on from the beginning of the exam to the end.

- Ask questions in a respectful positive and respectful manner. Listen and write down the answer for future use, and so you will not repeat the question again.
- Many technologists will perform exams in various positions than Merrill's, this is not wrong, please ask the technologist to explain they are a wealth of resource and can help you immensely when asked in a respectful manner.
- **Do not complain**, this will get you nowhere and technologist will not want to work with you. Be the student that they want to show everything to and take you to all the interesting exams.
- Each technologist will have a different personality and there is something to learn from each technologist, and things not to do. Always treat each technologist with respect if you expect respect from them.
- When handling patients in pain try not to imagine their pain but be empathetic and as gentle as possible.
- Listen to the technologist more than speaking. They are a wealth of information and if you treat them with respect will help you in any way they can.
- Never tell the technologist they are doing an exam incorrectly; they may have been trained differently depending on their years of experience.
- Take notes, ask questions, and find out what works best for you.
- Ask questions in a respectful way why the technologist did an exam a certain way, for example "I noticed you did the exam this why, what do you like about that method?"

American Registry of Radiologic Technologist (ARRT) Exam

To practice as a Radiologic Technologist, you will be required to pass the national ARRT Licensure Board exam. As a second-year student in the Radiologic Technology program, you will be required to take and pass a mock ARRT Board exam. The passing grade for the mock ARRT Board Exam is 85%, and you will have 2 opportunities to pass the exam as a requirement for graduation from the program. If you do not pass the exam in the 2 allotted attempts you will meet with the Program Chair for remediation and one final chance to pass the exam. Multiple review sessions will be provided throughout the second year to help the student prepare for the mock ARRT exam. The Radiologic Technology faculty is committed to student success and is available to provide support in preparation for both the mock exam and the national ARRT certification exam. Achievement of the Registered Radiologic Technologist credential is a shared goal.

McHenry County College Radiologic Technology Student Action Plan

Student: _____ Course: _____ Date: _____

Please mark if the student is in academic and/or clinical jeopardy. If clinical, please attach a copy of the formative clinical evaluation.

_____Academic Jeopardy:

_____Clinical Jeopardy: Please attach a copy of the formative clinical evaluation and any other documentation.

Description of the Current Issue:

Objective:

Plan (Be specific. Faculty are responsible for the development of learning objectives and activities. If it includes lab activities, please consult with the lab manager.)

Current Standing in Course:

Skill Remediation: Identify skill to be remediated on.

Does student need to revalidate skill? _____Yes _____No

Faculty Signature: _____ Date: _____

Student Signature: _____ Date: _____

_____Activities Completed

Faculty/Lab Manager/Tutor Signature: _____

Evaluation:

Petition for Readmission to the Radiologic Technology Program

Based on the action plan below, I_____ (student) am applying to be considered for readmission to (radiologic course)_____

Student Signature:_____ Date:_____

READMISSION AND ACTION PLAN

Identified Student Barriers to Learning	Action Plan

MCC Radiologic Technology Program Clinical Evaluation Form

1. **Initiative: Willingness of the student to initiate and accept clinical assignments**	
	2pts Superior: Hard worker, productive, willingness to help others
	1pt Above Average: Minimal reminders, utilizes time efficiently
	0 Average: Meets minimum requirements, needs frequent encouragement
	-1pt Below Average: Exhibits bare minimum, needs frequent reminders
	-2pts Poor: No initiative, put forth almost no effort
2. **Attendance: Timeliness/Tardiness/Absences**	
	2pts Superior: Consistently on-time and ready to work, no absences or tardies
	1pt Above Average: Mostly on-time and ready to work, 1 occurrence of absence or tardy
	0 Average: Usually on time and ready to work, 2-3 occurrences of absence or tardy
	-1pt Below Average: Frequently late or absent, not ready to work, <5 occurrences
	-2pts Poor:
3. **Appearance/Hygiene: Cleanliness, neatness, adherence to dress code, name tag, dosimeter**	
	2pts Superior: Follows program dress code, is neat, clean, and appears well-groomed
	1pt Above Average: Dress code followed, usually well-groomed
	0 Average: Satisfactory appearance, sometimes needs reminding about dress code
	-1pt Below Average: Occasionally untidy and careless about appearance/hygiene
	-2pts Poor: Untidy with personal appearance or hygiene unacceptable for clinical
4. **Cooperation/Attitude: Works well with others, accepting of instruction and criticism.**	
	2pts Superior: Excellent attitude/cooperation
	1pt Above Average: Cooperative, team player, cooperative interaction with staff
	0 Average: Satisfactory, does what is expected
	-1pt Below Average: Outwardly displeased with direction, difficult to work with
	-2pts Poor: Argumentative, cooperation and attitude unsatisfactory
5. **Judgement: Demonstrates ability to apply skills and knowledge for clinical applications**	
	2pts Superior: Superior ability in difficult situations, learning, and applying new tasks
	1pt Above Average: Outstanding critical thinking skills, makes good decisions
	0 Average: Sometimes uses poor judgement in stressful situations
	-1pt Below Average: Frequently uses poor judgement in stressful situations
	-2pts Poor: Consistently poor judgement in stressful situations
6. **Professional Ethics: Demonstrates integrity, respect for patients and others, follows HIPPA**	
	2pts Superior: Consistently exhibits professionalism, conforms to professional standards
	1pt Above Average: Rarely exhibits unprofessional behavior
	0 Average: Acceptable professional behavior, sometimes needs reminding of behavior
	-1pt Below Average: Unprofessional behavior, negative attitude, poor patient care, careless with patient protected information

	-2pts Poor: Consistent negative attitude, rude and arrogant to technologists and patients, discrimination in patient care, careless with protected information

7. **Quantity of Work: Amount of work done by the student in a day, helps others and keeps busy**	
	2pts Superior: Superiorly productive and does more than is expected daily
	1pt Above Average: Extremely productive, usually does more than expected
	0 Average: Satisfactory productivity, meets minimum requirements
	-1pt Below Average: Does enough work to get by, rarely does more than expected
	-2pts Poor: Unproductive, does not meet minimum requirements, clinical completing unlikely
8. **Dependability: Reliable to work consistently, meets and exceeds all clinical requirements**	
	2pts Superior: Extremely dependable, consistent top performer
	1pt Above Average: Dependable, meets requirements with enthusiasm
	0 Average: Satisfactory performance
	-1pt Below Average: Needs frequent reminders about following clinical standards/procedures
	-2pts Poor: Continuous need to enforce clinical standards/procedures
9. **Quality of Performance: Positioning skills, room readiness, radiation protection, patient care, organization of work**	
	2pts Superior: Superior confidence and competency, exceptional high-quality performance
	1pt Above Average: Precise, consistently above average, recognizes errors and corrects them
	0 Average: Usually accurate, makes only an average amount of mistakes
	-1pt Below Average: Careless, lack of confidence, makes recurrent same mistakes
	-2pts Poor: Errors due to lack of confidence, little retention of positioning, poor patient care skills and/or organizational skills
10. **Documentation: Student demonstrates thorough patient history including LMP/Pregnancy, Allergies, Kidney function if applicable, verifies patient identify with two identifiers**	
	2pts Superior: Consistently obtains thorough patient history, superior documentation
	1pt Above Average: Usually obtains thorough patient history, above average documentation
	0 Average: Frequent incomplete patient history, average documentation
	-1pt Below Average: Patient history/documentation incomplete or undocumented
	-2pts Poor: Routinely does not take a patient history and documentation is missing in chart

Comments:_____

_____

_____

Total Score:_____ Grading: Begin with a Score of 80, For each Superior rating add 2 pts, Above Average add 1pt, Below Average subtract 1 pt, Poor subtract 2 pts. If a student receives all "Superiors" the score is 100%. Total Score:_____

Date:_____ Evaluator Signature:_____

Student Name:_____ Student Signature:_____

MCC Radiologic Technology Program

Clinical Site Orientation Checklist

The Student is able to:	Yes	NO	N/A
Locate emergency supplies			
Locate Crash Cart			
Locate Technique charts if applicable			
Locate Consent Forms (Pregnancy, Surgical/Invasive)			
Perform Isolation and room disinfecting			
Obtain proper patient history			
Demonstrate how to call a code			
Location of Fire Extinguishers			
Location of Fire and Disaster plans			
Demonstrate knowledge for a chemical spill			
Location of contrast media			
Location of general room supplies/linen			
Stocking of rooms			
Demonstrate knowledge of closest exit routes			

Comments:_____

_____

_____

_____

_____

Name:_____

Date:_____

Clinical Site:_____

Course:_____

Evaluator Signature:_____

Student Signature:_____

MCC Radiologic Technology Program

Clinical Site Transportation Skill Checklist

The student is able to:	Yes	No	N/A
Demonstrate professional conduct with patient and co-workers			
Ensure patient's safety, comfort, privacy, and modesty at all times			
Communicate to nursing staff when the patient leaves the floor/unit and when they return			
Communicate when the patient arrives in the radiology department and when the patient leaves.			
Demonstrates knowledge of the functions of the wheelchair or cart			
Identifies patient accessories such as 0_2, IV pumps/bags, cardiac monitors, urinary or drainage catheters of any form.			
Demonstrates standard precautions at all times			
Identifies patients per clinical site standards			

**** Students may not transfer a patient to or from the patient floors or to an area not immediately adjacent to the imaging area without being accompanied by a staff member. Students may not transfer patients from or to their beds unless they are assisted.****

Comments:_____

Name:_____

Date:_____

Clinical Site:_____

Course:_____

Evaluator Signature:_____

Student Signature:_____

MCC Radiologic Technology Program

X-Ray Room Orientation

The student is able to demonstrate:	Yes	No	N/A
Ability to change table position			
Ability of proper installation and removal of footboard			
Ability to control the movement of tabletop			
Ability to manipulate bucky tray/DR panel			
Ability to determine grid type/ratio			
Ability to activate rotor/exposure switches			
Location of Technique Chart/Protocol Book			
Ability to set Technique			
Manipulation of all tube locks			
Proper use of detents/centering light			
Ability to locate light field switch			
Use of collimator shutter controls			
Location and demonstration of tape measure			
Location of all positioning aides			
Manipulation of all positions of table and chest bucky			
Location of on and off switch			
Location of radiation protection devices			

Comments:_____

_____

_____

Name:_____

Date:_____

Clinical Site:_____

Course:_____

Evaluator Signature:_____

Student Signature:_____

MCC Radiologic Technology Program

Fluoroscopy Room Orientation

The student is able to demonstrate:	Yes	No	N/A
Ability to change table position-vertical/horizontal			
Ability of proper installation and removal of footboard			
Ability to attach shoulder/hand supports			
Ability to manipulate bucky tray			
Ability to control the movement of tabletop			
Ability to activate fluoro tube			
Ability to reset fluoro timer			
Ability to set technique			
Ability to locate and activate TV monitor			
Ability to locate foot pedal			
Ability to locate prep/exposure button			
Ability to move carriage			
Ability to set safety locks			
Ability to locate grid, shutters, cone, magnification			
Ability to locate image intensifier tube (if applicable)			
Ability to locate on/off switch			
Ability to locate radiation protection devices			

Comments:_____

_____

_____

Name:_____

Date:_____

Clinical Site:_____

Course:_____

Evaluator Signature:_____

Student Signature:_____

MCC Radiologic Technology Program

C-Arm Orientation

The student is able to:	Yes	No	N/A
Connect C-Arm to monitor, connect to power, power on unit			
Manipulate all locks/C-Arm movements			
Demonstrate different C-arm positions			
Activate exposure and fluoro switches			
Set Techniques if applicable			
Identify the image intensifier			
Identify the X-ray tube			
Demonstrate use of collimator shutter controls			
Demonstrate forward motion control			
Demonstrate reverse motion control			
Save and Swap images			
Raise and lower height of C-Arm			
Image manipulation on monitor (rotate/flip for position of machine)			
Demonstrate use of a 5-minute timer			
Turn unit off and store C-arm			

Comments:_____

_____

_____

Name:_____

Date:_____

Clinical Site:_____

Course:_____

Evaluator Signature:_____

Student Signature:_____

MCC Radiologic Technology Program

Portable Orientation

The student is able to:	Yes	No	N/A
Release/Lock vertical control			
Release/Lock horizontal extension control			
Release/Lock tube rotation control			
Turn unit on and off			
Release safety break			
Set technique if applicable			
Activate rotor/exposure control			
Activate field light switch			
Demonstrate use of collimator shutter controls			
Locate and demonstrate use of tape measure			
Demonstrate forward motion control			
Demonstrate reverse motion control			
Demonstrate proper recharging procedure			

Comments:_____

_____

_____

Name:_____

Date:_____

Clinical Site:_____

Course:_____

Evaluator Signature:_____

Student Signature:_____

Appendix 1

McHenry County College Radiologic Technology Program

Exit Survey

Name:_____

Date of Graduation:_____

Please complete the questions on this survey completely, your feedback is important to the program and to meet the educational needs of future students. We genuinely appreciate your assistance and feedback. Thank you!

Instructions: Consider each question separately and rate each question independently. Circle the rating that indicates the extent to which you agree with each question. Please do not skip any question. If you cannot answer a question, please circle N/A.

5=Strongly Agree

4=Generally Agree

3=Neutral (Acceptable)

2=Generally Disagree

1=Strongly Disagree

N/A=Not Applicable

1. Rate your overall satisfaction with the McHenry County College Radiologic Technology Program.

   5 4 3 2 1 N/A

   Comments:

2. Do you believe the program adequately prepared you to begin professional practice?

   5 4 3 2 1 N/A

   Comments:

3. Do you believe your clinical experience added value to your learning experience?

   5 4 3 2 1 N/A

   Comments:

4. Do you believe that the courses and clinical rotations were beneficial to learning?

5 4 3 2 1 N/A

Comments:

5. Do you believe that the program adequately prepared you to take the ARRT Board Exam?

5 4 3 2 1 N/A

Comments:

6. Would you choose or recommend McHenry County College Radiologic Technology Program?

5 4 3 2 1 N/A

Comment:

7. Please rate how well the MCC Radiologic Technology Program prepared you in the following courses:

- RAD 100 Radiologic Patient Care 5 4 3 2 1 N/A
- RAD 102 Radiologic Procedures I 5 4 3 2 1 N/A
- RAD 103 Radiologic Imaging I 5 4 3 2 1 N/A
- RAD 104 Radiobiology 5 4 3 2 1 N/A
- RAD 150 Rad Clinical Practicum I 5 4 3 2 1 N/A
- RAD 112 Radiologic Procedures II 5 4 3 2 1 N/A
- RAD 113 Radiologic Imaging II 5 4 3 2 1 N/A
- RAD 114 Radiation Protection 5 4 3 2 1 N/A
- RAD 117 Fund of Radiation Physics 5 4 3 2 1 N/A
- RAD 160 Rad Clinical Practicum II 5 4 3 2 1 N/A
- RAD 170 Rad Clinical Practicum III 5 4 3 2 1 N/A
- RAD 243 Radiologic Pathology 5 4 3 2 1 N/A
- RAD 222 Radiologic Procedures III 5 4 3 2 1 N/A
- RAD 253 Digital Radiography 5 4 3 2 1 N/A
- RAD 263 Rad Special Procedures 5 4 3 2 1 N/A
- RAD 280 Rad Clinical Practicum IV 5 4 3 2 1 N/A
- RAD 242 Radiologic Procedures IV 5 4 3 2 1 N/A
- RAD 273 Radiologic Seminar 5 4 3 2 1 N/A
- RAD 290 Rad Clinical Practicum V 5 4 3 2 1 N/A

Comments:

8. How well did the program help to develop the following skills?

➢ Critical Thinking	5	4	3	2	1	N/A
➢ Problem Solving Skills	5	4	3	2	1	N/A
➢ Film Evaluation	5	4	3	2	1	N/A
➢ Communication Skills	5	4	3	2	1	N/A
➢ Interpersonal Relationship Skills	5	4	3	2	1	N/A
➢ Ethical Judgement	5	4	3	2	1	N/A

Comments:

9. Program Faculty

A. Effectiveness of Faculty:

➢ In the classroom	5	4	3	2	1	N/A
➢ In the Laboratory	5	4	3	2	1	N/A
➢ Clinical Preceptor	5	4	3	2	1	N/A

B. Faculty staffing is adequate:

➢ In the classroom	5	4	3	2	1	N/A
➢ In the Laboratory	5	4	3	2	1	N/A
➢ Clinical Preceptor	5	4	3	2	1	N/A

C. Faculty members are approachable and helpful with student academic needs:

➢ In the classroom	5	4	3	2	1	N/A
➢ In the Laboratory	5	4	3	2	1	N/A
➢ Clinical Preceptor	5	4	3	2	1	N/A

D. Faculty ensures student representation on Advisory Committee:

➢ In the classroom	5	4	3	2	1	N/A
➢ In the Laboratory	5	4	3	2	1	N/A
➢ Clinical Preceptor	5	4	3	2	1	N/A

E. Tutoring is available to assist students when needed:

5 4 3 2 1 N/A

F. Tutors were available for an adequate amount of time each week:

5 4 3 2 1 N/A

10. Physical Resources:

A. Instructional Resources Classroom:
5 4 3 2 1 N/A

B. Instructional Resources Laboratory:
5 4 3 2 1 N/A

Comments:

11. Library Resources:

A. The program faculty and/or library personnel offer orientation and demonstration of library services. 5 4 3 2 1 N/A

B. The institutional library personnel aid the students when needed.
5 4 3 2 1 N/A

C. The library provided sufficient materials to support classroom assignments.
5 4 3 2 1 N/A

D. Library hours 5 4 3 2 1 N/A

E. Program assignments require the use of library resources.
5 4 3 2 1 N/A

Comments:

12. What improvements would you recommend for the program?

Future Plans:

_____I have accepted a non-degree related position. What made you choose this position and not a degree-related position?

_____I am attending further schooling instead of pursuing employment.

College/Degree?_____

_____I am employed but have plans to continue my education in the future.

Please explain._____

_____Other plans?_____

Please provide permanent address and phone number_____

_____

Appendix 2

McHenry County College Radiologic Technology Program

Graduate Survey

As part of the McHenry County College Radiologic Technology program's accreditation process with the Joint Review Committee on Education in Radiologic Technology (JRCERT), we are seeking feedback from recent graduates. This survey is designed to assist in identifying the strengths and areas needing improvement for this program. All results will be kept confidential and are used for program assessment purposes only.

Employment Information:

1. Are you currently practicing in the radiography field?
    a. Yes
    b. No

2. What is your current employment status as a Radiographer? (Mark all that apply)
    a. 30 or more hours per week
    b. 20-29 hours per week
    c. Less than 20 hours per week
    d. Employed part-time by choice
    e. Employed part-time but would prefer full-time employment
    f. Employed in two or more part-time positions equivalent to full-time employment
    g. Employed outside of the radiography field by choice.
    Job title:_____
    Reason for preference:_____
    h. I am employed outside of the radiography field but would prefer working as a radiographer.
    i. Unemployed, but searching for employment
    j. Unemployed, but enrolled in college
    k. Unemployed, for other reasons, specify:_____

    If you are unemployed, please skip to the **EDUCATION** section.

3. Is your current work schedule your desired schedule?
    a. Yes
    b. No

4. Did you have to relocate to find employment?
    a. Yes
    b. No
    c. I am willing to relocate but have not found employment
    d. Not willing to relocate and have not found employment

    If you are unemployed, please skip to the **EDUCATION** section.

5. Describe the location of your PRIMARY employment (majority of employment time)
    a. Urban
    b. Suburban
    c. Rural, specific location (city/state/zip):_____

6. Describe the setting of your PRIMARY employment.
    a. Clinic
    b. Physician's Office, physician specialty:_____
    c. Hospital
    d. Treatment Center

7. Please provide your hourly pay/salary information._____

8. Do you feel prepared as a Radiographer to provide imaging services to a culturally diverse population?
    a. Yes
    b. No

9. How long did it take to secure a position as a Radiographer after graduation?
    a. 0-4 months
    b. 5-8 months
    c. 9-12 months
    d. Over one year

EDUCATION

1. Are you currently working toward an additional college degree?
    a. Yes
       Main area of study:_____
       College attending:_____
    b. No

2. Any future educational plans?
    a. None
    b. Currently enrolled in a Bachelor's program
    c. Currently enrolled in a Master's program
    d. Plan to enroll in a Bachelor's or Master's program in 1-2 years.
    e. Plan to pursue a degree in another field of study.
    f. Undecided

3. What was the greatest challenge(s) in the transition from education to employment in Radiography?

_____

_____

_____

PROFESSIONAL GROWTH CONTRIBUTIONS

1. What is your current ARRT registry status?
   a. Passed on first attempt.
   b. Passed on second attempt.
   c. Passed on third attempt.
   d. I have not passed the registry.
   e. I have not taken the registry.

2. What is your current IEMA status (division of Nuclear Safety)?
   a. Licensed in Illinois
   b. Licensed in another state, specify:_____
   c. Not applicable

3. Do you belong to a professional organization in Radiologic Technology?
   a. Yes, specify:_____
   b. No

4. What type of continuing education have you participated in?
   a. Conferences
   b. Online
   c. Other, specify:_____

KNOWLEDGE BASE & PROFESSIONAL SKILLS

Rate each statement from 1-5 (1=Strongly Disagree, 2=Disagree, 3=Neutral, 4=Agree, 5=Strongly Agree)

Knowledge:

1. The program provided me with:

_____Knowledge to function as a Radiographer in a healthcare setting.
_____Didactic theory necessary to function as a Radiographer in a healthcare setting.
_____General medical knowledge to function as a Radiographer in a healthcare setting. (Anatomy & Physiology, Pharmacology, etc.)
_____Clinical knowledge to function as a Radiographer in a healthcare setting.

Professional Skills:

1. The program prepared me to:

   _____Perform an appropriate range of radiographic examinations.
   _____Perform basic patient assessment and care.
   _____Introduced me to an appropriate level of technological advancements when applicable (CR, DR, PACS, etc.)
   _____To communicate effectively, utilizing both written and verbal skills with patients and all healthcare professionals.
   _____To conduct myself in an ethical and professional manner.
   _____To function effectively as a member of a healthcare team.
   _____To function with the guidelines of the Radiologic Technology laboratory.

   _____Overall, how satisfied were you with the Radiologic Technology program at McHenry County College?

Please List:

Radiologic Technology Program

Strengths:_____

_____

_____

_____

_____

_____

Improvements:_____

_____

_____

_____

_____

_____

Name:_____Date:_____

Appendix 3

McHenry County College Radiologic Technology

Employer Survey

Facility Name:_____Date:_____

1. Please tell us about your experiences with graduates from the McHenry County College Radiologic Technology program. Mark the box that most closely reflects your opinion about our graduates.

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
Graduates competently perform radiographic procedure at entry level skill.					
Graduates use oral and written communication skills effectively.					
Graduates demonstrate radiation protection practices and are knowledgeable of ALARA concepts.					
Graduates promote and deliver customer service for both patients and coworkers.					
Graduates maintain a high standard of professional ethics in performance of duties.					
Graduates can think critically and solve problems.					
Graduates use information technology in performance of duties with discretion.					
Graduates understand the importance of professional development and continuing education.					
Overall, I am satisfied that the program prepares graduates for entry-level employment in radiologic technology.					

I would recommend this program to others.					

2. Please provide additional comments on any of the questions in the above table.

3. Please describe the strengths of the McHenry County College Radiologic Technology Program, please be specific and provide examples if possible.

4. What improvements could be made to the McHenry County College Radiologic Technology Program.

5. If you would like to become a member of the McHenry County College Radiologic Technology Program's Advisory Committee. Please provide your contact information so that the Program Chair can contact you regarding our next meeting.

Appendix 4

McHenry County College Radiologic Technology Program

Employer Survey Consent Form

Purpose:

The Joint Review Committee on Education in Radiologic Technology (JRCERT) requires the McHenry County College Radiologic Technology Program to conduct follow-up employer surveys on recent graduates. Please review the employer survey labeled Appendix 3 and indicate your approval by signing the statement below. This consent form and survey will be sent to your employer approximately six months to one year post graduation.

I_____, give permission to my present employer to complete the employer survey and return it to the McHenry County College Radiologic Technology Program Chair.

Signature of Graduate:_____

Printed Name:_____

Date:_____

Appendix 5

McHenry County College Radiologic Technology Program

Clinical Instructor Evaluation

Instructor:_____Date:_____Course#:_____

Assess your interaction with the clinical instructor in the Radiologic Technology Program

	Strongly Agree	Agree	Disagree	Strongly Disagree
The clinical instructor is a good role model for professional skills, attitudes, and values.				
The clinical instructor demonstrated knowledge of the MCC Radiologic Technology program's policies and procedures.				
The clinical instructor demonstrated knowledge of the semester's objectives/requirements.				
The clinical instructor gives constructive feedback regarding student performance on radiographic examinations.				
I feel that I can come to this instructor with questions or problems regarding my clinical experience.				
The clinical instructor stimulates and motivates them to think critically, and problem solve.				
The clinical instructor was accessible when needed.				
The clinical instructor's overall attitude toward teaching and clinical supervision is excellent.				
Overall, the clinical instructor related effectively and positively with students.				
The clinical instructor demonstrates a high degree of clinical competence I both radiographic and patient care duties.				
The clinical instructor exhibits proper conduct and attitude towards patients, students, and coworkers, at all times.				

The clinical instructor shows genuine concern for students.				

Additional Comments:

Appendix 6

McHenry County College Radiologic Technology Program

Clinical Affiliate Evaluation

It is imperative to the success of the MCC Radiologic Technology program and its students that we evaluate the quality of the clinical education component that encompasses the clinical education experience at our clinical affiliation sites. We would appreciate your input on your experience at each clinical site.

Please use the comment section to respond to either positive or negative experiences at the clinical affiliates. This information will be used to improve the clinical education experience at our clinical affiliations.

Clinical Affiliate Name:_____Semester_____20_____

Clinical Practicum Course Number, select the course #:

RAD150____RAD160____RAD170____RAD280____RAD290____

1. The volume of patient exams was sufficient to complete the required objectives of the clinical rotation.

____Strongly Agree

____Agree

____Disagree

____Strongly Disagree

Comments:

2. The variety of patient exams was sufficient to complete the required objectives of clinical rotation.

____Strongly Agree

____Agree

____Disagree

____Strongly Disagree

Comments:

3. The clinical site had the resources required and available to meet the objectives of the clinical rotation.

____Strongly Agree

____Agree

____Disagree

____Strongly Disagree

Comments:

4. Clinical site personnel were cooperative and added value to my clinical rotation.

____Strongly Agree

____Agree

____Disagree

____Strongly Disagree

Comments:

5. The orientation to the clinical site was adequate.

____Strongly Agree

____Agree

____Disagree

____Strongly Disagree

Comments:

6. The clinical site radiographers and staff were welcoming, prepared, and willing to work with students assigned to their institution.

____Strongly Agree

____Agree

____Disagree

____Strongly Disagree

Comments:

7. The clinical preceptor/radiographer was available for practice and competency evaluations.

____Strongly Agree

____Agree

____Disagree

____Strongly Disagree

Comments:

8. The clinical experience at this clinical affiliate met my expectations.

____Strongly Agree

____Agree

____Disagree

____Strongly Disagree

Comments:

Appendix 7

McHenry County College Radiologic Technology Program

Final Warning Clinical Education

It is understood and agreed that_____behavior at _____(Clinical Affiliate of MCC Radiologic Technology Program) has been unprofessional in terms of following guidelines of the McHenry County College Radiologic Technology Program Student Handbook and Clinical Guide regarding clinical behavior.

_____has been given written warnings/suspensions on the dates and for the reasons listed below is hereby placed on probation status which is effective from the current date until_____. In the event_____ violates any rule that is set forth in the McHenry County College Handbook and Clinical Guide regarding clinical behavior, the student will be dismissed from_____clinical site.

	Date	Infraction
1.		
2.		
3.		

Signed this_____day of_____20_____.

Print Name:_____

Signature:_____

Clinical Instructor:_____

Copies:

Program Chair

Clinical Instructor

Student

Appendix 8

McHenry County College Radiologic Technology Program

Biweekly Clinical Conference Form

Student Name:_____Dates of Observation:_____

	Exceeds Expectations	Meets Expectations	Needs Improvement	Unsatisfactory
Professionalism:				
Student follows college and clinical affiliate policies and procedures.				
Student accepts constructive criticism.				
Student shows initiative to perform procedures and desire to learn.				
Student is reliable, dependable, and punctual.				
Student works as a team player.				
Critical Thinking:				
Student reacts effectively and professionally to stressful work situations.				
Student makes appropriate independent decisions.				
Student demonstrates control under pressure.				
Student reports issues/concerns to the appropriate supervisor.				
Clinical Competence:				
Student performs procedures safely, independently, consistently, and effectively.				
Communication Skills:				
Student demonstrates effective communication skills with patients and coworkers.				
Overall Clinical Performance:				
Student's overall performance for the specified period.				

Clinical Instructors Comments:

Student Comments:

Clinical Instructor Signature:_____Date:_____

Student Signature:_____Date:_____

Program Chair Signature:_____Date:_____

Appendix 9

McHenry County College Radiologic Technology Program

Incident Report Form

Student Name:_____Date:_____

Date:_____Time:_____(of occurrence, not date filling out form)

Type of occurrence:

_____Injury/Illness

_____Disciplinary

_____Other(Specify)_____

Clinical Site:_____Area Assigned:_____

Was there an injury to a student? Yes____ No____

Was there an injury to a patient? Yes____ No____

If yes to either of the above questions, was medical care sought? Yes____ No____

Please provide a summary of the occurrence, attach additional documentation as necessary: (Provide facts only)

If the occurrence was for student discipline, please provide consequences of additional infractions if this behavior continues (i.e., suspension, removal from clinical affiliate, or dismissal from Radiologic Technology Program)

Signatures:

Clinical Instructor/Faculty:_____Date:_____

Clinical Affiliate Preceptor:_____Date:_____

Program Chair:_____Date:_____

Appendix 9

McHenry County College Radiologic Technology Program

Clinical Exam Log

Student Name:_____Clinical Site:_____

Indicate student level of participation: O=Observed, A=Assisted, P=Performed. If the student performed the exam, was a repeat necessary? If yes, log initials of the technologist(s) that supervised the repeat. Multiple exams on one patient will need separate rows.

Date	Exam	MR#	O/A/P	Repeat?	Technologist
1.				Y/N	
2.				Y/N	
3.				Y/N	
4.				Y/N	
5.				Y/N	
6.				Y/N	
7.				Y/N	
8.				Y/N	
9.				Y/N	
10.				Y/N	
11.				Y/N	
12.				Y/N	
13.				Y/N	
14.				Y/N	
15.				Y/N	
16.				Y/N	
17.				Y/N	
18.				Y/N	
19.				Y/N	
20.				Y/N	
21.				Y/N	
22.				Y/N	
23.				Y/N	
24.				Y/N	
24.				Y/N	
25.				Y/N	
27.				Y/N	
28.				Y/N	
29.				Y/N	
30.				Y/N	
31.				Y/N	
32.				Y/N	

Appendix 10

McHenry County College Radiologic Technology Program

Surgical Documentation Log

All Radiologic Technology students are required to graduate with competency to perform surgical procedures. This form will provide documentation of training and performance in surgery at the clinical affiliations. All Radiologic Technology students must document 60 hours of actual hands-on training in the Operating Room with the C-arm. Documentation of 60 or more hours or training is preferred and highly recommended.

Student Name:________________________________Clinical Site:__________________________

Date	MR#	Procedure Type	Tech Initials	Time in Procedure
			Total hours on this sheet	

Appendix 11

McHenry County College Radiologic Technology Program

Grievance Policy/Procedure

Purpose:

The grievance policy/procedure is an avenue for students to report a violation, misrepresentation, or inequity in any of the policies and procedures of the McHenry County College Radiologic Technology Program.

Reporting Procedure:

If a student believes there has been a violation, misrepresentation, or inequity of any of the policies and procedures described and identified in the Radiologic Technology Handbook and Clinical Guide, the student is to report the alleged incident to the Program Chair. The steps to be taken by the Program Chair is as follows:

- The Program Chair will investigate the alleged violation, misrepresentation, or inequity brought by the student.
- The Program Chair will conduct interviews with the student(s) alleging the violation and will conduct interviews with any parties involved in the incident.
- The incident as well as any findings found by the Program Chair will be presented to the Dean of Math, Science, and Health Services for their review. The Dean will then decide if the investigation was thorough and will conduct another investigation if deemed necessary.
- The Dean will also conduct an interview with the student(s) alleging the violation and any parties named in the allegation.
- The Dean will determine if the violation is accurate and provide a resolution or correction for the violation.

The investigation and resolution of the alleged policy or procedure violation, misrepresentation, or inequity will be resolved within 2 weeks of the initial reporting of the alleged incident.

Any other non-grievance complaints, such as room cleanliness, temperature, etc., can be addressed with any Radiologic Technology faculty.

Appendix 12

McHenry County College Radiologic Technology Program

Grievance Form

Student Name:_____ Date:_____

Policy/Procedure Grievance:

Program Chair Investigation Results:

Dean of Math, Science, and Health Services Investigation Results & Resolution:

Program Chair Signature:_____ Date:_____

Dean Signature:_____ Date:_____

Appendix 13

McHenry County College Radiologic Technology Program

Receipt of Radiologic Technology Handbook and Clinical Guide

In signing this page, I acknowledge that I have received the McHenry County College Radiologic Technology Handbook and Clinical Guide, and that I am responsible for knowledge of all its contents, and I agree to adhere to the policies and procedures it contains.

Signature of Student:_____

Printed Name of Student:_____

Date:_____