

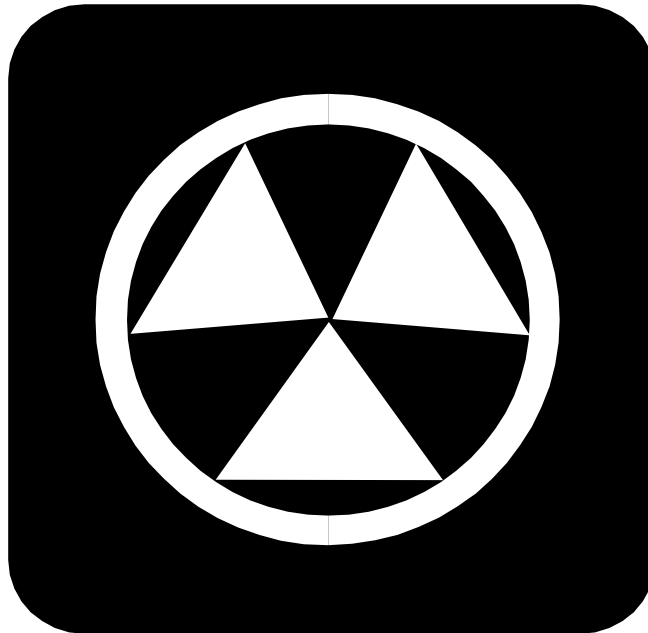
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MERIDIAN
TECHNOLOGY CENTER

RADIOLOGIC TECHNOLOGY

STUDENT HANDBOOK

2018-2019



2018-2019
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2018-2019

WELCOME

We, the faculty of the Radiologic Technology Program at Meridian Technology Center, welcome you as a student. We have a sincere interest in you as an individual and look forward to working with you in pursuit of your goal for becoming a Certified Radiologic Technologist. Your primary responsibility during the months ahead is to learn to be a safe, effective, and a dependable Radiologic Technologist.

This handbook has been designed for the Radiologic Technology Program to answer many of the questions which will arise during the time you are enrolled in this program. Please keep it handy as a reference. Program policies are reviewed annually. Revisions will be reviewed and approved by the Meridian Technology Center Superintendent and the Board of Education. You should note these changes as they are made, thus keeping your handbook current. Students are responsible for understanding and complying with the policies and procedures of the program and the school.

We welcome you to the Meridian Technology Center Radiologic Technology Program and wish you the best in your chosen career. Upon successful completion of the Radiologic Technology Program, graduates will satisfy the educational requirements necessary to be eligible candidates for certification administered by the American Registry of Radiologic Technologists. Candidates to the ARRT certification examination must also meet the ethics requirements. (Appendix C) A passing score on the certification exam grants the graduate rights to use the designation of R.T. (R) (ARRT).

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Accreditation/Credentialing Organizations

The Radiologic Technology Program is accredited by the following agency:

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

Meridian Technology Center is accredited by the following agency:

Oklahoma Board of Career and Technology Education
1500 West 7th
Stillwater, OK 74074
405-377-2000
<http://www.okcareertech.org/main/contact.htm>

The following credentialing organization administers certification examinations and issues registration:

American Registry of Radiologic Technologists
1255 Northland Drive
St. Paul, Minnesota 55120-1155 USA Phone
(651) 687-0048
www.arrt.org

MERIDIAN TECHNOLOGY CENTER
RADIOLOGIC TECHNOLOGY PROGRAM

Organization

Organization 1.0 Meridian Technology Center Mission and Vision

Organization 1.1 Mission

Educate. Enrich lives. Secure economic futures.

5/08, 5/10; 5/16

Organization 1.2 Vision

An extraordinary experience for learning. A passionate partner for success.

5/10; 5/16

Organization 2.0 Compliance Statement

Meridian Technology Center does not discriminate on the basis of race, color, national origin, sex/gender, age, disability, religion or veteran status in its educational programs or activities. This includes, but is not limited to, recruitment, admissions, educational services and activities, financial aid, and employment. Inquiries concerning application of this policy may be referred to Jeremy Zweiacker, Coordinator of Title IV, VI, VII, IX/504/ADA Responsibilities, Meridian Technology Center, 1312 South Sangre Road, Stillwater, Oklahoma, 74074-1899, or by phone at (405) 377-3333.

Created 6/06, 5/10, 5/15, 5/18

Organization 3.0 Radiologic Technology Program Mission

The purpose of the Meridian Technology Center Radiologic Technology program is to provide competent, well trained radiographers for medical communities in need.

Created 1996; revised 2002, 07/04, 5/08, 5/14, 5/15

Organization 4.0 Radiologic Technology Program Goals

- Goal 1 Students will graduate with the clinical competence and compassion to practice as entry-level radiologic technologist.
- Goal 2 Students will demonstrate the ability to communicate with a diverse population.
- Goal 3 Students will graduate with the ability to reason and solve problems.
- Goal 4 Students will demonstrate professionalism.
- Goal 5 The program will provide competent, qualified entry-level radiologic technologists to serve in the community.

Revised 1998, 2007, 2012, 5/14 , 5/15

Organization 5.0 Radiologic Technology Program Philosophy

Our philosophy of instruction fosters individual learning styles in an environment that emulates a “real world” approach to learning. We believe our role as radiologic science educators is to lead the student radiographer from where they are to where the medical imaging industry needs them to be.

Revised 7/04, 6/06, 5/09, 5/14, 5/15

Organization 6.0 Curriculum Organization/Curriculum Plan

The curriculum is based on the recommendations from the American Society of Radiologic Technologist (ASRT) in compliance with the Standards for an Accredited Educational Program in Radiologic Sciences as established by the Joint Review Commission on Education in Radiologic Technology (JRCERT). Both didactic and clinical competencies fulfill the educational eligibility requirements as set forth by the American Registry of Radiologic Technologist (ARRT).

**Meridian Technology Center
Curriculum Plans
2017-2019; 2018-2020**

Career Major: Radiologic Technology

Prerequisite Courses

1. Degree Completion

Qualified applicants must have completed a minimum of an associate degree or higher. The degree granting institution must be accredited by a mechanism acceptable to the American Registry of Radiologic Technologists (ARRT). A list of acceptable accreditation mechanisms may be accessed at <https://www.arrt.org/Education/>. Check to see if your degree will meet the ARRT certification eligibility requirements.

Consideration may be given to applicants who are within 15 credit hours of degree completion. The degree must be completed prior to completion of the radiologic technology program. Effective January 1, 2015, completion of an accredited educational program **and** degree completion are an eligibility requirement to sit for the ARRT certification examination.

General Education courses are to include a minimum of 3 credit hours each in mathematical/logical reasoning and written/oral communications. Additionally, the general education prerequisites include a minimum of 9 credit hours of electives selected from any of the following areas: Arts and Humanities; Information Systems; Social/Behavioral Sciences; Natural Sciences.

The evaluation of the equivalency of education courses will be aligned with the Oklahoma State Regents for Higher Education found at www.okhighered.org/transfer-student

And

2. Anatomy & Physiology (must complete with a C or higher)

If your degree did not include an Anatomy and Physiology course you must take the course independently. Anatomy and Physiology course(s) may be taken separately or as one course at a college or university. Courses HL00454/ HL00046 from an Oklahoma Career and Technology Education Center may substitute for this course.

And

3. Medical Terminology (must complete with a C or higher)

If your degree did not include a Medical Terminology course you must take the course independently. Course HL00054/HL00342 from an Oklahoma Career and Technology Education Center may substitute for this course.

**Courses
2017-2019;2018-2020**

| Course Title | Clock Hours |
|---|-------------|
| 1st Year Curriculum | |
| Introduction to Radiological Sciences & Health Care | 48 |
| Patient Care in Radiologic Sciences | 64 |
| Radiation Protection | 48 |
| Ethics and Law in the Radiologic Sciences | 32 |
| Radiographic Procedures I | 150 |
| Image Analysis I | 48 |
| Radiographic Pathology (Part 1 and Part 2) | 32 |
| Radiographic Procedures II | 150 |
| Image Analysis II | 48 |
| Pharmacology and Venipuncture | 32 |
| Digital Image Acquisition and Display | 64 |
| Clinical Practice I | 645 |
| 2nd year Curriculum | |
| Imaging Equipment | 72 |
| Radiation Production and Characteristics | 48 |
| Principles of Imaging | 60 |
| Introduction to Computed Tomography | 32 |
| Advanced Imaging | 48 |
| Radiation Biology | 64 |
| Clinical Practice II | 800 |
| Career Preparation for Radiography | 16 |
| Comprehensive Program Review for Radiography | 64 |
| | Total |
| | 2565 |

(Total hours do not include the prerequisite course work in Medical Terminology and Anatomy & Physiology identified in the Career Tech instructional framework).

Revised 7/99, 11/99, 1/00, 8/00, 4/01, 2/02, 5/02, 7/02, 5/03, 8/04, 5/05, 6/06, 05/07, 05/08 3/09, 5/10, 5/11, 5/13,5/14,5/15,5/16

Curriculum Organization 6.1 Course Descriptions 2017-2019; 2018-2020

Introduction to Radiological Sciences & Health Care

Content is designed to provide an overview of the foundations in radiologic sciences and the practitioner's role in the healthcare delivery system. Principles, practices, and policies of the healthcare organizations are examined and discussed in addition to the professional responsibilities of the radiographer. Students are introduced to the fundamentals of safety and radiation protection practices.

Patient Care in Radiologic Sciences

Content is designed to provide the basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described as well as infection control procedures using standard precautions. Additional content includes patient transfer, immobilization, and other patient care skills. The role of the radiographer in patient education is identified. Cultural diversity in healthcare is explored.

Radiation Protection

Content is designed to present an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel, and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies, and health care organizations are incorporated.

Ethics and Law in the Radiologic Sciences

Content is designed to provide a fundamental background in ethics. The historical and philosophical basis of ethics, as well as the elements of ethical behavior is discussed. The student will examine a variety of ethical issues and dilemmas found in clinical practice. An introduction to legal terminology, concepts, and principles will also be presented. Topics include misconduct, malpractice, legal and professional standards and the ASRT scope of practice. The importance of proper documentation and informed consent is emphasized.

Radiographic Procedures I

Content is designed to provide the knowledge base necessary to perform standard radiographic procedures. Consideration is given to the evaluation of optimal diagnostic images. Laboratory experience should complement the didactic portion. This course provides the student with theoretic concepts, terminology and clinical application for routine positioning procedures. Students will be given an opportunity to demonstrate their knowledge and skill in performing the simulated exams, which will later become a basis for competency in the clinical practicum. Knowledge of anatomic structures and radiographic quality will be evaluated in classroom activities.

Image Analysis I

Content is designed to provide a basis for analyzing radiographic images. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation, and the factors that can affect image quality. Actual images will be included for analysis. This course emphasizes the importance of identifying and evaluation diagnostic images. Guidance is given in the section of accurate improvement methods.

Radiographic Pathology (Part 1 and Part 2)

Content is designed to introduce theories of disease causation and the pathophysiologic responses, pathogenesis, clinical manifestations, radiographic appearance and management of alterations in body systems are presented.

Radiographic Procedures II

Content is designed to provide the knowledge base necessary to perform standard radiographic procedures. Consideration is given to the evaluation of optimal diagnostic images. Laboratory experience should complement the didactic portion. This course provides the student with theoretic concepts, terminology and clinical application for advanced positioning procedures. Students will be given an opportunity to demonstrate their knowledge and skill in performing the simulated exams, which will later become a basis for competency in the clinical practicum. Knowledge of anatomic structures and radiographic quality will be evaluated in classroom activities.

Image Analysis II

Content is designed to provide the basis for an advanced level of analyzing radiographic images. Included are the importance of imaging standards, problem-solving technique for image evaluation, and the factors that can affect image quality. Actual images will be included for analysis. This course emphasizes the importance of identifying and evaluating diagnostic images. Guidance is given in the section of accurate improvement methods.

Pharmacology and Venipuncture

Content is designed to provide basic concepts of pharmacology. The theory and practice of basic techniques of venipuncture and administration of diagnostic contrast agents and/or intravenous medications is included. The appropriate delivery of patient care during these procedures is emphasized.

Digital Image Acquisition and Display

This course contains content designed to impart an understanding of the components, principles, and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving, and retrieval are discussed. The guidelines for selecting exposure factors and evaluating images within a digital system will assist students to bridge between film-based and digital imaging systems. Principles of digital system quality assurance and maintenance are presented.

Clinical Practice I

Content and clinical practice experiences should be designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate the concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated.

Imaging Equipment

Content is designed to establish a knowledge base in radiographic, fluoroscopic, mobile and tomographic equipment requirements, design, and function. The content also provides a basic knowledge of quality control.

Radiation Production and Characteristics

Content is designed to establish a basic knowledge of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production, and the fundamentals of photon interactions with matter.

Principles of Imaging

Content is designed to establish a knowledge base in factors that govern and influence the production and recording radiologic images. Electronic imaging, with related accessories, is emphasized. Content includes the design and function of processing and related equipment.

Introduction to Computed Tomography

Content is designed to provide radiography students with the principles related to computed tomography (CT) and cross-sectional anatomy.

Advanced Imaging

This course emphasizes advanced skills and specific career knowledge for the health care professional. To broaden their knowledge of primary radiographic procedures, the student will be involved in the exploration of specialized diagnostic and/or therapeutic procedures that may include, but not limited to, the study of advanced imaging procedures and related associated imaging modalities.

Radiation Biology

Content is designed to provide an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues, and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation.

Clinical Practice II

Content and clinical practice experiences are a continuation of Radiologic Clinical Practice I. Leadership skills are developed through peer teaching activities.

Career Preparation for Radiography

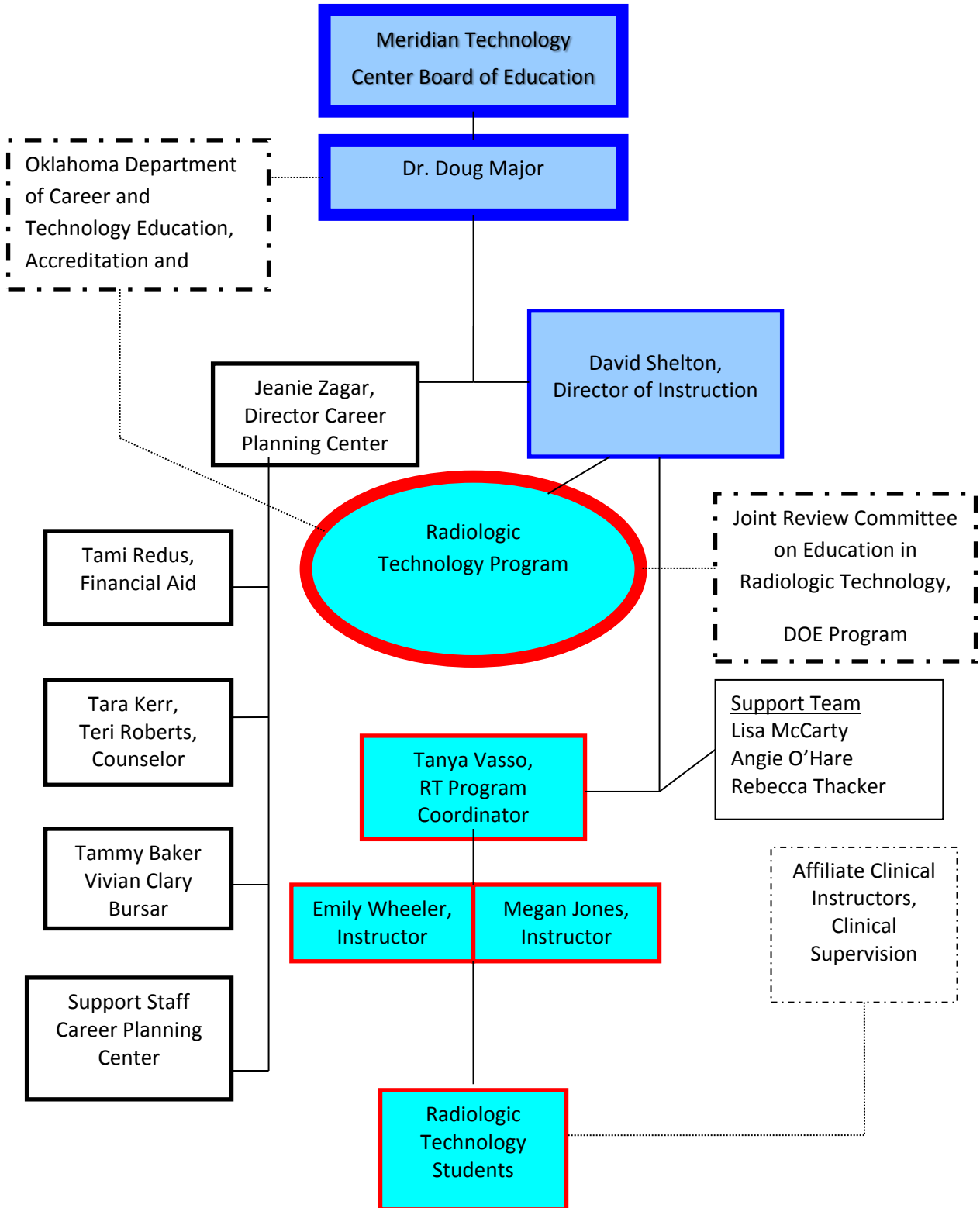
This course emphasizes the steps involved in securing employment.

Comprehensive Program Review for Radiography

This course provides a comprehensive review of the radiography curriculum in preparation for taking the certification exam given by The American Registry of Radiologic Technologists (ARRT). Identified areas of weakness will help the student focus on the curriculum items that need concentrated study. The computerized testing format of the ARRT exam will be emphasized.

Revised: 6/99; 5/03; 8/04; 5/05, 6/06, 5/07 5/08, 5/09, 5/13 5/17

Organization 7.0 Program Organizational Chart
 Revised 5/11 5/14; 5/16



Program Policies:

All policies of Meridian Technology Center will be followed. Refer to the Meridian Technology Center student handbook. Additionally, the Radiology Program will have the following requirements.

Program Policy 1.0 Program Attendance

All scheduled lectures, lab sessions, assigned clinical rotations, and class meetings are mandatory. Class meetings may be called during or outside of class times. Optional community service and professional society meetings may be held during or outside of class hours. Students are responsible for the content of all coursework presented in each course of study.

It is recognized that during the two years of the program, situations may arise that could cause a student to be tardy or absent from a class or a clinical rotation. Healthcare providers are expected to provide service to individuals regardless of personal conditions in their own lives, therefore absences and tardiness should be kept to a minimum. A professional sense of responsibility in such matters is required from the outset of the program to develop the professional behaviors expected by employers.

School attendance policies establish precedence for students receiving state or federal financial aid. Make-up time, due to inclement weather or other unforeseen changes in the program calendar, will be scheduled at the discretion of the program coordinator and/or school administration. Make up time may alter the expected program completion date but not the length of program hours.

Revised 5/11

1.1 Didactic Course Attendance Policy

First year students are required to attend on-campus classes three days per week and second year students attend on-campus classes two days per week. Didactic classes are scheduled between the hours from 8:00 a.m. to 3:30 p.m. Class times are identified in each course syllabi. (Also see 1.2 for clinical scheduling)

Specific requirements for class attendance are outlined in each course syllabus by the individual instructor. Attendance is taken in all courses. Excessive tardiness and absenteeism from a course will affect a student's academic performance which may reflect a reduction in course grades. In the event an instructor recognizes excessive tardiness, at any time throughout the day or leaving class early, and absenteeism, the instructor will consult with the student to discuss corrective measures and provide written documentation to the program coordinator. If excessive tardiness and absences continue after the consultation, the student may be placed on probation or dismissed from the program in accordance with the program dismissal policy. A minimum of 90% attendance must be maintained for each didactic course.

Failure to contact a faculty member of a tardy or absence may result in academic probation. Three occurrences of failure to contact a faculty member during a course will result in termination from the program. If a student is absent 3 consecutive days without notifying his/her instructor or program coordinator, the student will be dropped from the program.

The following procedure identifies the required guidelines for tardiness and absence from a didactic course.

- A student should contact or leave a message in advance for the faculty in which courses he/she will be absent or tardy.
- If an absence will last several days, the student should contact his/her program coordinator to provide an explanation to the situation. The program coordinator may request documentary evidence to support the student's explanation.
- It is the student's responsibility to be familiar with the absence policy in course syllabi and to make arrangements to complete missed assignments, tests, or quizzes.

6/06, 5/08, 5/11

1.2 Clinical Course Attendance

A minimum of 1445 clinical training hours is required for program completion. A 90% attendance must be maintained for each clinical course. In the event the program's clinical instructor recognizes excessive tardiness, at any time throughout the day or leaving class early, and absenteeism, the clinical instructor will consult with the student to discuss corrective measures and provide written documentation to the program coordinator. If excessive tardiness and absences continue after the consultation, the student will be placed on probation. Any student failing to comply with probationary terms will be dismissed from the program.

Failure to contact the program coordinator or program clinical instructor of a tardy or absence may result in clinical probation. Three occurrences of failure to contact program officials during a clinical course will result in termination from the program. If a student is absent 3 consecutive days without notifying his/her instructor or program coordinator, the student will be dropped from the program.

The following procedure identifies the required guidelines for tardiness and absences from a clinical course.

- A student should contact or leave a message for the faculty in which courses he/she will be absent or tardy at least 30 minutes in advance.

- If an absence will last several days, the student should contact his/her program coordinator to provide an explanation to the situation. The program coordinator may request documentary evidence to support the student's explanation.
- Clinical absences will be made up upon completion of the last regularly assigned clinical day. Make up time due to a leave of absence will be scheduled at the discretion of the program coordinator. Make up time will be scheduled by faculty and approved by the program coordinator.

Program Policy 2.0 Leave of Absence

A student for legal, personal, medical, or military service reasons can apply for an extended leave of absence. A student may be eligible for one extended leave of absence during the academic year. The leave shall, to qualify as an extended leave of absence, be no less than one (1) week and no more than nine (9) weeks.

Each student is responsible for making arrangements with the course instructor and/or program coordinator to complete missed clinical hours, assignments, quizzes, or tests as outlined in each course syllabus.

To be eligible for a leave of absence the student must:

1. Consult with a counselor in the Career Planning Center.
2. Apply for a leave of absence in writing and complete the leave application form before the leave begins.
3. The student must not have had a prior leave of absence during the current academic year.
4. The student must have maintained a minimum of a "C" average on current course work.
5. A student may apply for a second leave of absence in the event the student can show extenuating circumstances, beyond the student's control, that warrant a second extended leave. Extenuating circumstances that would qualify for a second leave are those that involve catastrophic medical conditions of a student or his/her immediate family or involuntary military service

Program Policy 3.0 Withdrawal Policy

Any student who is withdrawing from the Radiologic Technology Career Major must complete an exit interview with the program Coordinator and complete a programmatic evaluation. Students must complete an official withdrawal form or submit a letter to the appropriate director in charge of instruction to be eligible for any tuition refund. Any student receiving Title IV funds and withdrawing before the 60% point in a disbursement period must return all of a portion of Title IV funds received. This may cause the student to owe money to the school and/or Federal Government. Adult students with an unpaid balance on their student account will not be able to obtain copies of their transcripts until all outstanding charges have been paid. Students withdrawing during the semester must return all books and unused supplies owned by the school.

This policy must be followed in order to maintain status in good standing. Students not in compliance with the withdrawal policy will not be eligible for re-admission to the program.

6/2000; 5/16

Program Policy 4.0 Credit by Advanced Standing

Advanced standing credit will be considered on an individual basis and contingent upon available resources. Candidates seeking advanced standing credit must complete a formal written request addressed to the program coordinator and pay any applicable fees. Admission dates for candidates accepted with advanced standing will correlate with the program's current curriculum alignment and course schedules.

Candidates should seek financial aid information regarding advanced placement from a qualified financial aid officer. Tuition may be prorated for the number of hours completed at Meridian Technology Center. Schedule an appointment with appropriate personnel in the Career Planning Center.

Credit by advanced standing may be awarded through:

- transfer of courses from another JRCERT accredited radiography program
- advanced placement by an individual who was a graduate of a JRCERT accredited radiography program and is no longer eligible to sit for the national certification exam.
- experiential learning gained by completing an Oklahoma Career and Technology Education career major in Radiologic Technology Aid.

4.1 Credit by Transfer

Admission with advanced standing by transfer of credit may be awarded to an individual as a result of prior education completed at another JRCERT accredited program. Transfer students may challenge for credit by exam for didactic courses. All program and clinical requirements must be completed to be eligible for graduation. No more than forty nine percent of the programs total hours may be awarded as transfer credit.

Transfer candidates will be required to successfully pass the final written exam and final competency exam if applicable, or its equivalent, for each didactic course challenged with a 77% score or higher. Challenge exams are intended to measure knowledge and skills comparable to the expected outcomes when completing the course. Candidates may request course review materials. Fees may apply to course materials. Failure to successfully pass the challenge exam on the first attempt will indicate a need for the candidate to repeat the course.

The candidate must provide evidence of course completion from the previous radiography program by submitting an official transcript and course syllabi. Clinical hours must be verified by letter of attestation from the previous program director or

designated program official. Additional documentation may be requested for clarification. A committee composed of program officials and faculty will review the evidence. The committee will determine which courses are considered equivalent to Meridian Technology Center's radiography program course work. Those courses deemed measurable and equivalent may be challenged by exam. All committee decisions are final.

Examinations are developed, administered, and scored by program officials and faculty. Exams are comprehensive of all course content. The challenge exam score will represent the final course grade in accordance with program grading policies. Upon completion of the exam, the candidate will receive notification of the score. The grade will be entered on the student's transcript and maintained by school policy only if the candidate is admitted to the radiography program.

4.2 Credit by Advanced Placement

Advanced standing through advanced placement may be granted to an individual who provides evidence of graduating from a JRCERT accredited radiography program and who is not currently certified. Advanced placement candidates may challenge for credit by exam for didactic courses. All program and clinical requirements must be completed to be eligible for graduation with the exception of clinical hours. Advanced standing candidates will be considered clinical completers upon completion of all clinical competencies, evaluations, objectives, assignments, and exams.

Advanced placement candidates will be required to successfully pass the final written exam and final competency exam if applicable, or its equivalent, for each didactic course challenged with a 77% score or higher. Challenge exams are intended to measure knowledge and skills comparable to the expected outcomes when completing the course. Candidates may request course review materials. Fees may apply to course materials. Failure to successfully pass the challenge exam on the first attempt will indicate a need for the candidate to repeat the course.

The candidate must provide evidence of program completion from the previous radiography program by submitting an official transcript with evidence of degree or certificate completion. Clinical hours must be verified by letter of attestation from the previous program director or designated program official. Additional documentation may be requested for clarification. A committee composed of program officials and faculty will review the evidence. The committee will determine which didactic courses, based upon the final exam scores, will be repeated. All committee decisions are final.

Examinations are developed, administered, and scored by program officials and faculty. Exams are comprehensive of all course content. The challenge exam score will represent the final course grade in accordance with program grading policies. Upon completion of the exam, the candidate will receive notification of the score. The grade will be entered on the student's transcript and maintained by school policy only if the candidate is admitted to the radiography program.

4.3 Credit by Experiential Learning

Individuals desiring to receive credit through experiential learning may qualify for advanced standing in clinical hour requirements only. Candidates for advanced standing who have completed an Oklahoma Career and Technology Education approved career major in Radiologic Technology Aid will be awarded 120 clinical hours. Credit for clinical hours will be applied to the end of Radiologic Clinical Practice II after completion of all clinical requirements.

4.4 Credit by Prerequisites

Advanced standing credit for Medical Terminology and Anatomy and Physiology, prerequisites identified by the Oklahoma Department of Career and Technology Education as part of the career major, is applied to the student's transcript. The course grade is transferred from the regionally accredited college. The courses may be substituted by course HL00342/HL00054 and HL00046/HL00454 approved by the Oklahoma Department of Career and Technology Education.

Revised 5/10; 5/11; 6/14; 5/15; 5/16

Program Policy 5.0 Health and Safety Regulations

- Emergency preparedness for students and staff at Meridian Technology Center is paramount. Two drills are conducted per school year for fire, tornado, lockdown, and intruder (MTC Policy S-505-A1). Instructors are responsible for facilitating each safety plan. Students and staff are notified by audible signal. An automated notification system will alert students and staff to inclement weather. Meridian Technology Center provides an Emergency Response Team (ERT) on campus. In the event of an emergency, the ERT may be activated by dialing 0.

Clinical instructors coordinate workplace safety education for instructors and students. Clinical instructors submit documentation of the workplace safety education to program officials.

- Students are encouraged to carry hospitalization insurance. Students may be required to carry health insurance as an eligibility requirement to participate in clinical training at various clinical affiliates.
- Emergency care will be provided for injuries occurring in the clinical area. Students are responsible for any costs incurred. It is the responsibility of the students to seek the services of their individual physician for any other injury or illness.
- Absence of three consecutive days may require verification from the physician to determine whether or not a student is in an acceptable condition to carry out responsibilities required by the program.

- Students may be asked to contact their physicians regarding appropriate measures to be taken in the event of exposure to infectious and communicable disease while on campus or in the clinical area when deemed advisable by the faculty. Meridian Technology Center Policy I -437-C1 Hygiene and Sanitation (Blood borne Pathogens) will serve as guidance for any action taken in the event of faculty or student exposure. Students are responsible for any cost incurred. Students are also expected to report any exposure to communicable diseases that have occurred outside the clinical area. It is our responsibility to assure that the health and safety of students, faculty, and patients are adequately safeguarded.
- If an incident occurs involving a student or faculty, contact the program coordinator immediately. The clinical instructor or faculty will complete a Meridian Technology Center accident/incident form and submit to the program coordinator. The program coordinator will file the accident/incident in the office of administration as soon as possible.
- Students may request counseling in regard to personal matters from the Radiologic Technology faculty or Meridian Technology Center counselors.

Program Policy 6.0 Communicable Disease Policy

Short-Term or Transitory Diseases or Conditions

Any employee or student with a contagious or communicable disease or condition of short-term or transitory duration may be prohibited from having contact with others at Meridian Technology Center when such contact presents a significant risk of communicating the disease or condition. The prohibition may continue until the employee or student no longer presents a significant risk to others. For example, this temporary prohibition could cover employees or students with the flu, head lice, chicken pox, etc. whose continued contact with others while infected/contagious would present a substantial risk of infection.

Long-Term Diseases or Conditions

If the Superintendent has cause to believe that an employee or student has a contagious or communicable disease or condition of long-term duration that presents a significant risk of substantial harm to others, the Superintendent may require the individual to be examined by a physician licensed by the State of Oklahoma and selected by the Superintendent, to consent to having the results of that examination forwarded to the Superintendent as soon as such results are available, and to consent to the release of medical information of the employee or student to the examining physician. If the physician concludes that the individual poses a significant risk of substantial harm to the health of others in the workplace, the Superintendent or designee will determine whether the employee or student is an "individual with a disability" as defined by the Americans with Disabilities Act and, if so, whether reasonable accommodations may eliminate or reduce the risk to others to a safe level. If reasonable accommodations are proposed, the Superintendent may ask the examining physician to issue a medical opinion stating whether or not such contemplated accommodations would eliminate the risk of communicating the disease or condition to others in the workplace or classroom or reduce

such risk to a safe level. If reasonable accommodations cannot be made to address a significant risk of substantial harm to the health of others in the workplace or classroom, then the employee may be placed on appropriate leave, with or without pay, or terminated, or the student may be removed from the classroom environment. For example, this process could cover employees or students with drug-resistant tuberculosis, etc.

The cost of such medical examination and review will be borne by Meridian Technology Center.

Revised 5/11

Program Policy 7.0 Program Completion

Upon successful completion of the program, the student is eligible to make application to The American Registry of Radiologic Technologists for certification as a Registered Technologist (R.T.) (R) (ARRT).

Program completion is based upon the following criteria:

Completion of didactic course work is determined by completion of all ARRT certification eligibility requirements for didactic competencies, objectives, and assessments with a minimum of 77% achieved in each final course grade.

Completion of clinical education is determined by completion of all required competencies, objectives, lab demonstrations, final clinical performance exam with a minimum score of 77%, simulations, (if necessary) terminal evaluation, 1445 clinical training hours, and a minimum of 77% achieved in each final clinical course grade.

ALL students graduating from Meridian Technology Center must either earn a minimum ACT Composite Score of 19 OR achieve minimum WorkKeys Assessment scores required for the Career Major in Applied Mathematics, Graphic Literacy, and Workplace Documents (Effective for those students graduating on or after July 2018)

All probationary terms must be met before completion status will be granted.

All tuition and fees due to Meridian Technology Center must be paid in full before the program coordinator will validate program completion.

Once all program requirements are met, the student will schedule an exit interview with the program coordinator to verify complete and accurate records. The student will at this time be given an opportunity to evaluate the program and provide suggestions for program improvements.

A completed application for the certification examination administered by the American Registry of Radiologic Technologist must be submitted with all applicable fees and identification to the program coordinator prior to validation of program completion.

Once the student successfully passes the examination, he or she will hold the credential R.T. (R) (ARRT) (Registered Technologist of the American Registry of Radiologic Technologists). This is the most respected professional credential in Radiology and is considered essential by most employers of Medical Imaging departments.

Created: 1983, Revised 2001; revised 11/03, 07/04 06/06 7/11; 5/16; 5/18

Program Policy 8.0 Methods of Evaluation

Participation is a major component of the learning process and therefore, all students are expected to participate in class discussions, demonstrations, lab activities, and clinical assignments. Academic progress is provided periodically by faculty throughout each course and may be solicited at any time by the student. Anecdotal records will be kept on all students. These records will document mastery of knowledge in didactic classes and demonstrated skills during clinical classes. The student performance assessment record (which is an accumulation of documented mastery of knowledge and skills) will be shared with the student during private conferences at prescribed intervals.

Judgment of satisfactory progress of each student is vested in the faculty and program coordinator. Students will be notified in writing at any time their course grade average is at or below a 77%. Unsatisfactory progress will result in counsel and the development of a written academic improvement plan which may include but not limited to remediation of coursework, supplemental assignments or activities, and/or counseling in test taking techniques.

Students are encouraged to attend all lecture, laboratory, and clinical sessions. Excessive absences may lower the student's grade by missing information that is being presented. Students are responsible for completing all required tests, quizzes, and assignments, regardless if they are absent. Make-up course work must be completed as published in each course syllabus as determined by each course instructor. Students who fail to complete make-up assessments and assignments upon returning to class or by the time designated by the course instructor will receive a grade of 0.

Program Policy 8.1 Program Grading Scale

The grading scale for this program is as follows:

- A 93% - 100%
- B 92% - 85%
- C 84% - 77%
- D 76% - 70
- F 69% and below

Program Policy 8.2 Didactic Course Method of Evaluation

Course grades are based upon the following criterion:

- Assignments and Quizzes 20%
- Tests 80%

Extra credit may be given for any course at the discretion of each course instructor.

Program Policy 8.3 Clinical Course Method of Evaluation

The clinical training will be assessed as outlined in the clinical course syllabus. The following criterion illustrates each weighted component used to calculate a student's grade average for each clinical course:

- Competency Evaluations 60%
- Clinical Evaluations 20%
- Clinical Objectives 5%
- Equipment Manipulation 5%
- Records Management 5%
- Clinical Assignments and Final 5%

Clinical performance evaluations are completed monthly for each student by the clinical instructor employed by the clinical affiliate. Each student is responsible for making arrangements with the clinical instructor on a monthly basis to complete and review their clinical performance evaluation. Clinical instructors from each site will place the completed performance evaluations in the Meridian Technology Center lockbox after it has been reviewed with the student. Meridian Technology Center faculty will periodically discuss evaluations and progress with each student.

Revised 5/15

Program Policy 8.4 Program Promotion

All didactic and clinical courses must be completed with a minimum of 77% in order to progress to the next course of study. All clinical competencies must receive a minimum score of 90% to be considered complete as outlined in the respective clinical course syllabus. Students will be counseled regarding deficiencies, and appropriate action must be taken by the student to correct the deficiency. Students with less than a 77% average at the end of a course, within the clinical or didactic educational plan of study, will not be allowed to continue on to the next level of training. A course can be repeated once following the sequence of courses. Only one course during the two-year study can be repeated. To complete a course with less than a 77% average would indicate failure to satisfactorily complete the objectives identified in the course outline.

Non-continuance in the didactic educational plan of study would result in administrative withdrawal from the program until such time that the course is made available following the program's curriculum sequence. The course instructor and/or the program coordinator may however elect to offer the course through independent study allowing for continuance in the program without interruption. This option would require the student to complete two didactic courses simultaneously in addition to any required clinical training. A decision to offer a self-directed study will be considered only when it is least disruptive to the instructor's and program coordinator's responsibilities to the program.

Equally important to job skills and theoretical knowledge is the development and demonstration of professional ethics. The student will continually be evaluated on his or her demonstration of professionalism.

Created: 1983; Revised 2002; 6/02; 7/03, 07/04, 5/05 06/06

Program Policy 9.0 Professional Behavior

The American Society of Radiologic Technology Code of Ethics should influence all actions. Students are expected to conduct themselves as professionals at all times.

All regulations concerning safety, behavior, language, appearance, smoking, discipline, and attendance (as specified in the Meridian Technology Center Student Handbook) must be observed. Unacceptable conduct will first be handled by the instructor and then follow the chain of authority to the superintendent of the school. Such conduct may result in suspension and/or dismissal from the program and Meridian Technology Center.

Unprofessional conduct as outlined in the Meridian Technology Center Handbook, Radiologic Technology Student Handbook, ARRT Professional Ethics, or Clinical Affiliate Policy and Procedures will not be tolerated.

Students shall refrain from any discussion of the contents of quizzes and exams.

Students shall refrain from social contacts with patients.

If a student's behavior results in an incident/accident, the didactic instructor or clinical instructor must immediately notify the program coordinator. The instructor will facilitate the completion of a Meridian Technology Center accident/incident form. The program coordinator will file the accident/incident in the office of administration as soon as possible.

Students removed from a clinical rotation at the request of the clinical site will be subject to program dismissal.

Revised 05/160

Program Policy 9.1 Confidentiality

Students shall refrain from any discussion of patients except as necessary in the classroom for the purpose of educational enhancement or in the clinical area with staff, school faculty, or class members for the purpose of providing quality health care. Students will refrain from discussing private matters associated with the clinical facility and Meridian Technology Center.

Program Policy 10.0 Program Probation

Students may be placed on program probation for the following reasons:

- 1) The student fails a required course.
- 2) The student fails to maintain a 77% grade at any phase within a course.
- 3) If a student fails to notify program officials of tardiness or absence. Clinical absences must be communicated to program officials at least 30 minutes prior to the start of clinical assignment.
- 4) If a student does not maintain a 90% course attendance. The program coordinator may elect to counsel the student for failing to meet attendance requirements instead of placing the student on probation. Each situation will be considered case by case. 2nd offenses will result in probation.
- 5) If a student demonstrates excessive tardiness.
- 6) If a student consistently fails to maintain current and accurate clinical documentation.
- 7) If a student conducts unprofessional behavior as outlined in the Radiologic Technology Student Handbook, ASRT Code of Ethics, and the Meridian Technology Center handbook.

If a student is placed on probation for any reason, a counseling session must be set up with the program coordinator to discuss any remedial corrective actions that need to be taken.

Created 8/04, revised 5/05 7/06,7/09; 5/16

Program Policy 11.0 Program Dismissal

Students may not be allowed to continue enrollment in the program for the following reasons:

- The student has failed more than one of the required courses.
- The student has failed a single course two times.
- The student has failed to maintain a 90% attendance for more than one didactic or clinical course.
- The student has failed to fulfill the terms of any probation.
- If a student is placed on probation for more than two courses.
- Violation of any act identified in the dismissal policy established by Meridian Technology Center.

- Violation of acts identified in the dismissal policy established by an assigned healthcare institution serving as a clinical affiliate to the Radiologic Technology Program.
- A student may be dismissed because of unsafe radiologic practices regardless of grade averages.
- Any student failing to report absences for 3 consecutive days will be dropped from the enrollment.
- Any student that is caught cheating will automatically be dismissed from the program.
- Any student who has been dismissed from a clinical education setting may be subject to program dismissal.
- Slander or defamation related to fellow students, affiliate clinical sites, or Meridian Technology Center will result in immediate dismissal.
- Gossip related to fellow students, affiliate clinical sites, or Meridian Technology Center will not be tolerated. Students may be dismissed from the program for excessive gossip.

Students dismissed from enrollment may apply for re-entry into the radiography program at a later date. Prior to consideration for re-entry into the program, these applicants must successfully complete the ARRT pre-eligibility process. These students, if accepted, will enter the program contingent to meeting probationary terms established by a faculty committee prior to enrollment. Any student granted an opportunity for conditional re-enrollment into the program, will be held to the policies, procedures, and program requirements applicable to the program at the time of the student's re-enrollment

If any provisions of the policies and procedures are deemed inconsistent with one another, the MTC Policy Manual shall control over other publications

Revised 5/05 7/06, 5/09, 5/11; 5/16

Program Policy 12.0 Grievance Policy

A grievance is a complaint by a student whereby the individual alleges a violation, misinterpretation, or inequitable application of an established policy governing the person involved individually or collectively.

1. Prior to the filing of a written complaint, the student should first speak with the instructor to make reasonable effort to resolve the problem or complaint.
2. Should the problem or complaint not be resolved after the first meeting with the instructor, the student should prepare a written statement of complaint or problem that occurred, and submit the written complaint to the Coordinator of the Radiologic Technology Program within 3 days of the discussion with the instructor.

3. Within 10 days after receiving the student complaint, the Coordinator will:
 - a) indicate acceptance or rejection of the student's requested action or outline an alternative;

or

 - b) call a hearing before the faculty at which time the student must be present.
4. Should the student feel a conflict is not yet resolved; a written complaint should be prepared by the student and submitted to the appropriate administrator within 3 days of the Radiologic Technology program coordinator's last communication with the student.
5. The appropriate administrator will then proceed with investigation of the conflict, complaint, or problem as outlined in the Meridian Technology Center Policy and Procedure Handbook. A copy may be obtained from the office of Program Administration.

Given the student has a complaint apart from those invoking the grievance procedure but may be perceived to negatively affect the quality of education, the student may:

1. Submit a complaint in writing by discretely placing it in the lockbox provided in the classroom B-117.
- OR**
2. Submit the complaint verbally to the program coordinator.
 3. The program coordinator will investigate the complaint and determine what further action is required and if the complaint should be reported to the appropriate administrator.
 4. A follow up with the person submitting the complaint may occur if the complaint was not submitted anonymously and deemed appropriate.

Revised 5/09; 5/16

Program Policy 13.0 Accreditation Standards Compliance Reporting

In compliance with state and national legislative directives, accrediting agencies of the radiography program provide public reporting systems for the performance of persons, businesses, or other entities regulated by these agencies. Given a complaint related to non-compliance of Joint Review Committee on Education Radiologic Technology standards specific to the programmatic accreditation of the radiography program is unresolved through the Meridian Technology Center's due process, the student can access the JRCERT at www.jrcert.org. It is recommended that this process is begun within 60 days of non-resolution at the school's level.

Created 5/0, 7Revised 8/08

Program Policy 14.0 Sexual or Other Harassment (Meridian Technology Center Policy I-444A-1)

Meridian Technology Center is committed to providing all students and employees with a safe and respectful school environment. Both-state and federal law specifically prohibit harassment of or by employees and students in connection with Meridian Technology Center ("MTC").

MTC prohibits, discrimination, harassment or retaliation based on real or perceived race, color, sex, pregnancy, gender, gender identity or expression, national origin, religion, disability, veteran status, sexual orientation, age or genetic information.

The prohibition applies to students, employees and board members in any aspect of the technology center's programs, including during school hours, extracurricular activities, school sponsored events, or outside of school hours if the conduct affects the education or working environment.

1. "Employee" for purposes of this policy, includes all technology center employees, board members and volunteers.
2. "Student" means any person who is enrolled in any class or program of MTC.
3. "Harassment" means repetitive, unwelcome conduct which is based on a person's real or perceived race, color, sex, pregnancy, gender, gender identity or expression, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

Examples of harassment include, but are not limited to: slurs, epithets, insults, jokes or derogatory comments; verbal or physical abuse; intimidation (physical, verbal or psychological); impeding or blocking a person's movement; unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity whether written, verbal or through physical gestures, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person's alleged sexual activities. Demeaning comments about a student's ability to excel in a class historically considered a "boy's" or a "girl's" subject may also constitute harassment.

4. "Sexual harassment" is a type of harassment which includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which:

is made an explicit or implicit term or condition of an employee's employment, or a student's ability to obtain an education; or

is used as a basis for employment decisions impacting either an employee's employment or a student's education; or

has the purpose or effect of unreasonably or substantially interfering with an employee's work performance or a student's education performance, or creating an intimidating, hostile, or offensive working environment.

In order to constitute sexual harassment, the conduct at issue must be unwelcome. Sexual conduct between minor students and employees will always be considered unwelcome.

Sexual harassment also includes conduct such as rape, sexual assault, stalking, and any other form of sexual violence.

Sexual harassment may occur between persons of the same gender or sex.

Nothing in this policy precludes legitimate, nonsexual physical contact to avoid physical harm to persons or property.

Reporting to Meridian Technology Center

A. By Students

Students who have been harassed or discriminated against, or who witness such conduct, are encouraged to report the offensive conduct to any teacher, guidance counselor, technology center administrator, or board member

B. By Employees

Any employee of Meridian Technology Center who witnesses, suspects or receives a report of harassment or discrimination must immediately report the incident to the superintendent or any board member even if that report must be made after hours to the superintendent or board member's home or cell phone.

Any employee who receives a harassment, discrimination or retaliation report will immediately refer the matter to the superintendent or the Title IX coordinator, unless the superintendent or Title IX coordinator is the alleged malfeasant. In such circumstances, the complaint will be referred to the board president or the district's legal counsel. To ensure impartiality, no person who is the subject of a complaint shall conduct any investigation into the improper conduct.

If possible, reports should be made in person and/or in writing, and be signed by the reporting party. However, in order to encourage full, complete and immediate reporting, any person may report such incidents anonymously in writing by mailing the report to the personal attention of either the superintendent or a board member. All reports should state:

- the name of the alleged harasser;
- the person(s) being harassed;
- the nature, context and extent of the prohibited activity;
- the dates of the prohibited activity, and;
- any other information necessary to a full report and investigation of the matter.

Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act. Individuals may simultaneously report an allegation of this type of misconduct to technology center officials and to the United States Equal Employment Opportunity Commission, the Oklahoma Human Rights Commission, or local law enforcement.

Administrative Responsibility and Action

MTC will promptly, thoroughly, and impartially investigate all reports of harassment or discrimination.

This process will include:

1. A statement from the individual who allegedly was harassed.
2. Appropriate and reasonable steps to separate and protect the victim pending conclusion of the investigation and necessary remedial action;
3. Reasonable updates to the alleged victim of the investigation's progress, subject to federal and state laws and regulations;
4. Interviews with the alleged harasser, alleged victim and witnesses; and;
5. Review of relevant documents, including technology center files and records.

If possible, the report should be made in person or in writing, signed by the reporting party.

The technology center will review all relevant facts and take into account the totality of the circumstances - including the nature, extent, context and gravity of the activities. At the conclusion of this process, the superintendent, in conjunction with the Title IX coordinator, will issue findings based on the preponderance of the evidence and take appropriate measures, including but not limited to: education, information on available outside resources, training and counseling, transfer, suspension, and any other appropriate remedy under the circumstances. Employees may also be terminated for engaging in harassment, discrimination or retaliation.

Confidentiality shall be maintained during and after the investigation to the extent reasonably possible. However, public disclosure of personal or confidential employee information may be made during the course of any suspension, dismissal, non-renewal hearing or resulting litigation.

Penalties

Penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.

Any employee or student engaging in harassment, discrimination or retaliation will be subject to any and all disciplinary action allowed by school policy and Oklahoma law.

Added to RT Handbook 5/16

Clinical Policies:

All policies of Meridian Technology Center will be followed. Refer to the Meridian Technology Center student handbook. In addition, the Radiology Program will have the following clinical requirements.

During clinical training in the participating health agencies, students will have an opportunity to practice as they learn. This experience is planned to enable students to participate in various aspects of radiologic technology.

Planned instruction and informal learning opportunities will be provided daily. In order

to become skilled radiographers, students must put forth every effort to make the most of their experiences to gain greater understanding and knowledge in all areas of radiology.

Students can learn by their own observations if their minds are active at all times and the observations are discussed with the instructor. Initiative and adaptability are seen as important components of a student's learning.

To perform satisfactorily, a student radiologic technologist must establish good relationships with all members of the staff and hospital personnel. A good interpersonal relationship is based upon courtesy and thoughtfulness.

Students are subject to the rules and regulations of the participating clinical health agencies. The participating health agencies may request the removal of a student from that particular clinical site due to unprofessional circumstances or behavior.

6/06; 5/15

Clinical Policy 1.0 Liability

Students will be under supervision of the faculty, designated clinical instructors, and/or qualified supervising technologists. Students are covered by a Meridian Technology Center Liability Insurance Policy while practicing under supervision during assigned clinical training when adhering to the policy, procedure, and protocol of Meridian Technology Center, Radiologic Technology Program, and the clinical affiliate.

Created 6/06

Clinical Policy 2.0 Admission to Clinical

Prior to entering the clinical phase of the program, students must meet all eligibility requirements for admission to clinical education to ensure the safety of the patient, visitors, students, healthcare personnel, and self. The following requirements define the program's pre-clinical eligibility necessary to participate in clinical training and are subject to change throughout the school year in order to maintain compliance with standards set forth by the healthcare institution, accrediting agencies of the healthcare institution, state, and federal government. The program's clinical instructor is responsible for maintaining documentation for all pre-clinical requirements and ensuring that all students are in compliance with the Clinical Admissions Policy. The program's clinical instructor will immediately remove any student who does not comply with all clinical policies and notify the program coordinator in writing of non-compliance.

- 1) Completion of appropriate coursework and required skill set in good standing.
- 2) Pass program safety exam with 100% accuracy
- 3) Attend the assigned clinical site's departmental orientation provided by the healthcare institution's clinical instructor or designated personnel. In addition to

- the scheduled orientation with the clinical instructor, a clinical site may require attendance to the institution's employee orientation or other specified institutional in-services.
- 4) Current Healthcare Provider CPR certification or equivalent
 - 5) Two negative Tuberculosis Skin Test (PPD) documented within the past 12 months prior to entering the first clinical rotation. If there is history of a reactive test or active disease, then proof of a negative chest x-ray and physician's clearance will be required. (Additional TB test/chest x-ray will be required annually.)
 - 6) Current tetanus
 - 7) Respirator Fit Test
 - 8) A series of three Hep B vaccinations must be completed prior to entering the first clinical rotation. An initial or 1st dose, 2nd dose one month after the first, and 3rd dose six months after the first injection. A waiver may be signed, however, the program encourages students to complete this preventive maintenance due to the risk involved for a radiologic technologist.
 - 9) Documentation of HIPAA, OSHA, and workplace safety training
 - 10) Written verification of a positive varicella titer or 2 vaccines (chicken pox)
 - 11) Written verification of 2 MMR or positive titer
 - 12) Pass the program's designated criminal background check which may include, but not limited to, sex offenses, credit checks, and sanctions check. Additional background checks may be required.
 - 13) A designated drug screening is required prior to students entering clinical training. Additional drug testing may be required
 - 14) Obtain appropriate ID from the clinical site as instructed by the clinical instructor.
 - 15) Obtain radiation monitoring device from program coordinator.
 - 16) Complete the clinical orientation class provided by the program's clinical instructor.
 - 17) Complete the clinical orientation class provided by the affiliate clinical sites clinical instructor.
 - 18) Provide proof of health insurance

Clinical Policy 3.0 Clinical Rotations

Students must accept responsibility to participate in clinical training at any approved clinical education site and for a period of time determined by program faculty in conjunction with affiliate clinical instructors to successfully complete the clinical requirements of the program. Common practice for reasonable clinical assignments includes 16-24 hrs./week for approximately 16 weeks at any given clinical site. Special rotations of interest may be a consideration determined by the student, program faculty, and clinical sites.

All students will be provided equal opportunity in routine procedures, special imaging, and advanced modalities. Training in mammography will only be provided at facilities that have agreed to equal opportunity for both female and male students upon consent of the patient.

During the two years, several hours a week will be spent in classes, conferences, and demonstrations. Informal learning will go on continuously according to the extent of a student's interest and active participation. The school provides guides and record forms to assist with learning experiences. Students are responsible for keeping their clinical records accurate and up to date as outlined in each clinical course syllabi.

3.1 Clinical Placement Procedure

Selection of Clinical Education Setting

Students are assigned to clinical education settings based upon the following criteria:

1. JRCERT approved clinical site (i.e. maintains compliance with JRCERT accreditation standards)
2. Number of qualified personnel willing to provide "one to one" supervision for students at various levels of competency.
3. Review of procedural workload and quality.
4. Consider types of modalities
5. Consider hours of operation.
6. Consider distance from school and applicant pool.
7. Consider out of district sites and other career tech radiography programs.

Student Assignments

Students are assigned to specific rotations based upon the following criteria:

1. Documentation and review of the student's clinical experience, competency requirements, and individual development/proficiency.
2. Review of previous clinical site and area assignments.
3. Review of observed performance (e.g. clinical visit reports, anecdotal notes,

- student clinical evaluations)
4. Verification of appropriate supervision available.
 5. Place as close to individual's home as reasonably possible.
 6. Consider preparation of site to handle students, i.e., is site undergoing staff/administrative changes that might affect placement and learning environment.

JRCERT Recognition of Clinical Affiliate/Clinical Instructor

Prior clinical assignments, each clinical education setting and instructor must be awarded recognition from the Joint Review Committee on Education in Radiologic Technology. For J.R.C.E.R.T. approval the following is needed:

1. Signed Agreement/contract between Site and Meridian Technology Center
2. Completed Application for Recognition as Clinical Site (Form 104)
3. Copy of facility accreditation (i.e. T.J.C. certificate or letter with date accreditation will expire or its equivalent)
4. Signature and information of Hospital CEO
5. Signature and information of Radiology Administrator
6. Name and signature of on-site Clinical Instructor(s)
7. Completed Clinical Instructor (Form 102) and curriculum Vita on Clinical Instructor needs to document compliance with Standard 6.3
 - Has 2 years clinical experience.
 - Has been in-serviced regarding the policies/procedures of the program.
 - Is willing to supervise, instruct, and evaluate students.
8. Copy of current ARRT certification

3.2 Clinical Scheduling Procedures

The following procedure identifies the required guidelines for clinical scheduling:

First year students are required to attend clinical assignments two days per week and second year students attend 3 days per week of clinical training. Schedules may be modified as a result of changes in clinical supervision and/or availability to procedures at a given site by the program coordinator and clinical instructor.

Clinical classes are in session from 7:30 a.m. to 3:30 p.m. in the medical centers and 8:00 a.m. to 4:00 p.m. in affiliate clinics.

Short term specialty rotations may be assigned in advanced modalities, other disciplines in the radiologic sciences, and nontraditional schedules (e.g. evenings) to enhance the student's clinical experience.

Clinical Policy 4.0 Clinical Standards

A student must meet all physical requirements to function safely as a student radiographer.

1. Able to work in a latex burdened environment with reasonable accommodations.
2. Possess strength and stamina for prolonged walking and standing.
3. Manipulate equipment up to six (6) feet off the floor or with assistive devices.
4. Able to effectively communicate in person and by phone or with correctable device.
5. Able to adequately visualize written information, medical images, equipment and monitor patient conditions or with the use of correctable devices.
6. Able to frequently lift up to sixty (60) pounds of weight to waist level, bend, stoop, reach, push, pull, and kneel
7. Able to move immobile patients from a stretcher to the imaging table with assistance from departmental personnel and/or with the use of safe patient handling equipment.
8. Push a patient in a standard wheelchair from the nursing unit to the radiology examining room.
9. Understand and apply clinical instructions given from departmental personnel.
10. Utilize a keyboard for inputting patient and/or technical data into imaging and information computers.
11. Monitor patients via audio monitors during imaging procedures or with corrective device.
12. Ascend and descend stairways in emergency situations.
13. Wear radiation protective apparel weighing 7-20 pounds for extended periods of time
14. Function safely with reasonable accommodations.
15. Practice good personal hygiene. Nails should be clean and no longer than one fourth of an inch in length. Fake nails are not allowed in clinical training.

5/07, 5/08

Clinical Policy 5.0 Clinical Supervision

Various members of the hospital and clinical staff will contribute to the course of instruction. The clinical site assumes the responsibility for providing qualified supervision of students during the course of training within the healthcare institution. Qualified supervision is defined by the JRCERT as follows:

Radiography Clinical Instructor(s) or Radiation Therapy Clinical Supervisor(s):
Is proficient in supervision, instruction, and evaluation;
Documents the equivalent of two years full-time experience in the professional discipline;

Holds American Registry of Radiologic Technologists certification or equivalent and registration in the pertinent discipline.

Clinical Staff:

Hold American Registry of Radiologic Technologists certification or equivalent and registration in the pertinent discipline.

5/07

Clinical Policy 5.1 Direct/Indirect Supervision

Direct supervision is defined as supervision by an ARRT certified technologist who is in the presence of the student at all times while assuming the responsibility for a student's performance and patient's safety.

Indirect Supervision is supervision provided by a qualified radiographer immediately available to assist students, regardless of the level of student achievement. Immediately available is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed.

The student and supervising technologist or program faculty will complete the following process for meeting the requirements of direct and/or indirect supervision:

- A qualified radiographer reviews the request for examination in relation to the student's achievement.
- A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge.
- A qualified radiographer is present during the conduct of the examination.
- A qualified radiographer reviews and approves the radiographs.

Clinical Policy 5.2 Repeat Supervision

Unsatisfactory radiographs shall be repeated only in the presence of a qualified radiographer, regardless of the level of the student's competency.

Clinical Policy 5.3 Supervision of Portable and Mobile Radiography

Consistent with Meridian Technology Center and the Joint Review Committee on Education in Radiologic Technology, direct supervision is provided in the areas of surgery, mobile/bedside and portable radiography. A student should be able to observe and assist with a number of surgery, mobile/bedside and portable examinations. Upon successful completion of observation and assisting, determined by the clinical instructor, the student should move into direct supervision of performance. The parameters of direct supervision apply to all portable and mobile radiography procedures regardless to level of training and competence level.

Created 08/04; Revised 5/05 7/05, 7/06 Amended 4/08

Clinical Policy 6.0 Criminal Record Background Check (*Meridian Technology Center Policy I-406-A1*)

For Students in Health Related Occupations

Meridian Technology Center seeks to provide eligible students with clinical opportunities consistent with their occupational choices. These clinical opportunities may be an elective of the student or may be a requirement essential to successful program completion.

In either case, when applicable a national felony search will be required of the student prior to the student's commencement of the clinical experience. The purpose of national felony record search is to ensure the safety and security of patients and the public and to ensure that, upon program completion, the student will meet the requirements for professional certification and/or licensure required by the profession. In accordance with this requirement MTC has established the following student requirements:

1. To be considered for placement in a clinical site requiring a criminal record search, the student must comply with the request for a national felony record search and must also present a satisfactory search. Any reference to a national felony record search in this policy includes a Sex Offender Registry check.
2. The cost of and arrangements for the national felony record search are the responsibility of the student.
3. International students are subject to the same criminal history information review as required in paragraph 2 above. It may be necessary for the student to contact his/her embassy, or utilize a commercial investigative service in order to comply with this requirement. International students are responsible for obtaining required record search at the student's expense.
4. Faculty members are required, upon initial hiring, to have a national felony record search that comply with this policy and must obtain a new search following any breaks in employment, if other than the normal summer break or authorized leaves.
5. The student's national felony record search must be dated after their acceptance into their respective program. If the student leaves the program and is later readmitted, another search must be completed.
6. Students may obtain information on how to obtain the national felony record search from the Program Department's secretary. The student is responsible for insuring that the records search that includes a Sex Offender Registry (SOR) search.
7. The national felony record search must be conducted by the designated third party authorized by the health occupations area. No other forms, photocopies, or record searches will be accepted.
8. Students should understand that by enrollment in the program they agree to obtain a national felony record search in accordance with this policy and also understand that information obtained through the national felony record search may be furnished to the clinical site(s).

9. MTC reserves the right to request additional information from its students as needed by an affiliate training site and/or of concerning offenses committed in other states, expunged offenses, municipal offenses and pending offenses.
10. A copy of the national felony record search, copies of court records and related correspondence shall be included in the student's permanent record.

PROCEDURE FOR REVIEWING CRIMINAL RECORD CHECKS

Meridian Technology Center shall ensure that all national felony record searches are examined for the purpose of: (1) ensuring the student's compliance with the District's policy concerning national felony record searches; (2) ensuring the safety and security of patients and the public; and (3) ascertaining the student's eligibility to continue in the health related program and participate in clinical rotations.

Meridian Technology Center personnel assigned to review national felony record searches shall examine the report(s) to determine:

1. Whether the report discloses any criminal history on file.
2. Whether in the sex offenders section of the report the report shows that there is no sex offender record or registration.
3. If a criminal history is identified, the examiner will determine the criminal offenses and report them to his or her supervisor for the purpose of determining whether the offense is one which will jeopardize the security or safety of others and whether the offense is one which affects the student's ability to successfully complete the program or to participate in clinical rotations.
4. The examiner shall specifically inspect the criminal history to determine felony charges and/or registration as a sex offender and no other charges or convictions.
5. If the review of the report indicates a felony charge or registration on the Sex Offenders Registration list, Meridian Technology Center shall request the student obtain certified copies of court records related to the charge. If the student declines to obtain the records, Meridian Technology Center shall obtain those records from the courthouse in the state and county in which the charges were filed. The purpose of obtaining the records will be to determine whether a charge filed as a felony was reduced to a misdemeanor and to determine the judgment and sentence rendered by the court.
6. If the student has a history of felony charge or charges or registration as a sex offender, the examiner will review the case with the appropriate administrative official and, if relevant, with its clinical facility or facilities to determine whether the student will be able to commence or complete the clinical rotation. This process should also be used to determine whether placement of the student in clinical rotations could jeopardize the safety of others.
7. Based on the information obtained, the evaluation of the criminal history on the safety and security of others, and the student's ability to complete the clinical

requirements of the program, Meridian Technology Center will notify the student of the effect of the record and any related information on the student's continuation in the program or any restrictions placed on the student.

8. In the event a decision is made that the student, for reasons arising out of the national felony record search, is not eligible to continue the program, the student will be advised of the determination, the basis for the determination, and opportunities for alternative programs (if any). If the effect of the national felony record search is to disqualify the student from the program the student may appeal the decision using the procedures provided for adult students suspended, dismissed, or removed from school.

In addition to MTC Policy I-406 A1, Radiologic Technology students with a conviction/criminal history, felony or misdemeanor, will be required to complete the pre-eligibility application provided by the American Registry of Radiologic Technologist to determine eligibility to take the certification examination.

The contents in a background check for Radiologic Technology students may be revised as needed to maintain compliance with requirements set by the clinical affiliate.

Created 2004, 5/15 Revised 7/06; 5-13

Clinical Policy 7.0 Drug Screening

All students enrolled in Meridian Technology Center's Radiologic Technology program must have a drug screening prior to entering clinical training. Students should expect random or suspicion for cause drug testing to be performed at any time during their educational experience.

Students are expected to disclose any possible reason why an unfavorable test result may occur.

The students will adhere to each individual clinical training institution's drug screening protocol and/or policy. Clinical affiliate orientations may be inclusive of drug screening tests. Students are responsible for any expenses incurred for drug screens, however, clinical affiliates may elect to incur the expense at the discretion of the institution.

Personnel, as designated by the affiliate clinical education setting, will notify the program coordinator in the event a student is prohibited from training in the assigned clinical facility. In the event of clinical dismissal and/or behavior is deemed unprofessional, Meridian Technology Center Policy will govern all decisions regarding school related disciplinary actions.

Created 08/04, Revised 7/06, 5/07

Clinical Policy 8.0 Professional Appearance

As professionals we must be aware of our appearance. Therefore, personal cleanliness is essential especially when one is in close personal contact with others. It is recommended that as health professionals we use great discretion with regard to personal grooming, cosmetics, dental hygiene, and tobacco usage.

Safety factors should be considered when jewelry is worn so as not to be hazardous to patients or students.

Tobacco items will not be carried on the uniform. They can be placed elsewhere prior to break time

Students are to be in uniform at all times while in the clinical area or upon designated outside occasions. It is the responsibility of the student to keep the uniform neat and clean at all times. Film badges (a monitoring device to accurately measure radiation exposure) must be worn at all times within the clinical area. Students without a badge will not be allowed in the radiation exposure area until a replacement badge is received. (See professional attire)

The student's personalized right and left markers are also a part of the required accessories.

Students in inappropriate or incomplete dress will be released from clinical duty for the entire day. Repeated offenses may result in the student's removal from the clinical site.

A student entering the profession of radiologic technology must understand that they are entering a field of medicine that requires certain professional standards that other career choices may not.

Professional dress, appearance, and models of communication must be of certain standards in order to maintain the confidence and care of the patient. Patients under the care of a radiographer present themselves in all ages, cultures, and various ethnic origins; therefore, the radiographer shall refrain from trendy modes of dress and appearance.
Professional Attire

All students will be required to wear a scrub uniform. Each student has a choice of solid colors (no prints, no denim, and no neon colors). Jeans, corduroy, or jersey stretch pants are not acceptable. T-shirts or turtlenecks can be worn under scrub tops, but not substituted as a uniform top. T-shirts must be solid colors (NO visible printing). T-shirts must be tucked in.

- Appropriate undergarments will be worn with the uniform.
- No tattoos or body piercing may be visible while in uniform during a clinical assignment.

- Male and female students will wear white, grey, or black duty or low-top athletic shoes. Canvas or other casual shoes are not acceptable. Shoes must be clean and polished.
- A cloth patch with the Student Radiologic Technologist insignia is to be centered and sewn on the left sleeve. These patches are available in the Meridian Mart.
- A white lab coat will also be required for various occasions. A shoulder patch will be sewn on the left sleeve. The student's radiation monitoring badge must be on his/her uniform at all times worn at collar level outside any protective devices.
- Any student arriving for clinical class without required uniform, to include shoulder patch, left and right markers, and monitoring badge, will be sent home and counted absent. Repeated neglect of required attire will result in dismissal from clinical.

Refer to campus dress codes for appropriate dress for the classroom.

Created: 1983 Revised 2000; 6/03 7/06

Clinical Policy 9.0 Safety

The responsibility of each student is to:

- Provide safe, effective, and skillful radiologic procedures using radiation protection practices for patients, self, and others of all ages.
- Carry out those procedures that have been assigned by the instructors. Ask for help if there is any doubt about having information, knowledge, or skill necessary for the procedure.
- Be alert at all times to the needs and safety of patients. Report unusual conditions immediately to the clinical instructor if the radiologic technology coordinator is not available.
- Follow all directions and procedures as instructed without breach of technique.
- A student must adhere to the supervision policies at all times.
- Report all accidents or errors immediately to the clinical instructor. Refer to Program Policy 5.0 Health and Safety Regulations for incident reporting.
- Use safe patient handling equipment and techniques effectively.
- Pass the program safety exam with a 100%

7/06; 5/15; 5/18

Clinical Policy 9.1 Standard Precautions

- The principles of Standard Precautions will be taught in connection with other safety measures as a part of the curriculum plan at the beginning of each new class year.
- A Body Fluid Cleanup procedure will be available and made known to each student.
- Incidence of exposure to a body substance in the clinical area will follow the established protocol of that institution, including all required follow-ups.
- A Meridian Technology Center accident report form will be completed, placed in the student's file, and submitted to administration.

Created: 1983; Revised 7/06

Clinical Policy 9.2 MRI Safety

During the second year of clinical practice, students may choose specialty areas for additional clinical rotations and must complete the “Day in a Life” assignments in advanced modalities and other disciplines. It is the responsibility of the program’s clinical instructor to provide appropriate occupational and patient safety training for any student who may enter Zone II of an MRI department.

Because of the possibilities for any student to render aid in and around an MRI department, all students will be required to complete the MRI Screening Protocol Checklist prior to entering the clinical phase of the program. Completion of checklist will ensure that no contraindications exist which would put the student at risk while in the magnetic environment.

5/15

Clinical Policy 10.0 Venipuncture

Students within the Meridian Technology Center Radiologic Technology Program are provided with venipuncture education. The required competency will be simulated within a laboratory setting.

Students in the program are prohibited from performing venipuncture procedures during their clinical training.

Students are also prohibited from administering any intravenous contrast media to a patient. Students need to be aware of and follow the procedures designated by each clinical facility.

Created 08/04

Clinical Policy 11.0 Student Pregnancy Policy

The National Council on Radiation Protection (NCRP) advises that control measures should be taken to avoid or reduce the risk of ionizing radiation exposure to the human embryo or fetus. It should be noted, however, that the risks or probability of detectable effects induced by medical diagnostic exposure are very small. All pregnant students in Meridian Technology Center's Radiography Program must make the final decision as to their acceptance or non-acceptance of this minimal risk. The NCRP currently states that the dose-equivalent to the embryo and fetus should be limited to 0.5 rem during the entire gestation period. Based on the above information, these guidelines shall be followed:

DECLARED PREGNANT WORKER (STUDENT/EMPLOYEE). This term implies that a pregnant student/employee may advise her employer/school **VOLUNTARILY** and **IN WRITING** of her pregnancy and estimated date of conception. Formal, voluntary notification is the only means by which the employer/school can ensure that the dose to the fetus can be limited during the pregnancy. The student has the option for a written withdrawal of declaration. If the declaration is not withdrawn, the written declaration may be considered expired one year after submission.

The employer/school is required to make an effort to avoid substantial variation above a uniform monthly exposure rate to a declared pregnant woman to ensure that the exposure to the embryo or fetus does not exceed the limits specified. This does not mean that the declared pregnant woman should be removed from duty. It means that upon examination of the student's/employee previous exposure history, an evaluation of the work environment should be performed to determine the potential of receiving exposures that would exceed the 0.5 rem limit and then the student's work habits should be adjusted to reduce risks.

The pregnant student must follow the established program policies and meet the same clinical and educational criteria as all other students before graduation and recommendation for the national certifying examination.

The pregnant student has the option to continue enrollment in the program with or without modifications. If the student chooses to leave the program during her pregnancy, she will be reinstated in the program upon completion of her pregnancy leave. The length of pregnancy leave will be determined by the student's attending physician and must be stated in writing to the respective Program Coordinator. If the student does not re-enter the program immediately after termination of her pregnancy leave, she will have to apply for the program under the standard application procedure, should she wish to enter the program at a later date.

If the student/employee decides to remain in the Radiology Program during her pregnancy, she accepts full responsibility for her actions and relieves Meridian Technology Center and its faculty of any responsibilities in case of adverse effects.

Special consideration is recommended when a student/employee is exposed to ionizing radiation during pregnancy. A developing fetus is more sensitive to the effects of radiation than is a fully developed adult. A period of increased sensitivity extends

particularly from day 10 to day 40 post conception. Because of this concern, the National Council on Radiation Protection and Measurements (NCRP) has recommended "during the entire gestation period, the effective dose limit equivalent to the fetus from occupation exposure of the expectant mother should not exceed 0.5 REM."

Exposure to the fetus is less than the dose received by the mother because of absorption by the mother's body. Therefore, steps should be taken to keep the mother's radiation exposure as low as possible and, hence, minimize fetal exposure during the entire gestation period. If the necessary precaution is taken, it is possible to stay within the NCRP suggested exposure limit. Presently, the occupation exposure limit the actual risk to the unborn child is small; however, experts disagree on the exact amount of risk.

A pregnant student/employee must abide by the following rules regarding the radiation monitoring and radiation protection for both herself and that of her unborn child during her pregnancy

- The pregnant student/employee should be provided with a second personal radiation monitor with instructions to wear it at waist level and under the protective apron (when worn). The radiation monitoring report associated with this badge should reflect that it is a fetal dose monitor.
- The student's/employee's dosimeter is to be worn at the collar outside of the lead apron during exams.
- Both personal and fetal radiation monitoring devices must be worn at all times while at clinical.
- Dosimeter reports are to be reviewed with a faculty member, and consultation should be performed for any high readings.
- ALARA – As Low As Reasonably Achievable – is the policy for exposure levels.
- Students/employees receiving above 50mrems of exposure in one period will be counseled by the program coordinator or designee on Radiation Safety procedures.
- The pregnant student/employee may have the option not to be assigned to fluoroscopy or portable radiography during the first trimester of her pregnancy. Additional modifications may be considered.

Created 6/04, 07/06 Amended 4/08; 5/15

Meridian Technology Center Radiologic Technology Program
Declaration/Withdraw of Declaration of Pregnancy

To: Radiologic Technology Program Coordinator
From:

I am declaring that I am pregnant. In consultation with my physician, we estimate my delivery date to be _____
. Month Year

I will review the program policy in regard to pregnancy and NCR Regulatory Guide 8.13, "Instruction Concerning Prenatal Pregnancy," which the program coordinator or designee will provide for me. I understand that my occupational radiation dose during my entire pregnancy will not be allowed to exceed 0.5 REM (5 millisieverts) unless that dose has already been exceeded between the time of conception and submitting this written notification. Further, my radiation dose should not exceed 50mREM (.5 millisieverts) for any dosimetry reporting period during my pregnancy. I understand the program coordinator or designee will provide consultation if my exposure in one reporting period exceeds 50mREM. I also understand that meeting the lower dose limit may require a change in my clinical rotation during my pregnancy. The student/employee may at any time voluntarily withdraw notification of pregnancy, in writing. If the declaration is not withdrawn, the written declaration may be considered expired one year after submission.

Check appropriate Box:

- I am voluntarily making a declaration of pregnancy.
- I am voluntarily withdrawing a declaration of pregnancy.

Student/Employee Signature

Date

Program Coordinator or Designee Signature

Date

Clinical Policy 12.0 Student Employment

Due to the hours required for study, students are not encouraged to hold outside jobs but are not prohibited from doing so. Academic or clinical responsibilities within the radiologic technology program take precedence over work, and no special consideration will be given to students who work. The student uniform and personal film-monitoring badge may not be worn while working in capacities outside the training program.

Students employed by the training facilities must make available for review their employment time card, which will verify that they are not receiving wages for clinical training hours. Students cannot attend mandatory hospital orientations for employment purposes during clinical training assignments.

Students cannot apply any paid work experiences to the required clinical competencies or to the record of procedures performed.

Violation of any of the above employment policies will result in the student being recommended for immediate dismissal from the program.

Students must keep in mind the periodic changes in class schedules and clinical rotation assignments when accepting employment opportunities.

(Class schedules should take priority over employment schedules.)

(The faculty will attempt to accommodate students and take into consideration various circumstances, but the education needs of all students will take precedence when establishing clinical schedules)

Clinical Policy 13.0 Student Operation of Fluoroscopy Equipment

Students may assist in the operation of fluoroscopic equipment to include engagement of the “dead man” switch only under the direct supervision of a qualified technologist.

6/07

Clinical Policy 14.0 Student Use of Personal Electronic Devices

Personal cell phones and other personal electronic devices shall not be used inside any clinical setting. Neglect of this policy will result in a verbal warning from clinical personnel or faculty. A second offense will result in written documentation by clinical personnel or faculty. A third offense will result in the dismissal from clinical. This includes text messaging.

Clinical instructors reserve the right to grant permission for electronic devices for specific extenuating circumstances.

The student is responsible for providing persons with the clinical phone numbers for emergency contact only.

Students must have permission from the clinical instructor or designee to use the internet at a clinical site. The clinical site is an extension of the Meridian Technology Center campus and the school internet policy is in effect at all times.

5/08, 5/09

Clinical Policy 15.0 Radiation Exposure (ALARA)

The intent of ALARA (“as low as reasonably achievable”) is to maintain exposure to radiation at levels that are as low as feasible. This radiation safety program is based on the premise that radiation exposure is not risk free and therefore, exposure should be kept to levels below the limits permitted by the State of Oklahoma, The Nuclear Regulatory Commission and other regulatory agencies.

Maximum permissible exposure levels for students enrolled in the Meridian Technology Center’s Radiologic Technology program and faculty are not to exceed the USNRC Regulations, Title 10, Part 20, code of Federal regulations dose limits. Radiation monitoring services provide notification to Meridian Technology Center of unusual or excessive exposure accumulated during the reporting period. Investigatory exposure levels for students and faculty are established by program officials to monitor and regulate the radiation exposure accumulated during clinical and laboratory experiences. Students and faculty are to wear their dosimetry devices only during assigned clinical or laboratory experiences.

Occupational Exposure Limits

| | |
|-----------------|---------------|
| Whole body deep | 5000 mrem/yr. |
|-----------------|---------------|

Investigatory Exposure Levels

| | |
|------------------------|---------------------------|
| <i>Whole body deep</i> | <i>250 mrem/bimonthly</i> |
|------------------------|---------------------------|

Procedure:

1. Students will be instructed on radiation safety practices prior to entering clinical training. Students will be expected to protect self, patients and other hospital personnel from unnecessary x-ray exposure by consistently following the principles of radiation safety (time, distance, and shielding).
2. Students must wear lead shielding, stand behind a primary barrier, or leave the area during an exposure.
3. Students will wear a lead apron during all mobile radiography exams.
4. Students must not hold image receptors during any radiographic procedure.

5. Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.
6. As student's progress in the program, they must become increasingly proficient in the application of radiation safety practices.
7. Each student is issued a dosimetry device to be worn in both clinical and laboratory settings.
8. Every 2 months student and faculty radiation monitors are returned to the issuing company for processing and reading. A report of findings is generated by the company and provided to the school.
9. All readings are reviewed by program officials to see whether or not an individual exceeded predetermined investigatory exposure levels.
10. The report of findings is reviewed with the students and faculty within 30 days of receipt from the company. Students and faculty initial and date the report to indicate acknowledgement of findings.
11. On the first occurrence investigatory exposure levels are met or exceeded, the school will send a written notice to the individual informing him/her of the exceeded level. Counseling will be provided by program officials regarding the exceeded levels in efforts to establish how and where the students or faculty may have received an excessive dosimeter reading and to take corrective actions for the prevention of future occurrences.
12. If a student's investigatory dose is met or exceeded for two consecutive reporting periods, the student will train under direct supervision of a qualified technologist until such time the individual's exposure levels drop to an appropriate level. If a faculty member's investigatory dose is met or exceeded for two consecutive reporting periods, the faculty will be removed from clinical site visits until such time the individual's exposure levels drop to an appropriate level.
13. Students who exceed the investigatory level for any given three reporting periods during the program will be placed under direct supervision for the remainder of the program.
14. It is the responsibility of the student to notify program officials if they know their radiation dosimetry device was inadvertently exposed to radiation outside of their normal student activities.
15. Copies of all notices, investigations, etc. will be maintained in the program and individuals personal file. State and federal regulations for maximum permissible radiation dose levels will determine the participation level of students and faculty in a given clinical environment. Action taken will comply with state and federal laws.
16. Students must safely practice their skills in clinical to prevent repeat exposures. Safe practice includes, but not limited to, positioning skills, proper identification and marker placement, proper collimation and shielding, selection of exposure techniques, artifacts, breathing techniques, and equipment manipulation.

Laboratory Policies

Laboratory Policy 1.0 Supervision

The laboratory is intended to serve as an extension to clinical training experiences. Students may be allowed to practice with direct or indirect supervision by a qualified radiographer only after completing the laboratory orientation. Students/Faculty will follow all procedures identified in the laboratory manual. Students/Faculty must practice radiation safety (e.g. barriers; lead shielding; exposure factors; distance) and wear radiation monitoring devices at all times. Using ionizing radiation on a human being in the school's laboratory is prohibited and considered to be unethical behavior.

The exposure mechanism will be locked to prevent the use of ionizing radiation when qualified supervision is not available. The mobile units are used only for equipment manipulation.

Radiographic equipment is to be used in accordance with the manufacturer specifications as directed by faculty.

5/07 5/15; 5/16

Student Services

Student Services 1.0 Library Policy

Books may be checked out of the Radiologic Technology and Nursing libraries by signing the appropriate check-out log. Notify an instructor prior to removing the book from campus. Software programs may not be removed from the classroom. Electronic resources are made available to students on the student common drive. Access information will be provided to students by their instructors.

Created 6/06; 5/15

Student Services 2.0 Student Advisement

Students will be faced with many new situations during their educational experiences and may frequently need help in making adjustments or solving problems. Students should not hesitate to consult faculty, administration, or trained personnel in these matters. Individual conferences will be arranged as necessary for the purpose of private discussions. Trained guidance counselors are available in the Career Planning Center to assist with financial aid, academic difficulties, job readiness, placement, and personal issues.

2.1 Advisement of Policy and Procedure

Policies and programmatic design are discussed during the applicant orientation each Spring. Students are provided with a copy of program policy and procedures prior to entering the program. Students are advised of program and institutional policies and procedures during new student orientation and they sign an acknowledgement statement of understanding. Unresolved counseling issues are handled by the Director of Instruction for health occupations.

2.2 Advisement of Academics

Students are advised periodically of their grades via notification by course instructors. Students are counseled one-on-one with program faculty if their grades fall below the required 77% passing score and a plan of remediation is proposed. The instructor will make a reasonable attempt to personally assist the student. A Progress Report is completed and maintained on file in the student's folder and in the office of the program coordinator. The student also receives a copy of this report. Students may request in writing to the Career

Planning Center for a copy of their plan of study/transcript anytime during school business hours.

2.3 Advisement of Clinical

Clinical Instructors serve as the immediate supervisor for the student at the clinical site. They serve as the liaison between program faculty and the clinical site. If the Clinical Instructor is not available, the student is to contact the designated supervising technologist. Depending on the severity of the issue, the Clinical Instructor may elect to hold an informal counseling session with the student or they may choose to include program officials in the meeting. Students are expected to abide by the rules of conduct and expectations set forth by the Clinical Instructor during the clinical orientation.

Clinical Instructors discuss behavioral and clinical skills one-on-one with the student while reviewing the monthly clinical evaluation. Both the student and the Clinical Instructor sign this form. The evaluation is maintained by the program Clinical Instructor in the student's clinical file on campus. A terminal evaluation is completed by the Clinical Instructor at the end of instruction.

2.4 Advisement of NOC College Credit Transfer

Issues related to college credit transfer with Northern Oklahoma College are directed to the Coordinator of Radiologic Technology and/or College and Career Transition Coordinator and/or representatives of Northern Oklahoma College.

2.5 Advisement of Behavioral Issues

Behavioral issues will first be addressed by the immediate instructor. The immediate instructor will provide the program coordinator with written documentation of the inappropriate behavior and action taken. If the behavior does not improve, the program coordinator will consult with the student and faculty to determine the appropriate course of action. (Refer to MTC Policy I-412 Adult Student Behavior and the ARRT Code of Ethics.)

2.6 Advisement of Personal Issues

Trained guidance counselors are available through the Career Planning Center to assist a student experiencing personal issues that may be hindering their success in the program. The school counselors may refer the students to an appropriate agency or professional counselor.

Created 6/06 Revise4d 5/13; 5/15; 5;16

Student Services 3.0 Educational Enhancement Center

The Educational Enhancement Center is an individualized opportunity for students to focus on basic skills. This service is available to all Meridian Technology Center students to enhance their Work Keys scores.

Created 6/06

Student Services 4.0 Financial Aid Information

All students who enter the Meridian Technology Center Radiologic Technology program have the opportunity to apply for financial aid. A student on financial aid will pay tuition to cover the cost of the entire career major. Students on financial aid will receive reimbursement funds as they progress through the program according to completed seat time. Financial aid disbursements will be awarded only when the student is enrolled in the program.

Meridian Technology Center participates in federal and state programs for financial assistance. Contact a financial aid officer for more details. Student's receiving financial aid must maintain satisfactory progress (including 90% attendance, cumulative grade point average of 2.0 "C" or greater, and complete an acceptable percentage of the program's scheduled objectives) to remain eligible to receive financial aid.

Created 6/06

Student Services 5.0 Tuition Payment

Refer to the Meridian Technology Student Handbook for policies related to tuition payments.

Tuition payments are due by the first day of each installment quarter of enrollment. Students may not attend classes until tuition is paid or Career Planning Center personnel have authorized alternate arrangements.

Students will *not* be invoiced for tuition fees. It will be the responsibility of the student to assure tuition is paid prior to the beginning of each installment quarter.

The Radiologic Technology program is based on a 24 month completion rate. The tuition rate for 24 months is \$4,800.00 for in-district students.

Created 6/06,5/07; 5/16

Student Services 5.1 Tuition Refund

Refer to the Meridian Technology Student Handbook for policies related to tuition refunds.

Full-Time Programs

Upon written notification of withdrawal*, a tuition refund less the deposit will be remitted to individuals enrolled in full-time programs according to the following guidelines.

1. A 100% refund, less the deposit, will be remitted to students who officially withdraw within the first five (5) days of a payment period.
2. No tuition will be refunded to a student who has not officially withdrawn within the first five (5) days of a payment period or is dismissed due to breach of MTC policy.
3. A 100% refund, including the deposit, will be remitted only to students who have documented extenuating circumstances that have been approved by the Superintendent or his/her designee.

*Written notice of withdrawal is considered to be the completion and submission of an official withdrawal form or a letter that is dated and signed by the student, and addressed to the Director of the Career Planning Center.

Refund Policies for Recipients of Title IV Financial Aid

A federally-mandated refund must be calculated for all Title IV financial aid recipients who withdraw prior to the completion of the period of enrollment for which he/she has been awarded aid according to the following federal regulations. If a student withdraws on or before the 60% point for the current period of enrollment, a portion of the total of Title IV

funds awarded a student (Pell Grant and Oklahoma Tuition Aid Grant) must be returned, according to the provisions of the Higher Education Amendments of 1998. The calculation of the return of these funds may result in the student owing a balance to the school and/or the Federal Government.

Short-Term Enrollment

At the time of enrollment in a short-term course, a non-refundable per course is required. The non-refundable deposit guarantees enrollment in the course and is applied toward the tuition. The balance of tuition is due by the first class meeting and is non-refundable. Published tuition for short-term courses includes tuition and other costs (unless noted otherwise).

When a student chooses to utilize the online enrollment option, total tuition is due at the time of enrollment.

Deposits and/or tuition are non-refundable except when Meridian Technology Center cancels the course or the student has documented extenuating circumstances that have been approved by the Superintendent or his/her designee.

Created 6/06, Revised 5/09 5/16

Student Services 6.0 Organizations

All students at Meridian Technology Center are provided the opportunity to become a member of a student organization to provide further leadership and professional development opportunities. Students enrolled in the radiologic technology program are considered members of Meridian Technology Center's Students of Radiologic Technology (SORT). Class representatives are elected by their peers and serve as members to the RT advisory committee.

Radiologic technology students are encouraged to participate in membership to the Oklahoma Society of Radiologic Technologists (OSRT), a professional society that offers opportunity for professional development through seminars, networking, scientific competitions, and scholarships. Student membership fees of twenty dollars are due annually.

Radiography students may also choose to become a member of the Health Occupations Student Organization (HOSA). The Health Careers class maintains an active HOSA chapter and welcomes our participation.

Created: 1983, revised 5/05, 6/06,5/08

Appendix A JRCERT Radiography Standards

<http://www.jrcert.org/programs-faculty/jrcert-standards/>

Appendix B ARRT Certification Eligibility Requirements

<https://www.arrt.org/Certification/Radiography>

Appendix C ARRT Standard of Ethics

<https://www.rrt.org/pdfs/Governing-Documents/Standards-of-Ethics.pdf>

ACKNOWLEDGEMENT OF UNDERSTANDING

This is to acknowledge that I have received a copy of the Radiography Program Student Handbook. The content of this handbook has been presented to me in such a way that I fully understand each policy and practice of the Radiologic Technology program. I am capable of making an informed decision and do hereby agree to adhere with all policies and practices of the Radiologic Technology Program.

I further understand the program has the right to change policies and practices from time to time and I agree to abide by said changes in these policies and practices.

Signature

Date

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