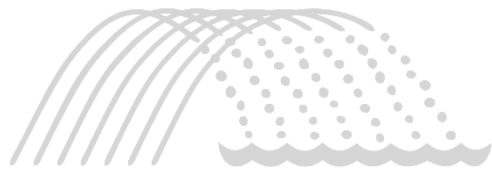


# Radiography

## Program Handbook



Delta College

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## PROGRAM OVERVIEW

The Radiologic Technology program offered by Delta College incorporates a lock-step curriculum into a 20-month, 5 consecutive semester program. Each cohort is accepted in the fall semester and follows the same curriculum until graduation.

General education requirements for an Associate of Applied Science degree are to be completed as part of the validation process. You can read more about validation here: [Validation Process for Health Programs](#)

Once in the program, each student will complete 2.5 semesters of didactic education on campus, followed by approximately 1500 contact hours of clinical education during the last 2.5 semesters. Some online and face to face courses are completed concurrently with clinical education. Students must earn a minimum grade of C in all RAD courses to continue in the program.

Students are given the opportunity to evaluate both didactic and clinical faculty each semester, as well as individual courses for continuous program improvement.

The program currently does not offer any advanced standing placement. The program does not accept transfer credit for Radiography courses taken elsewhere.

The Delta College Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology and follows the standards for educational quality set forth by this organization. The program participates in the periodic review process which incorporates a self-study and on-site visit by JRCERT appointed reviewers. JRCERT standards can be viewed in entirety at [www.jrcert.org](http://www.jrcert.org), and are located in our laboratory area for student review.

The program curriculum standards are set by both the American Society of Radiologic Technologists (ASRT) and the national licensure guidelines established by the American Registry of Radiologic Technologists (ARRT). Graduates of the program earn an Associate of Applied Science Degree and are eligible to sit for the primary certification exam in Radiography administered by the ARRT.

The Radiography program goals, outcomes, and assessments are periodically reviewed by the faculty, as well as an Assessment Committee and results discussed annually by an Advisory Committee and communities of interest. All program effectiveness data is published on [Radiography Program Website](#). The program administration presents annual assessment plans to both the institution and the Advisory Committee.

Individuals who have been convicted of a crime other than a minor traffic violation could be ineligible for certification by the American Registry of Radiologic Technologists (ARRT), even though they have successfully completed a radiologic technology program. Individuals with a question should file a pre-application with the ARRT in order to obtain a ruling. The individual may submit the pre-application any time after the first day of attendance in the professional phase of the program. Details can be viewed here: [ARRT Preapplication for Ethics Violations](#)

## **RADIOGRAPHY PROGRAM FACULTY AND STAFF**

		<b>OFFICE</b>	<b>PHONE</b>
Program Coordinator	Cindy Kramer	F220	686-9533
Clinical Coordinator	Lisa Wall	F223	686-9430
Adjunct Faculty	Stacey Cochran		
	Christa Thorp		
Medical Director	Kristin M. Nelson, M.D.		583-4240
Counseling/Advising		D102	686-9163
Associate Dean of Health and Wellness	Dr. Pete Fox	F233	686-9565
Dean of Career Education	Dr. Eduardo Suniga	B130	686-9276
Office Professional, F-Wing	Paige McMillen	F233A	686-9025

## CLINICAL EDUCATION CENTERS



Saint Mary's of Michigan/Ascension Health  
800 South Washington Avenue  
Saginaw, MI 48601  
Phone: 989-907-8210  
Clinical Preceptor: Kailey Miller



MidMichigan Medical Center  
4000 Wellness Drive  
Midland, MI 48640  
Phone: 989-839-1541  
Clinical Preceptor: Mark Tolfree



Covenant Healthcare  
700 Cooper St.  
Saginaw, MI 48602  
Phone: 989-583-4290  
Clinical Preceptor: Howard Rankins



McLaren – Bay Region  
1900 Columbus Avenue  
Bay City, MI 48708  
Phone: 989-894-3080  
Clinical Preceptor: Kelly Krueger

## Part 1-Program Information and Policies

### MISSION STATEMENT

The mission of the Delta College Radiography Program is to educate students to become competent Radiologic Technology professionals.

### PROGRAM GOALS

1. Graduates will demonstrate appropriate interpersonal communication skills.
2. Graduates will demonstrate appropriate critical thinking skills.
3. Students will be clinically competent.

### EQUAL OPPORTUNITY STATEMENT

It is the policy of Delta College not to discriminate employment, income, education, public accommodation or public service on the basis of religion, race, ethnicity, color, national origin, age, sex, marital status, sexual orientation, gender, identity, height, weight, arrest record, veteran status, disability, or other classification as required by applicable U.S. federal, state or local law.

Direct inquiries to Equity/Compliance the Officer, Delta College, 1961 Delta Road, Office J101, University Center, MI 48710, Telephone 989-686-9125, or email:

[equityoffice@delta.edu](mailto:equityoffice@delta.edu).

### LATEX ALLERGY

Each student in a health career program must be aware that if he/she has an allergy to latex, the program may be unable to find placement in a clinical education center/ agency to complete clinical education outcomes. Clinics may site test for latex allergies and a positive test may jeopardize your ability to be placed in a clinical education center/agency. Please note that you may have a latex allergy and be unaware until tested. Additionally, be aware that hospitals/ agencies may decide to hire only those who do not test positive to latex.

### STUDENT RECORDS/ FERPA

In compliance with Federal Law: The Family Educational Rights and Privacy Act of 1974, Delta College maintains procedures pertaining to the confidentiality of student educational records. No one outside the institution shall have access to nor will the institution disclose any information, (other than Directory Information), from students'



educational records without the written consent of the student except to qualified personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All of these exceptions permitted are under the Act.

## **ACCREDITATION/ COMPLIANCE WITH JRCERT STANDARDS**

The Delta College Radiography Program is accredited the by Joint Review Committee on Education in Radiologic Technology (JRCERT). The Standards for an Accredited Educational Program in Radiologic Sciences are available in the office of the Program Coordinator and Clinical Coordinator and displayed on the Student Bulletin Board in the Radiography lab area.

The program is committed to maintaining the standards established by the JRCERT. When there is concern regarding possible non-compliance with any standard, the student (or other) must inform the program coordinator within two (2) school days of any allegation. Within five (5) school days, the program coordinator will gather information from appropriate individuals related to each concern. If non-compliance of JRCERT standards has occurred, the program coordinator will work toward resolution with appropriate individuals to assure compliance.

If the student (or other) believes that their concerns have not been properly addressed by the program, he or she may follow the grievance process as described in this handbook.

If the student (or other) believes that their concerns have not been properly addressed by the college, he or she may submit allegations of non-compliance to JRCERT:

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

The student (or other) must also complete The Allegations Reporting Form located online at: [Reporting Allegations](#) and send it to the above address with required supporting materials. All submitted documentation must be legible and include a signature. Failure to submit appropriate materials as requested will result in the complaint being closed.

JRCERT will investigate a complaint as it relates to the program compliance with relevant accreditation standards or established accreditation policies. JRCERT will provide a written response to the complaint within thirty (30) working days.

The records and disposition on any formal complaint or grievance shall be maintained separate from academic records in the President's Office for a minimum of three (3) years.

## **ELIGIBILITY FOR ARRT EXAMINATION**

The graduate is awarded an Associate Degree of Applied Science and is eligible to sit for certification by the American Registry of Radiologic Technologists to become a Registered Radiologic Technologist. This title is nationally recognized as attainment of the proficiency in the science of radiography. The certification carries with it the privileges of using the title "Registered Technologist" and the use of the abbreviation "R.T. (R), (ARRT)" following the signature.

You should be aware that the eligibility for certification is very important to the profession. The guidelines provided below describe qualification.

## **ARRT CERTIFICATION**

### **INITIAL ARRT CERTIFICATION AND REGISTRATION**

Certification and registration is the recognition of an individual who satisfies certain standards within a profession. Employers, state licensing agencies, and federal regulators look at the ARRT credential as an indication that a person has met a recognized national standard for medical imaging, interventional procedures, and radiation therapy professionals.

As outlined in ARRT's "Equation for Excellence," candidates for ARRT certification and registration must meet basic education, ethics, and examination requirements to become eligible. The following sections outline the eligibility requirements for all three areas. Please note that there is no such thing as "registry-eligible" as far as the ARRT is concerned.

## Education Requirements for ARRT Certification and Registration

### Primary Pathway

Candidates pursuing primary pathway certification and registration in Radiography, Nuclear Medicine Technology, Radiation Therapy, Magnetic Resonance Imaging, or Sonography must have — within the past three years\* — successfully completed an educational program that is accredited by a mechanism acceptable to the ARRT. ARRT recognizes only accreditation agencies that are recognized by CHEA and/or USDE. A list of accrediting agencies recognized by ARRT for the academic degree and professional education requirements is available at [www.arrt.org](http://www.arrt.org).

As part of their education, candidates must also demonstrate competency in didactic coursework and an ARRT-specified list of clinical procedures by completing competency requirements established for the discipline in which they are seeking certification and registration.

\* Candidates graduating from an educational program will have three years to establish eligibility for ARRT certification and registration.

<https://www.arrt.org/certification>

### Ethics Requirements for ARRT Certification and Registration

Every candidate for certification and registration must, according to ARRT governing documents, "be a person of good moral character and must not have engaged in conduct that is inconsistent with the ARRT Rules of Ethics," and they must "agree to comply with the [ARRT Rules and Regulations](#) and the [ARRT Standards of Ethics](#)." ARRT investigates all potential violations in order to determine eligibility.

Issues addressed by the Rules of Ethics include convictions, criminal procedures, or military courts-martial as described below:

- Felony;
- Misdemeanor;
- Criminal procedures resulting in a plea of guilty or nolo contendere (no contest), a verdict of guilty, withheld or deferred adjudication, suspended or stay of sentence, or pre-trial diversion.

Juvenile convictions processed in juvenile court and minor traffic citations not involving drugs or alcohol do *not* need to be reported.

Additionally, candidates for certification and registration are required to disclose whether they have ever had any license, registration, or certification subjected to

discipline by a regulatory authority or certification board (other than ARRT). Primary pathway candidates must indicate any honor code violations that may have occurred while they attended school.

Candidates becoming certified and registered through the primary pathway may complete a pre-application to determine their ethics eligibility prior to enrolling in or during their educational program.

### **Examination Requirements for ARRT Certification and Registration**

After having met the education and ethics requirements, candidates for ARRT certification and registration must pass an ARRT examination, which assesses the knowledge and cognitive skills underlying the intelligent performance of the tasks typically required of staff technologists practicing at entry-level within the discipline. Applications for primary pathway candidates are obtained through individual program directors. Certification and registration handbooks are available online. Post-primary pathway candidates may submit their applications online. Your program coordinator will provide you with instructions when it is time to apply. When completing their applications, candidates should keep a few things in mind:

Candidates for primary certification and registration may mail their application up to three months prior to their anticipated graduation date.

All photos, signatures, and dates of signatures on an application form must occur within the six months before the date the application is received at the ARRT office.

Be sure to include the correct application fee.

The content specifications provide an outline of the topics covered in the exam. Since ARRT uses many references to build its exams, it does not provide specific lists of study materials or textbooks, nor does it recommend or endorse any review programs, mock registries, or study guides.

Individuals who are determined eligible by ARRT will receive, via the USPS, a Candidate Status Report (CSR) that details eligibility status and provides information on scheduling an exam appointment within the 90-day window. The CSR also addresses how to change an exam window or appointment, and how to prove identity at the test center.

Find out more about ARRT's exams, including details about exam format and exam length, test centers, and how to request testing accommodations by visiting [www.arrt.org](http://www.arrt.org).

Candidates are allowed three attempts to pass an exam, and they must complete the three attempts within a three-year period that begins with the initial ARRT examination window start date.

## STUDENT EMPLOYMENT POLICY

1. Student employment shall not interfere with academic assignments nor clinical schedules. Work related absence(s) will not be excused. There may be times when your class schedule is altered due to scheduling conflicts or special circumstances.
2. Clinical experiences (paid employment or volunteer) obtained by a student enrolled in the Radiography Program outside and other than the planned and supervised clinical education courses as scheduled by the program, may not be utilized in any way toward completion of clinical education courses.
3. Any employment/ volunteer related clinical experiences are considered separate from the program related experiences and may not be scheduled concurrently. Clinical schedules will not be altered to allow for paid work time should the student be hired by their clinical site.

## CURRICULUM EXPENSES

The table below approximates the cost of the clinical sequence for the Radiography Program. These amounts are approximate and are subject to change due to a variety of circumstances that are not controllable by the program or the college. In addition, students are responsible to provide their own transportation to their clinical facility as well as the college.

<b>Clinical Semester 1: 12.5 credits</b>	<b>In District</b>	<b>Out of District</b>	<b>Out of State</b>
Tuition & Course Fees	1940.00	3027.50	3152.50
Books/Online content program	900.00	900.00	900.00
Trajecsys online documentation system	150.00	150.00	150.00
Uniforms/Clinic Shoes	300.00	300.00	300.00
Radiopaque Markers	20.00	20.00	20.00
<b>Subtotal</b>	<b>3310.00</b>	<b>4397.50</b>	<b>4522.50</b>
<b>Clinical Semester 2: 12.5 credits</b>			
Tuition & Course Fees	1940.00	3027.50	3152.50
Books	290.00	290.00	290.00
Health Appraisal	80.00	80.00	80.00
Flu Shot	50.00	50.00	50.00
TB test	40.00	40.00	40.00
CPR completion (AHA Healthcare Provider)	60.00	60.00	60.00
Criminal Background Check	75.00	75.00	75.00
Drug Screen (10 panel)	75.00	75.00	75.00
ACEMAPP Documentation System	50.00	50.00	50.00
<b>Subtotal</b>	<b>2660.00</b>	<b>3747.50</b>	<b>3872.50</b>
<b>Clinical Semester 3: 10.5 credits</b>			
Tuition/Fees	1636.00	2549.50	2654.50
<b>Subtotal</b>	<b>1636.00</b>	<b>2549.50</b>	<b>2654.50</b>
<b>Clinical Semester 4: 13 credits</b>			
Tuition/Fees	2016.00	3147.00	3277.00
<b>Subtotal</b>	<b>2016.00</b>	<b>3147.00</b>	<b>3277.00</b>
<b>Clinical Semester 5: 14 Credits</b>			
Tuition/Fees	2168.00	3386.00	3526.00
ARRT Exam Application Fee	225.00	225.00	225.00
<b>Subtotal</b>	<b>2393.00</b>	<b>3611.00</b>	<b>3851.00</b>
<b>PROGRAM TOTAL</b>	<b>\$12,015.00</b>	<b>\$ 14,305.00</b>	<b>\$18,177.50</b>

## STUDENT HEALTH INSURANCE

Students are encouraged to possess adequate medical insurance coverage. Students are responsible for paying the cost of any medical care this might be necessary if the student is injured or becomes ill while practicing in the laboratory and/ or clinical education center. The college does not provide insurance coverage for such situations.

If a student is injured during the course of clinical education, it is the student's responsibility to inform the clinical instructor immediately and provide the Clinical Coordinator/ Program Coordinator a copy of the injury report. Students are expected to follow the procedural steps dictated by clinic the in such matters.

It is also recommended that the student obtain malpractice insurance while enrolled in the program. The student is responsible for the cost of the insurance.

## DISABILITY STATEMENT

If you feel that you have an issue related to a disability that will require extra accommodations beyond that given to all students, contact Disability Services, Room D101. [disabilityresources@delta.edu](mailto:disabilityresources@delta.edu)

You may not receive accommodation when taking the ARRT Examination. It is the responsibility of the student to apply for accommodation with the ARRT and to follow any and all instructions given throughout the process.

## TECHNICAL STANDARDS

Students eligible for the Radiography Program must be able to meet the following technical standards. These standards are based upon following the entry-level duties and activities of a radiographer.

The graduate radiographer will be able to perform quality radiographic examinations with minimal radiation exposure to the patient and themselves in the full range of diagnostic procedures such as skull, chest, skeletal, gastrointestinal, genitourinary, bedside exams, and surgical procedures. Abilities will include professional communication skills, patient and room preparation, manipulation of radiographic equipment, processing images, use of hospital and radiology computer systems, and performing technical and ancillary tasks necessary to provide safe patient care per institutional policy.

- Critical thinking ability sufficient for clinical judgment
- Interpersonal abilities sufficient for interaction with individuals, families, & groups
- Communication abilities sufficient for interaction with others in verbal & written form
- Physical abilities sufficient to:
  - Be able to lift/pull/push objects in excess of 50 pounds without restriction

- Be self-mobile and able to maintain center of gravity when met with opposing force as in lifting, supporting, and/or transferring a patient
- Propel wheelchairs, stretchers, hospital beds with/without accessory medical devices such as IV poles, oxygen tanks, catheter bags, etc., independently or with reasonable assistance
- Move & manipulate the patient's body to provide care and position for imaging and/or treatment
- Patient care within standard radiologic examination height
- Reach, manipulate, and operate mechanisms such as imaging tables, x-ray tubes, collimators, control consoles, and image processors at standard clinic locations and placements
- Handle and utilize standard image receptors and accessory imaging items such as positioning sponges, foot boards, shoulder supports, grids, & compensating filters
- Propel standard mobile imaging units (radiographic & fluoroscopic) and perform procedures in the patient room, emergency department and/or surgical unit
- Withstand lengthy periods of physical activity, sometimes donning lead apron, to include quick and continuous movement
- Withstand lengthy periods of being on your feet
- Gross and fine motor abilities sufficient to:
  - Provide safe & effective patient care and management
  - Handle & utilize procedural items such as pharmaceuticals, vials, syringes, sterile items, catheters, intravascular items, wound dressings, etc.
- Work competently and safely within sterile environments located in interventional and surgical suites
- Auditory abilities sufficient to monitor & assess patient health needs as well as being able to respond to a call for assistance from someone in an adjacent area.
- Visual abilities sufficient for:
  - Observation & assessment necessary for adequate patient care & management
  - Radiographic positioning, imaging field placement/alignment, & image analysis
  - Tactile ability for physical assessment of patients
  - Ability of realistic event perception, clear/rational thought, and independent function in routine, stressful, and/or emergency patient care situations

Note: Students may be frequently exposed to blood, body tissues, or fluids. Additionally, students will frequently be exposed potentially to hazardous ionizing radiation and radioactive pharmaceuticals. As in many health professions and programs, students



may occasionally be exposed to bodily injuries, electrical hazards and high intensity magnetic fields.

## **STUDENT PARTICIPATION IN EDUCATION WITH A MEDICAL EDUCATION MODEL**

The Delta College Radiography Program uses students as medical education models. Modeling allows program participants to obtain the basic knowledge and skills required to provide quality health care. Procedures performed by Delta College Radiography students on student medical models are supervised by an appropriately qualified health care professional. Students enrolled in this program are encouraged to speak with their instructor if they have questions or concerns about participating as a medical education model.

As part of their education, students will have opportunities to perform certain procedures on each other. Participation in the examining role is mandatory. Participation as the one on which the procedure is performed, the medical education model (MEM), is encouraged, but students who do not wish to participate as the MEM should consult the course instructor. Participation in either role requires that students follow policy and guidance on appropriate behavior and sign the Student Education Consent and Confidentiality form. A qualified health care professional will be present at each education session to support student learning. Staff and students must treat each other in a professional manner and with respect and courtesy at all times. All personal and health information revealed or discovered as a result of participation in these education sessions should remain confidential. Any student concerns about serving as a medical examination model should be raised with the course instructor prior to the beginning of this learning experience. Any student concerns that may arise during the course about participating in this training should be raised directly with program director/chair.

Students will indicate understanding and agreement with this by signing the form on the TRAJECSYS management system as instructed at orientation. Failure to do so will result in corrective action and the inability to participate in laboratory sessions.

# RADIOGRAPHY CURRICULUM

## Associate in Applied Science /Radiography

### Fall First Year Clinical:

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- LW 206A - Occupational Wellness Credits: 1
  - RAD 100 - Basic Science of Medical Imaging Credits: 2
  - RAD 105 - Fundamentals of Radiography Credits: 2
  - RAD 105L - Fundamentals of Radiography Lab Credits: 2
  - RAD 108W - Introduction to Healthcare and Patient Care Credits: 2
  - RAD 130 - Radiographic Procedures 1 Credits: 1.5
  - RAD 130L - Radiographic Procedures 1 Lab Credits: 2
- Total Semester Credits: 12.5
- 

### Winter First Year Clinical:

---

- LWA 206B - Occupational Wellness 2 Credits: 0.5
  - LWA 206C - Occupational Wellness 3 Credits: 0.5
  - RAD 110 - Principles of Radiographic Exposure Credits: 1
  - RAD 110L - Principles of Radiographic Exposure Lab Credits: 1.5
  - RAD 120W - Principles of Radiation Biology and Protection Credits: 2
  - RAD 122 - Digital Imaging Credits: 1
  - RAD 180 - Radiographic Procedures 2&3 Credits: 2
  - RAD 180L - Radiographic Procedures 2 & 3 Lab Credits: 3
  - RAD 205W - Pharmacology In Imaging Credits: 1
- Total Semester Credits: 12.5
- 

### Spring First Year Clinical:

---

- RAD 135 - Clinical Education 1 Credits: 6
  - RAD 140W - Clinical Seminar 1 Credits: 1
  - RAD 235 - Radiographic Procedures 4 Credits: 1
  - RAD 235L - Radiographic Procedures 4 Lab Credits: 1.5
  - RAD 264 - Cross Sectional Imaging Credits: 1
- Total Semester Credits: 10.5
- 

### Fall Second Year Clinical:

---

- RAD 160 - Clinical Education 2 Credits: 10
  - RAD 165W - Clinical Seminar 2 Credits: 2
  - RAD 212 - Advanced Imaging Equipment Credits: 1
- Total Semester Credits: 13
- 

### Winter Second Year Clinical:

---

- RAD 220 - Clinical Education 3 Credits: 10
- RAD 225W - Clinical Seminar 3 Credits: 2
- RAD 258W - Radiography Capstone Seminar Credits: 2

Total Semester Credits: 14

## RADIOGRAPHY COURSE DESCRIPTIONS

All course descriptions can be found by clicking on the course listed in the curriculum above

### Program sequence/timing by semester

The following table demonstrates what activities students will be engaged in each semester.

FIRST YEAR STUDENTS			
	Fall	Winter	Spring/Summer
First 7.5 Weeks	Campus Courses Only :  RAD 100 RAD 105/105L RAD 108W (mixed del.) RAD 130/130L LW 206A	Campus Courses Only:  RAD 110/110L RAD 120W (mixed del.) RAD 122 (online) RAD 180/180L RAD 205W (online) LWA 206B	On campus Courses:  RAD 235/235L RAD 264 (online)
Second 7.5 Weeks			RAD 135 Clinic 5 days/week RAD 140W Seminar (mixed delivery)
SECOND YEAR STUDENTS			
	Fall	Winter	
First 7.5 Weeks	Clinic and On Line Only RAD 160 Clinic 5 days/week RAD 165 W Seminar (mixed delivery) RAD 212 (online)	Clinic and Registry Review  RAD 220 Clinic 5 days/week  RAD 225W Seminar (mixed delivery)	
Second 7.5 Weeks		RAD 220 cont. 4 days/week  On Campus Course: RAD 258 (one day)	

## **COURSE DROPS/ADDS/WITHDRAWAL**

Students are to follow the college policy concerning any course drops, course adds and/or course withdrawals.

## **COLLEGE POLICY for INTEGRITY OF ACADEMIC WORK**

### I. Statement of Values:

The principles of truth and honesty are fundamental to a community of learners. All members of the Delta College Community are expected to honor these principles and are responsible for maintaining the integrity of academic coursework at the College.

Plagiarism or any misrepresentation of work, unsanctioned collaboration, use of prohibited materials, and participation in any form of dishonesty all constitute violations of this policy.

Violations of this policy will result in the actions and consequences specified within this policy.

- II. Faculty determine standards of integrity for academic coursework. Examples of academic dishonesty that would constitute violations of this policy include, but are not limited to, the following:
  - A. Plagiarism<sup>1</sup>
  - B. Cheating on tests, quizzes, or any assignments
  - C. Aiding and abetting dishonesty
  - D. Falsification of records and official documents
- III. Faculty should do the following, where applicable and when appropriate:
  - A. Provide clarification about the nature of academic dishonesty.
  - B. Clarify expectations for homework, assignments, collaborative student efforts, research papers, exams, etc.
  - C. Identify any specific style/format requirements for assignments.
  - D. Communicate ethical and professional standards associated with courses and programs.
  - E. Honor principles of truth and honesty and in so doing protect the validity of college grades.
- IV. Delta College Students are responsible for understanding and following:
  - A. All provisions of this policy including, but not limited to, examples under I and II above.
  - B. Specific course policies for academic work.
  - C. Other College policies as specified in the current Delta College Catalog.
  - D. Academic principles of honesty and integrity.
  - E. The Disputed Final Grades policy, which gives students the right to appeal any grade affected by a charge of academic dishonesty.
- V. Process for Policy Violations by Students  
Faculty may use their discretion and judgment in any suspected violation of this policy, including limiting the action to a warning in cases where the student's

course grade will not be affected, in which case the faculty member will explain the violation to the student and warn the student of future consequences for similar behavior. If the faculty member determines that this policy has been violated and the student's course grade will be affected, then the following process will be followed:

- A. The faculty member will explain the decision in writing to the student within a reasonable time frame, but this notification must take place before final course grades are submitted. The faculty member will then send a copy of the written explanation, with appropriate documentation, to the Associate Dean
- B. The Associate Dean is responsible for notifying the student of the college policy for Integrity of Academic Work and forwarding the information submitted by the faculty member to the appropriate Academic and Student and Educational Services administrators.
- C. The Chief Academic Officer of the College will determine appropriate consequences beyond the course grade for the student, including, particularly in the case of a repeated violation of this policy, possible dismissal from the College.
- D. The College will maintain permanent records of these violations.

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*1 Plagiarism is defined as, "the false assumption of authorship; the wrongful act of taking the product of another person's mind and presenting it as one's own." As developed by Alexander Lindey in "Plagiarism and Originality" (N.Y.: Harper, 1952)*

*Board Action 5073 – December 10, 2014*

### **Computer/Software Requirements:**

Students must have access to a laptop or computer with a current operating system. Use of iPads for testing is discouraged. If a student does not have access please contact the program to assist in meeting the student's needs.

The program uses Respondus in all academic courses. Respondus is a software program that monitors students test and quizzes for academic dishonesty.

Information on Respondus can be found at:

<https://www.delta.edu/employees/online-learning/software/respondus.html>

Students must have access to a working webcam. Without a webcam, Respondus Monitor settings will not work, and students will be unable to open or take any quizzes with Monitor settings enabled.

## Assignments

Students are to come to class and laboratory sessions prepared. This means that any reading assignments, videos, and/or lectures are reviewed prior to attending lecture and laboratory sessions. Failure to do this will result in disciplinary action.

## Tests and Quizzes

### 1. Tests:

- Tests will be given on the dates specified in the Course Activity Schedule or as announced by the instructor. Tests will be based on readings, hand-outs, lectures, and class activities.
  - Students will be able to view the test items answered incorrectly upon submission of the test. The time for this will be limited, but adequate. In order to preserve the integrity of the tests, during this review time, students will not be allowed to write down any question items or take photos of the screen with their phones.
    - Once that time has passed, the student may request to make an appointment to review the items 1:1 with the instructor no later than 1 week after the exam date.
    - **EXCEPTION:** Final Exam 1:1 must be completed within 24 hours of the exam due to grading deadlines.
    - These reviews are confidential and are not to be recorded in any method or discussed with other students. These cannot take place via ZOOM or any other virtual method.
- Students will not be allowed to make up a test unless they have an excused absence. A missed test must be made up within 48 hours upon the student returning back to campus or a score of "0" will be recorded. Students are to contact the instructor to schedule the make-up test.
- Students may challenge questions on a test. This must be done **via email** within 24 hours of the test being completed and graded. Students must show documented proof to support their argument.

### 2. Quizzes

- There may be announced or unannounced quizzes over assigned material. These are considered part of the daily assignment; therefore, make-up quizzes will be at the discretion of the instructor.
- Students may challenge questions on a quiz. This must be done **via email** within 24 hours of the quiz being returned for consideration. Students must show documented proof to support their argument.

## Laboratory Attire

Students will purchase Delta College Radiography (embroidered) scrubs. Career Uniforms will embroider scrubs purchased at their store. The Workwear Store in Saginaw also will embroider scrubs for a fee and they can be purchased there or outside of their store. The Workwear store may also allow for online ordering. During the first year, it may only be necessary to purchase one set. More will be purchased as you enter clinic.

These scrubs are to be of proper fit so that your back and/or front does not show during bending, reaching and lifting activities in laboratory sessions. You may wear a long or short sleeved white, black or matching green shirt under the scrubs.

Tennis shoes that tie are required in all laboratory sessions. Hair must be pulled back.

## Recording Lectures

As a matter of courtesy, students must ask permission of individual faculty before electronically recording any lectures or labs. Also, the "Delta College ~ Office of Disability Resources/Agreement for Recording Lectures" attached must be filled out and turned in to the instructor.

Under Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act, as amended, institutions of higher education must provide auxiliary aids and services to students with documented disabilities and may not deny equal access to the institution's programs/services, courses and activities. For a variety of reasons, some students are not able to take adequate notes during class. Audio recorders are a legitimate auxiliary aid to supplement or substitute note taking for some students with disabilities.

## Cell Phones/Pagers Policy

As a courtesy to all students and instructors, cell phones/ smart watches must be turned off (silenced) during class. No phone calls may be initiated or received in the classroom or laboratory area. If the student has their phone out without permission or if a cell phone rings during class time the student will receive a tardy for the class.

Cell phones and smart watches are not to be in the possession of the student during clinical rotations. Should you have a possible emergent situation, please share the department phone number with those needing to reach you. If you are seen with your cell phone during clinical time, you will be subject to the discipline policy.

## Use of Calculators

Calculators are permitted for use during tests, quizzes and lab sessions. However, they may not be of a programmable type nor may calculators on a cell phone be used. Use of either of these types of calculators will be grounds for dismissal from the program.

## Attendance

Students are expected to be present and on time for all scheduled sessions. Absences/tardies/leave earlies hinder the student's learning experience and can be a distraction for fellow classmates. With the fast pace of our courses it is very difficult to make up and re-schedule missed requirements.

It is the student's responsibility to notify an instructor of an absence or tardy a minimum of 30 minutes prior to the scheduled start time of the class or lab and no later than 12 hours following the missed class period. It is also the student's responsibility to contact the instructor to review work missed. Being excused means there will not be an automatic drop in grade; however, ALL COURSEWORK AND LAB TIME MUST BE MADE UP whether there is a grade deduction or not. Any and all exceptions will be discussed with and decided on by program faculty.

According to program policy, the final grade will be adjusted as follows:

- 1 day = 5% deduction in final grade
- 2 days = 10% deduction in final grade
- 3 days = 15% deduction in the final grade
- 4 or more days = Failing grade for course

### Examples of Excused/Unexcused absences

Note: Documentation must be provided within 24 hours of the student returning to class for the following

Excused Absences:

- University Sponsored Event in which an excused form from the University is provided to the instructor.
- Death in the family. Appropriate verification will be needed such as obituary, or funeral card.
  - Two days will be excused for the following family members: parent (also in-laws), dependent child, grandparent (also in-laws), sibling
  - One day will be excused for the following family members: aunt/uncle; first cousin
- Extended Hospitalization. Appropriate verification from physician and hospital. (Doctors' appointments are not considered excused.)
- Dangerous weather conditions in which driving is considered unsafe by local police authorities (this will be decided on by program faculty).
- Being called to testify in a court case. (Not your own or for being arrested.) Verification is required
- Jury duty. Verification is required.
- Active military duty. Verification required.

Unexcused Absences:

- Childcare problems
- Incarceration/jail



- Employment
- Lack of sleep, motivation, etc.

### Tardies

Tardy: A student is considered tardy if he/she arrives after the doors for the classroom have been closed. This includes any breaks that may occur during the class time. The grade will be reduced as follows for tardies:

- 2 tardies = 1 absence =5% deduction in final grade
- 4 tardies = 2 absences=10% deduction in final grade
- 6 tardies = 3 absences=15% deduction in the final grade, etc.

### Grading Scale

The grading scale for courses within the Radiography Program will be based on the following range. All courses must be passed with a minimum of "C" grade

Percentage of Points Earned	Letter Grade
94-100%	A
90-93%	A-
87-89%	B+
84-86%	B
81-83%	B-
78-80%	C+
75-77%	C
70-74%	C-
65-69%	D
Below 66%	F

### Disciplinary Action and Performance Improvement Plan (PIP)

Any disciplinary action follows the student through the radiography program. There is a progression of consequences for occurrences.

**The seriousness of the following events would result in immediate program dismissal with no option for re-entry:**

1. Obtaining, possessing, selling, or using drugs or other illegal or controlled substances on clinical education center property or Delta College property.
2. Theft, abuse, misuse, or destruction of the property or equipment of any patient, visitor, student, hospital employee, clinical education center, or Delta College.

3. Breach of confidential information about any patient, student, hospital employee, or the clinical education center without proper authorization.
4. Immoral, indecent, illegal, or unethical conduct on the clinical education center property or the property of Delta College.
5. Possession of weapons, wielding, or threatening to use firearm, illegal knives, etc., on the clinical education center property or the property of Delta College.
6. Assault on any patient, visitor, student, hospital employee or Delta College employee.
7. Abandoning a patient, radiologist and/or supervising technologist during a procedure that you are assigned to.
8. Misuse of patient, student, official clinical education center records, or official Delta College records.
9. Removal or falsification of patient, student, official clinical education center records or official Delta College records. (This includes clock in/out times)
10. Disclosing confidential information about any patient, hospital employee, or the hospital without proper authorization, and/or knowingly violating HIPPA policy.
11. Cheating on tests, quizzes or other academic assignments. An "F" grade will be issued in the course in which the cheating occurred.

NOTE: HIPPA violations can occur in the form of verbal, nonverbal, written, and electronic actions. HIPPA rules and regulations apply to all electronic and social networking services such as Snapchat®, Facebook®, twitter®, etc. Students should be aware of privacy identifiers at all times, including but not limited to:

- Patient name, ID #, or birthdate
- Gender
- Exam performed/specifics of an incident
- Dates/times
- Facility in which exam or event occurred
- Names of facility personnel
- Events
- Student names

Using ANY of the above identifiers in a public environment or forum constitutes violation of HIPPA regulations.

For all other disciplinary occurrences, the following process would be initiated:

## Performance Improvement Plan (PIP) – Campus and/or Clinic

In instances where the faculty wishes to communicate areas of concern along with a plan for improvement, the faculty will develop a Performance Improvement Plan (PIP). This plan will be discussed with and signed by the student. Progress update(s) will take place as indicated within the plan. Failure to make progress may result in further disciplinary action as indicated in the plan below.

PIP's are cumulative within the following relative behaviors/activities:

- A. Procedures/Retention of old material/use of equipment; coming to lab underprepared. This includes not watching lectures and studying unit content prior to lab. You should be close to "test-ready" by lab time.
- B. Theory—application of concepts rules for exposure in the lab; coming to lab underprepared. This includes listening to relative lectures and studying unit content prior to lab. You should be close to "test-ready" by lab time. Theory concepts carry over in to all courses.
- C. Behavior—inappropriate/disrespectful/unprofessional behavior in the classroom/lab/clinic. Not meeting program technical standards.  
Demonstrating trends with tardiness and absences

1 <sup>st</sup> Offense	Written warning/Counseling; Performance Improvement Plan initiated
2 <sup>nd</sup> Offense	Disciplinary Report and a 5% grade drop for course
3 <sup>rd</sup> Offense	One (1) day suspension from clinical assignment, a 5% drop in course grade AND days must be made up
4 <sup>th</sup> Offense	Failing grade and permanent discharge from the program with no option of re-entry

**Note: Any clinical suspension time must be made up regardless of excused days or approved compensatory time left prior to a final course grade being issued.**

The intent of the PIP is to assist the student in analyzing their situation and provide resources to improve student behavior/performance in the time frame specified in the PIP so as to increase the likelihood of successfully meeting the course/lab/clinical outcomes and objectives. Performance improvement plans are created to address identified areas of weakness preventing the student from satisfactory progression toward meeting the course/lab/clinical outcomes and objectives. The faculty and clinical preceptor/instructor utilize the PIP to document collaboration with the student and establish clearly defined, measurable goals and time frames for improvement.

Initiation of a PIP represents a formal communication between the faculty/clinical preceptor/instructor and the student regarding any areas of concern.

The PIP will follow the student through the duration of the radiography program so that repeated occurrences/patterns of behavior and performance can be observed and evaluated.

**Although this list is not exhaustive, Disciplinary occurrences may include, but are not limited to:**

1. Failure to read Delta Email and respond with a "received" email within 48 hours of email being sent.
2. Failure to read the feedback in the D2L/elearning assignment area and respond when indicated within 48 hours of publishing of feedback. A "0" will be issued if the assignment is not re-submitted as indicated within the 48 hours.
3. Failure to operate department phone systems and computer systems at the level expected.
4. Failure to manipulate laboratory and/or department equipment at the level expected. (laboratory and/or clinic)
5. More than one repeat on laboratory competencies (2 tries total)
6. Failure to maintain competency on previously comped procedures (laboratory and/or clinic)
7. Failure to adequately and accurately critique images for radiographic quality for procedures previously comped (laboratory and/or clinic).
8. Failure to apply concepts learned to set radiographic technical factors. Failure to select proper AEC settings. Failure to relate the mAs readout to the AEC setting (laboratory and/or clinic). Failure to understand and apply Exposure Indicator system principles.
9. Failure to use your lead anatomical/initial markers on all procedures.
10. Using post-processing masking tools instead of collimation.
8. Leaving class, laboratory, or clinical area without proper authorization.
9. Excessive absences or unexcused absence(s)/A pattern of absences
10. Excessive tardiness. (More than two (2) per semester)
11. Smoking in restricted areas; smelling of smoke in patient areas
12. Not presenting with appropriate personal hygiene/professional appearance

13. Inappropriate dress or appearance based on program standards.
14. Unauthorized use of a cell phone, smart watch or a computer during clinical hours.
15. Failure to perform according to the technical standards as written (pg. 16)

**Level II –The seriousness of these offenses will warrant a step up in the discipline process.**

**Although this list is not exhaustive, Level II occurrences may include:**

1. Engaging in disorderly conduct that could ultimately threaten the physical well-being of any patient, visitor, student, clinical education center employee, or Delta College employee.
2. Accepting authority or responsibility beyond the level of demonstrated competencies in the Program.
3. Insubordination and refusal to obey orders. Refusing to do an exam. Consistent lack of initiative in the clinical setting.
4. Inconsiderate treatment of patients, visitors, students, educational center employees or Delta College employees.
5. Violation of safety rules and regulations or failure to use safety equipment provided.
6. Threatening, intimidating, or coercing other students, patients, visitors, clinical education center employees or Delta College employees.
7. Soliciting, vending, or distributing written or printed matter without proper authorization.
8. Sleeping during scheduled, class, laboratory, or clinical hours.
9. Violation of clinical education policy.
10. Falsifying your time records

## **RADIOGRAPHY LABORATORY RULES AND USE**

The following rules have been established for the students' protection against ionizing radiation in the laboratory setting. These rules are to be strictly adhered to at all times.

1. Be able to turn on all equipment in the laboratory---turn on lab upon entering the lab.

2. Never use ionizing radiation on any subject other than the phantom and laboratory equipment as advised.
3. Never make an exposure with anyone in the radiographic room. Note: Never touch the exposure button until all people exit the radiographic room.
4. The door to the radiographic room must be closed when exposures are made.
5. No radiographic procedures will be done without the instructor's presence in the laboratory unless special permission is granted.
6. Care must be exercised in the use of laboratory equipment since it is easily damaged and extremely expensive. This includes not extending the tape measure beyond 70 inches (you will be instructed how to use your own "wing span" for measuring longer distances).
7. Those using the laboratory are responsible to have the laboratory in order before leaving. This includes:
  - a. Radiographic rooms
    - i. Cleaning radiographic equipment
    - ii. Cleaning radiographic phantoms/Placing radiographic phantoms in proper storage area
    - iii. Shutting down of all equipment/computer systems
    - iv. Shutting off lights in exam rooms
  - b. Discussion area
  - c. Conference/Study Room
8. Food or beverages should not be consumed in the radiographic rooms or near computer systems. If beverages are brought into the laboratory area, they must be in a container that is completely closed.
9. Students should wear tennis shoes during laboratory sessions. No boots, clogs, flip-flops or sandals allowed.
10. All laboratory projects must be completed in a satisfactory manner before a grade will be given for the course.

## **RADIATION SAFETY**

Without judicial use, radiation presents possible hazards to human tissue. It is the responsibility of each student to follow directions carefully and to utilize all acceptable means of radiation protection for patients, instructors, peers, and self at all times. The Radiography Program and our clinical affiliates operate under the ALARA concept (As Low As Reasonably Achievable) and adhere strictly to this policy.

Students must not hold image receptors at any time and must not hold a patient during a procedure if there is an immobilization method available and is the standard of care.

Should a student observe or otherwise rotate through a Magnetic Resonance Imaging Department, the student will complete the MRI safety training as described at Program

Orientation as well as in RAD 212. An MRI screening form (attached) must be completed and turned in at orientation. Should this rotation/observation occur before RAD 212, the student is to contact the program director to complete the MRI safety training.

## **RADIATION MONITORING**

Students will wear the radiation monitoring device provided at all times when potential radiation exposure exists. This includes time spent in the energized campus laboratory and at assigned clinical affiliates. Students will be responsible for their badges. If a student reports to the clinical assignment without the radiation badge, he/she will perform their clinical assignment in a non-radiographic area. **Noncompliance will result in a Disciplinary action.**

Students will not be permitted to work in the clinical area without the badge which is part of their professional attire. When not in use, the dosimeter will be stored in the area designated by the instructor. On campus, badges will be worn outside the lead apron at the collar level. In the clinical affiliates where 2 badges are given, one will be outside of the lead apron at collar level and the other under the lead apron at waste level. (Note: Students who have declared a pregnancy will wear the appropriate fetal radiation monitor while in the clinical setting.)

A radiation monitoring device is provided by Delta College for wear during laboratory sessions. Radiation monitoring records for all students are maintained by the program. Students are responsible for maintaining a personal record from all facilities (energized laboratories, clinical education centers, and employment sites), for their future reference.

Radiation badge reports will be available for the student to view in the clinical coordinator's office. The student will initial the report quarterly as verification of viewing the report. The radiation exposure report will not exceed the following as a threshold for the quarterly report:

- 1 mSv (.1 rem) whole body exposure
- 0.5 mSv (.05 rem) for declared pregnant student

In the event that a student exceeds 1mSv/year, the student will be notified and must meet with the RSO at the assigned clinical education center and the program coordinator to review and receive counseling on radiation protection protocols.

If a student inadvertently takes the radiation monitor home, or it is exposed accidentally, the student must report this to the faculty for documentation purposes. If the monitor is not returned and available for processing and a late fee is assessed, the student is responsible to pay that fee.

## Fluoroscopy Safety

The Michigan Department of Labor and Economic Opportunity has filed "Ionizing Radiation Rules Governing the Use of Radiation Machines" on March 13, 2024.

As indicated in this rule, only persons carrying the listed credential (s) may operate the ionizing radiation equipment.

In support of this rule and out of concern for the safety and well-being of our students, students are not to be in on any procedure where a non-credentialed individual is running the machine. This includes, but is not limited to 1) fluoroscopy in the department, 2) C-arm cases, 3) Mini C-arm cases, 4) O-arm cases

If there is a question as to whether the individual is credentialed, the student should contact program faculty to discuss.

## PROGRESSION GUIDELINES

1. Students MUST follow the approved curriculum sequence as outlined on the current curriculum guide sheet.
2. Students must achieve a minimum grade of "C" (2.0) in EACH Radiography course in order to be eligible to continue in and graduate from the program.
3. Since professionalism includes knowledge, skills, and conduct, your ethics, integrity, and maturity are just as important as intelligence and academic achievement. Your readiness to progress into the clinical area will be assessed by attitudes, as well as by grades. **If the Program Faculty have reason to doubt a student's readiness to continue into the clinical site, even with satisfactory academic grades, this will be discussed with the student, the faculty and an arbitrator. If it is decided that the level of performance is not at the level necessary to provide safe patient care in medical imaging, the Program Coordinator will dismiss the student from the program.**
4. Program faculty will utilize the college Student Support System. This system is in place to assist students in their academic and professional journey through various coaching and advising strategies. Students will be notified of this and are required to respond to outreach/assistance from various college departments. Failure to respond and attend sessions will result in disciplinary action.
5. A Radiography course may be repeated one (1) time only.
6. The maximum number of times a student with no disciplinary action steps on their record may re-enter the program is one (1) time.



7. Students under disciplinary action/PIP process may not re-enter the program.

## Guidelines for Reentry into Health Occupation Programs

### Reentry Process

#### Reentry Eligibility

- A request for reentry can be made if a student has had a course failure or has withdrawn from a program track and the student is in their **second or subsequent** semester of the program, providing that they are not under disciplinary action.
- If a student withdraws from a program during the first semester or if they fail a course in the first semester then the student is not eligible for reentry. Instead, the student must revalidate if wanting to reenter the program in which this failure or withdrawal occurred. They may re-validate providing they are not under disciplinary action/PIP process. The most recent college catalog must be used for all program requirements.
- If, after reentry, a second failure or withdrawal should occur, the student cannot apply for reentry nor can the student revalidate for the same program. However, the student can validate for a different program once that program's validation requirements are met.

#### Reentry Process

- The request for reentry should be made within one month of the course failed (or withdrawn from) or at the latest one month after the course final grade is transcribed.
- Requests for reentry must be received in writing using the **Request for Reentry Form**.
- The Reentry/Review Board will meet within 30 days of a student's request for reentry; the student may choose to attend the meeting to address the Reentry/Review Board.
- If reentry is granted, the student must reenter the program within one year or the student is no longer eligible for reentry and must revalidate for the program

unless the Reentry/Review Board determines that a different time period is appropriate.

- Placement into a program course will be determined by the Reentry/Review Board decision. If the number of reentry students exceeds course availability then placement is determined by the date and time that the Request for Reentry Form is submitted. No requests for reentry can be submitted until withdrawal from a course has been made or an official grade has been issued by the instructor at the end of the course.

### **Reentry/Review Board Membership**

The Reentry/Review Board shall have the following membership:

- **Faculty Chair** – 3-year term (cannot be a nursing faculty)
- **Faculty Alternate Chair** – 3-year term who will become Chair and preside over situations where the Chair is involved (cannot be a nursing faculty). This person will also serve as a division member at-large when not filling in for the faculty chair.
- **Discipline Faculty or Alternate** – Non-involved full-time discipline faculty member will be selected, or a full-time division member will be selected by the faculty, of the involved discipline, if all discipline faculty are involved.
- **Division Member At-Large** – Pool of 3 division members appointed by the division chair will rotate based on availability at the designated meeting time.
- **Counselor**

All five (5) members shall vote:

- Board Chair or Alternate
- Faculty Alternate Chair/Division Member At-Large
- Discipline Faculty or Alternate
- Division Member At-Large
- Counselor

### **Reentry Decision**

- A decision will be made by the Reentry/Review Board at the conclusion of their meeting(s).
- Students will be notified within two weeks by e-mail of the decision.
- Decisions denying reentry must have rationale, in writing, for the denial.
- A copy of the Reentry/Review Board's decision will be sent to the Associate Dean.

### **Individual Plan for Success (IPFS)**

- If the Reentry/Review Board approves reentry, the Board will also develop an **Individual **Plan **For **Success (IPFS)**** which will be given to the student as part of the reentry decision. The IPFS will be discussed with the student by the Program Coordinator or designee. All conditions of the IPFS, which focuses on student success, must be met in order to continue in the program's track and cannot be appealed.****
- It should be noted that reentry into a program is based on space availability since our program tracks have limited enrollment capacities.

### **Appeal Process**

- A student may appeal the Reentry/Review Board's decision if new or pertinent information becomes available that was not considered in the initial request.
- The faculty, Associate Dean, or Dean can request an appeal with supporting rationale.
- Submission of a written appeal to the Reentry/Review Board should be made within 30 days of the initial decision.
- The Reentry/Review Board Chair or Alternate Chair will then schedule a meeting within two weeks. The original Reentry/Review Board members will meet for the purpose of reviewing the appeal. The Board will notify the appellant of their decision by e-mail within two weeks of the meeting.
- An appeal decision cannot be further disputed in this process.

### **Confidentiality Statement**

All participants of the Reentry/Review Board process, in any of the proceedings, should consider all matters covered in the meetings as confidential due to the nature of the situations and discussions that follow to resolve them. Any breach of confidentiality may lead to disciplinary action, according to College policy.

### **Note**

To assure continuity in the reentry process all H&W disciplines must have policies in place, within their student handbooks, that follow these minimum guidelines. If no discipline specific policy exists then these guidelines as outlined will be used within the H&W Division. The Associate Dean must review an alternate Reentry/Review Process to assure consistency.

# RADIOGRAPHY PROGRAM GRIEVANCE POLICY

## Policy

Any Delta College Radiography Program student may file a grievance as set forth in this policy, as a means to present a complaint related to hours of work, working conditions, clinical assignments, performance evaluation, unlawful discrimination, reprimand, or the interpretation of a rule, regulation or policy of the Delta College Radiography Program.

A student which alleges that his or her **termination** from the Delta College Radiography Program was based on **unlawful discrimination** may use this policy as a first step to pursue that complaint.

## Exclusions

Student issues regarding actions or decisions that are viewable under separate procedures provided for in the Delta College Catalog or other approved policies or procedures of the Delta College System, are not subject to this policy.

## General Information

It is not required to have three levels to the grievance process when the organizational reporting structure does not provide three management levels to consider the grievance.

No student will be penalized, disciplined, or prejudiced for exercising the right to make a complaint, or for aiding another student in the presentation of that complaint.

No remedy or corrective action is available under the grievance policy once an individual cease to be a Delta College student.

The student, Program Coordinator, Clinical Coordinator, Clinical Instructor(s), or Adjunct Faculty member may request a face to face meeting at any level. Meetings are encouraged at this level to resolve issues, but are not required.

## Time Limits

The time limits set forth in the grievance procedure must be adhered to by both the student and the appropriate supervisory and administrative personnel unless extended for good cause by the Associate Dean of the Health and Wellness Division. Where time limits are indicated in this policy, "day one" will be the next academic day. The failure of a student to process the grievance in a timely manner to the next level shall constitute a withdrawal of the grievance. The failure of supervisory or administrative personnel to respond in a timely manner to a grievance shall constitute authorization for the student to process the grievance to the next level.

## Extensions

A request for an extension of time for a response may be made by either the student or the next tier reviewer in writing (including email). The next tier reviewer will contact the student or the appropriate administrative official, to obtain mutual agreement to the extension of time and will prepare a written agreement stating the date of the new time and provide a copy to all parties below the reviewer's level of authority. If an agreement is not reached, the Dean of Teaching and Learning shall make the decision regarding whether to grant an extension.

## First Level Resolution

The student shall verbally present the complaint to the Program Coordinator for discussion, consideration, and resolution within five academic (5) days from the date of the action which is the subject of the complaint.

**Note:** If the Program Coordinator is the subject of the complaint, the student may address the complaint to the Associate Dean of the Health and Wellness Division in writing using the Student Grievance Procedure form located in the Radiography Program Student Handbook.

The Program Coordinator (or the Associate Dean of the Health and Wellness Division if the Program Coordinator is the subject of the complaint) shall discuss the issues with the student, consider the merits of the complaint and respond to the student with a written response within five (5) academic days or thirty (30) if being reviewed by the Associate Dean of the Health and Wellness Division.

## Second Level Resolution

To initiate a second level resolution the student must present the request in writing to either the Associate Dean of the Health and Wellness Division or the Dean of Teaching and Learning within five (5) academic days from the date of the action which is the subject of the complaint.

When pursuing a second level resolution the student is requesting is either the Associate Dean of the Health and Wellness Division or the Dean of Teaching and Learning to make a ruling on their grievance.

Any student who chooses mediation by either the Associate Dean of the Health and Wellness Division or the Dean of Teaching and Learning does so with the understanding that their ruling is final and not subject to appeal. The student will be expected to:

- Provide a written statement describing the issue(s).
- Identify any alleged violation of the application of a policy or procedure.
- State the desired outcome for resolution.

The Health and Wellness Associate Dean or the Dean Teaching and Learning will have thirty (30) academic days to make a ruling and notify the parties of their decision.

A third option called mediation is also initiated at this level through the Associate Dean of the Health and Wellness Division and is discussed next.

### **Third Level Resolution: Mediation**

If the complaint is not satisfactorily resolved by the Program Coordinator (or the Health and Wellness Associate Dean, if the Program Coordinator is the subject of the complaint), at the first level, the student may request a formal hearing by a committee composed of three members (two faculty from outside the Radiography Program and a student representative, also from outside the Radiography Program) to mediate the grievance and provide resolution.

The Associate Dean of the Health and Wellness Division will act as the non-voting chair and convene the committee within ten (10) academic days after the request for mediation by committee is submitted by the student.

Any student who chooses mediation by committee does so with the understanding that the committee ruling is final and not subject to appeal. The student will be expected to:

- Provide a written statement describing the issue(s).
- Identify any alleged violation of the application of a policy or procedure.
- State the desired outcome for resolution.

Mediation is one of several alternative dispute resolution processes. Mediation is a voluntary, neutral, assisted negotiation process designed to resolve the problem(s) or issues(s) between two or more parties. Mediation allows for more informal problem solving between parties directly involved in the dispute. Issues which are eligible for possible resolution through mediation are those which are related to the organizational functions and/or management of the Delta College Radiography Program.

Some issues may require referral to offices or departments which have existing dispute resolution policies and procedures.

If the student voluntarily elects to address the dispute through mediation and the party with whom the student has the dispute agrees to participate in mediation, a mediation meeting will be scheduled to occur within ten (10) academic days of the filing date identified on the grievance form. If the other party declines to participate in mediation, the written grievance will be presented to the Associate Dean of the Health and Wellness Division for review and resolution (See Second Level Resolution For process).

If both parties agree to participate in mediation subsequently and participate in a mediation meeting, the grievance mediation committee will have five (5) academic days after conclusion of the mediation meeting to deliberate the issue(s) and reach a decision to be presented in writing to all parties involved in the mediation. A mediator will not discuss the issue(s) raised in a mediation meeting with any non-committee member.

The mediation committee decision is final and not subject to appeal.

## PART 2 Clinical Education Information and Policies

### ANNUAL PROGRAM REQUIREMENTS

It is the responsibility of each student to hold current CPR certification through the American Heart Association, have a TB skin test (or chest x-ray) annually, and receive an influenza vaccine annually. Other vaccinations required by the clinical sites may be required. Documentation of these health requirements must be submitted to the Clinical Coordinator via the ACEMAPP system to be kept on file. This is a program requirement which students must have prior to the first day of the clinical portion of education rotations and maintain to keep a good standing in the program. An expired CPR card will prohibit the student's admission to the clinical education center.

The only CPR courses which are acceptable and meet the requirements for health care providers are American Heart Association, Healthcare Provider.

### CRIMINAL BACKGROUND CHECK

All students accepted into the program must complete criminal a background check **prior** to the start of their clinical education rotations in the spring semester of their first year. The students will purchase a voucher from the Delta College bookstore to take to the Campus Police for processing early in the first fall semester. The background check will include, but is not limited to, an analysis of fingerprints and review of prior criminal records. Students with felony, certain misdemeanors, or drug related arrests may not be eligible to sit for the national registry per the American Registry of Radiologic Technologist policy. Anything reported on the background check must be reported to the ARRT in a PRE-APPLICATION process. Information concerning this can be found at <https://www.arrt.org/FAQ/Ethics-Review-Pre-Application> The submission of false information on a criminal background check shall be cause for immediate dismissal from the Delta College Radiography Program.

### DRUG SCREENING

#### **Rationale**

Health care providers are entrusted with the health, safety, and welfare of patients/clients. The safety and welfare of patients/clients cared for by our students is of

primary concern in all occupational programs and the clinical affiliates that provide essential clinical experiences for the students. Some clinical affiliates require a drug screen prior to the first clinical course to ensure that their facility is in compliance with local, state and federal laws and the requirements of accrediting and regulatory bodies.

There will also be a drug test required and completed at student expense if there is suspected use of any drugs or alcohol. Refusal to get this screening will result in program removal with no chance of re-entry

### **Implementation**

Successful completion of the ten (10) panel drug screen is required for all current students prior to clinical placement. You will be required to order your drug screen in sufficient time for it to be reviewed by Corporate Screening prior to the deadline. Please note once you order your drug screen you will need to complete this at one of the designated lab sites listed below within 3 days. Additionally, a drug screen typically takes 3 days to complete, however its delivery to Corporate Screening may be impacted by a variety of factors.

**Failure to undergo the drug test in the time period required will result in withdrawal from the program.**

Drug screens will be honored for the duration of the student's enrollment in the clinical program if the participating student has not had a break in the enrollment of an occupational program. A break in enrollment is defined as nonattendance of one full semester or more.

### **Allocation of Cost**

Cost of the drug screen and any subsequent drug screen testing is the responsibility of the student. The cost will be \$38-40 for the initial 10 panel drug

The Ten Panel Drug Screen includes testing for:

- Cocaine Metabolites
- Amphetamines
- Barbiturates
- Benzodiazepines
- Marijuana metabolites
- Opiates
- Phencyclidine
- Propoxyphene metabolite
- Methadone
- Methaqualone



## **Test Result Outcomes**

### Negative Drug Screen

- Student is eligible for clinical placement

### Negative Dilute Drug Screen

- This is done at the expense of the student
- Requires another urine sample to be submitted
- Specimen was too diluted to determine accurate results
- Helpful Tips to Avoid a Possible Negative Dilute Result
  - If possible, provide your sample first thing in the morning.
  - Limit the consumption of large amounts of water prior to the test.
  - A good alternative to hydrating yourself would be to drink two 8 oz glasses of orange juice (no coffee, soda, etc) prior to the test.

### Positive Drug Screen

A positive drug screen is any instance in which a drug screening report shows a positive test for one or more of the drugs on the panel. The Medical Review Officer (MRO) from Corporate Screening will contact the student and if the student does not respond within 3 days this will be considered a **failed attempt**. The MRO will request the following:

- Must provide a doctor's prescription with your name, date, drug name and dose.
- Any student with a positive drug screen without a prescription will be withdrawn from the program.

**A second positive drug screen (at the expense of the student) will result in dismissal and the will be denied entry into the program.**

## **Readmission**

- Any student withdrawn for the first positive drug screen will not be eligible to apply for readmission for 4-12 months (depends on program) from the date of withdrawal.
- The student must resubmit a drug screen prior to re-entry into the program. Please note the student will incur the cost of any subsequent testing.
- All current admission requirements will be applicable including (but not limited to) prerequisite time limits.

- Drug screening policies in place at the time of entry will apply.

### **Involuntary Withdrawal Policy**

- Our clinical affiliates may require a drug screen based on behavior demonstrated by the student while at the clinical site per affiliate policy. Declining to follow the affiliate's policy will result in dismissal from program. The Clinical Preceptor will contact the Program Coordinator and full-time course faculty immediately as well as document the occurrence.
- Student situations will be dealt with on an individual basis. Readmission to the program will be considered on an individual basis and permission from the Program Coordinator and the Review/Re-entry board.

### **Disclaimers**

- Successful completion of a drug screen for an occupational program does not ensure eligibility for licensure or future employment.
- Clinical affiliates can require additional drug screens to be in compliance with their policies.
- There will also be a drug test required and completed at student expense if there is suspected use of any drugs or alcohol. Refusal to get this screening will result in program removal with no chance of re-entry

### **Confidentiality of Records**

Drug screening reports and all records pertaining to the results are considered confidential information with restricted access. The results and records are subject to the Family Educational Rights and Privacy Act (FERPA) regulations [https://sites.delta.edu/collegeinfo/RecordsRegistration/SitePages/Family%20Education%20Rights%20and%20Privacy%20Act%20\(FERPA\).aspx](https://sites.delta.edu/collegeinfo/RecordsRegistration/SitePages/Family%20Education%20Rights%20and%20Privacy%20Act%20(FERPA).aspx)

### **Deadlines**

**If a student fails to complete the drug screen by April 15 of your first year in the program, you will no longer be eligible for clinical placement.**

## CLINICAL EDUCATION ASSIGNMENT PROCEDURE

The process of assigning students to the Clinical Education Centers will begin mid-way through the second semester (winter 1). All clinical affiliates provide all students with opportunities to gain competency as a radiographer.

Using the form from the Program and Clinical Coordinator, the student will provide the Program/Clinical Coordinator with information concerning where they live, where they work (including department if it is in one of our clinical affiliates), if they have a relative employed at a clinical affiliate and any rationale they want to be considered for placement. This is not to be considered a “ranking” of your choices for placement.

Both Program Coordinator and Clinical Coordinator will review the information and consider student needs in the clinical assignment process. Because of the limited number of students allowable at each institution, the student CANNOT be guaranteed their choice of institution. All clinical sites will be utilized. The Program Coordinator/Clinical Coordinator will determine assignments.

## CLINICAL EDUCATION PURPOSE/COMPETENCY

Clinical Education is an integral part of the Delta Radiography Program curriculum. It is during clinical education that the student is given the opportunity to apply the knowledge and skills they have learned in the classroom and laboratory to actual patient care. This learning process is done under the direct guidance and supervision of a clinical instructor as well as staff who are ARRT certified in each facility. Thus, the clinical education component of the radiography program allows the student to apply theory, concepts, and principles of radiography, patient care, and radiographic procedures to practical experience.

**NOTE: The radiography program strongly discourages any relationship other than that of a professional nature with Delta Faculty, Clinical Preceptors, and Hospital Staff. Should a relationship of this nature cause issues in the clinical or campus setting, they will be addressed according to the discipline policy.**

There are core competencies that all individuals MUST demonstrate to establish eligibility for ARRT certification. Students must demonstrate competency in all 36 mandatory Radiologic Procedures. Students must also demonstrate competency in at least 15 of the 34 elective Radiologic Procedures. Electives may be demonstrated patients or phantoms or as simulations. The evaluation criteria are as follows:

Competency Requirement: Perform the Radiologic Procedures listed demonstrating appropriate:

- Evaluation of requisition and patient assessment
- Physical facilities readiness
- Patient care and management
- Equipment operation and technique selection
- Positioning skills
- Radiation protection for patient, self and others
- Image processing

And evaluate whether the resulting images demonstrate proper:

- Anatomical part(s)
- Alignment
- Radiographic Techniques
- Image identification
- Radiation protection

Objectives, as well as competency minimum requirements will be specified in each clinical education syllabus. Students will have the status of learners and will not replace members of the affiliating clinical facility's staff. Additionally, students may not be scheduled for more than 40 hours per week in any combination of clinic and class work. Additional hours which would be over 40 hours must be voluntary on the part of the student.

## **CLINICAL SCHEDULES**

Student schedules during clinical education are arranged by the Clinical Preceptor in conjunction with the Clinical Coordinator. The primary goal is to provide the best possible clinical learning experience for the student.

Students will generally be assigned to shifts during week-days, day-time hours. However, students may be assigned to off-hour shifts (weekends, second shift) to complete course outcomes/objectives and to maintain a technologist to student ratio of 1:1.

Rationale for Off-Hour Shifts: To perform clinical competency evaluations. To provide the student radiographer with increased opportunities in areas of trauma, surgical and mobile radiography. To provide the student with perspective of the role of the radiographer in the operation of the medical imaging department during non-traditional hours. To maintain a 1:1 student to registered technologist ratio.

Explanation of clinical hour/course load distribution:

Semester	# of Weeks of Clinical Education	Clinical Hours	Total Credits
spring summer 1 (semester 3)	7	300 (8 personal hours allowed in 2 <sup>nd</sup> 7.5 weeks)	5
fall 2 (semester 4)	15	600 (16 personal hours allowed)	10
winter 2 (semester 5)	15	570 (16 personal hours allowed)-	9.5
<b>Total Clinical Hours: 1470</b>			

## STANDARD PRECAUTIONS

To make the health care setting a safe environment in which to practice and in order to prevent the possible transfer of communicable diseases (Hepatitis, HIV, etc.), it is the responsibility of each individual member of the health care team to utilize Standard Precautions established and accepted by the U.S. Department of Health and Human Services, and the Centers for Disease Control. While the College and/or Clinical Education Centers will provide the student with the essential information and safety equipment (latex gloves, masks, etc.) IT IS ULTIMATELY THE RESPONSIBILITY OF EACH STUDENT TO UTILIZE ALL PRECAUTIONS!

## EXPOSURE PLAN

**Purpose:** In order to protect Radiography students from the hazard potentially infectious materials pose and to assure appropriate treatment and follow-up for the student if exposed to these materials.

**Hepatitis B Vaccinations:** All radiology students are strongly encouraged to receive to Hepatitis B vaccine (initial dose) prior to beginning the clinical curriculum courses. Students will provide evidence of the completion of the Hepatitis B vaccine series to the Radiography Program Coordinator. Students refusing the vaccine will be required to complete the Delta waiver form.

**Covid-19 Vaccinations:** All radiology students are strongly encouraged to receive to COVID-19 vaccine prior to beginning the clinical curriculum courses. Students not providing proof of vaccination will be required to wear a mask on campus. All students will be required to follow the clinical agency requirements when in the clinical setting.

**In-service:** At the beginning of clinical education, the Clinical Preceptor(or designee) will arrange with each Clinical Education Center's Infection Control/Employee Health Nurse, a date and time for the student group to receive the facility in-service on Blood Borne Pathogens/Infection Control.

**Post-Exposure Evaluation and Follow-Up:** All students will follow the clinical facility exposure plan. The plan may include the following:

- Immediately report unprotected exposure to the Clinical Preceptor(CP) or Team Leader. The CP (or Team Leader) will immediately report the exposure to the Employee Health Nurse/Infection Control Nurse. The will CP report the incident to the Clinical Coordinator/Program Coordinator of Delta College via the on line document system. This will be carried out regardless of the facilities exposure plan.
- The exposed student will complete the facility incident report. The Program Coordinator is to receive a copy of this report via the on-line document system.
- The exposed student will be evaluated, counseled and tested (if necessary). The student may be billed for the cost of evaluation, counseling, testing and other medical care needs that may arise as a result of exposure.

## CLINICAL WORK RESTRICTIONS

The following Recommendations for Clinical Work Restrictions apply to temporary conditions which a student may experience during the clinical courses. It is expected that the student informs the Clinical Instructor immediately whenever such situations exist. The instructor may require a signed authorization for the release of physician reports and records before permitting the student to the clinical area. These restrictions may impact upon the student's ability to complete course/clinical objectives.

Disease/Problem	Relieve from Direct Patient Contact		Duration
		Partial Work Restriction	
Conjunctivitis	Yes		Until discharge cease
Diarrhea, acute (with fever, cramps, bloody stools or lasts more than 24hrs)	Yes		Symptoms resolve
Herpes Simplex - Genitalia	No		
- Orofacial	Yes	<i>Do not take care of high risk/OB/Peds patients</i>	Until lesions heal
Herpes Zoster (Shingles)	Yes		Until all lesions dry and crust
Pediculosis	Yes		Until treated and observed to be free of adult and immature lice
Pregnancy and other physical limitations*		<i>Special Conditions May Apply</i>	Physician's statement specifying level of activity and any other restrictions may be requested
Scabies	Yes		Until cleared by medical evaluation
Skin/Soft Tissue Infection	No	<i>Possibly</i>	Glove or Bandage
<i>Staphylococcus aureus</i> infection (draining skin lesions)	Yes		Until lesions have resolved
URI with temperature elevation above 99.6°		<i>Do not take care of high risk/OB/Peds patients</i>	Until acute symptoms resolve
COVID 19	Yes		As indicated by college and/or clinical site

\*See below for Pregnancy Policy <http://www.cdc.gov/hicpac/pdf/InfectControl98.pdf>, June 1998 via <http://www.cdc.gov/HAI/settings/outpatient/checklist/outpatient-care-checklist.html> July 12, 2011

## PREGNANCY POLICY/Title IX

Title IX of the Education Amendments of 1972 requires that all entities in receipt of any federal funds or financial assistance must prohibit sex discrimination in their education programs and activities. Examples of the types of discrimination that are covered under Title IX include sexual harassment, the failure to provide equal opportunity in athletic and academic programs, and discrimination based on pregnancy.

In support of student success and in compliance with Title IX, the Radiography Program is committed to providing adjustments, accommodations, and/or support to any student who has medical documentation from a physician. The medical documentation must state that she is unable to participate in her educational activities because of a pregnancy-related medical issue, she is recovering from childbirth or caring for a newborn suffering from complications related to birth (up to 6 months). The medical documentation must meet the Equity Office's guidelines to receive the requested support and must be submitted directly to the Equity Office.

With medical documentation and on a case-by-case basis, the adjustments and accommodations students may receive include opportunities to utilize designated lactation room as needed.

The following policy is established for Delta College Radiography students who are having pregnancy-related problems, recovering from delivery, or caring for an infant that has experienced a birth-related health issue (up to six months old):

1. If the student is unable to meet the program requirements outlined in this handbook, it is the student's responsibility to notify the Program Coordinator immediately.
2. If the student's physician determines that she should not continue in the Radiography Program or needs accommodations to continue, the student's physician must provide written medical documentation outlining the pregnancy-related directives. The medical documentation must be signed by the physician and on official letterhead. The documentation must be submitted to the Equity Office via email at [equityoffice@delta.edu](mailto:equityoffice@delta.edu) or fax at (989) 686-0755.
3. As facilitated by the Equity Office upon receipt of the appropriate documentation, the Radiography faculty will provide the student with the appropriate accommodations according to the physician's directives.
4. On a case-by-case basis, the Radiography faculty will work with each student to meet all course objectives. This will be done in conjunction with the Equity Office and Office of Disability Resources, as needed.

For questions about student rights pursuant to Title IX, please contact the Title IX Coordinator at 989-686-9547 or email at [equityoffice@delta.edu](mailto:equityoffice@delta.edu).

Students are advised that a number of studies have suggested that the human fetus may be more sensitive to ionizing radiation than an adult, especially during the first three months of gestation. The National Council on Radiation Protection (NCRP) has recommended that special precautions be taken to limit exposure when an occupationally exposed woman could be pregnant. It is strongly recommended that all female students become familiar with the Regulatory Guide 8.13 published by the Nuclear Regulatory Commission (NRC) which explains risk to the unborn child from radiation received as a result of occupational exposure.

Once pregnancy is confirmed, the student has the option of whether or not to inform program officials of the pregnancy in writing. The student must sign a Pregnancy Liability Release Form which can be obtained from the Program Coordinator. The student may, in writing, withdraw the disclosure at any time.

If the student does voluntarily disclose a pregnancy (form attached), the student has two options:



1. Leave of absence
  - a. Withdrawal in good standing with readmission after the pregnancy at the point where the student left the program.
    1. If this occurs during the didactic portion of the program, the student must pass a written cumulative examination with a 75% or higher to demonstrate retention of previously learned content.
    2. If this occurs during the clinical phase of the program, the student must successfully demonstrate procedural competency to re-enter the hospital environment. This will be done with faculty on campus in the laboratory and according to the procedures course competency grading rubric.
2. Continuation in the program under the following conditions:
  - a. Signed Pregnancy Liability Release Form
  - b. The student will be provided a fetal radiation monitor to be worn at waist level under a lead apron at all times during clinical and laboratory practice.
  - c. The recorded radiation exposure on a fetal badge will not exceed 5.0 mSv (gestational) and .05 mSv (monthly) or that indicated by the physician.
  - d. The student's schedule may be modified as soon as pregnancy is declared. The student will be allowed to rotate through the fluoroscopic areas or through portables and surgery by choice, on voluntary a basis, and according to the clinical education center policy.
  - e. If the student exercises the option of not rotating through fluoroscopy, portables or surgery, these rotations must be made up following delivery in all course outcomes and objectives. **Note:** This may result in a grade of Incomplete.
  - f. For the student's protection as well as the safety of the fetus, the following guidelines must be adhered to:
    - i. Do not hold patients during exposures.
    - ii. Use all protective devices available.
    - iii. Remain completely inside the control booth when exposures are made.
    - iv. When participating in mobile radiographic or C-arm fluoroscopy, follow all appropriate radiation safety practices.
  - g. If the pregnant student chooses to continue with the regular clinical schedule, she is expected to follow the regular clinical schedule for each semester.
  - h. Male students will have the option of taking time off from the clinic to remain at home with their wife (partner) and new baby. All time missed due to family leave must be made up and all course outcomes and objectives must be completed prior to program completion. This may result in a grade of Incomplete and may delay program completion.

# STANDARDS FOR PERSONAL ATTIRE AND HYGIENE IN CLINICAL EDUCATION CENTERS

## Rationale

The following regulations are designed for student patient and safety while maintain standards of professionalism in the clinical environments as representatives of Delta College. Cleanliness, neatness, and personal hygiene important are to the image projected as professionals to the patient, peers, and health care professionals; therefore, the following standards are provided: **Noncompliance will result in**

## Disciplinary Action

## Attire and Hygiene Guidelines

1. Clean, pressed "Delta Green", embroidered scrubs with optional white or matching coat. NO STREET CLOTHES. (Note: A white, black or matching color turtleneck/tank top/T-shirt only may be worn under the scrub top.) No underwear should be visible. Scrubs may fit in such a way that no skin or undergarments are visible even when reaching and moving while active.
2. White, grey or black athletic shoes with no colored logos are allowed. (No open toe or open back—such as you find with clogs/crocs). (Note: Shoes must be maintained for clinic use only.) Check with clinical coordinator PRIOR to purchasing shoes.
3. Delta College name tag (and clinical affiliate name tag if provided) must worn be and visible to patients.
4. Right and Left Anatomical Markers with your initials must be in your possession and used on EVERY projection. Should you lose the markers, you must purchase the replacement in a timely manner.
5. Simple makeup only (females). Males may not wear makeup.
6. Very light or no cologne/aftershave
7. Students should not smell of cigarette smoke, cannabis or alcohol. (This is even if it is from 2<sup>nd</sup> hand sources)
8. Fingernails will be short, (no longer than 1/8<sup>th</sup> of an inch long—not visible from the palm side of hand) and with light pink or light beige (if any) polish. No false fingernails allowed. Fungal infections with long nails are a concern when working with patients.
9. Simple jewelry only. Should you obtain an injury due to a piercing being pulled on by a patient and this incident requires treatment, that is the responsibility of the student. If you need to leave the clinic for this injury, it is an unexcused absence according to policy.
10. Hair will be neat, clean, and completely secured off the face and shoulders to reduce the possibility of compromising sterile fields or offending patients. It must not be in your eyes. Refrain from touching your hair consistently.

11. Any sideburns or facial hair must be neat, clean, and trimmed. Proper coverings as indicated by hospital policy must be worn in the operating room or during other sterile procedures.
12. No gum chewing in clinic.
13. Anything not covered in the above will be according to clinical site policy.

## **CLINICAL STUDENT RESPONSIBILITIES AND CLINICAL SUPERVISION POLICY**

1. Adhere to rules/regulations of the Clinical Affiliate and College.
2. Cooperate with Delta College Instructor and Clinical Preceptor to accomplish course goals and objectives.
3. Remain under **direct supervision** of a Registered Technologist until competency is achieved in the specific radiographic procedure.
4. Remain under **indirect supervision** of a Registered Technologist after competency is achieved in the specific radiographic procedure. There must be a registered technologist in the immediate area in order for a student to do a procedure. This does not mean down the hall in CT, IR, OR, etc.
5. Remain under the **direct supervision** of a Registered Technologist while repeating any unsatisfactory radiographs.
6. Remain under the **direct supervision** of a Registered Technologist while performing any mobile or surgical procedures.
7. Successfully maintain competency in all previously completed areas.
8. Note: If evidence exists that the student has not maintained satisfactory performance on a previously "competency certified" radiographic procedure, it will be withdrawn. Prior to the end of the semester, the student must demonstrate competency through formal evaluation performed by the Clinical Preceptor or an incomplete (I) grade will be given for the course. The earned course grade will be issued upon reinstatement of competency, with a reduction in the grade according to the discipline policy for not performing to the standard.
9. Display professionalism within the clinical environment by proper dress, language and manners which will enhance the reputation of both the student as well as the program.
10. Note: It is strongly recommended that the student maintain involvement in the societies that represent the field of radiography. Students will be given (non-clinical) "time off credit" for MSRT and ASRT educational functions. Validation of participation is to be turned in to both the student's Clinical Preceptor and the Delta Instructor. These hours may accumulate throughout the program and be used at any time, with a minimum of one (1) week notice to the student's Clinical Preceptor.
11. Continue to give the patient quality care while in the clinical environment. Remain present during all procedures that you are assigned to.

**Note:** Any violation of "Student Responsibilities" may be considered grounds for disciplinary action or dismissal from the program.

## **CLINICAL EVALUATIONS/COMPETENCIES**

In order to determine that a student successfully completed clinical objectives, evaluations are performed throughout the Clinical Education courses of the Radiography Program. These evaluation criteria are clearly explained in the Instructor's individual syllabus each semester.

## **CLINICAL GRADING**

Final clinical grades will be determined from competency evaluations, performance evaluations, documentation in TRAJECSYS, assignments and disciplinary action as stated in each clinical education course syllabus.

## **ADVERSE WEATHER CONDITIONS RELATED TO CLINICAL ATTENDANCE**

In accordance with college policy, when weather conditions result in the closing of Delta College, students are not obligated to report to their assigned Clinical Affiliate. If a school closing or delay is announced after a student has already arrived at the clinical education setting, he/she may stay and complete the clinic day; however, the decision is the student's and should be based upon good judgment related to road conditions in the area. If a student does stay and complete their hours, those will be added to their "Delta" time off to use at another time.

If the student is notified of a delay prior to their arrival at the clinical site, the student is to report to the clinical site at the time the college is officially opening.

If the students are not scheduled for the day that Delta is closed due to working the weekend prior or following, the student will still report for the scheduled day (s) as indicated. (we will not "owe" you a day because you were scheduled off for the adverse weather event).

For on campus courses, the faculty will attempt to adjust class times so we do not miss covering content. This may result in lectures being put on line, tests being put in the testing center and students having to cooperate with schedule changes to fulfill lecture and lab requirements.

If the college is closed for a nonweather-related reason (such as a power outage) and the student can safely travel, the student should report to the clinic as scheduled.

Notices will be provided through local radio and television stations with decisions made as early as feasible. In addition to local television and radio stations, weather information is also available on Delta's homepage and at Delta's 24 hour information line, 686-9179.

Emergency Alerts are also available. Emergency Text (SMS) Notification Service is a free service provided by Nixle and administered by Delta College's Department of Public Safety (DCDPS). The intent of this service is to allow students, college employees and community members to register to receive text (SMS) notification of emergency situations and other critical information, such as campus closings. More information can be found here: [Campus Safety Information & Resources - Delta College](#)

## CLINICAL ATTENDANCE POLICY

### **NOTE: Attendance for courses is handled in each of the course syllabi**

While completing your clinical education, you will receive "Delta Days" to use for illness or personal reasons. These vary by semester as listed below:

Summer-1 Delta Day  
Fall- 2 Delta Days  
Winter- 2 Delta Days

These hours may not accumulate/carry over from one semester to another.

For ANY scheduled time missed from the clinical setting, you MUST use your Delta Days. Once those are gone, absences will be unexcused and must be made up. These make up days will take place at the end of the semester in which they occur. You may take Delta Days in 4 hour or 8 hour increments.

***Make up time for the winter semester/end of the program may affect your graduation/completion date.***

**Note: Excessive absences (even if excused) may result in initiation of disciplinary action. Each disciplinary report reduces the student's grade as indicated in the policy.**

**Note: In the event of extenuating circumstances such as hospitalization, extended serious illness, jury duty, or family funeral the grade reduction may be waived. This will be determined on an individual basis by the course instructor and the students' clinical preceptor.**

It is the responsibility of the student to:

- Notify the Clinical Preceptor of each impending absence at least 30 minutes prior to the scheduled starting time, and

- Make the necessary arrangements for makeup time with the Clinical Preceptor AND Clinical Coordinator.
- A time exception must be entered in TRAJECSYS.
- If you have **planned day off**, please complete the time off request form located under documents on TRAJECSYS. This must be given to your Clinical Preceptor **PRIOR** to taking the time off. A time exception must be entered in TRAJECSYS

## 1. Tardies:

Students will report for duty and be ready to begin their daily assignments at their scheduled time. A student will be considered tardy if he/she arrives in the department, ready to perform tasks one (1) or more minutes after the assigned starting time.

Note: In order to be ready to begin their daily assignments, students should plan to arrive a minimum of five (5) minutes prior to their scheduled starting time.

Students leaving the clinical affiliate early without permission OR leaving any assigned/scheduled activity early will result in a tardy for that event.

**Note: Excessive tardiness may result in initiation of disciplinary action. Each disciplinary report reduces the student's grade as indicated.**

A tardy may be excused for the following reasons;

- Adverse weather conditions as approved by the college.
- Malfunction of TRAJECSYS system.
- Other situations at the discretion of the Clinical Preceptor and course instructor.

## Disciplinary Action/Performance Improvement Plan

The disciplinary action/PIP process follows a student throughout the Radiography Program. The process is the same whether the occurrence happens on campus or in the clinical setting. Please refer to the Disciplinary Action/PIP description stated earlier in this handbook.

## KUDOS Form

This is a way for technologists, clinical preceptors and faculty to let you know when you have gone above and beyond what is expected of you as a radiography student.

## PREGNANCY DECLARATION FORM

It is my understanding that this declaration is entirely voluntary. Further, it is my intent to declare that I am pregnant and understand that, according to the National Council on Radiation Protection and Measurements (NCRP), the recommended maximum permissible dose to the fetus from occupational exposure of the expectant mother should not exceed 500 mREM during the entire gestation period and/or 50 mREM per month. Also, I understand and agree to adhere to the program pregnancy policy. Further, I understand that, according to the NCRP, I may “undeclare” (in writing to the Program Director/Radiation Safety Officer) my pregnancy at any time during the pregnancy. Undeclared status will revert to normal exposure limits.

The following signatures will serve as documentation that I have voluntarily met with the Program Director (Radiation Safety Officer) and Clinical Coordinator and have reviewed the program pregnancy policy including dose limitations and radiation protection.

Student Radiographer \_\_\_\_\_ Date \_\_\_\_\_

Anticipated due date: \_\_\_\_\_

Program Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Clinical Coordinator \_\_\_\_\_ Date \_\_\_\_\_

## **PREGNANCY LIABILITY RELEASE FORM**

I am voluntarily declaring my pregnancy. I am aware of the potential risk involved in radiation exposure to an unborn fetus and wish to continue in the Radiography Program.

I understand that Delta College or its faculty and staff have no liability for any injury to my unborn fetus caused by radiation exposure.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Program Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness Signature \_\_\_\_\_ Date \_\_\_\_\_



## Delta College ~ Office of Disability Resources/Agreement for Recording Lectures

Under Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act, as amended, institutions of higher education must provide auxiliary aids and services to students with documented disabilities and may not deny equal access to the institution's programs/services, courses and activities. For a variety of reasons, some students are not able to take adequate notes during class. Audio recorders are a legitimate auxiliary aid to supplement or substitute note taking for some students with disabilities.

Faculty members have the option to request a student who uses a recorder to meet to discuss accommodation in the classroom. Arrangement and execution of meeting will be confidential. This discussion should take place within 14 calendar days of receiving the agreement. After two weeks it will be assumed that meeting between student and faculty was not necessary.

Recording of lecture takes the place/ enhances notetaking ability for students with a disability that creates such an accommodation a necessity. Recording should be paused when instructor is not directly lecturing about content or classroom administration. This includes but is not limited to instructor personal examples of content, fellow student's classroom contribution and group work. Resulting recordings nor any form of copies of transcripts of the recordings may not be used for any other purpose than as a replacement for notes taken in class, and solely for the student who has accommodation. Recordings will be destroyed or returned to instructor after completion of the class.

In addition, student will not make copies of the recordings, release to any social media, share, upload or otherwise distribute the recordings. At the conclusion of the semester, student will agree to return the recordings to the instructor or delete them.

\_\_\_ Recordings are for my own personal use as an auxiliary academic aid, and will not be shared with anyone else.

\_\_\_ Content of recordings are the intellectual property of the course instructor. As such, release of recordings may constitute copyright infringement.

\_\_\_ If and when other students are forbidden from taking notes, I must turn off (or pause) my recording device.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

Notes:

## HANDBOOK ACKNOWLEDGMENT FORM

Delta College personnel have made every reasonable effort to determine that everything stated in this handbook was accurate at the time it was published. Courses and programs offered, tuition and fees, services, and the academic calendar, together with other matters contained herein, are subject to change without notice by Delta College for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the College. Delta College further reserves the right to add, amend, or repeal any of their rules, guidelines, policies and procedures. Although the provisions of this handbook are not to be regarded as a legal contract, students enrolled at Delta College are responsible for all regulations in this handbook as well as additions or changes to regulations as they are posted or printed.

**Please read this handbook carefully. Sign below and return this page to the Radiography Program Coordinator during the first week of classes. Keep this handbook in a place where you will be able to use it for reference throughout the program.**

You will receive a course syllabus for each course; however, this handbook will be referenced in the resolution of any conflicts within the program.

I, \_\_\_\_\_ have read and understand the policies in the RADIOGRAPHY PROGRAM HANDBOOK. I understand that these policies apply to all future course work in the Radiography Program.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## MRI Screening Questionnaire for Students

Student \_\_\_\_\_ Date \_\_\_\_\_

This questionnaire is designed to assist us in determining if it is safe for you to enter the restricted zones during your magnetic resonance imaging rotation. It is important that you answer all of the following questions. If you don't understand any question, please ask for assistance.

1. Do you have a pacemaker, wires, defibrillator or implanted heart valves?  
Yes No Don't Know
2. Have you ever had any head surgery requiring aneurysm clips?  
Yes No Don't Know
3. Have you ever had any type of surgery?  
Yes No Don't Know
4. Do you have any surgically implanted metal of any type in your body?  
Yes No Don't Know
5. Have you ever been exposed to metal fragments that could be lodged in your eyes or body?  
Yes No Don't Know
6. Do you have a hearing aid, middle/inner ear prosthesis, dentures or bridges?  
Yes No Don't Know
7. Do you have any metal pin, joint, prosthesis or metallic object in, or attached to your body?  
Yes No Don't Know
8. Do you have any type of electronic device (stimulator or pump) implanted in your body?  
Yes No Don't Know
9. Do you have or have you ever had tattoos, permanent eyeliner or lip liner, or body piercing?  
Yes No Don't Know
10. Are you pregnant, or is it possible that you may be pregnant?  
Yes No Don't Know

I have read and I understand this safety questionnaire and I certify that all the information above is true and accurate to the best of my knowledge.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_



## Delta College Health and Wellness Division

### Radiography Program

## ARRT ETHICS ELIGIBILITY FORM

I have discussed the ARRT Standards of Ethics with my program director and have reviewed the material listed below:

ARRT Ethics Requirements: <https://www.arrt.org/earn-arrt-credentials/requirements/ethics-requirements>

ARRT Code of Ethics: <https://www.arrt.org/docs/default-source/Governing-Documents/code-of-ethics.pdf?sfvrsn=12>

ARRT Standards of Ethics: <https://www.arrt.org/docs/default-source/Governing-Documents/arrt-standards-of-ethics.pdf?sfvrsn=12>

Ethics Questions on the Application: <https://www.arrt.org/earn-arrt-credentials/requirements/ethics-requirements/ethics-questions>

Types of Ethics Violations: <https://www.arrt.org/earn-arrt-credentials/requirements/ethics-requirements/types-of-ethics-violations>

What to do if you have a potential ethics violation: <https://www.arrt.org/earn-arrt-credentials/requirements/ethics-requirements/if-you-have-a-potential-ethics-violation>

Ethics Review Preapplication: <https://www.arrt.org/docs/default-source/ethics/ethics-review-preapplication.pdf?sfvrsn=42>

Request an Ethics Review Before You Apply: <https://www.arrt.org/earn-arrt-credentials/requirements/ethics-requirements/ethics-review-preapplication>

I understand that completion of the Delta College Radiography Program does not automatically guarantee ARRT registry eligibility, and that I must request an ethics review prior to registry application. I have been given opportunity to ask questions and discuss any background issues.

Student (print name) \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

## STUDENT GRIEVANCE FORM

### I. Grievance

Students Full Name:		Student Number:
Home Address:	Work Telephone No.	Home Telephone No.
	Delta email Address	Home email Address
Date Grievance Occurred:	Date Grievance Received	Program Coordinator Signature
The issue(s) is/are (use attachments if necessary):		
The facts supporting this are (use attachments if necessary):		
The resolution I seek is (use attachments if necessary):		
I request resolution through: (Circle One) Mediation / Health and Wellness Division Chair		
Date:	Student Signature:	
<b><i>This form may only be used to file a grievance relate to policies or procedures pertaining to the Delta College Radiography Program. This grievance must be submitted to the second-step respondent unless the grievance alleges discrimination or retaliation by the second-step respondent.</i></b>		

## II. Second Resolution Step

Date Received:	Date of Meeting:
Response (use attachments if necessary):	
Date Received:	<b>Students Response (check one):</b> <input type="checkbox"/> I conclude my grievance and am satisfied with the resolution. <input type="checkbox"/> I request mediation of my grievance.
<input type="checkbox"/> I request the Chair of the Health and Wellness Division to rule on my grievance within 30 academic days. <input type="checkbox"/> I request the Dean of Teaching & Learning rule on my grievance within 30 academic days.	
Student's comments (optional-use attachments if necessary):	
Date:	Student's Signature:
<b>Note: The student is responsible for having the grievance delivered to the proper person or office within five academic days.</b>  <b>Note: Requesting a ruling by either the Division Chair of the Health and Wellness Division or the Dean of Teaching &amp; Learning implies the student will accept the decision as the final ruling of the grievance.</b>	

## III. Third Resolution Step

<b>Qualified for a Hearing:</b> <input type="checkbox"/> Yes, the Division Chair of the Health and Wellness Division will request appointment of a Grievance Mediation Committee within ten (10) academic days. <input type="checkbox"/> No	
Reasons (use attachments if necessary):	
Date:	Division Chair of the Health and Wellness Division or Dean of Teaching & Learning Signature:
Date Received:	<b>Student's Response (check one)</b> <input type="checkbox"/> I conclude my grievance and am satisfied with the resolution. <input type="checkbox"/> I conclude my grievance but am unsatisfied with the resolution.
Student's comments (optional-use attachments if necessary):	
Date:	Student's Signature:

**Note: This form must be returned to the Radiography Program coordinators Office within five (5) academic days after resolution of the grievance. The Program Coordinator will retain the original for two (2) academic years from date the student signs the resolution.**

## Delta College Academic Calendar 2024 – 2026

The Radiography Program follows the college schedule for all holidays, mid-semester and semester breaks. Specific course syllabi will reflect the schedules.

### Fall 2024 Semester (15 weeks August -December )

August 26		Classes Begin
August 31-Sept 3	Labor Day	No Classes
Nov 27-29	Thanksgiving	No Classes
Dec 13	Semester Ends	
Dec 17		Grades Due

### Winter 2025 Semester (15 weeks January – April )

Jan 5	Monday	Classes Begin
Jan 20	MLK	No on campus class
March 1-9	Mid-semester Break	No Classes
April 25	End of winter Semester	
April 29		Final Grades Due

### Spring/Summer 2025 Semester (15 weeks May – August)

May 5		Classes Begin
May 26	Memorial Day	No Classes
June 20	First 7-Week Ends	
July 3-6	Holiday	No Classes
August 14		End of summer Semester
August 19		Final Grades Due

### Fall 2025 Semester (15 weeks August -December )

August 25		Classes begin
August 30-Sept 2	Labor Day	No Classes
Nov 26-Nov 30	Thanksgiving	No Classes
Dec 12		End of fall Semester
Dec 16		Final Grades Due

### Winter 2026 Semester (15 weeks January - April)

Not finalized yet---will add when available



## IMPORTANT RADIOLOGIC TECHNOLOGY ORGANIZATIONS

Joint Review Committee on Education in Radiologic Technology  
20 N. Wacker Drive  
Suite 2850  
Chicago, IL 60606-3182  
Telephone: (312) 704-5300  
[www.jrcert.org](http://www.jrcert.org)

American Registry of Radiologic Technologists  
1255 Northland Drive  
St. Paul, MN 55120  
Telephone: (651) 687-0048  
[www.arrt.org](http://www.arrt.org)

American Society of Radiologic Technologists  
15000 Central Avenue SE Albuquerque, NM 87123-3917  
Telephone: (505) 298-4500  
[www.asrt.org](http://www.asrt.org)

Michigan Society of Radiologic Technologists  
807 Pensacola Ave., Pontiac, MI 48340  
(248) 842-9101  
[www.msrt.org](http://www.msrt.org)