



*Radiologic Technology Program
Student Handbook and Guidelines*



*Jackson County Campus
Effective October 2025*

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RGT Program faculty reserves the right to make appropriate changes to policies, procedures, rules, and regulations as extenuating and/or severe circumstances apply. These circumstances may range from catastrophic external events to internal student-related issues. External events usually affect entire classes or groups of students and will be handled in the best interests of the program and its attainment of its mission, goals, and objectives. Individual student concerns will be handled on an individual basis by faculty and/or Advisory Committee recommendations, as appropriate. Due to confidentiality issues and students' rights: subject matter, terms, contracts, disciplinary actions, student counseling, improvement plans, etc. may be unknown to peers. Changes in policies, procedures, rules, and regulations affecting groups of in-progress students will be made in writing and discussed with the group. Faculty discourages student behaviors supporting rumors, character defamation, violations of EOE and cultural diversity concepts, etc. and thus encourages development of self-less team recognition and concerns for the good of the majority. These developments support the college and program missions by fostering behaviors consistent with healthcare practices and expectations in a community setting.

INTRODUCTION

Welcome to the Radiologic Technology (RGT) Program! You have chosen a career opportunity for personal growth, service to others, career satisfaction, and lifelong learning. The health field is both complex and unique because it serves the health needs of a rapidly changing culturally diverse society.

The program is unique for these reasons:

1. The curriculum must be revised and updated continuously to keep up with ever-changing needs, professional practice, accreditation standards, and technology.
2. Multiple learning experiences are provided on campus, via web-based resources, and in selected clinical education settings within the community.
3. The written policies and guidelines are established to serve this nationally accredited program. The specific policies stated herein are applicable to enrolled RGT students and reflect those general statements published in the Mississippi Gulf Coast Community College (MGCCC) Catalog and Student Handbook.

RGT students enrolled at any location of Mississippi Gulf Coast Community College (College), including clinical education affiliations, are required to comply with those policies, rules and regulations governing student activities and conduct outlined in the current College Student Handbook for a respective campus/center, the current College Catalog, and the RGT Program Student Handbook.

Please take time to read these rules and regulations carefully.

The specific requirements herein have been developed to help you succeed in the RGT program and are designed to supplement the information provided in other College publications. Such requirements are set forth either by professional organizations or by State regulatory agencies.

ADVISORY COMMITTEE ENDORSEMENT

The Advisory Committee membership represents most local employers for program graduates and the RGT educational faculty. Department directors and/or supervisors providing educational affiliations and resources and various internal stakeholders, representing the sponsoring institution on different educational and supporting levels, periodically meet to continuously ensure the professional quality of the program for its production of competent community caregivers.

The committee members endorse the policies, procedures, rules, and regulations of the RGT Program. It periodically reviews and suggests revisions that will contribute to the improvement of educational methodologies, program administration techniques, and planning initiatives.

COMMITTEE MEMBER	TITLE	AFFILIATION
Lance Rouse	Rad. Dept. Director	SRHS-Singing River Hospital
Jarrod Fetters	Rad. Dept. Manager	SRHS-Ocean Springs Hospital
Kenny Page	Rad. Dept. Manager	Singing River Gulfport
Virginia Biggerstaff	Rad. Dept. Director	Memorial Hospital Biloxi
Ricky Stonicher	Rad. Dept. Director	Memorial Hospital at Gulfport
Chrystal Gary	Technologist	Bienville Orthopaedic Specialists
Angie Nelson	Dept. Chairperson	Mississippi Gulf Coast Community College
Tara Guice	Program Director	Mississippi Gulf Coast Community College
Stephanie Whiddon	Clinical Coordinator	Mississippi Gulf Coast Community College
Scottie Adams	Clinical Educator	Mississippi Gulf Coast Community College

Table 1. RGT Program Advisory Committee membership.

ACCREDITATION

The RT Program at MGCCC, Jackson County Campus, is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Graduates of the program are eligible to take the American Registry of Radiologic Technologists (ARRT) examination to attain the status of Registered Radiologic Technologists.

MGCCC is accredited by the Mississippi College Commission for Accreditation and by the Commission on Colleges of the Southern Association of Colleges and Schools. The curriculum of the Radiologic Technology Program follows the mandates of, adheres to the current standards of, and is certified by the Office of Curriculum and Instruction at the Mississippi Community College Board through a partnership with the MS Department of Education.

PROGRAM MISSION STATEMENT AND GOALS

The mission of the MGCCC RGT Program is to produce competent entry-level radiographers.

RGT Program Goals:

1. Students will demonstrate entry-level clinical performance and clinical competence.

Student Learning Outcomes:

- Students will understand the relationship between scatter and patient exposure
- Students will perform routine radiographic examinations of diagnostic quality
- Students will learn how to educate the public for radiation protection and acquire skills in the laboratory setting

2. Students will demonstrate problem-solving and critical thinking skills in the laboratory and/or clinical setting.

Student Learning Outcomes:

- Students will provide appropriate age-specific patient care
- Students will demonstrate critical thinking skills for increased examination complexity
- Students select appropriate technical factors for a variety of situations
- Students demonstrate organizational skills for non-routine situations.
- Students will develop an appreciation for lifelong learning and professional ethics and values of a radiographer

3. Students will develop communication skills.

Student Learning Outcomes:

- Students write the text for a presentation to peers
- Students demonstrate appropriate oral communications with adult patients in a simulated clinical setting

In addition, the RGT Program faculty monitors program effectiveness.

VISION STATEMENT

The vision for the MGCCC RGT program is to not merely produce competent entry-level radiographers, but to educate healthcare professionals, who inspire leadership, embrace emerging technological advancements, possess technical qualities that excel in the profession and demonstrate ethical behaviors, focus on personal and professional growth, and influence the healthcare community's knowledge for their state of well-being.

THE PHILOSOPHY OF THE RGT PROGRAM

The philosophy of the College RGT Program is based on the belief that man is an integrated whole with interrelated biological, psychosocial, and cultural needs. The behavior and belief system of an individual is directly and indirectly influenced by factors including one's stage of development, past experiences and learning, life cycle events, and various environmental and situational stressors. Everyone possesses free will and the potential for self-actualization. As a consumer of health care, each person has the right and responsibility to participate in health care decisions and plans affecting the quality of care received.

The philosophy is based on the belief that the health care environment is constantly changing, requiring ongoing assessment of needs, critical thinking, and adaptation.

Through interaction with the environment, one's cultural roles, perceptions, values, and health practices are learned, modified, and perpetuated. The philosophy is based on the belief that health is a dynamic state of human functioning. Individuals continually adapt to intrinsic and extrinsic stressors to achieve maximum potential and survival. Promotion of health and prevention of disease can be facilitated by self care, diagnostic screening, diagnostic imaging, medical and nursing interventions, and health care education.

The philosophy is based on the belief that a radiologic technologist (RT) has a key role in the health care team with a unique, defined body of knowledge, technical skills, and caring attitudes. Upon passing the ARRT examination and applying for a professional license from the State of Mississippi, the graduate is credentialed to practice as a provider of competent, safe care in the field of Radiologic Technology. The RT, given established policies and protocols, is prepared to begin practice in a variety of health care settings with defined legal and ethical parameters.

It is the philosophy of the RGT Program's faculty that education is a dynamic process focusing on the acquisition of knowledge, technical skills, and attitudes. The program of learning is based on the state mandated curriculum framework and is well defined in the College Catalog. Assessment of individual learning needs and readiness is a critical, ongoing part of the educational process.

The faculty subscribes to principles of adult learning. They value the belief that individuals come into the education setting with a wealth of varied knowledge and experiences. The faculty understands that students are motivated by several intrinsic and extrinsic factors allowing them the potential for self actualization. Individual behaviors and beliefs are influenced by one's culture, past learning, stage of development, environment, and life cycle events. The faculty believes that the process of education has the outcome of developing a safe, competent, caring radiologic technologist.

The college recognizes its responsibility to enhance the educational development of all people able to benefit from its services. We strive to make a positive difference in people's lives every day. The mission statement, vision, values, and college history are detailed in the current College Catalog. The College is an educational institution for higher learning dedicated to providing programs and activities designed to develop responsible citizenship and leadership in a constantly changing, multi-cultural society.

The philosophy, program competencies, and learning outcomes of the RGT Program reflect the College's purpose and goals. There is congruency between the institution's purpose and goals and the RGT Program philosophy.

RGT PROGRAM OBJECTIVES

The RGT Program embraces the wisdom and foresight of the American Society of Radiologic Technologists' vision for a successful graduate. Through clinical and didactic instruction, the successful graduate will possess:

- The technical competence to perform diagnostic imaging procedures.
- Prudent judgment in administering ionizing radiation to produce diagnostic images.
- A focus on providing optimum patient care in a society that's becoming increasingly diverse and experiencing generational, cultural, and ethnic shifts.
- The ability to work with others in a team relationship.
- An understanding of the intricacies associated with providing direct patient care in today's health care setting.
- The skill to use modern technologies to research and retrieve information, weigh, and discriminate between good and poor sources of information, and act based upon the acquisition of new information and knowledge.
- Stewardship over the security and confidentiality associated with patient medical information.
- Skills that promote career-long learning, where the radiographer assumes the role of student and that of teacher.
- An eagerness to collaborate with others within the medical imaging community to promote standards of excellence in the medical imaging sciences.
- A willingness to contribute to the education and clinical skills development of radiologic science students.

COURSE OF STUDY

RGT Program faculty develops the program of learning for the RGT Program, based on the program's philosophy, the ASRT curriculum guidelines, state curriculum framework and competencies, employer needs, and program and educational outcomes. The RGT Program Selection Committee selects students for enrollment once a year.

The courses of study are listed in the College Catalog, RGT Program Student Handbook, and RGT Program webpage for the current program. A brief course description of each required course is listed in the College Catalog. Course syllabi are developed and used for each RGT Program course. Didactic and clinical education syllabi are distributed to, reviewed with, and acknowledged by enrolled students at the beginning of the course. The RGT Program's curriculum and the progression of learning address major national, state, and local trends in health care delivery and responses to those trends. Faculty integrates sociological, demographic, cultural, ethical, economic, and safety issues across the curriculum. These trends include:

- Growth of community health services
- Increased incidence of blood-borne pathogens
- Shortened length of hospital stays
- Increased use and availability of out-patient services
- Increased acuity level of the general population, especially patients

- Increased regulation of health care costs and the standard of care
- Growth of managed care delivery systems
- Advancing technology in diagnostic imaging and imaging equipment

The MS Department of Education (MDE) allows individual programs reasonable flexibility to change course content and/or instructional hours as needed to meet the mission, vision, philosophies, goals, and student learning objectives particular to their students' educational needs and/or opportunities within the structures of the sponsoring institution, local medical community, etc.

MGCCC RGT PROGRAM CURRICULUM

General Academic Core Courses	SEMESTER HOURS
MAT 1313 College Algebra.....	3
BIO 2514 Human Anatomy and Physiology I*	4
ENG 1113 English Composition I.....	3
BIO 2524 Human Anatomy and Physiology II*	4
SPT 1113 Public Speaking	3
Elective Social/Behavioral Sciences	3
Elective Humanities/Fine Arts	3

Technical RT Courses

FRESHMAN YEAR

SUMMER SESSION

RGT 1213 Fundamentals of Radiography.....	3
RGT 1223 Patient Care and Radiography.....	3

FALL SEMESTER

RGT 1115 Clinical Education I**.....	5
RGT 1312 Principles of Radiation Protection	2
RGT 1323 Principles of Exposure and Image Production.....	3
RGT 1513 Radiographic Procedures I	3

SPRING SEMESTER

RGT 1125 Clinical Education II**.....	5
RGT 1333 Digital Image Acquisition and Display	3
RGT 1523 Radiographic Procedures II	3
RGT 1613 Physics of Imaging Equipment.....	3

SOPHOMORE YEAR

SUMMER SESSION (FULL TEN WEEKS)

RGT 1136 Clinical Education III**	6
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FALL SEMESTER

RGT 2132 Ethical and Legal Responsibilities	2
RGT 2146 Clinical Education IV**	6
RGT 2533 Radiographic Procedures III.....	3
RGT 2921 Radiographic Pathology	1

SPRING SEMESTER

RGT 2156 Clinical Education V**	6
RGT 2542 Radiographic Procedures IV	2
RGT 2911 Radiation Biology.....	1
RGT 2934 Certification Fundamentals.....	4

**Check course description in the college catalog for prerequisites.*

*** All core courses as scheduled.*

PRE- and/or CO-REQUISITE REQUIREMENTS

The RGT Program requires seven co-requisite general academic core courses accompanying the technical radiography courses. Four of the co-requisite courses become mandatory pre-requisite courses for those candidates seeking to make an application. One of these four courses must be Anatomy & Physiology I. All must be completed and none is in progress. Pre-requisite courses must be completed with a score of C. All general academic core courses must be completed with a C or greater prior to the completion of the RGT program. A score lower than a C for any pre- and/or co-requisite general academic core course or professional RGT (technical) course terminates eligibility to continue the RGT Program. After program acceptance, a student receiving a grade in a general academic core course will have one semester to repeat and improve the grade to the minimum C. The course **must** be taken in the subsequent semester. If the student is unable to accomplish this, the student will be dismissed from the RGT program. A student dismissed for course failure, or for any other reason, will not be considered for re-admission.

Co-requisite courses are those general academic courses in the current curriculum not completed prior to selection. All co-requisite courses **must** be completed **by the end of the second fall of enrollment in the RGT Program**. Failure to do so will result in program dismissal. This requirement is made because of the increasing difficulty of RGT courses as the program progresses and the need to focus on completion of competencies and ARRT examination preparation. Based on feedback from enrolled completers' exit surveys and follow-up graduate surveys and further endorsed by the Advisory Committee and faculty, it is recommended that applicants attempt to complete as many as possible of the co-requisite courses prior to beginning the RGT Program so educational focus can be directed to the professional aspects of the program.

PRE-REGISTRATION

Enrolled RGT Program students are strongly encouraged to pre-register for general academic core courses and RGT professional courses as soon as possible. Pre-registration for general academic core courses aids currently enrolled MGCCC students in getting the schedules that best align with RGT didactic, laboratory, and clinical education schedules and with personal commitments outside of school. Web registration simplifies time management and career progression processes.

For students with educational plans to continue their education in an institution of higher learning and/or specializing in one of the many advanced imaging technologies, the faculty urges students to pursue the academic requirements for an Associate of Arts Degree, which expedites and enhances the transitional process for their personal goals. They are also encouraged to contact proposed institutions to determine additional courses needed and other transfer requirements.

PROMOTION POLICY AND GRADING SCALE

Students must maintain a 2.0 GPA and complete each course with a C or better, for all courses related to the RGT Program.

The following grading scale will apply to all professional radiography courses:

A	100 - 95
B	94.99 - 87
C	86.99 - 80
F	Below 80
I	Incomplete

Students will be advised of their progress throughout a course on a periodic basis, such as the reviewing of tests, clinical evaluation score updates, and the electronic grade book via Canvas. Questions regarding grades, progress, or instructional remediation should be directed to the instructor by making an appointment. Appointments with faculty may be made outside of the regularly scheduled class, lab, or clinical time. RGT students are responsible for being aware of their grades and progress throughout a course. *Students having difficulty in a course are encouraged to seek help in the Campus Learning Resources Center and from instructors.* Good study habits are essential to completing this program and reaching your goal.

Course enhancements are defined by RGT faculty as assignments designed to foster ongoing and successful study habits leading to positive unit tests and comprehensive final examination results. The test average is the average of major unit tests and the final examination. Promotion in the program depends on a passing grade in all core courses as scheduled. A passing test average is required to pass a course. If a test average is failing, then the course grade is F and course enhancements do not count, in other words, a student must have a passing test score average. If the test average is passing, the course enhancements are counted, which usually greatly improves the final grade.

ROUNDING RULE FOR GRADES

The final course grade for RGT Program courses is rounded to two decimal places. Because faculty may deem it appropriate to round individual test scores, drop some test and quiz scores, and provide other grade enhancements throughout the semester, they do not deem it appropriate to round the final course grade, therefore **a final course test/exam average or overall course grade of 79.99 will be considered a failing grade for the course.** Furthermore, RGT faculty provides generous opportunities for grade enhancement throughout individual courses, so a student must attain a passing average for the combination of major closed-book tests and the comprehensive final exam, exclusive of other course enhancements, such as projects, skills tests, homework, quizzes, etc. to successfully complete the course.

Online assignments, including major tests, have a specific set of rules made by class discussion with the instructor. Involving the students in the method to specify online parameters ensures that concerns by faculty and students are continuously progressing with the evolution of the online platform and other e-instruction growth.

TESTING POLICIES

The course syllabus provides an overview of course content and objectives. The faculty provides a tentative schedule for reasonable progression at the beginning of the course. Tentative schedules may be modified by the instructor to accommodate course disruptions and facilitate increased learning processes, such as unscheduled faculty meetings, class activities, holidays, college closings for weather conditions, advanced or diminished class progression for a specific area of instruction, etc. Faculty will discuss scheduling changes with students so tentative schedules can be modified within a reasonable period or as coursework progresses. Tentative testing dates are the most common elements of the schedule to be changed to facilitate student preparation.

- Unit objectives serve as study and learning guides.
- Directed by the unit objectives, students use the information and skills gained through class, textbooks, computer assignments, skills labs, and other assignments or projects to master the objectives.
- Written unit or multi-unit examinations are the tools used to measure student achievement for specific areas of instruction.
- A comprehensive final examination for each didactic course is the primary tool used to measure student learning and retention for the course.
- Examinations contain some questions designed to encourage critical thinking and problem-solving skills.
- Online testing will follow pre-set testing parameters discussed with the class and given to the students in writing. If the faculty and class discover that a change may need to be made, this may be done conditionally for a set trial period before being amended into the policy.
- Students are not allowed to wear smart watches nor have any electronic devices near them while testing.
- Students may be required to download and utilize Respondus, or another testing program as required by the instructor.

TEST REVIEW

Faculty makes every attempt to post grades on Canvas in the course gradebook and review tests by the next class meeting, excluding holidays, etc. Examinations, answer sheets, or other graded work may not be removed from the classroom. Group review and discussion of graded items is the usual format used by RGT faculty. A student may request an appointment for individual test review or remediation. **If a student makes a failing grade, it is the responsibility of the student to discuss the grade with the instructor and seek remediation.** The test grade is final one week after the original test review.

TEST MAKE-UP

The RGT faculty does **NOT** give make-up tests. Instead of giving make-up tests, the instructor attempts to give an adequate number of unit tests so that dropping the lowest grade is justified (dropping a test is not guaranteed). If a test is missed by a student, the grade is zero. By dropping the lowest grade, the instructor recognizes that a student may

have many reasons for occasional poor performance or absence but discourages habitual poor performance or absenteeism. It is the discretion of the instructor to make exception to the make-up policy for documented extreme emergencies, such as emergency surgery, death in the immediate family (parent, spouse, or sibling), legal subpoena, military duty, etc.

Clinical education make-up policies are outlined in the course syllabus and affect the student's clinical education course grade (see the clinical education attendance policy in this handbook). All RGT courses include a comprehensive final examination component carrying a minimum 25% weight.

CLINICAL AFFILIATIONS

JRCERT RECOGNIZED CLINICAL EDUCATION SITES

The RT Program has established affiliations with several local health care agencies to serve as Clinical Education Settings. Additional clinical affiliates may be added based on clinical competencies' needs, technological advantages, and student capacity.

Singing River Hospital
Pascagoula, MS
(228) 809-5184

Ocean Springs Hospital
Ocean Springs, MS
(228) 818-1117

Ocean Springs Imaging Center
Ocean Springs, MS
(228) 818-4212

Memorial Hospital at Gulfport
Gulfport, MS
(228) 865-3479

Memorial Hospital Biloxi
Biloxi, MS
(228) 436-1111

Singing River Gulfport
Gulfport, MS
(228) 575-7000

Bienville Orthopaedic Specialists
Cedar Lake, Orange Grove, Pascagoula
Cedar Lake (228) 546-3256
Pascagoula (228) 762-3664
Orange Grove (228) 679-3021

STUDENT RESPONSIBILITIES

The following are **student responsibilities** while performing clinical hours in agencies recognized as clinical affiliates of the program. These responsibilities are:

1. The student will comply with all existing policies, protocols and procedures of the Agency and the College. The student is responsible for the cost of liability insurance, drug screening, and background checks while enrolled in the program.
2. The student will always be supervised by a certified and/or registered health professional or an Agency-designated preceptor.
3. The student will observe the client's rights to privacy and confidentiality. The student will sign a confidentiality/non-disclosure agreement with the Agency, if requested.
4. The student will be responsible for the cost of illnesses or injuries that may occur during the time of their affiliation and/or on the premises of the Agency. The student will be responsible for transportation costs incurred because of said occurrence and any follow-up care.
5. The student will not hold the College or the Agency liable for any illnesses/diseases contracted during the affiliation.
6. The student will complete health forms, liability release forms, and other related forms as requested by the Agency and the College.

DUE PROCESS/GRIEVANCE POLICY

The faculty maintains an open-door policy and encourages students to speak with them about any concerns they may have. The School of Nursing and Health Professions Student Handbook describes students' rights to reasonable due process. Students have a right to appeal to college decisions which they believe have an adverse effect on their pursuit of an education or participation in college programs. To receive due consideration, the student must enter a formal appeal in accordance with the Student Grievance Procedures, MGCCC Statement No.718, which can be found in the MGCCC Student Handbook online on the college website. A copy of the SON&HPs appeals process is in the appendix. A copy of the SON&HPs Manual containing the appeals process is posted in each didactic course in Canvas for easy student retrieval.

Radiography students wishing to address questions concerning and/or to report suspected inconsistencies between educational practices and the Standards of Accreditation by the JRCERT, may contact or consult the JRCERT directly at www.jrcert.org, via phone at (312) 704-5300, or email at mail@jrcert.org.

LIABILITY INSURANCE REQUIREMENT

The College requires medical malpractice/liability insurance for RGT Program students enrolled in clinical agencies. Fees are paid at the time of registration each semester. College Liability Insurance covers an RGT Program student in the clinical education setting (CES), while officially enrolled and matriculating in the program under the appropriate level of supervision as described within the JRCERT Accreditation Standards. The College liability insurance coverage does not extend to student employment or other settings.

SUPERVISION OF STUDENTS IN THE CLINICAL EDUCATION SETTING (CES)

The RGT Program has designated certain staff members at each CES as Clinical Preceptors. When the Program officials and/or college representatives are engaged in other responsibilities, Clinical Preceptors are responsible for directing the appropriate level of supervision, assuring clinical competency performance opportunities, and written evaluation processes for students within the CES. Students will be informed of those people designated as Clinical Preceptors.

Students are supervised, either directly or indirectly, by staff technologists within the CES. Levels of supervision or supervisory conditions for RGT students are defined in the JRCERT Accreditation Standards as follows:

Direct supervision is defined as student supervision under the following parameters:
A qualified radiographer/radiation therapist:

- Reviews the procedure in relation to the student's achievement.
- Evaluates the condition of the patient in relation to the student's knowledge.
- Is present during the conduct of the procedure.
- Reviews and approves the procedure.
- Is present during student performance of any repeat of any unsatisfactory radiograph.

Students **must be directly supervised** in any given area by a qualified practitioner:

- Until verification of competency in any given procedure is attained (refer to indirect supervision).
- When performing repeats of unsatisfactory radiographs regardless of level or competency status.

Students must be directly always supervised in the following critical care areas (regardless of competency attainment or level of training):

- Critical Care Units
- Trauma Rooms in the Emergency Department
- Surgery
- Special procedures areas, such as angiography suites, heart catheterization labs, etc.
- Mobile radiography
- Repeat of unsatisfactory radiographs

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

Imaging procedures **must be performed under the indirect supervision** of a qualified practitioner after a radiography student demonstrates competency.

CLINICAL GUIDELINES AND ASSIGNMENTS

Each student is assigned by RGT Program faculty to a different diagnostic area on a regularly scheduled basis. This is necessary to ensure adequacy of clinical experiences for each student as well as to familiarize each student with different types of equipment. Scheduled rotating assignments provide various clinical examinations and procedures that are peculiar to certain diagnostic imaging areas. RGT Program faculty develops clinical education plans for a newly enrolled class before students begin clinical education assignments.

The two-year clinical education plan provides an equitable learning experience for all students, based on average hours of involvement in the same or similar procedural environments within a variety of CESs. Because alterations to the two-year plan grossly affect the education of other students' plans and the educational morale and equitability for others, changes to the schedule are made for the entire plan only under extreme circumstances impacting the class majority, such as catastrophic events, like Hurricane Katrina. Changes in the two-year educational plan are not made to accommodate the circumstances of individual students unless deemed critical for competency completion, such as prolonged equipment failure in a specialty area or insufficient number of procedures in a non-duplicated area. Schedule changes are the discretion of faculty. No changes are made to the clinical education plan to resolve or accommodate conflicts within CESs. The two-year clinical education plan is provided to individual students, each CES, and program faculty. Copies of clinical education plans are maintained in the office of the Clinical Coordinator and in the Program's Master Plan (located in the Program Director's office). At no time is it appropriate for a student to self-relocate to a different CES or a different assignment without faculty permission.

ETHICAL AND LEGAL GUIDELINES

Ethical and legal standards dictate certain minimum behaviors of students in the health professions. Various courses, beginning with RGT 1213 Fundamentals of Radiography, present guidelines to assist the RGT student in identifying and adhering to expected ethical and legal standards. These guidelines are not all inclusive but will provide a foundation for ethical and legal professional behaviors. Failure to observe these professional behaviors constitutes a serious breach of ethical and legal standards and may result in dismissal from the program.

Orientation sessions are provided by the CESs sufficient to not only review general facility information, such as parking, safety instructions, etc., but also to reinforce many ethical and legal standards and rules of conduct. In cooperation with faculty, human resource departments coordinate with RGT faculty that the College has legal documentation of enrolled students' Substance Testing Information, Criminal Background Check results, and compliance with medical vaccination and physical examination records.

CONFIDENTIALITY

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is an important federal law that affects how confidential health information is handled. HIPAA required the Department of Health and Human Services to develop and implement standards to protect the privacy and security of individually identifiable health information. This law includes penalties for anyone violating client privacy. **Those who compromise confidentiality can be fined as much as \$250,000 or go to jail for up to 10 years.** HIPAA guidelines apply to RGT students and will be strictly enforced by the College, the RGT Program, and the clinical agencies.

- Client information must be kept in strictest confidence and is to be accessed only by people participating in that client's care.
- Written, electronic, and/or verbal information about any client is not to be shared with anyone (e.g. relatives, friends, or peers) who is not directly involved in the care of the client except in a structured learning activity (e.g. post conference) or private conference with your instructor or unless required by law.
- Clients and health care personnel are not to be identified by name or initials in any written work.
- Statements about clients, institutions or health care personnel are not to be made in public (e.g. cafeterias, restaurants, hallways, elevators, etc.), on social media, or any place where the comments can be overheard by individuals not directly involved in the care. RGT students are not to discuss their clients and/or assignments except in authorized circumstances. Concerns are to be directed at the instructor privately.

Breach of confidentiality is a serious matter that could result in legal action against the student by a client or clinical agency as well as academic sanctions up to and including dismissal from the RGT Program. If referred to the College for disciplinary review and action, then the RGT Program faculty will not make the final ruling. It will be made by an external party or parties in accordance with due process (grievance procedures).

CLINICAL CONSIDERATIONS

- RGT students must seek assistance with any care posing special problems or that their instructor or supervisor has not previously observed them performing (refer to Indirect and Direct Supervision guidelines).
- RGT students must always report to appropriate personnel prior to leaving the diagnostic imaging department.
- RGT students must inform their instructor if their clinical assignment involves giving care to a relative or close friend.
- Children, other relatives, or friends are not to be brought to campus during class or lab time or to the CES during assignments or research.

UNSATISFACTORY CLINICAL PERFORMANCE

Students are made aware of unsatisfactory clinical education performance on any objective by the end of the same clinical day. Students have a daily clinical evaluation graded by the supervising RT in the student's assigned area. Supervising RT grades and

reviews the grade with the student. The grade sheet is retained in the book and turned into the Clinical Coordinator at designated times. This system allows immediate feedback so a student may correct behaviors or skills prior to the next clinical education assignment. This system encourages RTs to verbalize expectations and provide positive and/or negative feedback in a timely manner, rather than wait for periodic reporting that historically has proven to be biased and unreliable. In case of a poor grade or comments, the RT can make a copy of the evaluation and fax, email or otherwise deliver it to the Clinical Coordinator. RTs are encouraged to phone or email RGT Program faculty in such cases. If the grade or comments are unsatisfactory, the course instructor counsels the student and together they develop an improvement plan. The improvement plan may be noted in the evaluation comments section and/or separate document, as needed.

Daily clinical evaluations are deemed the fairest method of grading for the clinical education situation. Based on historical pitfalls for the use of periodic evaluations of students, RGT Program faculty developed the daily evaluation plan, thus eliminating assessments by designated clinical preceptors, who may not have been as consistently involved with the student as the immediate supervising staff RT assigned to the same area. Due to the nature and method used to schedule RTs and the occasional necessity to change assignments, students may choose the RT who spent the most educational time with them to complete their evaluation. RGT faculty gives the clinical preceptors, clinical supervisors, and other staff RTs directly involved in the student's education on a given day, the right to submit a written addendum to or fill out an additional evaluation for the student, if necessary. For clarification, these evaluations are usually faxed or emailed to the Clinical Coordinator and documented by email or phone call. If deemed appropriate, the Clinical Coordinator, after coordination with CES clinical preceptor/s and involved staff, may counsel the student, and make necessary grade changes.

The student also completes a daily record of procedural involvement. These procedures should be of a variety consistent with the student's progressive skill level and/or reflective of different rotational offerings. Any of these procedures performed after competency completion should also be entered into the appropriate continued education record for "Age-specific" and/or "Pathology-specific" advanced learning skills. The supervising RT reviews and verifies the student's procedural log for accuracy. This procedural record is presently a non-graded exercise used for student self-improvement and a communication tool among faculty, students, and supervising RTs. The record demonstrates the types and varieties of educational involvements for students within the CES.

UNSAFE OR INAPPROPRIATE CLINICAL EDUCATION PRACTICES

The RGT faculty considers the safety of the students, patients (and others), and clinical staff a primary concern. If in the opinion of the RGT faculty, a student has been grossly negligent or unsafe, the student may be dismissed from the program. Unsafe clinical practice(s) is defined as any behavior seriously jeopardizing the student's, patient's, other students', and/or clinical staff's physical and/or psychological well-being. Any unsafe behavior or pattern of unsafe behavior(s) while the student is in the RGT Program may be grounds for immediate termination from the currently enrolled clinical education course, a clinical failure, and dismissal from the program.

The RGT faculty considers inappropriate professional or habitual unprofessional behaviors to be disruptive to patient care and/or the education of peers. Such actions could lead to unsafe clinical practice(s) as defined above and should be dealt with in a similar manner. Habitual inappropriate professional behavior leading to faculty and/or other counseling occurring more than twice in a semester will be considered for an ongoing behavioral problem that is disruptive to the learning process and may result in dismissal from the program. In accordance with college policies and procedures, due process (grievance procedures) may be followed, beginning with a written appeal to the instructor.

Examples of unsafe behaviors include, but are not limited to, failure to:

- Adequate preparation to administer safe patient care.
- Appropriately chart and/or report data that places the patient at risk.
- Provide patient's physical and psychological safety (i.e., violation of patient confidentiality, inadequate safety provisions for patient transport, verbal, or nonverbal patient abuse, sleeping in clinic).
- Falsification of document(s).
- Unauthorized use of computer(s).
- Safely prepare or administer medication(s).
- Practice radiation safety for patients, self, or others.
- Demonstrate appropriate professional behavior(s).
- Comply with agency protocols including drug screening and criminal background checks.

Procedure:

- The student will be informed that an unsafe behavior has occurred, and the occurrence will be evaluated by the RT faculty.
- The instructor will document the situation and discuss the issue in a meeting with the faculty and the Health Professions Department Chairperson to determine the action(s) to be taken.
- The student's behavior will be documented, explaining the risk or danger under which the student, patient, clinical staff, and/or others were placed.
- A student/instructor conference will be held to review the documentation of the behavior(s) and to obtain the students' comments.
- Copies of the issue(s) and action(s) documentation will be maintained in the student's permanent file unless further action is warranted.
- Action(s) other than program dismissal may include various remedial assignments, etc.

Clinical failure:

- Failure to achieve a passing average for daily clinical evaluations.
- Non-compliance with all agency policies and protocols for all clinical sites.
- Absences more than that amount allowed result in a reduction of the student's course average by 5 points for each additional absence; therefore, excessive absence may result in a clinical failure. (see the RGT Program's clinical education attendance policy).
- Clinical failure results in RGT Program dismissal as the student can no longer

sequentially progress through the course work (this is the same for any RGT technical course).

- A student not allowed to continue in a clinical education course because of unsafe practice receives a clinical failure.
- A student denied access to any clinical site will receive a failing grade for the clinical course. Such failure results in the dismissal of the student from the RGT Program.

EMPLOYMENT OF STUDENTS

All employed students are required to meet didactic, laboratory, and clinical education responsibilities. Hours spent in performance of duties as an employee of a health care agency for which compensation is received may not be applied to program requirements:

- Employed students ***may not*** perform program competency requirements while receiving compensation, although the employer may also serve as a clinical affiliate.
- RGT program faculty ***must be aware of employment*** at a CES.

Students may be employed by a CES or other healthcare agencies if they meet the job criteria. Students employed by an affiliated CES must adhere to RGT Program policies and procedures during student clinical education assignments, regardless of the job description and employment policies and procedures required or allowed as an employee. The program faculty will make referrals regarding employment when requested by a healthcare agency. The RGT program faculty is not responsible for a student meeting additional education for employment, ensuring that the student will complete the program or pass the ARRT examination, or obtain a license from the MS Department of Health-Professional Licensure Division.

LEGAL RESPONSIBILITIES

- RGT students must maintain the client's rights to privacy when explaining and giving care.
- Clinical agency records and program documents are legal documents, which must contain accurate and truthful information. Any alteration, falsification, photocopying, or misuse of information in agency records is illegal.
- Concerning clinical agency records and administration of care, RGT students must follow designated legal requirements.

CARDIOPULMONARY RESUSCITATION (CPR) CERTIFICATION

RGT students are required to maintain CPR certification for Health Care Providers issued by the American Heart Association throughout enrollment in the RGT Program. It is the student's responsibility to obtain the training prior to beginning clinical education assignments and to maintain currency throughout the program. Proof of currency must be kept on file in the student's record. When possible, RGT faculty will facilitate training.

ATTENDANCE POLICY

Students will not be scheduled for more than forty (40) hours per week including all lectures, formalized labs, and clinical experience. Students are allowed thirty minutes for lunch and one morning and one afternoon break of fifteen minutes on clinical days. Attendance is reviewed with each student on a regular basis. (Breaks are a privilege)

The RGT Program's absentee policy for didactic courses, including those with laboratory sessions, supports the policy as stated in the College Catalog:

Students are allowed one hour of absence per semester hour for lecture courses. Two hours of absences are allowed per semester hour for laboratory courses. The RGT Program has developed a separate attendance policy for clinical education courses. It is the responsibility of the RGT Program faculty to help students develop good employment habits. Among the many essential employment skills and habits desirable for radiographers, potential employers, and the Advisory Committee have identified attendance habits as a crucial employment skill. The specific clinical education attendance policy is outlined within the course syllabus. (See course syllabi)

Clinical absences shall be governed by the following regulations:

1. All student time must be documented.
 2. Each policy and procedure are considered a separate occurrence for documentation and penalties.
 3. **The student is to call the CES to report an absence within an hour of the beginning of the assignment.** The student should speak with the technologist in charge of the work area when reporting absences. Record on the evaluation pages for the day of absence, which CP was notified of and the time of the notification so the Clinical Coordinator and/or Clinical Educator can verify the call. The students should also **email the Clinical Coordinator and/or Clinical Educator before 8:00 am informing them of their absence. Students will call or email the Clinical Coordinator and/or Clinical Educator when leaving early.**
 4. Clinical absences and make-up assignments are subject to regulations stipulated in each clinical education syllabus. Clinical absences and tardiness will affect the student's grade (i.e., a student can accumulate more than one penalty in one day, such as arriving late, returning late from lunch, then leaving early).
 5. When deemed appropriate by the Program faculty, voluntary makeup will be assigned by the Clinical Coordinator/Preceptor at the CES where the absence occurred. Clinical absences that may be considered for voluntary makeup are maternity leave, major surgery, etc. Students who do not complete the entire voluntary makeup prior to the end of the semester will receive a grade of Incomplete (I).
 6. A student will be dropped from a clinical course when the student misses more than the number of absences specified in the course syllabus.
 7. Excused and official absences affecting clinical assignments qualify for and require make up to meet program completion standards.
- *It is recommended that students maintain a journal/calendar to coordinate assignments, testing dates, clinical data, clinical contacts, details of course absence, etc.*

- *If course objectives require a combination of lecture and lab, then the absences will be apportioned according to the limitations stated.*

Excessive tardiness will not be tolerated and will count as absences. *An instructor may drop a student after the student misses more than the number of absences per semester hour that the course carries.* Excused absences are permitted at the discretion of the instructor and are not counted as absences. These are only considered under extenuating circumstances that can be verified by official documentation. Official absences are excused by the college and are not counted and are excused. Instructors will be notified of such official absences by the college.

In extenuating circumstances, students who are dropped after exceeding allowable absences may petition, in writing, for reinstatement first to the faculty member initiating the drop, then by following the chain-of-command if the matter is unresolved to the student's satisfaction.

Examples of “excused absences” that may be permitted with proper, verifiable documentation:

1. A death in the immediate family (parent, spouse, or sibling).
2. Emergency hospital stays.
3. A communicable disease requiring isolation.
4. Military duty.
5. Legal subpoena or jury duty.

Examples of “official absences” include:

1. An absence while attending an official college function.
2. An absence when attending an official college group function such as a convention, field trip, or academic competition event.
3. An absence because the college is officially closed.
4. An absence because the campus site is officially closed due to a natural disaster or hurricane.

SEVERE WEATHER

In case of severe weather conditions listen to the local news/media and follow directions specific to your campus/center. Updated procedures are available on the College website: www.mgccc.edu.

Students are encouraged to keep faculty and peers aware of current contact information. When possible, faculty initiate a phone tree and send mass texts to inform students of occurrences, such as class cancellations due to inclement weather conditions or faculty illness, changes in test schedules, etc.

AP EXAM CREDIT POLICY

Students entering MGCCC will be allowed credit on the Advanced Placement Examination administered by the College Entrance Examination Board and sponsored by participating high schools.

TRANSFER STUDENT POLICY

The RGT program accepts qualified students from other JRCERT accredited programs. Students interested in this option must contact the Program Director, complete appropriate MGCCC and RGT Program application forms, and submit an official transcript for prior college work. Acceptance is pending space available in the class, documentation of good standing from the director at the previous program, and the completion of all forms: medical examination and vaccination record, current negative drug screening, and background history documentation. Accepted students will complete the equivalent of a minimum of the last 12 months of the program's technical courses to qualify for graduation and meet all current admissions criteria. Additional coursework and provisional contracts may be required, pending transcript evaluation, skill competency, and other program completion factors. Transfer credit for radiography courses may not be accepted by MGCCC RGT faculty (equivalency must be determined and may be at the discretion of the program faculty). Transfer must be requested and begin within a reasonable timeframe, such as the next semester. Due to a student's need to meet current admission criteria and documentation of good standing from the director at the previous program, a student who has failed an RGT technical course will not qualify for transfer.

RE-ADMISSION POLICY

Students, in good academic standing, may apply for re-admission by meeting current admission criteria, pending space available. The student will meet with the Program Faculty and/or Selection Committee to review his/her application and transcript. Accepted students will complete the equivalent of a minimum of the last 12 months of the program courses to qualify for program completion and graduation. Additional coursework and provisional contracts may be required, pending evaluation of the transcript, skill competency, and other program completion factors. Due to a student's need to meet current admission criteria, a student who has failed an RGT technical course will not qualify for re-admission. Usually, students leaving in good standing sign contractual boundaries for re-admission. If not, the student should assume that routine application and selection procedures apply under the current criteria.

BREAKS AND HOLIDAYS

All students are entitled to college holidays and breaks, as outlined in the College Catalog. The dates of breaks may be different than those indicated by the College Catalog or tabloids to complete the hour requirements of the curriculum framework, as mandated by the Mississippi State Department of Education, Vocational and Technical Education, Allied Health and Related Technologies Division.

STUDENT DRESS CODE AND PROFESSIONALISM

One of the requirements of the health field is that a fresh, clean uniform be worn in the clinical area. The uniform is a source of pride in health occupations and should not be considered a burden. In addition to the proud representation of the college, health occupations, the RGT Program, and self, the purpose of the uniform is protection and professionalism.

The dress code is strictly enforced. The RGT Program faculty, designated Clinical Preceptors, and CES Supervisors will enforce violations of the RGT Program's dress code.

Students are immediately dismissed from clinical participation at the CES for the day of the dress code violation. All time missed from the CES for a dress code violation is considered an absence for the entire assignment, as described by the Attendance Policy for the Program (a student can fail a clinical education course for multiple dress code violations). *A student will be dismissed from the RGT program for habitual dress code violations or dress code violations in conjunction with other program violations.*

Students are required to adhere to the following guidelines for appropriate uniform regulations and personal hygiene:

1. Students will wear approved uniforms, of the **scrub type**, always within the CES.
2. Approved uniforms include a **white professional lab coat** (short lab coat, not knee length) with the RGT Program **patch on the left sleeve** (*a patch must also be affixed to the left sleeve of each uniform*). Patches may be purchased from the JC bookstore.
 - The lab coat must always be worn, except during fluoroscopic procedures.
 - A short-sleeved lab coat is permissible. In cases where the student has a visible tattoo on the arms, a long sleeve lab coat must be worn.
3. All uniforms will be kept neat, clean, and always properly arranged.
 - When T-shirts are worn under the uniform, they must be **white** and must fit so that the only part of the shirt visible is at the neckline of the uniform, no shirt tails, or visible sleeves. No visible logos are allowed.
4. Proper foundation garments, hosiery or white socks, and shoes shall be worn.
 - Shoes shall be of the clinical type or white or black leather tennis shoes with no colored or distinguishing marks. Shoes must be closed at the heel. Shoes may not be inlaid with canvas or open mesh.
5. Students shall not wear perfume, ribbons, ornaments, colored nail polish, artificial nails, or jewelry other than allowed by the dress code.
 - Students are not allowed to wear any body-piercing jewelry or simulations of any type (i.e. earrings, tongue piercing, eyebrow rings, nose rings, etc.) to the CES.
 - A watch and a wedding set or single ring on each hand is considered appropriate. *Smart watches are not allowed.* Other jewelry will be deemed inappropriate to the dress code. The wearing of an engagement ring or any type of ring other than a plain band is discouraged because it not only harbors pathogens but may damage the skin of patients.
 - Bracelets and necklaces are considered inappropriate for professional dress

- and may present a safety hazard.
- Hair shall be neatly styled in a conservative fashion, with collar-length hair either worn up or pulled back at the nape and secured.
 - Hair color must be within the range of naturally occurring human colors.
 - Approved manners of securing hair include scrunchies, non-ornamented barrettes or clips, and bands that are colored royal blue, black, white, or tortoise shell.
 - Nail polish must be clear, no color, no French nail tips, or artificial nails. No nail polish should be worn in the surgical setting.
 - No visible tattoos are allowed.
6. Students will wear the specified picture ID as a name identification tag; picture must be turned so it is always visible and may not be covered by markers, etc. Additional IDs may be provided and required by an individual CES.
 7. Pants should be properly hemmed to shoe top level. No stockinet or cuffed slacks are allowed.
 8. Uniform tops will be pullover style, no button or snap closures allowed.
 9. The uniform style shall not be altered (i.e. pant legs should be left loose to facilitate movement).
 10. **Students will be dismissed from daily clinical assignments for failure to comply with the dress code and the dismissal will result in grade penalties and absence as described in the absentee policy.**
 11. Eating, drinking, **chewing gum**, etc., in the presence of a patient is not allowed.
 12. **NO CELL PHONES IN CLINIC.**
 13. Smoking will be allowed in designated smoking areas only. All the affiliates and college properties are smoke-free.
 14. The uniform color for the RGT Program is royal blue. When choosing uniforms, there are two shades called royal blue, the darker shade is unacceptable. Please keep receipts and check with faculty to determine if the correct shade has been chosen.

College instructors and clinical preceptors/supervisors reserve the right to refuse clinical experiences to students dressed in any manner deemed professionally inappropriate and/or in noncompliance with the dress code. They may send you home.

SKILLS PROFICIENCY POLICY

Laboratory testing for various technical skills, within the RGT Program's energized lab, is performed periodically in conjunction with the various associated course(s) and especially prior to program completion, denoted as terminal competency skills simulation. These testing situations are subjective and usually timed. Skills testing situations are designed to evaluate the following cognitive, psychomotor, and affective factors:

- Specific equipment operation skills.
- Specific positioning skills.
- Anatomical knowledge.
- Image evaluation knowledge.
- Organizational skills.
- Critical thinking skills.
- Problem solving skills.

- Radiation protection skills, especially collimation.
- Imaging identification skills.
- Stress performance assessment.
- Radiation exposure principles.
- Digital film processing techniques.
- Technical factors application.
- A minimum number of competency requirements. The list is derived from the ARRT competency list and local trends, as deemed appropriate by the Program faculty with the cooperation of the Advisory Committee (the Program Director may make minimal changes when and if there is evidence of sufficient performance and/or insufficient availability within the CES. Some ARRT competency requirements are not appropriate for laboratory testing to meet ARRT compliance, such as surgical and fluoroscopic procedures).

Laboratory skills' testing is scheduled by the course instructor and is mandatory (testing may be monitored and evaluated by the primary course instructor, other program faculty, adjunct faculty, or qualified lab assistant/s). Failure to perform critical criteria or absence/tardiness from a scheduled skills testing scenario results in grade reduction, regardless of the reason (subject to instructor discretion). Refusal by a student to perform a skill(s) is unacceptable and results in failure for the course regardless of other grades.

Re-scheduling for skills testing is an inconvenience for faculty and will be accomplished at the discretion and convenience of the assessing individual. A refusal to make up a skills test or absence from skills testing without valid documentation, such as a valid medical excuse, etc., results in course failure regardless of other course grades. Course failure disrupts program progression, resulting in dismissal from the RGT program of study. When time is available, faculty may schedule additional one-on-one skills preparation situations. Additional skills preparation is not guaranteed, so students are encouraged to prepare for and participate in all scheduled laboratory skills exercises. In addition, skills should be practiced within the CES, either through direct contact with patients or simulated situations with each other, with the clinical supervisor's permission, without radiation exposure to self or others, and without the disruption of patient care.

DISCIPLINE/DISMISSAL POLICY

Because you want to do your best in the program of study, we do not expect to have disciplinary problems from adults. However, should a problem arise, we are confident that the incident can be resolved accordingly:

1. Your instructor will meet with you to discuss the problem. We suggest that you put your complaint/problem in writing for this meeting.
2. Counseling is available.
3. Refer to "Due Process in Student Discipline" in the online MGCCC Student Handbook and college catalog for additional information. Be sure to follow the chain of command specified in this process.
4. Remember, all inquiries and appeals begin in writing with the primary course instructor.

The RGT Program requires a great deal of self-discipline and behavior suited to the

profession. You must begin to think like “**a professional radiologic technologist**” and potential employee. Potential employers are observing your professional and personal behaviors for possible future employment every time you are practicing within the CES.

“Make a positive difference every day!”

Students are held to the same Standards of Ethics (see Appendix) as the registered RT, as outlined by the American Registry of Radiologic Technologists (ARRT). Students in the MGCCC RGT program are held to a high standard of professionalism. This high standard is necessary for students to acquire a professional quality of education, exceptional clinical habits and technical skills, and the professionalism expected by the healthcare community. Students are held to stricter standards than staff RTs, earning different rights with employment.

Conditions for Dismissal from the RGT Program:

- 1. Unsatisfactory academic and/or clinical progress in RGT Program courses (see Promotion Policy).**
- 2. Falsification of Admission or Application information or other documents, including clinical documents.**
- 3. Unsafe or failing clinical performance, as outlined in course syllabi.**
- 4. Denial of access to any clinical education site.**
- 5. Habitual unprofessional and/or inappropriate behaviors require faculty intervention(s), counseling, and/or other referrals. Habitual is defined as more than two occurrences in a single semester. Habitual offences are different than the more severe conditions for dismissal listed above and include all the reasons below for dismissal from the clinical/lab or classroom setting.**

The student will be dismissed from the clinical/lab setting or classroom area for:

1. Falsification of patient records or pertinent data
 2. Failure to adhere to college/health agency policies
 3. Cheating on tests or written work/assignments
 4. Violations of the Code of Student Conduct
 4. Excessive fatigue, sleeping, and emotional liability (such as putting head on desk and/or sleeping in class/lab or clinical)
 5. Under the influence of alcohol or illicit drugs (refer to the Substance Testing Policy)
 6. Lack of preparation for classroom, lab, or clinical assignments
 7. Carrying a lethal weapon or demonstrating any threatening or assaulting behavior
 8. Noncompliance with the RGT Program Dress Code
 9. Failure to maintain confidentiality related to hospital guidelines
 10. Excessive bathroom breaks, other than during normal class/lab/clinical break times (notify faculty if a medical condition exists, provide valid documentation)
 11. Failure to demonstrate expected behaviors, as outlined in course syllabi, clinical orientations, and agency guidelines
 12. Disrespect for program officials, such as lying, defamation, etc.
- *Program faculty and clinical preceptors/supervisors reserve the right to refuse clinical experiences to students exhibiting inappropriate and unprofessional behavior within the CES. Students will be dismissed from the clinical setting and possibly from the RGT Program.*
 - *More than two dismissals or documentation of more than two inappropriate*

behavioral and/or clinical actions requiring faculty intervention and/or counseling in a single semester may result in dismissal from the RGT Program.

POLICY ON ENERGIZED LABORATORY SESSIONS

The energized laboratory facility at the campus is utilized for educational purposes only. No exposure of students or other people will be allowed. Laboratory sessions will be conducted utilizing radiographic phantom(s) (mannequin) for all exposures. An instructor will always be present when exposures are being made. The laboratory will always be locked when not being utilized for laboratory sessions, practice and testing skills, terminal competency exams, or remedial purposes.

Touching patients in a professional manner is required for proper positioning. Students practice these skills with mannequins and each other in the lab, equally. Refusal could result in dismissal from the classroom or the course or the program.

POLICY ON RADIATION SAFETY

Students are required to wear the provided personal dosimeters on the collar of their uniform when participating in clinical laboratory requirements at the CES. They are required to wear a dosimeter during energized laboratory sessions at the college. Badges are collected monthly by the Clinical Coordinator (RSO). Monthly dosimetry reports are posted in the reporting notebook located in the classroom. Posted radiation badge reports are devoid of personal information, such as social security numbers and date of birth. Students are required to maintain an ongoing record of radiation doses, which the student may retain after program completion. The record is incomplete for the final badge reading, but has reporting information, such the name of the reporting agency, account numbers, and contact information. Keeping accurate reporting information makes it unnecessary for employers to contact RGT faculty for radiation transfer of records and expedites employment procedures.

Personal dosimeter badges are paid for by the student on an annual basis. Loss of the badge or need for a fetal badge is an additional fee.

Student exposure shall not exceed the dosage specified in the ALARA program developed by the RGT Program faculty (refer to Appendix). A permanent record of the student's radiation profile is maintained and available to the student upon request.

The following safety regulations shall be followed for your personal and professional safety while participating in imaging procedures:

1. Students are not permitted to hold image receptors during any radiographic procedure.
2. Do not hold patients for radiographic examinations. If patient assistance is necessary, choose a member of the family or a member of the health team who is not routinely exposed to ionizing radiation to assist you. As a last option, if you must assist with a patient, follow stringent radiation safety guidelines, and remain out of the primary beam.
3. Supply all people holding patients with a lead apron and other protective wear (as needed) during exposures. Instruct them on where to stand to place them out of

- the primary beam.
4. When assisting with a patient, never allow a pregnant woman or person under the age of 18 to hold the patient during a radiographic exposure.
 5. Stand behind the lead barrier during exposures. Do not lean around the barrier to watch the patient or to give instructions during the exposure.
 6. Do not make exposures while another person is in the room. Issue a warning before making an exposure when performing portable procedures (i.e., “Room Clear?”). Do not turn your back to the machine while exposures are being made or use the portable machine as a protective barrier.
 7. Do not lean over tables during fluoroscopy. Stand back from the table with your arms behind you when you do not need to assist the physician or the patient during a fluoroscopic procedure. **Distance** is the best method for radiation protection.
 8. Apply stringent shielding principles for all patients (i.e. collimation, lead apron, lead gloves, gonadal shields, etc.).
 9. Ask a female patient, of childbearing age, if she could be pregnant before proceeding with the examination, especially when radiation to the abdomen is involved, and record the patient’s response in accordance with department protocol. Exercise discretion in the way this information is obtained, such as do not ask young girls in the presence of parents or in the hallways.
 10. Use the 6-foot cord on the portable machine. Whenever possible, step outside the room to make exposures for portable examinations. Wear a lead apron, regardless of the distance or ability to step out of the room or behind a shield.

Remember the Cardinal Principles of Radiation Protection:

Time
Distance
Shielding

Distance is your BEST protection,
since the patient is your greatest source of scattered radiation
(refer to the Inverse Square Law and isotropic curves).

HEALTH POLICY

Upon admission, RGT students must provide a completed physical examination documented on the MGCCC SON&HP Form prior to beginning classes. The forms and instructions for the physician will be included with the student’s mandatory meeting packet. Students must be capable of meeting the RGT Program Core Performance Standards, attached to the medical form for the physician to use for reference.

Upon admission and throughout enrollment, RGT students must provide documentation showing currency and/or applicable waiver for the following immunizations. Measles, Mumps, Rubella, Hepatitis-B, Chicken Pox, and Diphtheria-Tetanus and annual flu shot. Official immunization records or positive titer tests are required for proof of immunity. Upon admission, a negative Tuberculin test (or a TB clearance for those with a positive Tuberculin test, usually a chest radiograph) is required.

RGT students must submit to substance testing in accordance with the College Substance Testing Policy and remain drug-free while enrolled.

RGT students are expected to be in good health and free of communicable disease to attend clinical education rotations. During study in radiography, students may encounter patients who have communicable diseases, including AIDS, Hepatitis and COVID 19. Students may also be exposed to blood and other potentially hazardous materials. Students will be taught current information about communicable diseases, their transmission, and standard precautions to be used while caring for patients or handling potentially infectious materials. Once a student has been taught these precautions, he/she will be expected to use the precautions while caring for patients to minimize risk of disease transmission. Failure to adhere to the correct, safe procedures may result in disease for self or others. Extra care should be taken when encountering infants.

Due to the responsibilities of the RGT student in the clinical area, it is essential that changes in the current medical condition of a student be promptly reported to RGT Program faculty. Any febrile or afebrile illness or communicable disease must be reported to RGT Program faculty. Any medication, which may cause drowsiness or is a controlled substance, must be reported to your RGT Program faculty in accordance with the Drug Policy and agency protocols. Students and faculty are encouraged to wear a mask and/or gloves if they suspect they are ill with a possibly communicable disease, especially during flu season.

Therefore, for patient and student safety, any time a student has a change in health status, the student is required to present a physician's statement of fitness to continue in or return to class and/or clinical activities. This statement must be given to the Clinical Coordinator (or another Program faculty). Examples of changes in health status include (but are not limited to) orthopedic problems, substance abuse, communicable disease, surgical procedures, hospitalization, serious illness, and emotional/psychiatric illness.

If a student is injured during college laboratory or clinical education time, a statement describing the occurrence, signed by the student and other parties present, and shared with the RGT Program faculty. The student is required to follow the policies and procedures of the institution where the injury occurred. The RGT Program, the college, and the clinical agencies assume no liability for injuries or illnesses which occur during or because of clinical experiences. Students are responsible for the cost of illnesses or injuries and follow-up care that occur during college laboratory or clinical experiences. All attendance policies apply, and each is exclusive of another.

Latex sensitivity and allergy are growing concerns in health care since several products used in health care are made of latex (gloves, syringes, tubing, etc.). Reactions to latex can be severe. Individuals with latex sensitivity may not be able to meet the objectives required to complete the RGT program or to successfully find employment in health care. The powder used in gloves may also cause severe allergic reactions. Students may be required to purchase their own Personal Protection Equipment (PPE).

MGCCC RADIOLOGIC TECHNOLOGY PROGRAM PREGNANCY POLICY

In accordance with the Nuclear Regulatory Commission (NRC) regulation 10 CFR 19.12, students enrolled in the Radiologic Technology Program have the right to disclose, not disclose, or revoke disclosure of pregnancy. Students deciding to make a disclosure of pregnancy will do so voluntarily and in writing. Students considering a declaration of pregnancy should access and read the information included in the NRC Regulatory Guide 8.13. This information can be accessed at:

<https://www.nrc.gov/docs/ML0037/ML003739505.pdf>.

Students making a voluntary disclosure of pregnancy will be counseled regarding these regulations and encouraged to ask questions or seek clarification. A student that makes a voluntary disclosure of pregnancy must submit proof of pregnancy from a physician, including the approximate date of conception. The program will make every effort to assure that a pregnant student, who voluntarily discloses pregnancy, will be able to continue their educational goals and that a safe environment will be provided for the student and the fetus. Special precautions to provide a safe environment for fetal safety will include:

1. Providing at student's expense separate radiation monitors for fetal dosage calculation.
2. Releasing radiation dose records to the physician, if requested and a release is signed by the student.
3. Continuing in the program without any modifications.

Alternate arrangements will be made for the completion of clinical assignments and coursework resulting from absences related to declared pregnancy, as documented by a doctor's excuse. The student will receive a grade of Incomplete (I) until clinical education and didactic courses are completed. The completion of didactic and/or clinical requirements will be voluntarily initiated by the student, and must be completed within the shortest time possible, as scheduled by the Program faculty. Post-partum students must have a physician's release, with a notation of any limitations, before being scheduled to return to class or clinical.

Students deciding to voluntarily revoke disclosure of pregnancy must do so in writing, at which time, fetal monitoring will cease, and all Program policies and regulations will again become effective, such as attendance policies.

Any student making satisfactory progress but wishing to withdraw from the program during the declared pregnancy will leave in good standing. Re-entry into the program will be coordinated through the Program Director, restricted by seat availability and length of withdrawal (See the Re-Admission policy).

POLICY ON CONTAGIOUS ILLNESSES

Any student having contracted a contagious illness, i.e., measles, mumps, chicken pox, pink eye, etc., will not be allowed to attend classes or perform clinical duty until they have obtained a physician's release form, stating that it is safe for them to return to normal duties (make-up policies apply).

If a student becomes ill or exposed to a communicable disease during clinical rotation, the clinical agency procedure will be followed:

1. An illness report form is given to the Director of Radiology at the clinical affiliate where the student is assigned (a copy is provided in the RGT Program Student Handbook).
2. The Radiology Director will send the illness report form to the Director of Infection Control or the employee Health Nurse. If the agency's form is used, the college form must also be filled out and a copy of the agency form must accompany the college form. Any follow-up required by the agency must be reported to the RGT faculty.
3. The Director of Infection Control or the employee Health Nurse will then make the decision regarding the student's ability to perform clinical duty at the facility (the student may be immediately dismissed from clinical and counseled to seek treatment from a physician or the Department of Health).
4. The illness report is sent back to the RGT Program Director for a decision regarding any limitations of room assignment or clinical performance imposed on the student because of injury or illness (decisions are subject to documentation from a physician, health department, etc.).
5. The Program Director or Clinical Coordinator will inform the students and the State Health Department (when applicable) of the situation. The Program Director or Clinical Coordinator will document the illness and procedure in the student's records. The Program must have copies of all documentation concerning the student's well-being.
6. Students will not participate in the care of patients with **known cases of active tuberculosis or prisoners for suspected tuberculosis screening exams.**
7. If a patient is determined to have a communicable disease which was previously unknown, the following procedure will be followed:
 - a. The floor or department informs the Director of Infection Control or employee Health Nurse of the situation.
 - b. The Director of Infection Control or employee Health Nurse informs the Director of the Radiology Department.
 - c. The Radiology Department then informs the Program Director or Clinical Coordinator.
 - d. The Program Director or Clinical Coordinator informs the students and the State Health Department (when applicable) of the situation. The Program Director or Clinical Coordinator will document the procedure in the student's file. Copies of all documents must be made available to the Program faculty to be placed in the student's file.

In cases of possible TB exposure, the student is referred to a local State Health Department for testing, the results are provided to the employee Health Nurse for the facility where the exposure occurred, and copies are reviewed and maintained in the student's personal file.

GENERAL SAFETY RULES AND DEPARTMENTAL GUIDELINES

Every reasonable precaution is taken to provide the student with a safe atmosphere conducive to the learning process. It is the responsibility of each student to follow the safety rules for both the Clinical Educational Settings and the College. Take pride in your environment and respect others' rights.

The following general rules apply:

1. Know and follow the Internal and External Disaster Plans for the assigned CES and the College. Refer to information regarding FIRE and DISASTER REGULATIONS as posted on college bulletin boards and published in the College Student Handbook. Follow procedures outlined in hospital/agency orientation(s) when in the CES.
2. Know and follow the procedure for a cardiac arrest and call a code. Use protective barriers for CPR.
3. Apply Standard Precautions when dealing with patients. Wear gloves, goggles, or a facemask, as needed, when contact with blood or body fluids is possible. Wear appropriate apparel during fluoroscopic and imaging procedures.
4. Practice "Standard Precautions" as instructed in coursework and labs and in the clinical area, whenever dealing with blood or body fluids.
 - Do not put your hands in waste baskets, unless they are empty.
 - Put paper towels and other contaminated trash in designated containers.
 - Wear safety equipment as instructed.
5. Walk, never run, in corridors and stairways.
 - Avoid climbing unless necessary.
 - Use handrails on stairways.
 - Never stand on swivel chairs, wastebaskets, or similar unsafe objects.
6. When using equipment or tools, use them as intended and store them upon completion of a job.
 - Always observe warnings and safety features.
 - Use equipment according to directions and report any problems with equipment to the faculty and staff, report malfunctions and hazards to faculty or staff.
 - Do not leave materials, equipment, or tools in areas where someone may stumble over them or run into them.
 - Return supplies and equipment to its designated location.
 - Keep desks and file drawers closed when not in use.
7. Remove wet spots from floors immediately.
8. Report hazards to faculty or housekeeping staff.
9. Do not put heavy objects on top shelves.
10. Make sure electrical equipment is properly grounded and working properly. Report any malfunctions of equipment or structural damage to supervisory personnel.
11. Lift objects and patients, if required, employing good body mechanics and alignment. Do not lift objects exceeding safe weight. Seek appropriate assistance to avoid injury.
12. The campus is a smoke-free environment.

13. Report all injuries and illnesses to the faculty. If you are injured on campus or in the clinical setting, report the injury to your instructor and the clinical supervisor. Complete all necessary paperwork per hospital/agency protocol before leaving the clinical setting.
14. Sharps are to be handled with care.
 - Do not throw used sharps or drugs in wastebaskets or other open containers.
 - Report any needle sticks and injury immediately and complete appropriate forms and agency protocols.
15. Dispose of hazardous or radioactive materials in the proper manner. If unsure of the procedure and agency protocol, seek guidance.
16. Report any patient or personnel injury or incident to the clinical supervisor immediately. They will determine appropriate steps to be taken.
17. Observe the speed limit on campus and at clinical sites. Pedestrians have the right way. Display College parking decals and report automobile accidents to the Campus Security team. Park in designated areas, leaving Handicapped Areas of parking open to those with special decals.
18. Permitting cellular telephones in the classroom and/or lab is a privilege. They should be on mute and used only in the case of emergency or during designated breaks. Violations can result in that individual losing this privilege. If a potential emergency exists, the student should ask permission to turn the device on vibrate from the instructor prior to class or lab. **These devices are NOT permitted under any circumstance(s) within the clinical education setting.** A student found having such a device within the clinical education setting will be dismissed from the setting (it is too late after the device has gone off or otherwise been used within the CES!).

BOOKS & SUPPLIES

RGT students must purchase certain required textbooks, workbooks, and supplies from the Campus Bookstore or other reputable dealer. Other reference books, workbooks, etc., are also available for purchase or special order. The bookstore has patches, notebooks, and other useful equipment for the clinical area. Some books that have frequent edition updates may not be available through bookstore purchase; purchase instructions will be made available by the Program faculty. Some books have e-book and online purchase options that faculty may deem as required purchases and/or optional. Required purchases are used in controlled classroom and computer lab environments as an essential course element. Students may also be required to purchase their own Personal Protection Equipment (PPE) for all educational settings.

CLUBS, SEMINARS, AND STUDENT ORGANIZATIONS

Membership and the benefits and responsibilities of membership in the student X-ray Club are automatic upon enrollment in the RGT Program. The goals of this club are to:

- Promote the field of radiography in the community.
- Fund educationally related functions determined by majority vote.
- Fundraising activities and dues are determined by majority vote by class members.
- Contribute to the building of a balance to be used as deemed appropriate by Program

officials, X-ray Club majority vote, and/or X-ray Club officers (receipts are required for all transactions and periodic audits are performed by external auditors).

- Examples of the appropriate use of residual balances include advance funding of projects, fundraisers, registration fees, travel funds, etc.
- Advance funding is to be replaced after the event and may be available only when adequate fundraising time prior to the need does not exist such as, purchase of gifts such as flowers for a death in the immediate family of a classmate, etc. or other unforeseen class emergencies or activities requiring immediate funding.
- All advanced funding MUST be replaced by the class benefiting.
- Historically, the minimum amount for the class contribution is \$250 through fundraising, member dues, etc.
- The X-ray Club philosophy supports fundraising projects to benefit all members and expects all members to participate equitably in these projects, regardless of the benefit personally received.
- Funds raised for the X-ray Club are maintained in an account through the MGCCC Business Office and audited periodically by external auditors.

Other clubs and organizations in which students may participate, include:

1. Vocational and Industrial Clubs of America (VICA)
2. Health Occupations Students of America (HOSA)
3. The Mississippi Society of Radiologic Technologists (MSRT)
4. The American Society of Radiologic Technologists (ASRT)

The faculty also encourages each student to join college activities and participate in local, state, and national organizations and conferences for radiologic technology and health profession students. Students will be required to join the American Society of Radiologic Technologists at the student member rate for the duration of the program. Numerous activities are planned by students to earn monies and supplement state and national HOSA competition winners and other college activities. Faculty advisors provide additional information regarding club activities. A minimal membership fee provides you with many benefits of membership.

There are state and national conferences, which students and faculty advisors attend and compete for special awards. In addition, students will be encouraged to attend certain professional seminars during their training period. Participation will be on a voluntary basis with the student being responsible for fees and expenses unless adequate funds are available through the Student X-ray Club and approved by majority vote.

Students participate in a variety of learning and service activities through college clubs. The College supports these activities and encourages students to join and attend campus governance meetings like Student Council and regional conferences. Know that when you apply for a job as a radiologic technologist potential employers look at your grades and skills, your references, and your involvement in professional organizations and clubs.

TESTING BEHAVIOR AND REGULATIONS

1. All fees and semester tuition must be paid with cash, a certified bank check, accepted credit card or money order prior to student testing. Students should arrive early at the designated test time.
2. During a test, the student must remain quietly at the assigned seat, until all students have completed the tests, unless directed otherwise. If a student chooses to leave the testing room, they may not return until after everyone has completed the test.
3. No verbal, written, or electronic communication between students is permitted during the testing period. Quiet must be maintained as a courtesy to others who are concentrating. Inappropriate behavior should be reported in private to the test monitor.
4. If a student misses a test, no make-up test will be given. A grade of zero (0) will be recorded for the missed test.
5. No student is allowed to do make-up quizzes. A grade of zero (0) will be recorded for the missed quiz.
6. Cellular phones must be muted or off during class/lab, especially during testing. No electronic devices may be within students' reach while testing or while reviewing tests. No smart watches are allowed during testing. No technical calculators may be used.
7. In accordance with the college Absentee Policy (see college catalog), excessive tardiness will not be tolerated and will count as absences. A student reporting late to class may start the test until such time as the first student completes the exam. The late student will not be admitted and counted absent. No make up tests are given in case of absence and a grade of zero (0) is recorded.
8. Students may be required to download and utilize Respondus, or another testing program as required by the instructor.

EMERGENCY MESSAGES

In the event of an emergency, all messages for students will be relayed promptly. Occasionally, your family may need to contact you. Please remind them that non-emergency messages will be delivered to the student at the end of the class period. If involved in clinical education, emergency messages will be relayed to you via Program faculty. Your family should **NOT** contact a clinical site to reach you. Please let them know that your clinical assignment will not be divulged over the phone, but an emergency message will be sent to you by faculty. Visitors to the campus will obtain permission to be on campus from the Campus Police office. Children, family members, and visitors may not attend class with the student.

TRANSCRIPT REQUESTS

A permanent record of your grades is on file at the College. Official transcripts are available from the Office of Student Services on each campus. The transcript fee, if applicable, is payable to the Business Office. Under the Privacy Laws, **ONLY YOU** can request a copy of this record. An unofficial transcript is available online. Student's grades are recorded per college policy. Throughout the program of study, each student has the right to review the recorded grades with the faculty. Please make an appointment for this meeting.

STUDENT RIGHT TO KNOW ACT

In compliance with the Student Right to Know and Campus Security Act of 1990, Public Law 101-542, Mississippi Gulf Coast Community College makes available to each prospective student upon request statistical data for its graduates and the occurrence of criminal offenses. For further information, students may contact the Dean of Student Services on each campus.

NON-DISCRIMINATORY STATEMENT

In compliance with Title VI of the Civil Rights Act of 1964, Title IX, Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable Federal and State Acts, the Board of Trustees of the Mississippi Gulf Coast Community College hereby adopts a policy assuring that no one shall, on the grounds of race, religion, color, national origin, sex, age or qualified disability be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the College. The Mississippi Gulf Coast Community College is an Equal Opportunity Employer and welcomes students and employees without regard to race, religion, color, national origin, sex, age or qualified disability. Compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Title II of the Age Discrimination Act and Title IX of the Education Amendments of 1972 is coordinated by the Compliance Officer, Perkinston Campus, P. O. Box 609, Perkinston, Mississippi 39573, telephone number 601-528-8735, email address compliance@mgccc.edu.

The Title IX of the Education Amendments of 1972 is the federal law that prohibits discrimination on the basis of sex (gender) in any educational program or activity that receives federal funding. Mississippi Gulf Coast Community College (MGCCC) is committed to ensuring an institutional environment free from discrimination on the basis of sex or gender. An environment where all persons may pursue their studies, careers, duties, and activities in an atmosphere free of the threat of unwelcome and unwanted sexual actions. We take all forms of sexual harassment and other misconducts very seriously and place particular emphasis on responding effectively. Any individual seeking to obtain a written copy of the Title IX and Sexual Harassment Policy of the MGCCC Policy and Procedure Manual may contact the Title IX Coordinator, telephone number 601-528-8735, email address compliance@mgccc.edu. More information on how to report sexual harassment or view Title IX training materials may be found on the College website at <https://mgccc.edu/disclosures-and-compliances/title-ix-sexual-harassment/>.

COMPUTER PROFICIENCY REQUIREMENTS

The RGT courses are hybrid courses with essential computer-based assignments and testing online. Students do not have to own an internet-available computer but will have to organize study time to include the use of computers on a regular basis. Via the internet and the Canvas platform, any public computer access portal or the College lab and library may be used for study and testing resources. Students must have access to computer

resources and be computer proficient.

Because the ARRT registry exam is a computerized exam, all graduates must have a minimal degree of computer proficiency to meet graduation requirements. The campus computer labs have simulated computer assisted instruction (CAI) and ARRT programs. Students are expected to utilize these programs as they help the student prepare for the ARRT registry exam. The faculty also recommends several computer courses and refers students to the college's policy in the College Catalog. Most students learn 30-50% faster using CAI and retain as much as 80% more information.

For ARRT preparation, students may be required to purchase limited access to testing program(s) accompanying student purchase texts and other optional preparation materials and texts. These computerized tests are used in place of written testing.

FINANCIAL AID OPPORTUNITIES

Students who need financial assistance should talk to the campus Financial Aid Officer about the many grants, scholarships, and loans available to eligible students. All students are to complete the FAFSA form to qualify for financial aid and establish a financial aid record with the college. This should be updated annually by published deadlines. You may be asked to complete other special application forms and submit certain documentation to qualify for funding. The number of awards varies. A Pell grant will assist with tuition and college expenses. Applications are available in the Financial Aid office. It is not the responsibility of the faculty to assist enrolled students with financial aid planning, but faculty will do so whenever information is made available.

CAPABILITES AND TECHNICAL STANDARDS

In compliance with the Americans with Disabilities Act, a student enrolled in the RGT Program must be, within reasonable accommodation, physically and mentally capable of performing the essential functions of a registered radiologic technologist. All students are provided with a Special Populations Survey upon admission or during the first week of class. Students requiring special accommodation will be referred to the campus Special Populations Coordinator and/or Career and Technical Education Counselor.

The Core Performance Standards for Admission and Progression are adopted by Mississippi Gulf Coast Community College and the School of Nursing and Health Professions include:

1. *Cognitive-Perception*: Ability to perceive events realistically, to think clearly and rationally, and to function appropriately in routine and stressful situations.
2. *Critical Thinking*: Ability sufficient for sound clinical judgment.
3. *Interpersonal*: Abilities sufficient to interact appropriately with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
4. *Communication*: Abilities in English sufficient for Appropriate interaction with others in verbal and written form.
5. *Mobility*: Ambulatory capability to sufficiently maintain a center of gravity when met with an opposing force as in lifting, supporting, and/or transferring a patient/client.

6. *Motor Skills*: Gross and fine motor abilities sufficient to provide safe and effective care and documentation.
7. *Hearing*: Auditory ability sufficient to monitor and assess or document health needs.
8. *Visual*: Ability sufficient for observation and assessment necessary in patient/client care, accurate color discrimination.
9. *Tactile*: Ability sufficient for physical assessment, inclusive of size, shape, temperature, and texture.
10. *Activity tolerance*: Ability to tolerate lengthy periods of physical activity.
11. *Environmental*: Ability to tolerate environmental stressors.

ACHIEVEMENT AND RECOGNITION

All RGT Program students are eligible for the Dean's List and the President's List as described in the College Catalog. Students earning an associate in applied science degree are encouraged to take part in the general college graduation ceremony held at the Mississippi Gulf Coast Coliseum in May following the completion of program requirements. This is the cap and gown for formal graduation for the Radiologic Technology Program. Applications for MGCCC college graduation are available in Student Services and online. All students are encouraged to participate in the ceremony. To get measured for cap and gown, the student reports to Student Services. ***An RGT Program completer is not a graduate unless the degree is applied for and conferred. All RGT students will apply for graduation and the degree(s). The students will pay fees if required to receive their earned degrees.***

The honor of passing the ARRT examination and achieving the qualifications of a Registered Radiologic Technologist opens a door to the graduate's career opportunities. ARRT has a variety of monogrammed pins to choose from and sleeve patches that RTs proudly purchase and wear to announce their qualifications and achievements to the healthcare community and general population. Graduates are strongly encouraged to purchase and wear these with great pride, adding to them as they achieve higher educational goals.



**SUBSTANCE TESTING POLICY AND PROCEDURES FOR
ASSOCIATE DEGREE NURSING AND ALLIED HEALTH PROGRAMS**

Mississippi Gulf Coast Community College (MGCCC) has implemented a Substance Testing Policy for Nursing and Allied Health Programs and any future Nursing and Allied Health Programs as approved, effective July 1, 2006.

Specific and up-to-date information may be found on the college website:

<http://catalog.mgccc.edu/mime/media/8/404/MGCCC+Substance+Testing+Policy.pdf>



*Approved by the Board of Trustees
July 2009*

CRIMINAL BACKGROUND HISTORY

The Mississippi Legislature in 2003 passed House Bill 107 requiring criminal background checks for employees of licensed health care facilities. Essentially, the new law states that anyone who has been convicted, pleaded guilty or pleaded *nolo contendere* (no contest) to any of the following crimes will be unable to work in a licensed health care facility. The crimes include possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (f) of the Mississippi Code of 1972, child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault, or felonious abuse and/or battery of a vulnerable adult. Section 45-33-23 (f) of the Mississippi Code of 1972 refers to the registration of sex offenders. This section of the law lists those individuals who must report to any government agency whose duty it is to obtain information from a criminal sex offender upon conviction and to transmit that information to the Mississippi Department of Public Safety.

The list includes: a criminal sex offender who has been released from the custody of the Department of Corrections; a criminal sex offender who has been released from the custody of the Department of Corrections; a criminal sex offender released from a county jail; a criminal sex offender released from a municipal jail; a sex offender who has been in the custody of youth court; a criminal sex offender placed on probation, including conditional discharge or unconditional discharge without any sentence of incarceration; an offender who has been committed to a mental institution following an acquittal by reason of insanity; and a criminal sex offender released from a jurisdiction outside this state or who has a prior conviction in another state and who is to reside in this state.

Although not employees of health care agencies, RT students perform direct patient care during clinical experiences in health care agencies. Therefore, the law was amended by Senate Bill 2607 to clarify the requirements for nursing and allied health students.

Specific and up-to-date information may be found on the college website:

http://catalog.mgccc.edu/mime/media/8/530/Criminal+Background+Check+Updated+For+m_+spring+2016.pdf

References

American Registry of Radiologic Technologists (ARRT).

Available online at www.arrt.org

American Society of Radiologic Technologists (ASRT)

Available online at www.asrt.org

Joint Review Committee on Education for Radiologic Technology (JRCERT).

Available online at www.jrcert.org

MS Gulf Coast Community College (MGCCC) Board of Trustees.

Criminal Background History.

OPR-Vice President, Instruction and Student Services, MS Gulf Coast Community College (MGCCC). *Statement No. 725 Substance Testing Policy and Procedures for Associate Degree Nursing and Allied Health Programs.*

Radiologic Technology Program Advisory Committee. (1976-present).

Radiologic Technology Program Selection Committee. (1976-present).

APPENDIX

The Code of Ethics as Outlined in the ARRT Standards of Ethics for Radiologic Technologists

Principle 1:

Radiologic Technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.

Principle 2:

The Radiologic Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.

Principle 3:

The Radiologic Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.

Principle 4:

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

Principle 5:

The Radiologic Technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.

Principle 6:

The Radiologic Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

Principle 7:

The Radiologic Technologist uses equipment and accessories, employs techniques and procedures, performs series in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.

Principle 8:

The Radiologic Technologist practice ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.

Principle 9:

The Radiologic Technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

Principle 10:

The Radiologic Technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

Principle 11:

The Radiologic Technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

POLICY AND FORM TO RESOLVE JRCERT NON-COMPLIANCE COMPLAINTS

To ensure a timely and appropriate resolution of complaints regarding allegations of non-compliance with JRCERT STANDARDS, the RGT Program Clinical Coordinator will serve as the program official to act in the capacity of first contact. All complaints will be funneled through this official. All complaints will be in writing. To contact the JRCERT, information may be found on their website www.jrcert.org.

Procedures and Responsibilities

1. Students are encouraged to first report event/issue(s) to the appropriate clinical preceptor (CP) for immediate resolution.
2. The CP will report event/issue(s) to the Clinical Coordinator (CC).
3. If unresolved by the CP, complainant will make a written explanation of event/issue(s) to the CC.
4. The CC will make inquiries to gather facts about the event/issue(s).
5. The CC will attempt an informal resolution.
6. The CC will submit a report to the Program Director when the complaint is filed.
7. If intervention is deemed necessary, program officials will meet to determine the appropriate course of action.
8. The Program Director assures appropriate actions are taken and records are maintained.

Methods for anonymous reporting

9. Students wishing to address event/issue(s) anonymously may do so once per semester via the comments section of the clinical education survey. Comments are shared with the appropriate department officials during advisory committee meetings.
10. Another method of anonymous reporting is via the suggestion box in the classroom.

Anonymous reporting will not result in the immediate resolution of non-compliance event/issue(s).

STATEMENT REGARDING ARRT ELIGIBILITY

The American Registry of Radiologic Technology (ARRT) recommends that students having a conviction record request a pre-application review of the violation before they enter, or at least before they complete, the educational program. The form is downloadable from the "Ethics" section of www.arrt.org or may be requested by phoning the ARRT at (651) 687-0048. After this review, students found in violation of the ethics code will be denied certification eligibility by the ARRT.

As a student in the Mississippi Gulf Coast Community College Radiologic Technology Program, I acknowledge my understanding of the above statement. I understand that I may contact the ARRT myself if I have a question about my certification eligibility.

I understand that a criminal background check may be conducted by the college, ARRT, MS State Licensure Division, and employers as students and graduates are held to the same standards as radiologic technologists.

I have been informed of this requirement and understand that my application for ARRT and MS State Licensure may be reviewed and/or refused if I have been convicted of any criminal offense or falsified information.

Signature: _____

Date: _____



RADIOLOGIC TECHNOLOGY PROGRAM

ALARA PROGRAM

The ALARA program for the Mississippi Gulf Coast Community College (MGCCC) Radiologic Technology (RGT) Program monitors the radiation dosage received by those personnel and students who wear dosimeter badges. Each student in the RGT program wears a monthly dosimeter badge. These badges are mailed to reporting companies, such as Landauer, Inc. and Global Dosimetry Solutions. Upon receipt of monthly badge reports, a member of the Radiation Safety Committee and/or the Clinical Coordinator reviews the reports for excessive readings or other anomalies.

The Radiation Safety Committee consists of a Radiation Safety Director (RSD), a Radiation Safety Officer (RSO), and two class-elected student staff members, one for each educational level.

The ALARA limits are divided into two levels. LEVEL 1 is 100-300 mrem/month. LEVEL 2 is above 300 mrem/month. The total acceptable radiation dose for a year is 5000 mrem. This equates to approximately 416 mrem/month. Anyone receiving a LEVEL 1 exposure is verbally counseled. Anyone receiving a LEVEL 2 exposure is notified by letter from the RSO that they have exceeded the ALARA limits and counseled to monitor radiation safety habits and/or change them to avoid or reduce the amount of radiation received in the future. The RSO continues close monitoring of future radiation dosages and safety practices for the individual.

In addition to posting radiation badge reports, devoid of personal information, such as date of birth and social security numbers, a quarterly report to the Radiation Safety Committee and required recording of information by individuals, maintains continuous feedback for monitoring efforts and corrective actions.

Management Commitment

We, the management of this facility, are committed to the program described herein for keeping individual and collective radiation doses as low as is reasonably achievable (ALARA). In accordance with this commitment, we hereby describe an administrative organization for radiation safety and written policy, procedures, and instructions to foster the ALARA concept within our institution. The organization will include a Radiation Safety Committee (RSC) and a Radiation Safety Officer (RSO).

POLICY

The ALARA program for the RGT program monitors the radiation dosage received by the students and faculty within the clinical education setting and in the energized laboratory on the MGCCC campus.

PROCEDURE

Each student and faculty wear a monthly dosimeter badge, changed on the first day of each month. Exposed badges are mailed to the appropriate reporting agency, such as Landauer, Inc. or Global Dosimetry Solutions. When reports are received, the RSO reviews the report, eliminates personal information from the copies to be posted, and determines compliance with RGT program ALARA guidelines.

ALARA PROGRAM LEVELS

Two limit levels of the ALARA program:

Investigation LEVEL 1 (whole body)

100-300 mrem/month

Investigation LEVEL 2 (whole body)

above 300 mrem/month

The total acceptable radiation dose for a year is 5000 mrem. This equates to approximately 416 mrem/month.

INSTRUCTIONS

- An individual receiving LEVEL 1 exposure is verbally counseled for radiation safety habits and proper handling and care of radiation safety devices.
- An individual receiving LEVEL 2 exposure is notified by letter from the RSO of the issue related to excessive radiation dosage and referred for counseling with the RSO. During subsequent counseling, the individual is counseled for radiation safety habits and methods to change these habits to avoid or reduce the amount of radiation received in the future to reduce the amount of radiation received too as low as reasonably achievable (ALARA). The RSO continues close monitoring of future radiation dosages and safety practices for the individual.

In addition to reporting to the individual badge holder, the RSO submits a quarterly report to the RSD for determination of any corrective action.

RADIATION SAFETY COMMITTEE (RSC)

The Radiation Safety Committee consists of a Radiation Safety Director (RSD), the RGT program director; a Radiation Safety Officer, the RGT program clinical coordinator; and two class-elected student staff members, one representing the sophomore class and one representing the freshman class. The RSD presides over the quarterly meetings and reviews counseling recommendations, as necessary. The RSO, assisted by student staff members, maintains badge report records, distributes, and retrieves monthly dosimeter badges, reviews badge reports, orders and cancels individual dosimeter badges, complies with additional radiation monitoring methods for pregnant students, and provides counseling for excessive readings. The RSO distributes annual exposure reports, if provided by sponsoring institutions. Student representatives attend quarterly radiation safety meetings as needed, review badge reports devoid of personal information, facilitate distribution and retrieval of monthly dosimeter badges, and assist the RSO with the distribution of available annual exposure reports.

The RSC performs a formal annual review of the radiation safety program, including ALARA considerations and committee meeting recommendations. The annual review includes reviews of operating procedures and past dose records, inspections, etc. and consultations with the radiation safety staff or outside consultants.

RSC quarterly meeting objectives:

- Review the radiation safety program, including ALARA considerations and committee recommendations.
- Review operational procedures.
- Review radiation dose records.
- Review inspection reports.
- Review consultations with the radiation safety staff or outside consultants.
- Make recommendations to improve radiation safety practices.

We will make modifications to operating and maintenance procedures, equipment, and facilities to reduce exposures unless cost, in the judgment of the RGT program faculty and/or the advisory committee, is unjustified. We will be able to demonstrate, if necessary, improvements, consideration of modifications, and reasonable implementation. If modifications are recommended but not implemented, we will be prepared to describe reasons for not implementing them.

In addition to maintaining radiation doses to individuals below RGT program ALARA limits as is reasonably achievable, the sum of the doses received by all exposed individuals will be maintained at the lowest practicable level. It would not be desirable, for example, to hold the highest doses of individuals to

some fraction of the applicable limit, if this involved exposing additional people and significantly increased the sum of radiation doses received by all involved individuals.

ANNUAL AND QUARTERLY REVIEWS

Annual review of the radiation safety program.

The RSO performs an annual review of the radiation safety program for adherence to ALARA concepts. Additional reviews may be conducted as needed.

Quarterly review of occupational exposures.

The RSO will review at least quarterly the external radiation doses of authorized users and workers to determine that their doses are ALARA in accordance with the provisions of "Establishment of Investigational Levels in Order to Monitor Individual Occupational External Radiation Doses". The RSO will prepare a summary report for RSC.

EDUCATION RESPONSIBILITIES FOR ALARA PROGRAM

The RSO schedules briefings and educational sessions to inform students and faculty of ALARA program efforts.

The RSO ensures that authorized users, students, faculty, workers, and ancillary personnel who may be exposed to radiation will be instructed in the ALARA philosophy and informed that management, the RSC, and the RSO are committed to implementing the ALARA concept.

As part of the RGT program curriculum, students are educated about ALARA philosophy in RGT 1312 Principles of Radiation Protection. Reinforcement of the ALARA philosophy occurs in additional courses, the energized laboratory, and the clinical education setting.

COOPERATIVE EFFORTS FOR DEVELOPMENT OF ALARA PROCEDURES

Radiography students and faculty will be given opportunities to participate in formulating the procedures that they will be required to follow.

The RSO will be in close contact with all users and workers to develop ALARA procedures for working with radioactive materials.

The Clinical Coordinator/Instructor for the RGT program serves as the RSO for the program so that the ALARA procedures are continuously developed in close contact with all users and workers for working with radioactive materials.

The RSO will establish procedures for receiving and evaluating the suggestions of individual workers for improving health physics practices and will encourage the use of those procedures.

Procedures for receiving and evaluating the suggestions of individual workers for improving health physics practices and the encouragement for use of those procedures are the continuous commitment and emphasis of classroom instruction by program instructors who serve as RSD and RSO.

REVIEWING INSTANCES OF DEVIATION FROM GOOD ALARA PRACTICES

The RSO will investigate all known instances of deviation for good ALARA practices, and if possible, will determine the causes. When the cause is known, the RSO will implement changes in the program to maintain radiation doses according to ALARA guidelines.

Authorized users

New methods of Use Involving Potential Radiation Doses

- The authorized user will consult with the RSO and/or RSC during the planning stage before using radioactive materials for new uses.
- The authorized user will review each planned use of radioactive materials to ensure that doses will be kept ALARA. Trial runs may be helpful.

Authorized User's Responsibility to Supervised Individuals

- The authorized user will explain the ALARA concept and the need to maintain exposures ALARA to all supervised individuals.
- The authorized user will ensure that supervised individuals who are subject to occupational radiation exposure are trained and educated in good health physics practices and in maintaining exposures ALARA.

Individuals Who Receive Occupational Radiation Doses

- Students and faculty will be instructed in the ALARA concept and its relationship to clinical education and the healthcare environment or work procedures and work conditions, as applicable.
- Students and faculty will be instructed in resources available if they feel that ALARA is not being promoted within the clinical education setting or the workplace, as applicable.
- Students report deviations from the ALARA procedures to the RSO. The RSO will evaluate and promote correctional methods for ALARA procedures improvement.

Establishment of Investigational levels for occupational external radiation doses which, when exceeded, will initiate review or investigation by the RSC and/or the RSO. The investigation levels that we have adopted are listed in Table 1. These levels apply to the exposure of individual workers, students, and faculty.

Investigation LEVEL 1	(whole body)	100-300 mrem/month
Investigation LEVEL 2	(whole body)	above 300 mrem/month
The total acceptable radiation dose for a year is 5000 mrem. This equates to approximately 416 mrem/month		

Table 2. Investigational Levels

The RSO will review the dosimeter processor's report provided monthly by the appropriate agency, such as Landauer, Inc. and Global Dosimetry Solutions. For the results of personnel (students) monitoring not less than once in any calendar quarter is required by Section 801.G.8(b)(5). The following action will be taken at the investigation level as stated in Table 1.

- Personnel dose less than Investigational Level 1

Except when deemed appropriate by the RSO, no further action will be taken in those cases where an individual's dose is less than the Table 1 values for Investigational Level 1.

- Personnel dose equal to or greater than Investigational Level 1 but less than Investigational Level 2.

The RSO will review the dose of everyone whose quarterly dose equals or exceeds Investigational Level 1 and will report the results of the reviews at the first RSC meeting following the quarter when the dose was recorded. If the dose does not equal or exceed Investigational Level 2, no action related specifically to exposure is required unless deemed appropriate by the RSC. The RSC will, however, review each such dose in comparison with those others performing similar tasks as an index of ALARA program quality and will record the review in the RSC minutes.

- Personnel dose equal to or greater than Investigational Level 2.

The RSO will investigate in a timely manner the causes of all personnel doses equaling or exceeding Investigational Level 2 and, if warranted, will take action to reduce the probability of recurrence. A report on the investigation, any action taken, and a copy of the individual's Form RH-6 or its equivalent will be presented to the RSC at its first meeting following completion of the investigation. The details of these reports will be included in the RSC minutes.

- Re-establishment of investigational levels to levels above those listed in Table 1.

In cases where doses need to exceed an investigational level, higher investigational level(s) may be established for that individual or group on the basis that it is consistent with good ALARA practices. Justification for new investigational levels will be documented.

The RSC will review the justification for and must approve or disapprove all revisions of investigational levels.

**MISSISSIPPI GULF COAST COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
STUDENT RADIATION DOSIMETRY REPORT**

NAME: _____ **CLASS OF** _____

COMPANY NAME: _____ **INCEPTION DATE:** _____

PARTICIPANT NUMBER _____ **ID NUMBER** _____

BIRTHDATE: _____ **DOSIMETER TYPE** _____ **USE** _____

MONTH/YEAR	DOSE EQUIVALENT (MREM) FOR PERIOD AT LEFT			QUARTERLY ACCUMULATED DOSE EQUIVALENT (MREM)			YEAR TO DATE DOSE EQUIVALENT (MREM)		
	DEEP DDE	EYE LDE	SHALLOW SDE	DEEP DDE	EYE LDE	SHALLOW SDE	DEEP DDE	EYE LDE	SHALLOW SDE
AUG									
SEPT									
OCT									
NOV									
DEC									
JAN									
FEB									
MAR									
APR									
MAY									
JUN									
JUL									
AUG									
SEPT									
OCT									
NOV									
DEC									
JAN									
FEB									
MAR									
APR									

** STUDENT IS TO MAINTAIN RECORD ON A MONTHLY BASIS. RECORD IS TO BE TURNED IN TO FACULTY UPON COMPLETION OF PROGRAM.*



RADIOLOGIC TECHNOLOGY PROGRAM

Release of Program Records Form

I, _____, authorize MGCCC and its authorized persons to release academic records, competency data, substance testing results, criminal background history information, medical and vaccination records, and clinical evaluation data to College and JRCERT recognized clinical education affiliates or prospective employers upon written request. I further understand that I may request a copy of this information upon written request.

Student **Date**

Witness **Date**



RADIOLOGIC TECHNOLOGY PROGRAM

Release of Radiation Dosage Form

I, _____, authorize MGCCC and its authorized persons to release radiation dosage reports upon request. These requests usually come from the human resources departments of places of employment and are sent directly to that department. Results are not usually divulged by the program, but the identification information and radiation dosimetry reporting company are given so they might be contacted for the most accurate reports.

I further understand that I may request a copy of this information upon written request.

Student

Date

Witness

Date



**RADIOLOGIC TECHNOLOGY PROGRAM
HEALTH RELEASE FORM**

To: Physician _____
Name _____

MGCCC Radiologic Technology Program students are required to participate in classroom, skills lab, and clinical lab activities. Radiography activities in **clinical** are labor intensive and physically strenuous, requiring students to physically manage (lift, turn, move) patients weighing 150 pounds or more, perform CPR, care for patients in isolation, etc.

According to the Health Policy of the Radiologic Technology (RT) Program of Mississippi Gulf Coast Community College, any time a student has a change in health status, he/she is required to present a physician's statement of fitness to continue in or return to class and/or clinical activities. If a student voluntarily declares pregnancy, the pregnant student must submit a statement of fitness at the beginning of pregnancy and after delivery.

To indicate what I can safely do considering my current health condition, please complete this form. All information will be verified by Program official(s). An attached letterhead document from the provider is preferred.

Name of Student: _____ M#: _____

RGT Student Signature Date

This RGT student (is) (has been) under my care for _____
physical or emotional condition (circle one) and can return to the following activities:

- _____ A. Full activities in the classroom, campus skills lab, and clinical lab with no restrictions.
- _____ B. Classroom, campus skills lab, and clinical lab with the following restrictions until _____.
(List restrictions, attach additional pages as needed)
- _____ C. Classroom only. No campus skills lab or clinical lab until _____.
- _____ D. No classroom, campus skills lab, or clinical lab at this time.

Remarks: _____

Physician's Signature Date

**STUDENT APPEALS OF FACULTY DECISIONS IN THE SON&HPS
DIVISION**

(Grievances related to classroom/instructional activities)

1. The instructor has authority over all matters affecting the conduct of classes, including assignment of grades. Student performance may be evaluated based on written work and/or other performance standards as determined by the instructor.
2. If a student has a complaint about classroom activities or grades given by an instructor, the student may appeal the faculty member's decision within 10 working days of the decision. In all cases, the appeal process will ensure due process for both the instructor and the student.
3. The student must first discuss the issue with the faculty members involved and explain the basis for his/her appeal.
 - A. If the matter is not resolved with the faculty member, the student may appeal to the Course Faculty Team (including Coordinator or Liaison) within five working days. This appeal must be in writing and should describe the basis for the students' complaint as well as the outcome of the discussion with the faculty members. Within five working days after the hearing, the Course Faculty Team will decide on the merits of the student complaint and will provide a written response to the student.
 - B. If the matter is not resolved with the Course Faculty Team (including Coordinator or Liaison), the student may appeal to the respective School Chair within five working days. This appeal must be written and should describe the basis for the students' complaint as well as the outcome of the discussion with the Course Faculty Team. The respective School Chair may attempt to resolve the problem with the student and Course Faculty Team (including Coordinator or Liaison) or may call for a department review. Within five working days after the hearing, the respective School Chair will decide on the merits of the student complaint and will provide a written response to the student.
 - C. If the matter is not resolved at this level, the student may appeal in writing to the Associate Vice President for the School of Nursing and Health Professions within five working days. The Associate Vice President for the School of Nursing and Health Professions may attempt to resolve the problem with the individuals involved or may call a meeting of the College-wide School of Nursing and Health Professions Judicial Committee to hear the grievance.
4. If necessary to resolve the complaint, an informal hearing will be conducted by the appropriate College-wide School of Nursing and Health Professions Judicial Committee within 10 working days after the Associate Vice President for the School of Nursing and Health Professions receives the student's grievance. The hearing will provide the students and faculty members with an opportunity to present their positions and support facts. The student will be required to provide the Committee with an advance copy of the major

issues, documents to be included and the names of people expected to attend the hearing. Issues or evidence not directly related to the initial appeal will not be considered.

A. The Committee is the final judge of what is to be included and excluded in the hearing and has the right to adjourn and reconvene later if this is necessary to complete the hearing. The hearing will be conducted in a manner that is fair and equitable for the student. Within 10 working days following the hearing, the Committee will make a recommendation to the Executive Vice President of Teaching and Learning and Community Campus who will notify the student in writing as to the resolution of the grievance.

B. Should the student desire to appeal the decision of the Executive Vice President of Teaching and Learning and Community Campus, a written appeal must be made to the President of the College within 10 working days. The President may rule on the student complaint or may appoint a committee to review the decisions to assure that the student and instructor have been afforded due process.

5. These additional guidelines apply to student appeals regarding Unsafe Clinical Performance, Clinical Dismissal, and/or Final Grade:

- For appeals of decisions other than final grades, unsafe clinical performance, and/or clinical dismissal, the student will be permitted to remain in class for the term in which the appeal is initiated until the appeal is settled.
- The appeal of a final grade in a class must be made within 30 working days of the posting of the course grade.

GRIEVANCE PROCEDURES OUTSIDE OF THE SON&HPs DIVISION

For grievance procedures that occur outside of the School of Nursing and Health Professions, students should refer to the MGCCC Statement No.718 located in the Student Handbook online at www.mgccc.edu.

- For appeals related to non-classroom issues, students must follow the procedure listed in the Student Grievance Procedures, Section II.A
- For appeal of a faculty decision related to classroom/instructional activities in a *non-NAH* course (i.e. academic courses), students must follow the procedure listed in the Student Grievance Procedures, Section II.B.