

Cleveland Community College
Magnetic Resonance Imaging Student Handbook
2019-2020



INTRODUCTION

The Magnetic Resonance Imaging Handbook has been designed specifically for students in the Magnetic Resonance Imaging Program and is to be used in conjunction with the [Cleveland Community College Academic Bulletin and Student Handbook](#). The information contained in these publications provides specific information concerning the College, its programs, and clinical affiliate policies of which the student must be aware, in addition to general material related to the imaging profession. The information in this handbook may be subject to change. If a change occurs, students will be notified in a timely manner. Students will be given access to a revised copy and all prior copies must be discarded. **It is the responsibility of each student to read both the College's Academic Bulletin and the Magnetic Resonance Imaging Student Handbook very closely and adhere to all policies. It is also the responsibility of the student to request clarification of any policies and policy changes.**

These policies are established in conjunction with the clinical affiliates and serve as a guide for the student in understanding program policies, procedures, and requirements; all of which must be met as prescribed to remain in the program or graduate from the program.

Non-discrimination policies are adhered to as outlined in the Cleveland Community College Academic Bulletin and Student Handbook.

Information on the College academic calendar and programs of study may be accessed through the Cleveland Community College website. Where there are inconsistencies in policy or procedure, the current edition of the Cleveland Community College Academic Bulletin and Student Handbook supersedes the Magnetic Resonance Imaging Program Student Handbook.

CLEVELAND COMMUNITY COLLEGE MISSION STATEMENT

Cleveland Community College provides diverse and accessible learning opportunities to meet the educational and training needs of our community.

CLEVELAND COMMUNITY COLLEGE COMPUTED TOMOGRAPHY/MAGNETIC RESONANCE IMAGING PROGRAM MISSION STATEMENT

In keeping with the overall mission of Cleveland Community College to provide quality, accessible educational programs and services, the mission of the Computed Tomography/Magnetic Resonance Imaging Program is to provide education and clinical experience in computed tomography to qualified imaging technologists.

CLEVELAND COMMUNITY COLLEGE CT/MR PROGRAM GOALS

Program Goal

To produce qualified, competent entry level MR technologists with the necessary patient care skills to provide high quality care and the ability to problem solve and think critically.

Program Assessment Method

Assessment of program effectiveness in meeting the program mission and the program goal will be determined based on the following criteria:

1. Students will demonstrate didactic integration through clinical competence
2. Students/graduates exhibit behaviors consistent with competent entry level Magnetic Resonance professionals in areas pertaining to critical thinking and problem solving, effective communication, and professionalism and professional growth
3. Graduates will possess the knowledge and skills necessary to perform as professional entry level technologists

Program Learning Outcomes/Objectives

Upon successful completion of the program in Magnetic Resonance, the student should be able to perform the following tasks effectively. Eligibility to participate in the ARRT Magnetic Resonance Imaging Examination must be established by completing the clinical experience learning outcomes that are outlined in this handbook.

- A. Patient Care
 1. Provide for patient's safety, comfort, modesty, confidentiality, health and well-being.
 2. Prior to administration of contrast media, determine if the patient is at increased risk of adverse reaction. Evaluate the need for lab work and determine appropriate use of contrast media based on lab work, patient history, consultation with radiologist, and any other relevant information.
 3. Evaluate patient preparation prior to commencing a procedure.
 4. Give clear instructions to the patient prior to, during, and after procedures.
 5. Recognize emergency patient conditions and initiate lifesaving first aid when necessary.

- B. Technical Skills
 1. Demonstrate the ability to reduce the risk of harm or injury to the patient, public, fellow workers, and self by applying knowledge of physics and safety regulations to the practice of Imaging.
 2. Prepare contrast media to be administered, when indicated, to patients by intravenous methods.
 3. Utilize technical devices and other related equipment appropriately for the acquisition of images.
 4. Perform protocols, understanding these procedures sufficiently well to exercise judgment in the performance of these examinations for the benefit of

the patient and to improve the diagnostic quality of the images produced.

C. Administrative Functions

1. Document all operations of the procedure and daily operational procedures.
2. Participate in equipment maintenance procedures.
3. Utilize the Picture Archiving and Communication System, radiology information system, electronic medical record, and other documentation systems used by the clinical sites.

ADMISSION PROCESS

Admission policies and procedures are outlined in the Cleveland Community College Academic Bulletin and Student Handbook and apply to all applicants.

Deadlines

Application for provisional program admission will be determined on a yearly basis. Deadlines for all requirements will be relayed to the student following their application submission.

Requirements

Applicants will be required to submit the following:

- Application for admission
- Transcript from an accredited radiography, radiation therapy, or nuclear medicine program
- Current ARRT card
- Current CPR card
- MRI safety screening form
 - The purpose of the screening form is to ensure the student is considered “safe” to work in the MR environment.
 - The screening form must be completed accurately and completely as the function of certain implanted devices could be interrupted by the magnetic field.
 - After completing the MR screening form, it should be submitted to the Admissions Office for review by the MR instructor.
 - Once the student is deemed “safe” to work in an MR environment, he/she is eligible to continue with the admissions process.
 - Following any surgeries or procedures where a device is implanted, the student must notify the MR instructor to ensure the student’s continuing safety.
- Immunization records including MMR (2 or titer), Varicella (2 or titer), Hepatitis B series, TB (2 tests at least one week apart), DTP, Td booster, Flu shot (for clinical assignments Oct 1st – March 31st). Immunizations must be kept current throughout the program.
- Three letters of reference, two of which must be professional references
- Student medical form for NC Community College System Institutions
- Criminal Background Check
- 12-panel drug screen
- Clinical availability form indicating hours of availability for clinical rotations

Reviewed/Revised June 2019

- Signed acknowledgement of the Essential Functions of an MR technologist

Before starting any clinical experience, the student will need to complete all learning modules and orientations as required by CCC and every clinical affiliate.

If an applicant is ineligible to participate in clinical hours at any clinical site, they will forfeit their consideration for the program. Students are required to remain in good standing with all clinical affiliate sites. Any student who becomes ineligible for one clinical site will be removed from the program.

Admission policies and procedures are outlined in the [Cleveland Community College Academic Bulletin and Student Handbook](#) and apply to all applicants.

Re-entry after Voluntary or Involuntary Withdrawal

As stated in the [Cleveland Community College Academic Bulletin and Student Handbook](#), re-admission will depend upon the individual circumstances. Reinstatement for suspended students is handled on an individual basis. Students who have been suspended are generally allowed to return at the end of the stated suspension period. All missed didactic and clinical assignments must be made up, which may result in a later program completion date than for initial admission. Students requesting re-admission should first notify the Discipline Coordinator. A letter requesting re-admission should be submitted to the Magnetic Resonance Discipline Coordinator. It should contain:

1. Reason for leaving program
2. Reason for re-admission or re-entry and why the student feels that re-admission or re-entry should be allowed.

The student is not guaranteed re-admission or re-entry, but if the student is accepted for re-admission or re-entry into the MR Program, he or she will be required to repeat any courses previously taken in which he/she received a grade of “D” or “F”.

Disciplinary Action

Disciplinary actions will be initiated if a student fails to follow College and/or program policies, guidelines, rules, regulations or meet College and/or program requirements. Actions taken may include an oral and/or written warning, a drop in letter grade, or dismissal. In addition, the following proven, documented infractions of policy may result in immediate dismissal from the program.

1. Documented unprofessional, unethical, or negligent conduct while with a patient or within the clinical setting.
2. Failure to meet program requirements contained within this handbook (pertaining to specific, general, didactic, and/or clinical requirements).
3. Repeated infractions of didactic and/or clinical policies, rules, and guidelines.
4. Falsifications of student records, including invalid exam competency evaluations, documentation of exams performed, time sheets, etc.
5. Dishonesty, misrepresentation, and/or disruption of the learning process in

- conjunction with behavior deemed unethical and unprofessional by College and/or Program and/or Clinical Officials.
6. Cheating on didactic assignments or tests, clinical evaluations, exam comps, exam practice forms, etc. (includes homework assignments)
 7. Causing dissension between or among other program students, program faculty, clinical officials, and/or clinical staff in the didactic or clinical setting by unprofessional and/or unethical verbal or behavioral actions.
 8. Failure to follow proper protocol and procedure as outlined in the College and Program Handbooks (i.e.: grievance).
 9. Insubordination (in the classroom and/or clinical setting, including repeated negative attitudes; actions and/or responses to or with program and/or clinical officials; refusal or inability to perform procedures at expected competency levels; refusal or inability to complete didactic and/or clinical assignments as requested and/or as required).
 10. Refusal to perform post competency procedures with appropriate levels of supervision.
 11. Breach of patient confidentiality.
 12. Behaviors, attitudes and actions considered to show a lack of integrity, unprofessional and/or negative and/or unbecoming to a professional and/or detrimental to the profession itself.
 13. Inability or refusal to adapt to program requirements and expectations in regard to appropriate professional conduct.
 14. Failure to fulfill requirements of the re-entry or the re-admission contract as agreed upon.
 15. Expulsion from a clinical affiliate site.
 16. Failure to obtain clinical competency or to retain clinical competency or to demonstrate clinical proficiency.
 19. Failure to practice safety for patients, self and others.
 20. Failure to apply standard precautions as needed.
 21. Abuse of attendance or tardiness policies or chronic absenteeism or tardiness.
 22. Failure to make up required didactic or clinical hours.
 23. Failure to adhere to clinical site dress codes regarding the visibility of piercings, tattoos and other forms of body art.
 24. Counting work hours as clinical hours while on the clock for employer.

Resolution of Grievances and Program Complaints

Students may make an appointment with the program director/discipline coordinator or a program instructor regarding any problems.

In the event of problems regarding didactic or clinical standing student should:

Step 1: Confer with the course instructor within one (1) week of the occurrence or incident, if no resolution,

Step 2: Confer with the Discipline Coordinator within one (1) week of conferring with the course instructor.

Step 3: If not resolved with the Discipline Coordinator, the procedure outlined in the [Cleveland Community College Academic Bulletin and Student Handbook](#) (“Due Process for Grievances”) should be followed.

ATTENDANCE

Absences

Clinical experience is critical to the success of the Magnetic Resonance student. Any absences should be in the event of an illness or family emergency. Punctuality, consistent attendance, and the student’s diligence in participating with and/or performing patient examinations are key factors to the successful completion of this program as well as securing employment. Therefore, the following apply:

- Students should report to their assigned area prepared to perform patient examinations at the assigned start time.
- Students must notify program faculty and clinical site staff of absences no later than 1 hour before intended start time.
- A minimum of 240 hours of clinical education must be completed for MRI 225 and a minimum of 288 hours of clinical education must be completed for MRI 226. Class and clinical hours shall not exceed more than 40 hours in one week. If the minimum number of hours is not met, a final grade of “F” will be recorded and the student will be recommended for dismissal from the program. A minimum of 528 hours of clinical education will be logged by the student by the end of the final semester in order for a certificate to be issued. All time sheets will be submitted to program faculty through Blackboard.
- Students are allowed two (single day) absences. These days can be used for sickness or otherwise but a zero will be recorded until those hours are made up. Once those two days are gone, and the student is unable to attend clinic per their schedule, they will need to provide a medical excuse (including a phone number where the absence can be verified), an excuse from a judge (for legal matters), or proof of death of a family member for each absence. In the event of a personal crisis, the nature of what constitutes a crisis must be validated by program faculty. If the student is unable to provide a written excuse, then the absence will be counted as unexcused.
- Chronic absenteeism is not reflective of the profession. Three unexcused absences will result in the grade being lowered one full letter. Any additional unexcused absences will equal a full letter grade drop. The minimum passing grade is a “C”.
- Students are granted three days leave for the death and funeral of the following family members: spouse, mother, father, daughter, son, sister, brother, mother-in-law, father-in-law, and grandparent. Program faculty may extend this policy on an individual basis. Proof of death must be provided to a faculty member upon return to clinic.
- All missed clinical hours must be made up, no matter what the reason.
- Students are allowed to take a 30 minute lunch break if their scheduled clinical time exceeds 4 hours.
- Students must sign in and out if they leave the campus for **any** reason.

Students who exceed the 20% absenteeism policy set by Cleveland Community College, even with valid excuses, will be suspended and recommended for dismissal from the program. Infractions of the attendance policy will carry from semester to semester while enrolled in the program.

Tardiness

All students are expected to be in their assigned areas ready to perform patient examinations at the beginning of their assigned shifts. Students should arrive early to allow time for any preparation such as putting personal items away or organizing paperwork.

- If the student is going to be late or need to leave early, they should notify a clinical instructor and the clinical site.
- Tardiness in excess of 30 minutes without appropriate notification will be considered as absent from the clinical site.
- The clinical instructor or technologist signing the student in should document the tardy on the student's time sheet.
- Students are allowed two tardies (either arriving late or leaving early). These can be used for emergencies, illness or other reasons but once the two tardies are gone then the student will need to provide a written excuse for each tardy thereafter.
- Failure to provide a written excuse or appropriate notification will result in an unexcused tardy. Two unexcused tardies are the equivalent of one unexcused absence and will count toward the total of unexcused absences. More than two tardies will result in written documentation that will be placed in the student's file.
- If the student is required to leave early or come in late **due to a clinical site issue** (scanner down, maintenance, reduced patient volume, etc.) **it will not be counted as a tardy**. If a scanner is projected to be down most of the student's scheduled clinical time, then they should contact program faculty to make other arrangements for that day. If unscheduled downtime occurs and the student nor an instructor have been notified until the student arrives, then provisions will be made to accommodate the student at another location/day/or time.
- Regardless of whether the tardy is excused or unexcused, all hours will need to be made up before the end of the semester.
- Medical, dental, or other personal appointments should not be scheduled during clinical hours. Appointments scheduled during clinical hours will result in tardiness or an unexcused absence unless extenuating circumstances prevail.

College Breaks and Vacations

The MRI program observes all breaks as published in the college catalog. **Vacations should not be planned during clinical rotations, other than during Fall and Spring breaks.**

Employment With a Clinical Affiliate

If the student becomes employed by the clinical affiliate (in *any* department), they cannot work a shift for the employer and count the hours as clinical hours. Additionally, the student is not allowed to take the day off of their clinical hours to work for the clinical affiliate. This will be

counted as an unexcused absence.

Inclement Weather

cccAlert

cccAlert is a free service available to all students. cccAlert will notify students in the event of an emergency or inclement weather and reminders on important dates critical to the operation of Cleveland Community College. Enrollment with cccAlert is through the student's official student email address. Students can sign up to receive updates on other personal email accounts as well as on a cell phone. Students may also connect through Facebook. Directions for how to sign up may be found by going to the [CCC Alert page](#).

The decision to delay or cancel classes because of inclement weather is made by the President of Cleveland Community College and applies to all Magnetic Resonance students.

- If the student is in doubt regarding their safety and feel the weather conditions are unsafe, the decision to come to clinical (if in session) is left up to the student.
- In the event that an assigned clinical site closes or asks that all non-essential personnel leave, the student should comply with the site protocol and notify program faculty.
- Clinical hours and coursework missed due to inclement weather must be made up. All make up time will be arranged by program faculty.

GENERAL REGULATIONS

Clinical Affiliations

Cleveland Community College has a written agreement with clinical facilities in which students rotate as assigned. As part of this agreement, the clinical facility may recommend that a student be expelled from the site or other disciplinary action be initiated for failure to follow site policies and/or regulations; unprofessional and/or unethical behavior; refusal to perform requested duties; inability to perform routine patient exams or procedures as expected; failure to perform according to individual site protocol; failure to perform patient exams with appropriate levels of supervision; unsafe or negligent acts in regard to patient care; or the use or misuse of imaging equipment and/or radiant energy. **If a student is expelled from any clinical affiliate, he or she will automatically be dismissed from the program. It is the student's responsibility to drop from the program once requested to do so. If the student fails to drop, the final grade of "F" will be recorded.**

Both the academic and clinical status of students will be discussed with appropriate clinical education center officials as part of the affiliation agreement on an as-needed basis. Clinical affiliate officials are aware of the confidential nature of any information discussed.

Students must comply with the rules and regulations of each affiliate, and must know and follow the individual protocols of each facility. Failure to do so will result in disciplinary action.

Clinical Assignments

Students are required to attend assigned clinical areas according to a rotation schedule throughout the entire clinical phase of the program. All transportation and other expenses including parking incurred as a result of these assignments are to be borne by the student. The student is also responsible for health insurance, medical liability insurance (included in course registration fees), books and tuition.

Reviewed/Revised June 2019

Before attending clinical the following requirements must be documented:

1. All immunizations as required by clinical site
2. All North Carolina Community College Health Forms signed by a healthcare provider
3. CPR
4. ARRT or NM license, or ARRT eligibility
5. Three letters of reference (forms will be provided to the applicant)
6. Signed acknowledgement of MRI Essential Functions
7. Drug screen and background check
8. Completed required orientation sessions or materials
9. All supplies, including uniforms, shoes and shoulder patch must be purchased
10. All registration fees must be paid in full or financial arrangements made

Clinical Hours

The clinical hours obtained shall be arranged between the student, the Discipline Coordinator, and the Clinical Instructor. These hours may be obtained through day and evening rotations. Weekend rotations may be approved depending on the individual's circumstances and site availability. All clinical rotations must be approved by the Discipline Coordinator.

Students will be required to submit their hours of availability for clinical rotations. Rotation assignments will be made on a first come, first served basis. If the clinical site cannot accommodate additional students when the hours of availability are submitted, the student will be assigned to the next available clinical site.

Student Conduct

It is extremely important that students conduct themselves in a manner conducive to the educational goals of the program. Students must be eager and self-motivated to maximize the educational opportunities available to them. To further this effort, students are advised to follow these guidelines of conduct:

1. Report to the clinical facility on time, in an alert condition, properly dressed and groomed.
2. Assist with room preparation for each examination in your assigned area. Stock the room with appropriate supplies.
3. Participate in all procedures performed in your assigned area.
4. Eat and drink only in areas designated for that purpose. All clinical sites are smoke-free. Failure to adhere to the no smoking policy is punishable up to and including dismissal. "Smoke breaks" during normal clinical hours are prohibited.
5. Students should refrain from the following behaviors which may result in dismissal from the program:
 - Sleeping during clinical assignment
 - Using a personal cell phone or other electronic device
 - Engaging in immoral ethics
 - Breaching professional ethics
 - Refusal to participate in patient care
 - Reporting to the clinical assignment during hours not approved and scheduled for

- clinical instruction
- Loitering in the clinical sites during hours not assigned to clinical instruction
 - Placing the patient at risk at any time
 - Not following clinical site policies and procedures at all times
 - Under the influence of alcohol or drugs. **Any student who comes to class or clinical under the influence of drugs or alcohol will be suspended from the program. Action on the permanent status of the student will be taken as deemed necessary by College Officials. The complete Drug-Free Policy is in the current Cleveland Community College Academic Bulletin and Student Handbook.**

Evaluation of Clinical Performance

Clinical performance evaluations are used to evaluate the student's cognitive, psychomotor, and affective knowledge and skills. There are core clinical procedures all students must demonstrate to establish eligibility for the ARRT examination. The MR Program at Cleveland Community College is designed to meet the requirements of the ARRT. Student performance and competency will be evaluated based on criteria designed to establish eligibility for the MR certification examination.

Performance evaluations are conducted on a weekly basis according to specified performance objectives. The student is responsible for providing the supervising technologist with the appropriate, evaluation and other required documents before the beginning of each clinical assignment. If a student needs assistance, it is his or her responsibility to ask for help from the appropriate supervising technologist.

Students will be evaluated according to their level of education. For example, the expected level of competence for a beginning semester student is different from the expected level of competence of a student at the end of the semester. Program faculty and the appropriate clinical affiliate supervisors will counsel students, as appropriate, to maximize student learning.

Student Responsibilities

Students must follow these procedures to ensure clinical performance evaluations are acceptable:

1. Provide the clinical supervisor or technologist with the time sheet at the beginning of each clinical day.
2. Request the appropriate clinical supervisor or technologist to fill out the clinical evaluation form at the end of the last clinical day of the rotation week. Students may not fill out the forms, even if the forms are signed by the clinical supervisor. Also, students are advised that if they fill out an evaluation form, they have falsified records and will be subject to disciplinary action.
3. Submit the clinical performance evaluation at the designated time each week. The weekly clinical performance evaluation packet contains a student clinical performance evaluation form completed by a supervising technologist and a self-analysis sheet completed by the student.
4. Submit the Time Sheet and Documentation of Clinical Experience as directed in Blackboard. It is the student's responsibility to maintain the accurate and appropriate documentation of procedures and clinical hours.

Students must understand that critiques, suggestions, and recommendations for improvement are

intended to help them to become proficient in their program of study. Program faculty will meet with appropriate clinical affiliate staff as needed to evaluate student performance. Failure to present a completed packet with signatures and other required materials in the prescribed manner will result in a grade of “0” for the weekly performance grade. Work submitted after the due date will result in a grade of “0”.

The average grade for clinical performance evaluations must be at the eighty (80) percent proficiency level.

Competency

The clinical competency evaluation is designed based on the requirements of the ARRT to establish eligibility to sit for the MR certification examination. For an evaluation to be valid, the competency must be performed under the direct supervision of an ARRT technologist. **For MR competencies, the supervising technologist must be registered in Magnetic Resonance.** The student should make the supervising technologist aware of his or her wish to attempt a competency prior to the start of the examination. In cases where another qualified technologist must take over an exam, the student must immediately notify the new technologist that he or she is attempting a competency.

A qualified staff or faculty member must provide direct supervision from the beginning of the exam until the patient is released and the finished product has been evaluated by the technologist and the student and the exam is routed to its proper destination. All competency evaluations must be filled out by the technologist who provided the direct supervision at the time the exam was performed. If a student knowingly turns in a competency filled out by someone other than the supervising technologist, he or she will be considered in violation of policy (falsification of records) and disciplinary action will be taken.

Students must achieve competency eighty-five (85) percent or higher. A total of 125 exams must be successfully completed for competency by the end of the final semester of clinical in order to pass the MR program and receive a Certificate of Completion. All competencies must be performed on patients. No simulations are accepted.

Academic Standards

A grade of 77 or better is required in each of the courses. No degree will be issued to students earning below a 77 in the clinical or didactic portion of this program. The student may have the option of repeating the failed course the next time the class or clinical course is offered, provided there is an open slot in the program.

Grading Scale

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = Below 60

I = Incomplete

***Students must maintain a grade of 77 to remain in the MRI program.**

Submission of Assignments

Unless otherwise stated in the course syllabus, all assignments will be submitted via Blackboard, Cleveland Community College’s online learning system. Due dates are provided at the beginning of the semester to allow students ample time to submit their assignment. It is the student’s

responsibility to ensure they have a working internet and document scanning capability. The lack thereof is not an acceptable excuse for submitting late assignments. Additionally, there will be no due date reminders. The course instructor will notify students of changes to due dates.

Clinical Experience Learning Outcomes and Documentation

Eligibility to participate in the ARRT Computed Tomography or Magnetic Resonance Examination must be established by completing the following clinical requirements and by being currently ARRT registered. Students should go to the [ARRT](#) website to find more information. Students are responsible for understanding these requirements. Students must meet the following requirements in order for a faculty member to sign for the student to take the MR certification exam:

1. **Proof of ARRT registration:** Students who cannot show proof of current ARRT registration prior to completing the MRI program will not be eligible to graduate.
2. **Successfully complete the required clinical hours and didactic courses:** Students who do not successfully complete both didactic classes (MRI 211 and MRI 210) with a grade of “C” and/or do not achieve a minimum of 240 hours in MRI 225 and 288 hours in MRI 226 will not be eligible to graduate.
3. **Complete the required procedures:** Students are required to perform a minimum total of **125** procedures and document those procedures appropriately. The procedures must be performed within the 24-month period immediately before submitting the application for the MR certification examination. Procedures may be completed in less than 24 months. **If the student is unable to complete the required competency exams, a grade of “Incomplete” will be issued and a certificate will not be awarded until completion of all competency requirements. If all 125 competency requirements are not completed by the end of the Summer term of the same academic year, a certificate or diploma will not be awarded.**
4. **Document Performance:** Students must document performance of a minimum of 125 repetitions of computed tomography or magnetic resonance imaging procedures according to ARRT criteria. Procedures are documented, verified, and submitted via an online tool accessible through the student’s ARRT account. Completion of each procedure must be verified by a registered technologist, supervisor, or licensed physician. The verification process is described in the ARRT Post-primary handbook.
5. **Apply for the Examination:** Candidates should visit the ARRT website for important information on applying to sit for the Magnetic Resonance Certification Exam. A copy of each exam handbook will also be made available to students through Blackboard.

Note: Completion of these requirements is not a guarantee that the applicant is eligible to take the ARRT examination. Please see [Establishing Your Eligibility](#) to determine full ARRT eligibility requirements.

Confidentiality of Medical Information

Reviewed/Revised June 2019

Students must always remember that the information in a clinical area is confidential. This means that all exam results are to be directed only to physicians for diagnosis and treatment. Students shall not tell patients, parents, friends, relatives, or non-hospital employees the results of tests or the nature of any illness. Only the physician gives this information to the patient or the patient's family. Failure to comply with the above is cause for immediate dismissal from the program.

Students have a legal and ethical obligation to maintain all patient information, written and/or oral, in the strictest confidence. No discussion of patient information will occur other than that allowed and needed for approved educational purposes and only with appropriate persons who have direct interest in the educational process and who are also aware of the confidentiality of the information.

DRESS CODE

Uniforms

Students must wear the designated program uniform in all clinical areas. The complete uniform consists of the following:

- Clean, pressed uniform for each day or shift of clinical assignment. Students wear ceil blue scrubs. White lab coats may be worn. Sweaters, sweatshirts, hoodies, and/or coats are not allowed.
- Students who appear unkempt, in wrinkled or soiled clothing will be dismissed from the clinical site to make attire/appearance changes prior to returning. (Only one infraction is allowed, with time to be made up.)
- College patches must be securely attached to all uniform tops and lab coats on the left sleeve.
- Solid white or black, clean, nursing shoes with matching socks will be worn for all clinical assignments. Shoes must be clean when reporting to each shift assignment. Students with soiled shoes may be dismissed from clinical to rectify this problem. The student must make up time at the end of the day or the next day prior to the start of the shift if on nights. Clogs or shoes with open toes or backs are not allowed. Athletic shoes must be all white or black, with no color on them, and must be made of water resistant material.
- Student name badges and other required badges must be worn and visible at all times. For MR students, a lanyard or the equivalent consisting of no metal should be used to hold badges.
- Students are required to adhere to the dress code of each facility; failure to do so will result in disciplinary action.

Personal Appearance and Hygiene

All students must be professionally committed to maintaining strict, personal hygiene and appearance in accordance with the clinical dress code and personal hygiene standards established by the program and its clinical affiliates. If a student's appearance warrants dismissal from a clinical site, only one occurrence of this infraction will be allowed. A second occurrence will

result in immediate suspension and/or dismissal.

- Long hair (i.e., hair below one's collar) must be pulled back away from the face. Under no circumstances should hair be able to swing into or onto a patient. Long hair must be braided or in a bun. Brightly colored bows or hairpins are not allowed. Fad hair styles and/or hair coloring are not allowed and must be avoided. Hair styles and coloring must be deemed professionally appropriate by program faculty and/or college and/or clinical officials and/or staff. Program faculty and/or other appropriate officials in conjunction with program faculty will determine what appropriate personal appearance entails.
- For females, excessive eye or facial make-up is unacceptable. Make-up should appear natural. Males are not allowed to wear make-up.
- For males, facial hair should be kept to a minimum and must be neat and trimmed at all times.
- Personal and oral hygiene must be the concern of each student. Individual counseling will occur if necessary. Students who smoke should be conscious of the odor of smoke. If a student has a noticeable smoky smell he/she will be sent home and will have to make up the missed time. This includes body, breath, clothing, books, and any other items the student may have with them.
- Students must refrain from wearing perfume or cologne; this includes hair, bath, and body products with strong scents.
- False eyelashes cannot be worn in clinical areas.
- Earrings are limited to the small stud or button type. Only one earring per ear is allowed.
- Students are allowed one ring per hand and one wrist watch. No other jewelry should be worn to clinical.
- Only clear, non-metallic nail polish may be worn.
- For patient and student safety, fingernails must be kept at an appropriate length. Fingernails must not extend beyond the tips of the fingers. Nails must be natural (no acrylics or gel nails).
- If a clinical affiliate has a policy that is stricter than the school policy, the student must follow the affiliate policy.

Smoking Policy

Smoking is not allowed on campus or at the clinical affiliate sites. Cleveland Community College and all clinical affiliate sites are smoke free. For students who continue to smoke (off site), there will not be extra breaks allotted or extra lunch time for smoking. Smoking odors are offensive to many individuals and every student who smokes must perform the following prior to returning to the department: thoroughly wash his or her hands with soap, gargle with a mouth wash, or brush their teeth. Breath mints may be used. Gum is not allowed in the clinical area. Students with excessive "smoky smell" will be required to address the issue.

All smokers must abide by the College and clinical site smoking policies and procedures. The first violation of this policy will result in an oral and/or written reprimand. The second violation will result in a two (2) week suspension. If there is a third violation, the student will be dismissed from the program.

INJURY POLICY

Any student contracting an illness, involved in an accident, or being involved in any other occurrence that may place the student, the college, the clinical affiliate, patients, or anyone else in a liable or hazardous position relative to the program must inform the Discipline Coordinator as soon as possible. Students should follow site protocol for completing a site incident report.

Students injured during clinical affiliation in a hospital must:

1. Report the injury to appropriate official
2. Seek medical attention as instructed per the affiliation agreement (i.e.: be sent to the emergency department at the hospital.)
3. If sent to Emergency Department, tell the emergency department clerk that he or she is a Cleveland Community College student on affiliation.
4. Contact program faculty

Students will follow the established hospital policy for injury reporting. All medical charges incurred will be the responsibility of the student.

Blood borne Pathogen Exposure

Students should inform the clinical instructor or supervising echnologist of possible exposure as soon as possible. The clinical instructor will inform the Discipline Coordinator.

1. All blood borne pathogen exposure (i.e., needle stick, splash, direct contact, etc.) must be immediately reported to the Employee Health Nurse at the clinical site. If the office is closed, the student is to report to the Emergency Department of the clinical site.
2. Upon exposure the source/patient will be tested for the Hepatitis B and HIV viruses. The physician will give consent for HIV testing. The student will be tested for the Hepatitis B antibody or antigen depending on his or her immunization status. At the time of testing, blood will also be drawn for HIV testing and held up to 90 days. Upon consent of the student, testing will proceed. If the source/patient is HIV positive, subsequent testing will be made available to the student. Pre- and post-counseling for HIV testing will be given by the Employee Health Nurse of the Emergency Department CEP. The student is responsible for all medical expenses.
3. In addition to the Employee Occurrence Report, during counseling, the student and Employee Health Nurse will complete an exposure report which includes exposure assessment and student risk factors.
4. Written test results of the source and student will be given to the student within fifteen (15) days of exposure. The student must, by law, hold all results confidential.

The hospital will provide:

1. First aid to the student after exposure (inclusive of evaluating incident to determine if actual BBP exposure has occurred and cleansing and dressing the site of exposure if

required).

2. Testing and cost of testing (i.e., HIV, HBV) for the patient.

3. Coordinated effort with institution to ensure student understanding of hospital's BBP Exposure Control Plan.

4. Laboratory test results to student/school.

The student incurs cost for lab tests such as HIV, HBV and/or other medical treatment after first aid.

MAGNETIC RESONANCE IMAGING STUDENT AGREEMENT

I have read the Cleveland Community College Magnetic Resonance Imaging Student Handbook. If I am accepted into the program, I will abide by the regulations and policies therein. I also understand that if a policy change occurs, I will receive a revised copy of the CCC Magnetic Resonance Imaging Student Handbook. Where there are inconsistencies in policy or procedure, the current edition of the Cleveland Community College Academic Bulletin and Student Handbook supersedes the Cleveland Community College Computed Tomography/Magnetic Resonance Imaging Student Handbook.

I understand that all program requirements must be met if I am to continue in the program and receive a Certificate. I further understand that failure to meet program requirements as prescribed will result in disciplinary action.

Student Signature

Student ID Number

Date

CONFIDENTIALITY OF MEDICAL INFORMATION

Students enrolled in the Magnetic Resonance Imaging Program are exposed to and/or have access to both sensitive and confidential patient information. Program students have both a legal, ethical and moral obligation to maintain all patient information, written and oral, in complete confidence.

I understand that I have both a legal, ethical and moral obligation to maintain all patient information, written and oral, in the strictest confidence.

I will not discuss any patient information other than what is needed for approved educational purposes and only with appropriate persons who have direct interest in the educational process and who are also aware of the confidentiality of the information. I further understand that violation of the patients' right to privacy may result in action being taken by the appropriate authorities.

Student Signature

Student ID Number

Reviewed/Revised June 2019