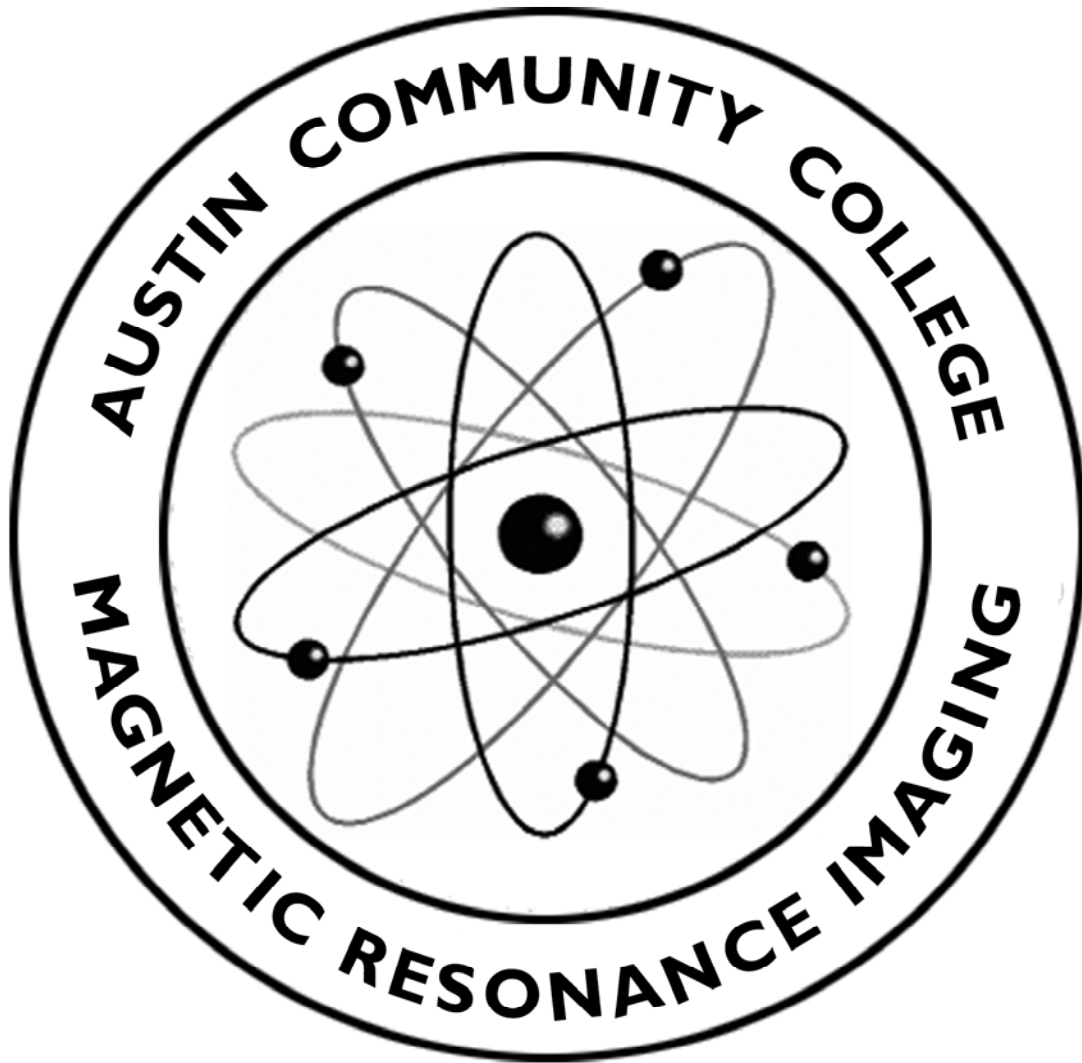


Diagnostic Medical Imaging - MRI
Student Handbook



2009 - 2010

2009-2010

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I. Introduction/Welcome

Welcome to the Diagnostic Medical Imaging-Magnetic Resonance Imaging program. The faculty and staff wish you success in the pursuit of your educational goals.

The Austin Community College Diagnostic Medical Imaging-Magnetic Resonance Imaging Student Handbook has been compiled by the faculty to provide information pertinent to students enrolled in the Diagnostic Medical Imaging-MRI program.

The purpose of this handbook is to detail policies and procedures specific to this program. The handbook has been constructed as a supplement to the Austin Community College Student Handbook and serves to bridge the overriding policies of the College with the policies specific to this program. The policies and procedures set forth in this handbook are designed to support the success of the student.

A copy of the Austin Community College Student Handbook is available at each campus's administrative offices or may be downloaded from the ACC website at: www.austincc.edu/handbook/.

The Diagnostic Medical Imaging-Magnetic Resonance Imaging program is just one of the programs within the Division of Health Sciences. The Health Sciences Division is comprised of the following programs: Associate Degree Nursing, Licensed Vocational Nursing, Dental Hygiene, Diagnostic Medical Imaging (DMI – Radiology), Emergency Medical Services, Occupational Therapy Assistant, Physical Therapist Assistant, Medical Coding, Medical Laboratory Technology, Surgical Technology, Pharmacy Technician, and Sonography. The Division of Health Sciences is committed to providing quality educational programs for the purpose of developing successful healthcare professionals. Developing caring, competent healthcare professionals prepared for diverse contemporary practice requires interactions with patients and patient services, thereby resulting in an educational environment with unique characteristics and requirements.

The Health Sciences programs prohibit discrimination. Access to its programs or activities shall not be limited on the basis of race, color, religion, national origin, age, gender, sexual orientation, political affiliation, or disability.

II. Program Mission and Philosophy

Consistent with the mission of Austin Community College, the faculty of the Diagnostic Medical Imaging program is committed to providing quality instruction by preparing the technologist to be employable at an entry level in Magnetic Resonance Imaging and to be successful on the National Credentialing Examination in Magnetic Resonance Imaging.

The faculty of the Diagnostic Medical Imaging-Magnetic Resonance Imaging program is passionate about our profession, and dedicated to providing students the necessary instruction in technical, academic and clinical skills to become successful MRI technologists. We believe all individuals are unique and dynamic individuals with inherent dignity and worth, and therefore deserving of respect. Compassion and professionalism are the hallmarks of excellent caregivers, and we adapt to the ever-changing technology in our profession.

III. Program Outcomes/Goals/Objectives

1. Upon completion of the program, the student will satisfactorily demonstrate the following entry level skills in magnetic resonance imaging:
 - a. clinical competency
 - b. communication skills
 - c. problem solving and critical thinking skills
 - d. professional growth and development
2. A minimum of 90% of program graduates will successfully write the ARRT credentialing examination in MRI.
3. 75% of admitted declared students complete the program.
4. 80% of the graduates employed in MRI within six months of program completion/matriculation.

IV. Scans Competencies

In 1990, the U.S. Department of Labor established the Secretary's Commission on Achieving Necessary Skills (SCANS) to examine the demands of the work-place and whether our nation's students are capable of meeting those demands. The Texas Higher Education Coordinating Board requires that all degree plans in institutions of higher education incorporate these competencies, and identify to the student how these competencies are achieved in course objectives.

1.0 Resources

- 1.1 Manages time
- 1.2 Manages money
- 1.3 Manages material and facility resources
- 1.4 Manages human resources

2.0 Interpersonal

- 2.1 Participates as a member of a team
- 2.2 Teaches others
- 2.3 Serves clients/customers
- 2.4 Exercises leadership
- 2.5 Negotiates to arrive at a decision
- 2.6 Works with cultural diversity

3.0 Information

- 3.1 Acquires and evaluates information
- 3.2 Organizes and maintains information
- 3.3 Uses computers to process information

4.0 Systems

- 4.1 Understands systems
- 4.2 Monitors and corrects performance
- 4.3 Improves and designs systems

5.0 Technology

- 5.1 Selects technology
- 5.2 Applies technology to talk
- 5.3 Maintains and troubleshoots technology

6.0 Basic skills

- 6.0 Reading
- 6.2 Writing
- 6.3 Arithmetic
- 6.4 Mathematics
- 6.5 Listening
- 6.6 Speaking

7.0 Thinking skills

- 7.1 Creative thinking
- 7.2 Decision making
- 7.3 Problem solving
- 7.4 Mental visualization
- 7.5 Knowing how to learn

7.6 Reasoning

8.0 Personal qualities

8.1 Responsibility

8.2 Self-esteem

8.3 Sociability

8.4 Self-management

8.5 Integrity/honesty

V. Program Information

Admission Requirements 2009

Admission to the Program is based on a first come first serve basis after the following information is submitted by the applicant. Admission is non-discriminatory in regard to race, creed, color, gender, age, handicap, or national origin. The deadline for submitting applications is May 1 of every year. The following items must be submitted with the application. Please note that the admissions process is subject to revision for the following academic year.

The applicant must be ARRT, RDMS, or NMT Credentialed at the time of application. The applicant must be in good standing with the credentialing agency. A copy of the credential card must be submitted with the application.

The applicant must have the required immunizations.

The applicant must pass a Criminal History Background check before the program starts.

It is required that applicants must take the program on-line information session and submit the verification form with their application.

Health Data Requirements

Health Sciences students must possess the physical abilities and characteristics required to meet the technical standards for their Health Sciences program. Therefore, all Health Sciences students are required to have a health assessment performed by a physician or other approved licensed health professional after they have been admitted to the program but no later than August 1st. The ACC Health Data form must be used for this purpose and is available at www.austincc.edu/health. Click on Documents, Modules & Tests then Health Data form. A student must resubmit a Health Data form if he/she has had a lapse in program enrollment for one semester or more

Technical Standards and Essential Functions

Health Sciences programs establish technical standards and essential functions to insure that students have the abilities required to participate and potentially be successful in all aspects of the respective programs. Students are required to perform these critical behaviors and essential functions for the Magnetic Resonance Imaging program as indicated in the following grid.

The following technical standards and essential functions outline reasonable expectations of a student in the Diagnostic Medical Imaging-MRI program for the

performance of common functions. The student must be able to apply the knowledge and skills necessary to function in a variety of classroom, and clinical situations while providing the essential competencies of MRI. These requirements apply for the purpose of admission and continuation in the program.

Magnetic Resonance Imaging uses a strong magnet which can pose safety concerns for some students. There are contraindications to entering the MRI environment. Students with pacemakers, defibrillators, aneurysm clips, cochlear implants, and neurostimulators will not be allowed in the MRI environment. Other surgically implanted devices will be evaluated on a case by case basis by MRI faculty to ensure student safety. Students that are contraindicated to enter the MRI environment will be allowed to participate in the didactic courses, but not the clinical courses. Please contact MRI faculty with any safety concerns or questions.

The student must demonstrate the following abilities:

Categories of Essential Functions	Definition	Example of Technical Standard
Observation	Ability to participate actively in all demonstrations and clinical experiences in the professional program component and to assess and comprehend the condition of all clients assigned to him/her for examination, diagnosis, and treatment. Such observation and information usually requires functional use of visual, auditory, and somatic sensations.	<p>*The visual acuity to discern diagnostic details in a MRI image.</p> <p>*The ability to see and function in a semi-dark setting.</p> <p>*The auditory acuity to hear varied tones and be able to work around loud machinery.</p>
Communication	Ability to communicate effectively in English using verbal, non-verbal and written formats with faculty, other students, clients, families and all members of the healthcare team.	*The ability to communicate proficiently with patients and fellow members of the healthcare team in the English language.

Categories of Essential Functions	Definition	Example of Technical Standard
Motor	Sufficient motor ability to execute the movement and skills required for safe and effective care and emergency treatment.	<p>*Fine motor skills to steadily crop post-processing images.</p> <p>*The ability to change relatively heavy MRI table hardware.</p> <p>*The ability to lift and move immobile patients.</p>
Intellectual	Ability to collect, interpret and integrate information and make decisions.	<p>*The ability to assess physical and behavioral signs of emergent conditions displayed by clients that indicate the need for immediate medical attention.</p> <p>*The ability to employ innovative methods of accommodating variations in client condition, practitioner requests, and/or equipment limitations.</p>

Categories of Essential Functions	Definition	Example of Technical Standard
Behavioral and Social Attributes	<p>Possess the emotional health and stability required for full utilization of the student’s intellectual abilities, the exercise of good judgment, the prompt completion of all academic and patient care responsibilities and the development of mature, sensitive, and effective relationships with clients and other members of the health care team.</p> <p>Possess the ability to tolerate taxing workloads, function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in clinical settings with patients.</p> <p>Possess compassion, integrity, concern for others, and motivation.</p> <p>Possess the ability to demonstrate professional behaviors and a strong work ethic.</p>	*The ability to tolerate heavy workloads and stressful conditions.

Qualified applicants with disabilities are encouraged to apply to the program. It is the responsibility of the student to contact the Office of Students with Disabilities if they feel they cannot meet one or more of the technical standards listed. Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to do this three weeks before the start of each semester.

Immunizations

Healthcare professions include inherent health and safety risks. Therefore, all health sciences students are required to be compliant with Texas Administrative Code Rule 97.64 related to immunizations for the protection of themselves and patients.

Additional information related to immunizations is available at:
www.austincc.edu/health/. Click on Immunizations.

Criminal Background Checks

Successful completion of a criminal background check is required for admission and continuation in **ALL** Health Sciences programs. Criminal background requirements are found at <http://www.austincc.edu/health/background.php>

Background checks will be honored for the duration of the student's enrollment in the clinical program if the participating student does not have a break in enrollment in the program. A break in enrollment is defined as nonattendance of one full semester or more.

Once accepted into the program, it is the student's responsibility to immediately notify the Health Sciences Compliance Coordinator in writing of any subsequent changes in criminal history that occur after the admission background check has been completed. Failure to do so may result in immediate withdrawal from the program.

Additionally, successful completion of a criminal background check for a Health Sciences program does not ensure eligibility for licensure or future employment.

Clinical agencies can establish more stringent standards, if they so desire, to meet regulatory requirements for their facility.

Clinical agencies can conduct additional background checks at their discretion.

If a student is found to be ineligible for clinical placement any time during the program, the student is unable to meet clinical learning objectives and will be withdrawn pending resolution of the situation.

Certificate Plan

This certificate program provides advanced classroom and clinical instruction in Magnetic Resonance Imaging. Admission is limited to American Registry of Radiologic Technologists certified applicants. Completion of the prescribed curriculum will help prepare the student for the Advanced Certification Examination in Magnetic Resonance Imaging administered by the American Registry of Radiologic Technologists. Admission to the college does not guarantee admission to the program and enrollment is limited.

A Criminal Background Check will be required of students as mandated by law or as a condition of program approval.

Program changes may not be reflected in the current ACC Catalog publication. Please access the most up to date information on the Program's Web Page through a link at www.austincc.edu/health or by contacting the Health Sciences Admissions Office, Eastview Campus, Room 8356.

Fall Semester

RADR 2271 – Sectional Anatomy and Patient Care	2
MRIT 2230 – Principles of Magnetic Resonance Imaging	2
MRIT 2460 – Clinical – Rad Tech/Science – Radiographer 1	<u>4</u>
	8

Spring Semester

MRIT 2276 – Magnetic Resonance Physics and Procedure	2
MRIT 2461 – Clinical – Rad Tech/Science – Radiographer 1	<u>4</u>
	6

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Transfer of College Credit

Previous course work satisfactorily completed at accredited institutions of higher education will be evaluated for transfer and may be applied toward a degree/certificate program at Austin Community College.

A transcript will be evaluated after a student has registered for Austin Community College college-credit classes; and it will be evaluated only upon the request of the student. An official transcript is required for each college attended. The request should be made through a counselor or department chair during the first semester of enrollment at ACC. When the evaluation is complete, the number of transferred hours will be recorded on the Austin Community College transcript. Graduation candidates are responsible for complying with the section in the catalog stating criteria for graduation: specifically, the grade point average required for graduation,

completion of all required courses, and application for graduation by the posted deadline.

Transcript Review

The Radiology Program Department Chair or faculty is not responsible for official transcript evaluation. Students are responsible for initiating an official transcript review at any Admissions office to ensure transfer courses are accepted by ACC.

NOTE: Any previously taken RADR or MRI courses are evaluated by the radiology department to determine appropriateness of course content. Students may receive full or partial credit for courses they have completed or a challenge exam may be required. Transfer students to the MRI program are required to submit a letter of positive recommendation from their previous program director.

Readmission Requirements

A student is eligible to apply for readmission to the program one time only. If eligible for readmission the student must:

- Meet all current admission criteria
- Complete a new application by the designated deadline:
 - Fall readmission deadline: May 1
 - Spring readmission: September 1
- Submit a letter addressing the status of any program recommendation(s) or stipulation(s).

A student will be readmitted on a space available basis using the following priority guidelines based on reason for withdrawal:

- Priority 1: for health and/or personal reasons. The student was passing both theory and clinical performance at the time of withdrawal.
- Priority 2: academic failure but satisfactory clinical performance at the time of withdrawal.
- Priority 3: unsatisfactory clinical performance (Ex. A student's performance is not consistent, does not meet clinical course objectives) but had successful academic performance.

- Priority 4: unsafe and/or unprofessional clinical performance.

Any student who gains readmission to the program is responsible for meeting all course objectives and program requirements. Students may be placed on probation only one time during their tenure with the program. Any additional violations of program policy or not meeting course objectives will not result in a second probation but will result in withdrawal from the program and the student is NOT eligible for a second readmission.

VI. Program Policies

Grading/Grading System

It is expected that each student will successfully demonstrate competency in the classroom and clinical areas. Since this is a competency based program, each instructor will give the student course and/or unit objectives to be mastered. Grading distribution for all MRI courses will be assigned according to the following scale:

A = 93 - 100%
B = 85 - 92%
C = 75 - 84%
D = 68 - 74%

*For any MRI course, an accumulative average of at least a 75% must be earned. Any MRI course average lower than 75% is not considered passing and must be repeated. Any MRI course may only be repeated once.

Challenge Exam Policy

A qualified student may request a challenge exam to receive credit for a RADR/MRI course.

The student must file a written notice of his/her intent to take a challenge exam. Forms may be obtained from the RADR department chair and must be filed at least two weeks prior to the test date.

Prerequisite for a challenge exam in any formal radiological science training to include one or more of the following:

- military service training;
- completion of or credit hours in radiology or MRI courses;
- foreign training programs;
- other class work, as evaluated by the MRI faculty prior to determination of eligibility;
- documentation of previous training in a hospital-based program accredited by the JRCERT.

To successfully complete the challenge, the student must pass an exam covering fundamental concepts and demonstrate all competencies required by the course with a grade of "B" or better, and pass a practicum to demonstrate acquisition of essential laboratory skills, if applicable.

The following MRI courses may be challenged:

RADR 2271	Sectional Anatomy and Patient Care
MRIT 2230	Principles of Magnetic Resonance Imaging
MRIT 2276	Magnetic Resonance Physics and Procedures

There is a challenge fee of \$10 per credit hour, minimum \$30 for each course.

Employment

Employed students must determine how many hours they can work and continue to meet the requirements of the Program. No special consideration will be afforded students with regard to their employment situations. Should a student be employed in a radiology facility, they may do so only during times when it does not conflict with program activities. Additionally, should a student be employed by a facility where clinical rotation is normally conducted, they may not use any employer time to substitute for program clinical requirements.

Electronic Communication/Devices

Electronic communication devices such as cell phones and pagers need to be set to the silent mode during class or clinic. Students may not use a cellular phone in the classroom or clinical setting. Cell phones may not be substituted for calculators.

The use of tape recorders, palm pilots or other personal digital assistant units, and cameras are not to be used in the clinical setting for recording identifiable patient information.

Tape recorders may be used in the classroom to record lectures with faculty permission. Palm Pilots or other programmable personal digital assistant devices may not be used during class or testing. Only nonprogrammable calculators are allowed.

Email

All students must be accessible via an electronic mail address. Students may utilize the computers on campus to create and check their email accounts. Email accounts should be checked for new messages at least once or twice each week. Students are responsible for keeping email addresses current with program faculty.

Please take advantage of the gmail that is offered by the college. For more information: <http://www.austincc.edu/google/index.php>

Inclement Weather

In the event that Austin Community College is forced to cancel classes due to

Inclement weather, Magnetic Resonance Imaging classes and clinical rotations will also be canceled. Notification of closures will be made through local radio and television stations, as well as ACC's Channel 19.

VII. Policies and Procedures

Students enrolled in ACC Health Sciences programs are expected to agree to and abide by the Student Discipline Policy and Student Rights and Responsibilities regulations as outlined in the ACC Student Handbook.

Academic Integrity

Health professionals receive a high level of public trust and respect. Maintaining academic and clinical integrity is essential to the development of the characteristics required for ethical and professional practice. Therefore, health sciences students must demonstrate ethical, responsible, professional behavior and accountability for their actions throughout the program.

Academic Dishonesty

Academic integrity is an essential component of professional behavior in health sciences programs. Any documented incidences of academic dishonesty may result in an academic penalty up to withdrawal from the specific program.

ACC Health Sciences programs follow the college's general policies on academic integrity as set forth in the ACC Student handbook. A copy of the student handbook is available at each campus's administrative offices, or may be downloaded from the ACC website at: <http://www.austincc.edu/handbook/index/htm>.

Definition:

Academic dishonesty includes but is not limited to the following:

- Cheating on an exam or quiz by bringing information to the testing area (no use of cell phones or PDA's for calculation, approved calculators allowed), talking to another student during the test, or looking at another student's test during the examination, removal of privacy screen on computer
- Plagiarizing– when students borrow ideas, wording or organization from another source, they shall reference that information in an appropriate manner
- Unauthorized collaboration/collusion with another in preparing outside work for fulfillment of course requirements
- Unauthorized entry into test banks or examinations
- Assisting others in academic dishonesty
- Sharing the details of an examination/competency check-off with other students.

- Having a copy of the examination outside the time and place of test administration or review
- Lying about or misrepresenting care given, clinical errors, or any action related to clinical experience
- Recording, taping, taking pictures without consent from instructor
- Submitting of another student's work as own

The use of laptops to copy proprietary computer programs or other program documents/exams is forbidden. Please note that the program has a site license for instructional computer programs and no attempt should ever be made to copy these programs to either a laptop, flash drive, or DC. To do so will be considered academic dishonesty

Since dishonesty harms the individual, fellow students, and the integrity of the program, policies on academic dishonesty must be strictly enforced. Any documented incidences of academic dishonesty will result in probation at a minimum and can result in withdrawal from the program. If the withdrawal is for academic dishonesty, the student is not eligible for readmission into the program.

Course Test Review Procedure

Because the security of exams is a very important part of the educational process, faculty will designate time, duration, and location for review of written examinations. No writing materials, computers of any sort, or cameras may be used during test reviews. All test reviews will be supervised by faculty. Anyone in violation of this policy will be subject to the Academic Dishonest Policy.

Program Progression

In order to successfully progress through Health Sciences programs, the student must:

Achieve a minimum grade of "C" in all health sciences courses.

Satisfactorily meet course objectives.

Progressive Discipline

Faculty is committed to assisting students to be successful in the program. Therefore, Health Sciences students who are not meeting course objectives in theory, lab, clinical or practicum will be apprised of their performance status using the progressive discipline process.

Step 1: Warning

The instructor provides the student with a verbal warning or written feedback as to their status. The instructor counsels the student regarding criteria for successful completion of the course and makes recommendations for improvement. Recommendations may include but are not limited to – remediation by faculty, utilization of peer study groups, tutors, computer-assisted instruction, seeking assistance from ACC counselors.

At the discretion of the instructor and depending on the situation, this step may be skipped and a conference completed.

Step 2: Conference

The student meets with the instructor in a formal conference to review the performance deficit. A written Health Sciences Conference Report will identify specific course or program objectives not met. A remediation contract including deadlines for completion will be developed to correct the deficit so the student can successfully progress through the program.

If at any time the student does not comply with all terms outlined in the conference report, the student may be placed on probation or withdrawn from the program, if applicable.

Step 3: Probation

Probation may be implemented for, but not limited to the following behaviors:

Academic dishonesty

Unsatisfactory clinical or practicum performance

Unsatisfactory clinical attendance and punctuality

Unethical, unprofessional behavior, and/or unsafe clinical or practicum practice

Refusal to participate with a procedure

Behavior which compromises clinical or practicum affiliations

Probation is a trial period in which the student must improve or be withdrawn from the program.

The student meets with the instructor and department chair. An ACC counselor may be asked to assist in representing the student. The faculty will complete a Health Sciences Probation Report explicitly stating expectations that must be followed during the probationary period and signed.

The probation period for safety or professional conduct violation is until the student successfully completes all program requirements.

Step 4: **Withdrawal**

If at any time during the probation period, the student fails to meet any of the conditions of the probation contract, the student may be withdrawn from the program. Accordingly, if at the end of the probation period the student has not met the criteria for satisfactory performance outlined in the probation contract, the student will be withdrawn from the program.

A student who is placed on probation for unsafe or unprofessional conduct will be withdrawn from the program for subsequent safety or professional conduct violations at any time during the program. (If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of "F" for failure or "U" for unsatisfactory).

Some situations do not allow for the progressive discipline process due to the severity of nature or the timing of their occurrence. Incidents of this nature may require the student to be immediately placed on probation or withdrawn from the program. Examples of these include, but are not limited to:

- Violations of patient confidentiality
- Academic dishonesty
- Falsification of documentation
- Unprofessional behavior that seriously jeopardizes patient, student staff, or preceptor safety

NOTE: If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of "F" for failure or "U" for unsatisfactory.

The withdrawing student must meet with the course instructor and/or department chair to complete all exit forms and have an **Exit Meeting** within two weeks of the withdrawal. The student is required to turn in their program student ID and any

equipment or items that belong to the department. Failure to do so may compromise their standing at ACC.

Student Complaint Procedure

Health Sciences programs follow the college's policies for student complaints as set forth in the **ACC Student Handbook**. A copy of the student handbook is available at each campus's administrative offices, or may be downloaded from the ACC website at: <http://www.austincc.edu/handbook/policies2.php>.

The purpose of student complaint procedure is to ensure students due process in the resolution of a complaint. Student complaints may include (but are not limited to) issues regarding classroom instruction or other college services and offices as well as discrimination based on race, color, gender, religion, age, national origin, disability or sexual orientation. This procedure does not apply to student disputes about course grades which are resolved under the supervision of the appropriate instructors and instructional administrators. The program will not retaliate against the student as a result of filing a complaint.

Sexual and/or Racial Harassment Complaints

If a Health Sciences student has a complaint regarding sexual or racial harassment then the student should refer to the **ACC Student Handbook** for the policy and procedure related to sexual and racial harassment.
<http://www.austincc.edu/handbook/policies2.php>

Grade Change Policies and Procedures

ACC Health Science programs follow the college's policies on grade change as set forth in the **ACC Student Handbook**. A copy of the student handbook is available at each campus's administrative offices, or may be downloaded from the ACC website at: <http://www.austincc.edu/handbook/index/htm>

Grade Change Appeal

If a student believes that an error has been made in the assignment of a grade, he or she should follow the "Procedures to Resolve Grade Disputes". ACC website at:

<http://www.austincc.edu/handbook/policies2.php#grade>

VIII. Safety and Health Information

Professional Risks

Interactions with patients in the healthcare system carry inherent risks to both the patient and caregiver, including, but not limited to, communicable diseases. In the curriculum, students will be given information regarding known risks for various diseases and measures to decrease these risks.

All students are expected to provide appropriate care to all assigned patients in any setting. These assignments may include patients with medical diagnoses of tuberculosis, hepatitis A, B, or C or AIDS or other infectious diseases. Students are expected to implement standard precautions and appropriate barrier protection in the care of all assigned patients.

Health Insurance

The College does not provide personal health insurance coverage for students. All Health Sciences students are encouraged to carry some type of personal health insurance. Information about health insurance is available at: www.austincc.edu/ehs/Insurance.php under Optional Student Health Insurance.

Medical Professional Liability Insurance

Medical professional liability insurance is required for each Health Sciences student enrolled in a clinical course with patient contact. This insurance is purchased automatically through Austin Community College registration fees collected each semester.

Accident Insurance

Student accident insurance coverage is required for students participating in certain college sponsored laboratory /clinical activities. The maximum medical benefit is \$10,000 per student with a \$25.00 deductible. The student is responsible for the \$25.00 deductible. For covered classes, the student pays an insurance fee at the time of registration. The Student Accident Insurance pays benefits for specific losses from accidents only. Benefits are not paid for loss due to sickness.

The student accident policy provides insurance coverage only while participating in clinical classes. It does not extend to accidents involving automobiles and incidents outside the clinical/classroom. For the most updated information, see

www.austincc.edu/ehs/Insurance.php

1. Provide first aid for the student sufficient to get the situation under control.
2. If the accident occurs on campus, campus police are notified.

3. If the accident occurs in the clinical area, faculty responsible for the course in which the student is injured must be notified immediately of the incident.
4. If it appears that a physician should see the student, he or she may choose to see his/her own physician, go to a minor emergency center, or be transported to a hospital. The student can pay the bill at the time of treatment or assign benefits and request reimbursement from ACC's insurance company.
5. The injured student will use the designated claim form. All components of the claim form must be completed. The completed form must contain the signatures of (1) the faculty/supervisor, and (2) the student/claimant and submission of an **itemized medical bill** before reimbursement will be made. Reimbursement requests along with completed claim form should be sent to:

Austin Community College
Risk Management Department
9101 Tuscany Way
Austin, TX 78754
Phone: 223-1015 Fax: 223-1035

6. The student submits a copy of the completed insurance form and HIPAA Release form to the Assistant Dean of Health Sciences immediately after the incident.
7. The Faculty submits TWO copies of the Supervisor's Injury and Illness Analysis and Prevention Report; one copy to the Department Chair and one copy to the Assistant Dean of Health Sciences within 48 hours of the event.
8. The Assistant Dean of Health Sciences will communicate the official notification of the claim to the Risk Management Department who confirms insurance coverage with the carrier and medical provider.

**FORMS ARE AVAILABLE IN PUBLISHED COURSE
MATERIALS AND ON THE WEB AT:**

<http://www3.austincc.edu/it/eforms/frontpage.php?ID=RIIN.004>

<http://www3.austincc.edu/it/eforms/frontpage.php?ID=RIIN.003>

Exposure Response

Students and faculty members who experience an exposure to any potentially infectious materials (needle stick, mucous membrane, or non-intact skin) or airborne inhalation require specific follow-up. It is the responsibility of the individual to initiate appropriate first aid and to report the incident as soon as possible (preferable within one hour) to their immediate supervisor or instructor. It is the responsibility of the clinical instructor or supervisor to ensure that the appropriate steps have been taken to provide for the safety of the student. It is the responsibility of the Department Chair to assist the faculty member following an exposure to the student or employee. Faculty will ensure that copies of the Exposure procedures and appropriate forms will be made available to the students prior to their first clinical experience.

Environment of Care

Austin Community College Health Science Students and faculty will follow procedures outlined in the Seton Safe Environment of Care (EOC) and the St. David's Mandatory Education Module designed by Seton and St. David's and adapted for the use at ACC in order to educate students and faculty in procedures mandated by health care facilities. All of the Seton and St. David's Health organizations, in which we are affiliated, have agreed to the use of these procedures in order to educate students and faculty prior to their clinical rotations in those facilities.

The purpose of the test is to understand the safety and regulatory requirements related to patient care presented in the Seton Safe EOC Manual and St. David's Mandatory Education Module. The scope of these tests includes general safety, hazardous materials and waste, medical equipment, security, emergency preparedness, life safety and building construction, utility systems and social environment. These tests are primarily multiple-choice with some short answers questions. These exams require the student to self-remediate. The students will not be able to move forward until they have correctly answered each question.

These exams are available at: <http://www.austincc.edu/health/dmt.php> or on departmental home pages. Specific instructions about how to access the test will be given to students by their instructor. When students have completed the test, they will be required to make a copy for themselves and electronically mail a copy to their program. These files must be kept, so that the College can prove compliance with the health care facilities' accreditation requirements

Workplace Violence

Students who are assigned a clinical or practicum experience in a Seton Healthcare facility are required to complete the **Safety Module for Non-Employees: Workplace Violence Module**.

Statement of Responsibility

Students assigned a clinical practicum experience in a St. David's Healthcare facility must sign a Statement of Responsibility.

HIPAA

The Health Insurance Portability Accountability Act (HIPAA) requires that all protected health information be kept private and secure by all persons that handle, or have access to that information. Since health sciences students, faculty, instructors, and staff use protected health information as part of the educational process (i.e. access to client health data to provide care and use of de-identified health data for educational assignments such as case students and care plans), all health sciences students must complete an online **HIPPA Training Module** on an annual basis to remain in compliance with HIPAA regulations. Students are not allowed to enter the clinical settings/fieldwork until this training has been completed. Any violations of HIPAA regulations will result in disciplinary actions up to and including withdrawal from the program depending on the severity of the violation.

ACC Website: <http://www.austincc.edu/hipaa/training/>

Substance Abuse Policy

The well-being of patients and clients cared for by our students is of primary concern in all Health Sciences programs and a carefully designed and administered drug and alcohol misuse procedure can reduce accidents. Therefore, the Health Sciences Department has adopted a substance abuse testing program wherein a student who is participating in clinical classes will be tested for drugs when there is reasonable suspicion that the student is under the influence of alcohol and/or illegal drugs, i.e., drugs which are controlled substances under federal law which are not being used under the supervision of a licensed health care professional, or otherwise in accordance with the law.

Students will be asked to submit to drug screening by their ACC clinical instructor at the expense of the college in the following circumstances:

1. Observable indication of actual use or impairment such as slurred speech, lack of co-ordination, incoherency, marijuana or alcohol odors.
2. Possession of drugs, apparent paraphernalia or alcoholic beverages.
3. Detailed, factual and persistent reports of misuse by multiple colleagues.

4. Abnormal or erratic behaviors such as sudden outbursts, mood swings, hostility or unusual anxiety that suggests possible drug use or alcohol misuse.
5. Involvement in suspicious accidents.
6. Apparent lapses in judgment or memory.
7. Unusual lethargy.

Testing Procedure

1. Document student's behavior. Confer with department chair. If a department chair is the faculty member concerned about the student's behavior or if the department chair is unavailable, the conference will be with the dean or dean's designee.
2. If a student denies being under the influence of unauthorized substances, a request for a drug screen will be initiated.
 - a. The student will sign a consent form to undergo drug screening.
 - b. If the student refuses to consent to drug screening, the student will be immediately dismissed from the program.
3. Institute a Request for Drug Screen. Provide verbal and written instructions for the testing procedure, including time frames for the test.
4. Arrange for transportation directly to a designated testing center by taxi accompanied by a Health Sciences representative.
5. After the drug screen specimen has been obtained, the student will be transported by taxi back to the point of origin or home.
6. Student is excluded from all clinical activities pending results of the drug screen.
7. Drug screen findings will be interpreted by the designated testing center within 24 – 48 hours.
8. Results will be sent to the Dean of Health Sciences where they will be kept in a confidential, locked file. Results of the drug screen will be released to the department chair on a need to know basis only. Records may be released only to the student or the decision-maker in a lawsuit, grievance, or other legal proceeding against the College or its agents arising out of the positive drug test.

9. All positive drug screens will be reviewed by an independent Medical Review Officer. During the review process the student will have the opportunity to:
 - a. Explain the cause of the positive drug screen.
 - b. Provide the name of the physician authorizing any prescription medications. The Medical Review Officer will contact the attending physician for verification. If verification is obtained, the student will be placed on probation. Any subsequent evidence of substance abuse will result in a recommendation that the student be dismissed from the program. The student may appeal the recommendation using the *Student Complaint Procedure* in the ACC Student Handbook.
10. If drug screen is positive and unexplained, unverified via the Medical Review Officer, the student will be:
 - a. Dismissed from the program and
 - b. Reported to the state licensing agency, if applicable.
11. A student who tests positive will be referred to a community resource for evaluation by the ACC counselor at the student's expense.
12. If the drug screen is negative, the student will be immediately reinstated in clinical by the department chair and will be provided opportunity to make up assignments. The student will be subject to all other objectives related to safe behavior and care of clients.
13. Readmission to the program is based on program admission policies.

*Please refer to the Consent for Drug Screening form located in the Appendices section at the end of this handbook

Note: Some clinical affiliates may require a preliminary drug screening prior to actual clinical practice in their facility at the expense of the student. Students who do not pass a drug screen will be unable to continue in the program as alternative clinical arrangements will not be available.

Criminal Background Checks

Successful completion of a criminal background check is required for admission and continuation in **ALL** Health Sciences programs. Criminal background requirements are found at <http://www.austincc.edu/health/background.php>

Background checks will be honored for the duration of the student's enrollment in the clinical program if the participating student does not have a break in the enrollment

in the program. A break in enrollment is defined as nonattendance of one full semester or more.

Once accepted into the program, it is the student's responsibility to immediately notify the Health Sciences Compliance Coordinator in writing of any subsequent changes in criminal history that occur after the admission background check has been completed. Failure to do so may result in immediate withdrawal from the program.

Additionally,

- Successful completion of a criminal background check for a Health Sciences program does not ensure eligibility for licensure or future employment.
- Clinical agencies can establish more stringent standards, if they so desire, to meet regulatory requirements for their facility.
- Clinical agencies can conduct additional background checks at their discretion.

If a student is found to be ineligible for clinical placement any time during the program, the student is unable to meet clinical learning objectives and will be withdrawn pending resolution of the situation.

Emergency Instructions

Austin Community College District has procedures in place to help ensure the safety of students during an emergency. Emergency instruction signs are posted in each campus classroom. They indicate evacuation routes, outside rally locations, and indoor shelter-in-place areas. Administrators-in-charge and emergency evacuation coordinators are designated in all facilities to assist students and staff in an emergency. See the ACC Student Handbook or

<http://www.austincc.edu/handbook/emergency.php>.

General Emergencies

To reach the ACC Police Department dial 222 from any campus phone or 223-7999 from any cell phone, payphone, or off campus. The ACC Police Department can better determine the student's location and will notify the local police and fire departments.

1. Leave the building through the nearest exit.
2. Take personal belongings if they are in the same room.
3. Close all doors behind you. Do not lock them.

4. Report to fire evacuation rally location. You must be accounted for at rally location.
5. Students and staff will be permitted to re-enter the building when the administrator-in-charge or emergency evacuation coordinator gives a verbal "All Clear" signal.

Armed Intruder

1. Contact the ACC Police Dispatch by dialing 222 from any campus phone or 223-7999 from any cell phone, pay phone, or off-campus phone.
2. Turn off lights, close and lock doors.
3. Get on the floor out of the line of fire. Seek available cover.
4. Wait until an "All Clear" given by a police officer or authorized, known voice.

The following statement concerning student records maintained by the Austin Community College District is published in compliance with the Family Education Rights and Privacy Act of 1974. The release of information to the public without the consent of the student will be limited to that designated as directory information. Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in activities, dates of attendance, degrees, certificates and awards, name of the previous educational institution attended, student classification and enrollment status. Any student objecting to the release of all or any portion of such information must notify Admissions and Records within the first 12 class days of the semester. The restriction will remain in effect until revoked by the student.

Pregnancy Policy

According to the American College of Radiology MRI safety guidelines:

Pregnant technologists are permitted to work in and around the MRI environment throughout all stages of pregnancy. Acceptable activities include, but are not limited to, positioning patients, scanning, archiving exams, injecting contrast material and entering the MRI scan room in response to an emergency. Although permitted to work in the MRI environment, pregnant technologists are advised not to remain within the MRI scanner bore or in the actual MRI scanner room during actual data acquisition or scanning. Please contact MRI faculty with any safety concerns or questions.

The following procedure shall be followed:

1. Disclosure or declaration of pregnancy is strictly voluntary. To ensure that additional protective measures for the fetus and mother are initiated quickly,

the student may wish to inform the program director upon medical verification of pregnancy.

2. Upon medical certification that a pregnancy exists, and after the student has consulted with her physician, the program Department Chair will offer two options to the student. Please note that there are special forms that the student will need to take to her physician. These forms will be provided by the program.

Option #1 - Leave of Absence During Pregnancy

If the student so decides, she may elect to leave the program during the pregnancy period.

- a. If the student decides to accept this option and leave the program, she must immediately notify the Department Chair in writing.
- b. An incomplete grade will be awarded for the course(s) in progress. The remaining course work may be completed upon the student's return; however, it may not be feasible for the student to re-enter the program immediately since all courses are offered chronologically and only once a year.
- c. All didactic and clinical course work must be completed prior to completion of the program.

Option #2 - Remain in the Program Throughout the Pregnancy

If the student so decides, she may continue in the program under the following requirements:

- a. The student is required to review and implement MRI safety practices as outlined by ACR Guidelines 8.13.3
 - b. The student is required to participate in all scheduled clinical rotation areas as assigned in order to complete required clinical competency exams.
4. The Department Chair shall document the student's decision in regard to the two options described above.
 5. The student is required to complete and sign documentation acknowledging receipt of all information and associated documentation in regard to the pregnancy. All documentation shall be kept in the student's personal file.

IX. Clinical/Practicum Policies

Professional Behavior

Faculty of Austin Community College and the Health Sciences Programs has an academic, legal and ethical responsibility to protect members of the public and of the health care community from unsafe or unprofessional practices. Health Science students, while representing Austin Community College at any clinical agency, must conduct themselves in an ethical, professional, and safe manner. Students are expected to assume responsibility for their actions and will be held accountable for them. Students will abide by ACC and clinical agency policies during each clinical experience.

Failure to adhere to program specific policies related to professional behavior or safe clinical practice may result in the use of the Progressive Discipline Policy outlined in the (Program) Student Handbook.

Students must remember that the information concerning patients is confidential. Students are required to adhere to legal and ethical standards as established by regulatory agencies and professional standards. Failure to comply with the above is cause for immediate dismissal from the program.

Safe/Unsafe Clinical/Practicum Practices

The Health Sciences programs identify safety as a basic human need. A safety need can be identified as physical, biological, and /or emotional in nature. Safe practices are an academic requirement of each program.

Unsafe clinical/practicum practice shall be deemed to be behavior demonstrated by the student which threatens or violates the physical, biological, or emotional safety of the patients, caregivers, students, faculty, staff or self. Unsafe or unprofessional clinical/practicum practice may result in implementation of the Progressive Discipline Policy outlined in the (Program) Student Handbook.

The following examples serve as guides to these unsafe behaviors, but are not to be considered all-inclusive.

Physical Safety: Unsafe behaviors include but are not limited to:

- inappropriate use of side rails, wheelchairs, other equipment
- lack of proper protection of the patient which causes falls, lacerations, burns, new or further injury
- failure to correctly identify patient(s) prior to initiating care

- failure to perform pre-procedure safety checks of equipment, invasive devices or patient status

Biological Safety: Unsafe behaviors include but are not limited to:

- failure to recognize and correct violations in aseptic technique
- improper medication administration techniques/choices
- performing actions without appropriate supervision
- failure to seek help when needed
- attending clinical while ill
- failure to properly identify patient(s) prior to treatments

Emotional Safety: Unsafe behaviors include but are not limited to:

- threatening or making a patient, caregiver or bystander fearful
- providing inappropriate or incorrect information
- performing actions without appropriate supervision
- failure to seek help when needed, unstable emotional behaviors

Unprofessional Practice: Unprofessional behaviors include but are not limited to:

- verbal or non-verbal language, actions, or voice inflections which compromise rapport and working relations with patients, family members, staff, or physicians, may potentially compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal/ethical standards.
- behavior which interferes with or disrupts teaching/learning experiences.
- using or being under the influence of any drug or alcohol that may alter judgment and interfere with safe performance in the clinical or classroom setting.
- breach of confidentiality in any form.
- falsifying data in a patient health record.
- misrepresenting care given, clinical errors, or any action related to the clinical experience.

- recording, taping, taking pictures in the clinical setting without expressed consent.
- leaving the clinical area without notification of faculty and clinical staff or supervisor.
- violations of patient confidentiality.
- academic dishonesty.
- falsification of documentation.
- unprofessional behavior that seriously jeopardizes patient, student, staff, or preceptor safety.
- unprofessional behavior that seriously jeopardizes clinical affiliations

NOTE: If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of "F" or "U" as applicable.

NOTE: All clinical affiliates are non-smoking. This policy is strictly enforced.

Progressive Discipline

Faculty is committed to assisting students to be successful in the program. Therefore, Health Science students who are not meeting course objectives in class, clinical/practicum or lab will be apprised of their performance status using the progressive discipline process.

Step 1: Warning

The instructor provides the student with a verbal warning or written feedback as to their status. The instructor counsels the student regarding criteria for successful completion of the course and makes recommendations for improvement. Recommendations may include but are not limited to utilization of peer study groups, tutors, computer-assisted instruction, seeking assistance from ACC counselors.

At the discretion of the instructor and depending on the situation, this step may be skipped and a conference completed.

Step 2: Conference

The student meets with the instructor in a formal conference to review the performance deficit. A written Health Science Conference Report will identify specific course/program objectives not met and a remediation plan/contract, including deadlines for completion, to assist the student to correct the deficit and remain in the program and be successful.

If at any time the student does not comply with all terms outlined in the conference report, the student may be placed on probation or withdrawn from the program.

Step 3: **Probation**

Probation action is implemented for:

- Unsatisfactory clinical performance
- Unsatisfactory clinical attendance and punctuality
- Inability to maintain physical and mental health necessary to function in the program.
- Unethical, unprofessional behavior, and/or unsafe clinical practice
- Refusal to participate with a procedure
- Unsafe or unprofessional clinical practice that compromises patient or staff safety
- Behavior which compromises clinical affiliations
- Failure to comply with all terms outlined in the conference report

If at any time during the probation period, the student fails to meet any of the conditions of the probation contract, the student may be withdrawn from the program. Accordingly, if at the end of the probation period the student has not met the criteria for satisfactory outlined in the probation contract, the student will be withdrawn from the program.

A student who is placed on probation for unsafe or unprofessional conduct will be withdrawn from the program for subsequent safety or professional conduct violations at any time during the program.

(If the occurrence is past the official college date for withdrawal from a course, the student will receive a performance grade of "F" or "U" as applicable.)

Clinical Education Information

The purpose of this information is to identify the criteria essential to the successful completion of clinical education in the Diagnostic Medical Imaging-MRI Program.

Clinical Practicum Courses

There are a total of two (2) clinical semesters during which the student is expected to master basic, intermediate, and advanced skills in magnetic resonance imaging procedures on actual patients. Each clinical semester the student will be required to demonstrate competency in performing specific MRI Procedures from a master list.

Clinical Practicum

The purpose of this information is to identify the criteria essential to the successful completion of clinical education in the Diagnostic Medical Imaging-MRI program.

There are a total of two (2) clinical semesters during which the student is expected to master basic, intermediate, and advanced skills in MRI procedures. Each clinical semester will require the student to demonstrate competency in performing MRI Procedures from the ARRT guidelines.

Initial Competency

During each clinical semester, students are expected to successfully perform the designated minimum number of examinations for that semester. The competency exams are to be completed on actual patients.

Please Note: If an instructor asks a student to perform a particular competency exam, a grade will be assigned whether or not the student is prepared to do the exam.

Clinical Performance Evaluation Protocol

Overview

The intent of these clinical procedure guidelines is to provide a format for evaluation of proficient clinical performance.

Step 1 – Clinical Observation and Assistance

As the student begins clinical education, active participation is limited until the student has had the opportunity to observe some of these procedures. At that point the rate of progress is dependent upon the student's ability to perform the tasks assigned by the instructor or staff technologist in that area.

Step 2 – Directly Supervised Performance

After becoming competent in a given procedure, the student will actually perform the examination under direct supervision of a College faculty member or staff technologist. Direct supervision means that an R.T.(R.)(MR) is

immediately present verifying positioning and exposure technique requirements.

Step 3 – Procedure Evaluation

Once steps 1 and 2 are complete, the instructor or staff technologist will complete a competency evaluation. If successful, the student can perform these examinations independently. But should the student prove unsuccessful on this evaluation, it is expected the student will seek remediation. At a later date, a recheck evaluation on this same procedure will be required. Should the student be unsuccessful at this second attempt, the student will be placed on probation for failure to progress in a satisfactory manner and remediation will be mandatory. If a third attempt is unsuccessful, the student will be withdrawn from the Magnetic Resonance Imaging program.

Step 4 – Performance Under Limited Supervision

Upon successful completion of the evaluation, the student is permitted to perform the examination with limited supervision. Limited supervision indicates that a R.T.R. is in the area in the event of questions/problems and to review finished MRI images.

***When performing an examination on an actual patient, should a repeat image procedure be necessary, a registered technologist must be present for the repeated exam.**

Student Supervision After Competency is Achieved

After demonstrating competency on any MRI procedure from the list of clinical objectives, students may perform these examinations with direct or indirect supervision. **Direct Supervision** requires that a qualified radiographer be physically present during the procedure. **Indirect Supervision** requires that a qualified MRI technologist be in close proximity, but not in the MRI room.

- Students **may not** transport patients unless they are accompanied by an employee of the facility.
- Students **may not** answer departmental phones or pagers

Clinical Rotations

The clinical rotations are planned and designed to provide each student similar educational/clinical experiences, although this may not occur at identical sites.

The program is affiliated with a number of healthcare and imaging facilities in Austin and the surrounding area. Any student, regardless of where they live, could be scheduled at a site a long distance from their residence during the course of the program.

Should a student refuse to attend a distant clinical site assignment, completion of the program may be delayed or withdrawal from the program may be necessary.

Credentialing Examination

During the clinical component of the program, the student will be required to maintain a procedure log which is required by the ARRT to document eligibility to sit and write the credentialing examination. It is important to note that it is the student's responsibility to ensure that all required procedures, both mandatory and elective be documented and recorded. In the event that the student does not complete the required number of procedures needed to qualify for the ARRT examination during the program, then the student will need to complete the requirements independently outside of the program.

Clinical Experience Requirements

The ARRT requires 120 repetitions across all selected procedure categories to be eligible to apply to take the registry examination. The number of repetitions is attainable over two (2) semesters, however some students may not be able to complete all the required repetitions to apply for the registry. It will therefore be the responsibility of the student to acquire all necessary repetitions on his/her own time. The post program repetitions will also require the verification signature of a registered MRI Technologist or Radiologist. It will be the responsibility of the student to ensure proper documentation is attained for these repetitions. Please refer to the ARRT website for more information with regard to eligibility guidelines and requirements. The web address is: <http://www.arrt.org>. On the left hand side of the home page for ARRT, select "Education/CE" and then click on Post Primary Certification – Clinical Experience and choose MRI. This will provide all the specific information you will need.

MRI Program Clinical Requirements

1. The student must complete 10 initial competencies per semester.
2. Choose a minimum of 5 categories out of the seven to select your procedures
3. Complete 2 initial competencies out of your selected categories.
 - Ex. Head and neck category
 - (1) Routine brain
 - (2) Orbits
 - Ex. Spine category
 - (1) Cervical
 - (2) Lumbar
4. Students must complete 10 recheck competencies per semester based on the procedures selected.

Ex: Initial Competency: Lumbar Spine

Re-check Competency: Lumbar Spine

5. Students will be required to complete a minimum of 40 repetitions during the two clinical semesters.
6. Although the student will only receive a grade for the 10 initial competencies and the 10 recheck Competencies per semester, students will be required to keep a record of all exams completed. Students will be provided an exam logbook to organize exams performed by category. MRI faculty will periodically audit the logbooks. It is strongly suggested that the student continue to complete exams beyond the program requirements. The ARRT requires 120 repetitions to become registry eligible.

Cardiac Life Support

All students in the Diagnostic Medical Imaging - MRI Program must maintain current healthcare provider certification in order to be eligible for clinical assignments.

Attendance Policy

The clinical components comprise a very large portion of the student's learning activities. Due to this fact, we feel it is necessary that all students do their best to comply with this attendance policy. Any absences should be in the event of an illness or family emergency. We have found that punctuality, consistent attendance, and the student's diligence in participating with patient examinations are key factors to the successful completion of this program as well as securing employment. Therefore, we feel a controlling measure must be in place to accomplish this objective.

Students are involved with clinical rotations for two semesters. The following is a breakdown of the semesters involved, and the total number of absences that may be missed without consequence.

Semester	Course #	Hours/Week and Days	Max. Allowed Absences
Fall	MRIT 2460	24 hours (Mon, Wed, Fri)	3
Spring	MRIT 2461	24 hours (Mon. Wed, Fri)	3

If a student is absent more than the allowed days, the clinical grade will be affected. For each absence beyond the maximum allowed, a letter grade will be deducted from the entire clinical course grade. **Example:** If a student is enrolled in a clinical MRI course which allows three absences and the three absences have been taken but the student misses a fourth day, a letter grade will be deducted from their course grade. If the student has an A average at the end of the semester, a B grade will be assigned because of the absence. If a fifth day is missed, two letter grades will be deducted. So an A average will be reduced to a C grade. ***(It should be noted that a "D" grade is not acceptable in MRI courses and would result in your withdrawal from the MRI program.)***

Tardies

Clinical days are from 7:30 AM – 3:30 PM or as designated by your assigned clinical agency. All students should be ready to work by 7:30 AM. Students will be considered late if they are not in their assigned clinical areas by 7:37 AM (8:07 at clinical agencies which begin their clinical day at 8:00 AM). Only two tardies will be allowed in any clinical semester. If a third tardy is accrued, an absence will be deducted.

Please Note: If you have used your maximum allowed absences and a third tardy is accrued, a letter grade will be deducted from your total clinical grade. Also, if a student is tardy, they must be in the clinical area by 9:00 AM on that day. If the student should be later than 9:00 AM, an absence will be deducted.

Picture ID's

All clinical agencies require a wearable picture ID.

Name tags with a picture are provided via a \$3 fee with tuition. A time will be arranged for students to have pictures made. Lost ID's may include a fee for replacement.

Some clinical agencies require a 2nd ID to be made at their site. There is usually a fee that will be refunded at the end of the clinical rotation.

Dress Code--General Information

1. The appearance of all students must generate confidence and respect from patients, families, and other consumers from the community in all clinical agencies.
2. All students shall present a clean, neat appearance and dress in an appropriate manner for a health care environment. Extreme styles, recreational clothing, excessive jewelry, heavy perfumes, or excessive make-up shall not be considered appropriate work attire.

3. IDENTIFICATION: All students are required to wear a picture identification badge, provided by the College, at all times in the clinical setting. The picture and student name shall not be hidden or obscured in any manner. No other insignia is considered appropriate. No arm bands, novelty buttons/pins, hats shall be permitted.
4. Hair (including wigs/hair pieces) shall be kept clean and neat. Long hair shall be pulled back from the face. Hair shall not be abnormal in color (blue, green, purple, etc.). Beards and mustaches are acceptable if kept clean and trimmed.
5. Fingernails shall be well groomed and clean with a maximum length of ¼" beyond the finger tip. Artificial nails and nail tips are prohibited by all clinical affiliates. Nail polish shall not be black or any morbid color.
6. Jewelry other than wedding/engagement rings and wrist watches are discouraged. No dangling earrings shall be worn. Visibly pierced body parts other than ears are not acceptable.
7. All tattoos shall be covered.
8. Shoes shall be kept clean and in good repair.
9. All student clinical attire shall consist of:
 - a. Navy blue uniform pants. Either tie or elastic waist.
 - b. Navy blue or white polo/scrub shirt. Long or short sleeves are acceptable. No sleeveless T-shirts or shirts without collars.
 - c. Navy blue or white uniform vests may be worn.
 - d. Undergarments and socks shall be worn.
 - e. Only white long sleeved lab coats are appropriate. (Each student shall have at least one.)
 - f. Only completely white athletic type or nursing shoes shall be worn. Only white shoestrings are appropriate. No sandals, heeled dress shoes, opened toe shoes or other footwear is acceptable.
 - g. No mid calf or stirrup pants or spandex garments of any type shall be worn.
 - h. Chest hair, midriff, cleavage, or buttocks shall not be exposed.

Patient Care and Management

At the completion of training, the graduate will demonstrate an ability to exercise the following quality of care practices:

1. The graduate will demonstrate skills in providing quality patient care.
2. The graduate will demonstrate compassion and understanding for any patient under his/her care.
3. The graduate will do everything possible to ensure that the dignity of the patient is preserved.
4. The graduate will communicate effectively with the patient, physicians, coworkers and other members of the healthcare team.
5. The graduate will not express medical opinions to the patient.
6. The graduate will demonstrate ability to educate the patient about any MRI examination.
7. The graduate will accurately perform and record vital signs.
8. The graduate will demonstrate safe O₂ administration.
9. The graduate will maintain a current AHA American Heart Association Health Care Provider CPR certification.
10. The graduate will demonstrate safe venipuncture.
11. The graduate will demonstrate safe aseptic technique.

MRI Procedures

At the completion of training, the students will have demonstrated competency in performing basic MRI procedures for the following anatomical regions:

1. Head/Neck
2. Spine
3. Thorax
4. Abdomen and Pelvis
5. Musculoskeletal
6. Special Imaging Procedures
7. Quality Control

X. General Information

Counseling/Student Services

Many counseling services are available at the EVC campus and all other major ACC campuses. If you have questions or problems in any of the following areas, please contact the Student Services Department:

Academic Concerns - Study Techniques, Test Taking, Time Management, Lecture or Clinical Concerns, Instructor Conflicts, etc.

Personal Concerns - Relaxation Techniques, Assertiveness, Communication, Family or Social Pressures, etc.

Career Concerns - Career Decisions or Questions, Career Information, Resume Writing, Interviewing, Resources for Job Information, etc.

Financial Concerns - Basic Financial Aid Information and Forms, Resources to contact for further information of scholarships, loans, etc. (More assistance can be obtained from the Financial Aid Offices)

Library/Learning Resource Center (LRC)

The Eastview Library is located on the second floor of Building 2000. Library hours are:

Monday-Friday 7:30 a.m. – 9:00 p.m.

Saturday 8:00 a.m. – 5:00 p.m.

Sunday 12:00 p.m. – 6:00 p.m.

Hours are subject to change and therefore should be checked each semester. The hours will be posted on the library door.

The Eastview Library serves as a superb medical resource facility and students should become familiar with it as soon as possible.

Computers

Computers are available for student use on the EVC campus at the LRC. There is no charge for computer use. However, it is recommended that you reserve a computer if your time is limited. Available hours are the same as for the LRC. Please note that an ACC student picture ID will be required for library and computer use.

XI. Student Signature Sheet

Please read each statement below. Initial each statement in the space indicated and provide your name, signature, and date below.

1. ____ I have read and agree to, and will comply with the student policies as outlined in the Student Handbook. Furthermore, I will agree to and will comply with the course requirements as listed in the Syllabus and Student Policies of Diagnostic Medical Imaging-MRI.
2. ____ I understand that while performing my regularly assigned duties, I may be exposed to blood, body fluids, or tissues. I will use the appropriate personal protective equipment required when there is an inherent potential for mucous membrane or skin contact with blood, body fluids or tissues, or a potential for spills or splashes of them. Appropriate protection may include the use of gloves, gowns, masks, face shields, eye protection, mouthpieces, resuscitation bags, and other protective equipment. I understand that if I fail to use available personal protective equipment, I may be subject to disciplinary action.
3. ____ I have been informed regarding the inherent health/safety hazards in the healthcare field and release ACC from any liability for such hazards.
4. ____ I have read and agree to the "Substance Abuse Administrative Policy."
5. ____ I understand that some clinical agencies may require a pre-placement drug screen at my expense.
6. ____ I agree to criminal background checks and agree to immediately notify the Dean of Health Sciences in writing of any subsequent changes in criminal history that occur after the admission background check has been completed.
7. ____ I will complete all clinical educational training modules and submit signed documentation to the Program as required.

Printed Name _____

Signature _____ Date _____

Revised June 2009