

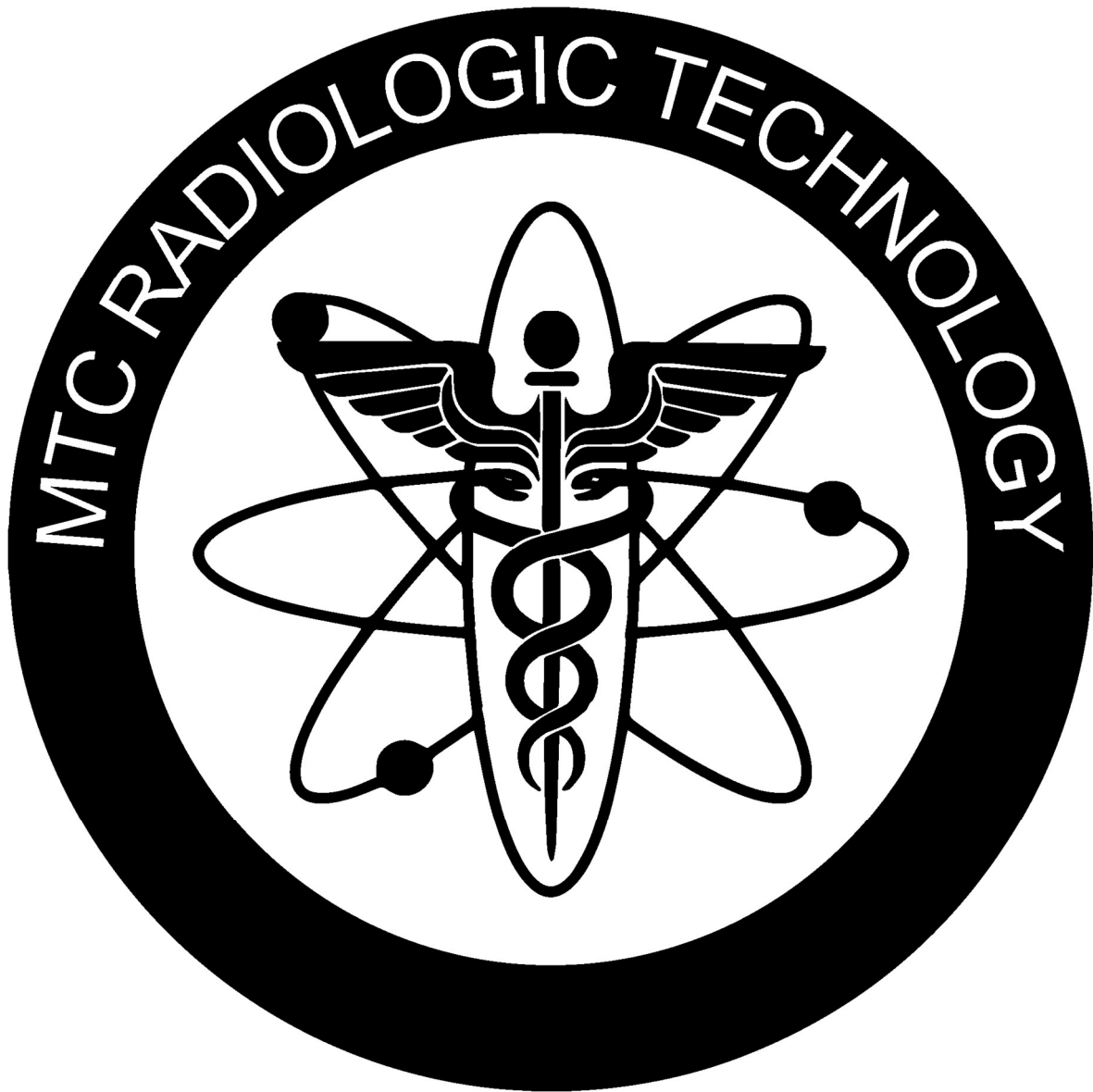


# BE THE BEST!

## Radiologic Technology Student Handbook



[www.mitchelltech.edu](http://www.mitchelltech.edu)



# **Radiologic Technology Program Handbook 2024-2025**

Revised 4-2024

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## ***PROGRAM INTRODUCTIONS***

# **Welcome to the MTC Radiologic Technology Program**

Welcome to the MTC Radiologic Technology Program. The program is a partnership between Mitchell Technical College and various clinical supporters. Mitchell Technical College is accredited by the Higher Learning Commission (HLC), a regional accreditation agency recognized by the U.S. Department of Education. The Radiologic Technology program is accredited by the JRCERT (Joint Review Committee on Education in Radiologic Technology). The Standards for an Accredited Educational Program can be found at <https://www.jrcert.org/accreditation-information/accreditation-standards-2021/>

This program presents a unique clinical and didactic challenge to students. This includes a combination of classroom study and clinical rotation for practical application. Classroom study will occur on the main MTC campus. Clinical application will occur at a variety of area clinical sites.

Students who successfully complete the curriculum may be eligible to take the national certification and registration examination offered by the ARRT. Successful completion of this program does not guarantee the student is eligible to take this examination, as the ARRT reviews applications and determines eligibility for the examination.

Questions regarding eligibility should be directed to the ARRT (arrt.org). It is the responsibility of the student to apply for the certification examination. Applications can take up to 30 days to process.

## **Student Agreement**

I have read the policies of the MTC Radiologic Technology Program and I agree to adhere to program policies described within.

**YES**

**NO**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\* This form is to be placed in the student's file.**

# **Mitchell Technical College**

## **Mission Documents**

### **VISION STATEMENT:**

Mitchell Technical College will be an innovative leader in technical education and a valued partner in global workforce development, preparing students for career success and lifelong learning in an ever-changing world.

### **MISSION STATEMENT:**

It is the mission of Mitchell Technical College to provide skills for success in technical careers.

### **CORE VALUES:**

- o Learning: MTC provides high-quality Associate of Applied Science degree, diploma, and certificate programs which prepare students for successful careers.
- o Life Skills: MTC prepares graduates for lifelong learning by building skills in technology, communication, professionalism, problem-solving, teamwork, and adaptability.
- o Access: MTC provides educational services and quality training to students, alumni, businesses, and the community, both on campus and at a distance.
- o Innovation: MTC integrates state-of-the-art technologies, instructional methods, and facilities to deliver a high-quality, unique educational experience.
- o Excellence: MTC commits to improve student learning and institutional effectiveness through a system of assessment and continuous review.
- o Talent Investment: MTC recruits, develops, and invests in skilled, dedicated, and student-oriented faculty and staff.
- o Community: MTC builds student community through social and recreational activities, counseling support, and a student government structure administered through organized student services.
- o Diversity and Respect: MTC seeks and values a diverse population and responds to the unique needs of individuals, recognizing the dignity and worth of all people and fostering a climate of respect among its students, faculty, staff, and administrators.
- o Advocacy: MTC promotes the value of technical education through the development of relationships with stakeholders and activities that raise awareness of the institute's mission.
- o Equity: Mitchell Tech strives to address gaps in achievement so that every student receives purposeful, ongoing support and programming to be successful throughout the college experience.

# **Radiologic Technology Mission Statement**

It is the mission of the MTC Radiologic Technology Program to provide skills for success in the field of radiologic technology.

## **Student Radiologic Technologist Job Description**

### **1. Position: Student Radiologic Technologist**

Responsible to: Program Director  
Clinical Coordinator  
Program Faculty  
Clinical Preceptors  
Department Directors  
Clinical Staff

### **2. Job Responsibilities (supervised by staff technologist):**

- a. Responsible to operate radiologic equipment for the purpose of producing diagnostic x-ray images
- b. Establishes and maintains positive interpersonal relationships
- c. Utilizes time in an efficient manner
- d. Demonstrates reliability and punctuality
- e. Adheres to policies of MTC and the program, as well as those of any clinical site
- f. Demonstrates appropriate judgment and decision-making
- g. Performs other duties as assigned

### **3. Essential Requirements:**

These requirements are aligned with the expectations of industry and are made available to facilitate a valid career choice by the student.

#### Physical Demands and Working Conditions:

Heavy work requiring pushing, pulling, carrying, holding, lifting, and exerting up to 100 lbs. of force occasionally and/or up to 50 lbs. of force frequently and/or up to 20 lbs. of force constantly in order to move objects like the human body and portable equipment. Good manual dexterity is necessary for dialing, filing, grasping, holding, turning, typing, reaching, sorting, and writing. Up to 80% of the schedule involves standing or walking. Due to the hazard of ionizing radiation exposure in x-ray, particular standards and procedures must be followed as outlined in the Radiologic Technology Program Handbook.

#### Communication requirements:

Fluency in written and spoken English is essential to ensure patient safety.

#### Environmental risks:

Individuals may be exposed to infectious disease, bloodborne pathogens, radiation exposure, physical hazards such as needle sticks or injuries sustained by moving or lifting patients, equipment, or materials. Radiation exposure is monitored throughout clinical training.



Sensory requirements:

Visual acuity to review diagnostic images and read exam requests and reports. Applicant must be able to hear sufficiently in order to receive and comprehend orders/direction without visual cues. Certain environments disallow face to face communication (i.e., surgical procedures).

Dress Code/Personal Hygiene requirements:

Students must adhere to dress code/personal hygiene policies.

**4. Professional Affiliations:**

ASRT: Second year students

SDSRT: Second year students (Second year students will be required to attend the annual meeting)

**5. Essential Job Functions and Responsibilities (The Student Radiologic Technologist will perform all of the following under the supervision of a qualified Radiologic Technologist.)**

- a. Prepare patient and adjust equipment for taking radiographs. Position and instruct the patient regarding procedures. Administer contrast media as ordered.
  - Determine proper voltage / mAs for optimum radiographic quality.
  - Arrange, attach, or adjust immobilization devices as necessary.
  - Adjust collimation and lead shielding to protect from unnecessary exposure to ionizing radiation.
- b. Conduct exams in other areas of the hospital with portable equipment
  - Transport equipment to such area as OR, ER, and patient rooms.
  - Observe sterile techniques and complete exam promptly.
- c. Prepare images for reading by the radiologist if necessary.
- d. Assist with staff/student on the job training and orientation.
- e. Assist with the collection and maintenance of records as required by The Joint Commission accreditation standards, OSHA, quality assurance, and the law.

**6. Co-Worker / Patient Relations**

- a. Student will constantly strive for a professional relationship with MTC, clinical sites, and especially patients.
  - Establishes a rapport with co-workers, faculty, physicians, and/or other students and is generally a “team” player.
  - Gives credit to fellow students or coworkers for their efforts and contributions. Refrains from malicious gossip.
  - Is receptive to constructive suggestions offered by others.
  - Shares responsibilities and offers assistance to co-workers and patients by promptly responding to requests and needs.
  - Conveys enthusiasm and sincerity. Projects an image of professionalism through appropriate attire and mannerisms.
  - Wears proper identification.
  - Addresses and acknowledges faculty, staff, physicians, and patients as appropriate.

## **7. Continuing Education and Professional Development**

- a. Students will make every attempt to better themselves professionally.
  - Consistently and regularly attends scheduled class and radiology departmental staff meetings.
  - Attends mandatory in-service sessions.
  - Conforms to program policies regarding presentation of written report for attendance of conventions.
  - Willingly completes special assignments in a quality fashion and a timely manner.

## **8. Work Habits**

- a. Student will exhibit exemplary work habits worthy of the radiologic sciences.
  - Accepts work assignments readily.
  - Performs high quality work that is accurate, neat, and consistent.
  - Works well under pressure.
  - Provides timely, legible, and concise documentation of services on an ongoing basis or as requested by a supervisor.
  - Takes care of equipment and work areas.
  - Keeps current with all program and hospital policies / procedures.
  - Follows body substance, isolation, and all infection control guidelines as designated by hospital policy (i.e., universal precautions whenever deemed appropriate as well as other personal protective devices as necessary.)
  - Complies with all aspects of the OSHA bloodborne standard protocol as designated by hospital policy.
  - Readily adjusts to changes in methods, procedures, working conditions, etc.
  - Observes school hours and observes time clock regulations. Attends all class functions and clinical rotations with a minimum of absences.

## **9. Learning Environment**

- a. Hazards and Risks
  - Student may be exposed to infectious diseases and blood / body fluids when working with patients.
  - Student may be exposed to dust and some odors.
  - Students may be exposed to forms of ionizing radiation and will be provided with the appropriate shielding equipment and personnel monitoring devices.
- b. Working Conditions
  - Student will study and work in a clean, well-lit environment.
  - May be required to deal with unpleasant environmental situations resulting from patient activity.

## **10. Other Responsibilities**

- a. Utilizes program clinical assets appropriately.
- b. Conforms to all patient confidentiality policies as outlined by HIPAA.
- c. Treats patients and their families along with all staff and faculty with respect

## **ARRT Standards of Ethics for the Radiologic Technologist**

MTC Radiologic Technology Program  
Organizational Chart

**MTC President**  
Mark Wilson

**Vice President for  
Academics**  
Carol Grode-Hanks

**Program Director**  
Lisa Herrmann

**Clinical Coordinator**  
Barbara Wright

**Program Faculty**  
Amber Krcil

**Program Faculty**  
Ashley Alarcon

## Organizations

### **The Joint Review Committee on Education in Radiologic Technology (JRCERT)**

The JRCERT promotes excellence in education and elevates the quality and safety of patient care through the accreditation of educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. The JRCERT Standards for an accredited educational program in radiologic technology are designed to promote academic excellence, patient safety, and quality healthcare.

Address: 20 N. Wacker Drive, Suite 2850  
Chicago, Illinois 60606-3182

Phone: 312-704-5300

Web: [www.jrcert.org](http://www.jrcert.org)

### **The American Society of Radiologic Technologists (ASRT)**

The ASRT is a professional membership organization representing the interests of radiographers, radiation therapy technologists, and nuclear medicine technologists according to the purpose and goals stated in the by-laws. The ASRT sponsors numerous educational programs for all ranks of technologists and holds an annual meeting with a wide range of professional continuing education offerings. The ASRT developed and publishes the *Curriculum Guide for Educational Programs in Radiologic Technology* and provides for periodic review of curricula in Radiologic Technology.

Address: 15000 Central Ave SE  
Albuquerque, New Mexico 87123

Phone: 1-800-444-2778

Web: [www.asrt.org](http://www.asrt.org)

## **The American Registry of Radiologic Technologists (ARRT)**

The American Registry of Radiologic Technologists (ARRT) is the world's largest organization offering credentials in medical imaging, interventional procedures, and radiation therapy. The ARRT certify and register technologists in a range of disciplines by overseeing and administering education, ethics, and examination requirements to graduates of educational programs in six primary pathways: Radiography, Radiation Therapy, Nuclear Medicine Technology, Sonography, Magnetic Resonance Imaging, and Vascular Sonography. Post primary examinations are offered in the areas of Bone Densitometry, Breast Sonography, Cardiac Interventional Radiography, Computed Tomography, Magnetic Resonance Imaging, Mammography, Vascular Interventional Radiography, Vascular Sonography.

The ARRT is not involved in the accreditation process, however it does require evidence that candidates for certification are graduates of an accredited program. The ARRT maintains a registry of certified technologists in all disciplines of Radiologic Sciences.

Address: 1255 Northland Drive  
St Paul, Minnesota 55120

Phone: (651)-687-0048  
Web: [www.arrt.org](http://www.arrt.org)

## ***ADMISSIONS PROCEDURES***

## Pre-training Health Assessment / Immunization

The MTC Radiologic Technology Program requires a physical examination before entrance to the program. The physical examination form will be distributed at June registration. The physical must be completed and signed by a medical provider between the date the form is received and the start of fall semester. All students should review the essential requirements listed in the student job description in this handbook.

The MTC Radiologic Technology Program must maintain a record of immunizations for each student enrolled in the program. These immunizations are required out of concern for student health and safety in the clinical setting. The MTC Radiologic Technology Program oversees the vaccination requirements for clinical and intern sites.

Certain clinical sites may require mandatory drug testing. Students assigned to these sites will be required to participate at the student's expense.

The following immunization requirements must be met or in-process before the student will be allowed to enter the clinical setting.

1. A two-step Mantoux skin test to evaluate for TB and an annual renewal.
2. A rubella titer showing immunity and/or a record of a second dose of MMR.
3. A record of Hepatitis B vaccine.
4. A record or history of chicken pox and/or Varicella vaccine.
5. A record of Tdap vaccine.
6. Annual influenza vaccination.

*\*If student has the COVID-19 vaccine, documentation will be uploaded into the immunization tracker software.*

## Financial Information

Estimated program costs are available through the business office. A criminal background check is required (at the student's expense); instructions are given at New Student Registration in June.

The student will be responsible for certain miscellaneous expenses:

1. Travel to and from clinical sites and required campus visits
2. Meals
3. Housing

## Refund Policy

Students who leave the program and desire a financial refund of tuition should refer to the MTC Student Handbook for details.

## Financial Aid

Students enrolled in the program will be eligible for financial aid on an individual basis. The student should fill out a FAFSA (Free Application for Federal Student Aid) to determine what assistance is available. Any questions should be directed to the MTC Financial Aid Office.

## Re-admission Process

In order for a student to be re-admitted to the program after leaving, several requirements must be met:

1. The student must have withdrawn on their own accord and in good standing.
2. If the student has withdrawn, all technical courses must be repeated or successfully audited.
3. Students will be re-admitted for first year fall and spring semesters and placement in summer semester clinical will be determined when a clinical placement site is available. Re-admitted students are not guaranteed clinical placement.
4. Applications from students who are withdrawn for more than one year will be considered with all other applications received for that year.



## Transfer Students

Any prospective transfer student must meet the following criteria before being considered:

1. Must have attended a JRCERT accredited program with no more than 12 months lapse in attendance.
2. Prospect must meet the minimum admission requirements as set forth by the program.
3. The total time of training between the previous program and the MTC program shall be no less than 24 months.
4. The program director and the student must agree upon classes or clinical requirements necessary to complete the program.
5. Transcripts must be forwarded directly from the student's previous program of attendance.
6. The program director reserves the right to contact the student's past instructors for reference.

# ***CURRICULUM***

## Radiologic Technology Program Description

The Radiologic Technology program utilizes didactic, laboratory, and clinical education to prepare students to work as radiologic technologists. The didactic, or classroom portion, teaches the student the fundamental principles of x-ray production, radiographic positioning skills, radiographic anatomy, imaging equipment, radiographic pathology, patient care, and radiation safety. The clinical portion allows the student to gain practical experience in real-life situations. Students will attend courses on MTC's campus the first two semesters of the program. For the subsequent three semesters, the student will be assigned to clinical rotations, including evening and weekend rotations, in various locations in South Dakota. This requires students to relocate to the area of their clinical assignment at their own expense. Students will complete online courses during their clinical semesters and will infrequently return to campus for various learning activities.

The curriculum is designed around the ASRT Radiography Curriculum. The curriculum is also designed to meet the standards of the Joint Review Committee on Education in Radiologic Technology (JRCERT), which is the accrediting body for radiologic technology programs. The degree of Associate of Applied Science in Radiologic Technology will be awarded upon successful completion of the program.

Students who successfully complete the curriculum may be eligible to take the national certification and registration examination offered by the ARRT. Successful completion of this program does not guarantee the student is eligible to take this examination, since the ARRT reviews the applications and determines eligibility for the examination.

Questions regarding eligibility should be directed to the ARRT ([arrt.org](http://arrt.org)). It is the responsibility of the student to apply for the certification examination. Applications can take up to 30 days to process.

Once the ARRT certification exam has been successfully passed, the student becomes a registered technologist and is entitled to all the rights and privileges of that title.

## Faculty Roster

Radiologic Technology Program Director: Lisa Herrmann MEd, RT (R) (T)  
Radiologic Technology Clinical Coordinator: Barbara Wright BS, RT (R) RDMS  
Radiologic Technology Faculty: Amber Krcil, BS, RT (R)  
Ashley Alarcon, BS, RT (R) (CT)

### **Additional Clinical Personnel**

Avera Queen of Peace

Beau Lanners RT (R) (CT)

Avera Grasslands Diagnostics

Madison Vanderheiden RT (R) (CT)

Sanford Health Clinic Mitchell

Ann Crothers RT (R) (CT)

Huron Regional Medical Center

Eric Wangsness RT (R) (CT)

Prairie Lakes Healthcare System

Shelby Thyne RT (R)(CT)

Mersadie Reuer RT (R)(CT)

Madison Regional Health System

Kyle Landin RT (R)(CT)

Prairie Lakes Orthopedics

Tara Zenk RT (R)(CT)

Sanford Health Clinic Watertown

Morgan Falk RT (R) (CT)

Monument Health Rapid City Hospital

Chesna Smith RT (R)

Tim Henke RT (R)

Linda Polland RT (R)

Lauren Schaefers RT (R)

Monument Health Ortho and Specialty Hospital

Cory Holmes RT (R)

Jen Crow RT (R)

Monument Health Medical Clinic-Flormann St

Robert Schroeder RT (R) (CT)

Monument Health Sturgis Hospital

Mika Hess RT (R)

Monument Health Spearfish Hospital

Tyler Berger RT (R) (MR) (CT)

Brianna Baumann RT (R)

Monument Health 10<sup>th</sup> St Clinic Spearfish

Kristin Ulmer RT (R)

Monument Health Orthopedics Spearfish

Heather Delahoyde RT (R)

Avera Aberdeen Family Physician's Clinic

Christopher Gillick RT (R)

Avera St. Luke's Hospital

Christopher Gillick RT (R)

Avera Orthopedics - Aberdeen

Kimberly Pulfrey RT (R)

Sanford Aberdeen Medical Center

Denielle Olson RT (R)

## Radiologic Technology Advisory Board

Sean Bortnem	Ashley Seward	Kyle Landin	Marla Smith
Eric Wangsness	Jay Dahl	Program Faculty	Mark Wilson
Stephanie London	Cory Holmes	Lynn Smith	Carol Grode-Hanks
Beau Lanners	Megan Gilbertson	Lisa Johnson	Paula Freeman
Jenna Dawson	Tara Zenk	Julie Gross	School Board Representative
Danielle Shoenrock	Kirby Peterson	Tony Kallas	Student Representative

## Department Committees

The MTC Radiologic Technology Program, in accordance with JRCERT standards, maintains one standing committee:

1. Advisory Board – The Advisory Board has been established to ascertain the needs and the future of the program and its students, advise on program policy and procedure, and to assist MTC to meet the standards of accredited programs.

## Program Outcomes

(click to view)

Program Outcomes:

<https://www.mitchelltech.edu/programs/radiologic-technology/>

## Course Outlines and Descriptions

(click to view)

Course Outline and Descriptions:

<https://mitchelltech.smartcatalogiq.com/en/2023-2025/catalog-and-student-handbook/program-offerings/radiologic-technology-aas-degree/>

## Testing/Grading Policy

The program's grading policy requires the student to attain a minimum "C" final grade for each RAD course to be eligible to take the ARRT National Registry Exam. In addition, students must complete all technical courses and HS 103 with a minimum grade of C (2.0) in order to graduate. Students who do not achieve a C (2.0) grade will be prevented from enrolling in the subsequent semester due to prerequisite requirements. Students are assigned a faculty advisor whom they will meet with at least once each semester to monitor progress.

The following grading scale will be used for all "RAD" related courses:

A =	90% - 100%
B =	80% - 89.99%
C =	70% - 79.99%
F =	69.99% and below

Grades are issued at the end of each semester. The student may request a meeting with any program faculty to discuss grades.

### **Missed/Make-up work**

Late assignments will be penalized 10% each day until submitted. Missed assignments due to illness will be accepted for full credit upon the student's return (within a time frame equal to the number of days missed). After that point, the late assignment policy will be enforced. If a student misses a quiz or test due to illness, they will be allowed to take a make-up test. Faculty reserves the right to handle cases on an individual basis. For all absences other than illness-related, assignments must be made up prior.

### **Testing**

Student testing will take place in the assigned classroom. Students who struggle with distractions during testing are encouraged to purchase noise-cancelling headphones without Bluetooth capabilities. Our goal is to mimic the ARRT testing environment in an effort to prepare students for that setting.

This is an excerpt from the ARRT site on what to expect on testing day:

*Expect to hear noises during your exam, such as typing, coughing, or people entering/leaving the exam room. If you think this will distract you, request earplugs or noise-reduction headphones at test center.*

## Course Retakes

The student must complete all RAD courses with a minimum grade of “C” in order to graduate and be registry eligible. Students who do not complete a RAD course with a “C” minimum, will be prevented from enrolling in the subsequent semester due to pre-requisite requirements.

Remedial work is not available for RAD courses completed during the first and second semesters, as well as RAD 154 and RAD 156 in the third semester. Students who fail any course during the first or second semester, RAD 154, or RAD 156 will not be allowed to continue in the program and may re-apply. During the third through fifth semesters, students failing one of the Registry Review courses within 1% (69.0 – 69.99%) will be offered the opportunity to take two remedial comprehensive tests to improve their grade to passing. The tests must be completed within one week of the end of the semester. The average of the two remedial tests will be used to replace their lowest test score. This opportunity will be available to students only ONCE throughout the three-part series of Registry Review courses. If a student scores below 70% in any succeeding Registry Review courses after completing remedial work, they will not be allowed to continue in the program and may re-apply. For example, if a student fails Registry Review I and completes remedial work to pass the course, remedial work will not be available if they score lower than 70% in Registry Review II or Registry Review III. Students must meet all MTC’s general education requirements in order to receive an A.A.S. degree.

In order to maintain skills and competencies, students who wish to re-enter the program must successfully audit all technical courses from previous semesters prior to retaking a RAD class. Any student auditing a RAD course will be held to the same standards as enrolled students including attendance, assignments, labs, and quizzes/tests. A RAD course must successfully be completed within 2 attempts and within 3 years of initial enrollment in the program. Clinical placement will be determined when a clinical site is available. Students retaking courses are not guaranteed clinical placement.

If a student feels they have extenuating circumstances, they may submit an appeal through the MTC Vice President for Academics.

## Unsatisfactory Progress

The MTC Radiologic Technology Program will make every attempt to assist students having problems whether they are clinical, didactic, personal, illness, etc.

Any student who does not meet the standards set forth in the handbook will be subject to disciplinary action (DA):

An instructor will assign the DA as one of three classes, depending on the nature of the infraction. DAs will affect the student's grade in whatever course the action applies to as outlined below:

**CLASS I:** Minor tardies (less than 15 minutes late), minor clinical performance issues, uniform, unexcused absence (student fails to inform faculty), etc.

- 1<sup>st</sup> DA – No grade penalty
- 2<sup>nd</sup> DA – Grade reduction of 5%
- 3<sup>rd</sup> DA – Grade reduction of 10%
- 4<sup>th</sup> DA – Grade reduction of 15%

**CLASS II:** Significant tardies (more than 15 minutes late), moderate clinical performance issues, minor ethics issues, etc.

- 1<sup>st</sup> DA – Grade reduction of 5%
- 2<sup>nd</sup> DA – Grade reduction of 10%
- 3<sup>rd</sup> DA – Grade reduction of 15%
- 4<sup>th</sup> DA – Grade reduction of 20%

**CLASS III:** Truancy (clinical shift), theft, insubordination, HIPAA issues, major ethics issues such as cheating, etc.

- 1<sup>st</sup> DA – Grade reduction of 10%
- 2<sup>nd</sup> DA – Grade reduction of 15%
- 3<sup>rd</sup> DA – Grade reduction of 20%
- 4<sup>th</sup> DA – Grade reduction of 25%

Grade penalties are progressive by CLASS. For example, if a student receives two CLASS II DAs, they will be penalized 10% of their final grade. If the student then receives their first CLASS I DA, there will be no additional grade penalty, a second CLASS I DA will result in an additional 5% grade reduction, for a total grade deduction of 15%. The grade reduction will be applied to the total points available in the course.

**\*\*\*NOTE: IF A STUDENT REQUIRES DISCIPLINARY ACTION, THEY MAY BE REQUIRED TO REPORT TO THE MTC CAMPUS\*\*\***



## Clinical Education and Rotations for Radiologic Technology

Students will attend clinical rotations in various locations in South Dakota. This requires students to relocate to the area of their clinical assignment at their own expense. Past clinical locations have included: Mitchell, Watertown, Spearfish, Aberdeen, and Rapid City areas. Students are responsible for transportation to and from clinical sites. Clinical shifts include day, evening, and weekend hours. Students are not allowed to attend clinicals more than 40 hours each week or 10 hours in one day. Hours exceeding these limitations must be voluntary on the student's part. Students are required to utilize the Trajecsys clinical tracking system as directed.

### **NOTE:**

The field of Radiologic Technology is one that requires close patient/caregiver contact. The student radiographer needs to be aware that the art of accurate patient positioning requires the use of anatomical landmarks. Students will be instructed how to locate these landmarks, perhaps during a demonstration by faculty with a student acting as the patient. Program faculty assures the student that any contact between the instructor and the student during these sessions is strictly for medical instruction and for the benefit of the class.

## ***POLICIES AND PROCEDURES***

## Attendance Policies

### **Bereavement Leave:**

Students who experience the loss of an immediate family member (parent, stepparent, child, stepchild, brother, sister, stepbrother, stepsister, spouse, fiancé, mother-in-law, father-in-law) will be allowed 5 working days off. Students are not required to make up the hours missed, but coursework must be completed.

Students who experience the loss of a grandparent or grandchild will be granted 2 working days to attend funeral services. Students are not required to make up the hours missed, but coursework must be completed.

Students who experience the loss of loved ones other than those previously mentioned may take personal leave to attend funeral services. All arrangements must be made with the program director.

### **Class / Clinical Attendance:**

#### **CLASSROOM:**

Students are strongly encouraged to attend all classes. Failure to attend classes will result in a reduction of course grade (**see syllabi**). Weather-related announcements for on campus classes are made using the MTECH alert system. In the event of a late start, students will report at the time that campus opens.

#### **CLINICAL:**

Weather related cancellation or postponement of classes for radiologic technology students will be announced by MTC, LATC (Watertown), NSU (Aberdeen), BHSU (Spearfish), or WDT (Rapid City) respectively. However, students are encouraged to use their own best judgment when deciding whether or not to attempt travel to a clinical rotation. "Early dismissal" school cancellations due to weather will be handled on a case-by-case basis by the clinical coordinator. **If the student makes the decision not to attend clinical rotations because of inclement weather, they will be required to make up the missed clinical shift prior to graduation, or they may choose to use a personal day. Students will not be allowed to go to another clinical site for that day unless authorized by the clinical coordinator.** Students scheduled for weekend shifts will contact the clinical coordinator to determine the need to attend assigned clinical rotations during inclement weather.

### **Holidays:**

Students will observe the same holiday schedule as Mitchell Technical College.

Students may not count holiday hours as clinical time. For example, the week of Memorial Day, the student will still be required to work regularly scheduled clinical hours.

If a student is scheduled for weekend clinical rotation on a holiday weekend, they are responsible to attend that rotation except for the actual holiday.

Students are not scheduled to attend weekend clinical rotations associated with the following holidays: Spring Break, Thanksgiving, and Easter.

### **Illness / Personal Leave:**

#### **CLASSROOM:**

Students are allowed 2 absences per course. It is expected that if a student will not be attending a class, that they give the faculty a courtesy call (not email or text) prior to the class start time. This type of absence will be entered as "Excused" in the gradebook. If the student fails to call ahead, the absence will be considered "Unexcused" and the Unsatisfactory Progress Policy is utilized. For the complete attendance policy, please refer to the course syllabi.

#### **CLINICAL:**

Students will be allowed the equivalent of 5 clinical shifts for personal leave to be used in the case of illness, emergency, or at the student's discretion. Personal leave may be requested in full or half-shift increments in Trajecsys. Students must make requests at least 24 hours before the requested time off and faculty reserves the right to deny any requests.

1. If a student is unable to report for clinical rotation, they are required to inform the faculty and clinical personnel **prior** to their assigned shift.
2. Notification must be made by a phone call, not email or text message. The student must call the faculty office phone number listed on the clinical syllabi; if the call is not answered a voicemail explaining the circumstances is required.
3. In the case of illness, faculty will document personal leave in Trajecsys.
4. If a student has no personal leave left and misses clinicals for more than two days due to the same illness, a doctor's note may be requested.
5. The student will be required to schedule make up days for any time missed that exceeds their personal leave. Exceptions may be made for military obligations, long term medical leave, etc. Students will not be allowed to make up hours on scheduled MTC holidays.
6. Personal leave is discouraged on evening rotations, weekend shifts, and any advanced modality rotations. The use of personal leave the last 5 days of each semester is discouraged and will be considered on a case-by-case basis.
7. Students who are diagnosed with a communicable disease are required to **IMMEDIATELY** inform program faculty and refrain from attending clinical rotations.

### **Interview Day / Reference Requests:**

Students will be allowed one clinical shift to attend interviews. The shift can be split into two half-shift increments. Proof of attendance will be required. The interview day is for radiologic technology positions **ONLY**. It may also be used for academic orientation if a student is continuing their education.

Faculty will provide references only when an official request is made by the student.

## **Overtime**

If the student is involved in a procedure and their scheduled shift is ending, it is most often unethical to leave the procedure. In these cases, students must notify the Clinical Coordinator to arrange compensation time. A schedule will be arranged by faculty for the student to receive time back within the same week if possible. Program faculty reserves the right to modify attendance policies on case-by-case basis.

## **Tardiness**

### **CLASSROOM:**

Students who are late for a class will be issued a tardy. The student is expected to notify faculty via phone call prior to the class start time. Students who fail to notify faculty will be subject to the Unsatisfactory Progress Policy.

### **CLINICAL:**

Students enrolled in the MTC Radiologic Technology Program are expected to report to their assigned shifts 5 minutes before the scheduled time. This allows the students to mentally and physically prepare themselves for the day's experience. Tardiness will not be tolerated. The program policy for tardiness follows the procedure as outlined in the Unsatisfactory Progress section.

Since the department utilizes a timeclock, review of those records will be the primary method to determine tardiness in the clinical setting. Students will be required to make up the amount of time they were late.

Exceptions to this rule may only be made if the student contacts program faculty and explains their situation. Any call must be placed **prior** to the report time for their particular rotation. Faculty reserves the right to determine the validity of multiple or repeated situations and to deal with them on a case-by-case basis.

Tardiness will be defined as reporting for training prior to the half-way point of the class or assigned clinical shift. Reporting later than this will result in truancy.

## **Truancy**

Truancy is defined as reporting to scheduled class or clinical shift after half-way point of the class or shift has passed without prior notification. The program policy for truancy follows the procedure as outlined in the Unsatisfactory Progress section.

## **Trading of Shifts**

In the clinical setting, students will be assigned clinical rotations. A student may trade a full rotation or a single shift with a classmate in the same cohort. Students must trade into the rotation/shift that they are trading out of; for example: a student trading out of the evening rotation/shift must trade for a different evening rotation/shift. This includes weekend shifts as well. All trade requests must be requested via MTC email and approved by the faculty prior to the dates of the trade.

## Pregnancy Policy:

It is known that ionizing radiation is potentially harmful to a developing fetus. The MTC Radiologic Technology program believes that it has the responsibility to protect pregnant students while maintaining their privacy. **It is the choice of the student whether to declare a pregnancy or not.** The student should keep in mind that declaring their pregnancy will enable faculty to better assist them with radiation safety and missed schoolwork. A declaration of pregnancy (see following page) and any leave of absence (LOA) request (if applicable) must be made in writing to the Program Director with the expected date of delivery stated. The student also has the option to withdraw their disclosure of pregnancy at any time; this must be submitted to the program director in writing.

There are several methods students can use to keep the abdominal dose below 50 mrem/month:

1. Always wear a 0.5 mm lead equivalent apron (preferably a wrap-around) during fluoroscopy, specials, and mobile radiography exams.
2. Utilize distance from the source to lower exposure.
3. Take advantage of the protection of the exposure booth.

Following these rules will help ensure that pregnant radiation workers may continue duties with assurance that the fetus is well protected from ionizing radiation.

Pregnant students should not come into contact with patients infected with:

1. Chickenpox (Varicella)
2. Herpes Zoster, Shingles (If student has not had chickenpox)
3. Measles (Rubeola)
4. German Measles (Rubella)

This does not apply if the student has had the disease or an immunization for the disease.

Students who have declared their pregnancy will be issued an extra dosimeter to be worn at waist level and under the lead apron, when applicable.

MTC Radiologic Technology Program  
Declaration of Pregnancy

1. I will continue in the program without clinical modification.
  - Material that outlines the possible risks associated with continuation in the program as may be appropriate and specific to pregnancy, namely the NRC Regulatory Guide 8.13, would be provided. Review of the material by the Medical Director/faculty with the student would be available.
  - Compliance with departmental radiation safety policy would be expected.
  - Clinical time and all assignments missed for maternity leave would be made up according to the leave policy and as scheduled by the faculty.
  
2. I will continue in the program with clinical modifications based on individual need.
  - All elements outlined in option # 1 would apply.
  - Clinical assignments could be adjusted on an individual basis.
  
3. I will withdraw from the program.
  - Applicable academic/clinical credit upon withdrawal would be awarded on an individual basis; determination of the credit awarded would be based on the individual student's academic/clinical achievement as described in the MTC Catalog and Student Handbook. It would be possible for a student to withdraw and be awarded NO credit.

I have read and understand the Declaration of Pregnancy. After careful consideration, I choose option \_\_\_\_\_. I understand that a counseling record will be placed in my file outlining specific details of the agreement between myself and the MTC Radiologic Technology program.

---

Signature

Date

Reviewed and revised: Oct 2013; Dec 2021

## Cell Phone, Media Capable Devices, Social Media and General Internet Use

Personal cellular device use, and/or text messaging while in the classroom or clinical setting is strictly prohibited. This includes any media capable device, such as a smartwatch. Use of these devices are reserved for designated break periods and emergencies. Students are expected to store all digital devices with other personal items while in the clinical setting. Students performing clinical rotations are expected to use the phones of the facility for work related purposes only. Students are not to browse the internet or participate in personal social networking while they are in the clinical setting and clocked in.

## School-Related Communication

Due to factors such as geographic separation and busy schedules, a great deal of information will be disseminated via email to the students' MTC address. **IT IS THE RESPONSIBILITY OF THE STUDENT TO REGULARLY CHECK THEIR EMAIL.**

Faculty will not tolerate excuses for students being uninformed. Students are expected to check their email at least once each day for up-to-date school-related information.

## MTECH Alert System/Weather-Related Clinical Attendance

School-related emergencies and weather-related closings for MTC will be electronically dispersed via the MTECH Alert system. Instructions for subscribing to this service will be available to all students via mitchelltech.edu. Weather-related messages will also be broadcast on area radio stations. **Students should use their own best judgment regarding road conditions, student safety is our first priority.** If weather is threatening, students are advised not to jeopardize their safety by traveling to/from outlying communities. Please refer to "Class Attendance" for details regarding missed classes or clinical shifts due to inclement weather.

## Health Insurance

MTC does NOT carry health insurance on students. Health insurance is the responsibility of each student and **MTC encourages** each student to carry some type of health insurance. Injuries sustained while in class, lab, or clinical are the responsibility of the student. Students are responsible for their own medical expenses, whether due to an injury in a clinical facility or elsewhere or to an illness which requires treatment and follow-up care.



## Accident and Communicable Disease Exposure

MTC assumes no liability for injury, infection, or illness that may occur as a result of classroom or clinical experiences. Any injury, no matter how severe, should be immediately reported to faculty and immediate supervisor in the clinical area. Radiologic Technology students may be required to submit a health care provider's release allowing the student to return to class/clinical experiences. Any Radiologic Technology student that suspects they have been in contact with a person with a communicable disease should report this to faculty and their immediate supervisor in the clinical area. The student will also contact their physician. If the physician deems isolation or quarantine is needed, the student will be sent home. Isolation or quarantine measures will be addressed individually per case and as recommended by their private physician and under the advice of the South Dakota Department of Health. Students are responsible for their own health costs.

## Chemical Misuse and Dependency

The Radiologic Technology department follows the Drug and Alcohol Conduct Guidelines for Students found in the MTC Student Handbook. Because of the requirements for licensure approval and for the safety of the public, the radiologic technology student policy further refers to the use/misuse, possession of, or being under the influence of alcoholic beverages, illegal drugs, or drugs which impair judgment while attending class or clinical, or representing MTC in any manner, in any health care facility, school, institution, or other location. Clinical sites may require initial drug screening.

When an instructor, clinical preceptor, or administrator observes a student with behavior or appearance that is characteristic of alcohol or drug use, the student will be required to submit to drug or alcohol testing. Immediately after the suspicion of impairment is voiced and brought to the student's attention, they will be accompanied to a designated laboratory by an MTC representative such as faculty or a clinical supervisor. The student will be immediately suspended from school until test results are received. MTC is responsible for the cost of testing. In the event that a student is in the clinical setting, a manager or site supervisor should contact Radiologic Technology faculty or the MTC Dean of Student Success.

If the results of the test(s) are positive, the student will meet with the Dean of Student Success or designee to determine disciplinary and treatment options that the student must follow to be reinstated into school (refer to MTC Student Handbook Drug and Alcohol Conduct Guidelines). The Radiologic Technology Program Director may recommend that the student be dismissed from the program. If the results of these tests indicate a negative drug screen for alcohol or other illegal substances or for non-prescribed legal substances, the student shall meet with the Radiologic Technology Program Director within twenty-four (24) hours of the test results to discuss the circumstances surrounding the impaired behavior and arrange for completion of any missed class work.

- If the indicator was the odor of alcohol, the student will be mandated to discontinue the use of whatever may have caused the alcohol-like odor before returning to class/clinical.
- If the indicator was behavioral, consideration must be given to a possible medical condition being responsible for the symptoms. A medical referral for evaluation may be indicated.

If a student refuses to submit to drug/alcohol testing, it will be considered a positive result and the student will be removed immediately from the class/clinical setting. Transport arrangements will be made, and the student will remain out of the class/clinical area until a decision regarding the issue is finalized.

Student ethical violations/suspension must be reported to the ARRT.

### ARRT Ethics Review

Students are required to notify the ARRT of any ethics violations, including criminal charges and convictions. The ARRT will determine eligibility to apply for the certification exam. A fee may be charged by the ARRT for this process, which the student is responsible to pay. It is the responsibility of the student to initiate an ARRT Ethics Review.

### Smoking Policy

Mitchell Technical College is tobacco and vape free in all buildings and vehicles. This includes all non-FDA regulated electronic nicotine delivery systems and devices. Tobacco, smoking, and vaping is prohibited except for the designated areas.

When the student is at a clinical site, they are to observe the smoking policies of that particular facility. Students will utilize posted smoking areas only during their lunch break or during breaks. Students should be aware that they are working in extremely sanitary environments. Cigarette smoke can remain in clothes for long periods of time and may become noticeable to staff and patients. If this becomes a problem, faculty reserves the right to request that a student refrain from smoking during clinical hours. NOTE: E-cigarettes are considered a form of smoking.

## Complaint Resolution Policy

Mitchell Technical College (MTC) recognizes that there may be conditions that need improvement, and that students and others should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means can do much to maintain harmonious relationships between the College and the students, employees, and community.

MTC desires that all types of complaints be handled informally at the level closest to the origin of the complaint. However, a process is provided for filing official complaints when resolution is not achieved. Policies, procedures, and links can be accessed on the [MTC Complaints web page](#). MTC will follow approved policies and procedures for handling complaints.

For all complaints, the first course of action must be to try to resolve the complaint directly with MTC through informal or formal processes. To formally file a complaint, please submit the Complaint Intake Form, which can be found on the Complaints web page. If the matter is not resolved through formal processes, you may choose to file a complaint with the South Dakota Board of Technical Education. The BOTE office will only handle those complaints that concern educational programs or practices of technical colleges and that have exhausted the individual institution's formal process for complaints. The office does not handle anonymous complaints, nor does it intervene in matters concerning an individual's grades or examination results, as these are the prerogative of the college's faculty.

MTC is accredited by The Higher Learning Commission (HLC). For complaints related to institutional practices that may not meet the Criteria for Accreditation established by HLC, individuals should direct complaints to HLC.

Allegations about the Radiologic Technology program's failure to comply with program accreditation standards should be directed to [The Joint Review Committee on Education in Radiologic Technology](#).

## Record Maintenance / Student File

The MTC Radiologic Technology Program shall maintain records on each student enrolled in the program. The records are secure and maintained in the Radiologic Sciences department on MTC campus. All transcript requests should be directed to the registrar according to the policy outlined in the MTC handbook.

## Withdrawal from the Program

If a student chooses to withdraw, they must notify the Center for Student Success and the Program Director. The student must also complete required paperwork through the Center for Student Success.

## Dismissal from the Program

Dismissal from the program may result from the following documented infractions:

1. Failure to comply with clinical site policies
2. Blood Alcohol Content greater than the legal limit during scheduled hours
3. Theft
4. Gross negligence or patient abuse in the clinical setting
5. Violation of HIPAA regulations

**NOTE:** Dismissal is not limited to the infractions above. Ultimately, the severity of an infraction and the resultant punishment is at the discretion of MTC, the Center for Student Success, and department faculty.

## Evaluations

Evaluation tools are extremely important to continuing program improvement. The MTC Radiologic Sciences department utilizes several tools to track trends in all aspects of each program. These tools collect data which is analyzed each academic year.

### **Didactic Courses:**

The students will evaluate didactic courses as a means to facilitate program improvement.

### **Students:**

Radiologic technology students will be evaluated throughout clinical rotations. An electronic evaluation will be completed by a registered technologist/therapist. Evaluation forms may be accessed through the Trajecsys reporting system.

### **Clinical Sites:**

Clinical sites will be evaluated by second year students twice a year. This will help identify issues with individual sites.

## Ethics

Students enrolled in the Radiologic Sciences are expected to adhere to the ethical standards set forth by the ARRT. Radiologic science professionals have many responsibilities to coworkers, physicians, and especially patients. There is no practical way to compile a list of these responsibilities, but the general term “Ethics” refers to an overall professional attitude that is required of the field. The following is not an all-inclusive list of examples, but it may guide the student to realize that ethics can be defined as “common sense respect for those around you”.

1. Students will address patients with respect.
2. Students will maintain the patient’s modesty when performing procedures.
3. Students will respect the rules of patient confidentiality.
4. Students will not make personal problems burdensome to the patients or other personnel.
5. Students will refer to physicians by their title (i.e. Dr. Jones).

## Patient Holding

Individual medical personnel should not have the responsibility of routinely holding patients during imaging procedures. In particular, this should not be a practice routinely demanded of individuals who are designated as radiation workers (i.e. any radiologic science professional/student). Patients should be held only after it is determined that available restraining devices are inadequate. Individuals holding patients for procedures should be provided with protective lead apparel and should be positioned so that no part of their body is exposed to the direct radiation beam. To assist in minimizing exposure, it is important to carefully collimate to the area of interest. Pregnant women or persons under the age of 18 should not be allowed to hold patients.

If the patient must be held during the x-ray exposure, aides, nurses, or members of the patient’s family should be enlisted to assist in holding the patient. The principle of having other, non-occupational personnel hold patients, is to spread the dose out among many individuals instead of constantly exposing those who are employed to perform imaging studies and spend a lifetime working with radiation as a diagnostic or therapeutic tool.

## Clinical Supervision Policy

Medical imaging procedures will be performed under the direct supervision of a qualified radiologic technologist until a student achieves competency in a given procedure. *The JRCERT defines direct supervision as student supervision by a qualified radiographer who:*

- *reviews the procedure in relation to the student's achievement,*
- *evaluates the condition of the patient in relation to the student's knowledge,*
- *is physically present during the conduct of the procedure, and*
- *reviews and approves the procedure and/or image.*

After achieving competency in a given procedure, the student will be allowed to perform the procedure under the indirect supervision of a registered technologist. *The JRCERT defines indirect supervision as supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. "Immediately available" is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed.*

Students must be directly supervised during surgical and all mobile, including mobile fluoroscopy, procedures regardless of the level of competency.

It is the policy of the MTC Radiologic Technology program and the JRCERT that any unsatisfactory image must be repeated under the direct supervision of a registered technologist regardless of whether the student has passed their competency for that particular exam. This assures patient safety and proper educational practices.

## Radiation Safety / Protection

The student shall not willfully expose themselves or any other person to x-rays unless such exposure is for diagnostic or therapeutic treatment. Students will be issued a personal dosimeter when they begin the program. Instruction for use and care of the device will be completed and the Dosimeter Agreement form will be signed and saved in the student file. As stated in the Agreement, dosimeters must be worn anytime the student is in an energized lab on campus, practicing with mobile radiography units on campus, and during all clinical rotations. Dosimeters issued by MTC are to be worn only during lab and clinical rotations scheduled by the program; students who are employed by clinical sites/other facilities must not wear their MTC dosimeter while working as a limited tech. Beginning in the first semester, students will submit dose reports biweekly via MyTech learning management system as a required assignment.

Student radiation exposure is measured by Instadose™ personal dosimeters. The device should be worn on the collar outside the apron per the SD Dept of Health. Upon declaration of pregnancy, a second dosimeter will be issued to be worn under the apron at waist level. Any dose report that exceeds 19 mrem in a 14-day period will be investigated by faculty. (NOTE: MTC uses 19 mrem as its action limit. This is equivalent to approximately 10% of the occupational dose that is allowed biweekly by the NRC).

- The allowed radiation occupational exposure for one year is 5 rem.
- Maximum dose to a fetus is .5 rem for the entire gestational period.

Lost or damaged dosimeters will be replaced at the student's expense. The fee for replacement is approximately \$50. In the event of physical damage (ex: broken clip), the student will be required to replace the dosimeter. Upon graduation, dosimeters must be returned in the same condition they were received.

### Radiation Safety on MTC Campus:

Students will complete an Introduction to Lab during their first week in the program. Students will be instructed on basic usage of the equipment, radiation safety guidelines, and expectations of conduct while in the lab. Students are instructed that exposures may be made only under the direct supervision of program faculty. When faculty is not present, the lab entrances are locked with faculty badge access only. Upon completion of the Introduction to Lab, students will sign the Lab Safety Agreement form which will be saved in the student file.

### Radiation Safety in Clinical Rotations:

Collimation must always be utilized when performing x-ray examinations. Patient shielding must be performed per clinical site protocols. Students shall remain behind leaded exposure booth when an x-ray tube is being energized except in times of necessity such as: special procedures, fluoroscopy, portables, surgical procedures, or when it becomes necessary to assist the doctor or the patient. Appropriate protective apparel must be worn by any personnel working in a room where ionizing radiation is being produced (i.e., lead apron, gloves, thyroid shields, etc.).

## MRI Safety Training & Screening Policy

The MRI Safety Training & Screening Policy has been established for program students as all students have potential access to the magnetic resonance environment. This ensures that students are appropriately screened for magnetic wave or radiofrequency hazards. All Radiologic Technology program students must complete the following:

- MRI Safety Training
- MRI Safety Training Quiz with 100% accuracy
- MRI Screening Form for Students
  - Completion of the screening tool will ensure that no contraindications exist which would put the student at risk while in the magnetic environment or that any contraindications are addressed with the student

Students will receive the training materials, complete the quiz and screening form in the first semester of the program. The MRI Safety Training and Quiz will be submitted in myTech in the RAD 110 course and the MRI Screening Form for Students will be completed in Trajecsys. Screening forms will be reviewed by faculty and the program director. If there is a concern based on the screening form, the student will be appropriately advised by faculty. Additionally, should any information change during the course of the program, the student must inform the program director in writing. Students are reminded:

The MR magnet is ALWAYS ON, even if there is no patient being scanned in the room.

Before entering the MR environment, you must remove all metallic objects including hearing aids, dentures, partial plates, keys, cell phones, eyeglasses, hair pins, barrettes, jewelry, body piercing, watch, safety pins, paperclips, money clip, credit cards, bankcards, magnetic strip cards, coins, pens, nail clippers, tools, clothing with metal fasteners, and clothing with metallic threads.

Please consult the MRI Technologist or Radiologist if you have any questions or concerns BEFORE you enter the MRI suite.

*During clinical training, students should familiarize themselves with the facility's Magnetic ZONE policies (safe and unsafe areas).*



## Uniforms and Appearance

The MTC Radiologic Technology Program uniform is representative of Mitchell Technical College and of the Radiologic Science Professions. Students are required to be in their radiologic technology uniform for all classes, group labs, lab practice, and simulation during the first year and for clinical rotations in the second year. Students are required to meet these standards in order to project a professional image to patients, faculty, and clinical staff. **These guidelines apply whether the student is wearing the scrub uniform or casual clothing:**

### **GROOMING & HYGIENE:**

- Clean and neat appearance; clothing must fit properly
- Conservative use of cosmetics, colognes, perfumes
- Fingernails must be well trimmed. Polished nails must be subdued/neutral in color and free of chips or cracks. Artificial nails are prohibited.
- Conservative hair color and style; Hair that touches the student's shoulders must be combed and neatly pulled back; hair that looks disheveled is unprofessional; neutral headbands no wider than 1 inch may be worn
- Limited accessories
- Visible body piercings and gauges are unacceptable
- Existing tattoos must be concealed or approved by faculty if not concealable
- Well-groomed and facial hair must be well trimmed

### **UNIFORMS:**

Radiologic Technology students are required to wear scrubs that are black in color. MTC faculty recommends Cherokee brand scrubs. The MTC Radiologic Technology patch must be sewn onto all scrub tops and lab jackets. Patches may be purchased at the Campus Store. The patch must be centered 1 inch below the shoulder seam on the left sleeve. Scrub pants must not drag on the floor or have a split seam greater than 1 inch. They must not be considered joggers, tapered leg, or straight leg scrub pants. Low rise scrub pants are discouraged due to the nature of our job requirements (bending, reaching, kneeling, lifting, etc). Scrubs **WILL NOT** be worn in conjunction with casual clothes (i.e. sweatshirt over the top).

- Clean & unwrinkled
- Athletic shoes that are subdued in color. Shoes must be in good condition. Faculty reserves the right to require students to replace uniforms/footwear if they feel that it is inappropriate for reasons outside those covered in this handbook.
- Short or long sleeve shirts worn under scrubs must be tucked in with no visible print and must be solid color white, grey, or black.

### **IDENTIFICATION BADGES:**

- ID badges must be worn at all times while student is in the clinical setting.
- Identification badges must be visible and placed on the collar.

### **CASUAL DRESS (When applicable) (Personal hygiene rules apply)**

Casual dress will be allowed on Fridays during the first two semesters under the following guidelines:

- Casual wear is defined as jeans (no holes or frays) and MTC spirit wear

## Society Meetings and Memberships

Second year Radiologic Technology students will become a member of the American Society of Radiologic Technologists and the South Dakota Society of Radiologic Technologists. Membership dues are included in the student fees and are paid by MTC.

## Conferences/Seminars

On occasion, a class will attend conventions or other educational seminars. Students are expected to act responsibly and project a level of professionalism commensurate with the field. Students who act inappropriately will be subject to disciplinary action. Faculty reserves the right to determine the severity of the infraction and consequent disciplinary action.

Second year radiologic technology students are REQUIRED to attend the state conference. Registration costs are provided by MTC. Students will be responsible for providing their own transportation.

## Graduation Requirements

Students will be allowed to graduate if the following criteria are met:

1. The student has maintained a minimum grade of "C" in all RAD courses.
2. The student has satisfactorily completed all required didactic and clinical coursework.
3. All financial obligations with MTC have been met.
4. All unexcused time has been made up.
5. All reference material has been returned to the program.
6. All institutional requirements for graduation have been met.

## Awards

There are two awards presented to students who have achieved outstanding progress in the didactic and clinical portions of the program.

### **Outstanding Didactic Student Award:**

1. Maintains a full-time status throughout the program
2. Holds highest cumulative GPA for didactic aspect of the program
3. Meets all program and institutional obligations to graduate

### **Outstanding Clinical Student Award:**

1. Maintains a full-time status throughout the program
2. Holds highest cumulative GPA for clinical aspect of the program
3. Meets all program and institutional obligations to graduate