

Mount Aloysius College
Medical Imaging & Radiation Sciences Department



Policy and Procedure Manual
2023-2024

MEDICAL IMAGING AND RADIATION SCIENCES DEPARTMENT
Policy and Procedures Manual
2023-2024

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Medical Imaging and Radiation Sciences

The following student policies, procedures, and guidelines are effective for the 2023-2024 academic year. Each policy, procedure, and guideline are annually reviewed and revised as necessary by the Medical Imaging and Radiation Sciences faculty. All students enrolled in a Medical Imaging and Radiation Sciences program are expected to adhere to the policies, procedures, and guideline in effect for the current academic year.

Individual programs may have additional policy and procedure requirements.

All students must comply with all Medical Imaging and Radiation Sciences requirements and those of the program in which they are enrolled.

Medical Imaging and Radiation Sciences Faculty

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences Department

GENERAL INFORMATION

Mount Aloysius College
7373 Admiral Peary Highway
Cresson, PA 16630
General Telephone Number for the College (814) 886-4131

FOR YOUR REFERENCE – OTHER TELEPHONE NUMBERS TO COLLEGE DEPARTMENTS

Department of Nursing and Health Sciences

Ms. Jeanine Farabaugh, Administrator Coordinator	(phone)	(814) 886-6417
Ms. Jeanine Farabaugh, Administrator Coordinator	(fax)	(814) 886-6419

Learning Support

Learning Commons Coordinator (Peer Tutoring/Writing Specialist)	(814) 886-6566
Library	(814) 886-6477
Professional Tutor	(814) 886-6471

Student Services

The Office for Student Success and Persistence	(814) 886-6398
The Office of Counseling and Disability Services	(814) 886-6336
The Office of Financial Aid	(814) 886-6357
Admissions Office	(814) 886-6383
Student Health and Wellness Center	(814) 886-6515
Office of the Registrar	(814) 886-6400
Campus Police and Safety	(814) 886-6327

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences Department
Mission and Goals

The mission of the Medical Imaging and Radiation Sciences Program at Mount Aloysius College is to prepare students to develop values, attitudes, and competencies necessary to become entry level radiologic technologists.

Upon completion of the Associate Degree of Medical Imaging graduates will:

Goals:

Goal 1: Professionalism

Students/graduates will possess the knowledge and skills necessary to perform as an entry-level radiographer.

- Students will be able to demonstrate an understanding of professional ethics for radiologic technologists.
- Students will be able to model professionalism.

Goal 2: Critical Thinking

Students / graduates will demonstrate critical thinking skills to solve problems effectively.

- Students will be able to apply special non-routine projections to challenging cases.
- Students will be able to critically assess images.

Goal 3: Clinical Performance and Competence

Students / graduates will understand and promote performance and competence.

- Students will be able to demonstrate high quality patient care.
- Students will be able to adequately demonstrate image acquisition and exposure techniques.
- Students will be able to demonstrate proper radiation protection practices.
- Students will be able to apply proper patient positioning skills.

Goal 4: Communication

Students / graduates will demonstrate effective communication skills.

- Students will be able to demonstrate effective written communication skills.
- Students will be able to demonstrate proper oral communication skills.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences Department
Code of Ethics

The Code of Ethics forms the first part of the *Standards of Ethics*. The Code of Ethics shall serve as a guide by which Registered Technologists and applicants may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Registered Technologists and applicants in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

1. The Radiologic Technologist conducts himself or herself in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The Radiologic Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The Radiologic Technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination, regardless of sex, race, creed, religion, or socioeconomic status.
4. The Radiologic Technologist practices technology founded on theoretical knowledge and concepts, utilizes equipment and accessories consistent with the purposes for which they have been designed, and employs procedures and techniques appropriately.
5. The Radiologic Technologist assesses situations, exercises care, discretion, and judgment, assumes responsibility for professional decisions, and acts in the best interest of the patient.
6. The Radiologic Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment management of the patient, and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The Radiologic Technologist utilizes equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in limiting the radiation exposure to the patient, self, and other members of the health-care team.
8. The Radiologic Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences Department
Code of Ethics – Continued (page 2 of 2)

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

10. The Radiologic Technologist continually strives to improve knowledge and skills by participating in educational and professional activities, sharing knowledge with colleagues, and investigating new and innovative aspects of professional practice. One means available to improve knowledge and skill is through professional continuing education.

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

Adler, A., Carlton, R., & Stewart, K. (2023). *Introduction to radiography and patient care*. (8th. ed.). Philadelphia, PA: W.B. Saunders Company. ISBN: 978-0-3238-7220-1

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences
Campus Police and Safety

CAMPUS POLICE AND SAFETY

24 Hour Police Officer on Duty

(814) 886-6327

Cosgrave 102 - Main Office

ACWC 219 - Secondary Office

These policies can be accessed through the following links:

Campus Police and Safety

<https://sites.google.com/mtaloy.edu/student-handbook/student-services/campus-safety>

Alcohol and Illicit Drug Policy <https://sites.google.com/mtaloy.edu/student-handbook/college-policies-procedures/alcohol-drug-policy>

and

<https://sites.google.com/mtaloy.edu/student-handbook/general-information/student-conduct-process>

Student Weapon Policy and Procedure

<https://sites.google.com/mtaloy.edu/student-handbook/college-policies-procedures/weapons>

and

<https://sites.google.com/mtaloy.edu/student-handbook/college-policies-procedures/crime-prevention-reporting-policy-procedures>

Student Sexual Misconduct/Violence Policy

<https://sites.google.com/mtaloy.edu/student-handbook/general-information/student-conduct-process>

and

<https://sites.google.com/mtaloy.edu/titleix/policy-procedures>

Student Harassment/Discrimination Policy <https://sites.google.com/mtaloy.edu/student-handbook/college-policies-procedures/harassmentdiscrimination-student-policy>

For a complete policy list, access through the following link:

<https://sites.google.com/mtaloy.edu/student-handbook/student-services/campus-safety>

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences
Chemical Impairment Policy

Mount Aloysius College is a drug-free campus and students are prohibited from using illegal drugs and/or having detectable levels of drugs in their system. Drug paraphernalia is also prohibited on-campus. This policy applies to College-sponsored events and activities on-campus as well as off-site clinical or internship settings.

A few academic programs on campus require students to undergo random drug screenings prior to entering clinical/field experience sites. Students are expected to test negative on their drug screen to remain in compliance with College policy. College policy states “the use of illegal drugs and/or having detectable levels in the system is prohibited;” therefore, a positive drug test will result in dismissal from the academic program for one year. If a student is attending an off-site educational experience (including, but not limited to: clinicals, practicum, internships, and externships) and tests positive on a drug screening, the student will receive a failing grade of F for the course associated with that educational experience. In addition, the student will be prohibited from continuing in that program and may not take courses in that major. A student may continue to participate in courses outside the major for the semester in which they tested positive. In order to continue taking courses outside the major beyond the semester in which the student tested positive, the Vice President for Student Affairs/Dean of Students must receive verification that the student completed a certified drug treatment program prior to the start of the next semester’s classes and show proof of a negative drug test. After one year, a student may reapply for admission to their original program or another health-related program following the guidelines specified by the program in which they are interested in participating.

Students who participate in a urine drug screen with an undetermined or diluted result may be required—at the College’s discretion—to participate in an additional screening procedure. The student may be responsible for all retesting costs. Students who have a positive test have an opportunity to appeal the test within three working days of being notified of the test results. Appeals should be in writing, should list the reason for appeal as noted below, and be sent to the Vice President for Student Affairs for investigation in conjunction with the agency conducting the screenings.

Appeals will only be considered by the Vice President for Student Affairs and the physician responsible for coordinating the screening process under the following circumstances:

1. Standard procedures for collecting urine drug screens were not followed according to institutional guidelines; and
2. Legally prescribed drugs (prescribed within the past year) resulted in the drug screening showing a false positive.

A student may not appeal a positive urine drug screen result on the basis that the sanction includes dismissal from the program.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences
Medical Marijuana Policy

This policy covers profession related educational placements, such as clinical, practicums, internships. Pennsylvania Medical Marijuana Act allows for the controlled use of medical cannabis in the Commonwealth. Thus, Pennsylvania citizens may legally obtain a medical marijuana ID card from the Pennsylvania Department of Health. Despite the passage of this legislation the College will continue to schedule drug screens by academic department/ program as needed and/or required by clinical sites or when use is suspected.

1. If the student is taking a prescribed substance, prior to the testing they are required to disclose the prescription information to:
 - the testing site personnel
 - Director of Student Health and Wellness Center
2. The Office of the Student Health and Wellness Center will then notify the Department Chair and/or the Academic Dean of the student's program of study.
 - a. Students subsequently must provide written documentation from their licensed healthcare provider to the testing site that performed the screen that there is a medical necessity for the medication within two business days of the test.
 - b. Failure to submit appropriate documentation to the testing site from a licensed healthcare provider for medical necessity for the medication will result in the test being considered a "positive" result.
 - c. Despite a medical necessity for taking this medication, the student may not be able to attend clinical/internship/fieldwork experiences if:
 - this medication impairs the student's ability to appropriately function and meet the physical and cognitive functioning required for the safety of the student and patients. This determination may be made by the site if impairment is observed or suspected.
 - If the clinical site suspects a student is not able to perform safely, it is the student's responsibility to obtain and pay for the test. If the test is negative, the student will be reimbursed.
 - the clinical facility does not permit students with a legal medical marijuana ID card to participate in clinical experiences at their particular location.
 - d. a decision regarding the student's ability to participate in clinical/internship/fieldwork experiences will be made at the academic department / program level utilizing each department's / program's current student review processes.
 - e. Students are able to request a medical leave of absence if they believe that a medical condition and its subsequent treatment would prohibit them from appropriately functioning in their role as a student healthcare provider.

The following conduct is "prohibited conduct" by Pennsylvania's Medical Marijuana Act:

- a. Performing any task which the employer deems life-threatening, to either the employee or any of the employees of the employer, while under the influence of medical marijuana; or
- b. Performing any employment duty which could result in a public health or safety risk while under the influence of medical marijuana.

Please be aware that Medical Imaging and Radiation Sciences clinical locations may have policies that prohibit employment/placement of a student for clinical experience based on the above prohibitions.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences Department
Non-Discrimination / Sexual Harassment Policy

Nondiscrimination / Sexual Harassment - Title IX

<https://www.mtaloy.edu/wp-content/uploads/2020/09/Title-IX-MAC-September-2020.pdf>

NOTICE OF NON-DISCRIMINATION Mount Aloysius College (hereinafter “the College” or “MAC”) is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, MAC has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. MAC values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved. In situations wherein the College learns of such discrimination, the College is committed to remedying the discrimination and its effects.

STATEMENT OF POLICY PROHIBITING TITLE IX SEXUAL HARASSMENT Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et. Seq) and its implementing regulations prohibit discrimination on the basis of sex in education programs and activities as follows, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” Mount Aloysius College does not discriminate on the basis of sex in the educational programs or activities that it operates.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences Department
Consent to Participate in a Study Policy

Informed consent for participation in demonstrations and studies and authorization for audio/visual recording.

To ensure informed consent of patients and students, the academic or clinical preceptor / faculty member must explain the nature and purpose of the demonstration or study. The length of time the subject will be used, and the procedures to be used during demonstration will also be explained. Any person anticipated to view, observe, or listen to either live demonstration or its recording, or read published material regarding the study must be made known to the subject. The following procedures are to be followed in obtaining consent and authorization for recording:

1. Explain the purpose of the demonstration or study as explained above.
2. Provide the subject with an opportunity to ask questions.
3. If applicable, use the clinical education center consent form for patients, abiding by that center's policy for obtaining consent.
4. Use the Mount Aloysius College consent form for patients if the clinical education center does not publish one of their own
5. If applicable, use the media release form

Mount Aloysius College
Medical Imaging and Radiation Sciences Department
Computer Use Policy

Radiographic Procedures computer laboratory location: The Learning Center for Health Science and Technology, Room 113 and Room 005

Radiographic Procedures laboratory location: The Learning Center for Health Science and Technology, Room 226

The Radiographic Procedures computer laboratory (The Learning Center for Health Science and Technology, Room 113 and 005) consists of 20 computer stations for student use and one instructor computer, projector, screen, and printer.

These items can be used for Medical Imaging classes in which students must access and print computerized images for evaluation and utilize software designed to enhance the understanding of radiographic procedures.

Software installed in The Learning Center for Health Science and Technology, Room 005:

- Opal RAD – Picture Archiving and Communications System (PACS)
 - Contains images for computed radiography, computed tomography, magnetic resonance, and ultrasonography which can be manipulated to change characteristics.
 - Enables the user to evaluate and correct images, view images in various orders, add annotations, zoom, magnify, and save changes. Original and altered images may be printed for use in student assignments designed to aid the student in determining image quality.

- ❖ No food or drink in computer room
- ❖ No accessing any internet sites (including, but not limited to Facebook, Linked-in)
- ❖ Computers cannot be used during class time unless told to do so by an instructor.
- ❖ One point will be deducted from the final grade for each violation of this policy.

Purpose

To ensure that all users can effectively share Mount Aloysius College computing resources for academic, administrative, public service or academically related communication purposes, this policy is intended to delineate the responsible use of information technology at Mount Aloysius College. Information technology includes, but is not limited to, computer networks, network servers, personal computers, printers, workstations, mainframe computers, software, e-mail, voice and video networks, transmission systems, and digital information. The College only for activities that support research, education, or administrative purposes allocates these computer and network resources. All office, campus network and Internet activities must be consistent with that purpose.

Scope

This policy applies to all students, faculty, and staff of Mount Aloysius College and to all other users who are authorized to access information technology at Mount Aloysius College. This policy is meant

Mount Aloysius College
Medical Imaging and Radiation Sciences Department
Computer Use Policy – Continued (page 2 of 4)

to augment and support existing College policy and also extends to use of those external networks with which Mount Aloysius College is interconnected, including, but not limited to, the college's present internet service provider. For further information on the college's internet service provider please contact Information Technology Services at 814-886-6502.

Authorized Use

An Authorized User is one who has been granted authority by Mount Aloysius College to access its computing and network systems and whose usage is consistent with this policy. Unauthorized use is strictly prohibited. The terms "authorized user" and "user" are hereinafter used interchangeably.

Privacy

All users must maintain confidentiality of **student information** in compliance with the Family Educational Rights and Privacy Act of 1974 (20 USC 1221 note, 1232g.) But users must recognize that there is no guarantee of complete privacy with their use of Mount Aloysius College computer and network systems. The College may find it necessary to view electronic data and it may be required by law to allow third parties to do so (i.e. electronically stored data may become evidence in legal proceedings). It is also possible that others may inadvertently view messages or data. Should the security of a computer system be threatened, the system may be monitored and user files may be examined. (Electronic Communications Privacy Act, 18 USC 2701-2711).

Statement of Responsibility

Access to the College's computing services is a privilege guided by the Honor Principle. It is assumed that users accept responsibility for their actions and how their actions affect others in the community. Users also accept the responsibility to abide by the policies of the College as well as any state or federal laws that pertain. Those who do not abide by the policies listed below risk disciplinary action or criminal prosecution under state or federal law.

Policies

All users are responsible to respect and value the privacy of others, to behave ethically, and to comply with all legal restrictions regarding the use of electronic data. College computers or networks should **not** be used to: install, run or copy software without a license to do so; conduct commercial business; express animus or bias against individuals or groups; transmit offensive material such as obscenity, vulgarity or profanity, sexually explicit material, name-calling or cursing; guess or decrypt passwords of other users; deprive authorized users of access; secure a higher level of privilege than allowed by the College; read, copy, change or delete another user's files or software without his/her permission; gain unauthorized access to remote servers; libel, slander or harass any other person.

Mount Aloysius College
Medical Imaging and Radiation Sciences Department
Computer Use Policy - Continued (page 3 of 4)

Examples of Computer Harassment include **intentionally using a computer** to:

Annoy, harass, terrify, intimidate, threaten, offend, or bother another person by conveying obscene language, pictures, or other materials or threats of bodily harm to the recipient or the recipient's immediate family;

Contact another person repeatedly with the intent to annoy, harass, or bother, whether or not any actual message is communicated, and/or where no purpose of legitimate communication exists, and where the recipient has expressed a desire for the communication to cease;

Contact another person repeatedly regarding a matter for which one does not have a legal right to communicate, once the recipient has provided reasonable notice that he or she desires such communication to cease (such as debt collection);

Disrupt or damage the academic, research, administrative, or related pursuits of another;

Invade or threaten to invade the privacy, academic or otherwise, of another.

Each user is responsible for the security and integrity of information stored on his/her desktop/laptop system and for not installing or copying copyrighted software without permission or license. Generally speaking, faculty and staff users should check with Information Technology Services before attempting to install software on College-owned desktop or laptop computers. Faculty and staff users should refer to the Guidelines for Software installations by Staff and Faculty for more information. **Students are not permitted to install software on college owned computer equipment.** Only Information Technology Service personnel are authorized to install software on network systems. Computer accounts, passwords, and other types of authorization assigned to individual users or groups must not be shared with or used by others without authorization. Users are responsible for refraining from acts that waste College computer or network resources, prevent others from using them, or compromise the performance of campus computers, peripherals and networks. Users should avoid any willful action that would:

Damage or modify College owned hardware or software

Introduce computer "viruses" or other disruptive/destructive programs into Mount Aloysius College networks;

Degrade performance of a computer system or network

Reconfigure College owned software or hardware to intentionally allow access by unauthorized users or deprive authorized users of access;

Create unnecessary multiple jobs, processes or network traffic (examples would be prolonged use of Internet Chat, sending e-mail chain letters or mass mailings, unnecessary use of the "All Students" e-mail address, printing multiple copies of documents to avoid using coin-operated copiers).

Each department has the responsibility of enforcing these policies. All users and departments have the responsibility to report any observed or discovered unauthorized access attempts or other improper usage of college computers, networks or other information processing equipment to their Department Head, Information Technology or Campus Police and Safety. Information Technology will provide each department with the resources to enforce this policy and help with data backup procedures as well as virus protection.

Mount Aloysius College
Medical Imaging and Radiation Sciences Department
Computer Use Policy - Continued (page 4 of 4)

Disciplinary Actions: Anyone found to have violated this Computer Use Policy may be subject to suspension of computer privileges and possible disciplinary action under College rules for misconduct. Offenders may also be subject to criminal prosecution under federal or state law. As an example, under Pennsylvania law, it is a felony punishable by a fine of up to \$15,000 and imprisonment up to seven years for any person to access, alter or damage any computer system, network, software or database, or any part thereof, with the intent to interrupt the normal functioning of an organization (18 Pa.C.S. 3933(a)(1). Disclosing a password to a computer system, network, etc., knowingly and without authorization, is a misdemeanor punishable by a fine of up to \$10,000 and imprisonment of up to five years, as is intentional and unauthorized access to a computer, interference with the operation of a computer or network, or alteration of computer software (18 Pa. C.S. 3933 (a) (2) and (3).

GUIDELINES FOR SOFTWARE INSTALLATIONS BY STAFF AND FACULTY

In recognition that software installation is more complex today than it has ever been, most institutions are using installation guidelines. In the Windows environment, software can often install new versions of DLL (Dynamic Link Libraries) and alter system files besides creating other problems. Keeping in mind that Mount Aloysius is a unique environment in which faculty and staff need the freedom to install and try new software, text book files, and other software components (for instance browser plug-ins), the following Guidelines are issued for software installation by faculty and staff:

1. Software cannot be installed on any public access computer (i.e. computer labs and computer classrooms) without prior consent of Information Technology. Certain classes may receive blanket permission for an entire semester due to the nature of the class. This is the exception rather than the rule and will be approved by Information Technology.
2. Operating systems cannot be installed by users on any college owned personal computers at Mount Aloysius College. This will be handled through Information Technology.
3. Faculty and staff may install software and other files on their personal computers per the following:
 1. Faculty and staff must recognize that the software installation may cause poor performance or total system failure.
 2. All software must be properly licensed software in accordance with current software laws. Faculty and Staff also accept the responsibility for providing proof of such licensing in the event it is required.
 3. Information Technology will only provide software support for approved software. Software must be in compliance with the Computer Use Policy in all respects.

You can access Mount Aloysius College's Computer Policies through these links:

<https://sites.google.com/mtaloy.edu/student-handbook/college-policies-procedures/computer-fair-use-policy>

<https://sites.google.com/mtaloy.edu/student-handbook/college-policies-procedures/computer-email-policy>

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences
Digital Recording Policy

Students are expected to adhere to the academic policies of Mount Aloysius College as stated in the College Catalog. Additionally, students will adhere to the following conditions for digital recording:

1. Recording of lectures is permitted only with the permission of the instructor. All taped lectures are the property of the instructor. Students must not reproduce or otherwise transmit the taped information without the instructor's written permission
2. Recorders must be within full view and not concealed.
3. Recording lecture material does not constitute class attendance.
4. Students are **NOT** permitted to record test reviews, case study presentations, audio-visual materials, departmental meetings, or any other form of communication not specified in the request.

Any student/instructor has the right to request the recorder be turned off for any material or discussion perceived as personal and/or confidential.

MOUNT ALOYSIUS COLLEGE
Medical Imaging & Radiation Sciences Department
Electronic Devices Policy

Students shall refrain from utilizing electronic devices for personal use including, but not limited to tablets, laptops, smartphones, cellular phones, smart watches, or wearable electronic devices capable of transmitting, or receiving personal data, or emitting signals while on duty during clinical education.

*Students are permitted to wear a watch with a second hand.

Trajecsys time logs must be completed before entering and after exiting the clinic site. (complete in vehicle).

MOUNT ALOYSIUS COLLEGE
Medical Imaging & Radiation Sciences Department
Employment Policy

The student is urged to give careful consideration to his/her ability to engage in part-time or full-time employment during the academic year because of the considerable demands of the academic program. If employment is necessary, it cannot interfere with the following:

Students will not be excused from theory or clinical experiences due to conflict with their employment schedule. Students need to recognize that clinical times are subject to change due to the availability of learning experiences.

A student who is hired at a clinical site as a student radiographer, works under the policies of the organization and is not considered a Mount Aloysius College student during working hours for that institution.

Refer to the ASRT Practice Standards.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences
Protocol for Reporting Laboratory Incidents

When an incident or accident occurs in the student laboratory, the student should inform their instructor and report immediately to the Student Health and Wellness Center (St. Joe's 100A, 814-886-6515) if the situation warrants. In the event the student cannot go to the Student Health and Wellness Center, the instructor should contact the Campus Police and Safety office at 814-886-6327. After the event, an "Incident Documentation Form" must be completed by the instructor, the form is available on the portal page.

Examples of incidents are as follows:

Needle stick, perforation of rubber gloves by laceration with specimen, vial, lancet, needle, etc. exposure of mucous membranes to body fluids (i.e. splashing), exposure of skin cuts or abrasions to body fluids.

When the student reports to the college Student Health and Wellness Center, the student should follow the recommendations provided. Baseline and follow-up Hepatitis and HIV laboratory procedures may be offered by the Student Health and Wellness Center. These procedures are voluntary; however, failure to have baseline and 6-week follow-up (if the baseline is negative) will waive the college's liability in this regard. Baseline HBsAg and HIV testing must be performed within 24 hours of the incident. Mount Aloysius College will assume the cost of the HBsAg and HIV baseline and 6-week follow-up testing. Additional follow-up procedures will be performed as determined by the Student Health and Wellness Center and in accordance with the current CDC recommendations. If the student has had the Hepatitis B vaccine, he/she should be tested for the HBs antibody rather than the HB antigen. Results should be forwarded to the Director of Student Health and Wellness Center who will collaborate with the attending physician on appropriate treatment and counseling.

Follow-up procedures are not necessary on blood from source patients since the blood specimens have been tested for HBV, HCV, and HIV, and were negative at the time of testing.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences
Respect for Others Rights Policy

Students are expected to preserve the privacy, dignity, and safety of all persons, including patients, patients' families, students, academic and clinical faculty, practitioners, and supporting staff. The following policies apply:

1. The privacy of all persons must always be maintained. Any personal information gained through conversation or documentation is confidential and shared with appropriate clinicians, students, or faculty for teaching/learning purposes only. Violation of another person's confidential information is a serious offense.
2. The respect of all persons must be preserved through courteous and polite interaction. Respect is demonstrated by appropriately addressing persons, maintaining commitments, and avoiding demeaning conversations regarding other individuals.
3. Dignity is preserved through respectful treatment and maintaining coverage of body parts through all treatments and demonstrations. While touching others is a fundamental part of learning for Medical Imaging and Radiation Sciences students, it must always be done in a professional and respectful manner. Any need for palpation/touching of personal areas should be done with another professional present, thereby protecting the rights of all involved persons.
4. A student has the responsibility of informing clinical preceptors and other clinical staff of any uncertainties in administering treatment. This precaution protects the safety of all involved.
5. Clinical preceptors/supervisors must directly oversee a student stating or demonstrating uncertainty regarding patient treatment to protect the safety of all involved.
6. Clinical education assignments require the student, clinical preceptor, and other clinical staff to work as a team. Open communication at all times supports teamwork and protects the safety of all involved.
7. Violation of another person's rights is considered unprofessional behavior. For clarification, see the dismissal policy for unprofessional behavior.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences
Social Media Policy

As representatives of Mount Aloysius College and as future members of the Medical Imaging and Radiation Sciences profession, students in the Medical Imaging and Radiation Sciences program must demonstrate professional behavior at all times. The use of social media can have a direct impact on personal, professional, college and clinical site reputations. Privacy does not exist in social media and privacy settings do not guarantee that information you post will not be viewed by others outside your circle of contacts. Students are responsible for anything they post on social media sites.

Introduction

Social Media is defined broadly as a blending of technology with social interaction that includes a wide variety of tools and formats, such as: blogs, social networks, wikis, video sharing, and other Web 2.0 applications. Social Media is an effective and accepted form of communication that warrants safeguards to prevent misuse and abuse. Social media tools and formats may include, but are not limited to, blogs, discussion boards, list servs, electronic media sharing, collective intelligence tools, podcasts, vodcasts, RSS feeds, social networks, text messaging, chats, video sharing, streaming, wikis, and virtual worlds.

Definitions

1. Blog – Short for “Web log”, a site that allows an individual or group of individuals to share a running log of events and personal comments with an online audience
2. Electronic Media – Non-computing devices, such as floppy diskettes, flash memory drives, CDs, DVDs, tapes, hard disks, internal memory, and any other interchangeable, reusable, and/or portable electronic storage media (1) on which electronic information is stored, or (2) which are used to move data among computing systems.
3. Collective Intelligence Tools – knowledge and understanding that emerges from groups of people. (i.e. Wiki, Web 2.0, Office Suites, Sharing media, social bookmarking)
4. List servs – also list server; a program that handles subscription requests for a mailing list and distributes new messages, newsletters, or other postings from the list’s members to the entire list of subscribers as they occur or are scheduled.
5. Podcast – A collection of audio messages distributed over the Internet, often using syndicated feeds, for playback on portable media players and personal computers. Vodcast – a collection of video and audio messages distributed over the Internet. Although podcast and video cast are often referred to as podcast, they are in different file formats.
6. SS feeds or Syndication feeds – A family of different formats used to publish updated content such as blog entries, news headlines, or podcasts and feed this information to subscribers via email or by an RSS reader. This enables users to keep up with their favorite Websites in an automated manner that’s easier than checking them manually.
7. Social Media – includes but not limited to blogs, podcasts, discussion boards, social networks, multimedia, and news sites that are accessible to internal (to MAC) and external (personal) audiences.
8. Social Networks – web-based services, such as but not limited to: MySpace, Facebook, Cyworld, Twitter, Snapchat, and Instagram that allow individuals to (1) construct a public or semi-public profile within a bounded system, (2) articulate a list of other users with whom they share a connection, and (3) view and traverse their list of connections and those made by others within the system.
9. Text Messaging – also known as “texting” or short message service (SMS); it is an electronic typed message sent over a cellular network from one cell phone user to another.
10. Web 2.0 – Is the term given to describe a second generation of the World Wide Web that is focused on the ability for people to collaborate and share information online.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences
Social Media Policy – Continued (page 2 of 3)

11. Wiki – allows users to create, edit, and link Web pages easily; often used to create collaborative Web sites (called “Wikis”) and to power community Websites.
12. Video sharing – a website that allows users to upload and share video clips with the public as a whole or on an individual basis, (i.e. YouTube, Google Apps).
13. Virtual Worlds – immersive and engaging environments that encourage active participation and learning.

Guidelines

This policy is developed to provide guidance for the use of social media technologies, both internal and external to Mount Aloysius College and the Department of Medical Imaging and Radiation Sciences. The intent is that through this policy these systems are used appropriately and lawfully in accordance with all other Mount Aloysius College Social Media policies and procedures.

As a Medical Imaging student, one agrees to NOT:

1. Violate any local, state, federal, and international laws and regulations, including but not limited to copyright and intellectual property rights laws regarding any content the student sends or receives. Plagiarism applies online, as well;
2. Transmit any material (by uploading, posting, email, or otherwise) that is unlawful, disruptive, threatening, profane, abusive, harassing, embarrassing, tortuous, defamatory, obscene, libelous, or is an invasion of another’s privacy; is hateful or racially, ethnically, or otherwise objectionable as solely determined by Department of Medical Imaging and Radiation Sciences and/or administration of Mount Aloysius College;
3. Impersonate any person or entity, falsely state or otherwise misrepresent one’s affiliation with a person or entity;
4. Transmit any material (by uploading, posting, emailing, or otherwise) that infringes any patent, trademark, trade secret, copyright or other proprietary rights of any party;
5. Transmit any unsolicited or unauthorized advertising (by uploading, posting, emailing, or otherwise), promotional materials, “junk mail”, “spam”, “chain letters”, “pyramid schemes”, or any other form of solicitation;
6. Transmit any material (by uploading, posting, emailing, or otherwise) that contains software viruses, worms, disabling code, or any other computer code, files, or programs designed to interrupt, destroy, or limit the functionality of any computer software or hardware or telecommunications equipment; harass another; or collect or store, or attempt to collect or store, personal data about third parties without their knowledge or consent;
7. Transmit (by uploading, posting, emailing, or otherwise) any patient information, photos, or engage in any clinical discussions. HIPAA laws apply to social media applications and shall not be violated;
8. Violate confidentiality of system accounts, passwords, personal identification numbers (PINs), and other types of authentication assigned to individual users. These must be maintained, protected, and not shared with others;
9. Use college logos and trademarks without written consent from the Mount Aloysius College Department of Marketing and Public Relations; or
10. Violate FERPA by discussing grades with others.

Internal social media technologies may be monitored by the College and any violation of the above policy is subject to immediate warning for dismissal or immediate dismissal for an egregious offense as

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences
Social Media Policy– Continued (page 3 of 3)

applicable under the program dismissal policy of the Department of Medical Imaging and Radiation Sciences and/or Mount Aloysius College administration.

Students are responsible to adhere to the following guidelines as they relate to social media:

- Know and follow any fair use laws and copyright laws associated with the social media site.
- Be respectful of your audience.
- You may not post material that is obscene, threatening, harassing, abusive, slanderous, embarrassing or unlawful.
- Pictures posted should be complementary and may not depict any actions that could be construed as unlawful, embarrassing or offensive.
- Do not use logos or images, including college or clinical site logos or images, without written permission.
- Students in clinical programs must maintain confidentiality and follow HIPAA guidelines and regulations. **ABSOLUTELY NO** information which would allow the identification of patients and/or clinical sites is to be posted on social media.

Any situation that comes to the attention of the Mount Aloysius College faculty or staff, or any situation that is referred to faculty or staff by others outside the college will be referred to the Academic Dean for investigation. The Academic Dean, in conjunction with the Medical Imaging and Radiation Sciences faculty, reserves the right to determine and impose disciplinary actions.

Violation of this policy may subject the student to civil penalties and/or disciplinary action up to and including dismissal.

<https://sites.google.com/mtaloy.edu/student-handbook/general-information/student-conduct-process>

MOUNT ALOYSIUS COLLEGE
College Academic Advising Policy

Academic advising is important and available to every student, including incoming students who have been accepted and paid their deposits. Each new student will meet with a professional Academic Advisor. During this meeting, students schedule their planned course work and are assigned an advisor, typically within their specific discipline. Schedules in semesters subsequent to the first semester will be completed in conjunction with the assigned academic advisor. Each student's relationship with his or her academic advisor is important, and it is the student's responsibility to meet with the advisor. Through discussion with an academic advisor and the use of services provided by the Offices of Student Success a student is better able to: clarify academic, life, and career goals; understand the nature and purpose of higher education; gain information about educational options, requirements, policies and procedures; plan a program of study consistent with interests and abilities; select and schedule appropriate courses; and understand College resources that might provide assistance for academic success. While advisors are available to guide and support academic endeavors, each student is responsible for understanding and meeting their graduation requirements.

<http://catalog.mtaloy.edu/content.php?catoid=14&navoid=1554#academic-advising>

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences
Student Health Policy

The Student Health Policy is designed to ensure that Medical Imaging and Radiation Science students have adequate physical and emotional health to provide safe, effective, and supportive patient care. Students must complete all health requirements through **CastleBranch.com**. Falsification or omission of required information is grounds for dismissal of a student from the program.

Students have been notified by mail on the procedures for completing health and background checks through **CastleBranch.com**. Questions on these procedures should be directed to Castle Branch (888) 723-4263 or the Director of Student Health Services (814) 886-6391 or 886-6515.

A student will not be permitted to enroll in clinical education courses or certain program specific courses until the completed medical record forms and requested clearances are returned, reviewed and filed with the student's record. All submitted information will be held in the strictest confidence and only individuals directly involved with the student will have access to the information. **All information must be uploaded to Castle Branch by the second week of the Fall semester.**

1. It is the responsibility of the student to be aware of personal problems and limitations that may interfere with his or her ability to perform the functions required of their program.
2. The student should seek appropriate professional help and attempt to reduce disruptions that interfere with student performance.
3. If the student believes that his/her ability to perform the requirements of the program is compromised by a health condition, the student must notify in writing Ms. Haley Lacovitch at 814-886-6540 or by email at hlacovitch@mtaloy.edu for clinical concerns. For academic concerns, students should seek a meeting with Dr. Felicia Holliday at 814-886-6372, or by email at fholliday@mtaloy.edu.
4. Every effort will be made to accommodate the specific needs of the student requesting accommodation. The program academic and clinical objectives must be met despite pre-existing or existing health conditions.

Admission and continuance in the Medical Imaging and Radiation Sciences program depends on the maintenance of satisfactory physical and mental health. Students are required to contact Ms. Haley Lacovitch at 814-886-6449 or by email at hlacovitch@mtaloy.edu for clinical concerns. For academic concerns, students should seek a meeting with Dr. Felicia Holliday at 814-886-6372, or by email at fholliday@mtaloy.edu. Clinical preceptors need to be notified immediately of any change in physical or mental health status, including pregnancies, so the clinical assignments may be adjusted accordingly.

A student who develops a serious or extended illness while enrolled in a Medical Imaging and Radiation Sciences program must be under the ongoing care of a healthcare provider. The healthcare provider must submit documentation directly to Ms. Haley Lacovitch at 814-886-6449 or by email at hlacovitch@mtaloy.edu for clinical concerns. For academic concerns, students should seek a meeting with Dr. Felicia Holliday at 814-886-6372, or by email at fholliday@mtaloy.edu indicating the student's ability to perform the functions of a student in the Medical Imaging and Radiation Sciences program. A student with a communicable disease must adhere to the Center for Disease Control guidelines and the policies of the affiliating agencies regarding measures to prevent transmission of the illness to others.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences
Student Health Policy – Continued (page 2 of 2)

A student may be asked to withdraw from the Medical Imaging and Radiation Sciences program if there is evidence to suggest that the student is not in compliance with CDC guidelines, or that the health of the student or safety of clients in the clinical area may be threatened by the continuation of the student in the program.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences
Student Illness/Injury Policy

1. Students are responsible to advise the Department and/or clinical site of any changes or updates of the information on file.
2. In the event of an illness or accident in any classroom or lab, the College Nurse is contacted and an Illness/Accident Report is completed.
3. The College Nurse has the responsibility to assess the situation and contact the appropriate emergency contact person as designated by the student, the College Physician, or other local emergency personnel as deemed necessary.
4. In the event that the College Nurse is not available, the course instructor will notify Campus Police and Safety and the appropriate emergency contact person(s) as deemed necessary.

All students at clinical sites will comply with the sites' policy for reporting illness or injury. The site supervisor will inform the College's clinical preceptor of any and all occurrences via phone or email.

Student Record Policy

All permanent student records are kept in a locked, fireproof file in the office of the Registrar. In addition, a minimum amount of student records is maintained in locked files in the faculty offices or is recorded electronically for advising purposes only. Hard copies of student files are kept in the Registrar's Office for one year after the students separate (graduation, withdrawal, or dismissal) from the institution. After one year, the student files are scanned and stored electronically. Additionally, all student information is kept permanently on the institution's student information system (SI), Jenzabar.

The contents of student records are confidential. The Medical Imaging and Radiation Sciences Chairperson, Medical Imaging and Radiation Sciences faculty and staff members, the Vice President for Academic Affairs, and the Registrar have access to the records in the faculty offices of the Medical Imaging and Radiation Sciences programs. The student has access to his/her records under the policy of the college as stated in the current Student Handbook.

No non-directory information shall be released from a student's record without the student's written permission.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences
Student Representation Guidelines

Student representation guidelines provide a means for students to participate in the evaluation of the Medical Imaging and Radiation Sciences Programs.

PROCEDURE:

1. Student representatives may be selected by the faculty to attend the Advisory Committee meetings of their respective programs.
2. Student representatives will be notified at least one (1) week prior to scheduled meetings.
3. Student representatives should present items in writing (i.e. student concerns and/or reports on student activities) for inclusion on the agenda to the committee chairperson forty-eight hours before the scheduled meeting.
4. Student representatives are then responsible to report the outcome of the meeting to fellow students.

Mount Aloysius College
Medical Imaging and Radiation Sciences
Weather Policy

Mount Aloysius College is committed to keeping the campus safe and operational during inclement weather. During periods when severe weather is forecasted Mount Aloysius College officials are in regular contact with weather specialists and county and regional departments.

The College's policy is to remain open, if possible, for those students who can attend class during inclement weather. However, it is understood that our commuting students come from varied distances and in many cases varied climates. It is therefore also the policy of the College to treat student and employee tardiness or absences liberally on inclement weather days. Faculty, staff, and students are encouraged to use their own judgment in deciding whether or not road conditions are safe enough for travel in the area and at the time they are commuting to class, clinical or student teaching.

Faculty understand that students may have to use their own discretion on challenging weather days. In such cases, students need to contact their faculty members (preferably through email in advance of the scheduled class) indicating that they have special weather-related circumstances that prevent their attendance. It is the student's responsibility to understand the class requirement and policies as they relate to missed classes and to ensure makeup classes, clinical and/or assignments are completed. Policies for attendance and makeup classes and clinical days are outlined in each course syllabus.

When Mount Aloysius College closes or delays the Main campus, all other campuses are also closed or delayed for Mount Aloysius College students, including clinical sites. Closures and delays apply to all undergraduate and graduate classes.

***If didactic classes are delayed please follow the Compressed Class Schedule.**

Workers' Compensation Policy

Mount Aloysius College understands and acknowledges that students assigned to or accepted by clinical sites are not employees of the affiliating agencies. It is also understood that the affiliating agencies will not provide students with workers' compensation benefits or group health insurance benefits normally provided to employees.

Emergency medical care will be made available at affiliating agencies. Expenses incurred will be the student's responsibility. Provision of emergency medical care shall not be constructed as providing or agreeing to provide workmen's compensation or group health care benefits to students.

It is highly recommended that each student carry health insurance during his or her education. Students need to be aware that some affiliating healthcare agencies require the student to have health insurance coverage. In order to complete the program of study, students may have to meet this requirement.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences
Academic Progression Policy

Academic progression of a student enrolled in a Medical Imaging and Radiation Sciences program is based on scholastic achievement, clinical achievement, and adherence to the policies and procedures of Mount Aloysius College as stated in the college catalog and the Policy and Procedure Manual. These policies are distributed annually to each student at the beginning of the academic year.

Prior to entry into a Medical Imaging and Radiation Sciences Program, all requirements as stated in the college catalog must be met.

Semester progression is dependent upon earning a “B” or better in all science and major courses. All courses listed in the college catalog as prerequisites must be passed with a “C” grade prior to entry into subsequent courses.

Grading scales for academic and clinical progression may be found on all course syllabi. If a student fails to meet his or her academic or clinical objectives, as outlined in the course syllabi, recommendations for improvement will be documented through email. Failure to complete recommendations indicated may result in dismissal from the program.

Academic requirements are clearly outlined in the College Catalog. A student may repeat only one required major course one time earning a “C” or better, otherwise dismissal from the program will occur. Students earning less than a “C” grade in two or more required courses, will be dismissed permanently from the program. An exception is failure of a clinical education course. A student who fails a clinical education course may request to repeat the course even though it is a second course failure. Permission to repeat is at the discretion of the program faculty. Remediation of the issue leading to course failure may be required.

The College will not make special provisions in scheduling major or science courses for the purpose of re-taking a course. Students petitioning to retake a course may lose up to one year since certain courses are offered only during set semesters. During the interim, the student may withdraw or continue taking general studies courses. Re-acceptance into the program will be contingent upon the number of spaces available in the class and review by program faculty.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences
Re-Admission Policy

Students seeking readmission into a Medical Imaging and Radiation Sciences Program must:

1. Have withdrawn according to the "Student Withdrawal Policy" below.
 - Complete any coursework not completed with a minimum grade of "C".
 - Prove clinical competence in all procedures for the current class/course that the student will be entering. If applicable, all preceding clinical work must be re-evaluated prior to the beginning of that semester.
2. Submit a written request via email or letter of his/her intention to return to the Medical Imaging and Radiation Sciences program chairperson.
3. Re-apply according to existing application procedures for the program and the college.
 - **A student who re-applies to the program is not automatically accepted.**
 - **Students may be re-admitted to a Medical Imaging and Radiation Sciences Program only once and take courses at the next offering.**
 - **Records are subject to review by the Advisory Committee.**

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences
Student Withdrawal Policy

Medical Imaging and Radiation Sciences Withdrawal Policy

A student who wishes to withdraw from a Medical Imaging and Radiation Sciences Program should seriously consider the career and financial consequences of such a decision.

- It is recommended that the student seek counseling from the program faculty in regard to the reason and necessity of leaving the program.
- Every effort possible will be made by the program faculty to help the student find a means to stay in his/her chosen professional education environment.
- If, after discussing and counseling, no other decision can be reached and the student has decided to withdraw from Mount Aloysius College, he/she will follow the withdrawal from college guidelines found in the College Catalog. The student should also meet with a representative from the Financial Aid Office.
- If the student wishes to change his/her major within the college, he/she must obtain a Change of Curriculum Form from the Registrar's office.

If the student withdraws during a semester and has at that time any academic or clinical course failing averages, a WF (withdraw failing) will be recorded on the transcript for those courses. For all courses that have a passing average, a WP (withdraw passing) will be recorded on the transcript.

Mount Aloysius College Withdrawal Policy

Withdrawal from College

The student wishing to officially withdraw from Mount Aloysius College can obtain the required form from the Registrar's Office. The student will be directed to meet with the Office of Student Success and Persistence to complete the form and exit interview. Once the student has met with Financial Aid, Business Office, and Residence Life, the form will be sent to the Registrar's Office for processing. They will notify the student's advisor, Business Office, Financial Aid, Student Success and Persistence Office, and the Office of Student Affairs.

Students should be aware of the consequences of failing to complete an official withdrawal form. Additional information regarding withdrawal is available in the Tuition and Fees Section of this catalog.

Withdrawal from College - Administrative

Attendance has been proven to be a key factor in academic success. For this reason, students are expected to attend all classes. Failure to attend class may result in the student being withdrawn from the course or failing the course. Administrative withdrawal refers to the involuntary withdrawing of students from enrollment in classes due to excessive absences. An administrative withdrawal from courses or from the College may occur at any time during the semester. The Registrar in consultation with and recommendation from faculty, Academic Advising Coordinator, or other administrative offices has the

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences
Student Withdrawal Policy – Continued (page 2 of 2)

authority to carry out an administrative withdrawal. The Registrar will notify the student by email that an administrative withdrawal has been initiated. The student will have three (3) days to respond to the Registrar before the withdrawal takes effect. Any student who is administratively withdrawn from a course or from the College has the right to make an appeal in writing. See the Registrar for further information on the administrative withdrawal policy and for information on the appeal process.

Withdrawal from College - Medical

Due to extraordinary circumstances and in rare instances, a student requests a medical withdrawal from the College. Requests are made to the Registrar's Office.

For a request to be considered, the following conditions must be satisfied:

1. The student's medical condition developed or became more serious during the semester in question.
2. The medical condition is significant to the point that it is the primary reason the student cannot attend classes and/or complete required work.
3. The student provides documentation that he/she is under the care of a licensed physician or licensed mental health professional. The following information *must* be included in the request, signed by the professional.

Documentation must:

- Be written on the provider's letterhead. Prescription pad notes and copies of medical records will not be reviewed;
- Include a detailed and specific diagnosis;
- Include the provider's clinical impression related to the diagnosis and how this condition affects the student's ability to complete the course or semester;
- List the date onset and dates of treatment and last date you were able to attend class;
- Include the provider's clear recommendation for withdrawal for medical reasons;
- List the date of expected return to the college.

The above documentation criteria must be filled before the request can be reviewed. Incomplete documentation will not be considered.

The grade of "W" is recorded for each course affected. If the student returns to the College within one academic year, he/she will be placed in the original catalog year at the time of his/her matriculation.

The student should consult with the Financial Aid Office as the student's withdrawal may impact financial aid eligibility for future semesters.

Students withdrawing from the College under this policy are subject to the Refund Policy as described in this Catalog.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences Department
Probation Policy

Clinic

Purpose: To inform the student of unacceptable clinical performance due to:

1. Failure to meet clinical performance objectives.
2. Excessive absenteeism or tardiness.
3. Negligence.
4. Leaving clinical site without prior authorization.
5. Falsification of records. Examples: Attendance sheet, Competency Sheet.

Classroom/Didactic/Academic

Purpose: To inform the student of unacceptable classroom/didactic/academic performance due to:

1. Failure to meet classroom/didactic/academic objectives.
2. Excessive absenteeism or tardiness.
3. Failure to notify instructor of absences as per Attendance Policy
4. Academic Dishonesty

Procedure:

Verbal Warning – 1st offense

Written Warning – 2nd offense - Each infraction will be dealt with using a written statement describing the problem. The student will see and sign each statement. Each warning will be documented. After one verbal and one written warning the student will be placed on probation.

Probation – 3rd offense – After verbal and written warnings the student will be placed on probation. When three documented warnings are issued to one student, the student will be placed on probation.

Probationary Period:

Three months

Re-Evaluation:

Faculty will meet at the end of this three-month period to review the student's record. At this time, faculty will recommend one of the following.

1. To continue or discontinue probation
2. To dismiss the student

Dismissal:

Any further infractions or warnings to the student on clinical probation can result in dismissal. The student may follow the Appeals Process.

Immediate Dismissal:

Any serious infractions of department or program policy will result in immediate expulsion or probation as decided by the Faculty.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences
Dismissal Policy

Purpose: To establish dismissal guidelines that informs students of their responsibilities, rights, and requirements concerning academic performance, clinical/fieldwork education, and professional behaviors.

Dismissal from a Medical Imaging and Radiation Sciences program will result at any time during the academic calendar under the following circumstances:

1. Dismissal for academic performance
2. Dismissal for unsafe clinical practice
3. Dismissal for unprofessional behavior
4. Dismissal for not having required health information uploaded to Castle Branch by the second week of the Fall semester.

A student who is dismissed from a Medical Imaging and Radiation Sciences program may apply for enrollment in another major at Mount Aloysius College, or may appeal the dismissal by following the Medical Imaging and Radiation Sciences Appeals Procedure. A student who has been dismissed from a Medical Imaging and Radiation Sciences program may be considered for readmission. The student must reapply, and re-admission will be on a competitive basis from the current pool of applicants and/or on a seat available basis. (Please refer to the readmission policy). All program related policies apply.

DISMISSAL FOR ACADEMIC PERFORMANCE

In accordance with the Medical Imaging and Radiation Sciences Academic Progression Policy, students may be dismissed from their respective programs after earning a grade of less than a “C” in a core related course including **any MIRS coursework, BIOL 116, or RAD 115**. Students can also be dismissed in accordance with the Probation Policy.

DISMISSAL FOR UNSAFE CLINICAL PRACTICE

Dismissal for unsafe clinical practice may occur at any time during the academic semester. Dismissal is based on unsafe behavior demonstrated by the student as determined by the clinical or academic faculty of the Medical Imaging and Radiation Sciences Program.

Dismissal is based on, but not limited to:

1. one potentially life-threatening incident; or
2. one incident contributing to the injury or death of another; or
3. two or more incidents of unsafe practice (example falling asleep at the clinic site) identified at any time during the length of enrollment in a Medical Imaging and Radiation Sciences Program; or
4. one incident of unsafe student health policies; or
5. failure to maintain control of health disorders, or practice health maintenance (see the Student Health Policy for the definition of health maintenance); or

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences
Dismissal Policy - Continued (page 2 of 3)

6. failure to protect self, peers, staff, faculty, and the community at large from actual health hazards; or
7. failure to adhere to the chemical substance abuse policy as outlined in this handbook

For safety purposes it is required that students report in writing all health disorders, recent surgeries, and pregnancies to Ms. Haley Lacovitch at 814-886-6449 or by email at hlacovitch@mtaloy.edu for clinical concerns. For academic concerns, students should seek a meeting with Dr. Felicia Holliday at 814-886-6372, or by email at fholliday@mtaloy.edu.

DISMISSAL FOR UNPROFESSIONAL BEHAVIOR

Dismissal for unprofessional behavior may occur at any time during the academic semester. Dismissal is based on unprofessional behavior demonstrated by the student as determined by the clinical or academic faculty of the Medical Imaging and Radiation Sciences Program.

The following listing provides examples of behaviors that may be considered as a basis for dismissal from a Medical Imaging and Radiation Sciences program. All examples include, but are not limited to the student's failure to practice or behave as stated:

1. **Regulatory:**

Examples include, but are not limited to, the student's failure to practice within the guidelines of:

- A. The American Registry of Radiologic Technologists
- B. The Code of Ethics for the Profession of Radiologic Technology, developed by the American Society of Radiologic Technologists
- C. The policies and procedures of Mount Aloysius College
- D. Policies and procedures of the clinical affiliations

2. **Accountability:**

Examples include, but are not limited to a student's:

- A. Failure to adequately prepare for clinical learning experiences
- B. Failure to achieve clinical competencies as described in syllabi
- C. Failure to communicate accurate and complete information verbally and/or in writing
- D. Failure to report unsafe or incompetent practice of peers or other health care team members to the clinical preceptor, or program specific faculty
- E. Failure to practice within limitations of the student's role
- F. Failure to accept responsibility for own behavior
- G. Failure to accept responsibility for patient care
- H. Failure to seek appropriate guidelines from the faculty
- I. Failure to comply with clinical education attendance policy, as defined within this handbook and/or course syllabi
- J. Failure to respect the worth and dignity of individual patients, health team members, faculty and peers
- K. Breach of confidentiality (HIPPA)

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences
Dismissal Policy - Continued (page 3 of 3)

- L. Breach of Patient's Bill of Rights
- M. Abusive, offensive or insulting behavior, including offensive language
- N. Violation of the Guidelines for Human Subject Usage Policy (as provided by clinical agency)
- O. Violation of the Respect for Others Rights Policy
- P. Academic or professional dishonesty

Procedure Prior to Dismissal

1. An email describing course grades, unsafe clinical practice, or unprofessional behavior will specify that this is a preliminary step for dismissal from the Medical Imaging and Radiation Sciences program.
2. Medical Imaging and Radiation Sciences faculty will meet to discuss the action to be taken as a result of the incident. The student may be asked to attend a portion of the meeting.
3. A decision on dismissal versus recommendations to the student will be rendered within five calendar days of the above meeting date.
4. If the student is not dismissed from the program, there will be clear recommendations provided in writing. The student will be responsible for adhering to the recommendations of the instructor and Academic Dean as delineated. Non-compliance with the recommendations will result in dismissal from the program.
5. If dismissal is the recommended action, the student will be notified of the dismissal within five (5) academic calendar days.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences
Conflict Resolution Policy

Clinic

Should a student encounter difficulty with course content or other aspects of the course, the first action should be to make an appointment to speak with the preceptor. The preceptor may suggest resources on campus or other tips to assist student learning. If a student has concerns with their preceptor, then the best course of action is to seek out a meeting with the Clinic Coordinator, Ms. Haley Lacovitch by phone 886-6449 or by email at hlacovitch@mtaloy.edu to discuss the difficulties.

Classroom/Didactic

Should a student encounter difficulty with course content or other aspects of the course, the first action should be to make an appointment to speak with the instructor. The instructor may suggest resources on campus or other tips to assist student learning. If a student has concerns with their instructor or for academic concerns, students should seek a meeting with Dr. Felicia Holliday at 814-886-6372, or by email at fholliday@mtaloy.edu to discuss the difficulties.

If an agreeable decision is not reached, the student should then request a meeting with the Academic Dean, Dr. Christopher Lovett, 814-886-6458 or by email at clovett@mtaloy.edu. The Faculty and the Academic Dean are committed to treating all students with respect and fairness. Additional information is outlined in the Academic Grievance Policy in the College catalog.

Academic Grievance Policy

If a student has a cause for grievance in academic matters, except concerning Academic Integrity issues, the student is requested to meet with the faculty member involved. If an agreeable decision is not reached, the student should then request a meeting with the Department Chairperson and, if necessary, the Academic Dean to discuss the matter.

If the matter has not been resolved at the Department/Division level and further steps are necessary, the Vice President for Academic Affairs will make the final decision. The Vice President for Academic Affairs may convene an ad hoc grievance board consisting of two faculty members, two students, and a fifth member from the College community. Board members will be approved by both parties and will act in an advisory capacity to the Vice President for Academic Affairs. The deadline for initiating a grievance procedure is thirty (30) days after the publication of grade reports.

During internal appeals, the student may not be represented by anyone other than themselves.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences
Appeals and Grievance Procedure Policy

Classroom and Clinical

Purpose: The purpose of this policy is to ensure that all Medical Imaging and Radiation Sciences Program students have a process to appeal decisions or perceived violations of their rights. This policy is an extension of the Academic Grievance Policy located in the College Catalog.

1. Students who believe their rights have been violated or have a disagreement with a decision rendered by a faculty member or a clinical preceptor must approach that individual or individuals involved within five (5) academic calendar days following the incident. With regard to final grades for a course, the student has thirty (30) days to appeal per college policy as outlined in the College Catalog.
2. For clinical concerns, if the situation is not resolved satisfactorily the student may then enter into the appeals process. A written account of the student's grievance must be submitted to Ms. Haley Lacovitch at 814-886-6449 or by email at hlacovitch@mtaloy.edu for clinical concerns. For academic concerns, students should seek a meeting with Dr. Felicia Holliday at 814-886-6372, within ten (10) academic calendar days following the incident. A written account will greatly assist the student in organizing thoughts and opinions, as well as assisting the Chair in understanding the incident.
3. For clinical concerns, the student and involved individual(s) will present their accounts of the grievance at a meeting to Ms. Haley Lacovitch at 814-886-6449 or by email at hlacovitch@mtaloy.edu for clinical concerns. For academic concerns, students should seek a meeting with Dr. Felicia Holliday at 814-886-6372. Ms. Haley Lacovitch or Dr. Felicia Holliday will then render a decision following a review of all information presented by the student and involved individual(s). The student will be informed of the decision in writing within five (5) academic calendar days following the scheduled meeting.
4. If the student is dissatisfied with the decision of Ms. Lacovitch or Dr. Holliday, he/she may appeal it to the Academic Dean. The student and involved individual(s) will present their accounts of the grievance at a meeting scheduled by the Academic Dean. The Academic Dean will then render a decision following a review of all information presented by the student and involved individual(s). The student will be informed of the decision in writing within five (5) academic calendar days following the scheduled meeting.
5. If the student does not agree with the decision of the Academic Dean he/she may appeal to the Vice President for Academic Affairs, per the process outlined in the College. The decision of the Vice President for Academic Affairs will be final and binding.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences Department
Clinical and Classroom Attendance Policy

Clinical Attendance:

Students are expected to attend all clinical sessions. Although an absence may be unavoidable, it in no way excuses a student from meeting the requirements of the course by the last scheduled day of the semester. This includes the required number of competencies, tests and case studies. Students are responsible for material in the text and handouts that complement the clinical course. All absences will be made up before a final grade is submitted. An Incomplete will be given until the required amount of time is completed. For every two occurrences of leaving early or being late more than twice per semester will count as an absence, for every two occurrences. Anything after 5 minutes late will be considered a half day absence. All clinical absences will be made up Monday through Friday 8:00 a.m. to 4:00 p.m. during the semester break (the week following the end of the semester). No clinical absences will be made up on weekends or holidays. The clinical preceptor is to be notified by a phone call from the student by 6:30 a.m. the day of the absence. The clinical site is also to be notified before the start of the clinical day that the student will be missing.

*Each student is responsible for transportation to and from the clinical site(s). Length of travel to and from the clinical site will vary. Students who carpool may not miss clinical because the driver is unable to attend. Back up transportation is the responsibility of each student.

***Medical Imaging and Radiation Sciences Program students missing:

- RAD 108, RAD 111, RAD 202A & RAD 202B will result in a written warning for day 1, probation day 2, and dismissal for day 3.
- RAD 205 and RAD 209, a written warning for day 2, probation day 3, and dismissal for day 4. This will result in reapplying to the program and continuing in the following year.

A request for an excused absence will be reviewed on a case by case basis. Claims based on such matters as death of a family member or serious health emergencies supported by a hospital and/or doctor documentation will be considered. Due to the clinic rotations a longer period of 5 days' absence will require the student to re-apply to the program the following year. Vacation will not be considered as a valid excuse.

Additional Requirements

All students must satisfactorily meet the physical requirements listed on the physical exam portion of the student health record obtained in the Health Services office prior to starting in the Radiation Sciences and Medical Imaging program. Once enrolled in the program, as per the Medical Imaging and Radiation Sciences Student Health Policy, a student must report any change in condition to the clinical preceptor and program Chairperson, as well as to the Student Health Office.

Due to the physical nature of the profession of Radiography, students may not be allowed to attend clinic if an injury requires them to have any apparatuses (crutches, immobilization boot, slings, etc.) that may interfere with their ability to perform procedures and provide optimal patient care and safety. A student with symptoms such as tremors, dizziness, etc. will not be permitted to attend clinic until the student is reevaluated after a physician prescribes treatment. Students must provide a full medical release from their doctor and be able to meet ALL clinical objectives in order to return to clinical. Students must be able to perform all technical standards, if not, they will not be able to attend clinical.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences Department
Clinical and Classroom Attendance Policy – Continued (page 2 of 2)

If the change in health status is temporary and the student does not miss more than the previously stated clinical time, the student will be granted time at the end of the semester to complete the days missed. If the student's condition requires more than the previously stated clinical time to be missed, the student may continue to take the didactic coursework for that semester, but will need to withdraw from the clinical portion and re-enroll for that particular clinic at its next course offering.

**If a student is assigned to a clinical site that requires the student to have health insurance, the student will be required to obtain health insurance if he/she does not already have health insurance coverage.

Classroom Attendance:

Attendance at all classes and lab sessions is expected of all students. **Absence from class beyond 2 will result in a 1-point deduction from the final grade for each day missed. Being late twice will be equivalent to one absence. Therefore, one point will be deducted after being late twice and for every two times you are late thereafter. "Late" is defined as arriving in the classroom after class has begun. Students missing laboratory will have one point deducted from the final course grade for ALL absences.** Although an occasional absence may be unavoidable, it in no way excuses a student from meeting the requirements of the course. The student is responsible for material covered and assignments given on the day of his/her absence. The instructor must be notified prior to the absence.

Any quizzes or exams must be made up within 6 days of the absence. A score of "0" will apply unless make-up work is completed.

Make-up material will only be given if the following criteria are met:

1. The instructor must be notified **prior** to the exam that the student will be missing.
2. The student must contact the instructor immediately upon return to campus to schedule make-up work.
3. A student who fails to appear at the designated time for make-up work will receive no further opportunity to complete that work.

**An integral part of the Medical Imaging and Radiation Sciences Program curriculum is a clinical rotation at an affiliate clinical site. The number of students accepted into the program is contingent upon the number of clinical spots available at the time. In the event that one or more clinical spots become unavailable (i.e. pandemic, voluntary work stoppage, etc.), the clinical coordinator will make schedule adjustments based on remaining clinical availability. This could include, but is not limited to, varying clinical hours, and/or reassigning clinical sites.*

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences
Exam and Assessment Policy

Students are expected to adhere to the Academic Policies of Mount Aloysius College as stated in the Mount Aloysius College Catalog. In addition, students will adhere to the following conditions for exams and assessments in all Medical Imaging and Radiation Sciences courses:

1. Students will sit in faculty-assigned seats during exams, if directed to do so.
2. Students are responsible to report any information written or recently erased from desk tops. Students should inspect desks prior to the exam and report any suspected evidence to faculty.
3. Students with writing on their hands or any other body parts, clothing, or any personal belongings will not be permitted to take the examination and will receive a “zero” grade.
4. Students will place all belongings in front of the classroom during the examination or where the instructor designates.
5. Students will write their full name on both the test and answer sheet when applicable.
6. The answer recorded on the answer sheet will be considered the final answer for each question.
7. Faculty may stand or sit strategically throughout the room and/or walk up and down the aisles during examinations.
8. Students are expected to keep their eyes on their own paper. If faculty collects the test of any student suspected of cheating, it will result in a zero for that exam.
9. Faculty may collect any items suspected of being used for cheating during examinations.
10. After the tests are scored, they will be returned to students and reviewed with the instructor. A faculty member will then collect the exams. Students may request to review individual exams with the instructor if so desired.
11. After the student receives a written test score, the student has one week to confirm or question that score with the faculty member. If the situation is not resolved within that time frame, the student is advised to follow the appeals procedure.
12. If a student is suspected of plagiarizing or cheating, the instructor may complete the Academic Integrity form located on the portal page. This form remains on file in the Academic Affairs office to monitor multiple incidents of cheating or plagiarism.
13. No hats, head coverings, or head phones may be worn during class or exams except for religious reasons.

Students failing to adhere to the above procedures will be reported to the Vice President for Academic Affairs and the Vice President for Student Affairs.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences
Exam and Assessment Make-Up Policy

1. All Medical Imaging and Radiation Sciences exams should be taken on the date and at the time specified.
2. If a student is aware of a potential conflict prior to the due date or exam time, they should request permission to take the exam or turn in the assignment at an alternate time. The permission to do so is at the discretion of the instructor.
3. Students who are absent may be granted a make-up exam or extended assignment due date at the discretion of the instructor.
4. If a student is absent from a scheduled examination or assignment due date due to an emergency situation, they should provide appropriate documentation and/or explanation.
5. Students must follow specific course requirements in regards to make-up exams as described in the course syllabi.

The instructor has the authority to change and/or revise make-up examinations from the original examination and to schedule the date and time of the makeup examination in accordance with instructor availability.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences
Final Examination Policy

If a student, whose work prior to the date of the final examination is of a passing grade, misses a final examination because of a documented illness or emergency that occurred after the 12th week of the semester, he/she may be given the mark of “I” (Incomplete). No student is allowed to retake a final examination or do extra work after the final for the sole purpose of improving his/her grade. Students who fail a required course must retake the same course with a grade of “C” or better unless otherwise specified by the department.

Students must follow specific course requirements in regards to final exams as described in the course syllabi.

Students who fail a required course must retake the same course, in the next offering, with a grade of “C” or better unless otherwise specified by the department.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences Department
Clinical Education: Philosophy of Clinical Education Policy

The role of the Radiographer has grown in complexity with the development of more sophisticated procedures and equipment in the field of Medical Imaging. It is the philosophy of the program faculty to provide the students with optimum clinical experience, and to ensure that the student has the opportunity to perform all routine types of radiographic procedures in the appropriate proportions. Furthermore, the philosophy of the program faculty is to provide demonstration, supervision, observation, counseling, and evaluation in the clinical setting whereby the student will effectively:

- Apply knowledge of the principles of radiation protection for the patient, self, and others.
- Apply knowledge of anatomy, positioning and radiographic technique, to accurately demonstrate anatomical structures on an image.
- Determine exposure factors to achieve optimum radiographic technique with a minimum of radiation exposure to the patient.
- Examine images for the purpose of evaluating technique, positioning and other pertinent technical and pathological qualities.
- Exercise discretion and judgment in the performance of medical imaging procedures.
- Provide patient care essential to radiologic procedures.

A goal of the Medical Imaging and Radiation Sciences Program clinical phase of education is to design a program whereby the student will be able to correlate his/her clinical experience with the didactic portion of the program. This correlation is based on a solid foundation of fundamental principles and procedures developing into superior performance and knowledge as well-rounded proficient radiographers.

1. A student will be allotted a maximum of **ONE** make-up exam per course content per semester. A zero will be recorded for each missed exam after the first. Changes to the policy is at the discretion of the instructor.
2. Make-up exams will cover the same material as in-class exams, but the questions will not be identical.
3. It is only with consent of the instructor that exams may be made up. A missed exam must be made up within six (6) days of the original test date. All missed exams not made up will be recorded as a zero (0). The make-up exam may be different from the original exam.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences Department
Clinical Purpose and Progression Policy

The purpose of clinical assignments in the Medical Imaging and Radiation Sciences Program is to allow the student to apply theoretical principles of radiography, patient care, and departmental procedures to practical experience. Students will have the status of learners, and will not replace departmental personnel.

While in the clinical department, the student is required to observe the regulations imposed by that facility on its employees in connection with patient welfare.

While performing various clinical assignments, the student is directly responsible to the staff member assigned to the clinical area to which the student is assigned. Should any operational or personality problems arise, a settlement on this level is preferred. If the matter cannot be resolved, the Clinical Preceptor should be consulted; if not resolved at that level, Clinical Coordinator and/or Program Chair should be consulted. If a student needs further aid in solving problems, he/she may state the problem to the Academic Dean.

Clinical Education Objectives

The student will:

- A. Perform and/or assist the Radiologic Technologist with the radiographic procedures.
- B. Be able to:
 - 1. Evaluate each requisition (with a technologist)
 - 2. Demonstrate proper physical facilities readiness
 - 3. Demonstrate proper patient-technologist relationship
 - 4. Demonstrate correct positioning skills
 - 5. Manipulate equipment effectively
 - 6. Show evidence of collimation
 - 7. Evaluate the radiographic image for:
 - A. Anatomical parts
 - B. Proper alignment
 - C. Radiographic technique
 - D. Image identification
 - E. Evidence of collimation
 - F. Proper positioning of patient

STUDENT RADIOGRAPHER-CLINICAL AND ADMINISTRATIVE

Under the guidance of the Clinical Coordinator, Program Chair, and Clinical Preceptors of the School of Medical Imaging and Radiation Sciences Program and the Administrative Director and Staff Radiographers of the Radiology Departments, the student will perform radiographic procedures at the technical level according to the progress of their Clinical Assessment Level. Also, students will perform a variety of technical duties that apply to ionizing radiation for a radiographic diagnosis.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences Department
Clinical Purpose and Progression Policy – Continued (page 2 of 4)

CLINICAL

The students will produce radiographs for the practice of clinical proficiency by:

1. Positioning the patients for various examinations according to their Clinical Assessment Level.
2. Selecting proper technical factors on individual patients based on their Clinical Assessment Level.
3. Transferring patients from the waiting area, hospital room, emergency room etc. to the radiographic room.
4. Selecting and operating the equipment as required for various examinations according to their Assessment Level.
5. Viewing radiographic images.
6. Providing radiation protection according to safety standards. **Shielding:**
 - Use gonadal shielding whenever this will not interfere with the diagnosis. No gonadal shielding for abdominal or pelvic exams.
 - Gonadal shields should be used on any patient in the reproductive years or younger.
 - Anyone assisting with holding of a patient must be shielded. If a female is assisting with holding the patient, pregnancy must be questioned.
 - Clinical setting shielding policies will be taken into consideration.

Mount Aloysius College Medical Imaging and Radiation Sciences department follows shielding recommendations per The ASRT and JCERT guidelines as follows:

“Significant advances in technology have resulted in reduced patient radiation dose during radiographic procedures, opening the door to this change in clinical practice. However, the radiation protection methods implemented by registered and certified radiologic technologists remain an essential component of high-quality and safe medical imaging procedures. While shielding placed outside of the exposed field may offer only limited additional reductions to patient exposure, this low-risk practice is an important component of our comprehensive efforts to reduce excess radiation dose during our procedures.

The ASRT Board supports the continued use of lead shielding during radiographic procedures where shield placement is appropriate and aligned with minimizing patient radiation exposure. For example, the placement of a lap shield during a radiographic extremity procedure carries little-to-no risk of exam interference or error, but may significantly increase patient comfort and confidence, thus helping to reaffirm our profession’s commitment to maximizing safety. The elimination of all patient shielding from standard practice could exacerbate the radiophobia that exists among the public and our patients due to widespread media coverage of the published risks associated with medical radiation exposure.

Before considering the elimination of all patient shielding as a standard practice during radiographic procedures, it is essential that we educate our patients and health care colleagues on the recent advances in technology that have dramatically reduced patient radiation dose, as well as the indispensable role that radiologic technologists serve in the provision of safe and high-quality medical imaging procedures.”

“The Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards for an Accredited Educational Program in Radiography are designed to promote academic excellence, patient safety, and quality healthcare. Standard Five - Objective 5.3 of the Standards requires programs to assure students employ proper safety practices. Programs achieve this by instructing students in the utilization of imaging equipment, accessories, optimal exposure factors, and proper patient positioning to minimize radiation exposure to patients, selves, and others. These practices assure radiation exposures are kept as low as reasonably achievable (ALARA). Gonadal shielding has been a longstanding practice during radiography examinations in instances where the clinical objectives of the examination are not compromised¹. Recent research in the effectiveness of gonadal shielding during abdominal and pelvic radiography has found, in most instances, that: • gonadal shielding does not contribute significantly to reducing patient risk from radiation exposure; • gonadal shielding positioned improperly may have the unintentional consequence of increasing patient exposure; • gonadal shielding positioned improperly may result in the loss of valuable diagnostic examination results. Based on the recent research pertaining to the

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences Department
Clinical Purpose and Progression Policy – Continued (page 3 of 4)

use of gonadal shielding during abdominal and pelvic radiography and the longstanding practice in radiography to only shield in instances in which diagnostic quality will not be compromised, the JRCERT has concluded that routine use of gonadal shielding for abdominopelvic radiography exams should not be standard practice for clinical radiography students when the use of such could interfere with the diagnostic quality of the exam and may result in the risk of a repeat exposure. Educational programs should review and consider amending, if necessary, policies to assure that the use of gonadal shielding should only be utilized when it will not interfere with the purpose of the examination and when it aligns with clinical facility policy. Consistent with Standard Five, programs must have policies/processes in place to assure students are educated on the importance of the proper use of shielding and optimal use of radiation to promote the health and safety of students, patients, and the public.”

7. Assisting radiologists and physicians in administering contrast media and medication, starting Summer I. This will be under the direct supervision of a registered technologist.
8. Using the correct R or L lead marker. Students must use their specific initialized marker, NO R or L annotations.
9. Being responsible to the clinical preceptors and staff radiographers in performance of routine radiographic procedures and special procedure examinations.
10. Using sterile techniques when needed.
11. Being responsible in obtaining pertinent patient history.

ADMINISTRATIVE

The student will perform the following administrative duties by:

1. Maintaining order and cleanliness.
2. Securing and returning supplies.
3. Cooperating with all personnel with proper conduct.
4. Maintaining ethical patient student relationships.

CONTINUOUS TRAINING

1. May be required to assist in the development of technical factors and image receptor selection.
2. May assist in the use of a variety of equipment or procedures not routinely taught.
3. Perform other related duties as required and approved by the Clinical Preceptors.
4. Students will periodically rotate through evening shifts to gain further practical experience.

SYNOPSIS OF CLINICAL COMPETENCIES

For each item of Examination Evaluation List:

1. The student will pass classroom instruction.
2. The student will pass laboratory instruction
3. The student will observe the particular examination one time.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences Department
Clinical Purpose and Progression Policy – Continued (page 4 of 4)

4. The student will assist the particular examination a minimum of one time.
5. The student may now be evaluated on this examination under **Direct Evaluation**. All students are under the direct supervision of staff radiographers during the first freshman year of their clinical education. The following conditions constitute direct supervision. **The technologist must evaluate and critique images with the student, giving explanations of repeats.** A qualified registered radiographer reviews the request for the radiographic examination to determine the capability of the student to perform the examination with reasonable success, or to determine if the condition of the patient contraindicates performance of the examination by the student. **A technologist must be present in the room during the competency.**
6. Any item a student has successfully completed their direct evaluation on can now be completed under Direct Supervision.
7. Students can reach the Indirect Competency level through Indirect Evaluation of any item which they have successfully passed the Direct Evaluation.
8. Items students have passed through Indirect Evaluation may now be completed by the student with **Indirect Supervision**. The following conditions constitute Indirect supervision. The student may perform the exam by themselves, as long as a radiologic technologist is present, in the area immediately adjacent to the exam area after proper assessment of request and patient. The technologist must still evaluate and critique films with the student and under no circumstances is a student to perform a repeat, without the technologist being present, in the room. The technologist initials must be present on every request.
9. If the student needs to repeat any images, it constitutes failure at the direct and indirect levels. It is the student's responsibility to have a registered radiographer review and approve all radiographs performed by the student. **Unsatisfactory radiographs done by the student must be repeated under the DIRECT supervision of a registered radiographer. If the student fails to comply with this policy, disciplinary action will be taken.**

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences Department
Trajecsys Policy

Trajecsys is to be properly maintained and updated by students. It is the students' responsibility to enter comps and ensure that technologists are approving/filling out required checklists for each comp. This will be closely monitored by the students' clinical preceptor. Up to 3 points will be deducted from the final grade if the student fails to regularly update Trajecsys or falls behind in entering comps. If a student is employed by the clinical site, they cannot login with their employee login to access Trajecsys. Also, students need to remind the technologists that it is a 2-step process: they approve the log & must complete the appropriate form.

All documentation must be kept up-to-date in Trajecsys

Exceptions: For fluoroscopy and operating room procedures, students may obtain competencies prior to classroom and laboratory instruction

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences Department
Professional Development Assessment and Clinical Grading Scale

Professional Development Assessments, completed by either the clinical preceptor or registered technologists at the clinical site, will be obtained several times per semester. Students must attain a score of 85% or above to pass. The Professional Development Assessments will constitute a portion of a student's clinical grade.

If a student does not receive a passing grade on a Professional Development Assessment, the student will be made aware of the specific areas of deficiency by the Clinical Preceptor/Clinical Coordinator. If this occurs a second time, consecutively, the student will be remediated in the deficient area by the Clinical Preceptor and/or Clinical Coordinator.

Professional Development Assessment Clinical Grading Scale

<u>Grade</u>	<u>Progression</u>	<u>Description</u>	<u>Quality Point</u>
A	97- 100	Superior Achievement	4.0
B+	94 -96	Excellent Achievement	3.5
B	91 -93	Above Average Achievement	3.0
C+	88 -90	Average Achievement	2.5
C	85 -87	Passing	2.0
D	82-84	Failing	1.5

Sophomores in their last semester must complete final competencies and will be graded according to the above grading scale. Failure to complete the final competencies will result in a zero for that particular exam, and could result in failure for that clinical semester.

When grades are calculated, the scores will NOT be rounded up. The score will be recorded as the whole number before the decimal. For example, if the score is 86.48% the score will be recorded as 86%, and if the score is 86.98%, it will also be recorded as 86%.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences Department
Clinical Assignments Guidelines and Policy

1. All students will have a minimum of three clinic site rotations. All students will be assigned a site that offers operating room, fluoroscopy, and portable experiences to afford students the opportunity to complete competencies in a timely manner.
2. Students will be supervised in the clinical area by a Clinical Preceptor and/or the Technical Staff.
3. Students are expected to report promptly at designated times to the staff at their assigned clinical site.
4. Students will be assigned a lunch break.
5. Students may take one break, either morning or afternoon, as designated by their site supervisor and/or clinical preceptor. This may be combined with the lunch break if agreed upon by the preceptor and student
6. Students must remain at their assigned clinical site and may not leave the department without the permission of the supervising staff technologist and/or clinical preceptor. If a student leaves the clinical site for an emergency or any other reason, the Clinical Preceptor **MUST** be notified immediately.
7. Students will be evaluated at least one time a semester to determine progress in clinical performance and professional development.
8. Students may be assigned evening hours as part of their clinical education.
9. Radiography students will perform under the direct supervision of a registered technologist at all times. Freshmen students **MUST** have a registered technologist present in the room when performing **ALL** examinations regardless of the exam competency level completed. Sophomore students **MUST** have a registered technologist in the **immediate** area when performing **ALL** exams. The technologist must assess the case prior to the student starting the exam.
10. Each semester, a goal for the number of clinical competencies to be achieved by the student will be set by the Medical Imaging faculty.

Student Responsibilities

A major portion of a student's time in the Medical Imaging and Radiation Sciences Program is spent at the clinical site (health care affiliation). Therefore, in addition to the College Catalog and the Student Handbook, the Medical Imaging and Radiation Sciences student will be responsible for the following:

1. Liability both to himself/herself: occupants of his/her vehicle and others in his/her transportation to and from the healthcare affiliation.
2. Personal accident and health insurance to cover the same at the school and at the healthcare affiliation.
3. Personal conduct at the college, the healthcare affiliation, in transportation between the two institutions, and any time you are publicly wearing the approved uniform.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences Department
Clinical Assignments Guidelines Policy – Continued (page 2 of 2)

4. Academic achievement and skill achievement in all education situations whether in the classroom or in the healthcare affiliation. A student must maintain an 80% average in didactics and 85% average in clinical during each term he/she is in the program.
5. Normal school supplies required for any clinical experience.
6. Maintenance of work standards set by the healthcare affiliation's clinical supervisor.
7. Required attendance at clinical experiences, classes, seminars, and individual conferences with the preceptor.
8. Attendance at clinical rotations as scheduled by the Medical Imaging and Radiation Sciences faculty. Changes in clinical rotations will not be made without prior notice to the student. Requests for a specific clinical site CANNOT be honored.
9. Each student is responsible for transportation to and from their clinical sites. Length of travel to and from the clinical site will vary.
10. **All information must be uploaded to Castle Branch by the second week of the Fall semester. Clinical sites will not be assigned until all clearances have been completed. Students should refer to the probation & dismissal policies for each clinic day missed due to failure to meet health clearance deadlines.**

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences
Required Clinical Clearances Policy

Purpose: To assure that all students obtain the appropriate criminal clearances necessary for working with patients.

Background: The *Pennsylvania Child Abuse History Clearance* and the *Request for Criminal Records Check* are required by the State of Pennsylvania for all persons working with children and the elderly. Completion of the clinical portion of the Medical Imaging and Radiation Sciences Program cannot be completed without these clearances.

All students preparing to enter the clinical phase at Mount Aloysius College are required to undergo a *drug screening test, a Pennsylvania Child Abuse History Clearance, a Pennsylvania Criminal Record Check, an FBI fingerprinting clearance, and the Recognizing and Reporting Child Abuse Mandatory Reporting training.*

- Negative test results on the drug test are required to enter/advance in the program. Students traveling to an area where a drug such as marijuana is legal should recognize that this drug stays in the human body for several months, and it is not legal in Pennsylvania. Pennsylvania guidelines will be followed and re-testing will not be permitted.
- A history of a felony will preclude the student from entering/advancing in the health program.
- A history of a misdemeanor or summary offense may preclude the student from entering/advancing in the health program. Determinations are made on a case by case basis and are dependent on college and clinical site policies.
- Some clinical sites require drug and alcohol screening while students are on site. Students must comply with all such requirements to remain in the program.

Most health professionals are licensed, certified or registered. The professional and state associations that oversee the health professions have strict guidelines regarding a history of drug/alcohol abuse and prior criminal convictions for entry into the professions.

Students who have a history of drug/alcohol abuse or a criminal record may be ineligible for licensure/registration/certification in their chosen profession.

The fee incurred for application and processing of the required clearances is included in the clinical education fee.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences Department
CPR Course Policy

CPR certification for healthcare providers that includes adult, child, infant, and AED is required for all Medical Imaging and Radiation Sciences students. All students are required to be trained through the American Heart Association through a BLS healthcare provider.

Students must submit CPR certification to the electronic tracking system Castle Branch.

Students are not permitted in the clinical area without a current CPR completion card.

Certification must remain current throughout the entire academic experience. It is the responsibility of the student to renew certification before the expiration date and submit proof of re-certification to Castle Branch.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences
Confidentiality Policy

Purpose: To ensure that confidentiality is maintained in professional relationships with patients/clients, faculty, fellow students, clinical affiliations, and the College.

Background: In 1996, Congress enacted the Health Insurance Portability and Accountability Act (HIPAA), which are designed to safeguard healthcare information and set guidelines for electronic transmission, use, and disclosure of healthcare information.

Based upon the HIPAA regulations, the Medical Imaging and Radiation Sciences Program of Mount Aloysius College protects the confidential nature of information gained from educational practice and stipulates that students in Medical Imaging and Radiation Sciences programs will function with discretion and integrity for all contact they have with patients/clients, fellow students, preceptors, and other healthcare professionals.

Procedure:

1. Information obtained from the patient/client is to be discussed privately and for professional reasons only.
2. Patient/client information that is discussed in classes or seminars should be presented in a way that the identity of the individual is not revealed. This may require that the student eliminate or generalize details to maintain anonymity.

You can locate a complete resource for the HIPAA Policy at the following link:

<https://www.hhs.gov/hipaa/for-professionals/privacy/laws-regulations/index.html>

MOUNT ALOYSIUS COLLEGE
Medical Imaging & Radiation Sciences Department
Dress Code Policy

1. Navy blue uniforms slacks with elastic waist band and a navy blue scrub top embroidered with the words “Mount Aloysius College” and including the student’s name and health study program name must be worn during clinical experience. Uniforms will be purchased at the New Look in Altoona, PA.
2. Women must purchase women’s sizes and men must purchase men’s sizes.
3. Navy blue lab jacket with the Mount Aloysius College embroidered logo may also be worn; no other lab jacket, sweater, hood or jacket is acceptable.
4. Uniform slacks and top must be professional looking, clean, neatly pressed, not too tight, and free of odor (i.e.: smoke) at all times. Uniform slacks must be worn at waist level and the pant legs must not touch or drag on the floor,
5. Students must be clean and free of odor at all times. No colognes, perfumes or scented hair sprays/gels may be used during laboratory or clinical assignments.
6. No jeans or shorts are permitted for off campus professional experiences.
7. No tank tops, crop tops, yoga pants, or sundresses may be worn for off campus professional experiences.
8. Jewelry must be minimal. Students may wear a watch and a ring only. No dangling jewelry is permitted. Body piercing is considered jewelry and is not permitted including tongue rings and earrings.
9. Students must wear Mount Aloysius College ID badges and/or designated clinical site badge. ****
10. White non-conductive shoes or sneakers (as indicated by the preceptor) in good condition are permitted. Clogs and moccasins are not permitted. No open-toe shoes or sandals may be worn during clinical assignments.
11. Nails must be short and not extend beyond the fingertip. No nail polishes or artificial nails or tips are permitted as per infection control clinical site policies
12. Hair must be neat, of a natural color, and not have shaved designs. If hair is shoulder length or longer, it must be tied back off the face. Beards and mustaches will be neatly trimmed to the jaw line, not to extend down the neck or up the face and not excessive in length.
13. Tattoos must be covered during clinical rotations.
14. Makeup must be conservative while in uniform.
15. No hats, headbands, or head phones may be worn during class, during exams, or at clinical. Head coverings due to religious reasons will follow clinical site guidelines pertaining to head coverings.

If street clothes are required for any college required event, they must be tasteful, socially acceptable, and in keeping with the promotion of the positive image of Mount Aloysius College. No bare midriffs, short skirts, shorts, or jeans will be permitted. Body piercings such as tongue rings are not permitted, tattoos are to be covered.

The specific agency policies will be reviewed with the students during clinical orientation. The student must adhere to the clinical site policies as well as the Medical Imaging and Radiation Sciences policies.

The official Mount Aloysius College name will be embroidered on uniforms, and will be worn during all clinical learning experiences. Students who do not adhere to the Medical Imaging and Radiation Sciences Dress Code will be required to leave the clinical unit if directed by the clinical preceptor. Missed time from the clinical area will be recorded as an absence.

**** Radiation monitoring devices must be worn appropriately at all times by students in the Medical Imaging and the Radiation Sciences program. If a student does not have their dosimeter, they will need to leave and get it. Any time absent from the clinical site must be made up.

**** Radiography Fall semester, freshmen students must wear the clinical attire to RAD 100 and RAD 108 courses. Uniforms will be ordered the first week of fall semester.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences
Professional Conduct and Safe Practice Policy

As representatives of Mount Aloysius College and as future members of a Medical Imaging and Radiation Sciences Profession, students in the Medical Imaging and Radiation Sciences program must demonstrate professional behavior at all times, both in the classroom and clinical setting. Although the following is not an exhaustive list, it serves as a guideline for standards of professional behavior.

1. Students are expected to be punctual for class and clinical, complete assignments on time, and not leave any assigned work undone.
2. Courteous and respectful behavior should be demonstrated at all times.
3. Professional communication skills, both written and verbal, must be utilized at all times.
4. At clinical, patients and family members must be addressed per the facility's protocols.
5. All in-patients must be cross-checked with 2 identifying factors for positive I.D. (wrist band, D.O.B).
6. Incompetent, unethical, or illegal practice must be objectively and factually reported to the appropriate authority.
7. Patient information must be kept strictly confidential according to HIPAA standards and basic ethical principles.
8. Students should seek opportunities to observe and learn as much as possible while in the clinical area.
9. Students must always present themselves in a manner that promotes a positive image of the College and their profession.
10. Certain behavior and actions are considered unprofessional and are prohibited at clinicals. These behaviors include but are not limited to:
 - Gum chewing
 - Use of active pagers/cell phones
 - Making personal phone calls while assigned to patient care
 - Smoking in non-smoking areas
 - Use or display of vulgar, abusive, offensive language or emotional outbursts
 - Accepting gratuities from patients
 - Accepting payment for externships
 - Refusing to provide care to a patient because of patient's race, color, sex, religion, age, sexual preference, socioeconomic status, beliefs or disabilities
 - Discussing private affairs in front of patients or in any area where patients are likely to hear the discussion
 - Theft, destruction, or misuse of hospital property or that of patients
11. Students must adhere to the policies, responsibilities, rules and regulations as outlined in the Mount Aloysius College Student Handbook.
12. Medical Imaging and Radiation Sciences students are required to demonstrate safe practice at all times, adhering to the policies and procedures of the clinical site and as always, following standard precautions and guidelines.
13. Students in the Medical Imaging and Radiation Sciences program must ask all female patients of childbearing age if there is any chance that they may be pregnant. If the patient questions the reason for the question, the explanation is given that it is precautionary for pregnancy.

As outlined in the Dismissal Policy, unprofessional behavior may result in failure of a course and/or dismissal from a Medical Imaging and Radiation Sciences Program.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences Department
Staff Radiographers Responsibilities

Staff radiographers will provide either **Direct** or **Indirect** supervision for students during the clinical education phase of the program.

The staff radiographer will:

1. Assume responsibility for patient care and comfort and guide the student in methods of patient care.
2. Explain and demonstrate the proper usage of radiographic imaging equipment and accessories.
3. Guide the student in the proper method of procedure to be followed for each radiologic examination performed in the area of clinical assignment.
4. Guide the student in the preparation and proper handling of contrast media and any drugs which may be required for a specific procedure.
5. Guide the student as to the proper method of procedure for assisting the radiologist during a specific examination.
6. By setting a personal example, guide the student in the development of professional and ethical conduct.
7. Use effective communication to facilitate a positive staff-student rapport and create a positive learning environment in the clinical setting.
8. Guide the student in the correct use of oral and written medical communication
9. Guide the student in the employment of proper radiation protection procedures to ensure patient and personnel safety.
10. Guide the student in the selection of exposure factors which can be used to obtain diagnostic quality radiographs with minimum radiation exposure.
11. Guide the student in the selection and use of proper methods of radiographic positioning and patient immobilization.
12. Guide the student in the correct way to modify standard procedures to accommodate for patient condition and other variables.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences Department
Staff Radiographers Responsibilities – Continued (page 2 of 2)

13. Guide the student in the proper way to adapt exposure factors for various patient conditions, equipment, accessories and contrast media to maintain appropriate radiographic quality.
14. Guide the student in evaluating radiographic images for appropriate positioning and image quality.
15. Guide the student in the proper way to evaluate the performance of radiographic systems.
16. Inform the student of the safe limits of equipment operation.
17. Guide the student in reporting equipment malfunctions to the proper authority.
18. Guide the student in the performance of quality control and quality assurance testing.
19. Guide the student as to the various ways to recognize emergency patient conditions and in the initiation of first aid and basic life support procedures.
20. Guide the student in recognizing human structure, function and pathology.
21. Evaluate student's performance in the clinical area of assignment. (Observe, Assist, Direct, and Indirect)
22. Upon request of a Clinical Preceptor, evaluate the student's professional development performance in the clinical area.
23. When students are being tested at the Direct or Indirect level the student, registered technologists, and the patient are the only people to be in the room.
24. When there are multiple programs present at a clinic site there is to be equal distribution of exams among students.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences Department
Pregnancy Guidelines / Policy

Radiation exposure has a potential to cause harmful biological effects to the unborn child, especially during the first three months. For this reason, a student who becomes pregnant or suspects she may be pregnant is encouraged to notify the Program Chairperson immediately. This is necessary so steps may be taken to avoid possible risks of radiation exposure to the unborn child.

Should pregnancy occur during training, the student will be advised of all possible health risks involved and continue training only on the basis of her decision and the advice and consent of her physician.

The student must disclose pregnancy in writing. Once disclosure of pregnancy has been verified, the student must submit in writing to the Program Chairperson if the student chooses to continue training.

*If the student decides not to disclose pregnancy, no further action by the Program Chairperson will occur.

Should a student choose to continue with her training, all didactic and clinical requirements missed as a result of the pregnancy must be satisfactorily completed prior to being able to sit for the certification examination.

Should a student choose or be medically required to discontinue training by a physician during her pregnancy, she may be granted a leave of absence until one year or the next course offering. Readmission will be granted following the leave of absence if the student chooses to resume her training. Readmission status will be determined according to previously completed course work and other conditions stated in the Readmission Policy.

Although it is both procedure and practice of this program to offer the utmost in radiation protection and health safety to its students, the school or its affiliates will not be responsible for injury to either the mother or child due to radiation exposure or related health risks during pregnancy.

Information regarding a student leaving due to pregnancy will be held in the strictest confidence. Possible health risks to those women who are exposed to radiation during pregnancy have been explained to me. I have been given the opportunity to review the NCRP Report #53 entitled “Review of NCRP Radiation Dose Limit for Embryo and Fetus in Occupationally Exposed Women”; (with specific emphasis of chapters 2 and 3), NCRP Report #54 entitled, “Medical Radiation Exposure of Pregnant and Potentially Pregnant Women”; (with specific emphasis to chapter 3), and NCRP Report #105, “Radiation Protection for Medical and Allied Health Personnel”; (with specific emphasis of 4.1 and 4.2 and 8.4 to 8.4.3) and have discussed all questions I have with the clinical preceptor and program chair. All NCRP reports are on reserve in the Mount Aloysius College Library. I fully understand the possible risks and my own responsibility for safeguarding my unborn child, during pregnancy.

Students may be eligible for accommodations due to additional impairments related to pregnancy and can seek support via the Student Health & Wellness Center’s Accommodations process.

Please refer to US Department of Education in regards to Title IX and Pregnancy:
<https://www2.ed.gov/about/offices/list/ocr/docs/dcl-know-rights-201306-title-ix.html>

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences Department
Lactation Policy

This policy is applicable to all Mount Aloysius College students who need to express milk during the course of their studies. This policy is intended only to apply to students while they are not performing paid work for the college. Student employees are entitled to protections of the Notice of [Non-Discrimination](#) Statement (located in the Employee Handbook), and the [Title IX & Sexual Misconduct Policy](#), during their work hours.

The College requests that lactating students who must pump during a portion of their class period or clinical instruction inform the preceptor so that access to appropriate spaces can be provided.

Definitions

For the purposes of this policy:

The terms “lactating students” is intended to include any student who expresses milk for the nourishment of a child.

“Medical necessity” is a determination made by a healthcare provider of a student’s choosing.

“Reasonable accommodations” for the purposes of this policy are changes in the academic environment or typical operations that enable a lactating student or student with a lactation-related condition to continue to pursue their studies and enjoy equal benefits of the College.

“Absence” from class includes tardiness or a break for the expression of breast milk within a class period.

Designated Lactation Spaces

Mount Aloysius College shall provide clean, private spaces across campus that are easily accessible to students for the purposes of expressing milk. Restrooms may not be classified as designated lactation spaces.

The following lactation spaces have been designated:

- Administration (Main) Room #11 located in the Faculty Wing under the Chapel. Fully private and available 8AM - 10PM.
- Athletic and Convocation Center (ACWC) Benzel Room, Room #234. Fully private, multi-purpose space; please be sure to pull the shade and lock the door when in use. Available 24/7.
- Health & Wellness Center Suite, St. Joseph’s Hall Room #102. Fully private and available 7AM - 5PM.
- Pierce Hall Room #002C, located in the lower level. Fully private, multi-purpose space; please be sure to pull the shade and lock the door when in use. Available 8AM - 10 PM.

These spaces are equipped with: a table or other flat surface suitable to hold a breast pump, a chair, and electrical outlet, access to running water in the room or nearby.

To ensure privacy within the lactation space, designated spaces will be equipped with a door lock and window coverings to block sight from the outside (if needed).

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences Department
Lactation Policy – Continued (page 2 of 4)

Mount Aloysius College encourages departments/facilities managers to make available lockers or another space in or nearby lactation spaces where students can elect to store their pumps or expressed milk.

Mount Aloysius College shall make the list of available lactation rooms accessible online. The list should provide the locations and the details of each room, including the operation hours and whether the space is fully private or potentially shared. The list should be regularly updated by Student Affairs/Title IX Coordinator.

Establishing new lactation spaces

When existing locations are not accessible from a breastfeeding student's class/study area, or the current demand for existing spaces makes as-needed pumping challenging, students may contact Student Affairs/Title IX Coordinator to identify a new space. The Title IX Coordinator will work with departments and building managers to ensure the appropriate space is identified.

The new space may not be a permanent location and may revert back to old usage if/when the demand subsides.

Lactation Breaks

1. Students will make reasonable efforts to pump between classes or outside of instruction time.
2. Lactating students who must pump during a portion of their class period shall inform the preceptor of the need and estimated time away from class as soon as possible.
3. Preceptors are prohibited from penalizing breastfeeding students for their absence needed to express breast milk on campus or at clinical sites.
4. Preceptors and students shall work together to identify solutions for making up in-class work or participation credits, as well as instruction missed.
5. If problems arise, or a student must miss class for longer periods of time due to medical necessity, the student or preceptor may contact the Title IX Coordinator for assistance establishing reasonable accommodations. The office may request a doctor's note to excuse the absences if they request notes from other students who need excused absences.

Lactation Accommodations

Students who need accommodations related to their lactation other than reasonable time and a clean and private place to express milk may request other reasonable accommodations by contacting Accessibility Services located within the Student Health and Wellness Center.

Reasonable accommodations may include avoiding certain chemicals or exposures, permission to eat or drink, postponement or adjustments to fieldwork or travel, permission to bring the baby to their class or workspace (if prohibited under existing policy), or time off as medically necessary.

Exam accommodations shall be provided as necessary and may include extending the available time period for an exam to allow for the expression of breast milk, or situating the exam room closer to a lactation space to minimize disruption.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences Department
Lactation Policy – Continued (page 3 of 4)

Mount Aloysius College shall accommodate any lactation-related impairments, such as serious infections, as it would other temporary medical conditions.

The Accessibility Services office will engage in an interactive process with the student and any involved faculty to ensure the student's educational opportunities are not diminished as a result of their lactation or breastfeeding.

Direct Chest/Breastfeeding

Breastfeeding is permitted at any campus building or space that the lactating student and infant/child are otherwise permitted to be present.

Freedom from Discrimination and Harassment

Mount Aloysius College prohibits harassment or other discrimination against students based on their lactation, as a condition related to sex. Harassment or discrimination related to breastfeeding and lactation may be referred to the Title IX Coordinator for appropriate action.

Compliance Reporting

Any member of the Mount Aloysius College community may report a violation of this Policy to any supervisor, instructor, preceptor, or Title IX Officer. Supervisors and Preceptors are responsible for promptly forwarding such reports to the Title IX office.

Grievance Process

The Formal Grievance Process relies on the Title IX Team to carry out the process. The Title IX Coordinator, in consultation with the President of the College, appoints the team, which acts with independence and impartiality. Team Members are usually appointed to three-year terms. Individuals who are interested in serving are encouraged to contact the Title IX Coordinator. Team members are announced in an annual distribution of this policy to all students, parents/guardians of students, employees, prospective students, and prospective employees. They are also listed in the Annual Title IX Report published by the Title IX Office.

The Team Members can be found on the Title IX page on the College website. The Title IX Coordinator can assign members to provide appropriate intake of and initial guidance pertaining to complaints, act as an Advisor to the parties, serve in a facilitation role in informal resolution or Alternate Resolution if appropriately trained in appropriate resolution modalities (e.g., mediation, restorative practices), perform or assist with initial assessment, investigate complaints, serve as a hearing facilitator (process administrator, no decision-making role), serve as a decision-maker regarding the complaint, or serve as an appeal decision-maker. Team members will receive annual training. Specific training is also provided for appeal decision-makers, intake personnel, advisors (who are College employees), and chairs. All pool members are required to attend these trainings annually. The materials used to train members can be found on the Title IX page of the College website.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences Department
Lactation Policy – Continued (page 4 of 4)

Dissemination

Mount Aloysius College shall make this policy available to all College faculty, staff, and students. All preceptors are responsible for being aware of this policy and working with breastfeeding students to arrange lactation accommodations. The Title IX Coordinator will be responsible for distributing this policy to the College community and responding to any questions concerning the policy by students.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences Department
Radiation Safety Policy

In the Radiology Department, radiation safety includes the monitoring of personnel exposures, calibrations and inspection of x-ray equipment, implementation of new radiation safety education and training. There are also several other areas of the hospital that use radiation producing machines and radioactive material, i.e., the Nuclear Medicine Department, Radiation Oncology Department, and the research laboratories that also require a variety of radiation safety services.

The Radiation Safety program operates under the ALARA philosophy, which means that all radiation exposures are kept to levels as low as reasonably achievable (ALARA). These ALARA levels are below federal and state regulatory guidelines for radiation exposure. The ALARA philosophy is implemented through the use of proper procedures and equipment. All radiation workers, including RT students, are dedicated to the ALARA goal and the continued work towards reducing radiation exposure to themselves, the patients, other employees, and visitors.

Radiation Monitoring and Dosimeters

All reports are signed by the student after the report is reviewed quarterly with the student by the Radiography program personnel. Any readings higher than 50 mrem per quarter is documented by the student as to what exams and activities were performed during that quarter and reviewed and counseled by the preceptor regarding ALARA. Students may access their report online at <https://myradcare.radetco.com/dosecheck.aspx>

If a student decides to withdraw from, is dismissed, or has completed the Medical Imaging and Radiation Sciences Program, the dosimeter must be returned the last day of classes prior to leaving the program.

Students will always wear their radiation-monitoring dosimeter during clinic. The badge is to be placed at collar or waist level during fluoroscopic examinations.

All dosimeters must be maintained properly at all times. If the dosimeter has been compromised in any way, e.g.: water damage, it is mandatory it be reported immediately to the clinical preceptor so a new one will be ordered as soon as possible. The student is not permitted to attend clinic until the film badge has been replaced. The days missed are considered absences from clinic and will follow the attendance policy and will make the time up at the end of the semester. Please refer to the Absence Policy in the department Policy and Procedure Manual and the clinical syllabus. If the student does not report a compromised dosimeter to the clinic preceptor at the time of the incident, and the reading comes back that it was compromised, it will result in the student's grade being lowered one letter grade, e.g.: if you have an A you will receive a B+.

Students must exchange dosimeters on the date given by the instructor. If a student fails to return their dosimeter on the date given, the student will not attend clinic. Until the dosimeter is exchanged, the student will be required to make that time up at the end of the semester.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences Department
Radiation Safety Policy – Continued (page 2 of 3)

If you lose your dosimeter, you will be charged an expedited shipping charge for a total of \$50.00. This shipping charge could change depending on the company.

Collimation

The responsibility of the student is to maximize the benefit from each x-ray exposure, and to minimize the radiation received by the patient.

1. Limit the size of the beam to include only the area of interest.
2. There is never justification for a beam larger than the image receptor.
3. Collimation improves film quality.
4. Collimation may be the single most vital thing the student can do to protect the patient from excessive radiation exposure.

Shielding

Providing radiation protection according to safety standards. **Shielding:**

- Use gonadal shielding whenever this will not interfere with the diagnosis. No gonadal shielding for abdominal or pelvic exams.
- Gonadal shields should be used on any patient in the reproductive years or younger.
- Anyone assisting with holding of a patient must be shielded. If a female is assisting with holding the patient, pregnancy must be questioned.
- Clinical setting shielding policies will be taken into consideration.

Mount Aloysius College Medical Imaging and Radiation Sciences department follows shielding recommendations per The ASRT and JCERT guidelines as follows:

“Significant advances in technology have resulted in reduced patient radiation dose during radiographic procedures, opening the door to this change in clinical practice. However, the radiation protection methods implemented by registered and certified radiologic technologists remain an essential component of high-quality and safe medical imaging procedures. While shielding placed outside of the exposed field may offer only limited additional reductions to patient exposure, this low-risk practice is an important component of our comprehensive efforts to reduce excess radiation dose during our procedures.

The ASRT Board supports the continued use of lead shielding during radiographic procedures where shield placement is appropriate and aligned with minimizing patient radiation exposure. For example, the placement of a lap shield during a radiographic extremity procedure carries little-to-no risk of exam interference or error, but may significantly increase patient comfort and confidence, thus helping to reaffirm our profession’s commitment to maximizing safety. The elimination of all patient shielding from standard practice could exacerbate the radiophobia that exists among the public and our patients due to widespread media coverage of the published risks associated with medical radiation exposure.

Before considering the elimination of all patient shielding as a standard practice during radiographic procedures, it is essential that we educate our patients and healthcare colleagues on the recent advances in technology that have dramatically reduced patient radiation dose, as well as the indispensable role that radiologic technologists serve in the provision of safe and high-quality medical imaging procedures.”

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences Department
Radiation Safety Policy – Continued (page 3 of 3)

“The Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards for an Accredited Educational Program in Radiography are designed to promote academic excellence, patient safety, and quality healthcare. Standard Five - Objective 5.3 of the Standards requires programs to assure students employ proper safety practices. Programs achieve this by instructing students in the utilization of imaging equipment, accessories, optimal exposure factors, and proper patient positioning to minimize radiation exposure to patients, selves, and others. These practices assure radiation exposures are kept as low as reasonably achievable (ALARA). Gonadal shielding has been a longstanding practice during radiography examinations in instances where the clinical objectives of the examination are not compromised¹. Recent research² in the effectiveness of gonadal shielding during abdominal and pelvic radiography has found, in most instances, that: • gonadal shielding does not contribute significantly to reducing patient risk from radiation exposure; • gonadal shielding positioned improperly may have the unintentional consequence of increasing patient exposure; • gonadal shielding positioned improperly may result in the loss of valuable diagnostic examination results. Based on the recent research pertaining to the use of gonadal shielding during abdominal and pelvic radiography and the longstanding practice in radiography to only shield in instances in which diagnostic quality will not be compromised, the JRCERT has concluded that routine use of gonadal shielding for abdominopelvic radiography exams should not be standard practice for clinical radiography students when the use of such could interfere with the diagnostic quality of the exam and may result in the risk of a repeat exposure. Educational programs should review and consider amending, if necessary, policies to assure that the use of gonadal shielding should only be utilized when it will not interfere with the purpose of the examination and when it aligns with clinical facility policy. Consistent with Standard Five, programs must have policies/processes in place to assure students are educated on the importance of the proper use of shielding and optimal use of radiation to promote the health and safety of students, patients, and the public.”

*** Mount Aloysius College students are not permitted to hold a patient. ***

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences Department
Radiography Technical Standards

Visual Acuity

Ability to see the patient to monitor patient comfort, vital signs, and ensure safety
Ability to differentiate between shades of gray, black, and white
Read and comprehend protocol for medical imaging procedures
Perform data entry tasks using digital and computer terminals

Hearing Acuity

Ability to hear the patient to monitor patient comfort, vital signs, and ensure safety
Hearing must be sufficient to communicate with others and to hear blood pressure sounds through a stethoscope
Hear and retain pertinent information to relay information
Hear and respond to questions and obtain a clinical history

Speaking Ability

Speak clearly and loud enough to be understood by a patient and persons in the department, radiology room, surgery, or on the phone
Possess sufficient verbal skills to effectively communicate in English
Effectively question patients for clinical history
Be able to describe changes in activity, mood, and vital signs of a patient
Respond to verbal and nonverbal communication

Physical Ability

Grasp and manipulate small objects required to perform job function
Operate a variety of x-ray equipment
Push and pull routinely
Arms and hands or functional artificial limbs are essential to perform radiographic procedures and transfer patients
Legs and feet or functional artificial limbs are essential to maintain balance to accomplish required duties and transport patients
Stand for the majority (approximately 80%) of a normal work day, and with a 10 lb. lead apron for certain rotations
Maneuver through congested area(s) or unit(s) to perform positioning procedures and transport patients safely
Assist patients on and off examination tables, to and from wheelchairs and stretcher
Raise arm(s) while maintaining balance when positioning a patient, reaching over table, adjusting x-ray tube
Maneuver/push heavy radiographic equipment through congested areas
Pull/push medical equipment and adjust x-ray tubes to standard protocol; transfer of patients to and from unit

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences Department
Radiography Technical Standards - Continued (page 2 of 2)

Weight must allow free movement within small control booth, move quickly during patient emergencies; maneuver in small areas while performing portable radiography procedures

Lift patients; lift and carry approximately 30-50 pounds of equipment

Adaptive Ability

Organize and accurately perform individual steps of a radiographic examination in proper sequence

Emotional stability and maturity

Complete required tasks/functions under stressful conditions

Track and complete multiple tasks at the same time

Perform independently with minimal supervision

Interact appropriately with diverse personalities

Possess sufficient written skills for proper communication of information

A statement attesting to the ability to perform technical standards must be completed.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences
Mammography Policy

All students, male and female, will be offered the opportunity to participate in mammography clinical rotations. The program will make every effort to place a male student in a mammography clinical rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.

Marker Policy

Students are required to utilize right and left markers with their own identifying initials at all times. This does *not* mean that students can annotate images after exposure, but that right and left markers must be utilized when the exposure is taken. For digital radiography the marker must be placed in the light field. This is a legality issue. Failure to use right and left markers will result in a written warning. Please see the Clinical Probation Policy.

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences Department
Magnetic Resonance Imaging (MRI) Safe Practices Information, Screening and Acknowledgement

****If the student checks “yes” to any of these questions, the student must follow-up with the preceptor prior to entering an MRI Suite. ****

PURPOSE:

The purpose of this policy is to ensure the safety of the radiologic technology students before entering a Magnetic Resonance Imaging scanning room/field. It assures appropriate MRI Safety screening has been completed annually on each student.

POLICY:

The magnetic and radiofrequency fields utilized in MRI imaging can be hazardous. The system uses a very strong magnetic field that may be hazardous to individuals entering the room if they have certain metallic, electronic, magnetic or mechanical implants, devices or objects. Remove all metallic objects before entering the MRI environment. These objects include hearing aids, pager, cell phone, keys, eyeglasses, hair pins, barrettes, jewelry (including piercings), watch, safety pins, paperclips, bank/credit cards, any magnetic strip card, coins, pens, pocket knives, nail clipper, steel toe or shanked boots/shoes and tools.

To ensure student and patient safety during educational rotations in the MRI environment, carefully complete the following screening and read the information section covering specific equipment restrictions. Any “yes” response needs to be evaluated and signed off by appropriate clinical personnel before the student is permitted to rotate in the modality.

1. Have you ever had an injury to the eye involving a metallic object or fragment (e.g., metallic slivers, shavings, foreign body) or worked around metals?

Yes No

If yes, please describe _____

2. Do you have any implanted devices? E.g. morphine or insulin pump, other infusion pump, bone stimulator, tens unit, leads, penile implant, ear implants (cochlear or stapes), pacemaker or pacer wires, internal defibrillator (ICD) etc.

Yes No

If yes, please describe _____

3. In the past 2 weeks have you had an endoscopy procedure, GI clips, video capsules or GI bleed?

Yes No

If yes, please describe _____

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences Department
Magnetic Resonance Imaging (MRI) Safe Practices Information, Screening and Acknowledgement
Continued (page 2 of 2)

WARNING: Certain implants, devices or objects may be hazardous to you and/or may interfere with the MRI equipment. The MRI system magnet is ALWAYS on.

Please indicate if you have any of the following:

- | | | |
|-----|----|---|
| Yes | No | Vascular or Aneurysm Clips |
| Yes | No | Radiation seeds or implants |
| Yes | No | Gunshot wound or shrapnel injury |
| Yes | No | Swan-Ganz or thermodilution catheter |
| Yes | No | Surgery in the past 8 weeks |
| Yes | No | Wire mesh implant |
| Yes | No | Artificial limbs, metal implants, screws, rods, |
| Yes | No | Tissue expander (e.g., breast) |
| Yes | No | Plates, prosthesis or joint replacement |
| Yes | No | Surgical staples, clips or metallic sutures |
| Yes | No | Neurostimulation system |
| Yes | No | Heart valve prosthesis |
| Yes | No | Spinal cord stimulator |
| Yes | No | Eyelid spring or wire |
| Yes | No | Internal electrodes or wires |
| Yes | No | Metallic stent, fiber or coil |
| Yes | No | Bone growth/bone fusion stimulator |
| Yes | No | Shunt (brain or spine) |
| Yes | No | Vascular access port and/or catheter |
| Yes | No | Pregnant, suspect pregnancy or breastfeeding |
| Yes | No | Medication patch or metallic ointment |
| Yes | No | Body piercing jewelry |
| Yes | No | IUD, diaphragm or pessary |
| Yes | No | Tattoo(s) or permanent makeup |
| Yes | No | Dentures, implanted teeth, bridges or braces |
| Yes | No | Other items of concern_____ |

Please consult the MRI technologist if you have any questions or concerns BEFORE you enter the MRI system room. There are special items marked MRI safe. Those items are allowed to come into the MRI rooms. This includes special carts, special IV poles, special beds, special wheelchairs, etc. Do not let anyone bring unmarked hospital equipment into an MRI room unless you are absolutely sure the equipment is safe in the room. Hospital employees must also be cleared to go into the rooms. They must check their pockets for scissors, pens, any kind of clips, any medical metal pieces, any items in their hair like bobby pins, etc. Masks used throughout the hospital contain a metal strip across the bridge of the nose. Those masks must either be replaced with an approved unit or have the metal strips removed. As a student, safety protocol is also your responsibility. Be conscious of all the safety rules and when in doubt, ask a technologist.

Student Name: _____ Date: _____

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences Department
Clinical Rotations for Summer Clinical Policy

All medical imaging and radiation sciences students are required to attend Summer I and Summer II clinical practicum courses after they begin to take their Radiography courses. The clinical practicum courses are scheduled Monday through Friday and follow the Summer I and Summer II course schedule.

Radiography students are required to work a minimum of two second shifts during the summer clinical practicum courses. More second shifts may be added to a student's schedule in order to meet clinic requirements. The second shift dates must be scheduled through the student's clinical preceptor. Shift times may vary between clinical sites. The cost of summer clinical is not included in the spring semester financial aid.

If a student lives outside of Mount Aloysius' clinical radius, the student is given the opportunity to reside on campus for that Summer at an additional cost or students may also find off- campus housing at their own discretion.

Requests for a specific site **CANNOT** be honored..

MOUNT ALOYSIUS COLLEGE
Medical Imaging and Radiation Sciences Department
Non-Holding of Patient Policy

It is the policy of Mount Aloysius College that no student, under any circumstance, hold a patient or the image receptor for the radiologic exam. Mount Aloysius College students cannot take an exposure if a technologist is in the x-ray room holding a patient without wearing proper attire (i.e. lead apron).

Medical Imaging and Radiation Sciences Department
Patient Safety and Equipment Policy

Any patient injury, while a student is present, must be reported to a Clinical Preceptor the same day of the incident.

If a student damages equipment while at a clinical site, it must be reported to a Clinical Preceptor the same day of the incident.

1. The student will be taught proper equipment usage and safety at the college in the Freshman Fall Semester. Each student gets the opportunity to practice on the equipment while being supervised by the preceptor. Radiation safety will be reinforced throughout the remaining semesters in the exposure and physics class.
2. Students are expected to become efficient with the equipment before starting clinical rotations in the fall semester. A technologist will supervise each student to ensure radiation safety practices are followed.

INCIDENTS

All incidents which are inconsistent with routine hospital care or given treatment must be reported to the Clinical Preceptor **immediately**, and a written report describing the incident must be completed. A copy of the report is sent to the Clinical Preceptor, student, advisor, and Clinical Coordinator.

MOUNT ALOYSIUS COLLEGE
Policy and Procedure Manual
Reviewed Annually

This Policy and Procedure Manual is reviewed annually for the Department Chairperson and faculty of the Medical Imaging and Radiation Sciences Department and has been reviewed in the following years:

1998	2012
1999	2013
2000	2014
2001	2015
2002	2016
2003	2017
2004	2018
2005	2019
2006	2020
2007	2021
2008	2022
2009	2023
2010	
2011	