

South Suburban College  
Magnetic Resonance Imaging Program

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Student and Clinical Education Handbook

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# Part 1

## Student Handbook

Magnetic Resonance Imaging Program  
Student Handbook  
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# **Magnetic Resonance Imaging Program**

## **FACULTY AND ADMINISTRATION**

*The faculty and administration would like to extend to you their congratulations on your acceptance into the program and wish you high levels of success in the semesters to come.*

Dean of Health Professions & Science:	Jeffery J. Waddy, BS., MS.Ed
Medical Imaging Science Director:	John McGreevy, MBA. RT (R)(M)
MRI Program Coordinator:	Kimberly Marks, BS, RT (R) (MR)

## **Introduction**

This handbook has been designed as a guide to provide the student with the necessary information regarding the policies, procedures, and expectations that govern enrollment in the Magnetic Resonance Program at South Suburban College. This handbook should not be considered a complete statement of all policies of the Program or South Suburban College. It is meant to be a guide in assisting the student to reach their goal of gaining expertise in specialty area of Magnetic Resonance Imaging. More complete information is provided in the South Suburban College Catalog.

As a student of South Suburban College, you are subject to all policies, procedures, rules and regulations established by South Suburban College. You are, therefore, advised to refer to the current College Catalog for further information.

Please read through this Student and Clinical Handbook completely, as you will be expected to be familiar with its contents and to abide by the stated policies and procedures. If you have any questions about any part of this handbook or need information that is not given, do not hesitate to contact the program director.

This handbook is subject to change or may be amended at the discretion of the Magnetic Resonance Imaging Program. Please read the following pages and ask for further explanation on points you feel need clarification.

## **South Suburban College Mission Statement**

*The mission of South Suburban College is to serve our Students and the Community through lifelong learning.*

### **SSC is dedicated to:**

- High quality education, training, and services for all individuals who have the ability to benefit from our programs.
- Programs that are accessible and affordable provided to a diverse community of learners.
- Training delivered in collaboration with local businesses.
- A community of staff, faculty, and students that create an environment and resources for learning.
- Up-to-date facilities and technology that help prepare students for transfer to baccalaureate programs or the job market.

### **Goals:**

1. Provide credit courses and associate degree programs for academically prepared students to assist them in preparing for effective transfer to a four-year college or university. The College will be accountable for the quality of academic programs and the assessment of learning.
2. Provide high quality, accessible and affordable credit courses, and associate degree and certificate programs for academically prepared students to assist them in preparing for occupations that require career education beyond the high school level.
3. Provide developmental instruction in reading, writing, and mathematics skills to students requiring these skills in order to succeed in other college programs or to complete a high school Equivalency or GED program, and to expand adult education.
4. Increase the number and diversity of students who complete training and educational programs by providing academic advising, learning resources, and supportive services such as specialized learning assistance for students with a wide range of academic needs.
5. Partner with local businesses and industry to sustain strong economic growth and to maintain a competitive workforce. The College will provide universal technical skills training to qualify community residents for employment, and will assist businesses in workforce development.
6. Complement classroom instruction with student opportunities through workplace internships, cooperative education, and other work-based learning approaches.
7. Offer activities, services, and programs that enhance student life and enrich the educational experience of the student to increase knowledge of societal and civic responsibilities in a complex society. To design and implement programs that develops student leadership, ethical decision-making, and international cultural understanding.

8. Collaborate with area elementary and secondary school districts to develop and provide educational services to their students and staff.
9. Provide high quality educational programs by utilizing quality measures such as input recommendations from our accrediting agencies.
10. Maintain fiscal responsibility by continually improving productivity, cost effectiveness, and accountability.



## **Magnetic Resonance Imaging Program Mission Statement**

The mission of the Magnetic Resonance Imaging Program at South Suburban College is to provide a comprehensive education in order to prepare students to become entry-level MRI technologists. The program is designed to provide an environment that promotes stimulation intellectual discover both didactically and clinically.

We believe it is necessary prepare students to assume the role of MRI technologists, provide quality care, participate actively in the profession, and pursue lifelong learning. These beliefs are the foundation of the imaging professions and are realized through our commitment to the advanced education of radiographers in the community.

### **Program Goals:**

With faith in both the faculty and the Advisory Committee, we set forth the following goals for the Magnetic Resonance Imaging Program:

- To provide educational experiences designed to prepare students for entering a career as a magnetic resonance imaging technologist.
- To provide the medical community with individuals qualified to perform magnetic resonance imaging procedures.
- To contribute to the liberal education of the students by providing a core of general education courses.
- To expose students to professional organizations in an attempt to promote a lifelong desire to achieve professional excellence.

## **Program Description**

The Magnetic Resonance Imaging Program at South Suburban College is a part-time, evening program that prepares registered radiographers to function effectively as staff level magnetic resonance imaging technologists.

Qualified individuals are selected to begin the magnetic resonance imaging (MRI) course sequence after successful completion of the required prerequisites. The MRI courses are sequenced as a continuous, part-time program of study and must follow the order published in the current college catalog.

The curriculum involves fifteen credit hours of didactic course work in magnetic resonance imaging technology, and nine credit hours of clinical course work. A total of twenty-four credit hours are required for graduation.

Graduates are awarded a Certificate in Magnetic Resonance Imaging Technology and may be eligible to apply for admission to the certification examination administered by the American Registry of Radiologic Technologists (AART) in MRI.

The curriculum, clinical and didactic, is designed in accordance with the guidelines established by the American Society of Radiologic Technologists (ASRT). The assessment procedures include written and oral examinations, assignments, laboratory experiments, performance evaluations, and a competency-based clinical education system utilizing a checklist format for evaluating psychomotor and professional skills.

All academic courses, labs, and seminars are held on the South Suburban College campus. Clinical education takes place at the affiliated health care centers. All classes are scheduled during the late afternoon or evening with the exception of some clinical education rotations that must be arranged between the student, the clinical education center, and the program director.

Although each student is ultimately responsible for the extent of his or her own learning, standards of achievements must be maintained. To this end, a grading scale on which a "C" (78%) is the lowest acceptable grade for any didactic course is adhered to. Clinical education courses also must be passed with a "C" (78%) in order to continue in and graduate from the program.

It is the responsibility of the program faculty to facilitate student learning to the best of their abilities. The faculty is, therefore, committed to the development of appropriate educational objectives, learning materialism and classroom presentations. Advice, counseling, and support services shall be available to all students according to the South Suburban College Catalog.

The Magnetic Resonance Imaging Program recognizes the sanctity of individual rights. No person shall be denied admission to the program on the basis of gender, race, color, creed, religion, age, national origin, or handicap. All students shall have the right to review any records maintained by the program that pertains to them according to the Buckley Act of 1991. Any action taken against a student shall follow due process with provision for appeal.

### **Accreditation**

The Commission on Institutions of High Education, North Central Association of Colleges and Secondary Schools accredits South Suburban College. Also, the Illinois Community College Board, the Board of Higher Education and the Board of Vocational Education and Rehabilitation approve the College. The State of Illinois Approving Agency approves South Suburban College for veterans for Veterans Education.

## Curriculum

The full Magnetic Resonance Imaging Technology curriculum as published in the South Suburban College catalog requires three part-time semesters to complete.

Magnetic Resonance Imaging Technology Curriculum Master Plan

SEMESTER	COURSE NUMBER	TITLE	CREDIT HOURS
Summer	MRI 200	Patient Care and Safety	3
		TOTAL	3
Fall	RAD 237	Sectional Imaging Anatomy	3
Fall	MRI 201	MRI Principals 1	3
Fall	MRI 202	MRI Clinical Education 1	3
		TOTAL	9
Spring	MRI 203	MRI Principles 2	3
Spring	MRI 204	MRI Imaging Applications	3
Spring	MRI 205	MRI Clinical Education 2	3
		TOTAL	9
Summer	MRI 206	MRI Clinical Education 3	3
		TOTAL	3
		PROGRAM TOTAL	24

### Course Descriptions:

#### MRI 200 – Patient Care and Safety

This course provides an introduction to the main magnetic field, health effects and safety of static magnetic fields as well as patient handling, screening, implants, projectiles, claustrophobia and monitoring.

Prerequisites: Admission to the MRI Program

#### RAD 237 – Sectional Imaging Anatomy (online)

This course is the study of human anatomy in the transverse, longitudinal, and coronal planes. Emphasis is on the organs of the head, thorax, abdomen, and pelvis. Demonstration of how these structures appear on all medical images.

Prerequisites: BIO 185, BIO 186

Concurrent with: MRI 201 & MRI 202

#### MRI 201 – MRI Principles 1

This course provides an introduction to the history, theories, and concepts of magnetic resonance properties, the types of magnets utilized, and the NMR signal generation. MR terminology, pulse sequencing, and basic principles of magnetic safety will be introduced.

Prerequisites: Admission to the MRI Program

Concurrent with: RAD 237 & MRI 202

#### MRI 202 – MRI Clinical Education 1

This course provides an introduction to practical experience of the MRI department. A weekly seminar is included. Clinical assignment is by Program Coordinator.

Prerequisites: Admission to the MRI Program

Concurrent with: RAD 237 & MRI 201

#### MRI 203 – MRI Principles 2

Digital Imaging, spin echo imaging, gradient echo imaging, and echo planar imaging and MR angiography will be presented in this course. Imaging parameters and artifact techniques will be introduced, as well as the biological effects of MRI.

Prerequisites: RAD 237, MRI 201, & MRI 202

Concurrent with: MRI 204 & MRI 205

#### MRI 204 – MR Imaging Applications

This course provides the student with the correlation between various regions of the body and the associated MR tissue characteristics. Various imaging techniques, as well as specialized receiver coils, will be discussed. Pathology of each region will be discussed.

Prerequisites: RAD 237, MRI 201, MRI 202

Concurrent with: MRI 203 & MRI 205

#### MRI 205 – MRI Clinical Education 2

This course provides advanced clinical experience in the MRI department. A weekly seminar is included. Clinical assignment is by Program Coordinator.

Prerequisites: RAD 237, MRI 201, MRI 202

Concurrent with: MRI 203 & MRI 204

#### MRI 206 – MRI Clinical Education 3

This seminar will include a review and discussion of MRI principles, sequences, and methods. Emphasis is placed in the interdependence of theory and principles in preparation of ARRT examination. 160 hours will be advanced clinical experience in assigned MRI department. Clinical assignment is by Program Coordinator.

Prerequisites: RAD 237, MRI 201, MRI 202, MRI 203, MRI 204, & MRI 205

## **Academic Concerns**

It is the student's responsibility to carefully read and follow the policies concerning graduation published in the college catalog. It is also the student's responsibility to review the entire curriculum and be certain that all listed courses have been successfully completed. Students unsure of their graduations status should meet with the program director prior to the beginning of the last semester.

### **Instructional Methods:**

Most classroom presentations are conducted in the standard lecture-discussion method. The content for each academic course is broken into units of study with written objectives given to students for each unit. A variety of audio-visual aids are used when appropriate to augment instruction. The instructor determines reading and other required assignments. Comprehensive midterm and final examinations may also be given.

### **Academic Guidance and Student Counseling:**

The purpose of an academic advisor is to assist students in selecting and registering for appropriate courses. The program director serves as the academic advisor to students enrolled in the program. Students may meet with the program director during posted office hours schedule an appointment.

Questions or concerns over progress in a specific course should be directed to the instructor of the course. Students may meet with instructors during posted office hours or by appointment. There are counselors assigned specifically to allied health. The allied health counselor can be helpful to students with personal problems affecting their academic or clinical performance. Students are encouraged to meet with the counselor in the Counseling Center on the second floor.

### **Tutoring:**

Tutoring can be helpful to students experiencing difficulties with academic classes. This service is provided without cost to the student through the college's Academic Assistance Center. Students who desire tutoring should contact the Academic Assistance Center. A tutor will be assigned and a meeting time will be arranged that is mutually convenient.

### **Academic Credit and Costs:**

The number of academic credits required each semester follow the MRI program curriculum as published in the college catalog. Students who are interested in taking additional credits should consult with the program director.

Some academic courses have lab fees attached. Fees for medical malpractice are included with the clinical education courses. The cost of tuition and fees are printed in the college catalog and in the semester schedule, but is subject to change without notice. Students are informed of the current rates at registrations and in the semester schedule.

Additional costs to be expected during the program include but are not limited to: textbooks, a physical examination, CPR certification, and student identification badges.

The required textbooks for each course are available in the bookstore at the beginning of each semester. All other costs are related to clinical education.

### **Textbooks:**

A listing of all required and recommended textbooks for MRI courses is available in the College bookstore prior to each semester. Many of these books are used for more than one course. Because of this and the need for study references in preparation for the ARRT certification examination that follows graduation, students are advised to keep all books for future reference. No required text should be sold back to the bookstore or to another student at the end of a semester.

### **Withdrawal and Refunds:**

The policies and procedures for student withdrawal and refund of tuition and fees are published in the College Catalog. Generally, a student may withdraw at any time up to two weeks before the beginning of final examinations by submitting a completed withdrawal from to the Admission and Records Office.

MRI students are strongly advised to see the program director before withdrawing from any course required by the curriculum master plan. Students who withdraw from the program are subject to readmission policies and procedures upon return.

### **Health Services, Insurance, and Emergency Aid:**

No formal student health services are provided at the college. Emergency first aid is available in the Security and Safety Office in room 1122 at the north end of the building near the staff parking lot. Paramedics are called when needed for serious conditions.

Students in need of emergency medical care while at the clinical education center are treated in the emergency room and billed for services the same as any other patient. In order to cover the expense of such treatments, students are to carry health insurance. Verification of health insurance must be on file prior to clinical education.

### **Attendance:**

The classroom is the center of instruction. While textbooks and references provide information, it is in the classroom where this information is discussed, supplemented, given proper emphasis, and clarified. A student's presence and participation in the classroom activities are necessary to facilitate his or her learning progress.

College students are capable of mature judgment and are accountable for their decisions. The decision whether or not to attend class ultimately rests with the student. The instructor will not judge a student's motivations. However, it should be understood that MRI classes cannot be made up. When a student is absent, the learning experience is lost.

Occasionally, unfortunate events prohibit attendance such as illness or a death in the family. There are many justifiable reasons for absence. Under such circumstances, affected students may seek assistance from their instructor or fellow students. With sufficient notice it may be possible to record a class on audiotape for review. However, regardless of circumstances, the student is responsible for all information covered during an absence, to complete tests as scheduled, and to report the absence in accordance with the program policy. Three (3) absences and the student grade drops on (1) letter grade.

### **Punctuality:**

Punctuality is also important. Students must arrange to be in class on time. If parking lots, trains, or traffic cause delays in arrival, then additional time should be allowed to avoid such problems. Not only is information missed by arriving late, it is disruptive and a discourtesy to enter a class already in progress. Some courses observe a “no late” policy in which students are not allowed to enter once a class has begun. The instructor will advise students if such a policy is in effect. If a student is more than (1) hour late, it is considered an absence.

### **Weather/Emergency Closings:**

In the event that the college closes because of inclement weather, every effort will be made to inform students as early as possible in advance of the closing. Announcements will be relayed to the following radio and television stations for public broadcast:

WGN-AM (720)  
WBBM-AM (780)  
WLS-AM (890)  
WUSN-AM (990)  
WBBM-FM (96.3)  
WMIX-FM (101.9)  
WGN-TV (channel 9)  
WFLD-TV (channel 32)

These are the only radio and television stations authorized to broadcast closings for the college. On campus, the switchboard operator will be informed of any changes in the college schedule. If possible, the college’s automatic answering service will be programmed to deliver updated information during hours when the switchboard is unattended.

## **Program Policies and Procedures**

The following policies and procedures have been developed by the Magnetic Resonance Imaging Program at South Suburban College.

The purpose of these policies and procedures is to provide the student with the best possible educational environment and foundation on which the student may develop characteristics essential to a professional health care team. These policies and procedures serve as a guide in



helping to maintain efficient operation in the clinical education center, affording the highest quality medical care for the patient.

Additionally, The Magnetic Resonance Imaging Program at South Suburban College adheres to the Student Code of Conduct policies, procedures, and internet guidelines outlined in the South Suburban College Catalog.

### **Academic Professionalism**

#### *Policy:*

As participants in a professional education program, MRI students shall conduct themselves in a professional manner during all classes, labs, seminars, and clinical rotations.

#### *Procedure:*

Academic professionalism includes respect for the faculty and rights of other students, prompt attendance for all classes, labs, seminars and clinical rotations, avoidance of any behavior that disrupts or interferes with academic proceedings.

Professionalism also requires adherence to ethical principles such as not cheating on tests, degrading the character of others, or spreading malicious gossip.

All MRI students shall share the same goal; to graduate as knowledgeable and competent MRI technologists. Each individual receives the same educational opportunities, but must reach the goal in their own way. When problems are encountered, they are dealt with on an individual basis. It is important for students to realize that the program is not a competition. Each individual should be dedicated to their own studies and development and not overly concerned about the progress or problems of others. This, however, does not preclude giving help to fellow students who may request it.

MRI students are expected to exhibit mature and responsible behavior. It is very immature and highly irresponsible to justify nonprofessional behavior or attitudes on the basis that someone else does it. If the behavior of another student is considered unprofessional, unethical, or annoying, the offended student should discreetly bring the behavior to the attention of the instructor or program director. Problems concerning any other aspect of the program should be handled the same way.

### **Academic Standing**

#### *Policy:*

In order to be considered in good standing in the MRI Program, students shall not receive less than a "C" (78%) level grades in all courses required by the program, meet the program courses' co or prerequisites and maintain a GPA not lower than 2.5 on a 4.0 scale. All courses must be passed with a minimum of "C" (78%) in order to meet the graduation requirements of the program.

*Procedure:*

Each semester, the program director reviews the academic standing of each student in the program. Students whose course grades or GPA are found in violation of this policy are notified that they may not continue in the program until the inadequacy is corrected. This means that the MRI course(s) completed with grades less than a “C” (78%) must be repeated before further MRI courses can be taken. In order to repeat MRI courses, students must be readmitted to the program. Please refer to the readmission policy for further clarification. No students will graduate from the MRI Program until all required course work is completed with a “C” (78%) or better.

## **Access to Facilities**

*Policy:*

Students enrolled in the program may utilize the radiologic technology classroom (4470) laboratory (4371), and equipment and learning materials for study purposes by arrangement with the program faculty.

*Procedure:*

In order to gain access to program facilities or learning materials, students should inform a faculty member of their intentions and request permission. Facilities and materials are available to the student during posted campus hours whenever classes are not in session. During evening hours, security will admit a student to the classroom or lab if they have been notified ahead of time by the faculty. Students who utilize the facilities are expected to keep the rooms neat and orderly; turning off overhead lights, viewers, etc. when leaving and closing the doors. Learning materials are to be returned to the instructor or left in the locked rooms. They may not be removed from the classroom or the lab.

## **Admission**

*Policy:*

Qualified applicants shall be selected for admission into the MRI Program based on grade point average and satisfactory completion of required prerequisite courses. Transfer and remedial students shall be considered on an individual basis. Students are admitted to the MRI Program at the beginning of the fall semester of each year.

*Procedure:*

Although South Suburban College has an “open door” policy for admissions, acceptance to the college does not ensure entrance into any course or program. Students must submit a MRI Program application form and meet the specific entrance requirements as determined by the program.

To be admitted into the MRI Program, applicants must be a registered radiographer in good standing with the ARRT or possess an ARDMS or NMTCB credential card. Applicants must have

passed BIO 215 with a grade of “C” or better, and have a cumulative GPA of at least 2.5 on a 4.0 scale.

During the spring semester of each year, the program director reviews the files of all individuals who have submitted applications. Qualified applicants, whose who have met the requirements listed above, are notified by letter of acceptance. If there are more qualified applicants than there are openings in the program, admission is based on the GPA of the prerequisite courses.

If there are remaining openings, then qualified students who are enrolled in prerequisites will be professionally admitted based on the midterm GPA. Successful completion of the course at the end of the spring semester will entitle the student to admission.

Unqualified applicants are notified by letter of inadequacies that must be corrected before they can be considered for admission.

### **Americans with Disabilities Act**

*Policy:*

The MRI Program acknowledges and adheres to the Americans with Disabilities Act (ADA) of 1990.

*Procedure:*

Any student requiring an accommodation for a documented disability should contact the program director and request the desired accommodation.

### **Child Care**

*Policy:*

Students with dependent children shall arrange for appropriate childcare while attending classes, labs, seminars, and clinical assignments. No children are allowed in the classroom at any time.

*Procedure:*

Children are not allowed to accompany parents to classes, labs, seminars, or clinical assignments. The faculty are understanding of the problems associated with childcare, but cannot be expected to extend special or extraordinary privileges to parents. The policies and procedures established by the program must be applied equally to all students.

## **Classroom Attendance**

### *Policy:*

Students shall maintain prompt attendance at all scheduled classes, labs, and seminars. Absences or tardiness shall be reported via e-mail or telephone prior to the occurrence.

### *Procedure:*

Records of attendance are maintained for all classes, labs, and seminars. Consequently, attendance is checked at every session. These records will have a direct influence on grades for academic course, and could result in failure of a class due to missed exams, quizzes, or important information.

Attendance records become a permanent part of each student's academic record. Poor attendance can lead not only to reduced performance in a course, but also reflects on one's dependability and interest. While cases of poor attendance will be considered individually, any student whose absence from class becomes excessive and/or prevents the successful completion of the course will be advised to withdraw. Students who are in jeopardy of failing will be notified of impending failure and advised accordingly.

## **Clinical Attendance**

### *Policy:*

Students are expected to report promptly for clinical education on all scheduled clinical days.

### *Procedure:*

Regular attendance is an essential expectation of a MRI technologist in order to provide quality patient care. Students are expected to report promptly for clinical education on all scheduled clinical days. In the event a student cannot attend clinical education, that student must call in to the clinical education center and speak to the clinical instructor or the clinical instructor's designee. All absences from clinical education are classified as excused, unexcused, or tardy.

### Excused Absence:

Excused absences include holidays granted by the college according to the academic calendar and days when classes are canceled by the college due to inclement weather. Cancellation of classes due to weather will be announced on the television and radio. In either case, the clinical education center does not have to be notified of your absence, although a courtesy call would be appreciated.

Upon approval by the program director in advance, excused absences will be granted for:

- Funeral leave
- Jury duty
- Military duty
- Professional meetings
- South Suburban College student activities

- Extenuating circumstances

Funeral leave is granted for up to two clinical days in case of death in the immediate family. Immediate family is defined as spouse, child, parent, grandparent, sibling, or in-laws.

*Note:*

*One personal day is granted each clinical semester. This absence is excused and may be used as a sick day, for personal reasons, etc. Excused absences do not have to be made up but may be if additional time is desired to complete clinical requirements. Clinical grading deadlines will be extended for excused absences only.*

**Unexcused Absence:**

If a student is absent for any reason other than those listed above, the absence is considered unexcused. Absenteeism develops an undesirable trait that is unfortunately very difficult to change and, therefore, must be kept to a minimum. Excessive or unwarranted absences will result in the following corrective action protocol per semester:

- First unexcused absence – written warning, noted on a significant incident form.
- Second unexcused absence – required advising with the program director at the College with the time missed from clinical education to be made up.
- Third unexcused absence – failure of the enrolled clinical course with a letter grade of “F”, resulting in dismissal from the MRI Program.

**Tardiness:**

Tardiness is defined as more than five minutes late or leaving more than five minutes early. Tardiness of one hour or more is considered an unexcused absence. Excessive or unwarranted tardies will result in the following corrective action protocol per semester:

- First tardy – verbal warning, noted on a significant incident form.
- Second tardy – written warning, noted on a significant incident form.
- Third tardy – required advising with the program director at the College with the time missed from clinical education to be made up.
- Fourth tardy – failure of the enrolled clinical course with a letter grade of “F”, resulting in dismissal from the MRI Program.

## **Disciplinary Actions**

*Policy:*

Students who violate policy or procedure established by the program or South Suburban College shall be subject to disciplinary action.

*Procedure:*

Disciplinary actions involve four levels of severity. The type of action is dependent on the nature of the offense and circumstances under which it occurred. The levels are (1) verbal warning, (2) written warning with probation, (3) suspension from the program (temporary) and (4) dismissal from the program (permanent).

Verbal warnings are used to call a student's attention to minor offenses. Once warned, it is expected that the student will avoid further violations. These warnings are recorded on a counseling form that is signed by the student, the program director, and the instructor if appropriate. The counseling form is then placed in the student file.

Written warnings are used for more serious offenses or incidents where students fail to heed verbal warnings. A written warning consists of a letter to the student from the program director. The letter specifies the violation and assigns a period of probation. Each case is judged independently. A copy of the warning letter is placed in the student's file until graduation. Violation of the college's "Student Code of Conduct" or actions occurring during a probation period is subject to suspension or dismissal action. Suspension or dismissal actions are determined by recommendation of the college disciplinary committee.

## **Dismissal**

*Policy:*

Students shall be dismissed from the program for serious or repeated violations of program or college policies and procedures. Dismissal actions shall follow due process.

*Procedure:*

MRI students are expected to adhere to the "Student Code of Conduct" and all other college policies, rules, and regulations as published in the South Suburban College catalog. Violations of the code of conduct on the college campus, at any clinical education center, or during any college sponsored event shall follow the "Student Code of Conduct".

The MRI Program is responsible for the continued matriculation of the campus and clinical coursework. The procedure for dismissal from the program is described under "Disciplinary Actions" in this book. Only the college can dismiss a student from the MRI Program. Clinical affiliates or affiliate personnel cannot dismiss students from the program. Clinical education centers do reserve the right to terminate any student's clinical rotation whose behavior is judged to be unacceptable by their institution. If space is available, the student may be reassigned to another affiliate. If no space is available, it will be necessary for the student to discontinue in the clinical education until space is available.

## **Eating, Drinking, and Smoking**

### *Policy:*

Eating, drinking, and smoking are allowed in designated areas only.

### *Procedure:*

Students who wish to eat, drink, or smoke are encouraged to utilize the cafeteria on the first floor. Food beverage consumption in the classroom is at the discretion of the instructor and is never permitted in the laboratory. Smoking is allowed only in prescribed smoking areas. These restrictions are in force at all times.

No smoking by students is permitted in the clinical education centers; clinical education centers are considered to be smoking-free environments.

## **Final Examinations**

### *Policy:*

Final examinations shall be conducted in accordance with established college procedures.

### *Procedure:*

The Office of the Vice President of Academic Affairs schedules final examinations for all college courses. A final examination schedule is posted in the College Schedule of each semester specifying the time and day for all examinations.

Examinations will be administered in the room in which the class normally meets, unless informed otherwise. Examinations for courses normally meeting for more than one period each day will be given at the time corresponding to the first period in which the course meets. Any student failing to report for an examination at the scheduled time will receive a zero for the final examination.

## **Grading**

### *Policy:*

All MRI Program academic courses shall be determined in accordance with a fixed percentage scale.

### *Procedure:*

In each academic course, students accumulate points during the semester through scores on tests, quizzes, assignments, etc. The number of points achieved by each student is converted to a percentage of total points possible for the course. Grading is in accordance with the following scale:

A	93.00 – 100.00
B	85.00 – 92.99

C	78.00 – 84.99
D	70.00 – 77.99
F	0.00 – 69.99

Students who fail to complete all requirements for a course will receive either a failing grade of “F” or an incomplete, “I”, at the discretion of the instructor. Students who receive an incomplete may continue in the program, but must make arrangements with the instructor for prompt completion of course requirements. Incomplete grades that are not officially changed by midterm of the following semester automatically revert to a failing grade of “F”. In order to continue in the program, all courses must be completed with at least a “C” grade and all clinical education courses with a “P”. Clinical education courses are graded on a pass/fail basis.

## **Graduation**

### *Policy:*

South Suburban College awards an Advanced Certificate to MRI Program students meeting all graduation requirements.

### *Procedure:*

All general and specific requirements of the degree curriculum listed in the college catalog must be fulfilled. A minimum GPA of 2.00 on a 4.00 scale must be achieved. Also, an application for certificate completion must be completed and filed according to the college catalog.

## **Grooming**

### *Policy:*

As student MRI technologists are in close proximity with patients, personal hygiene must be maintained at all times at the clinical education center.

### *Procedure:*

While at clinical education, personal hygiene must be maintained. A clean and wrinkle-free uniform should be worn. Cosmetics should be worn in moderation. Long hair should be tied back or put up. Facial hair should be kept neat trimmed. Inappropriate undergarments visible through the uniform are prohibited. Loud or flashy jewelry should not be worn with the uniform at any time. All jewelry should be in moderation at all times, as it can cause injury to the student and/or to the patient.

## **Health Insurance**

### *Policy:*

Neither South Suburban College nor the clinical education centers assumes responsibility for medical expenses that may be charged for incidents occurring during the MRI Program.



*Procedure:*

It is mandatory that students obtain some type of health insurance coverage prior to attending the MRI Program. Verification of health insurance must be on file in the program director's office.

## **Malpractice Insurance**

*Policy:*

All students must be covered under a malpractice insurance policy prior to the beginning of clinical education.

*Procedure:*

South Suburban College provides professional liability insurance for students while engaged in clinical learning activities. The cost of this insurance is covered in the clinical education course fees. The college malpractice insurance plan does not cover a student who may work in institutions outside of scheduled clinical education time.

## **Name Badge**

*Policy:*

The South Suburban College MRI Program name badge must be worn at all times while at the clinical education center.

*Procedure:*

Each student is required to wear the official MRI Program name badge. The name badge will identify the student by their picture and name. The words, "Student Technologist" as well as the official college logo will be present on the badge. The badge is never to be worn outside the assigned clinical education center for employment or any other reasons.

## **Non-Discrimination**

*Policy:*

The MRI Program adheres to institutional policy regarding non-discrimination.

*Procedure:*

The following statement is published in the college catalog as part of the institutional philosophy:

*"No person shall be excluded from or denied benefits of any program or activity on the basis of sex, color, race, creed, age, religion, natural or origin. In addition, no qualified handicapped person shall be excluded from or denied the benefits of any program activity."*

The MRI program admission procedures and ongoing operations are conducted in accordance with this policy. Each of South Suburban Colleges affiliated clinical education centers supports non-discrimination and has agreed to uphold it. Students in the program who feel they are being discriminated against in violation of this policy are encouraged to bring their complaints to the immediate attention of the program director. A student grievance procedure is published in this handbook which outlines steps that can be taken to file an official complaint.

## **Outside Employment**

### *Policy:*

Students who work shall modify their hours of employment, if necessary, to avoid conflicts with scheduled classes, laboratories, seminars, and clinical assignments.

### *Procedure:*

Students who are employed while completing the MRI Program must be able to arrange their work schedule to avoid conflicts with required classes and clinical assignments. When students work too much, grades and/or clinical performance may suffer due to fatigue and lack of adequate study time. If possible, students who encounter such difficulties should reduce their number of employment hours to allow for greater success.

## **Petitions**

### *Policy:*

Students shall have the right to petition for justifiable variance to program policies or procedures.

### *Procedure:*

When extraordinary circumstances warrant a deviation from normal policy or procedure, students may petition the program director for a variance. The requested variance may be a special consideration, privilege, exemption, or waiver. The following guidelines describe the nature and content of an acceptable petition:

- The petition is typed or neatly written in dark ink on plain paper, in business letterform, dated and addressed to the program director.
- The policy or procedure of concern is clearly identified.
- The extraordinary circumstances warranting a variance are concisely described.
- A specific type of variance is requested.
- Reasons justifying the request are listed.
- Positive actions to be taken by the student are described that will prevent the need for further variances to the named policy or procedure.
- The student signs the petition.

The program director's acceptance or rejection of the petition will be conveyed by letter to the student within two weeks. If a variance is granted, this does not represent a permanent change

in program policy or procedure. The variance applies only to the petitioning student and only for the specified situation. If the petition is rejected, reasons for the rejection will be given and existing policy or procedure will apply. Petitions are rejected due to inadequate preparation may be resubmitted after appropriate revisions have been made.

## **Physical Examination**

### *Policy:*

All students are responsible for having a physical examination performed by a qualified healthcare provider that will meet the criteria of the assigned clinical facility.

### *Procedure:*

The student will incur the cost of the physical examination. The program will provide the physical form. A TB test will be required. Students must also seek vaccination for hepatitis B or have a signed waiver on file in the program director's office. Students will not be permitted in the clinical affiliate without a completed health form.

## **Pregnancy**

### *Policy:*

A pregnancy must be declared to the program director in order to activate the pregnancy options. A student has the right to undeclared a pregnancy at any time.

### *Procedure:*

In order for a pregnant student to take advantage of the pregnancy policy options, she must declare her pregnancy to the program director in writing along with an estimated date of conception. A woman cannot be required to make this declaration of pregnancy and she may withdraw her declaration of pregnancy in writing at any time. The decision to make a declaration of pregnancy and/or withdraw the declaration of pregnancy is strictly the woman's choice and is entirely voluntary.

A pregnant student will have one of the following three options to choose from:

#### Option 1:

The student may continue in the MRI Program. All clinical rotations missed by the student will be made up by the end of the program. This may result in the delayed completion of the program. The pregnant student will be expected to complete all requirements for didactic courses in which she is enrolled prior to enrolling in the next sequential semester course work. This is necessary since the course in which the student is enrolled may be a prerequisite for the following class. Pregnant students may bank clinical time in anticipation of missing clinical time during the pregnancy.

**Option 2:**

A pregnant student may request a leave of absence not to exceed one year and either withdraw from or attempt to complete the courses she is currently enrolled in. There would be a place reserved for the student in the next accepting class. It would not be necessary to submit another application for admission to the program.

**Option 3:**

A pregnant student may request to withdraw from the program for an indefinite period of time. If she wished to be reinstated, she must submit an application for admission and compete for admission to the program. Any previous course work would be reevaluated at the time of readmission to assure competency has been maintained.

## **Program Appeal**

*Policy:*

Students shall have the right to appeal any action taken against them by the program.

*Procedure:*

The process of appeal involves submitting a written statement, preferably typed, to the program director in which the action being appealed is clearly identified. The statement must also include reasons for appeal, evidence or justification to support the student's position, and specify the resolution the student is seeking. Appeals must be submitted within ten days of the action in question. Upon receipt of the appeal, the program director will review the action and respond in writing within ten days. If the issue is not resolved, the student may then appeal to the associate dean of allied health. If the issue is not resolved at this level, the student may then pursue steps as outlined in the college catalog.

## **Readmission**

*Policy:*

Any student who has withdrawn from the MRI Program or has not maintained good academic standing shall be allowed to petition for readmission to the program. Students who have been dismissed from the college for disciplinary reasons are not eligible for readmission to the MRI Program.

*Procedure:*

The student requesting readmission to the MRI Program must submit a formal letter to the program director expressing an interest in reenrollment for a specific semester. This letter must be typed, dated, and signed by the student. The statement shall include: (1) the reason for the original withdrawal or unsatisfactory grade and (2) a plan for change to resolve the cause(s) of withdrawal or unsatisfactory grade.

In order to be considered for readmission, the student's request letter and statement must be received by the program director no later than midterm of the semester prior to the one seeking readmission.

Readmission into the MRI Program will be considered on availability of space and academic performance on program prerequisites, as well as professional course work. In other words, if a final grade of "D" or "F" were received in a MRI course, this grade would be factored in with the prerequisites and other program grades, and an average GPA would be calculated. If a student were to withdraw from an MRI course before the end of the semester, a prorated grade at the time of withdrawal will be used for that course. This prorated grade will be used in calculation of the readmit GPA. No student can be considered for readmission unless they possess a GPA of 2.50 or greater on a 4.00 scale.

The program director will respond in writing to all petitions for readmission to the MRI Program. Students who are denied readmission due to lack of space may apply for the following year. If the MRI course work is older than one year, a petition for readmission will be considered only if circumstances for the delay are well documented and legitimate. Students can be readmitted to the program only once. If a student drops out or fails to maintain good academic standing after readmission, they will not be considered for readmission again.

### **Student Records**

#### *Policy:*

All records pertaining to the student shall be maintained in accordance with the "Federal Family Educational Rights and Privacy Act of 1974" also known as the Buckley Amendment.

#### *Procedure:*

All students' records accumulated during the program are considered confidential and kept in a locked file. The contents of a student's file are not revealed to any unauthorized person without the student's knowledge and written consent. Students may review any record that pertains to them in the program director's office during regular office hours.

### **Test Attendance and Make-up**

#### *Policy:*

Students shall make every effort to be present on scheduled test dates. Make-up tests shall be administered only to qualified absentees.

#### *Procedure:*

Although prompt attendance is expected on all class days, attendance on test days is of greatest importance. Test dates are made known to all students in advance by announcement or printed schedule. It is the student's responsibility to be aware of these dates, prepare for them, and be present.

Tests are usually given at the beginning of class sessions for specified periods of time. Late arrival diminishes the amount of time available to a student for completion of the test. It is up to the instructor's discretion whether a student will be permitted to take a test or schedule a make-up. If a make-up is assigned due to late arrival, it must be completed the same day or be subject to loss of all credit.

If any circumstance prevents a student from being present on a test date, the student is required to call in and report the absence in advance. An absence may be reported by leaving a message for the instructor with the allied health secretary (596-2000, ext. 2258) or by calling the instructor's office directly before class begins.

Make-up tests are allowed under the following conditions:

- The absence must qualify.
- The student must call in to qualify for make-up. An unreported absence will negate the privilege for make-up.
- Only one opportunity for make-up is permitted. If a student is not present for an assigned make-up, no further opportunities will be scheduled.
- Make-up tests are scheduled at the convenience of the instructor.

Failure to make up a test as specified above will result in the loss of all credit for that test. This policy is intended to discourage negligent absences and encourage responsibility in students. Students who follow the guidelines above and have legitimate absences will not be penalized. Test results may be withheld from all students until make-ups have been completed.

## **Transfer**

### *Policy:*

Transfer students may achieve advanced placement in the program if course work completed at other institutions compare favorably with that offered at South Suburban College and the student can pass comprehensive examinations based on South Suburban College course content.

### *Procedure:*

Acceptance of general education course work from a regionally accredited college or university for transfer to South Suburban College will be determined by the Office of Records and Admissions. All credits must carry a grade of "C" as a minimum to be accepted as transfer credit. Acceptance of MRI course work credit from a regionally accepted college or university for transfer to South Suburban College will be determined by the Office of Records and Admissions in collaboration with the MRI program director. All credits must carry a grade of "C" as a minimum to be accepted as transfer credit. The transfer credits will be validated and approved by the program director.

Transfer students from other institutions must be able to meet the same academic admission requirements as new students. Application for admission must be taken into the immediate

succeeding school year to avoid retaking the professional courses that were successfully completed.

## **Transportation**

### *Policy:*

All students shall provide their own independent transportation to and from the college and clinical affiliates.

### *Procedure:*

In order to maintain good attendance, students must have a reliable form of independent transportation to and from the college and assigned clinical education center. Problems associated with transportation are often identified as a reason for absence or late arrival. Such problems are understandable on occasion, but if they occur frequently, can severely affect a student's progress and standing in the program.

Students must be prepared to accept assignment to any clinical education center. Therefore, public transportation and car-pooling is not always considered a reliable form of transportation. Regardless of transportation means, the student is ultimately responsible to be in class or at clinical education as assigned.

## **Vacation/Leaves**

### *Policy:*

Student's progress in the program shall not be interrupted by vacations or leaves of absence during regular class sessions in the fall, spring, or summer semesters.

### *Procedure:*

Vacations and other personal activities (weddings, etc.) should be planned to coincide with break periods between semesters. There are generally eight weeks during the year when classes are not in session. The official college calendar published in the catalog and semester schedule indicates when the breaks occur.

Leaves of absence are not permitted. Students who take time off during the semester are responsible for all information missed, to complete tests according schedule, and report their absence as required by program policy.

Students who discontinue the MRI course sequence by failing to register for required courses are considered withdrawn from the program. In order to continue, the withdrawn student must follow readmission procedures as described.

## **Withdrawal**

### *Policy:*

Students have the right to withdraw from the program at any time.

### *Procedure:*

Students may withdraw for any reason by submitting a withdrawal form to the Admissions and Records Office on the second floor near the main entrance. Before taking such action, students considering this option are strongly advised to discuss their plans with the program director. Withdrawals will incur no academic penalty if completed before the deadline date published in the current college semester schedule. During the first two weeks of the semester the student may be qualified for a refund. Refer to the college catalog refund policy. Withdrawals after the deadline date will result in an "F" grade for all affected courses.

## **The Responsibilities of a Radiographer**

Responsibility involves duty or trust. It is the ability to meet obligations or to act without superior authority or guidance. The radiographer has a duty to perform tasks to the very best of their abilities and to improve these abilities wherever possible. The focus of attention in these objectives is the patient, the quality of whose radiographs must be of a caliber that injuries and disease are unmistakable evident. The quality of the radiographs insures the ability of the radiologist to detect diagnose and the physician or surgeon to treat or repair. Therefore, the price placed on the radiographer's ability or lack of it is very high.

In execution of daily duties, the radiographer must work in harmony with professional and non-professional personnel. The radiographer must be able accept duties assigned to them by their superiors and delegate duties to the subordinates according to their status. In a department filled with students, every radiographer automatically becomes a teacher, supervisor, and a role model for students.

The profession of radiography is only one of the paramedical and medical professions, whose every effort is expanded on behalf of the welfare of the patient. What is the impression the radiographer gives to the patient while performing the radiologic examination? Be assured that the patient is aware of every move and every mood. The patient is keenly aware of the sincerity of the radiographer's efforts. Is the radiographer confident in their skill? Does the patient sense the desire to help him/her as an individual? Remember, to the patient, he/she is the most important person present.

Every patient is an individual human being, and regardless of material wealth or lack of it, he/she has a desire and right to be respected. In a society filled with religious, racial, and political concerns, radiographers as professionals must respect the right of anyone to adhere to their own beliefs. A sick or injured person placed in a radiographer's car merits the utmost of our efforts as professional people No matter what race, religion, or creed each patient is. They



each have a name, a sense of pride, and self-respect. Disease and injury do not show favoritism, neither does the radiographer.

## **AART Code of Ethics**

Students are expected to follow the American Registry of Radiologic Technologists Code of Ethics.

This code shall serve as a guide by which Radiologic Technologists may evaluate their professional conduct as it relates to patients, colleagues, other members of the medical care team, health care consumers, and employers. The Code is intended to assist radiologic technologists in maintaining a high level of ethical conduct.

The Radiologic Technologist conducts himself/herself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.

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

The Radiologic Technologist delivers patient care and services 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.

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

The Radiologic Technologist assesses situations, exercises care, discretions and judgment, assumes responsibility for professional decision, and acts in the vest interest of the patient.

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 recognized and interpretation and diagnosis are outside the scope of practice for the profession.

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.

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

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 of the community.

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

## **The Patient's Bill of Rights**

Students are expected to cooperate with the American Hospital Association's Patient's Bill of Rights.

The Patient's Bill of Rights was designed to inform patients of their rights while in a hospital. As a student radiographer who will be experiencing clinical education in several hospitals, you are obligated to respect these rights.

1. The patient has the right to considerate and respectful care.
2. The patient has the right to obtain from his physician complete current information concerning his diagnosis, treatment, and prognosis in terms that the patient can be reasonably expected to understand. When it is not medically advisable to give such information to the patient, the information should be made available to an appropriate person on his behalf. He has the right to know, by name, the physician responsible for his care.
3. The patient has the right to receive from his physician information necessary to give informed consent prior to the start of any procedure and/or treatment. Except in emergencies, such information for informed consent should include, but not necessarily be limited to, the specific procedure and/or treatment, the medically significant risks involved, and the probable duration of incapacitation. Where medically significant alternatives for care or treatment exist, or when the patient requests information concerning medical alternatives, the patient has the right to such information.
4. The patient also has the right to know the name of the person responsible for the procedures and/or treatment.
5. The patient has the right to refuse treatment to the extent permitted by the law and to be informed of the medical consequences of his action.

6. The patient has the right to every consideration of his privacy concerning his own medical care program. Case discussion, consultation, examination, and treatment are confidential and should be conducted discreetly. Those not directly involved in his care must have permission of the patient to be present.
7. The patient has the right to expect that all communications and records pertaining to his care should be treated as confidential.
8. The patient has the right to expect that within its capacity, a hospital must make reasonable response to the request of a patient for services. The hospital must provide evaluation, service, and/or referral as indicated by the urgency of the case. When medically permissible, a patient may be transferred to another facility only after he has received complete information and explanation concerning the needs for the alternatives to such a transfer. The institution to which the patient is to be transferred must first have accepted the patient for transfer.
9. The patient has the right to obtain information as to any relationship of his hospital to offer health care and educational institutions insofar as his care is concerned. The patient has the right to obtain information as to the existence of any professional relationships among individuals, by name, who are treating them.
10. The patient has the right to be advised if the hospital proposes to engage in or perform human experimentation affecting his care or treatment.
11. The patient has the right to refuse to participate in such research projects.
12. The patient has the right to expect reasonable continuity of care. He has the right to know in advance what appointment times and physicians are available and where.
13. The patient has the right to expect that the hospital will provide a mechanism whereby he is informed by his physician or a delegate of the physician of the patient's continuing health care requirements following discharge.
14. The patient has the right to examine an explanation of his bill, regardless of source of payment.

15. The patient has the right to know what hospital rules and regulation apply to his conduct as a patient.

# **Part 2**

## **Clinical Education Handbook**

Magnetic Resonance Imaging Program  
Student Handbook  
©Magnetic Resonance Imaging Program  
South Suburban College  
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Phone 708.596.2000 • Fax 708.210.5792  
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## **Introduction to Clinical Education**

In order to insure effective clinical education in the Magnetic Resonance Imaging Program at South Suburban College, each student participating in clinical education must have a full understanding of the responsibilities and considerations involved with a competency-based system of evaluation. It is the intent of the competency-based system to provide an objective and uniform method of evaluating the clinical performance of students in the program.

This handbook has been designed to provide the student with the necessary information regarding policies, procedures, and expectations which govern the students enrolled in clinical education.

This handbook may not be considered a complete statement of all policies at South Suburban College or the Division of Allied Health Sciences. More complete information is provided in the South Suburban College Catalog and the Magnetic Resonance Imaging Program Student Handbook. The Student Clinical Education Handbook is meant to be a guide to assist the student in reaching their goal to become a competent MRI technologist.

This handbook is subject to change or may be amended at the discretion of the Magnetic Resonance Imaging Program. Please read the following pages and ask for further explanation on points you feel need clarification.



## Overview of Clinical Education

The clinical education course work helps to integrate the cognitive aspect with the psychomotor and affective skills required of a student technologist in the Magnetic Resonance Imaging Program. Clinical education involved three phases: observation, assistance, and performance.

The student begins clinical education by assisting an MRI technologist in the execution of duties. This participation moves from a passive mode of observation to a more active mode of assisting the technologist in MRI examinations. The rate at which the student progresses is dependent upon the ability of the student to comprehend and perform the various assigned tasks.

An experience is gained in the various examinations, the student moves to an independent clinical performance stage. At this point, the student is actually performing the examination under direct supervision of an MRI technologist. Direct supervision means that the qualified MRI technologist:

1. Reviews the request for the examination in relation to the student's achievement.
2. Evaluates the condition of the patient in relation to the student's achievement.
3. Is present during the conduct of examination.
4. Review and approves the MRI examination.

After demonstrating competence in performing a specific MRI procedure, the student may be permitted to perform procedures under indirect supervision. Indirect supervision means that the qualified MRI technologist reviews, evaluates, and approves the procedure as indicated above and is immediately available to assist the student regardless of the level of student achievement.

During clinical education, the student's performance is evaluated primarily by the clinical instructors on an ongoing basis. The student is evaluated on specific examination competencies proficiencies, film critiques, clinical seminar, and case studies which will be discussed later.

## **Clinical Rotation**

During the three clinical semesters of the program (two clinical semesters if assigned to High Tech), students attend clinical education sixteen hours per week. Students' clinical schedules will be arranged.

This handbook has been designed to provide the student with the necessary information regarding policies, procedures, and expectations which govern the students enrolled in clinical education. This facilitates understanding and scheduling for students and the clinical education centers.

The first rotation begins the fall semester. This rotation encompasses the clinical course MRI-202 Clinical Education I (approximately 160 clinical hours).

The second rotation begins with the spring semester. This rotation includes the clinical course MRI-205 Clinical Education II (approximately 256 clinical hours).

The third rotation begins with the summer semester. This rotation includes the clinical course MRI-206 Clinical Education III (approximately 125 clinical hours).



semester program. This procedure is designed to increase learning experiences by exposing the student to a wide variety of administrative styles, diagnostic procedures, and imaging equipment.

Solely the Magnetic Resonance Imaging Program and South Suburban College will determine the length and nature of the clinical rotations. Also, the Program and College will determine the total number of clinical hours required of each student for each rotation and/or academic semester.

## **Clinical Education Matriculation**

As previously mentioned, the clinical education of the students in the Magnetic Resonance Imaging Program is distributed over the three semesters that the student is enrolled in the Program. Clinical course expectations can be divided into three clinical experience courses. The first clinical semester includes an orientation to the MRI Department and requires students to demonstrate competency in the performance of routine MRI procedures. The final semester may be used to experience more complex and specialized procedures.

### *Note:*

*In order to continue in the program, students are expected to achieve a minimum level of performance each semester in order to progress to the next clinical course. The minimum requirements are published on the clinical course syllabus distributed at the beginning of each semester.*

This matriculation plan was designed for the average student enrolling in the Magnetic Resonance Imaging Program. The faculty recognizes that students do not all progress at the same rate. Guidelines have been set to assist the student in matriculating through clinical education and to facilitate graduation in May of the spring semester.

## **Clinical Education Schedules**

Day to day scheduling as well as technologist assignments will be made by the clinical instructor at each clinical education center as best meets the educational needs of the student.

Clinical education is arranged between the student, the MRI Program, and the clinical education center. A clinical shift is typically completed in six or eight hour time slots.

All changes in clinical schedules must be cleared with the Coordinator of the MRI Program at South Suburban College and the clinical instructor at the appropriate institution in advance. Clinical schedules may be changed to accommodate required courses at the College when advance notice of at least two weeks is given to the program director.

Extensions for clinicals will result in an incomplete "I". Requests for extensions will be handled on an individual basis. **Please note that no extensions will be given to students that did not attend clinicals at their scheduled times.** The clinical assignment times are expected to be fulfilled by the student and are necessary to obtain the required exams needed to sit for the ARRT MRI exam.

### **Record of Clinical Education Time**

Students may attend clinical education for only the number of days (credit hours) for which they are registered. Time records are used at all clinical education centers. The program coordinator will distribute time sheets/cards.

All students are required to be present in their assigned areas for clinical education during the hours established with the clinical instructor. Students may not leave the MRI Department or clinical education center without notifying the clinical instructor or the clinical instructor's designee.

Time of arrival and departure must be recorded appropriately. Clinical instructors will require students to make up time that is not accurately recorded. Students who falsify time records will have charges of misconduct brought before the South Suburban College Committee on Misconduct.

### **Absence from Clinical Education**

Regular attendance is an essential expectation of a MRI technologist in order to provide quality patient care. Students are expected to report promptly for clinical education on all scheduled clinical days.

In the event a student cannot attend clinical education, that student must notify the program coordinator and call the clinical education center and speak to the clinical instructor or the clinical instructor's designee. All absences from clinical education are classified as excused, unexcused, or tardy.

#### **Excused Absences**

Excused absences include holidays granted by the college according to the academic calendar and days when classes are canceled by the college due to inclement weather. Cancellation of classes due to weather will be announced on the television and radio. In either case, the clinical education center does not have to be notified of your absence, although a courtesy call would be appreciated.

Upon approval by the program director in advance, excused absences will be granted for:

- Funeral leave
- Jury duty

- Military duty
- Professional meetings
- South Suburban College student activities
- Extenuating circumstances

Funeral leave is granted for up to two clinical days in case of death in the immediate family. Immediate family is defined as spouse, child, parent, grandparent, sibling, or in-laws.

*Note:*

*One personal day is granted each clinical semester. This absence is excused and may be used as a sick day, for personal reasons, etc.*

Excused absences do not have to be made up but may be if additional time is desired to complete clinical requirements. Clinical grading deadlines will be extended for excused absences only.

### **Unexcused Absence**

If a student is absent for any reason other than those listed above, the absence is considered unexcused. Absenteeism develops an undesirable trait that is unfortunately very difficult to change and, therefore, must be kept to a minimum. Excessive or unwarranted absences will result in the following corrective action protocol per semester:

1. First unexcused absence - verbal warning, noted on a significant incident form
2. Second unexcused absence – required advising with the program director at the College with the time missed from the clinical education to be made up.
3. Third unexcused absence – failure of the enrolled clinical course with a letter grade of “F”, resulting in dismissal from the MRI Program.

### **Tardiness**

Tardiness is defined as more than five minutes late or leaving more than five minutes early. Tardiness of one hour or more is considered an unexcused absence. Excessive or unwarranted tardies will result in the following corrective action protocol per semester:

1. First tardy – verbal warning, noted on a significant incident form.
2. Second tardy – written warning, noted on a significant incident form.
3. Third tardy – required advising with the program director at the College with the time missed from clinical education to be made up.
4. Fourth tardy – failure of the enrolled clinical course with a letter grade of “F”, resulting in dismissal from the MRI Certificate Program.

### **Make-Up Time**

All unexcused absences from clinical education must be made up. All make-up time must be scheduled with the clinical instructor in advance and may not begin without approval of the clinical instructor. No more than eight hours of clinical time will be awarded in any one day. Make-up time plus the regularly scheduled clinical time may not exceed forty educational

contact hours in any one week. Make-up time is completed in four or eight hour time block. There are no exceptions.

### **Banking of Clinical Hours**

Banking of clinical hours may be used to complete clinical education requirements in advance of missing clinical education. Banked hours plus required weekly clinical hours may not exceed 40 educational contact hours in any one week. The regular clinical is 16 hours per week, therefore an additional 24 hours may be banked per week.

### **Vacations**

Vacations during clinical courses are not allowed. Personal vacations should be scheduled during academic breaks.

## **Clinical Education Conduct**

Students are expected to conduct themselves in a professional manner at all times during clinical education. These rules simply indicate the exact elements of professional behavior and conduct for South Suburban College MRI Technology Students.

The clinical education experience is designed to encourage responsibility in a professional and ethical environment and this includes behavior such as cooperation, accepting constructive criticism, and dependability.

Students are expected to consider all aspects of the Magnetic Resonance Imaging Program in the clinical education center and the patient to be totally confidential. These aspects are not to be discussed with other students, friends, or family outside of the clinical education center. Violation of this professional trust will result in charges of misconduct brought before the South Suburban College Committee on Misconduct.

Refrain from making personal telephone calls on institutional telephones except in the case of an emergency. Public phones are to be used for all non-institutional business.

No smoking by students is permitted in the clinical education centers; clinical education centers are considered to be smoke free environments.

Visiting friends and family who are patients must be, according to hospital rules and regulation, during non-clinical education hours unless visiting according to hospital policy. Remember that students are not permitted in hospitals during non-clinical education hours unless visiting according to hospital policy.

## **Name Badge**

Each student is required to wear the official Magnetic Resonance Imaging Program name badge. The name badge will identify the student by their picture and name. The word “student” as well as the official college logo will be present on the badge.

The South Suburban College Magnetic Resonance Imaging Program name badge must be worn at all times while at the clinical education center. The badge is never to be worn outside of the assigned clinical education center for employment or any other reasons.

## **Grooming**

As MRI technologists are in close proximity with patients, personal hygiene must be maintained at all times. A clean and wrinkle-free uniform should be worn. Cosmetics should be worn in moderation. Long hair should be tied back or put up. Facial hair should be kept neat and trimmed. Inappropriate undergarments visible through the uniform are prohibited. Loud or flashy jewelry should not be worn with the uniform at any time. All jewelry should be in moderation at all times, as it can cause injury to the student and/or to the patient.

## **Student Responsibilities**

All students are subject to the rules and regulations established by the affiliating clinical education center, as well as the Program and College rules.

Due to increasing concern about the care of patients with infectious diseases, students are strongly advised to be educated about the responsible for their interactions with infectious patients.

### **Infectious Diseases**

Infectious diseases of primary concern in today’s health care environment include hepatitis B, acquired immune deficiency syndrome, and tuberculosis. Students are advised to follow the exact procedures established by the clinical education centers, primarily isolation techniques, in caring for patients.

Students should report any contact with communicable disease in accordance with the policies of the clinical education center in which the contact occurs.

Additionally, Occupational Safety and Health Act (OSHA) amendments suggest that all individuals who are involved in clinical education in acute-care or long term care facilities should be vaccinated for Hepatitis B. The exception is for pregnant individuals. After delivery, the student should seek vaccination as soon as a physician gives permission.

Prior to the start of clinical education the student must do one of the following:

1. Seek Hepatitis B vaccination from a physician or other primary source of health care and submit documentation to the program director.



2. Prove previous Hepatitis B vaccination and submit documentation to the program director.
3. Sign a waiver of liability form provided by the program director, declining Hepatitis B vaccination and submit to the program director.

In addition, prior to the start of clinical education and thereafter annually, students must show documentation of TB testing.

Students with an infectious disease, other than a common cold, may not attend clinical education. The student should inform the clinical instructor and the program director immediately up diagnosis. They may not return to clinical education until a doctor's release has been presented to the program director.

### **Health Services**

All students must have a current South Suburban College physical examination on file with the Magnetic Resonance Imaging Program prior to beginning clinical education.

Emergency medical services will be provided by the clinical education centers when needed but students are responsible for payment for all services rendered by the institution.

### **Health Insurance**

Neither the clinical education center nor South Suburban College assumes responsibility for medical expenses that may be charged for incidents occurring during clinical education (i.e. puncture wounds from contaminated needles, contagious diseases, etc.).

Effective immediately. In accordance with the new affordable healthcare act all students must have health insurance. A signed a health insurance waiver will need to be supplied to the program coordinator with a copy of your health insurance card. Waivers will not be accepted.

A photocopy of the student's current health care insurance must be submitted to each respective program coordinator in order to participate at any clinical education site. Failure to maintain comprehensive health care insurance will result in the student being immediately withdrawn from the clinical site and thereby receiving a failing grade in the clinical education class.

Furthermore, the student will be financially responsible to pay all medical bills and co-payments as a result of injuries or health issues that arise from participation of clinical education programs.

### **Malpractice Insurance**

All students must be covered under a malpractice insurance policy prior to beginning clinical education. South Suburban College provides professional liability insurance for students while engaged in student clinical learning activities. The College malpractice insurance plan does not cover a student who may work in institutions outside of scheduled clinical education time.

## **Notices**

Students are responsible for all information posted on the bulletin boards in 4470 and on clinical education center bulletin boards designated for South Suburban College.

## **Transportation**

Students are responsible for their own transportation to and from the clinical education center, as well as all personal needs while at the institution.

## **Incidents**

It is very important that hospitals have a record of all incidents in case of litigation. Students are responsible for following this prescribed format for reporting incidents:

1. An institutional incident report and college significant incident report must be filled out immediately.
2. A copy of the institutional incident report and college significant incident report must be forwarded to the Program Director immediately.
3. Students are subject to corrective action for failure to follow this procedure.

## **Overview**

All students are required to have on file during clinical education:

- ❖ Current physical
- ❖ Current annual TB test
- ❖ Valid basic CPR certification
- ❖ Verification of health insurance or waiver
- ❖ Verification of HBV vaccine or waiver

## **Clinical Evaluation Program**

MRI technologists must be competent in both the art and science of imaging technology. The art of this technology is the ability of the MRI technologist to accurately and consistently image and care for the patient. It is practiced in the clinical setting. South Suburban College Magnetic Resonance Imaging Program will evaluate the student's skill in this art through a clinical evaluation system.

The concept of competency based education is firmly established in the MRI Program's clinical evaluation system. According to a student's demonstration of clinical competency, a student may complete clinical requirements either earlier, on time, or later than the projected date of graduation or completion of didactic classes.

Students must successfully complete all required clinical assignments prior to graduation from the Magnetic Resonance Imaging Program and are strongly encouraged to complete as many assignments as possible beyond the minimum requirement for graduation.

MRI technologists must have the ability to care for patients in a professional and ethical manner. To assist you in developing these skills, the South Suburban College Magnetic Resonance Imaging Program conducts a clinical advising system in conjunction with the clinical evaluation system. Clinical grades are not affected by the advising results; however, students may be subject to corrective action due to failure to comply with advising suggestions.

### **Direct Supervision**

Until a student achieves and documents competency in any given procedure, all clinical assignments shall be carried out under direct supervision of a qualified technologist. The parameters of direct supervision:

1. A qualified technologist reviews the request for the examination in relation to the student's achievement;
2. A qualified technologist evaluates the condition of the patient in relation to the student's achievement;
3. A qualified technologist is present during the conduct of the examinations, and
4. A qualified technologist reviews and approves the images.

### **Indirect Supervision**

After demonstrating competence in performing a specific MRI procedure, the student may be permitted to perform procedures under indirect supervision. Indirect supervision means that the qualified technologist reviews, evaluates, and approves the procedure as indicated above and is immediately available to assist the student regardless of the level of student achievement. Immediately available is interpreted as the presence of a qualified radiographer adjacent to the room or location where a procedure is being performed.

### **Clinical Course Syllabi**

The specific objectives and requirements of each clinical course are stated in each clinical course syllabus. The syllabus will be distributed at the beginning of each clinical semester during the first meeting of the clinical seminar. Students should refer to these documents for course content and objectives. Successful completion of MRI 202, MRI 205, and MRI 206 is required for graduation. Also, each clinical course must be successfully completed in this stated order to continue and successfully complete the Magnetic Resonance Imaging Program.

Any combination and/or all of the following components of clinical education may be required each semester; competencies, film critiques, seminar, proficiencies, and case studies.

### **Competencies**

Clinical competencies are achieved by performing MRI procedures on patients at the clinical education center. A student must continue to attempt each specific procedure until that procedure is mastered. The number of attempts before master does not affect the clinical grade.

Students are responsible for arranging for an evaluator to be present during the competency. Clinical instructors, registered staff technologists, or college faculty may do the observation and

evaluation of the student's procedural skills during the competency. The faculty, if deemed necessary due to failure of evaluators to not errors during competency, may reject competencies. Each semester the minimum number of competencies required for passing the semester will be printed in the clinical syllabus. Students are encouraged to complete more competencies than required per semester so as to gain graduation requirements as soon as possible.

### **Proficiencies**

A student must first be competent in a procedure before proficiency may be obtained. Proficiencies are designed to encourage students to strive for continued improvement in skills even though competency has already been achieved. Proficiency is not required for a specific procedure, but rather is required for a group of procedure.

### **Case Study**

A case studies may be required during the semester. The case study is presented during the clinical seminar.

### **Seminar**

Clinical seminar is conducted on a weekly basis. A syllabus will be distributed solely for seminar. An overall score of 78% must be achieved in order to successfully complete this portion of the clinical evaluation.

### **Clinical Advising**

All students enrolled in MRI clinical education are evaluated and advised regarding their ability to care for patients in a professional ethical manner. The advising program is conducted via several documents.

#### ❖ Significant Incident Form

This form is utilized by anyone to document any positive or negative educational experiences of the student. In most cases, the students are expected to assist in obtaining positive experiences while hospital or college staff usually documents negative experiences.

#### ❖ Attitude and Behavior Form

Staff technologists to give students and faculty an opinion of the students' trends in professional attitudes and behavior use this form. Students do not see these actual forms, but are supplied with a composite each term.

#### ❖ Self-Evaluation Form

Self-evaluation forms are issued to students near the beginning of each academic semester. The form requires students to assess their current skills in various procedures, professional abilities, overall ability, and recent progress. Students must establish one goal to be discussed during the advising session. An instructor will conduct the advising session, which is designed to ascertain that both student and faculty have similar perceptions of the ability of the student.

Clinical grades are not affected by advising results; however, students may be subject to corrective action including incomplete or failing course grades due to failure to comply with advising suggestions or making unsatisfactory progress toward goal completion. All clinical advising records will be destroyed after graduation except those that document mandatory advising sessions or dismissal from the program.