## 2019-2020 Program Policies - Table of Contents

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SECTION III – PROGRAM POLICIES

MercyOne North Iowa School of Radiologic Technology
August 2019 – August 2020

Students are expected to present themselves in a manner reflecting the Code of Ethics as set forth by the American Society of Radiologic Technologists and to follow Hospital and School policies.

These policies include many different situations, however, not all situations can be foreseen and the School reserves the right to make those decisions as they occur. If a situation arises that is not covered by School policies, our sponsoring institution’s policy will be referred to.

All applicants and enrolled students of the school will be considered and treated without regard to race, religion, color, creed, gender, gender identity, sexual orientation, pregnancy, genetic information, national origin, marital status, age, or physical or mental disability. If you feel that you are being discriminated against by any other person you should immediately contact the Human Resources Department or you may call the toll-free, 24-hour Integrity ALERTLINE at 1-866-477-4661.

Certification Eligibility: The American Registry of Radiologic Technologists (ARRT) requires all examinees to have a minimum of an Associate Degree prior to taking the National Registry Test. Mercy has an agreement with North Iowa Area Community College (NIACC) for an Associate of Applied Science (AAS) in Radiologic Technology as an option for students needing to fulfill this requirement. Students must be making progress on the general education classes as outlined in the Curriculum on our website: www.mercyone.org/northiowa/xrayschool

The American Registry of Radiologic Technologists (ARRT) requires all examinees to disclose any prior felony or misdemeanor conviction. ARRT determines eligibility on a case-by-case basis and takes into consideration many items such as number of infractions, length of time between infractions, severity of the infraction, patterns of infractions, completion of sentence/fines/requirements. Upon review of the background history, the ARRT’s decision may include several options: conditional eligibility upon successful completion of sentence and no further infractions; ineligible; no decision made on eligibility until successful completion of the sentence/fines. If the applicant/student has multiple charges (other than minor traffic violations) or serious charges, it is suggested and may be required by the Program that the student request an ARRT ethics pre-application review. There is a fee for this review, paid by the student. This process is to prevent the student from having completed the two-year program and then being ineligible to take the ARRT certification exam and work in the profession. Information is available at their website www.arrt.org and also a 12 minute ARRT video: https://www.arrt.org/earn-arrt-credentials/requirements/ethics-requirements

Classroom Dress Code: Students are representatives of MercyOne while on campus. Students may either wear business casual attire or Caribbean blue scrub top with black scrub pants. Name badges must be worn and visible above the waist, including days for ditch cleaning, final testing and metric days when different attire is worn. Students not wearing their name badges will be charged an hour PTO each occurrence. It is typically colder in the classroom, wear under-layers, scrub jacket, and/or use/sit by approved classroom heater(s). If using your jacket as a last resort to warm up, your name tag must be on the outside of your jacket.
MercyOne Dress Code policy: No apparel will be worn with inappropriate or unprofessional images, wording or logos. Clothing is not to be too tight, too short, too long, revealing, or see-through in showing undergarments. Clothing should not expose cleavage or chest hair, the mid-section (front or back) or the buttocks. Clothing should be neat, clean, pressed, and not torn or frayed. Appropriate undergarments must be worn to avoid unprofessional appearance and should not be visible. Items considered inappropriate include denim blue jeans, shorts, cut-offs, graphic design t-shirts, halter tops, shirts showing visible spaghetti straps, visible backless shirts, leggings with shirts that may show the buttock or upper thigh area, yoga pants or other exercise clothing, hoodies (sweatshirt material), sweatshirts, or sweatpants. No hats of any type are allowed unless it's for medical or religious reasons. This is not intended to be an exhaustive list, and leadership reserves the right to determine whether apparel or personal grooming is appropriate for the workplace.

MercyOne Spirit Days will be held on the 3rd Friday of each month. Examples of appropriate items for MercyOne Spirit Days would include departmental specific shirts or other imprinted MercyOne clothing. During these designated days, colleagues will be allowed to wear scrub pant color that is different than the standard to coordinate with the top color.

Colleagues/students who do not provide patient care or pass through a patient care area will be allowed to wear open toed shoes, not including sandals or flip-flops. If we are to be in a patient care area any portion of a class day, clinical dress code will be followed. Body piercings are limited to the ears (this also applies during school functions: meetings, graduation, etc).

Books: The school will supply a list of required textbook editions (see Section 2 – Handbook). The student is encouraged to utilize our distributor Elsevier. This enables both students and instructors support for additional online resources.

Cell Phones/Electronic Devices/Smart Watches: May be used in the classroom for keeping schedules, accessing e-books, looking up pertinent information, note-taking, etc but not for personal use unless on break. During testing, only school-supplied calculators may be used. Smart Watches (or anything resembling, like a Fitbit) must be off the body and out of sight during class time.

During clinical time cell phones should remain off or on 'silent' unless you are expecting an emergent call. At MercyOne, phones should be in your mailbox or your locker; but not on your person. You may access your device occasionally by standing at your mailbox during downtime, use discretion with the amount of time and frequency of access. After 5PM when evening shift transitions to the ED, your phone can move to the ED X-ray control area (not on your person).

No photos or recordings may ever be taken of a patient (even if it doesn’t include their face), their medical images (even if it does not include their name), or any other protected health information.

The hospital telephones are for medical center use. If need to use, must dial a "9" for outside line.

Audio/Visual Recording of Lectures: Permission to record class lecture is a privilege, not a right. This privilege may be withdrawn if it is abused in any fashion. Student dissemination of lecture recordings may result in disciplinary action up to and including dismissal. The student agrees not to:

- Publish on personal or social media/sites
- Use the recordings for any purpose other than their own personal academic study
- Record sessions on behalf of anyone else (exception would be LOA)
• Attempt to undermine faculty
• Share or release the records in its entirety or a portion for financial gain, malicious intent, cheating or to replace class attendance

Staff reserve the right to prohibit recordings. The following may not be recorded: class review, PACS review, exams or graded assignments, positioning simulations or scenario-based class activities.

Student may store for the duration of the class, after which time the recordings are to be destroyed.

**Classroom Attendance:** Classes typically meet 2 days per week during Spring and Fall Terms, and the first portion of the Third Term. Refer to course schedules for specific times. Attendance and timeliness is expected in order for the student to be successful, and will be monitored each class period. Missed class time cannot be made up. An absence is defined as not being present at the beginning or end of the class period. Absences allowed without penalty will be based on total number of hours required for that course (see below). For each additional absence, a sliding scale of deductions from the final course grade for the class in which the absence occurred will be used: 2%, 4%, 6%, etc. (ex: deduction #2 is 4%, not 2% + 4%). This penalty will be waived in the case of an approved leave of absence (following the leave of absence policy), inclement weather, jury duty selection process, or compassionate leave (see compassionate leave policy).

MercyOne classes and clinical will automatically be canceled if NIACC cancels classes because of inclement weather, but not due to issues directly related to their campus. We maintain the ability to dismiss early or cancel without NIACC making any such announcement.

Tardiness is considered an absence. One tardy, up to 5 minutes, per term (not course) will be allowed without penalty.

Full-term classes that meet:
1 hour per week allowed 1 one-hour absence
2 hours per week allowed 2 one-hour absences
3 hrs per week (1.5 hrs/day) allowed 2 full class absences
4 hours per week allowed 4 one-hour absences

Half-term classes that meet:
2-3 hours per week (summer courses, Rad Protection classes) allowed 1 one-hour absence

**Classroom Huddles/Clinical Updates:** Fifteen-minute huddles will be scheduled each class day to discuss clinical concerns, safety and customer service. An additional 15 minutes for clinical updates will be scheduled to review clinical topics such as the recent rotations or upcoming assignments. Students and faculty may bring forth discussion topics. Students are expected to attend. Any student who has perfect attendance for these updates/huddles during:

- Fall and spring terms awarded an additional two hours of personal time for the following clinical term
- 3rd academic term awarded one hour of personal time to be used during 3rd clinical term

**Grading System:** The student must attain a minimum 75% score in each academic and clinical course. Students seeking an A.A.S in Radiologic Technology at NIACC need to obtain a minimum of a
2.0 (78%) in Term 5 & 6 x-ray courses (according to NIACC graduation requirements). A student may be placed on probation for unsatisfactory progression in a course. Failure to achieve the stated grades will result in dismissal from the School. Students will be notified of mid-term grades via the course instructor. Unofficial transcripts will be emailed at the conclusion of each term. Students needing official transcripts must inform the Program Director.

In addition, there are specific criteria outlining successful progression in certain courses as listed below:

Radiographic Procedures, Image Analysis and Registry Review Course:
- All chapter & final tests must be passed with 75% or better. If a test is failed, that score will be recorded, but the student is required to retest and pass with 75% or better to prove they have achieved mastery of the content. The score of the second attempt will not be recorded. If the student does not achieve at least 75% on the second attempt, they will be put on probation with a performance plan, to include possible dismissal from the program if the third attempt is failed.

Radiographic Procedures I-V: The didactic portion is 75% and the lab portion is 25% of the overall grade, but students must obtain a minimum score of 75% in both lab and didactic portions to remain in the program.

Radiographic Procedures Lab portion:
- Students will be patients for each other during simulations. Palpation is necessary by both student and instructor to determine centering points, etc. If a student feels uncomfortable for any reason, they should talk with one of the instructors.
- It is expected that students achieve a passing score on all labs during their first attempt. If the student fails the lab on the first attempt, this score is recorded and the student will be required to repeat the simulation and reach a passing score to prove they have achieved mastery of the content. The score of the second attempt will not be recorded. If this second attempt is still failing, the initial score will be changed to a zero and the student will be put on probation/performance plan (refer to “Probation” section). The lab in question must be successfully completed on the third attempt, or it may be grounds for dismissal from the program due to inadequate progression and retention of skills. Students will not be allowed to progress on to the next lab until the failed one has been successfully demonstrated. Another faculty member or assigned technologist will also be involved with observation of a repeat lab competency on a 3rd attempt. Successful progression and consistency in psychomotor skills is also demonstrated by having no more than four failures of labs per term whether it is a combination of the same exams repeated or four different exams being failed on the first attempt. A pattern of failed labs is considered unsatisfactory performance and retention of skills. After a total of 5 lab failures in a term (only 3 fails can be for exam-related items, remaining 2 for markers) or exceeding 7 for the program (only can be 5 for exam-related items) the student will be placed on probation/performance plan. Further failures would result in a recommendation of dismissal.

**Grade Scale:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<th>Percentage</th>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>4.00</td>
<td>96 – 100%</td>
<td>A</td>
<td>3.00</td>
<td>87 – 90%</td>
<td>B</td>
</tr>
<tr>
<td>3.67</td>
<td>93 – 95%</td>
<td>A-</td>
<td>2.67</td>
<td>85 – 86%</td>
<td>B-</td>
</tr>
<tr>
<td>3.33</td>
<td>91 - 92%</td>
<td>B+</td>
<td>2.33</td>
<td>82 - 84%</td>
<td>C+</td>
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Late Tests & Assignments: Tests or assignments that are completed late and NOT excused will be discounted using the following: 20% reduction up until 1 p.m. the following day at which time no credit will be given. If the student is not on-site, the assignment can be dropped off, emailed, or photo sent via smartphone.

Assignments or tests that are not completed at the appointed time because of illness or excused absence will be allowed to complete the assignment or test on the first day back to School with no penalty.

Clinical Attendance & Timeliness: Is expected and used as a measurement for reliability and dependability. Students must be present in the clinical area to be evaluated and develop their skills. Students will be placed on probation for the following attendance reasons:

a. Excessive tardiness per term as defined by the handbook & clinical syllabus.

b. More than the allowed personal days used per term

The student will not be scheduled for more than 40 hours in any one week. This includes both clinical and academic time. In the rare event that a student stays more than their scheduled time (15 minutes or more) due to an extenuating circumstance; faculty will evaluate the situation for compensatory time considering the entire week, based upon whether the student has been let go early from clinical in a similar amount (faculty will not add smaller daily increments together when considering comp time). Student must check in with faculty at the end of their clinical week for possible compensatory time.

Students may volunteer to put in additional time over their scheduled hours if they feel it is necessary for proper progression within the program. The student will not be compensated for this time. The student needs to authorize this with faculty.

Students unable to practice for a lab during clinical may practice outside of clinical hours; the student will not be compensated and does not need to be pre-authorized if done at MercyOne Hospital. Staff techs must be present for indirect supervision in the department.

To document clinical attendance and timeliness each student uses the Trajecsys online system. Clock-ins should not be sooner than 7 minutes before the scheduled time. No clock out/in for lunch is needed, but for patterns longer than scheduled meals, disciplinary action will be taken including PTO (Personal Time Off) deductions. Students must only use hospital devices for normal clock in/out; disciplinary action will result if using personal devices.

The school will periodically send PTO bank updates via email. Each student is responsible for reviewing this document. The student needs to notify faculty within two weeks of the email if they believe an error has been made in recording their attendance; otherwise, the record will be considered correct. The students should print or save this copy in order to also keep track of the remaining PTO themselves.

Clinical Personal Time Off (PTO): This includes time for sickness, unexpected events, college campus visits and job interviews. PTO is used in 1-hour increments.

PTO hours are allocated for clinical absences as follows:
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<th>Term 4 – 32 hours</th>
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<tr>
<td>Term 2 – 32 hours</td>
<td>Term 5 – 40 hours</td>
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<tr>
<td>Term 3 – 40 hours</td>
<td>Term 6 – 24 hours</td>
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Unused PTO hours cannot be carried over into the next term; exception - up to 8 hours Term 5 pto can be carried over into Term 6

An e-mail absence is sent to faculty by 4 pm the day prior to the requested time off, or by 9 pm when scheduled for evening rotations. After these times it is considered a late-start request requiring a minimum of 4 hours of personal time. Anything over 4 hours will be charged in additional hour increments.

Faculty will review and print Standard Work for how to input Trajecsys PTO using Time Exceptions (document located on school drive 'standard work-process change alerts' folder).

If a need arises during scheduled clinical hours the student may request time off by communicating with school faculty and it may be granted on a case-by-case basis. If faculty is not available and the need is emergent, the student must talk to a Clinical Supervisor/Liaison at the site and leave a voicemail for faculty. Student must also do a Time Exception in Trajecsys. The penalty for failing to communicate with site and faculty prior to leaving will be an unexcused absence.

Students with symptoms of a contagious nature (ex: vomiting, diarrhea, fever) must leave immediately or take the entire day off when calling in. Hospital Influenza plan defines fever of 100 degrees or greater without using antipyretic (fever-reducing) meds. Student/employee should remain off clinical until 24 hours after fever breaks.

If faculty, clinical supervisor, clinical liaison or their designee requests the student leave clinical due to illness (for staff and/or patient safety) or inappropriate behavior, the student must comply. The time missed will be deducted from the allotted hours for the term.

In the event of lifting restrictions by a physician, reasonable accommodations will be considered on a case-by–case basis using the physical demands worksheet to ensure student and patient safety prior to the student being allowed in clinical.

If an illness lasts more than one day, the student must call daily or it will be considered an unexcused absence. If the student is absent more than 3 consecutive days, the student must have a physician’s approval to return to School.

If the illness is of long duration (post-surgery, etc.), the student may request a Leave of Absence.

A student may exceed the allowed absences by up to 8 hours in a term without penalty of probation. 

*Discretion should be used; absences beyond 8 hours will result in probation and may be grounds for dismissal following the probation policy.*

The student will schedule and make up the excessive time prior to the end of the term to be allowed to continue in the program. If this occurs within 2 weeks of the end of the term, the student will be granted a two-week extension to meet this requirement. In addition, the time will be made up in the
full increment owed and not broken down into smaller time frames (for example 4 hours over the limit = 4 hours to be made up at one time). This excessive time should be made up as soon as possible after the occurrence to minimize clinical rotation conflicts if there are other students already scheduled or also having time to make up.

Students named on Press-Ganey survey, spirit gram, letter, or phone call will be awarded 1 hour PYO. If abused is suspected, school reserves the right to deny extra PTO.

**Tardiness:** Students will be considered tardy if the clock-in is any later than their scheduled start time (i.e. scheduled 7:00 - 7:01 is tardy). Failure to clock in OR out or using a personal device for clocking on the Trajecsys system will also be counted as a tardy. The student will need to fill out a Time Exception for a missed clock in/out. Time Exceptions can be submitted via home/personal devices.

Penalties will be assessed per term (the amount is equitable to MercyOne employee policy) as follows:
- Two tardies of less than 15 minutes or no clock in/out will be allowed with no penalty assessed.
- Each tardy 15 minutes or more – time deducted in 1-hour increments from personal time.
- 5th tardy and beyond – the PTO deduction will double each time (ex: 2, 4, 8 hour deduction).
- 7th tardy results in a one-day suspension, probation and performance plan that will include the 10th occurrence as a minimum one-day suspension with recommendation for termination.

In the event of a late arrival, the student will call their clinical site and School faculty with their estimated arrival time.

**Clinical Late Start/Unscheduled Absence:** Students must notify the School at 428-6289 and their clinical site prior to their scheduled start time. Voicemails are acceptable, but a voicemail to faculty alone is NOT sufficient. Failure to call both places will result in an unexcused absence.

A PTO email is not acceptable communication of late starts/unscheduled absences.

**Unexcused Absence:** Definition – failure to call in prior to scheduled start time when you will be absent for the day or being absent from clinical without proper approval. Time missed will be deducted from PTO and:
- 1st offense during the program - written warning
- 2nd offense during the program – probation, disciplinary action
- 3rd offense during the program – disciplinary action up to and including dismissal from program

An unexplained absence of three consecutive days or failure to report back after a leave of absence is considered a voluntary withdrawal from the program.

**Clinical Hours of Attendance:** The quantity of clinical rotations scheduled on weekends and after the hours of 7 pm is evaluated to ensure consistency with the JRCERT requirement that no more than 25% of the total clinical hours are spent during these times.

Weekends are typically scheduled 8-4:30 Saturday and Sunday with compensatory time given the Friday prior and the Friday following. Since assigned weekend rotations are limited in number and students cannot trade weekends, in addition to the option of taking PTO, students are allowed to vary the hours anytime between 6:30 a.m. and 10 p.m. by scheduling with an instructor by the end
of the school day (4 p.m.) on the preceding Friday. For extenuating circumstances that occur during the weekend hours of 10 a.m. and 6 p.m., students may attempt to seek faculty approval for a schedule change. Students who slide their hours back on their own will be charged a tardy for the difference in hours unless approval was given by faculty. When scheduled the full weekend, students may also opt for one 10 hour day and one 6 hour day. Clinical schedules are provided approximately six weeks in advance with specific times and rotations.

The student will normally be assigned three clinical days per week during the fall and spring terms. Typical clinical hours fluctuate between 6 a.m. and 7:00 p.m.

During the second portion of the 3rd Term and the entire 6th Term, the student will typically be scheduled for five clinical days each week.

Rotations are scheduled so that they are equitable for the class. Students are not allowed to switch shifts or switch weekends.

Both 1st and 2nd year students are required to attend MercyOne X-ray School graduation ceremony. 1st year students will be compensated with PTO for time spent at graduation (approximately 3 hours).

Clinical Meal Breaks: Either a half-hour or one-hour meal break is allowed depending on the clinical site and rotation; see clinical schedules. For shifts over 5 hours, students must take a meal break. If a student has requested PTO so that their day is 5 hours or less it might be an option of taking a ‘no lunch’ if there is appropriate supervision. This must be cleared by faculty.

Scheduled School Breaks: Students are not required to use PTO for the following breaks –

First year:
Labor Day
Thanksgiving Day and following Friday
Christmas/New Year’s break – approximately 2 weeks - see calendar
5-day Spring Break in mid-March
Memorial Day, plus the Friday before
Independence Day plus 4 days – see calendar

Second year:
Labor Day, plus the Friday before
Thanksgiving Day and following Friday
Christmas/New Year’s break – approximately 2 weeks - see calendar
5-day Spring Break in mid-March
Memorial Day, plus the Friday before

Inclement Weather: Clinical and class delays/cancellations because of weather will follow NIACC’s decisions; but not for issues directly related to their campus. The school reserves the right to make independent decisions to delay/cancel if necessary.

In the absence of cancellation or postponement (clinical rotations could start prior to NIACC’s announcement and/or be on Sundays or days when NIACC class is not ‘in session’), each student must make the decision whether or not to attend based on their own assessment of the weather.
conditions, road conditions, and other factors at the place where they live or must travel to for clinical obligation. The student is required to call the School and their clinical site before the scheduled start time if they will not attend or will not be on time. It is also expected if bad weather should occur during scheduled rotations that students make their own decisions to stay or to leave.

For a student who arrives at their clinical site before NIACC announces a delay, if the student chooses to remain in clinical during the delay, the school will review the situation for possible compensation to the student’s personal time. In the event that NIACC campus closes shortly after the students’ arrival, the students are released from clinical obligations. School will review circumstances for possible compensation to student’s PTO bank.

No morning labs will be held if NIACC delays due to weather; class will start at NIACC’s stated time.

**Inclement Weather – tardies:**

No tardies due to weather will be assessed on bad weather days (ex: extreme fog, excessive flooding, snowstorms) The School will allow up to 20 minute leeway for students arriving late for clinical on bad weather days (the student will not have to make up time). The School reserves the right to deny use of this leeway if there is questionable abuse of this policy. For students arriving late, any clinical time missed over 20 minutes may be made up (may be done on that day if there is adequate supervision) or personal time will be deducted in hour increments. Students opting not to come in due to bad weather will need to use PTO or make up the full amount of hours scheduled. Make up time due to inclement weather needs to be made up prior to the end of the term in which it occurs.

**Inclement Weather – switching clinical sites:**

To keep rotations equitable, even during bad weather students may not switch clinical sites. Switching sites could create unfairness to others and create confusion with various calls to various sites. Students are reminded they can use their PTO or make up the missed time.

**Inclement weather – sites closing:**

In the event a student is scheduled at a clinic or hospital that either closes or reduces to minimum staffing during bad weather, that student will not be responsible for making up the missed hours as this situation is out of the student’s control.

**Leave of Absence:** A leave of absence, up to a maximum 20 days (clinical and/or class days), may be granted for serious health conditions, family medical needs (spouse, parents, children), military duty, jury duty (see jury duty section for specifics), and pregnancy. Students requesting a leave of absence must do so in writing from the Program Director. This may not be requested more than twice during the program. Due to the intensive nature of the material and orientation activities during the first 30 calendar days of the program, a leave of absence during this time will not be allowed.

PTO will not be charged for any portion of a leave of absence. At the end of the term, if the student still has remaining PTO, they may apply it towards any leave of absence make-up time. If needed, reasonable clinical requirement accommodations will be assessed on a case-by-case basis.

Extended absences, beyond what is stated above, will be assessed on a case-by-case basis by the Faculty as to the status of the student. Students who are no longer able to continue in the program
and are in good standing at the time of withdrawal will be given priority consideration for re-admittance, but must re-apply and interview.

Students anticipating a leave due to health conditions must submit an excuse from their physician before the leave is taken. Information to be included in the excuse will include the following:

1. Amount of time needed
2. If illness is continuous or intermittent
3. Clinical activities that the student cannot participate in, e.g. lifting
4. If the condition is chronic: if present now, the time needed now, or the expected frequency of the episodes that may occur in the future

If the leave is due to family medical needs, the excuse must contain all of the above with exception of #3.

Students missing class time may be allowed to use e-mail or other sources provided by the instructors to keep up with didactic work.

Clinical time missed due to leave of absence can be made up either:

1. After the leave of absence:
   Students may start making up hours after the leave of absence by scheduling with faculty. Students may elect to do this make up in any hour increments. If the make-up time has not been completed by the next scheduled break, the student will be assigned hours during that break (not on the holiday) and subsequent scheduled breaks if needed until the make-up time has been completed. Students have up to 30 days after their scheduled graduation date to make up any remaining time.

2. Prior to the expected leave of absence:
   For any leave of absence, the school may allow make up to be done in a limited amount (up to 40 hours), during the school term of the expected leave. Availability of make up rotations will depend on several factors such as amount of time requested to make up prior, proximity to the leave, rotations that will be missed, and impact to regularly scheduled rotations of other students. If a student should happen to not take/need their leave of absence by the end of the program, any time made up in advance is forfeited; therefore, students are cautioned to use this option with discretion.

Make-Up Time policy will apply.

Pregnancy: A female student has the option of declaring her pregnancy. If she chooses to declare the pregnancy, it must be done in writing with either the Program Director or the Imaging Services Department Director. The written declaration must include the estimated date of conception so that embryo/fetal dose can be calculated. If the student does not declare the pregnancy, the student will NOT be considered pregnant. The student may un-declare the pregnancy if she chooses. This must be done in writing and will be attached to the original declaration form.

The Imaging Department will provide declared pregnancies a third monitoring device. The dose to the embryo/fetus from occupational exposure must NOT exceed 0.5 rem for the entire gestational period. The student will continue to participate in all rotations, but will not assist with brachytherapy/tandem ovoid cases in the Operating Room or Cancer Center.
The pregnant student is reminded that the embryo/fetus is more sensitive to radiation, especially during the first trimester, and that the proper methods of protecting the embryo/fetus are the same as protecting oneself. This includes: standing completely behind the control booth wall (not near the open doorway) during radiographic exposures, using as much distance as possible and wearing a full-wrap lead apron during fluoroscopy and mobile exams. See Leave of Absence policy for details on missed time. Any time missed because of the pregnancy or delivery will be made up according to the Make-up time policy of this handbook.

**Jury Duty:** Students are responsible for returning Jury Duty forms to the Courts. Students may ask the school to write a letter supporting your request for a delay until after the program as to not affect the students standing within the program. If the courts deny the request or the student fails to have the school write the request, the student may choose to use personal time or request a leave of absence.

Jury selection process – If hours are minimal, students may choose to provide documentation of their time, so that no deductions are made for class absences and they can either make up missed clinical time by the end of the term in which it occurs or use personal time. If the hours become extensive, the student may request a Leave of Absence retroactively.

**Injury During Clinical Time:** Students are not covered by Workers Compensation or MercyOne medical insurance. Students seen in the Emergency Department or by any physician are responsible for any cost their insurance carrier does not cover. Any time missed may be made up or PTO may be used.

**Clinical Make-up Time:** Only allowed in cases of Leave of Absence, Jury Duty/Selection Process, Inclement Weather, Suspension, going over allotted personal time per term or if a student misses time due to an injury sustained during clinical time. Make-up time is allowed when it does not affect regularly scheduled rotations of other students. Students must first check clinical schedule & tech schedule for 1:1 availability; if on weekends – the weekend student has 1st option of hours if only 1 tech is available; during the week – students with optional rotation have 1st option of available hours. If 1:1 availability – student electing to make-up time adds their hours to the control room clinical schedule and informs faculty. Students will sign a clinical make up form acknowledging their voluntary request & that all school policies are in effect during make-up time. In addition, it may also be done in an equitable rotation if it does not affect the completion of clinical assignments/objectives. Equitability in rotations is based on the primary scope of experiences; example: MercyOne Dx 8-430 is primarily a diagnostic x-ray rotation; therefore sites that are primarily diagnostic rotations can be used for make up hours. Acceptable requests for make up include hours: before/after scheduled clinical or class day, on weekends, during scheduled days off, or during scheduled breaks. Make-up hours CANNOT include holidays, or after 10 PM or before 6 AM. While students are choosing when the make-up hours occur, for student and patient safety reasons, the student's total time spent in clinical cannot exceed twelve hours in one day.

Students who miss non-diagnostic x-ray rotations that are not operating during evenings or weekends will be rescheduled out of future diagnostic x-ray rotations to complete the missed objectives. They will then make up the missed diagnostic x-ray rotation, unless they have previously chosen to use personal time.
Suspension – to continue in the program, the student must make up the time prior to the next term. This excessive time should be made up as soon as possible after the occurrence to minimize clinical rotation conflicts. This suspension make-up time cannot be broken down into smaller time increments than the originally scheduled rotations that were missed.

During certain times of the program, students are already scheduled for 40 hours/week. Students may make up time during these instances; a waiver statement is provided on the Clinical Make-Up form for students to sign that they are volunteering to put in more than 40 hours/week.

**Job or School Interview Time Off:** has been allocated into the total PTO for the last two terms.

**Compassionate Leave:** Students will be given time off (School faculty must be notified in advance) without having to use personal time if a funeral bulletin is provided, for the following:
- 5 days for death of spouse, fiancé, sibling, child or parent (immediate family)
- 2 days for death of a parent in-law or grandparent
- 1 day for death of a great grandparent

The student must use PTO for any time that exceeds this allotted amount.

**Disciplinary Action:** Students are expected to observe all rules, policies, procedures, guidelines, practices and standards of performance. Failure to adhere to these expectations will be grounds for disciplinary action including, but not limited to: warning, warning with clinical grade reduction, suspension, EAP (Employee Assistance Program) referral, or dismissal. The School retains the right to skip any or all of the steps of disciplinary action and proceed to dismissal as deemed appropriate. The Imaging Department Director, Administration, Human Resources and/or NIACC may be consulted in this case.

If a student has been given 4 verbal reminders of a combination of different policies or appropriate behaviors, a written warning will be issued. Each additional reminder will constitute a written warning with grade reduction (3%) and possible suspension/performance plan depending on severity.

If student must be reminded of the same infraction more than once, their grade will be reduced 3%. If this violation puts them on probation it will be a reduction of 5%. Continued violations are considered insubordination and subject to suspension/probation/dismissal.

If in any term, a student is put on probation for 1 major violation, their overall clinical grade will be reduced by 5%.

**Probation/Performance Plan:** Probationary status is a warning to students that their status in the program is in jeopardy. The student will be notified in writing of the probationary status by faculty.

Probation requires the student to meet with faculty to identify and discuss the reason for probation, formulate a performance plan (if applicable to correct the reason for probation), and establish a timeframe in which improvement is expected. These actions must be taken prior to the student being allowed to progress in the program. Subsequent meetings as outlined in the performance plan will reflect student progress in correcting the identified problem. Failure to demonstrate implementation of a plan and correction of identified problem areas within the established time frame may result in disciplinary action up to and including dismissal from the program.
Continuation of probation after the initial time frame may occur if good effort has been demonstrated, but without resolution of the problem. Probationary status may carry over to the next term, but must be resolved by the end of that next term in order for the student to remain in the program.

Students may be dismissed from the program if placed on probation twice for any reason at any time during the program.

Listed are some of the reasons why a student may be placed on probation/disciplinary action:

a. Inconsistent / unsatisfactory clinical performance (including a pattern of failed compns)
b. Lack of preparation for clinical experience. (If this occurs the faculty reserves the right to send the student home and charge personal time accordingly)
c. Unsafe clinical performance.
d. Exceeding the allowed absences and/or tardies per term.
e. Lack of Professionalism at any clinical site during the course of training, School or Hospital-sponsored functions (e.g. seminars, educational meetings, graduation) or any other school related function. Some examples may include:
   1. Failure to cooperate and comply with program policies.
   2. Use of profane and vulgar language.
   3. Use of mood-altering chemicals.
   4. Failure to demonstrate maturity, self-control and courtesy.
   5. Failure to respond to feedback with openness, personal consideration and appropriate/recommended change(s).
   6. Failure to abide by MercyOne’s Guiding Behaviors and the ARRT’s Code of Ethics.
   7. Dishonesty.
f. Failure to maintain acceptable academic standards according to policy.
g. Lack of confidentiality.
h. Arrest or conviction related to the roles/responsibilities of the career/schooling.
i. Insubordination
j. Failing to abide by MercyOne Tobacco Free Environment policy.

While several reasons are listed, this list may not include every situation. The School reserves the right to make decisions according to the severity of any other infraction. Depending on the severity or number of occurrences of the above, the School retains the rights to skip any or all of the steps of probation/performance planning and proceed to dismissal. The Imaging Department Director, Administration, Human Resources and/or NIACC may be consulted in this case.

**Dismissal from the School:** There are behaviors that warrant immediate dismissal. These behaviors include:

- Stealing from the hospital or any person working or visiting, or a patient at the hospital
- Cheating on an academic or clinical exam (i.e., falsifying or destroying clinical forms)
- Possession of drugs other than legally prescribed or over the counter
  (All medications must be in their original container)
- Possession of alcohol on hospital property
- Possession of weapons on hospital property
- Perpetrating bodily harm or threats of bodily harm to anyone during educational time or while on MercyOne property
- Extreme Insufficiency or an antagonistic disposition or any other undesirable trait, making them unsuitable for the field of Medical Imaging.
While these reasons are listed, they may not include every situation - the School reserves the right to make decisions according to the severity of any other infraction. The Imaging Department Director, Administration, Human Resources and/or NIACC may be consulted in this case.

Voluntary Withdrawal from the School: The school asks that a student put the withdrawal in writing for Program Director or sign a withdrawal form provided by the School. The Program Director will attempt to contact the student about the withdrawal reasons in an effort to improve future attrition rates. If the student does not provide a written withdrawal, no tuition refund will be issued.

Program Re-entry: For students voluntarily withdrawing or dismissed from the program there is no automatic re-entry. Students seeking readmission into the program must complete the entire application process; past files will be reviewed as part of the application. Acceptance will be on a space-available and case-by-case basis. To ensure patient safety and continuity of the educational process, re-entry placement will rest with the discretion of the faculty. Factors to be considered in re-entry placement include: length of time from leaving the program to re-entry, course and clinical availability, reason for withdrawing or dismissal. If greater than one year has occurred from the time of leaving the program, placement may be at the beginning of the program. When appropriate, placement may be determined through avenues such as required course auditing, didactic exams, and test-out performance assessments.

Fair Treatment: The student should make every effort to resolve complaints with the party involved before using this policy. Objectives of the Fair Treatment Policy include:

1. To outline an informal and a formal mechanism to handle student complaints
2. To resolve student complaints in a sound and fair manner, investigating and considering all relevant facts
3. To ensure consistency in the application of the policies of the School
4. To promote student rights and morale by resolving complaints, misunderstandings, or conflicts in a timely and just manner

Either Informal or Formal Fair treatment procedures are to be used for resolution of school related problems when initial attempts to solve the problem are unsuccessful. The Informal Fair Treatment procedures and discussions are to be oral with no written statements being prepared. The Formal Fair Treatment Procedure requires the submission of a written statement. A written response is then provided.

Step 1: Student communicates complaint, within 30 days of the incident, to Program Director.
Step 2: If the student is not satisfied with the response of the previous communication, the student communicates complaint to the Director of Imaging Services.
Step 3: If the student is not satisfied with the response of the previous communication, student communicates complaint to the Senior Vice President in charge of the Imaging Department and makes an appointment to meet with the Senior Vice President.
Step 4: If the student is not satisfied with the response of the previous communication, the student communicates the complaint to the President/CEO of MercyOne and makes an appointment to meet with the President/CEO of MercyOne. The decision of the President will be considered final and binding.
The Human Resources Department is available to assist either the student or the School faculty or anyone involved in this process.

Documentation relating to fair treatment will be maintained in the student’s file until graduation. The student may be assured that the use of this policy will not affect their treatment or grades in any way. Behavior that is objectionable or considered sexual harassment will be assessed using the hospital’s Administrative Policy concerning these topics.

The Advisory Board will be kept informed of the status of the complaint and the outcome of the fair treatment inquiry.

**Transfer Policy:** The School does not routinely accept transfer students, advance placement or part-time students. However, if the request is due to a closure of a program, each request will be evaluated for possible acceptance based on our clinical capacity and/or sequencing with academic curriculum.

**Disabilities:** The School and/or HR will review reasonable accommodations for those persons disclosing disabilities to the School.

**Records:** Those maintained by the School after graduation:
- Grade transcripts
- Radiation dosimeter report (found in Imaging Director's office)
- Authorization for release of information
- Competencies completed
- Attendance records

The student has the right to inspect his/her records. This also includes any graduate of the School. Original records may NOT be removed from the School.

Transcripts & Gradebook are electronic documents on MercyOne's computer system and only accessible to faculty. At the completion of the program a paper copy of the transcript is also kept in the student’s file in the locked Faculty office. Most clinical documents are maintained electronically on Trajecsys Online system and accessible by student username / password as well as accessible to program faculty. Upon graduation, a summary of the clinical competencies is also saved on MercyOne's computer system; on a drive accessible only to School Faculty.

The following entities have the right to inspect student records without student consent.
1. National and state accrediting/approving agencies
2. Veterans Affairs
3. Auditors if the School is involved in Title IV funds

An agreement with NIACC (North Iowa Area Community College) allows our students, who complete the necessary general education credits through NIACC, to obtain an AAS degree in Radiologic Technology. All students should be aware that this agreement allows the x-ray program and NIACC to share records as necessary for the administration of the program. This includes transcripts from each of the institutions. By signing the handbook acknowledgement page, you are agreeing to our exchange of information.
If students have questions about the records policy, they may contact:

U.S. Department of Education
400 Maryland Ave. SW
Washington, DC  20202

Confidentiality of Records: All records are confidential. Student records are kept in a secure place. The persons authorized to review records are School faculty, and others as identified above. A student or graduate may authorize the release of transcripts by signing the appropriate form.

Communication: Communication with the student is maintained through the following channels:

1. Advisory Committee meetings, a first and second-year student are included on this committee
2. Faculty advises students of pertinent information from the Imaging Services Department meetings. Students may occasionally be requested to attend.
3. Information bulletins/Process Change Alerts posted in classroom and control room
4. Information sent in emails via the hospital’s system and/or Trajecsys announcements
5. Daily classroom huddles; daily MercyOne Diagnostic Department clinical huddles
6. Quarterly reviews

In addition, the faculty maintains an open door policy. Students are encouraged to talk with the faculty for advisement whenever they feel the need to discuss classes, clinical or personal issues that they feel impact their performance in the School. All confidences shared by the student will be kept confidential. The only exception would be if the faculty felt that the student was a threat to themselves or to others.

Liability Insurance: While acting within the scope of typical duties as students, students are eligible for available coverage in the event of a lawsuit, on Trinity Health’s Hospital Professional Liability and General Liability program. (Verified by M. Nash 8-3-10)

Incident Reports - VOICE (Voice Organization Incidents Concerns Events): These reports are filed for any injury, unusual occurrence, or near miss that may have had a detrimental effect to the patient/family member that the student witnesses at MercyOne sites. If event occurs at other clinical sites, student checks with the clinical supervisor as to acceptable reporting mechanism. VOICE reports are used to improve processes and eliminate errors, NOT to penalize. This can be an anonymous report.

VOICE reports are also to be filed when the student incurs any injury while performing their duties at any clinical site or in the classroom. This report is to be filed as soon as possible within 24 hours of the injury. If it is a blood or body fluid exposure, it is reported immediately and the student should be seen in Employee Health (or the ED if after-hours). The student will participate in an injury investigation ("swarm") to help identify process changes that improve safety measures for all. Students are not covered under Worker’s Compensation Laws. It is in the student’s best interest to ensure they have health insurance coverage to help offset necessary treatments/follow up care.

Graduation Requirements: The following requirements must be met prior to the student receiving a signed certificate of completion from the School.

Successful completion of:

1. All academic and clinical courses
2. All clinical competency requirements, including terminal comps in the final term.
3. Minimum Associate Degree; including a Medical Terminology, A&P I & II courses.
4. All requirements of any disciplinary actions/probations/performance plans
5. Payment in full of tuition and fees

Program Evaluation: To ensure that the student receives the best education possible, faculty uses several methods throughout and after the program to gather ideas, suggestions, and remedy complaints. These methods include (but not limited to): learning experience evaluations, daily huddles, course/instructor evaluations, clinical site/liaison evaluations, quarterly meetings, graduate and employer surveys.

The school also uses an assessment plan to evaluate student learning. As data is collected, faculty reviews, monitors for trends, and identifies factors that may have impacted the scores. The goals, outcomes, and benchmarks on the assessment plan itself are annually evaluated and updated. In addition to student learning, the assessment plan also monitors program effectiveness items: ARRT certification pass rate, job placement within 12 months of graduation, graduate and employer satisfaction, and program completion rate.

The School faculty meets yearly to evaluate the curriculum and policies. The Advisory Committee is also involved with discussions on significant changes impacting the program.

Program Closure: Should the Medical Center decide to close the School, every effort will be made to complete the program for the students that are currently enrolled. If completion is impossible, the student will be furnished with a list of all other programs available in the state of Iowa.

Loss of Faculty: To ensure minimal disruption to student progression in the program, the remaining faculty will assume the workload until further accommodations can be made.

Computer Availability/Access: Students are issued MercyOne computer sign-ons as well as a hospital email account. All computer (internet/email) activity can be monitored and disciplinary action taken for unprofessional use; browsing of the Internet should be reserved for breaks. Students have access to computers/email/internet in all of the clinical environments. Additionally students can use computers in MercyOne’s Radiology break room, hospital break room, Medical Library, and the X-ray classroom. Students are expected to check emails daily when at clinical/school. Time sensitive information will also be copied to your personal email. MercyOne has a Facebook page that students are welcome to join.

Radnet (Radiology Information System) and PACS (digital image system): Students need tech supervision when canceling an exam (Radnet) and should be done under the tech's log on (liability issue). Techs will verify exams in PACS, students may only do so if requested by the tech and also need direct supervision. The verify function is only available under the tech's log on. Students should not leave up their Radnet/PACS screens. Students have limited access in Powerchart (patient's medical record) so can only assist with certain functions when tech observes it happening under tech log on.

Tobacco Use: The use of tobacco products on MercyOne properties is prohibited. The use of tobacco products is not allowed from the beginning to end of the shift regardless of the location (ex:
being out or home for lunch). Students must not have the smell of tobacco on clothing, body or breath during school hours. Individuals in violation of this policy are subject to disciplinary action up to and including immediate removal from MercyOne property and/or dismissal from school.

**Gum Use:** Chewing gum is permitted if done discretely, but is not recommended in the presence of a patient.

**Community Service:** Students will participate in cleaning ditches along Eisenhower Avenue (outside of West Campus) once during each spring and fall term. These will typically be held on a class day. If a student is unable to participate with their class, they will be required to show proof of two hours of service at the Community Kitchen prior to the end of the term. Community Kitchen is in operation Mon - Sat 9 am – 1:30 pm. Student is responsible for calling (424-2316) and setting up their time and bringing back documentation of their service.

**Parking:** Students will follow MercyOne parking regulations. The hospital issues citations for failure to follow this policy; including potential towing at the owner's expense.

**Library:** The medical center library is located on 3rd floor of the Cancer Center and is available to students for study purposes, computer/printing access, or for reference material. Students can either perform their own searches via the medical library site on the MercyOne intranet or submit a request for the library staff at Mount Carmel to perform literature searches.

The library is available 24 hours a day. If outside the hours of 8-4:30, contact Security. (Will need to show your MercyOne ID badge)

The offices of School faculty also have textbooks that the student may use with permission.

**Counseling Services:** Students may access EAP (Employee Assistance Program) by calling 1-800-437-0911 or email clientservice@carebridge.com. Up to six sessions are provided at no charge. Students may attend during clinical without using PTO as long as the counselor provides faculty proof of attendance (note or email). You can also visit [http://www.myliferesource.com](http://www.myliferesource.com) to find expert articles, resources and unique tools for addressing a large scope of work-life issues. Our website access code is BKKR5.

**Immunizations/Physical/Background Check:** Pre-enrollment physical including drug screening, TB skin test, and CRT strength evaluation is provided at a MercyOne approved facility at no cost to the student. Employee Health will review immunizations; Hepatitis B, pertussis booster, and yearly influenza will be offered at no charge. Students pay a small fee for background check approximately 30 days prior to starting the program (see expense page of the school website).

**Last Add Date for Alternate:** In the event a spot comes available, the Friday prior to hospital orientation (currently held each Monday) would be the latest alternates would be contacted. The decision to add an alternate includes the following factors:

1) Alternate's available date
2) If already a MercyOne employee with completed drug screen, background check, CRT, and hospital orientation
**Student Advisement:** Formative feedback on clinical progress will be given via technologist’s comments on the student weekly evaluations and through periodic audits done by faculty. Summative feedback on clinical & academics will be given during quarterly session with the program director and as needed throughout the term by faculty. The student will also do a self-assessment for the quarterly session.

**Tuition:** Tuition is subject to change; please refer to program web site for current costs: [www.mercyone.org/northiowa/xrayschool](http://www.mercyone.org/northiowa/xrayschool). A non-refundable deposit is due upon acceptance into the program; this will be deducted from the first tuition payment. If the student does not enroll in August the deposit is forfeited.

Tuition is due three times per year – at the beginning of each term. Activity fee is due twice per year at the beginning of fall and spring terms. Activity fund covers costs of Trajecsys clinical records, printing of handouts, Pizza on 1st day, off-site Student Seminar conference & hotel fees; any remaining activity funds are applied to general expenses of the school.

If a student needs other payment options – arrangements can be requested with the Program Director. Non-payment of tuition/fees may be grounds for dismissal.

Other miscellaneous costs during the program include: replacement name badge (paid to HR) – approximately $20-25, cost of lead marker replacement ($12-25, purchased online by student via vendor of choice -- must include your initials)

Additional fees nearing graduation:
National Registry exam $200 -fee paid directly to ARRT
Iowa Permit to Practice $60 – fee paid directly to Iowa Department of Public Health (IDPH)

**Tuition Refund:** A refund will be mailed to students who have paid their tuition in full by the due date and are dismissed or voluntarily withdraw as follows: 1-2 weeks after the listed tuition due dates - 75%, 3 weeks after the listed tuition due dates - 50%, 4 weeks after the listed tuition due dates - 25%. No refunds will be given after these dates. If the student does not provide a written withdrawal, no tuition refund will be issued.

**Financial Aid:** The School does NOT participate in the federally funded financial aid program. We do NOT offer financial aid of any kind but can accept scholarships. For the NIACC general education courses – check with NIACC financial aid office for information.

**Loans:** CENT Credit Union in Mason City has offered low-interest rate loans to students in the past. Students must inquire with the credit union (641-424-2368; ask for Jacob or email jacob@centcu.org) for current availability and terms. CENT will send tuition payments directly to the School.

**Scholarships:** There are two scholarships given out to first year students during the graduation ceremony. One is from the Radiologists of North Iowa and is based on clinical achievement. The second is given by MercyOne and is based on scholastic achievement. Both scholarships currently are remission of $1000 of the total tuition and/or expenses (both subject to change).
In the past, MercyOne Ambassador’s has offered scholarships each fall - applications are sent via email to Program Director. There may be other scholarships available through the MercyOne Foundation, check their website http://www.mercyone.org

The ISRT (Iowa Society of Radiologic Technologists) also offers a scholarship to student members – awarded during their spring meeting. Information will be provided by the Program Director when it comes available in early December.

**Housing:** Students are responsible for their own housing. The school does not have dormitories or any special housing available. NIACC may have dorm space available, please check with the School for information.

**Student Services at NIACC:** X-ray students pursuing the AAS Rad Tech degree through our partnership with NIACC have a unique opportunity for additional services provided on the NIACC campus:

**NIACC Recreation Center:** located just east of the Muse-Norris Conference Center. Web site: http://www.niacc.edu/virtualtour/recreationcenter.html Students must sign in upon arrival.

**NIACC Library:** located in the Beem Center and library orientation is offered in several ways. Students have the option of attending a library orientation at the beginning of a semester or they may choose to view an online video on the Library Web page. Orientation is a general overview of the library, including a Power Point presentation, a “virtual tour” of the library, and demonstration of the online catalog and some of the electronic resources available at the NIACC Library.

**NIACC’s Student Learning Center:** located on the first floor of Beem Center and offers a wide variety of opportunities to help with academic success and retention. Examples of services offered are: peer or instructor tutoring, study skills, math and writing skills, reading strategies, time management skills, and test analysis. Appointments can be scheduled or are available on a walk-in basis. Students can choose to receive individual assistance or to work in small groups.

**NIACC’s Student Access Center:** located in the Pierce Administration Building, room 106, has three primary components: academic placement and support which includes: supplemental instruction, student engagement and intervention.

**NIACC’s Career and Internship Center:** located in the Pierce Administration Building, room 106A. Students, alumni, and businesses have access to a wide variety of services at this Career Center. Services offered include career assessment, job search assistance, resume and job seeking tools, internships, employer services, and an annual on-campus Job and Internship Fair. Students and alumni have the option for individualized assistance with job seeking skills. A new and free, online webinar is available on their website to help students and recent graduates prepare for entry into the workplace.

**NIACC’s Financial Aid office:** located in the Pierce Administration Building room 102, provides financial assistance in the form of grants, scholarships, loans, and work study opportunities, to assist students in meeting educational expenses. A variety of programs are available at the federal, state, and local levels. Most assistance opportunities require that the student demonstrate financial need. The NIACC Financial Aid Office helps students complete the Free Application for Federal Student Aid (FAFSA), answer eligibility questions, assist in scholarship applications, and process loan requests.
Counseling and Academic Advising for General Education course(s): The Counseling/Advising Center within Student Services provides a variety of important services to NIACC students at no charge. The Counseling/Advising Center is located in the Pierce Administration Building, Room 104. All NIACC counselors have at least a master’s degree with counseling experience. A counselor is available from 8:00 a.m. to 4:30 p.m. Monday through Friday. Appointments are preferred, but walk-ins are welcomed on a first-come, first-served basis. Counseling is also available via email. Specific counseling services available are as follows:

1. **Academic and Transfer Advising**: Health Division Counselors assist students to select appropriate courses for the program of study.
2. **Career Counseling**: Students can make an appointment for individual assistance and career assessment. NIACC also offers on-campus career choice workshops.
3. **Special Needs**: Counselors will assist students to become self-advocates. The counselor works with students, administration, faculty, and support staff to ensure the student receives full benefits of the College services as well as reasonable accommodations for any student requiring special services.
4. **Student Support Services**: This federally funded grant project provides services to assist with student retention. This project offers counseling, tutoring, career exploration, transfer assistance, cultural awareness, and a college survival skills course to eligible students. Students must meet eligibility requirements to participate with this project.
5. **Substance Abuse Prevention and Referral**: Students needing help in dealing with substance abuse issues are encouraged to seek assistance from the college’s professional counselors. Referrals to community resources are initiated, if needed.

**JRCERT Standards**: The standards as set forth by the JRCERT (Joint Review Committee on Education in Radiologic Technology) may be accessed by the students at [www.jrcert.org](http://www.jrcert.org). The latest standards went into effect January 1, 2014 (next update expected in 2021). This website also lists all accredited x-ray programs’ effectiveness data (ex: ARRT pass rate, program completion rate). Our data can also be viewed on our website – [www.mercyone.org/northiowa/xrayschool](http://www.mercyone.org/northiowa/xrayschool)

Students who have reason to believe the School is not following JRCERT standards, or conditions exist that are jeopardizing the general welfare of students and/or quality of instruction must first attempt to resolve the complaint directly with institution/program officials by following the fair treatment procedure. If complaint is not resolved or the concerns have not been properly addressed, he or she may then submit allegations of non-compliance directly to the JRCERT.

JRCERT
20 N. Wacker Drive Suite 2850
Chicago, IL 60606-3182
Phone: 312-704-5300

**Clinical Rotations**: All students will rotate through the Imaging Departments of MercyOne East Campus, Forest Park, Hansen Family Hospital in Iowa Falls, Mitchell County Regional Heath Center in Osage, MercyOne Family Clinic-Forest City, MercyOne Family Clinic-Clear Lake, MercyOne Family Clinic – Regency and Hancock County Health System in Britt. School faculty provides the rotation schedules approximately six weeks in advance. Schedules are made in accordance to the JRCERT standard, maintaining a tech to student ratio of 1:1. Only in unforeseen situations (e.g. a room is down or a tech calls in sick), the student may be reassigned or paired with another team. For exams
that are rare in nature, it is permissible to the JRCERT standards for more than one student to participate/observe.

Students are responsible for their own transportation to the sites.

These various rotations allow students to experience/participate in how other departments operate, different persons interact, and the different technologies/equipment used.

The School has arrangements with most sites should the student have the need to stay overnight due to weather or distance from home. Please check with faculty or the site prior to the rotation.

Before students rotate to a site that has MRI, they will receive information on magnet safety (in first weeks of program) and be screened for safety concerns including foreign body in the eyes, pacemakers, and other contra-indicated devices (in first weeks of program). Students with past eye injuries that may have resulted in remaining metallic fragments will have foreign body orbit images cleared by a Radiologist at no charge to the student. After initial screening, if a student incurs metal injury to the eye or has devices implanted, they will need contact faculty to be reevaluated prior to entering a magnet room. MRI is available at Britt, Osage and Iowa Falls hospitals.

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 (JRCERT statement 2016).

**Clinical Dress Code:** If any clinical site deems your appearance in any way to be offensive or potentially offensive to their patient populations, they have the right to refuse your participation at their clinical site. If this occurs you will not be able to fulfill the objectives for that site and our program and therefore unable to continue in the program. Some things that could be deemed offensive would be visible tattoos, body piercings, body odor, perfume/cologne, hair and fingernail coloring. While several reasons are listed, this list may not include every situation and the School reserves the right to address other situations as necessary.

All students are required to wear solid Caribbean Blue scrubs top (no additional coloring in the top is permissible) and black scrub pants. Exception: Students may participate at MercyOne East Campus designated events (Football Fridays, Holidays) and wear team Radiology T-shirts once/month on designated Hospital days.

School ID embroidery must be present on all uniform tops. If a student chooses to purchase a lab coat, it must be Caribbean Blue and include school ID embroidery. Per infection control: fleece, sweatshirts, or vests (including hooded or zippered) will not be allowed. School will pay for embroidery of 3 tops, given the student drops them off for group processing by early August of the program start. Students may have additional tops embroidered at their expense.

Uniforms must be professional in appearance, including clean and wrinkle free. Garments must cover cleavage and chest hair and skin at waist level during normal working activities. This may require the
student to wear an under shirt. Undershirts may be either solid white, Caribbean blue or black. Undershirts may be long-sleeved, but if the student is in a rotation where surgery scrubs are worn, a surgery lab coat will be worn to cover the arms. Pants will not drag on the floor, nor shall they reveal any undergarments.

If a pregnant student does not want to purchase maternity scrub tops, she will be allowed to wear a t-shirt (Long or short sleeve) consistent with the recommended colors for layers (i.e. black, white, or the same color as the scrubs). It is preferred that she would also wear a scrub jacket that matches the designated scrub color to ensure the consistent/uniformed look.

Shoes types may be athletic, nursing or clog (crocs). Shoes must cover front, sides and at least half of the top of the foot. Open heels must have heel straps for safety. Inappropriate footwear includes: open toed shoes, shoes with holes on top, sides, or around the front of the foot. To minimize risk of exposure to hazards and the occurrence of injury, shoes must be resistant to absorption of blood borne pathogen fluids (minimal mesh) and durable to protect from falling sharp objects. Socks are to be worn at all times in the clinical area, bare legs are not allowed. Shoes are to be kept clean and in good condition, therefore should be used for hospital wear only.

Hospital provided surgical scrubs are to be worn ONLY when scheduled for surgery or IR rotations. These uniforms are to remain within the hospital premises (clean and soiled) and are not taken out of the building or worn to/from home (the only exception is when a personal uniform has been contaminated by blood or body fluid during clinical). The contaminated uniform should be placed in a bag labeled with student name and phone number and sent to Textile Services for laundering.

Nametags (badges) are a required part of the uniform and must be visible above the waist. If there is a reason for not wearing the name badge, you will be informed, i.e., MRI. Students without their name badge are not allowed to participate in clinical. Temporary badges may be obtained from Department Director, or the student may leave to get theirs but will be charged personal time. Nametags must be clear of any stickers, pins or other accessories attached to them. Lanyards are not permissible in direct patient care rotations. If badge is lost, replacement badges are purchased by the student.

Students may not wear any jewelry that will interfere with patient care. Earrings must not cause a safety hazard (ex. large hoops, gauges, bars and long earrings) Piercings are limited to the ears. If other body piercings cannot be changed to a less visible clear plastic, they may need to be covered. Necklaces, if worn, must be breakaway. For infection control purposes, the student may wear no more than one ring per hand. A wedding ring and engagement ring are considered one ring for this policy.

Due to the possibility of infection, per MercyOne Policy – colleagues or students providing direct patient care:
- Cannot wear artificial fingernails or enhancements such as acrylic, extenders, resin bonding products, UV-cured gels or overlays that cannot be removed easily with fingernail polish. Color Street nail strips are permissible.
- Keep nails short, recommended less than ¼ inch long.
- If worn, nail polish is without chips or cracks.

Makeup, if used, should be applied in moderation.
No perfume, cologne or scented body lotions, sprays or powders are allowed, as patients are often very sensitive to odors. Out of respect for our patients and co-workers, personal hygiene should never be neglected. This would include body odor, foot odor, bad breath or odor from tobacco.

Hair must be kept groomed, clean and dry. If hair is long enough that it falls into the student’s face, it is recommended that it be kept pulled back for both patient and student hygiene reasons. Extreme hair colors are discouraged (i.e., pink, blue, green), and students may be asked to alter the color. Facial hair must be groomed and clean.

Visible tattoos may be required to be covered depending on the nature and location on the body.

**Radiation Protection:** During fluoroscopy students must wear lead aprons; full wraps (front and back side covered) are encouraged. If wearing two-piece aprons, both top and bottom must be worn. If half wraps (front-covered only) are worn, the student is reminded that if their back is turned towards the radiation they are not protected. Thyroid collars are available and optional for student use. During mobile examinations, in addition to using distance, students must be protected by lead aprons.

The school follows MercyOne policies regarding Radiation Monitoring of Personnel. Anywhere “employees/associates” are referenced in the policies also pertains to students. Students may access these policies at any time via the MercyOne Intranet PolicyStat tab. Key items from these policies:

- Activating the Rotor - only when staff are out of room or behind a barrier; unless explicit and clear instruction to do so. May refuse to perform an exam until proper shielding is worn.

Per IDPH code 41.1(3)"a"(5)"2" only staff required for the medical procedure shall be in the room during the radiographic exposure. The x-ray operator, other staff, ancillary personnel, and other persons required for the medical procedure shall be protected from the scattered primary radiation by protective aprons or whole body protective barriers of not less than 0.25 mm Pb equivalent. (#903-4)

In larger areas (ex: PACU) provide notice to the surrounding personnel of an impending exposure and provide time for them to leave the area, step behind staff wearing Pb or use a distance of greater than 12 feet.

During O-arm cases, tech will stand directly in line with the O-arm (behind the control panel). If you can see light spinning on the O-arm, the risk of receiving scatter radiation is increased. If you must remain in the room, a distance of 13 feet or greater from the O-arm is recommended.

Radiation dosimeters (badges) are to be worn while in any clinical setting where ionizing radiation is present. The badge labeled ‘collar’ is to be worn at the neck area outside the apron. The second badge labeled ‘whole body (chest)’ will be worn at the waist level under the apron. Never switch the location of the badges. Students not wearing their radiation dosimeters will be sent home to get them and will be charged for time used in hour increments. Badges will be replaced monthly. Badge reports are sent to the Imaging Director (co-chair Radiation Safety Officer) for review, who then posts in the diagnostic control room (these do not contain SS# or birth dates). Students will be notified by the RSO if their readings exceed the stated level in MercyOne policies; additional paperwork may be required for further investigation. Past dosimeter reports are kept indefinitely in the Imaging Services Director’s office.
Students practicing exams in energized rooms must have indirect supervision of a qualified radiographer who is readily available. The x-ray room at west campus is not energized, so students may practice without supervision. Check with faculty, as room is normally locked.

**Holding Patients:** Students are not allowed to remain in the radiographic room or hold a patient/image receptor during a radiographic exposure. Exception: fluoroscopic examinations when the student is present in the room, wearing a lead apron, and helping hold/turn patients who need assistance.

**Identification of Patients:** Patient identification is a critical function of the healthcare professional. MercyOne Imaging Services follows Joint Commission regulations, using two patient identifiers prior to performing any exam (patient room number cannot be used as an identification source). Staff and students will ask the patient to state their name and birth date and view the patient ID band (Imaging Services policy). This should coincide with the Hospital face sheet or Radnet Label of the exam being performed. If a name band is found to have incorrect information, refer to the technologist in charge or the hospital policy for further guidance.

**Confidentiality of Patient Information:** Patient privacy is not only critical - it is mandated by law (HIPAA – Health Insurance Portability and Accountability Act). Information about the patient may only be shared with those who need to know in order to properly care for the patient. This topic will be covered in Hospital Orientation. Information relating to HIPAA can be referenced on the hospital intranet. For further clarification, the MercyOne Integrity Officer is a resource. Disciplinary actions will be commensurate with the degree of seriousness and/or circumstances surrounding any student violation, and may include but are not limited to probation or dismissal from the school.

As a student of MercyOne North Iowa, you may, in the course of your rotations, have access to patient, personnel or financial information which must at all times be held in the strictest confidence.

Our patients must feel confident that information regarding their treatment will be handled professionally. Your association with the patient and the knowledge you gain regarding the patient must not be discussed indiscriminately with other students, staff or with the public. You must assess and determine whether the person with whom you are interacting has a professional “need to know” the information.

You may also have the opportunity to view confidential information that pertains to patients or MercyOne North Iowa business. You should refrain from reading this information unless you have a professional “need to know.” If you have questions regarding the communication or viewing of what you believe to be confidential information please ask your supervisor.

Students may view medical images as part of the learning experience (e.g. analyzing radiographic images). Performing a general search of exams on PACS is permissible, but to search based on family, friends, situations in the news, etc. is not acceptable and violates that patient’s privacy. When sharing examples in clinical or the classroom to foster classmates’ learning, one is cautioned that it should never include names or specifics that would identify the patient. As part of the learning environment, you are privileged to viewing certain PHI (Protected Health Information) and are reminded it is not to be shared with anyone unless it impacts the care of the patient. No photos may ever be taken of a patient (even if it does not include their face), their medical images, or other protected health information.
It is MercyOne/Trinity Health’s policy that staff/students are not to access their own records, including Radiology images, without authorization. Proper channels must be followed to access your records, please see Imaging Records Department and/or Hospital Health Information Management Department for the proper release forms to obtain a CD.

**Standard Precautions:** must be consistently used for all patients regardless of their diagnosis or presumed infection status. All health care workers must routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when contact with blood or other potentially infectious materials of any patient is anticipated. Standard precautions apply to blood, all body fluids, secretions, and excretions except sweat, whether they contain visible blood fluids or not.

Hand washing/foam (alcohol-based hand antiseptic) must be done:
- after gloves are removed
- before and after patient contacts (foam in/foam out)
Wash hands if visibly soiled.

Gloves should be worn anytime there is a possibility of contact with any body fluids, contaminated items including clothing or shoes, non-intact skin, and mucous membranes. Inpatient and ED patients – minimum of gloves should be considered before touching patient or any patient belongings. It is important to be prepared for the unexpected with these patients who are sicker than outpatients AND for IV sites that may leak.

Masks, eye protection, face shield: use to protect mucous membranes of the eyes, nose, and mouth during procedures and patient care activities that are likely to generate splashes or sprays of blood, body fluids, secretions, and excretions. Flush accidental exposures thoroughly with water.

Masks should also be given to patients with cough and/or healthcare provider should wear.

Long-sleeve fluid repellent gowns or Other Protective Body Clothing shall be worn in potential exposure situations. The type and characteristics will depend upon the task and degree of exposure anticipated. (ex: trauma alerts/morgue cases)

Surgical caps and/or shoe covers shall be worn in instances when gross contamination can reasonably be anticipated (ex: autopsies, surgery).

Sharps: Dispose of in proper puncture-resistant container. Do not recap needles. If recapping is necessary, use 1 handed method or use a mechanical device.

Air-way masks & bag masks: Use in place of mouth-to-mouth.

The clinical sites have Personal Protective Equipment (PPE) available to students at no charge.

**Safe Lifting and Handling:** In accordance with MercyOne policy, students will use appropriate lifting/handling devices with all patients or objects exceeding 35 pounds. (National Institute for Occupational Safety and Health (NIOSH) recommended limit and Trinity directive). If at any clinical site where lifting devices are either not available or not being used, students are not allowed to participate in the lift/transfer. Students may assist in other roles that would not violate the 35 lb. limit (ex: moving the wheelchair). Students are not covered by Workers Compensation, therefore
any costs related to injury would be solely the responsibility of the student. Failure to abide by this policy may result in disciplinary action. When encountering situations where safe lifting is not possible, students need to make faculty aware of the situation and/or barriers.

A falling patient is to be assisted to the floor. Do not attempt to physically lift them. If the patient is able to raise himself/herself with the assistance of a chair, student may offer minimal assistance. If a patient cannot do this, assistive lifting devices will be used (ex: hoverjack, mechanical lift or ceiling lift). While waiting for equipment to arrive, remain with the patient, assisting them into a comfortable position (if appropriate).

In addition to the above, at MercyOne, ancillary staff communicates with the patient’s nurse (Temporary SBAR) about the mobility skills and level of assistance/type lifting device needed and reviews the safety page in PowerChart prior to transporting. At other clinical sites, students will follow staff directives on prior communication.

Clinical Downtime: Besides practicing exam simulations with classmates or techs, students should also help with department downtime activities (linen, cleaning, annual surgical Pb inventory, etc) and/or involved in School activities (quarterlies or information session presentations). When students will be gone for long periods of time, especially during the 2nd year, students should leave a contact # in case of rare exam or low-volume comp. Student should also consider leaving a list of comps to facilitate what they get calls on.

Student shouldn't leave current exam or pending exam unless:
- it is emergent in nature
- the other is a lower-volume exam
- current exam is so common the student's learning is not compromised (CXR vs. clinical quiz, labs, quarterlies, participate in committee meetings)

Due to the nature of certain School activities (ex. graded critiques/labs) students will not be called back to clinical until that activity is complete.

At our main clinical site it is typically NOT permissible to be completing homework in the control room. You MAY have note cards or review sheets in your pockets BUT need to also be aware when a patient arrives so you can put the notes away and participate. Closer to graduation, you will have access to online review questions and it is permissible to work on those as long you participate once a patient arrives.

Supervision of Students: When performing an exam, students must be directly supervised by a qualified radiographer until competency is achieved.

Direct supervision assures patient safety and proper educational practices. The JRCERT defines direct supervision as student supervision by a qualified radiographer who:
- reviews the procedure in relation to the student’s achievement,
- evaluates the condition of the patient in relation to the student’s knowledge,
- is physically present during the conduct of the procedure, and
- reviews and approves the procedure and/or image.
Qualified radiographer is defined as possessing ARRT certification and active registration in the pertinent discipline.

**Indirect supervision** is allowed once a student has achieved competency (passed a final comp). The JRCERT defines indirect supervision as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. “Immediately available” is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed (within shouting distance; excluding the use of electronic media). This availability applies to all areas where ionizing radiation equipment is in use on patients.

Additionally a technologist will approve the final images prior to the patient being released. Venipuncture and/or Lab draws will always require direct supervision, even after successful demonstration on a patient.

Staff and students are annually provided refresher information on supervision definitions and sign off in Trajecsys. If any student or radiographer becomes aware of a violation of this policy, they will immediately inform School faculty.

If a student fails to abide by the JRCERT policy listed above regarding the appropriate supervision, their clinical grade will be reduced by 3% for each offense. This will be recorded in the miscellaneous deductions category on the clinical grade worksheet.

**Repeats:** Students may NOT perform a repeat without direct supervision. It does not matter what the reason for the repeat is (i.e., motion, artifacts, etc). A ‘spot’ image to capture anatomy that was unintentionally missed on the original image is considered a repeat. A qualified practitioner must be present during the conduct of a repeat image and must approve the student’s procedure prior to re-exposure. Disciplinary action will be taken on students who repeat exams without direct supervision. The student’s final clinical grade will be reduced by 3% for each offense. This will be recorded in the miscellaneous deductions category on the clinical grade worksheet.

**Staffing Plan:** The School of Radiologic Technology of MercyOne is staffed as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Location</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Director</td>
<td>MercyOne North Iowa</td>
<td>Mindy Mutschler</td>
<td>641-428-6079</td>
</tr>
<tr>
<td>Clinical Instructor</td>
<td>MercyOne North Iowa</td>
<td>Mark Sime</td>
<td>641-428-6289</td>
</tr>
<tr>
<td>Clinical Liaison</td>
<td>MercyOne - East Campus</td>
<td>Hannah Freie</td>
<td>641-428-7595</td>
</tr>
<tr>
<td>Clinical Liaison</td>
<td>Mitchell Co. Regional Health Center</td>
<td>Gina Solberg</td>
<td>641-732-6036</td>
</tr>
<tr>
<td>Clinical Liaison</td>
<td>Hansen Family Hospital –Iowa Falls</td>
<td>Roberta Katschke</td>
<td>641-648-7027</td>
</tr>
<tr>
<td>Clinical Liaison</td>
<td>Hancock County Health System</td>
<td>Jennie Olson</td>
<td>641-843-5190</td>
</tr>
<tr>
<td>Clinical Liaison</td>
<td>MercyOne Family Clinic – Forest City</td>
<td>TBD</td>
<td>641-428-4938</td>
</tr>
<tr>
<td>Clinical Liaison</td>
<td>MercyOne Family Clinic – Clear Lake</td>
<td>Robyn Hansen</td>
<td>641-428-4833 (lab)</td>
</tr>
<tr>
<td>Clinical Liaison</td>
<td>MercyOne Family Clinic – Regency</td>
<td>Kalyn Schulze</td>
<td>641-428-6900</td>
</tr>
</tbody>
</table>

**Clinical Grade:** Calculated as follows –

**Term 1:**

- 55% - Completion of required # of practices on Mandatory/Elective Exams
- 20% - Oral critique of images with CI
- 15% - Clinical quiz scores
- 10% - Clinical evaluations
Rotation objective completion – dockage to final grade for each objective not completed

Terms 2-5:
55% - Clinical final competency scores  
20% - Oral critique of images with CI  
15% - Clinical quizzes  
10% - Clinical evaluations  
Rotation objective completion – dockage to final grade for each objective not completed

Term 6:
50% - Terminal competency scores  
20% - Clinical final competency scores  
20% - Oral critique of images with CI  
10% - Clinical evaluations  
Rotation objective completion – final grade will be incomplete until all turned in

Since students have until the last day of each term to finish turning in assigned clinical comps and documents, the school may not be able to give advanced warning to a student who ends up with a failing clinical grade. Students are responsible for ensuring they have completed the assignments successfully and turned them in on time.

See Disciplinary Action section for possible grade reductions for excessive reminders on policies and appropriate behaviors.

Customer Service: Customer experiences are a top priority at MercyOne. A portion of the first and second terms will be spent acclimating students to the level of expectations. Each of our clinical sites may have a slightly different customer service focus, initiatives and programs – students will need to remain open minded and flexible in each environment. At MercyOne the focus is on Legendary Impressions, Customer Experience guides and customer experience check-offs and audits. Final clinical grade will be docked 3% for each customer experience form that is not completed by the due date. The clinical grade will continue to be reduced by an additional 3% for each one still not completed every 5 clinical days until it is turned in.

Practice Exams: During Term 1 a portion of the grade is based upon amount of practice exams successfully documented (Practice Exams in the Forms folder):
8 = 100%  
7 = 90%  
6 = 80%  
5 = 75%
During the last week of the term, students not meeting the minimum may volunteer for extra clinical time until the minimum is reached, but not to increase beyond the minimum.

If only 4 are completed, the student will have 5 school days to successfully turn in the required 5th practice. Upon completion, the Practice Exams section of the final grade is 70%. If not completed, their total clinical grade will be reduced to 74% (failing), which results in dismissal from the program from failing a clinical course. If 3 or less are complete by end of term, this lack of achievement will constitute a failing clinical grade and the student will no longer meet the criteria to remain in the program.

Term 1 practices must include 2-view chest and 2-view abdomen (flat & upright or flat & decub).
**Competencies (Final Comps):** The ARRT requires specific clinical competencies to be demonstrated in order to be eligible for the ARRT registry examination. The School follows latest (2017) ARRT mandatory and elective competencies as the basis of our minimum requirements – a master list resides in Trajecsys. The student must prove competency in all procedures on the School’s master list. Mandatory comps (M) need to be performed on patients. The rest of the competencies are deemed electives (E). These should be performed on patients when possible. Simulations may occur according to information below under ‘Comps - Simulated’.

Students will each complete the following minimum number of passing competencies - Term 6 may be less than the stated amount if the student has worked ahead in previous terms:

<table>
<thead>
<tr>
<th>Final Comps:</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
<th>Term 5</th>
<th>Term 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory 35 / Elective 30</td>
<td>10</td>
<td>13</td>
<td>14</td>
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<tr>
<td>Total 65</td>
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</tr>
<tr>
<td>Cumulative</td>
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<td>37</td>
<td>51</td>
<td>65</td>
</tr>
<tr>
<td>Recheck</td>
<td>0</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>0</td>
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</tbody>
</table>

Students that meet the required number of comps at least one week prior to the end of the term will receive an extra hour of PTO.

Those students not completing the required number per term will receive a zero for each competency not successfully completed. If this reduces the overall clinical grade to failing status, the student will be dismissed from the program due to failing a clinical course. Otherwise, the student has an additional 5 school days to turn in the required missing competencies. After 5 days, if the comp(s) have not been completed successfully, the overall clinical grade will be reduced to 74% (failing) which results in dismissal from the program from failing a clinical course.

Prior to attempting a final comp in clinical, the student must first have classroom instruction, pass a lab on that exam, and have completed the necessary customer experience objectives/comps.

There are no labs for the following competency categories: Trauma, Surgery, Geriatrics and Pediatrics. Students may attempt Geriatric comps after completing Patient Care course (Term 1) and after learning that specific exam/lab in Procedures course. There is no specific Procedures chapter on Geriatric. Geriatric/pediatric modifications are covered with general Procedures chapters. Students do not need to wait to attempt Pediatric comps until the Pediatric Procedures chapter, but must first complete Pediatric Fuji Control Panel objectives in Term 2. The surgical comp may be attempted once Surgical objectives are completed in Terms 1 & 2. Trauma comps require a modification – students may opt to (but are not required) wait until after the Trauma Chapter in Term 4 if have not had sufficient clinical exposure to modifications.

Final competencies may be completed with one of the named staff technologists or School Faculty. The student must ask for a final comp prior to starting the exam. For Trauma or Geriatric comps only, student may ask for the comp during or immediately after the exam, providing the student did the entire exam. Notes of any kind are NOT to be accessed after or immediately prior to asking for a final comp; exam information needs to be in your Long-term memory. If using notes/resources (including other students) as a short-term refresher, the comp will be fail/be removed with penalty. For the comp to count, the technologist must score the comp in Trajecsys within 48 hours unless there are extenuating circumstances. If there are any marked 'unacceptable' on the form, the comp is considered not approved. It is at the sole discretion of school faculty if a comp passes or not.
Students will "add" their final comp exam to their own PACs folder (caution – don't "move" in PACS). The CI reviews images with the student, then validates in Trajecsys. Faculty reserves the right to adjust scores as appropriate. The School reserves the right to retest if the grade seems unduly inflated or deflated.

Once a passing score has been recorded in Trajecsys, students are allowed to perform under indirect supervision on those exams.

The School may also remove a competency if the student does not retain their skills on an exam. In this scenario, the score on the re-comp will be recorded in the term that it occurs as stated below.

Comp Scoring –
Passing Final, Recheck and Terminal comps, and Clinical Quizzes:
Average of all items scored: Excellent = 100%  Above Ave = 90%  Acceptable = 75%  Below Average = 0%   Any Unacceptable = Automatic Fail

Failing Final, Recheck and Terminal comps, and Clinical Quizzes – for both exam-specific and global radiography issues:
   1 Unacceptable mark  = Maximum 74%
   2 Unacceptable marks = Maximum 50%
   3 Unacceptable marks = Maximum 25%

Initial comps will be removed for lack of retention of exam-specific information (ex: correct angle/direction). For items that globally impact radiography (ex: name band, markers, wrong side/body part, etc.), initial comps will not be removed, instead a remediation process will be used.

Remediation: consists of direct observation of the next 10 exams the student performs. Tech will need to initial that the student was observed correctly performing the item in question. For each subsequent issues of the same manner, Remediation amount will increase by 10 exams. Beginning after mid-term of Term 1, Remediation should happen at any time an issue is observed, not just during comps.

The Remediation will be posted in control room until complete. At the 4th occurrence of same issue (no markers and miss-markings are 2 separate issues), dockages of the overall clinical grade will start and escalate according to the chart below. Depending on the frequency of occurrences, these could have a significant impact to the student being able to remain in the program. An exception to penalties will be "no markers" when tech and student are working together and each thought the other had placed the marker but if the student places an incorrect marker while working with a tech, penalties apply. Once dockages begin the student may be placed on probation at any point due to their projected clinical grade, but will occur at the 6th occurrence due to status in the program being in jeopardy for just about any projected clinical grade.

   4th = -2%
   5th = -4%
   6th = -8%
   7th = -14%
   8th = -22%, possible failure of clinical resulting in dismissal
   9th = -32%, automatic failure of clinical resulting in dismissal
Penalties are intended to be stiffer when the issue arises more frequently. When these occur in the same term, the penalties are added together (ex: 4th and 5th occur in same term = -6% deduction, if 6th occurs in that same term = -14% for the term but if the 6th occurs in the next term it will only be an -8% deduction).

**Comps – Removal of:** If a comp is removed, the overall final clinical grade for that term will be reduced by 5% for each comp removed, and the comp must be successfully redone (does not have to be within the same term). If removed during the same term as initially performed, comp does not count toward minimums for that term. For comps removed in terms after the initial comp, prior finalized clinical grades will not be adjusted.

**Comps – Failed:** In addition to the scoring (74, 50, 25), the student must wait at least one week before retrying that final comp to allow time for practice. For subsequent failed attempts on mandatory/elective exams: 2nd attempt the score is recorded and 5% will be deducted from the overall Clinical Grade. 3rd attempt the score is recorded, 5% will be deducted from the overall Clinical Grade and the student will be placed on probation/performance plan including:

1. Meeting with instructor to review didactic
2. Label basic anatomy & provide written critique for instructor-printed images.
3. Simulate exam (with CI and/or designee)
4. Attempt final comp with faculty or designee

The student is still accountable for completing the comp successfully according to the performance plan or it may be grounds for dismissal from the program.

A pattern of failed/removed comps (mandatory, elective and/or rechecks) is considered unsatisfactory performance and/or retention of skills. Once a student has failed or had their 4th competency removed (not including the 2 free passes allowed for electives on a patient), a verbal warning will be issued; upon the fifth failed/removed comp, a written warning will be issued. Additional failures will result in dockages of the overall clinical grade. These start and escalate according to the chart below. Depending on the frequency of occurrences, these could have a significant impact to the student being able to remain in the program. Penalties are intended to be stiffer when the issue arises more frequently; therefore when these occur in the same term, the penalties are added together. Once dockages begin, the student may be placed on probation at any point due to their projected clinical grade, but will occur at the 7 or 8th occurrence due to status in the program being in jeopardy.

- 6th = -2%
- 7th = -4%
- 8th = -8%
- 9th = -14%
- 10th = -22%, possible failure of clinical resulting in dismissal

**Comps – Elective:** many of these examinations are not done routinely. To encourage students to attempt these exams, students will be given two free passes to reject elective scores done on a patient. Students who have not used these passes when their electives are complete will receive an extra hour of PTO for each one.

**Comps – Simulated:** Maximum two allowed in Term 5, seven in Term 6 for a total of 9 simulation for the program but only eight mandatory may be simulated (per ARRT). Passing scores of simulations will not count towards the final Clinical Grade. One percent will be deducted from the
overall Clinical Grade for each simulation that is failed but all are still required to be passed. Simulations of exams that contain any of the same projections may not be performed on the same day (e.g. orbits/facial bones). PACs images will be used to complete the image evaluation portion. Students that have a simulation can re-comp on a patient to regain a simulation.

To give incentive to get comps done as they arise, if all comps are completed by the end of Term 5 other than the last nine that may be simulated, the Term 6 Final Comp portion (20%) of the Clinical Grade is scored 100%. Students must still simulate the final nine or attempt on a patient with no change in that portion of their clinical grade. To allow time for grading, validations etc., the deadline for completing simulations is one week before graduation. If this deadline is not met, the PTO reward for unused free passes for failed simulations will not be granted.

**Comps – Recheck:** During terms 3-5 each student must perform 6 recheck comps on exams that they already have a final comp on. These are done to ensure retention of proper skills. No simulations are accepted. Students may not work ahead on recheck comps – 6 per term only. None of the rechecks can be duplicated. Must wait at least one week between comp and recheck. The form and rules are the same as Final Competencies. Recheck comp scores will be averaged with the Mandatory and Elective final competencies in determining clinical grades.

*Recheck exam exclusions:* Chest – routine and wheelchair/cart, Trauma upper/lower extremity, Surgical studies, Pediatric studies, Geriatric studies, Portable Orthopedics. Pelvis and x-table lateral hip may not be done separately but may be combined for 1 recheck.

**Comps – Terminal:** In the sixth term, Terminal competencies are done with faculty or their designee to recheck the students’ ability to perform selected exams that were completed earlier in the program. Students may not graduate until all these competencies have been satisfactorily completed. Students might not all have the same exams, but the goal is to each have: pelvis/hip, 2+ vw knee, 4 vw shoulder, a spine, one extremity, and one exam of instructor choice, for a total of 6.

**Comps – Transportation:** Proper methods of patient transporting are covered in Term 1 Patient Care class. Students must then demonstrate competency on a patient in clinical using the appropriate Trajecsys Transport competency. Students will not transport patients without direct supervision until the appropriate transport comps have been completed and turned in to school faculty. Students may not work together to transport a patient, unless the clinical leader or the faculty has made an exception.

Each student will complete the following minimum number of transport competencies:

<table>
<thead>
<tr>
<th></th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
<th>Term 5</th>
<th>Term 6</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>9</td>
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Students are encouraged to work ahead of the minimums when the situation arises because certain transportation scenarios seldom occur (ex: chest tubes, isolation).

Failure to turn in the minimum requirements will result in a 3% clinical grade reduction in the ‘miscellaneous deduction’ section of the clinical grade worksheet for each one not completed. The clinical grade will continue to be reduced by an additional 3% for each one still not completed every 5 clinical days until the required transport comp has been turned in.
Image Critique with the CI: Students will be graded using a rubric form, handed out in advance.

During Terms 1-5 the CI will use two compilations of various exams/projections:
Term 1: Chest, Abdomen
Term 2: Upper Extremities, Shoulder
Term 3: Lower Extremities, Hip/Pelvis
Term 4: Spines
Term 5 & 6: Various compilations of prior exams

Terms 1 & 2 will be an oral assessment in which the student can reference the grading form (no notes). During the oral assessment in the remaining terms the student will not be able to use any prompts as real-time image analysis happens at the workstation without notes or guides.

If a student fails an oral assessment, the grade is recorded and the student is required to successfully pass a second attempt (at least one week later). Failure of the 2nd attempt results in probation/performance plan which would include the student successfully completing the third attempt or it will be grounds for dismissal.

Term 4 & 5 will also include a graded oral presentation in the classroom.

Clinical Quizzes: Clinical quizzes (unannounced) will be done during Terms 1-5, typically 2 per term. Faculty members or their designee can give a clinical quiz on any exam that has been previously covered in the classroom. This is done to encourage students to be continually practicing and reviewing low-volume exams. The student will be graded using the Clinical Quiz Form in Trajecsys. For clinical quizzes with a failing score, the grade is recorded and if the student has a final comp on that exam, it may be taken away depending on the reason for failure. If the student must prove final competency again, the score will be recorded as stated above in 'comp removal' section. Students will also be asked and graded on questions pertaining to the exam in the knowledge & cohesiveness section (ex: air/BA mix or petrous ridges location during headwork).

Clinical Objectives: Each student must complete objectives for each clinical rotation with any technologist. The student will be docked for the objective sheets not completed/not turned in to faculty each term (-1% for each). Incomplete objective sheets will be further penalized (-3% for each) and the student placed on probation if not completed by the end of the following term. These documents are available in soft-copy format on the school computer drive. These forms will be handed out prior to each new clinical rotation. When completed, students will turn in forms by taking to Faculty office and handing directly to Faculty, or place in control room lock box.

Student Clinical Evaluation: Students will be given written feedback, containing both strengths and areas of improvement/practice, from techs/sites throughout the program via Trajecsys. Students refer to standard work process document to request evaluations from staff each week, 1 for each x-ray rotation (including off-site x-ray rotations). Students are responsible for good communication with staff, reminding them if the evaluation has not been filled out. The overall clinical grade will be docked 3% for each missing evaluation. For an observation rotation, or a modality, no evaluation is required. If students are scheduled for an x-ray / modality combination, an evaluation is required for the x-ray portion.
Techs rate students' clinical abilities including those that relate to our accreditation benchmarks (ex: communication, protection, exposure factors and critical thinking).

MercyOne techs strive for a culture of continuous feedback and faculty expect students are open to these ideas for improvement. All comments are from the perspective of developing students to their fullest potential and providing patients with an excellent experience.

In Term 2, if student has pattern of Average/Needs Improvement scores, school will meet with student to discuss the evaluations and identify ways to improve. If the pattern continues the student may be placed on probation/performance plan. The evaluations will be averaged at the end of the term and used as 10% of the student’s clinical grade. Since this is small portion of the total clinical grade, to show more differentiation the grading scale for this form will be as follows: Excellent = 100%, Above Average = 80%, Average = 60%, Needs Improvement = 0%

**Evaluation of the Clinical Educational Experience:** During the first term, each student is required to fill out a monthly evaluation via Trajecsys identifying an experience that helped them to learn or progress in their education and one that hindered or prevented them. Reminders will be sent out near the end of each month. Failure to complete by the end of the month will result in a reduction of the clinical grade by 1% for each one not completed. Huddles provide time to bring up issues and celebrations.

**Exam Diversity and Quantity:** School faculty can track diversity and quantity of student exams via Radnet.

**Communicable Diseases:** The School will follow MercyOne General Infection Prevention Policies: Standard Blood and Body Fluid Precautions, Hand Hygiene, and Isolation Precautions. Information included via Hospital HealthStream online learning system and Hospital General Orientation as well as Patient Care class. Other various Infection Prevention policies may be referenced via the hospital intranet. The Infection Prevention nurse is a resource for questions.

**Harassment and Violence-Free Workplace:** The School will follow MercyOne Harassment/Offensive Behavior and the Violence-Free Work Place policies. These can be reviewed on the hospital intranet and will be covered at Hospital General Orientation. The HR or Security department is a resource for questions.

**Substance Abuse/Drug & Alcohol Free Workplace:** Per Iowa Code – use and /or possession, sale, purchase, manufacture, transfer other than over-the-counter or lawfully prescribed drugs in their original containers are prohibited. Students will complete pre-enrollment testing and may be subject to further testing. People on the premise are expected to be free of mood-altering chemicals. Leaders receive annual training on Substance Abuse (provided by MercyOne).

MercyOne Substance Abuse policy can be viewed on the hospital intranet/PolicyStat tab. This HR policy applies to MercyOne X-ray students. The HR department is a resource for questions.

**National Resources for Substance Abuse (addendum Feb 2020)**

Alcoholics Anonymous
Workplace Hazards/Emergency Preparedness: The School will follow the Safety/Security policies as set forth by MercyOne. The hospital’s Emergency Management Plan may be accessed via the hospital intranet/PolicyStat tab, which outlines the Emergency Codes, ongoing evaluation and education. Students will also receive a general overview during School and Hospital General Orientation. Students can also review Emergency Code posters throughout the facility (and classroom) for general instructions.

If student needs to place a call for a code or an emergency: 8-7911. Hospital operator will patch call through to Mason City police department if needed.

Incomplete Grades: (typically due to LOA) To calculate a reasonable completion date:
For classroom material: the number of missed calendar days will be calculated once student has returned to the program. The student will have equitable time to complete missing assignments and earn a grade in the gradebook. Beyond that time a "zero" may be recorded and the student will be on probation/performance plan with expectation to pass the items within a specified time frame set by faculty otherwise it will result in dismissal for failure to complete.

For missed clinical assignment (comps, objectives, etc.) due dates: while the student volunteers when and how many hours to make up, the completion date for clinical assignments will be calculated by the number of missed clinical day (or hours) and the extension will be based upon an equitable amount beyond the end of the term. Any time that is made up before the end of the term or over a break between terms, will be subtracted when identifying the completion date.

Extensions may be granted on a case-by-case basis, based upon total time off, amount of missed assignments/clinical time or for those returning with restrictions or intermittent LOA.

Mandatory Reporting of suspected Child or Dependent Adult Abuse Addendum & Updates Feb 2020

If abuse is suspected of a patient being treated in the facility, follow the MercyOne policy on Mandatory Reporting -Child Abuse or Mandatory reporting – Dependent Adult Abuse. Full policies found in PolicyStat on MercyOne Intranet.

1. Healthcare mandatory reporter calls: The DHS (Department of Human Services) for child / dependent adult abuse that occurred prior to admission to inpatient unit within 24 hours and reports the circumstances.
according to the Code of Iowa, Chapter 235A. The central reporting number is 1-800-362-2178, available 24 hours a day; 7 days a week.

2. Health care mandatory reporter who identified the possible abuse completes the following form within 48 hours: Reports to DHS – The Report of Suspected Child Abuse Form (MH2066v2) available on the Intranet.

3. Nurse or Unit Clerk sends a copy of the completed form to the Social Services at Mercy, to be kept in a confidential file.

4. Mandatory reporter sends the original form to the county DHS to an address or fax # provided by DHS at the time of the oral report.

It is not the reporter’s role to validate the abuse. The law does not require you to have proof that the abuse occurred before reporting. The law clearly specifies that reports of child abuse must be made when the person reporting “reasonably believes a child has suffered abuse.”

Mandatory Reporter training: Updates Feb 2020

all students must complete training within 90 days of enrollment and at least every 3 years in accordance with state law for mandatory reporters. New laws went into effect July 1, 2019 regarding education, the changes are as follows:

- **ONLY ACCEPTED** curriculum will be provided through the Department of Human Services (DHS) at [https://training.hs.iastate.edu/login/index.php](https://training.hs.iastate.edu/login/index.php).
- Child and Dependent Adult training are separate courses-each 2 hours in length. (Both courses are required for MercyOne North Iowa Medical Center.)
- Renewal required every three (3) years.
- If you completed an approved course prior to July 1, 2019, DHS will honor the 5 year renewal period.
- If you have any difficulty creating an account, logging in, accessing the training page or experience any problems during either of the mandatory reporter trainings, please contact the Iowa State University Child Welfare Research and Training Project at: [servicetraining@iastate.edu](mailto:servicetraining@iastate.edu).
- **Scan and send both certificates to** MC01-Mandatoryreporting@mercyhealth.com

Reporting suspected child physical or sexual abuse: Addendum & Updates Feb 2020

In reference to any child using our facility including student, applicant, or job shadowee under the age of 18 who is being abused or neglected:

Pursuant to Iowa Code Section 261.9(1)(h), any MercyOne North Iowa Radiologic Technology employee or current student, located in Iowa who in the scope of the person’s employment responsibilities examines, attends, counsels or treats a child must report suspected physical or sexual abuse to the institution’s administration and to law enforcement. Any report of suspected child physical or sexual abuse should be made as soon as possible, but within 48 hours, to:

1. Program Director and/or Imaging Services Department Director
2. Employee shall immediately make a report to local law enforcement

If the alleged sexual abuser is MercyOne faculty, another MercyOne student or MercyOne or School-related clinical site employee:

1. Report immediately to the Leader of the involved area
2. Immediate investigation and steps will be taken to prevent further potential abuse while the investigation is in process
3. Report given to Risk Management and Human Resources
4. Director reports to applicable State and Federal agencies
5. If allegation is founded, corrective actions shall be taken up to and including dismissal/termination.

This includes individuals the school compensates to conduct activities on the School's behalf at an Iowa location.

**Sexual Abuse: Addendum Feb 2020**

Anyone is a potential victim. Sexual abuse involves violence meant to degrade the victim sexually, emotionally and psychologically. Some assailants gain control with verbal deceit to obtain sex under false pretense and some with direct physical attack. Even includes Domestic Violence, Dating Violence and Stalking.

Trust your instincts, if a situation feels uncomfortable; get out of it.

**Prevention guidelines:**

While walking:
- Whenever possible, avoid walking alone in the dark
- Walk on well lit, busy streets
- Keep alert when alone; carry a whistle or repellent spray
- Don’t take shortcuts through alleys, parks or parking lots.
- Be prepared to run toward nearest lights and/or people

While in parking lots:
- Keep vehicle locked
- Have your keys in hand ready to unlock or press panic button if need
- Park in well-lit area
- Look at vehicles (and people in them) near yours before entering or exiting
- Look inside before entering
- Lock doors once inside
- If followed, do not drive home but to busy area or police station
- If car breaks down, keep doors locked and use flashers, if someone pulls up for assistance crack window slightly

If physically attacked, your goal is to escape and run. Observe all you can about the attacker to report age, height, scars, what was said, clothing, vehicle. Take immediate action calling 911 and alerting MercyOne Security if occurred on MercyOne campus.

If sexually assaulted – do not bathe or change clothing. Leave everything as is; physical evidence is needed in court. Take change of clothing with you to the Emergency Department, if possible.
Sexual Abuse Resources –

Students may access free EAP counseling as stated in the Counseling section above.

Additional Community Resources Directory:

Chains Interrupted, Cedar Rapids, IA: Preventing, Rescuing and Restoration from Human Trafficking
https://www.chainsinterrupted.com/  319-369-4415

Iowa
Iowa Department of Public Health Your Life Iowa  https://www.yourlifeiowa.org/
(855) 581-8111

Iowa Coalition Against Sexual Assault  http://www.iowacasa.org/
Sexual Abuse Hotline:  (800) 284-7821

Sexual Violence Prevention  https://www.iowacasa.org/resources

National
Rape, Abuse & Incest National Network (RAINN)
(800) 656 HOPE (4673)
Safety and Prevention
https://www.rainn.org/safety-prevention

Center for Changing our Campus Culture  Victim Services/Advocates
http://changingourcampus.org/category/victim-services/

Campus security  (updated Feb 2020)
MercyOne security can be accessed at any time by calling the operator "0" from any MercyOne phone and requesting security is paged to call or respond to your current location. Security can be requested to escort students to their car or be on stand-by alert in the parking lot if the student requests it for their security.

As a security prevention measure, MercyOne performs background checks on all staff and students prior to hire/enrollment.

Military Duty:  (per Iowa Code 261.9) a student who is a member, or the spouse of a member if the member has a dependent child, of the Iowa national guard or reserve forces of the United States and who is ordered to national guard duty or federal active duty have two options:
(a) Make arrangements with the student’s instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student’s registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.
(b) Withdraw from the program and receive a full refund of tuition and mandatory fees for the term in which they left.

Veteran’s Benefits:  (Section 103 of the Veterans Benefits and Transition Act of 2018)
The School will not impose any penalty on a Veteran due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs. Student will not be assessed late fees, denied access to classes, libraries or other institutional facilities and /or required to borrow additional funds to meet financial obligations to the School.

MercyOne North Iowa Medical Center
School of Radiologic Technology
Acknowledgement of Policies Received

I, ___________________________________________________, have received a copy of the School policies and know these are accessible at www.mercyone.org/northiowa/xrayschool. I have been made aware of how to access the full handbook: Classroom copy or Faculty copy.

School policies have been discussed by either School Faculty or Hospital General orientation; including those listed below:

   Emergency Preparedness/Workplace Hazardous
   Waste Handling Disposal, hospital policy
   Emergency Codes

   Communicable diseases, hospital policies:
       Standard Blood and Body Fluid Precautions
       Hand Hygiene
       Isolation Precautions

   Substance Abuse, hospital policy

   Harassment, hospital policies:
       Harassment/ Offensive Behavior
       Violence Free Workplace

   Patient Identification policy

   Radiation Monitoring of Personnel policy

I also acknowledge that the program and NIACC will be exchanging information; including transcripts for the administration of the program.

Signature: ____________________________________________

Date: ________________________________________________

Faculty Signature: ___________________________________

Date: ________________________________________________

Kept in Student’s file.