MEDICAL RADIOGRAPHY PROGRAM

CLINICAL POLICIES
2016 – 2018

Revised December 2016
# Medical Radiography Program

## Clinical Policies

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## Important Locations and Phone Numbers

**Program Director**  
Mary J. Carrillo, MBA/HCM, RT(R)(M)CDT  
Phone 602.286.8542  
Fax 602.286.8478  
Office CHCE 2017  
Email carrillo@gatewaycc.edu

**OTHER IMPORTANT PHONE NUMBERS**  
District Public Safety Emergency (480) 784-0911

### Other Information

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Phone</th>
<th>Pager or Cell</th>
<th>Office</th>
<th>Email</th>
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<tbody>
<tr>
<td>Janelle BlackBeltran</td>
<td>602.286.8553</td>
<td></td>
<td>CHCE 2037</td>
<td><a href="mailto:janelle.black@gatewaycc.edu">janelle.black@gatewaycc.edu</a></td>
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CLINICAL CALENDAR FOR GRADUATING CLASS OF 2018
GATEWAY COMMUNITY COLLEGE MEDICAL RADIOGRAPHY PROGRAM

BREAKDOWN BY DATES OF CLINICAL HOURS

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<tr>
<th>Hours in Clinical/Week</th>
<th>Length = Total (Hrs.)</th>
<th>Dates: 2017-2018</th>
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<td>Students will commence clinical on January 9, 2017.</td>
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1st Year Clinical Experience
DMI

| 104 | 40 | 7 wks. = 280 | January 9 – February 24, 2017 |
| 114 | 24 | 10 wks. = 240 | February 27 – May 12, 2017 |
| 124 | 24 | 2 wks. = 48  | May 15 – May 26, 2017 |
| 124 | 40 | 5 wks. = 200 | May 29 – June 30, 2017 |
| 0   | 1 wk. = 0  | July 1-July 9, 2017 | Sum I Break |

2nd Year Clinical Experience
DMI

| 204 | 40 | 6 wks. = 240 | July 10- August 18, 2017 |
| 0   | 1 wk. = 0  | August 19-August 27, 2017 | Sum II Break |
| 214 | 24 | 16 wks. = 384 | August 28- December 15, 2017 |
| 0   | 3 wks. = 0  | December 16- January 7, 2018 | Winter Break |
| 224 | 24 | 17 wks. = 408 | January 8 – May 11, 2018 |
| 0   | 1 wk. = 0  | March 10 – March 18, 2018 | Spring Break |

Total 1800 Hours

Optional Clinical Practicum
DMI

| 228 | 40 | 6 wks. = 240 | May 14 - June 22, 2018 |

1800........................................... Hrs. Possible hours accruable.
+187........................................... Hrs. MRTBE Approved Lab Simulation/Image Eval Hours
-80 ............................................ Hrs. 10 days of Personal Time Off
-64 ........................................... Hrs. College observed holidays
1843........................................... Hrs. Total clinical hours to be acquired.

8 RECOGNIZED HOLIDAYS
1. Labor Day -1 Day (September 4, 2017)
3. Thanksgiving -1 Days (November 24, 2017)
5. Presidents' Day -2 Days (February 20, 2017, February 19, 2018)

All personal time off requests require approval of the program and clinical education center.

NOTE: Last day in program for class graduating in 2018 will be May 11, 2018

** The school calendar changes so dates and hours are approximates. Exact dates will be given as they are printed in the class schedule.**
ARRT Standards of Ethics

Last Revised: September 1, 2016
Published: September 1, 2016

PREAMBLE

The Standards of Ethics of The American Registry of Radiologic Technologists (ARRT) shall apply solely to persons holding certificates from ARRT that are either currently certified and registered by ARRT or that were formerly certified and registered by ARRT (collectively, “Certificate Holders”), and to persons applying for certification and registration by ARRT in order to become Certificate Holders (“Candidates”). Radiologic Technology is an umbrella term that is inclusive of the disciplines of radiography, nuclear medicine technology, radiation therapy, cardiovascular-interventional radiography, mammography, computed tomography, magnetic resonance imaging, quality management, sonography, bone densitometry, vascular sonography, cardiac-interventional radiography, vascular interventional radiography, breast sonography, and radiologist assistant. The Standards of Ethics are intended to be consistent with the Mission Statement of ARRT, and to promote the goals set forth in the Mission Statement.

STATEMENT OF PURPOSE

The purpose of the ethics requirements is to identify individuals who have internalized a set of professional values that cause one to act in the best interests of patients. This internalization of professional values and the resulting behavior is one element of ARRT’s definition of what it means to be qualified. Exhibiting certain behaviors as documented in the Standards of Ethics is evidence of the possible lack of appropriate professional values. The Standards of Ethics provides proactive guidance on what it means to be qualified and to motivate and promote a culture of ethical behavior within the profession. The ethics requirements support ARRT’s mission of promoting high standards of patient care by removing or restricting the use of the credential by those who exhibit behavior inconsistent with the requirements.

CODE OF ETHICS

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

1. The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion, or socio-economic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient’s right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient’s right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

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Non-Academic Allied Health Program Policies

In addition to policies and procedures in the Maricopa Community Colleges catalogs and student handbooks, for the protection of students and patients, any Allied Health Program which includes assignment to patient care facilities such as hospitals, ambulatory care clinics, skilled nursing facilities and other health care settings requires students to comply with the following policies.

This handbook prescribes admission and readmission requirements and standards of conduct for students enrolled in Allied Health programs. The standards are in addition to those detailed in MCCCD policies and Administrative regulations. Violation of any standard may serve as grounds for non-admission to a program or other discipline, program suspension or dismissal. MCCCD Allied Health programs reserve the right to make program changes as needed and to change without previous notice any information requirements and regulations published in this document.

1. General Health Requirements
Students must be able to fully and successfully participate in all program activities whether in the classroom, laboratory or clinical setting. This includes, but is not limited to, the capacity for sensory and motor functions that allow independent classroom/laboratory/clinical performance and routine and emergency client care. It is essential that students in many Allied Health Programs are able to perform a number of physical activities in the clinical portion of their program. For example, students may be required to physically assist and/or lift patients or equipment, stand for several hours at a time and perform bending activities. The clinical experience places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patient lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions.

Individuals should give careful consideration to the mental and physical demands of the program prior to making applications. All applicants must provide documentation of compliance with all mandatory health and safety requirements necessary to protect patient safety. Only students in compliance are permitted to enroll in allied health courses. In circumstances of student illness, injury or other health limitations both the clinical agency and the college health policies must be upheld. The program faculty manager will determine a student’s ability to give adequate patient care and will determine if a student can remain and/or return to the clinical experience, regardless of a physician’s approval for return. Students are responsible for ensuring currency of all aspects of the Health and Safety documentation throughout their tenure in an allied health program. Any change in health status that would have an impact on student adherence to the general health requirements must be reported immediately to the appropriate program faculty director.

Disabilities
If a student believes that he or she cannot meet one or more of the standards without accommodations, the Allied Health Program must determine, on an individual basis, whether a reasonable accommodation can be made. Students should refer to their respective program policies for required essential skills and functional abilities.

   a) Any student having a temporary medical condition that inhibits or restricts activities must supply a written explanation from his/her physician. Should a student become unable to participate partially or fully in the program’s activities he/she may be withdrawn.

   b) Should a student require any type of special ADA accommodation, the student must contact the college Disability Resources & Services office well in advance of the first class meeting.

   c) Special ADA accommodations for testing will be given only with appropriate documentation of a documented disability on file at the Disability Resources & Services office. Individual faculty will not provide ADA accommodations without sufficient documents from the Disability Resources & Services office.
1. **General Health Requirements (cont.)**

Pregnant students may want to take special precautions due to the physical requirements and possible exposure to harmful diseases or substances. If a student is pregnant, documentation from the attending physician will be required stating that the student is able to meet all program objectives/expectations. Accommodations will be made if reasonable and possible. Following delivery, returning to class and clinical assignment will require physician clearance. In Allied Health Programs where students may be routinely exposed to radiation additional requirements for pregnant students must be followed.

2. **Declaration**

For Allied Health students completing clinical experiences in a clinical agency, the Health and Safety Documentation form (Exhibit A) must be completed by a licensed/certified healthcare practitioner (M.D., D.O., N.P., P.A.) and submitted according to the time specified by the Allied Health Program.

   a) The Program Director may require a new health declaration should any alteration in the student’s health occur.

   b) Dental programs may also require proof of completion of a Dental Health Form verifying that the student has completed a dental exam in the last 12 months, and a Vision Exam Form verifying that the student has completed a vision exam and necessary corrections have been completed within the last 6 months.

3. **Immunizations**

Students must be in compliance with immunization policies of the Allied Health Program in which they are enrolled. The Program Director will provide students with health requirements applicable to that program and the deadline by which students must submit proof of meeting such requirements. Students will meet these requirements by providing completed and signed Health and Safety Documentation Checklist with all accompanying required documentation and the Health Care Provider Signature Form. Women of childbearing age should only be vaccinated after review of the circumstances by a health care practitioner. Students will be responsible for the costs of completion for all immunization requirements. The following is a description of immunizations that may be required and the type of documentation that a student would have to provide to verify the requirements have been met. (See Exhibit A Health and Safety Documentation) If there is a communicable disease outbreak, additional vaccinations may be required as specified by the local public health agency. Proof of all immunizations and tuberculin skin tests should be copied and attached to the Health Declaration form.

   a) **MMR (measles, mumps and rubella):** students born in 1957 or later must provide proof of one of the following: written proof of two MMR immunizations OR proof of a positive titer for each of these diseases. According to CDC recommendations students born before 1957 are generally felt to be immune but one dose of MMR vaccine should be given to anyone born before 1957 who does not have proof of positive titers to each of the three diseases.

      o For programs that place students at Phoenix Children’s Hospital students are required to show laboratory results documenting a positive titer for Measles/rubeola and rubella. Please contact program director to verify if this is a necessary requirement for the program you are entering.

      o If a student has a NEGATIVE OR EQUIVOCAL titer result they must obtain their first MMR vaccination and attach documentation to their health and safety checklist. The second MMR must be completed after 28 days and proof submitted to the health care program.

      o The student must then have titers drawn 30 days later and submit results to the healthcare program.

   b) **Varicella (chickenpox):** documented proof of a positive IgG titer OR if the titer is NEGATIVE obtain the first varicella vaccination and attach documentation to the Health and Safety Documentation form. The second varicella vaccination must be obtained 4 to 8 weeks later and proof submitted to the Program Director.

      o For programs that place students at Phoenix Children’s Hospital students are required to show laboratory results documenting a positive titer for varicella. Please contact program director to verify if this is a necessary requirement for the program you are entering.
3. Immunizations (cont.)

- If a student has a NEGATIVE OR EQUIVOCAL titer result they must obtain their first varicella vaccination and attach documentation to their health and safety checklist. The second varicella vaccination must be completed 4 to 8 weeks later and proof submitted to the health care program.
- The student must then have titers drawn 30 days later and submit results to the healthcare program.

  c) Tetanus/Diphtheria (Td) or tetanus, diphtheria and cellular pertussis (Tdap):

Tdap=Tetanus/Diphtheria/Pertussis
TD=Tetanus/Diphtheria

Students must provide proof of a one-time dose of Tdap, followed by Td booster every 10 years. Attach proof of necessary vaccinations to the Health and Safety form.

Recommendations of the Centers for Disease Control and Prevention’s Advisory Committee on Immunization Practices (ACIP), Adult Immunization Schedule 2014

  d) Hepatitis B:

The Centers for Disease Control and Prevention have recommended that hepatitis B vaccine be considered for a number of groups including healthcare personnel at high risk for blood or needle stick exposure. It is highly recommended that students working in direct patient contact receive the hepatitis B vaccine. Students will be provided with information on protective and standard precautions as part of their Program curriculum, but students are advised to consult with their personal physician about the advisability of receiving the hepatitis B vaccine.

To meet the requirements for Hepatitis B, students must either submit proof of completion of three Hepatitis B (see Exhibit A) injections OR a copy of proof of a positive HbsAB antibody titer OR a signed declination (see Exhibit B). If a student has not received injections in the past, he/she should receive an initial dose of hepatitis B with second and third vaccinations administered in 1 month and 6 month intervals.

Recommendations of the Centers for Disease Control and Prevention’s Advisory Committee on Immunization Practices (ACIP), Adult Immunization Schedule 2014

  e) Influenza:

An annual influenza vaccine is highly recommended by the Allied Health Programs. If a student declines this immunization for any reason, and a clinical agency requires such a vaccination there is the possibility that the student may not be permitted to participate in the clinical experience at that agency. Health care providers who are clinically or subclinically infected with influenza virus can transmit the virus to other persons including patients whose immune systems are compromised. As such many clinical facilities are requiring that all staff, students, and volunteers show proof of an annual influenza vaccination (see Exhibit B) or a signed declination (see Exhibit B).

Recommendations of the Centers for Disease Control and Prevention’s Advisory Committee on Immunization Practices (ACIP), Adult Immunization Schedule 2014

4. Tuberculosis Testing

- For Allied Health students completing clinical experiences in a clinical agency, a Two Step Test* is required by the Allied Health Programs. *Two-step testing is used to reduce the likelihood that a boosted reaction will be misinterpreted as a recent infection.

  1) If the reaction to the first test is classified as negative, a second test is to be done 1-3 weeks later.
4. Tuberculosis Testing (cont.)

2) A positive reaction to the second test probably represents a boosted reaction (past infection or prior BCG vaccination). On the basis of this second test result, the person should be classified as previously infected and cared for by a health care provider. This would not be considered a skin test conversion. If the second test result is negative, the person should be classified as uninfected. In these persons a positive reaction to any subsequent test is likely to represent new infection with M tuberculosis (skin test conversion). Two step testing should be used for the initial skin testing of adults who will be retested periodically, such as health care workers.

3) Students with a history of positive reactions to TB skin tests must provide a report of a negative chest x-ray. Further TB screenings may be required by a health care provider.

*Core Curriculum on tuberculosis What the Clinician should know, Department of Health and Human Services, Centers for Disease Control for HIV, STD, and TB Prevention, Division of Tuberculosis Elimination, Atlanta Georgia, 4th Edition, 2000.

b) QuantiFERON-G may be an appropriate test for TB in certain populations of persons who are at low risk or increased risk for latent tuberculosis infection. Students should check with the Program Director for more information.

CDC. Guidelines for the investigation of contacts of persons with infectious tuberculosis: recommendations from the National Tuberculosis Controllers Association and CDC. MMWR 2005; 54(No. RR-15):1--47.

5. CPR Certification

Students must present a valid CPR card indicating health care provider certification which includes infant, child, adult, and 1 and 2 person rescuer techniques. The certification must remain current throughout the clinical experience. Some of the Allied Health Programs may require a higher level certification, AED training, and endorsement by the American Heart Association (AHA).

6. Background Checks

For all allied health students who begin MCCCD healthcare program on or after September 1, 2011 new background check standards will be in effect. Additionally students who have been admitted to an MCCCD healthcare program or who are currently enrolled in one as of September 1, 2011 will be required to sign an MCCCD Criminal Background Check Disclosure Acknowledgement form. (Exhibits C, D, E) These changes are necessary due the fact that six of eleven of MCCCD’s largest clinical experience partners have established stringent background check standards that preclude MCCCD from assigning students to those sites who cannot meet those standards. In order for MCCCD students to be able to continue to complete clinical experiences at local hospitals, students must meet the new standards.

Students accepted/enrolled in health care programs PRIOR to 9/1/11 must maintain following background check standard:

- Possession of valid DPS card at level required by program at time of admission into program
- No appearance on Office of Inspector General (OIG) list of Excluded Individuals/Entities (LEIE).
- To remain in the Program a student must maintain a valid DPS Fingerprint Card at the level required at the time of their admission and not be placed on any Federal exclusion list.
- Students must apply for a new card prior to the expiration date.
- Students must sign an original version of the MCCCD Criminal Background Check Disclosure Acknowledgement form (Exhibit C).
- A clinical agency may require additional components of a criminal background check other than those required by the DPS Card as well as drug screening. Students must undergo and pay for any criminal background check required by an agency to which they are assigned.
- Students are required to disclose on any background check data collection form (whether it be DPS or a background check vendor) any arrests, convictions, or charges (even if the arrest, conviction or charge has been dismissed or expunged), participation in first offender, deferred adjudication, pretrial diversion or other probation program on this form. Additionally students must disclose anything that is likely to be discovered in the background check that will be conducted.
6. Background Checks (cont.)

- Students must complete the data collection form honestly and completely. If a student knows certain information but is unsure whether to disclose it they must disclose the information including any arrest or criminal charge.
- Lack of honesty will be the basis for denial of admission or removal from a program if the information that should have been disclosed but was not would have resulted in denial of admission. Failure to disclose other types of information constitutes a violation of the Student Code of Conduct and may be subject to sanctions under the Code.
- The sole recourse of any student who fails a background check and believes that failure have been in error is with the background check vendor and not MCCCD
- Examples of information that a clinical agency may require include:
  - Legal Name
  - Maiden Name
  - Other names used
  - Social Security Number
  - Date of Birth
  - Arrests, charges or convictions of any criminal offenses, even if dismissed or expunged, including dates and details
  - Pending criminal charges that have been filed against you including dates and details
  - Participation in a first offender, deferred adjudication or pretrial diversion or other probation program or arrangement where judgment or conviction has been withheld

A clinical agency background check may include but is not limited to the following:
- Nationwide Federal Healthcare Fraud and Abuse Databases
- Social Security Verification
- Residency History
- Arizona Statewide Criminal Records
- Nationwide Criminal Database
- Nationwide Sexual Offender Registry
- Homeland Security Search

A student may be disqualified from a Program due to the inability to verify their Social Security number or being listed on an exclusionary database of a Federal Agency. Criminal offenses for disqualification may include but are not limited to the following:
- Social Security Search-Social Security number does not belong to applicant
- Any inclusion on any registered sex offender database
- Any inclusion on any of the FACIS exclusion lists or Homeland Security watch list
- Any conviction of Felony no matter what the age of the conviction
- Any warrant any state
- Any misdemeanor conviction for the following, no matter how long ago
  - violent crimes
  - sex crime of any kind including nonconsensual sexual crimes and sexual assault
  - murder, attempted murder
  - abduction
  - assault
  - robbery
  - arson
  - extortion
  - burglary
  - pandering
6. Background Checks (cont.)

- any crime against minors, children, vulnerable adults including abuse, neglect, exploitation
- any abuse or neglect
- any fraud
- illegal drugs
- aggravated DUI

Any misdemeanor controlled substance conviction last 7 years
Any other misdemeanor convictions within last 3 years

- Exceptions: Any misdemeanor traffic (DUI is not considered Traffic)
- If a Clinical Agency to which a student has been assigned does not accept the student based on criminal background check issues it may result in inability to complete the Program.
- MCCCD may within its discretion disclose to a clinical agency that a student has been rejected at another clinical agency.
- MCCCD is under no obligation to place a student when the reason for lack of clinical placement is criminal background check issues. Since clinical agency assignments are critical requirements for completion of the Program inability to complete required clinical experience due to criminal background check issues will result in removal from the Program.
- A student may be dismissed from the program and receive a failing grade in the course based on the inability to place the student in a clinical facility.

Students have a duty to immediately report to the Program Director any arrests, convictions, placement on Federal Exclusion databases, removal of DPS card or removal or discipline on any professional license or certificate at any time during their enrollment in the program and issues reported for failure to report could result in removal from a Program.

MCCCD health care programs reserve the authority to determine a student’s eligibility to be admitted to a Program or to continue in a Program. Admission and background check requirements can change without notice.

7. Drug Screening

Allied Health students completing clinical experiences in a clinical agency are required to submit to a pre-clinical urine drug screen according to policy of the specific Allied Health Program.

a) Students will receive a form authorizing the contracted laboratory to perform the test. This form will include the student’s name, college name, program designation, program account number and the time frame required for the testing to occur.

b) The drug screen is completed at the student’s expense and must be paid for at the laboratory at the time of testing. Private health insurance will not pay for this screening. The lab will provide the student with a receipt upon payment. It is important that students understand that they may not take a prescription to the lab to be evaluated during the testing process. The laboratory will conduct the urine screening and will mail all negative results to the Allied Health Program Director or designee indicated by the program account number.

c) If a student provides a diluted sample the student must submit a new sample and pay all costs for the new test.

d) If a student tests positive for substances, the lab will contact the Medical Review Officer (MRO) contracted by the Maricopa Community Colleges. The MRO will contact the student to elicit any prescriptive drug usage and will subsequently inform the Allied Health Program Director or designee as to the final results.

e) If a student challenges a result, only the original sample can be retested. The student must request an order for a retest of the sample through the MRO. All positive samples are retained for one year in a frozen state. The student is responsible for the cost of this test.
7. Drug Screening (cont.)

f) If the MRO determines there are safety sensitive issues/concerns related to a student’s drug profile further evaluation by a professional will be required and a student may be on temporary exclusion from the program until the evaluation is completed. Students testing positive for drugs that are illegal substances, non-prescribed legal substances, or students deemed unsafe for the clinical setting by the MRO will not be permitted to attend allied health didactic and clinical courses. Students who test positive for Nicotine (Cotinine) will not be removed from didactic courses, but they may not be placed at clinical agencies that prohibit students with positive Nicotine screens. In the event that a student is withdrawn from classes the student may invoke their rights under the MCCCD Student Conduct Code. Students who are licensed or certified in a health profession by the State of Arizona and test positive for these drugs will be reported to their respective Boards.

g) Students testing positive and needing an MRO evaluation will be responsible to pay for the cost of the MRO review. In the event a student fails to pay the MRO fee, a financial obligation will be posted to his/her college account.

h) Students will NOT be allowed to use previous drug screens requested by any person or agency outside the Maricopa Community Colleges to meet these requirements.

i) Students failing to test during the date and time documented on the Drug Testing Letter do not meet the requirement for drug testing and may be withdrawn from all Allied Health courses. In the event of a withdrawal being made from classes, students may invoke their rights under the MCCCD Student Conduct Code.

j) Medical Marijuana: Maricopa Community Colleges prohibit the possession and use of marijuana on all of its campuses and in all off campus student activities, including internships and clinical learning experiences in health programs. This policy is dictated by law. Arizona Revised Statutes § 15-108 prohibits any person, including a medical marijuana cardholder, from possessing or using marijuana on the campus of any public university, college, community college or post-secondary education institution. Federal legislation prohibits any institution of higher education that receives federal funding from allowing the possession and use of marijuana. Maricopa Community College receives federal funds through grants and financial aid.

MCCCD continues to enforce its current policies regarding controlled substances and any students or employees who violate university policy prohibiting the use or possession of illegal drugs on campus or in student activities - including educational internships - will be subject to disciplinary action and criminal prosecution.

Urine drug screens are required of students prior to attending a clinical learning experience. Medical Marijuana, or its metabolite, is not an accepted substance in urine drug screens which will result in a positive urine drug screen. Students with a prescription for medical marijuana would not be considered exempt from urine drug screening.

8. “For Cause” Drug Screening Procedure

The information below refers to the use/misuse of, or being under the influence of: alcoholic beverages, illegal drugs or drugs which impair judgment while on duty in any health care facility, school, institution or other work location as a representative of an Allied Health Program or while participating as a student in any laboratory or simulation experience on a healthcare program campus.

If the clinical instructor/clinical site supervisor perceives the odor of alcohol or observes behaviors such as, but not limited to, slurred speech, unsteady gait, or confusion, and these behaviors cause the faculty or clinical instructor to suspect the student is impaired by alcohol or drugs, the following steps are taken:

a) The instructor or public safety officer or other similar individual will remove the student from the patient care or assigned work area and notify the clinical agency supervising personnel.
8. “For Cause” Drug Screening Procedure (cont.)

b) Upon student’s oral consent, the instructor will contact a transportation service and arrange for student transport to a designated medical service facility contracted by Maricopa Community Colleges.

c) The student is to have a picture ID in his/her possession.

d) After testing, the student may call the transportation service contracted by Maricopa Community Colleges for transport home. (Total Transit 602-200-2077 account 2003)

e) If the student admits to alcohol or drug use, he/she will still require drug screening.

f) If the results of the test(s) are negative for drugs, alcohol, or other illegal substances, or for non-prescribed legal substances, the student shall meet with the Program Director within 24 hours of the test results to discuss the circumstances surrounding the impaired clinical behavior.

g) If the indicator was the odor of alcohol, the student will be mandated to discontinue the use of whatever may have caused the alcohol-like odor before being allowed to return to the clinical setting.

h) If the indicator was behavioral, consideration must be given to a possible medical condition being responsible for the symptoms. A medical referral for evaluation may be indicated.

i) Based on the information provided and further medical evaluations if warranted; the Program Director will make a decision regarding return to the clinical setting.

j) If the results of the test(s) are positive for alcohol or other illegal substances or for non-prescribed legal substances, the Program Director will withdraw the student from all didactic and clinical courses for a period of one year. In the event of a withdrawal being made from classes students may invoke their rights under the MCCCD Student Conduct Code. The student will pay for all costs associated with the for-cause drug-screening test.

k) If the student with positive results holds a certificate or license in a health profession screening result test will be reported to the applicable Board.

l) If a Student refuses “for Cause” Testing:

1) The instructor will remove the student from the clinical or laboratory/simulation setting pending a full investigation.

2) The instructor will contact the transportation service contracted by Maricopa Community Colleges to request that the student be transported home.

3) Failure to comply with any aspect of this policy will result in withdrawal from the program. In the event there is a withdrawal from classes the student may invoke their rights under the MCCCD Student Conduct Code.

9. Readmission Guidelines Related to Substance Abuse

Students withdrawn from Allied Health programs for reasons related to substance abuse will:

a) Submit a letter requesting readmission to the Allied Health Program.

1) Include documentation from a therapist specializing in addiction behaviors indicating status of abuse, addiction, or recovery and/or documented rehabilitation related to the alcohol/drug illness.

2) Include documentation of compliance of a treatment program as identified by the therapist including a statement that the student will be able to function effectively and provide safe and therapeutic care for clients in a clinical setting.
9. Readmission Guidelines Related to Substance Abuse (cont.)

b) Repeat drug screen for alcohol/drugs immediately prior to readmission.

If a student, after being re-admitted to the Allied Health program, has positive results on an alcohol/drug screen, the student will receive permanent dismissal from the Allied Health Program.

10. Insurance

Students must be aware of insurance requirements and their responsibilities in relation to insurance.

a) Given the potential exposure to communicable disease it is highly recommended that students in Allied Health Programs carry health care insurance at all times while enrolled in the program. Some clinical agencies may require those students who come to that facility for clinical learning experiences have health care insurance.

b) While students are participating in any academic or clinical learning experience, they have limited accident coverage by the Student Accident Insurance Policy. They are not covered in any activity outside of school requirements. The cost of this policy is covered in the student activity fee. Student accident insurance coverage is secondary to the student’s primary coverage (for more information on student insurance please see the Student Insurance page on the District Legal web site: (http://www.maricopa.edu/legal/rmi/stuinsplans.htm)

c) If a student is injured or becomes ill during the clinical experience, a Maricopa Community Colleges accident insurance form and verification of other insurance coverage must be completed. Claim forms may be obtained from the Vice President of Student Affairs Office. Completed forms are submitted to the Allied Health Program Director for signature and then forwarded according to campus procedure.

d) Students are responsible for their own transportation and vehicle insurance to and from the clinical agency. No insurance coverage is provided for any vehicle not supervised and provided by the college.

e) Maricopa Community Colleges Allied Health students are usually covered for acts of negligence under MCCCD’s commercial general liability insurance while performing in the clinical setting as part of their Allied Health course work.


All Allied Health students are professionally and ethically obligated to provide client care with compassion and respect for human dignity. Hence they may not ethically refuse to care for clients solely because the client is at risk of contracting, or has, an infectious disease such as HIV, AIDS or HBV. All rules of confidentiality are followed when working with clients. Students are required to follow standard health and safety practices and to complete an Assumption of Risk and Liability form (obtain from Program Director).

a) All blood and body fluids are considered potentially infectious and are treated as if known to be infectious for HIV, HBV, and other blood borne pathogens.

b) Contaminated sharps shall not be bent, recapped, or removed. Shearing or breaking of contaminated needles is prohibited. In dental hygiene program students will implement safe recapping procedure as taught in course and recommended by regulatory agency standards.

c) Contaminated sharps must be placed in an appropriate container as soon as possible.

d) Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in the work area where there is a likelihood of occupational exposure. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.

e) When exposure is possible, personal protective equipment (PPE) shall be used. Personal protective equipment includes:

1) Gloves shall be worn when it can be reasonably anticipated that the individual may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin, when performing vascular access procedures, and when touching contaminated items or surfaces.

2) Masks, eye protection, and face shields shall be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.

3) Gowns, aprons, and other protective body clothing shall be worn in occupational exposure situations and will depend upon the task and the degree of exposure anticipated.

4) Surgical caps or hoods and shoe covers shall be worn in instances when gross contamination can be reasonably anticipated.

5) Hands shall be washed immediately after removal of gloves or other personal protective equipment.

(Excerpts from OSHA Blood borne Pathogens Section 1910.1030)

f) When exposure to other hazardous materials such as disinfectant solutions is a possibility, appropriate PPE and safe handling protocols shall be used.

12. Exposure Guidelines
If exposed to blood from a needle stick or blood or body fluid comes in contact with mucous membranes or an open wound during a clinical experience the student should:

a) Cleanse the area with soap and water and flush mucous membranes with water immediately.

b) Report the incident immediately to the site or clinical instructor.

c) The student should immediately go to an Emergency Department, Employee Health (if available) or Urgent care and seek triage and treatment. The student is responsible for all costs related to exposure, triage, and treatment.

d) The site or clinical instructor and student must notify the department supervisor at the clinical agency.

e) The student must complete an incident report for the clinical agency.

f) The Allied Health Program Director may assist the student in completing the college student accident report provided by College Safety.

g) The Clinical Site Supervisor or Program Director must inform the source patient of the incident and encourage the patient to have testing after consent is obtained. The exposed student should be tested for HIV antibodies within 10 days and students would be responsible for the costs of this testing. The Clinical Instructor and/or Program Director are to document the exposure accident and provide copies for the student file.

13. Professionalism
Students enrolled in a program of study in Allied Health are responsible for conducting themselves in a professional manner at all times. Some specifics of professional behavior include:

a) Health Insurance Portability and Accountability Act (HIPAA): all verbal, electronic, and written information relating to patients/clients and contracted agencies is considered confidential and is not to be copied or discussed with anyone or removed from a health care facility unless written permission has been given by the clinical agency to remove such information. Information may be disclosed only as defined in HIPAA guidelines for educational purposes.
A breach of confidentiality will result in disciplinary action, up to and including possible dismissal from the program and/or course. Refer to the Student Confidentiality Agreement (obtain from Program Director).

b) **Zero Tolerance**: The Maricopa Community College District Allied Health Programs support Zero Tolerance Policy. Any Allied Health Program student engaging in any of the following behaviors or other misconduct is subject to immediate dismissal from Allied Health classes and disciplinary action as described in the Student Handbook of the college.

1) Intentionally or recklessly causing physical harm to any person on the campus or at a clinical site, or intentionally or recklessly causing reasonable apprehension of such harm.
2) Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site.
3) Unauthorized use, distribution, or possession for purposes of distribution of any controlled substance or illegal drug on the campus or at a clinical site.

c) **Professional staff - client relationship**: students providing allied health services strive to inspire the confidence of clients. Students must treat all clients, health care providers, and staff professionally. Clients can expect those providing Allied Health services to act in their best interests and respect their dignity.

- Faculty and Students will maintain a professional relationship: Students should not expect an instructor to act as a personal counselor or therapist. Student should seek assistance from academic advisors and counselors at the college.
- Students should not expect an instructor to join an individual, group, class in any social situations while the course is in progress.
- Students should not offer the instructor gifts or money as gratitude for instruction. Instructors may accept cards, notes when students wish to thank the instructor.

1) The student should abstain from excessive personal disclosure, obtaining personal gain at the client’s expense and refrain from inappropriate involvement in the client’s personal relationships.
2) In a student role, professional boundaries exist among the student, the instructor, the clinical staff, and the client. Students unclear of proper behavior or of an appropriate response to a client should consult the instructor for guidance.

d) **Professional appearance**: proper hygiene and professional appearance are expectations of all Allied Health Programs.

1) Students must dress according to their specific Allied Health Program requirements. Unacceptable attire in clinical or laboratory setting and sponsored events includes:
   - Thin or see-through clothing
   - Sleeveless tops
   - Sun dresses
   - Halter tops
   - Tank tops
   - T-Shirts
   - Shorts, mini dresses
   - Sweat tops or pants
   - Jogging suits
   - Open toed shoes
2) Dress and appearance for the clinical experience are also found in program specific requirements and include but may not be limited to:

   a) Subtle makeup.
   b) Hair pulled back from face and out of the field of operation, in a professional standard style and, if dyed, be of a “natural” hair color; if hair accessories, such as extenders, are worn they must be conservative and kept clean at all times.
   c) If worn, beards and moustaches must be neatly trimmed.
   d) Fingernails must be clean and, if performing patient care, must also be short and neatly trimmed. Artificial nails, nail wraps, or extenders are not permitted in the clinical setting.
   e) Proper hygiene avoiding any offensive body odor or tobacco smell.
   f) No body piercing jewelry or tattoos are to be visible or a hindrance to performance in the healthcare setting. Pierced earrings may be an exception.
   g) Tattoos must be covered, if possible. Tattoos which cannot be covered must be conservative and must not convey a message that is contrary to Maricopa Allied Health programs professional standards and must not pose a potential customer relations issue. Visible tattoos that are obscene, lewd, crude, or portray or represent nudity, vile, or crime or contain profanity are strictly forbidden. Students will be required to cover such tattoos.

3) Attire in Clinical:

The diversity of students in the clinical educational setting may present situations in which specific attire, due to religious beliefs or other legally protected statuses, requires that such garments be worn.

In these situations, balance will be sought between compliance with Infection Control policies and respect for individual rights. In all school, clinical and health care environments, workplace Safety and Infection Control Policies are guided by the following nationally recognized authorities: Center for Disease Control (CDC), the Occupational Safety & Health Administration (OSHA), the Organization for Safety and Asepsis Procedures (OSAP).

If a student feels unable to follow the prescribed program / clinical dress policy, they are requested to complete and submit an Exception Request to the standard clinical dress code, to include the following:

Student’s name
   ● Sponsoring school and academic program
   ● Describe the nature of the specific requested accommodation or exception
   ● Dates of on-site learning experiences (Start and End dates)
   ● Student’s assigned department (i.e., nursing, respiratory, lab, etc.)
   ● All requests must be submitted at least 30 days in-advance to the student’s start date at the clinical agency.

MCCCD Allied Health Programs will consider and evaluate the exception request on an individual basis in consultation with:

   ● The assigned clinical agency’s Human Resources Employee Relations representative
   ● The student’s assigned clinical department
   ● The clinical agency’s Infection Control and Workplace Safety Department.

If the requested exception is not approved or permitted and, in consultation with the clinical agency, any alternatives or modifications to the exception are permitted, this information will be communicated to the student for consideration.

If a student is unable to comply, health care professions faculty and academic advisors will discuss alternative program pathways with the student.
13. Professionalism (cont.)

3) Attire in Clinical (cont.):
   Unless required by law, the Allied Health Program and/or clinical agency’s Human Resources Employee Relations representative shall have no obligation to grant an exception to this policy.

   e) Personal electronic devices: pagers, cellular telephones and other personal electronic devices (PED) must be turned off and out of sight during lectures, labs and clinical experiences. At no time may students use a PED to take photographs of any patient or any part of a medical record. Any personal electronic device in sight may be confiscated by the instructor and kept until the end of the day’s activities. Any use of a personal electronic device during quizzes, tests, exams and other academic activities will be construed as cheating and treated accordingly. Any response to a PED must only be completed during break using the PED or a public telephone.

Courses within the allied health programs of study use online resources as a learning and communication tool between instructors and students. Students will need access to a computer and a network connection.

Criteria for use of mobile device during clinical and classroom rotations
Mobile devices can be a valuable tool for healthcare education when used appropriately. The following guidelines apply:

- Professional behavior and proper technology etiquette should be observed at all times when using cell phone, iPods, mobile devices, laptops or other electronic devices.

- These may only be used when authorized by faculty and for clinical activities, not personal use.

- Cell phone/mobile device appliances must be on “airplane mode” or “silent” during class or clinical experiences.

- No photos may be taken by students in the clinical agency or lab environments. The exception to taking photos or videos in the laboratory environment is when it is a course assignment.

- No personal phone conversations or texting allowed at any time while in a patient area. A clinical probation will be given for the first violation of using the mobile device for socializing during clinical time. A second violation may result in course failure.

- For combined cell phone/mobile device appliances, students are expected to have the equipment turned off if agency policy requires it and to an area designated for cell phone use when accessing information on their mobile devices when needed.

- Be respectful to the patient at all times and ensure that your entire attention is focused on the patient when you are in the patient’s room. If you are using the mobile device at the bedside for a care related application be sure to explain to the patient what you are doing.

- Faculty or hospital staff may ask to see what programs you are in at any time. Use of facility computers for personal use is prohibited.

- You must protect the confidentiality of patient information at all times in accordance with HIPAA.

- Just as other medical equipment may act as a reservoir for microorganisms and contribute to the transfer of pathogens, so may mobile devices. Be sure to disinfect/decontaminate them as needed.

- Students who violate patient privacy with the mobile device will be subject to HIPAA infractions of the clinical agency.
13. Professionalism (cont.)
   e) Personal electronic devices (cont.):
      o Social networking sites: When contributing to a social networking site, it is important to remember that everyone can see and read what is placed on the site. Keep your interactions professional and err on the conservative side when placing written communication or posting pictures. Always remember that your online presence reflects you as a professional. Be aware that your actions captured via images, posts, or comments can reflect on you and many recruiters now routinely search social networking venues when considering individuals for employment. Students can be subject to disciplinary action from health care programs due to postings on social network sites.

All students enrolled in Allied Health Programs have the following duty to report:

   a) Students holding or receiving certification or licensure in a health profession must remain in good standing with the Board that issues their certification or licensure. Students receiving any disciplinary actions against their certificate and/or license must notify their Program Director within five (5) school days.

   b) Any Student who is placed on the Office of Inspector General (OIG) List of Excluded Individuals/Entities (LEIE) or any Federal exclusion list must notify their Program Director within (5) school days.

   c) Any student who has their fingerprint card revoked or suspended or modified in any way must notify their Program Director within (5) school days.

   d) Any student who incurs an arrest and or conviction must notify their Program Director within (5) school days.

   e) The Program Director reserves the right to dismiss or restrict the student’s participation in clinical experiences and involvement in patient care and ongoing enrollment in the Program if the student cannot maintain the required level of Fingerprint card, student cannot show "Pass" status on required MCCCD supplemental or clinical agency background check, or obtains new conviction or placement on federal exclusion.
Essential Behaviors & Attributes

Throughout clinical training, the student will act in such a way as to demonstrate the following attributes:

1. Initiative
   By becoming involved in cases in order to learn from the experiences
   By utilizing newly learned or routine skills without waiting for directions

2. Dependability
   By completing assigned tasks in a timely manner
   By reporting for shifts and after breaks on time
   By following the routine procedures and protocols of the clinical facility

3. Empathy
   By demonstrating awareness of any physical distress the patient may have
   By anticipating the patient’s concerns regarding their condition or the examination

4. Interest
   By asking relevant questions which are appropriate for the level of training
   By focusing attention on the procedures

5. Integrity
   By being honest and accountable in all interactions with clinical staff
   By maintaining the confidentiality of patient information
   By acting in a professional manner at all times

6. Effective Communication
   By maintaining a professional level of conversation with patients during procedures
   By presenting themselves to patients and staff in a poised and confident manner
   By asking questions at the appropriate time and place
   By ensuring that essential messages, STAT REPORTS, etc. are delivered on time

7. Acceptance of Authority
   By recognizing the hierarchy of the department and their position in it
   By avoiding familiar names when addressing senior staff members
   By following the rules and procedures as published in this Manual

8. Acceptance of Constructive Feedback
   By recognizing that timely feedback is the first step towards mastery
   By using the constructive feedback to modify techniques or behaviors as necessary
   By avoiding defensive responses at all times

9. Good Judgment – reaching a balance
   By gradually taking on more responsibility and striving for self-reliance,
   BUT always recognizing when assistance is necessary to ensure optimal patient care
Essential Physical Requirements

- Walk and stand for long periods of time
- Above-average manual dexterity and hand/eye coordination
- Good vision and hearing (or correctable to good)
- Ability to lift 40 lbs.
- Lifting and moving of ill or injured patients
- Able to work under stress

Essential Communication Skills

Students are required to have the ability to communicate in English with accuracy, clarity and efficiency with patients, their families and other members of the health care team (including spoken and non-verbal communication, such as interpretation of facial expressions, affect and body language). Students are required to have communication abilities, including speech, hearing, reading, writing, language skills and computer literacy.

Essential Cognitive/Conceptual Quantitative Abilities

Students are required to have the ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis. They must have the ability to gather data, to develop a plan of action, establish priorities and have the ability to react effectively in an emergency situation.

Attendance Policy

1. Scheduling Clinical Rotations

The Medical Radiography program understands that flexibility is important to our clinical partners and students. Communication between program faculty, clinical instructors, and students is important to ensure that clinical rotations promote fairness, equity, and compliance with accreditation standards.

Students are expected to adhere to the agreed upon schedule. Absences and tardiness occurring on the agreed upon schedule will be treated as such, as there is no make-up time. Students track their attendance online. It is recommended that the attendance record is verified each week by the Clinical Instructor. The program does not allow students to bank extra hours completed at clinical.

In regard to attendance and scheduling, the program will work in conjunction with the clinical instructor(s) to adhere to the following Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards for an Accredited Educational Program in Radiography:

JRCERT Standard 1.3

Provides timely, appropriate, and educationally valid clinical experiences for each admitted student.

To ensure compliance with JRCERT Standard 1.3, the Medical Radiography program requests the following:

- The clinical instructor will provide the program with the clinical rotation schedules at the beginning of each practicum.
- Modification to this schedule by the clinical instructor should be submitted to the program one week in advance, preferably, no later than 24 hours.
- The student to radiography clinical staff ratio must be 1:1.
- The JRCERT defines the operational hours of traditional programs as Monday – Friday, 5:00 a.m. – 7:00 p.m.
Attendance Policy (cont.)

JRCERT Standard 1.3 (cont.)

- Evening or weekend rotations cannot exceed 25% of the total clinical clock hours (450 hours).

JRCERT Standard 1.4

Limits required clinical assignments for students to not more than 10 hours per day and the total didactic and clinical involvement to not more than 40 hours per week.

To ensure compliance with JRCERT Standard 1.4, the Medical Radiography program requests the following:

- The clinical instructor will provide the program with the clinical rotation schedules at the beginning of each practicum.
- Modification to this schedule by the clinical instructor should be submitted to the program one week in advance, preferably, no later than 24 hours.

2. Reporting Unscheduled Absences and Tardiness

Being on time to clinical rotations is critical to the success of students in the Medical Radiography program. When in clinical, students will report to the assigned imaging area and be ready to examine patients at the scheduled start time.

Students must report absences. Failure to report an absence as outlined below will result in a performance deficiency.

1) Call the radiology department at least 1 hour before the scheduled shift start time.
2) Contact the Medical Radiography program via email or phone 1 hour before the scheduled shift start time.
3) Proper documentation must be submitted via the online tracking system within 24 hours of the absence.

Students will also need a physician’s release to return to clinical when 3 consecutive days have been missed due to illness.

Students must report tardiness. Failure to report a tardy as outlined below will result in a performance deficiency.

1) Call the radiology department before the assigned shift start time to notify them of a late arrival.
2) Contact the Medical Radiography program via email or phone on the day of the tardy to notify them of a late arrival.
3) Three incidences in a clinical practicum will result in a performance deficiency. Each additional occurrence will result in additional performance deficiencies.

3. Excessive Absences

The state of Arizona requires medical radiography students to complete 1800 clinical experience hours (ARS 32-2804). To ensure that students are in compliance with this state mandate, the following rules apply to absences in excess of the allotted 80 hours of Personal Time Off:

1) The student will be required to enroll in DMI 228 to complete the hours required for graduation. DMI 228 is a one credit, 80 hour, P/Z course. To receive a “P”, students must complete 80 hours.
2) The student must receive approval from the clinical site to extend their clinical experience, as it is not a part of the regular program.
3) The Medical Radiography Program provides each student with the opportunity to complete the required hours within the program, therefore, the program has no obligation to find a clinical site for a student that has exceeded their allotted PTO. The student is responsible for all costs related to enrollment into DMI 228 (i.e., tuition, fees, health & safety, etc...). If the student is unable to complete the required hours, they will not meet clinical program requirements for graduation.
4. Personal Time Off

The GateWay Community College Medical Radiography Program 22-month schedule ensures a generous number of days off for holidays and breaks. The clinical calendar, on page 8 of this handbook, indicates clinical obligations and clinical breaks. This calendar will closely follow the holiday and break schedule of GWCC, and cannot be altered for an individual student. There are (8) recognized holidays and (5) scheduled clinical breaks, totaling (67) days off.

We recognize that students may have to miss additional time due to illnesses, appointments, etc. Therefore, each student will be given (5) days in the first year of their clinical experience and (5) days in the second year of their clinical experience for a total of (10) days of personal time off to use during the program.

<table>
<thead>
<tr>
<th>Course Level</th>
<th>Days (Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMI 104, 114, and 124 (Jan–Jun)</td>
<td>5 days (40 hours)</td>
</tr>
<tr>
<td>DMI 204, 214, and 224 (July–May)</td>
<td>5 days (40 hours)</td>
</tr>
<tr>
<td>Personal Time Off Total</td>
<td>10 days (80 hours)</td>
</tr>
</tbody>
</table>

The following rules apply to the use of PTO:

- PTO must be used to cover all absences both scheduled and unscheduled with the exception of bereavement, jury duty, military, and long-term leave. Students are encouraged to schedule early morning or late afternoon appointments in order to minimize the amount of time off per appointment.
- PTO requests should be submitted 1 week in advance, no later than 24 hours in advance. Requests are submitted using the online tracking system. Clinical Instructors must be notified of the request.
- PTO is to be used for clinical absences. Academic courses are exempt and the number of absences allowed is per course syllabus.

5. Bereavement Leave

Bereavement Leave is leave due to the death of a student’s spouse/partner or the following family member of the student or student’s spouse/partner; parent, stepparent, grandparent, child, stepchild, foster child, sibling, grandchild, or in-laws in any one incident. Bereavement leave may not exceed five (5) days (40 hours), clinical and academic combined. Bereavement leave requests should be directed to the Clinical Coordinator.

The bereavement leave will not be deducted from the student’s Personal Time Off. It will be tracked in the attendance log as “Bereavement Leave”.

To complete MRTBE requirements for clinical hours, the total clinical hours missed due to “Bereavement Leave” will be completed at the end of the program. The student must complete all clinical and academic program requirements for graduation.

6. Jury Duty

Students may attend jury duty without jeopardizing their position in the Medical Radiography Program. One (1) copy of the student’s jury duty documentation must be presented to the Clinical Coordinator.

The jury duty will not be deducted from the student’s Personal Time Off. It will be tracked in the attendance log as “Jury Duty”.

To complete MRTBE requirements for clinical hours, the total clinical hours missed due to “Jury Duty” will be completed at the end of the program. The student must complete all clinical and academic program requirements for graduation.
**Attendance Policy (cont.)**

7. **Military Leave (Training)**

Students who are members of the Arizona National Guard or Reserve Units may attend periods of military training without jeopardizing their position in the Medical Radiography Program. One (1) copy of the student’s military orders must be presented to the Clinical Coordinator.

The training period will not be deducted from the student’s Personal Time Off. National Guard or Reserve Training will be tracked in the attendance log as “Military Leave”. Up to thirty (30) clinical days in a two (2) year period may be tracked as “Military Leave”.

To complete MRTBE requirements for clinical hours, the total clinical hours missed due to “Military Leave” will be completed at the end of the program. The student must complete all clinical and academic program requirements for graduation.

8. **Long-term Leave**

Requests for long-term leave from clinical will be dealt with by the program on an individual basis. This may require a doctor’s written authorization. All requests for long-term leave from clinical must be approved by the Program Director. A student who seeks a leave may employ one of the following options:

   a. Students who can maintain academic courses will remain in the program. To complete MRTBE requirements for clinical hours, the total clinical hours missed will be completed at the end of the program. The student must complete all clinical and academic program requirements for graduation.

   b. Up to a one-year leave may be granted. The student must submit a letter of intent for readmission to the Program Director. Upon approval, the student will re-enter the next available course from which they exited. The student must complete all clinical and academic program requirements for graduation.

**Sexual Harassment Policy**

Sexual Harassment Policy (AR 2.4.4 and 5.1.8-17)

The policy of the Maricopa County Community College District (MCCCD) is to provide an educational, employment, and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by local, state, and federal law. Sexual harassment by and between, employees; students; employees and students; and campus visitors and students or employees, is prohibited by this policy. Violations of this policy may result in disciplinary action up to and including termination for employees; sanctions up to and including suspension or expulsion for students; and appropriate sanctions against campus visitors. This policy is subject to constitutionally protected speech rights and principles of academic freedom. Questions about this policy may be directed to the MCCCD EEO/Affirmative Action Office.

**Incident/Injury/Accident Policy**

If there is a medical emergency go to the closest Emergency Department or call 911.

1. If the student has medical insurance, they may go to ED, Urgent Care, or visit their own physician. If the student does not have medical insurance visit the [Preferred Provider Website](#) for an Urgent Care Location near you. The student is responsible for all medical bills that arise from an injury or exposure.

2. CLINICAL AGENCY INCIDENT REPORT – The student should report the incident to the Clinical Instructor and/or Clinical Supervisor at the clinical agency to document the exposure or injury.

3. MEDICAL RADIOGRAPHY PROGRAM INCIDENT REPORT – The student should report the incident to GWCC Medical Radiography program to document the exposure or injury.

4. INSURANCE CLAIM FORM – Go to GWCC’s Center for Student Life and complete/submit a claim form.
Incident/Injury/Accident Policy (cont.)

Visit this web site for insurance brochure, claim form ID card, and access to the Preferred Provider Website for Urgent Care locations;  http://www.renstudent.com/Students/SchoolDetail.aspx?SchoolGroupID=49

The MCCCD Student Accident Insurance Policy is secondary to the student’s primary coverage. For more information on student insurance see the Student Insurance page on the District legal website:  http://www.maricopa.edu/legal/rmi/stuinsplans.htm

In the event of an injury, clinical related or not, students will need to present the program with a physician’s release to full duty before returning to clinical. Students are not allowed to participate in the clinical experience in a limited capacity.

Travel Policy

All traveling arrangements and expenses are the responsibility of the student. Students are not guaranteed a site near their home and may need to travel anywhere within Maricopa county to complete the program’s educational requirements.
Pregnancy Policy

Note: Nuclear Regulatory Commission regulations allow a pregnant woman to decide whether she wants to formally declare her pregnancy to the program faculty. In doing so, she can take advantage of the special dose limits provided to protect the developing embryo/fetus. A declared pregnant woman is defined as a woman who has voluntarily informed her employer (Program Director) in writing of her pregnancy. (NRC Regulation, Section 20.1003 of 10CFR).

A student who becomes pregnant while enrolled in the program has the option of disclosing her pregnancy to the Program Director in writing. This disclosure is voluntary, but the student is not considered to be pregnant unless this written notification is submitted. Within the document, the estimated date of delivery and amount of time for convalescence following delivery need to be stated. The student may use the “Declaration of Pregnancy” form found in their program policies.

The student also has the option of remaining in the program and continuing her education without notification, modification or interruption. This decision should be made in consultation with her physician. The student’s rotation through fluoroscopy, surgery, and portables should be kept to a minimum, especially during the first two trimesters. The student shall not hold or assist in holding a patient during a radiographic or fluoroscopic examination, nor shall the student be involved in any procedure where she may be in the direct or useful x-ray beam. Further, the student shall not perform examinations associated with patients having intracavitary or interstitial sources of gamma radiation (radium or cesium).

The student will be asked to sign a “Pregnancy Policy” form indicating that they choose to continue in the program during pregnancy without modification or interruption. In doing so, she will not hold GateWay Community College or Maricopa Community College District liable for any complications of her or the fetus during pregnancy, delivery, or thereafter.

If the student chooses to take a leave of absence from the program during the pregnancy, she will be allowed to re-enter the program once the period of convalescence is complete. Based upon the length of absence from training, the student may be required to re-certify in specific clinical competencies prior to graduation. Placement into the original clinical site is not guaranteed, but another training site will be provided for the student.

The student must complete all program and institutional graduation requirements prior to graduation as outlined in the college catalog.
To: Medical Radiography Program Director

From:

I am declaring that I am pregnant. In consultation with my physician, we estimate my delivery date to be ________________, _______________. (Month , , Year )

The estimated time of convalescence following delivery is ________________ weeks.

I will review the program policy in regard to pregnancy and NCR Regulatory Guide 8.13, “Instruction Concerning Prenatal Pregnancy,” which the program director or designee will provide for me.

I understand that my occupational radiation dose during my entire pregnancy will not be allowed to exceed 0.5 rem (5 millisieverts) unless that dose has already been exceeded between the time of conception and submitting this written notification. Further, my radiation dose cannot exceed 50 mrem (0.5 millisieverts) for any month during my pregnancy. I also understand that meeting the lower dose limit may require a change in my clinical rotation during my pregnancy.

If I find out that I am not pregnant or if my pregnancy is terminated, I will promptly inform the program director in writing that my pregnancy is ended. (This statement may be crossed out by the student if desired.)

_______________________________
Signature

_______________________________
Name printed

_______________________________
Date
GATEWAY COMMUNITY COLLEGE
Diagnostic Medical Imaging

Pregnancy Policy

In signing this form, the declared pregnant student acknowledges that:

A. She has read and understands the GateWay Community College guidelines for pregnant medical imaging students.

B. She has read and understands the US Regulatory Guide 8.13, “Instruction Concerning Prenatal Radiation Exposure,” including appendices A and B.

C. The program director or designee has informed her of proper radiation protection practices to follow during her pregnancy.

D. The Program Director provided her an opportunity to ask questions and the questions were satisfactorily answered.

After completing acknowledgements A-D above, she wishes to continue in the Medical Radiography program

___ Without interruption.

___ Modified

___ Without modification

E. The student may withdraw her pregnancy declaration at any time by submitting a letter to that effect to the Director, Clinical Coordinator and Clinical Instructor.

Student Comments:

_________________________________
Signature

_________________________________
Name printed

_________________________________
Date
Grading

Only A, B, C, F or P-Z grades are utilized by the program to evaluate Medical Radiography students. A minimum grade of “C” or “P” must be obtained in all courses to meet graduation requirements. Because the program is competency-based, any “F” or “Z” grade will result in dismissal from the program.

During each Clinical Practicum (1-6) your specific Clinical Instructor will utilize observation, certifications, competencies, Clinical Progress Reports, as well as written and/or oral examinations to efficiently complete a Clinical Performance Assessment.

Special Notes:

- To graduate, a student must receive a ‘C’, ‘P’ or better in every class and/or clinical practicum. Failure to do so will mean dismissal from the program.
- Any clinical site which requests a student not return to that site is grounds for dismissal from the program. This will be at the discretion of the program faculty.
- Remember that attendance policy is very important to your success in this program.

Remediation Related to Clinical Deficiencies

Students unable to perform clinical skills at the passing grade level will result in the documentation of the clinical deficiencies by the Clinical Instructor and/or Clinical Coordinator. After a documented time frame the outlined clinical skills’ remediation plan will undergo reevaluation. Continued inability to perform the clinical skills at a level of proficiency appropriate for the specific practicum will result in immediate dismissal from the program.

Actions Related to Clinical Deficiencies:

1. The following is a list of reasons which constitute unacceptable clinical behavior and may become the basis for dismissal. The list is not intended to be exhaustive.

   a. Failure to meet program objectives (achievement of less than a grade of “C” in all required coursework).
   b. Failure to achieve Satisfactory/Pass in the clinical component of a given DMI course.
   c. Consistent unsatisfactory clinical evaluations.
   d. Any preparation of written material that is fraudulent and/or untruthful.
   e. Lack of adequate theoretical knowledge for application to patient care.
   f. Violation of principles of confidentiality.
   g. Lack of preparation for clinical practice.
   h. Academic dishonesty.
   i. Excessive absences or tardiness.
   j. Patient safety concerns.

2. All matters relating to academic standing, including dismissal, will be handled at the program level.
3. According to the ARRT, when a student performs the wrong exam or performs an exam on the wrong patient it is considered to be a violation of the ARRT Code of Ethics:
   ▪ “5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.

   The disciplinary progression for these types of incidences is as follows:

   1) Warning – clinical visit log; coaching
   2) Action Plan: written warning and increased supervision – 6 weeks; certification pulled and 6 month probationary status for patient safety (After 6 months without incident, Action Plan is cancelled)
   3) Removal from clinical site for reflection - 24 hours (3 days)
   4) Dismissal

**Disciplinary Policy - Performance Deficiencies**

Failure to comply with any of the policies in the Clinical Handbook will be documented. Three (3) documented performance deficiencies will drop the student’s clinical grade for the current practicum by one letter grade. Continuous policy infractions will result in probationary status or dismissal from the program.

The following is list of disciplinary actions that will be taken as a result of performance deficiencies accumulated in a practicum:

   a. Three (3) documented performance deficiencies will drop the student’s clinical grade by one letter grade.
   b. Four (4) documented performance deficiencies will result in probationary status. The student must meet with the Program Director.
   c. Five (5) documented performance deficiencies will result in removal from the clinical site for a period of reflection.
   d. Six (6) documented performance deficiencies may result in dismissal from the Medical Radiography Program at the discretion of the Clinical Instructor(s), Clinical Coordinator, and Program Director.

Examples of policy infractions that will result in a performance deficiency include, but are not limited to:

1. Failure to maintain enrolled status in a practicum
2. Excessive tardiness
3. Failure to properly notify appropriate personnel of tardy or absence
4. Failure to exchange dosimeters
5. Failure to notify appropriate personnel of shift change
6. Failure to submit Clinical Progress Report within 7 days of posted due date
7. Failure to comply with personal electronic device (PED) policy
8. Failure to comply with dress code
9. Failure to maintain continued compliance with health & safety
Chain of Command

1. If the problem concerns the clinical experience of the student, the Clinical Instructor must be consulted first.

2. If the problem is not resolved, contact the Clinical Coordinator who will work with the Clinical Instructor to attempt resolution.

3. If further assistance is needed, the Program Director will become involved.

4. If the problem remains unsolved, the matter is referred to the Division Chairperson and then the Vice President of Academic Affairs.

Dismissal from clinical education center at the facility’s request

In the event that a clinical education center requests in writing that a student no longer do clinical rotations at their facility, the following actions will occur:

The student, the Clinical Instructor and program representative will meet to discuss the facility’s request.

The student will receive a failing grade for that clinical course at the discretion of the program faculty.

Instructional Grievance Process (AR 2.3.5 & Appendix F)

A student, who feels that he or she has been treated unfairly or unjustly by a faculty member with regard to an academic process such as grading, testing, or assignments, has the right to appeal according to the approved procedures. The appeal process for grades expires one year from the date the grade was issued.

Steps for students to take:

1. Discuss the issue with the faculty member involved. This conference should be requested by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.

2. If, within ten (10) working days of the request for the conference with the faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written complaint with the department/division chairperson and appropriate administrative officer at the college/center. This written complaint must be filed within ten (10) working days following the previous deadline. The written complaint will be given to the faculty member five (5) days before any official meetings are convened.

3. Upon receipt of a written complaint, the department/division chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. The faculty member may ask that the college faculty senate president be in attendance. Every attempt will be made to maintain confidentiality during this process. A faculty member will not be required to respond to a complaint which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written complaint will be made available to the faculty member.
Instructional Grievance Process (AR 2.3.5 & Appendix F) [cont.]

4. If the grievance is not resolved at this level within ten working days, the student should forward to vice president of academic affairs or designee, a copy of the original written complaint with an explanation regarding action taken at each prior level. The vice president of academic affairs or designee will meet with the student, faculty member, the college faculty senate president if requested by the faculty member, and department/division chairperson and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.

5. If the grievance, other than those concerning grades, is not resolved by the vice president of academic affairs or designee, it may be forwarded in writing by the student to the college president for final resolution. The college president or designee will expedite a timely examination of the issues and will issue a final written determination in the grievance process.

Clinical Education Setting Orientation Checklist

Students will be cognizant of clinical policies and procedures. The policies and procedures, at a minimum, will address the following:

- Hazards (fire, electrical, chemical),
- Emergency Preparedness
- Medical Emergencies
- HIPAA
- Standard Precautions

Students will receive this training via the clinical education setting or by another means that has been accepted by the clinical education setting (i.e., myClinicalExchange, mCE).
The Maricopa County Community College District has cooperative agreements with over 500 agencies for the clinical training of its students enrolled in all health-care fields and programs.

To ensure that MCCCD students, faculty, and staff involved in those programs understand the patient privacy requirements of those clinical sites and of applicable law, including the Health Insurance Portability and Accountability Act of 1996, MCCCD offers this guidance for those persons to ensure compliance with those requirements. **Note that the discussions, uses or disclosures discussed below encompass written, verbal, or electronic communications.**

<table>
<thead>
<tr>
<th><strong>DO’S</strong></th>
<th><strong>DON'T’S</strong></th>
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<tbody>
<tr>
<td>▪ Do sign the MCCCD Faculty/Staff/Student Confidentiality Agreement before any involvement in a clinical program.</td>
<td>▪ Don’t discuss, use or disclose any patient information while in the clinical setting unless it is part of your clinical assignment.</td>
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<tr>
<td>▪ Do attend MCCCD training or in-classroom clinical instruction on requirements relating to patient privacy.</td>
<td>▪ Don’t remove any record from the clinical site without the prior written authorization of that site.</td>
</tr>
<tr>
<td>▪ Do know and adhere to a clinical site’s privacy policies and procedures before undertaking any activities at the site.</td>
<td>▪ Don’t disclose any information about a patient during your clinical assignment to anyone other than the medical staff of the clinical site.</td>
</tr>
<tr>
<td>▪ Do maintain at all times the confidentiality of any patient information, regardless of whether the identifiers listed in the “Don’t’s” section of these guidelines have been removed.</td>
<td>▪ Don’t use patient information in the context of a learning experience, classroom, case presentation, class assignment, or research without attempting to exclude as much of the following information as possible:</td>
</tr>
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</table>
| ▪ Do promptly report any violation of those procedures, applicable law, or MCCCD’s confidentiality agreement by you, an MCCCD student, faculty or staff member to the appropriate MCCCD clinical coordinator or program director. | - Names  
- Geographical subdivisions smaller than a state  
- Dates of birth, admission, discharge, death  
- Telephone and fax numbers  
- E-mail addresses  
- Social security numbers  
- Medical records or account numbers  
- Health plan beneficiary numbers  
- Certificate/license numbers  
- Vehicle or device numbers  
- Web locators/internet protocols  
- Biometric identifiers  
- Full face photos  
- Any other unique identifying number, characteristic, or code  
- All ages over 89 |
| ▪ Do understand that a violation of the clinical site’s policies and procedures, of applicable law, or MCCCD’s confidentiality agreement will subject you to disciplinary action. | |
Clinical Practicum
The clinical practicum is the student’s opportunity to develop their skills and experience engaging as student radiographers. The clinical instructors are some of the finest radiographers practicing, and they are all highly motivated to teach. The clinical sites provide this opportunity and all students are expected to adhere to the regulations and rules of the facility to which they are assigned.

It is the students’ responsibility to ensure required documents for each Clinical Rotation are signed-off by their Clinical Instructor(s), and/or designated staff member(s), when due. If the student fails to do this, student may not get a grade for the course.

Clinical Progress Reports
The Clinical Progress Report (CPR) is a convenient way for the Clinical Instructor or clinical staff to communicate back to the school on student progress. The form is available online on the Trajecsys website. The Clinical Coordinator will contact students receiving unsatisfactory reports and, when necessary, write an action plan to help prevent the student from failing.

The CPR is available for review when filling out the Clinical Performance Assessment. The Clinical Instructor or clinical staff fills out the CPR every month of clinicals. It is the student’s responsibility to remind their instructors or staff to complete this form on time. This form is due within 7 days of the posted due date. Failure to submit the Clinical Progress Report within 7 days of the posted due date will result in a performance deficiency. Due dates for the CPR are as follows:

<table>
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<tr>
<th>Clinical Practicum</th>
<th>Due Date</th>
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<th>Clinical Practicum</th>
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<tr>
<td>DMI 104</td>
<td>January 27, 2017</td>
<td>DMI 204</td>
<td>July 28, 2017</td>
<td>DMI 224</td>
<td>January 26, 2018</td>
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<td>February 24, 2017</td>
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<td>March 30, 2018</td>
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<tr>
<td>DMI 114</td>
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<td>DMI 214</td>
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<td>April 28, 2017</td>
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Plan of Clinical Education

The GateWay Community College program in Medical Radiography enrolls a class one time each year. The program officially begins at the inception of official fall semester, mid-August and ends 21.5 months later in May.

Courses are sequenced such that those courses providing basic radiographic principles are offered first. The philosophy behind this sequencing is to prepare the student as soon as possible for entry into the clinical environment with more advanced principles following in subsequent semesters.

All competencies are based on accepted professional recommendations and standards. The clinical instructors, to assure clinical input, have reviewed each practicum course outline. Clinical instructor meetings are bi-monthly throughout the academic year. Occasionally no meetings have been held during the months of June, July, and August because of conflicts with vacations, and etc.

The Plan of Clinical Education has 3 components: Lecture, Lab, & Clinical

1. Lecture: Positioning, as an example, is covered in a lecture format where all the cognitive information is relayed to the student and assessed.

2. Lab: The student will then take the concepts learned in lecture and apply them in the labs by practicing positioning and using phantoms to produce images. Positioning and images are evaluated.

3. Clinical: The student will then take their skills learned thus far into the clinical setting where they will apply them. Evaluations are also completed during this experience.

The plan also includes six (6) individual practicum courses. Each practicum has its own set of criteria for successful completion. The student must complete one practicum prior to advancing to the next. All practicum courses require the completion of clinical competencies. The student is expected to graduate at the end of Practicum 6. The student matriculates through clinical by achieving two levels of competency.

- The first level of student assessment is ARRT Competency. When the student has become proficient in a particular exam, they may seek competency status. Prior to competency by exam, the student practices under direct supervision. To achieve ARRT Competency, fifteen criterion are evaluated. The student must receive at least 41 of 45 points with a 2 or better in each criterion. They may complete examinations under the JRCERT indirect supervision standard after successfully demonstrating competency.

- The second level of student assessment is GateWay Competency. GateWay Competency demonstrates the student has maintained proficiency. To achieve GateWay Competency, fifteen criterion are evaluated. The student must receive at least 41 of 45 points with a 2 or better in each criterion.
Plan of Clinical Education (cont.)

Before the students enter DMI 104-Practicum I, they have completed 21 weeks of courses. The student will have completed courses in Patient Care, Positioning, Radiographic Technique, Radiation Safety, Digital Imaging, and Fundamentals of Physics. The student is now prepared to assume and master the competencies in Practicum I.

All practicum courses are as academically accountable as any other course for which credit is granted. These courses are well integrated into the curriculum and account for twenty-two (22) of the eighty-seven (87) credit hours required for the degree. One credit hour for clinical practicum is calculated based upon 80 clock hours.

Students are normally assigned to traditional clinical shifts. While class is in session, a traditional clinical day will be Monday-Friday between the hours of 5:00am to 7:00pm per course/program schedule. Non-traditional clinical hours are considered to be those hours outside the defined traditional clinical hours. This includes shifts starting prior to 5:00am, after 7:00pm, and weekends. There is a weekend policy in effect.

Each clinical education center has agreed to:

- Provide an environment that is conducive to learning
- Provide personnel that support the educational process and provide a positive influence on the student
- Provide each student an equal opportunity to complete all competencies
- Adopt a philosophy of program standardization, where possible

Eighteen acute clinical education centers are full service and offer all required imaging modalities. The program is affiliated with nineteen out-patient diagnostic imaging centers which serve as an additional rotation for students. The program also has a designated pediatric facility and specialty surgical center. The acceptable student to technologist ratio is 1:1.

The program and clinical education centers have adopted the JRCERT guidelines pertaining to supervision of students and repeating radiographs.
Dosimetry Acknowledgement

Each person supplied with dosimetry through GateWay Community College is responsible to acknowledge their own dosimetry readings each quarter. We have made this very easy for you. Documentation of acknowledgement of your readings is required and accomplished through the Medical Radiography Canvas page.

Follow these simple steps to see your readings:
1. Link to www.myldr.com
2. User Name: GWCC
3. Password: GateWay1
4. “Login”
5. Enter Account number: on the back of your dosimetry
6. Enter Serial number: on the back of your dosimetry
7. “Submit”
8. This displays your quarterly, yearly, and lifetime totals
9. Scroll down and in the bottom right corner click on “View Details”
10. Now you can see your monthly exposures by wear date
11. In the upper right corner click “End Session”

If you have any questions please see your instructors or the college Radiation Safety Officer (RSO) Jeanne Dial, Med, CNMT, RSO dial@gatewaycc.edu

Information about exposure:
ALARA Level 1: exposure over 500 mrem (5 mSv) in a calendar quarter
ALARA Level2: exposure over 1000 mrem (10 mSv) in a calendar quarter

If in any quarter your radiation exposure exceeds level 1 you will be notified in writing.
If in any quarter your radiation exposure exceeds level 2 you will be notified in writing and asked to identify what caused the exposure. You will need to sign and return to the RSO a copy of this report.

Declare a Pregnancy:
Use the form provided by the program director.

Lost Dosimetry:
Part of the radiation safety program at GWCC includes writing a statement to include the following if you lose your dosimetry. You will give your program director the statement and they will give it to the RSO, then a replacement badge will be ordered. In the statement include:
1. Your name
2. The date
3. The date you lost your dosimetry
4. The circumstances that caused you to lose your dosimetry
5. What you did to find it
6. Sign and date, give a copy to your program director who will give the report to the RSO
LEVELS OF SUPERVISION

1. **OBSERVE:**
   The Observation of a procedure with limited involvement by the student.

2. **ASSIST:**
   Increase participation by the student with the emphasis and responsibility of the procedure assumed by the supervising technologist. Technologist marker is on the film.

3. **DIRECT SUPERVISION:**
   As stated in the JRCERT Standard 4.4, 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 achievement,
   - is physically present during the conduct of the procedure, and
   - reviews and approves the procedure and/or image.

3. **INDIRECT SUPERVISION:**
   As stated in the JRCERT Standard 4.5, indirect supervision promotes patient safety and proper educational practices. The JRCERT defines indirect supervision as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of the student’s 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.

**JRCERT Standard 4.4**

Assures that medical imaging procedures are performed under the direct supervision of a qualified radiographer until a student achieves competency.

**JRCERT Standard 4.5**

Assures that medical imaging procedures are performed under the indirect supervision of a qualified radiographer after a student achieves competency.

**JRCERT Standard 4.6**

Assures that students are directly supervised by a qualified radiographer when repeating unsatisfactory images.

**Qualified Radiographer:**

A radiographer possessing ARRT certification or equivalent and active registration in the pertinent discipline and practicing in the profession. This excludes the PTR license issued by the MRTBE.

*Failure to adhere to the aforementioned JRCERT Standards will result in disciplinary action.* A conference will be held as soon as possible with the student, clinical instructor, and the clinical coordinator. Disciplinary progression is as follows:

1. **Action Plan:** written warning and increased supervision – *6 month* probationary status for patient safety (After 6 months without incident, Action Plan is cancelled)
2. **Dismissal**
## LEVELS OF SUPERVISION

NOTE: THE LEVEL OF SUPERVISION INDICATED SHOULD BE ACHIEVED BY THE END OF THE COURSE UNDER WHICH IT IS LISTED.

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<th>DMI 124 PRACTICAL 3</th>
<th>DMI 204 PRACTICAL 4</th>
<th>DMI 214 PRACTICAL 5</th>
<th>DMI 224 PRACTICAL 6</th>
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<td><strong>CHEST, UPPER &amp; LOWER EXTREMITIES</strong></td>
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<td><strong>THORACIC BONES/SHOULDER GIRDLE</strong></td>
<td>OBSERVE &amp; ASSIST</td>
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<td><strong>ABD/PELVIS/HIP</strong></td>
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<td><strong>CONTRAST MEDIA PROCEDURES</strong></td>
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<td><strong>PORTABLE PROCEDURES</strong></td>
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<td><strong>CRANIUM, CERVICAL, THORACIC AND LUMBAR SPINE</strong></td>
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<td>DIRECT TO INDIRECT SUPERVISION</td>
<td>DIRECT TO INDIRECT SUPERVISION</td>
<td>INDIRECT SUPERVISION</td>
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<td><strong>O.R. PROCEDURES</strong></td>
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<td>DIRECT SUPERVISION</td>
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<td><strong>ADVANCED EXAMS</strong></td>
<td></td>
<td></td>
<td>OBSERVE &amp; ASSIST</td>
<td>DIRECT TO INDIRECT SUPERVISION</td>
<td>INDIRECT SUPERVISION</td>
<td></td>
</tr>
</tbody>
</table>
Clinical Competency Requirements

According to the ARRT, the purpose of the clinical competency requirements is to verify that individuals certified and registered by the ARRT have demonstrated competency performing the clinical activities, in conjunction with mastery of the cognitive knowledge and skills covered by the radiography examination, provides the basis for the acquisition of the full range of procedures typically required in a variety of settings. The ARRT will periodically update clinical requirements based on national survey data. The GWCC Medical Radiography program clinical requirements reflect the most recent ARRT Board approved clinical requirements.

Student competency will be assessed using the Competency Evaluation form. This form includes ARRT required criteria to demonstrate competence. Students will be required to complete a minimum of 40 mandatory and 13 elective ARRT Competency Evaluations, as well as 17 GWCC Competency Evaluations, during the 17 month clinical experience.

By completing an ARRT Competency Evaluation, students satisfy certain clinical activities that are necessary to become eligible for the ARRT registry exam. Prior to completing the ARRT Competency Evaluation for a given exam, the student practices under direct supervision. To demonstrate competency, students must earn 41 of 45 points on the Competency Evaluation form. Once they have demonstrated competency, they may complete the imaging procedure under indirect supervision.

To demonstrate retention and proficiency, the GWCC Medical Radiography program requires students to complete 2 additional Competency Evaluations from each category in the clinical profile, with the exception of Mobile C-Arm Studies which requires 1. These competencies will be referred to as GateWay Competency Evaluations and will begin in the 3rd clinical practicum. GateWay Competency Evaluations will be completed on studies previously completed as ARRT Competency Evaluations. To successfully complete a GateWay Competency Evaluation, students must earn 41 of 45 points on the Competency Evaluation form.

Schedule for Competency Evaluation:

<table>
<thead>
<tr>
<th>Year</th>
<th>Clinical Experience</th>
<th>DMI</th>
<th>ARRT Competency Evaluations</th>
<th>GateWay Competency Evaluations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Practicum I</td>
<td>DMI 104 (Jan - Feb)</td>
<td>(8) Total</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Practicum II</td>
<td>DMI 114 (Feb – May)</td>
<td>(16) Total</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Practicum III</td>
<td>DMI 124 (May - Jun)</td>
<td>(24) Total</td>
<td>(4) Total</td>
</tr>
<tr>
<td>2nd</td>
<td>Practicum IV</td>
<td>DMI 204 (July - Aug)</td>
<td>(32) Total</td>
<td>(8) Total</td>
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<tr>
<td></td>
<td>Practicum IV</td>
<td>DMI 214 (Sep - Dec)</td>
<td>(40) Total</td>
<td>(12) Total</td>
</tr>
<tr>
<td></td>
<td>Practicum V</td>
<td>DMI 224 (Jan - May)</td>
<td>(53) Total</td>
<td>(17) Total</td>
</tr>
<tr>
<td></td>
<td><strong>Total Required</strong></td>
<td><strong>53 ARRT Competencies</strong></td>
<td><strong>17 GateWay Competencies</strong></td>
<td></td>
</tr>
</tbody>
</table>

Reservation Clause

Any portion of this handbook is subject to change at the programs director's discretion to meet the needs of the program.
Please read the following supervision guidelines and initial:

**LEVELS OF SUPERVISION**

1. **OBSERVE:** The Observation of a procedure with limited involvement by the student.

2. **ASSIST:** Increase participation by the student with the emphasis and responsibility of the procedure assumed by the supervising technologist. Technologist marker is on the film.

3. **DIRECT SUPERVISION:** As stated in the JRCERT Standard 4.4, 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 achievement,
   - is physically present during the conduct of the procedure, and
   - reviews and approves the procedure and/or image.

3. **INDIRECT SUPERVISION:** As stated in the JRCERT Standard 4.5, indirect supervision promotes patient safety and proper educational practices. The JRCERT defines indirect supervision as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of the student’s 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.

**JRCERT Standard 4.4**

Assures that medical imaging procedures are performed under the direct supervision of a qualified radiographer until a student achieves competency.

**JRCERT Standard 4.5**

Assures that medical imaging procedures are performed under the indirect supervision of a qualified radiographer after a student achieves competency.

**JRCERT Standard 4.6**

Assures that students are directly supervised by a qualified radiographer when repeating unsatisfactory images.

**Qualified Radiographer:**

A radiographer possessing ARRT certification or equivalent and active registration in the pertinent discipline and practicing in the profession. This excludes the PTR license issued by the MRTBE.

I understand the levels of supervision and associated JRCERT Standards.

__________ (initial)
Please read the following statements and initial:

EVENING/WEEKEND ROTATIONS
I understand I may be required to attend program activities on evenings and weekends.  
____________ (initial)

TRAVEL ARRANGEMENTS
I understand that all traveling arrangements and expenses are the responsibility of the student. Students are not guaranteed a site near their home and may need to travel anywhere within Maricopa county to complete the program’s educational requirements.  
____________ (initial)

RELEASE OF INFORMATION
Pursuant to the Family Educational Rights and Privacy Act (FERPA) students have the following rights:
1. The right to inspect and review student education records.
2. The right to request an amendment to a student record if a student believes there is inaccurate or misleading information.
3. The right to consent to disclosures of personally identifiable information contained in a student’s educational records except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with requirements of FERPA.

Disclosure
FERPA authorizes disclosure without consent to outside agencies that provide clinical education opportunities. Pursuant to this authorization, your student information may be disclosed to clinical agencies to which you are assigned who have legitimate educational interests to assist in completion of your health care education. This disclosed information may be needed to complete pre-clinical education requirements, obtain entry into the agency’s computer systems and/or medication administration systems and complete duties necessary in the actual clinical rotations. As required by clinical experience contracts, clinical agencies are mandated to hold student information confidential in the same ways required of educational institutions. Please bring any breaches of confidentiality to the attention of the manager of the health care program in which you are enrolled.

I have read and understand

Name_________________________________________ Date________________________
Please read the following statement and sign:

**COMPLIANCE WITH POLICIES**

These Policies prescribe standards of conduct for students enrolled in MCCCD Allied Health Programs. The standards are in addition to those prescribed for students under Maricopa Community Colleges policies and administrative regulations. Violation of any such standard may serve as grounds for program dismissal, suspension, or other discipline.

Every student is expected to know and comply with all current policies, rules, and regulations as printed in the college catalog, class schedule, college student handbook, and specific MCCCD Allied Health Program student handbook. Copies are available at many sites throughout the college.

I have received a copy of the Non-academic Allied Health Programs Policies. I understand this handbook contains information about the guidelines and procedures of the MCCCD Allied Health Program in which I am enrolled. I also understand that I can find information about the general college policies in the College Catalog and the College Student Handbook. I can find information specific to each Allied Health Program from the Program Director and each course in the course syllabus.

By signing this agreement, I certify that I have read and understand the Non-Academic Allied Health Programs Policies and will comply with them.

__________________________________________  __________________________
Signature of Program Participant               Date

__________________________________________  __________________________
Signature of Parent or Legal Guardian (If student is a minor)  Date

__________________________________________  __________________________
Signature name  Date
MARICOPA COUNTY COMMUNITY COLLEGE
DISTRICT ALLIED HEALTH PROGRAMS

VOLUNTARY ASSUMPTION OF RISK AND RELEASE OF LIABILITY

THIS IS A RELEASE OF LEGAL RIGHTS. READ AND UNDERSTAND IT BEFORE SIGNING. Maricopa Community Colleges are non-profit educational institutions. References to Maricopa Community Colleges include its officers, officials, employees, volunteers, students, agents, and assigns. I (print your name) _____________________________, freely choose to participate in the Maricopa Community College District Allied Health Program. In consideration of my voluntary participation in this Program, I agree as follows:

RISKS INVOLVED IN PROGRAM: I understand that the clinical training environment for the Program in which I am enrolled through Maricopa Community Colleges contains exposures to risks inherent in activities of the Program such as but not limited to: Physical lifting of patients or assisting with movement of patients; Standing for several hours at a time; Bending activities; Contact with communicable and infectious disease; Undertaking of responsibilities and duties impacting patient lives which could cause mental or emotional stress; Property damage: (Specify any potential risks of the individual clinical site)

HEALTH AND SAFETY: I have been advised to consult with a medical doctor regarding my personal medical needs. I state that there are no health-related reasons or problems that preclude or restrict my participation in this Program. I have obtained the required immunizations. I recognize that Maricopa Community Colleges are not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefore. In case of a medical emergency occurring during my participation in this Program, I authorize in advance the representative of Maricopa Community Colleges to secure whatever treatment is necessary, including the administration of anesthetic and surgery. Maricopa Community Colleges may (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding my health and safety. I agree to pay all expenses relating thereto and release Maricopa Community Colleges from any liability for any actions.

ASSUMPTION OF RISK AND RELEASE OF LIABILITY: Knowing the risks described above, and in voluntary consideration of being permitted to participate in the Program, I hereby knowingly assume all risks inherent in this activity and connected activities. I agree to release, indemnify, and defend Maricopa Community Colleges and their officials, officers, employees, agents, and volunteers from and against any and all claims, of whatsoever kind or nature, which I, the participant, my parents or legal guardian or any other person may have for any losses, damages or injuries arising out of or in connection with my participation in this Program.

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SIGNATURE: I indicate that by my signature below that I have read the terms and conditions of participation in this Program and agree to abide by them. I have carefully read this Voluntary Assumption of Risk and Release of Liability and acknowledge that I understand it. No representation, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This Voluntary Assumption of Risk and Release of Liability shall be governed by the laws of the State of Arizona that shall be the forum for any lawsuits filed under or incident to this Form or to the Program. If any portion of this Form is held invalid, the rest of the document shall continue in full force and effect.

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