The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, http://www.maricopa.edu/non-discrimination.
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# Program Contact Information

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<tr>
<th>Residential Faculty Members</th>
<th>Title</th>
<th>Email</th>
<th>Phone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bradley Johnson</td>
<td>Program Director</td>
<td><a href="mailto:johnsonb@gatewaycc.edu">johnsonb@gatewaycc.edu</a></td>
<td>602-286-8502</td>
</tr>
<tr>
<td>Nicolle Hightower</td>
<td>Director of Clinical Education</td>
<td><a href="mailto:hightower@gatewaycc.edu">hightower@gatewaycc.edu</a></td>
<td>602-286-8556</td>
</tr>
<tr>
<td>Janelle Black</td>
<td>Residential Faculty</td>
<td><a href="mailto:janelle.black@gatewaycc.edu">janelle.black@gatewaycc.edu</a></td>
<td>602-286-8553</td>
</tr>
<tr>
<td>Michelle Wilt</td>
<td>Residential Faculty</td>
<td><a href="mailto:michelle.wilt@gatewaycc.edu">michelle.wilt@gatewaycc.edu</a></td>
<td>602-286-8535</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Adjunct Faculty Members</th>
<th>Title</th>
<th>Email</th>
<th>Phone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angela Bosovski</td>
<td>Adjunct Faculty</td>
<td><a href="mailto:angela.bosovski@gatewaycc.edu">angela.bosovski@gatewaycc.edu</a></td>
<td></td>
</tr>
<tr>
<td>Tony Cerimele</td>
<td>Adjunct Faculty</td>
<td><a href="mailto:anthony.cerimele@gatewaycc.edu">anthony.cerimele@gatewaycc.edu</a></td>
<td></td>
</tr>
<tr>
<td>Quajerah Charles</td>
<td>Adjunct Faculty</td>
<td><a href="mailto:quajerah.charles@gatewaycc.edu">quajerah.charles@gatewaycc.edu</a></td>
<td></td>
</tr>
<tr>
<td>Matthew De Arcos</td>
<td>Adjunct Faculty</td>
<td><a href="mailto:matthew.dearcos@gatewaycc.edu">matthew.dearcos@gatewaycc.edu</a></td>
<td></td>
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</tbody>
</table>

# Other Important Contact Information

<table>
<thead>
<tr>
<th>Class</th>
<th>Name</th>
<th>Email</th>
<th>Phone No.</th>
</tr>
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<tbody>
<tr>
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</tbody>
</table>
# Activities Calendar

## Fall Semester (First Year in Program)

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ 1st Day of Program Classes</td>
<td>8/12/19</td>
</tr>
<tr>
<td>✓ Labor Day Holiday</td>
<td>9/02/19</td>
</tr>
<tr>
<td>✓ Last Date to Change Clinical Priority</td>
<td>9/15/19</td>
</tr>
<tr>
<td>✓ Clinical Orientation I</td>
<td>TBD (11/19)</td>
</tr>
<tr>
<td>✓ Veterans Day Holiday</td>
<td>11/11/19</td>
</tr>
<tr>
<td>✓ Thanksgiving Recess</td>
<td>11/28/19-12/1/19</td>
</tr>
<tr>
<td>✓ Clinical Orientation II</td>
<td>TBD (12/19)</td>
</tr>
<tr>
<td>✓ Last Day of Program Classes</td>
<td>12/12/19</td>
</tr>
<tr>
<td>✓ Semester Ends</td>
<td>12/13/19</td>
</tr>
<tr>
<td>✓ Winter Break</td>
<td>12/14/19-1/05/20</td>
</tr>
</tbody>
</table>

## Spring Semester (First Year in Program)

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Radiography Practicum I (DMI 104) Begins</td>
<td>1/06/20</td>
</tr>
<tr>
<td>✓ MLK Holiday</td>
<td>1/20/20</td>
</tr>
<tr>
<td>✓ President’s Day Holiday</td>
<td>2/17/20</td>
</tr>
<tr>
<td>✓ Radiography Practicum II (DMI 114) Begins</td>
<td>2/24/20</td>
</tr>
<tr>
<td>✓ Program Classes Begin</td>
<td>2/24/20</td>
</tr>
<tr>
<td>✓ Spring Break</td>
<td>3/09/20-3/15/20</td>
</tr>
<tr>
<td>✓ St.A.R.T. Banquet</td>
<td>TBD</td>
</tr>
<tr>
<td>✓ Spring Semester Ends</td>
<td>5/08/20</td>
</tr>
<tr>
<td>✓ Last Day of Program Classes</td>
<td>5/22/20</td>
</tr>
</tbody>
</table>

## Summer Semester (First Year in Program)

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DATE</th>
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<tbody>
<tr>
<td>✓ Radiography Practicum III (DMI 124) Begins</td>
<td>5/11/20</td>
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<tr>
<td>✓ Memorial Day Holiday</td>
<td>5/25/20</td>
</tr>
<tr>
<td>✓ Summer I Break</td>
<td>6/27/20-7/05/20</td>
</tr>
<tr>
<td>✓ Radiography Practicum IV (DMI 204) Begins</td>
<td>7/06/20</td>
</tr>
<tr>
<td>✓ Summer II Break</td>
<td>8/15/20-8/23/20</td>
</tr>
</tbody>
</table>
# Activities Calendar (cont.)

## Fall Semester (Second Year in Program)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Program Classes Begin</td>
<td>8/25/20</td>
</tr>
<tr>
<td>✓ Radiography Practicum V (DMI 214) Begins</td>
<td>8/24/20</td>
</tr>
<tr>
<td>✓ Labor Day Holiday</td>
<td>9/07/20</td>
</tr>
<tr>
<td>✓ Veterans Holiday</td>
<td>11/11/20</td>
</tr>
<tr>
<td>✓ Thanksgiving Recess</td>
<td>11/26/20-11/29/20</td>
</tr>
<tr>
<td>✓ Last Day of Program Classes</td>
<td>12/12/20</td>
</tr>
<tr>
<td>✓ Winter Break</td>
<td>12/12/20-1/03/21</td>
</tr>
</tbody>
</table>

## Spring Semester (Second Year in Program)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>✓ Radiography Practicum VI (DMI 224) Begins</td>
<td>1/06/21</td>
</tr>
<tr>
<td>✓ Program Classes Begin</td>
<td>1/12/21</td>
</tr>
<tr>
<td>✓ MLK Holiday</td>
<td>1/18/21</td>
</tr>
<tr>
<td>✓ President’s Day Holiday</td>
<td>2/15/21</td>
</tr>
<tr>
<td>✓ Apply for Graduation</td>
<td>TBD (2/21)</td>
</tr>
<tr>
<td>✓ Submit ARRT Certification Exam Application</td>
<td>3/21</td>
</tr>
<tr>
<td>✓ Spring Break</td>
<td>3/15/21-3/21/21</td>
</tr>
<tr>
<td>✓ StA.R.T. Banquet</td>
<td>TBD</td>
</tr>
<tr>
<td>✓ Last Day of Didactic</td>
<td>5/13/21</td>
</tr>
<tr>
<td>✓ Last Day of Clinical</td>
<td>5/14/21</td>
</tr>
<tr>
<td>✓ GWCC Commencement</td>
<td>05/13/21 or 5/14/21</td>
</tr>
</tbody>
</table>
# Clinical Calendar for Graduation Class of 2021

First official day of class for students entering in 2019 is August 12th, 2019. Students will commence clinical on January 6, 2020.

## 1st Year Clinical Experience

<table>
<thead>
<tr>
<th>DMI</th>
<th>0</th>
<th>18wks. = 0</th>
<th>August 12 - December 13, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>104</td>
<td>40</td>
<td>7 wks. = 280</td>
<td>January 6 – February 21, 2020</td>
</tr>
<tr>
<td>114</td>
<td>24</td>
<td>10 wks. = 240</td>
<td>February 24 – May 8, 2020</td>
</tr>
<tr>
<td>124</td>
<td>24</td>
<td>2 wks. = 48</td>
<td>May 11 – May 22, 2020</td>
</tr>
<tr>
<td>124</td>
<td>40</td>
<td>5 wks. = 200</td>
<td>May 23 – May 31, 2020</td>
</tr>
</tbody>
</table>

## 2nd Year Clinical Experience

<table>
<thead>
<tr>
<th>DMI</th>
<th>204</th>
<th>6 wks. = 240</th>
<th>July 13 - August 21, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>214</td>
<td>24</td>
<td>16 wks. = 384</td>
<td>August 31 - December 18, 2020</td>
</tr>
<tr>
<td>224</td>
<td>24</td>
<td>17 wks. = 408</td>
<td>January 11 – May 14, 2021</td>
</tr>
</tbody>
</table>

**Total** 1800 Hours

228 40 6 wks. = 240 May 11 - June 19, 2020 (optional clinical practicum)

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

## Recognized Holidays

1. Labor Day - 1 Day (September 2, 2019)
2. Veterans Day - 1 Day (November 11, 2019)
3. Thanksgiving - 1 Day (November 29, 2019)
4. M. L. King Day - 2 Days (January 21, 2019, January 20, 2020)
5. Presidents’ Day - 2 Days (February 18, 2019, February 17, 2020)
6. Memorial Day - 1 Day (May 27, 2019)

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

**NOTE:** Last day in program for class graduating in 2021 will be May 14, 2021

**The school calendar changes so dates and hours are approximates. Exact dates will be given as they are printed in the class schedule.**
Welcome new students!

The Medical Radiography program at GateWay Community College has been serving the communities within Maricopa County since 1972. Our standards are high; as a consequence, so is the quality of our graduates. Our reputation in the community will attest to that fact.

Our curriculum is in alignment with the national professional organizations’ and accreditation standards. We continually monitor student learning outcomes to ensure that students will be able to perform exams competently, communicate effectively, develop critical thinking, and demonstrate professionalism.

Additionally, the Medical Radiography program at GateWay provides students with the opportunity to become well versed in digital imaging through courses and labs based in our state-of-the-art, imaging laboratory. More importantly, they learn how to keep radiation exposures as low as reasonably achievable using advanced technology.

We are partnered with over 40 acute care and out-patient imaging centers to include organizations such as: Banner Health, Dignity Health, HonorHealth, Maricopa Integrated Health Systems, Mayo Clinic, Phoenix Children’s Hospital, Tenet Health, Scottsdale Medical Imaging, SimonMed, and Valley Radiologists.

At GateWay, we strive to continually improve and adapt to the needs of the students and imaging community. We are committed to making students aware of every resource available to contribute to students’ success in this program. Between the dedication of the faculty members, the strong support of our imaging community partners, and the students’ commitment to becoming a competent radiologic technologist, the probability of success is high.

Bradley D. Johnson, M.Ed, R.T.(R)(ARRT)
Program Director
Medical Radiography
johnsonb@gatewaycc.edu
**COMPLIANCE WITH POLICIES, RULES, AND REGULATIONS**

Every student is expected to know and comply with all current published policies, rules and regulations as stated in the college catalog, class schedule, and/or student handbook. Documents are available on each college's website.

Policies, courses, programs, fees and requirements may be suspended, deleted, restricted, supplemented or changed through action of the Governing Board of the Maricopa Community Colleges.

The Maricopa Community Colleges reserve the right to change, without notice, any materials, information, curriculum, requirements and regulations.
Mission:
The Medical Radiography program will provide educational activities leading to the preparation of its graduates for employment as radiographers in the health care community. The program will offer continuing education opportunities to enhance and/or provide new skills for the qualified practitioner.

Goals
1. Students will be able to perform examinations competently.
2. Students will communicate effectively.
3. Students will develop critical thinking skills.
4. Students will demonstrate professionalism.

Student Learning Outcomes (SLOs)

Goal 1: Students will be able to perform examinations competently.
SLO 1: Students will select appropriate technical factors.
SLO 2: Students will demonstrate positioning.
SLO 3: Students will apply radiation safety.

Goal 2: Students will communicate effectively.
SLO 4: Students will demonstrate oral communication skills.
SLO 5: Students will use writing skills.
SLO 6: Students will interpret orders.

Goal 3: Students will develop critical thinking skills.
SLO 7: Students will retain information by demonstrating recall.
SLO 8: Students will adjust positioning and procedure protocol in difficult and unusual clinical situations.
SLO 9: Students will evaluate images for diagnostic quality.

Goal 4: Students will demonstrate professionalism.
SLO 10: Students will determine importance of continued professional development.
SLO 11: Students will demonstrate professional behavior.
Official MCCCD Program Competencies
Medical Radiography

1. Process and evaluate radiographic images for processing quality. Required Course(s): DMI 103
2. Position patients for radiographic examinations of the chest, hand, foot, lower leg, and forearm. Required Course(s): DMI 102, 104
3. Employ basic body mechanics, first aide patient care skills, and oral and written communications during a radiographic examination. Required Course(s): HCC 200, DMI 100 (as of spring 2015), DMI 104
4. Position patients for radiographic examinations of the upper and lower limbs, abdomen, pelvis, bony thorax, and contrast media procedures. Required Course(s): DMI 112, 118
5. Determine exposure factors to achieve optimum radiographic techniques with minimal radiation exposure to the patient. Required Course(s): DMI 105, 107
6. Produce diagnostic images for all types of patients, using different equipment, contrast media, and accessory devices. Required Course(s): DMI 104, 114, 204, 214, 224
7. Explain basic physical concepts, equipment malfunctions, and safe limits of operation. Required Course(s): DMI 105
8. Position patients for radiographic examinations of the spine and skull. Required Course(s): DMI 112
9. Evaluate medical imaging procedures independently and recommend technical modifications to ensure diagnostic quality. Required Course(s): DMI 106, 216
10. Demonstrate knowledge of quality assurance procedures. Required Course(s): DMI 105, 221
11. Explain advanced physics and radiation biology principles. Required Course(s): DMI 215
12. Apply principles of radiation protection for patient, self, and others. Required Course(s): DMI 101, 221
13. Describe the radiographic appearances and risks associated with specific forms of pathology. Required Course(s): DMI 222
14. Describe and/or perform selected advanced radiographic procedures. Required Course(s): DMI 212, 221, 224
15. Apply job application and interviewing techniques. Required Course(s): DMI 227
Medical Radiography Program Technical Performance Standards

The Maricopa Community Colleges are in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 to make reasonable accommodations for those otherwise qualified individuals with a disability who request accommodations.

A reasonable academic accommodation is a modification or adjustment that allows an individual to gain equal access and have equal opportunity to participate in a Maricopa Community College’s courses, services, activities, and use of facilities. The Maricopa Community Colleges are not obligated to provide an accommodation that requires a substantial change in the curriculum or alteration of any essential elements or functions of a program.

The following describes the technical performance standards necessary to complete the Medical Radiography Program at GateWay Community College. The standards below are based upon the Radiography Practice Standards as defined by the American Society of Radiologic Technologists. These standards are not conditions of admission to the program. Each applicant for the Medical Radiography Program however, prior to application, should review these requirements to determine their abilities to successfully fulfill the clinical competency requirements and physical demands of the profession.

<table>
<thead>
<tr>
<th>Visual</th>
<th>A student must be able to acquire a defined level of required information as presented through demonstrations and experiences in the basic and clinical sciences.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Specifics</strong></td>
<td></td>
</tr>
<tr>
<td>• The student must be able to learn to perform visual and tactile examinations to differentiate subtle variations in color, shape and general appearance.</td>
<td></td>
</tr>
<tr>
<td>• The student must be able to accurately observe patients from a distance or close at hand, correctly read digital, analog or graphic gauges, scales and monitors, recognize visual alarms and recognize bio-hazardous fluids.</td>
<td></td>
</tr>
<tr>
<td>• The student must be able to see gray-scale and color images.</td>
<td></td>
</tr>
<tr>
<td>• The student must possess the visual acuity to read or view various forms of documentation including records, charts, images and handwritten notation.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hearing</th>
<th>Hearing abilities adequate to provide safe and efficient patient care and to effectively communicate with health care personnel.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Specifics</strong></td>
<td></td>
</tr>
<tr>
<td>• An auditory capacity ensuring patient identification (ability to hear patients’ state name/ date of birth within noisy environments) is correctly performed according to institutional policy.</td>
<td></td>
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<tr>
<td>• Interact with healthcare faculty, patients and family in person and via the telephone.</td>
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<tr>
<td>• Hear various equipment sounds such as alarms, emergency signals and instrumentation in noisy environments such as, but not limited to, Emergency Department and/or during a code-situation.</td>
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</tbody>
</table>
### Motor Skills/Mobility

The student should have sufficient motor functions such that they are able to execute movements required to provide general care and treatment to clients in all health care settings within a specified amount of time.

**Specifics**

- The student must be able to perform basic life support (including CPR), transfer and position patients and position and re-position self around patients.

- The student must also be able to position and operate equipment typically found in the health care environment (for example: IV pumps, electric beds, oxygen tanks, wheel chairs, radiology imaging equipment, etc.).

- Demonstrate the ability to manipulate multiple objects simultaneously, utilize computer equipment such as keyboard, mouse and bar-code scanner.

- Such actions may require standing for prolonged periods of time and coordination of both gross and fine muscular movements, including equilibrium and functional uses of senses to perform patient care procedures.

### Communication

The student must be able to communicate clearly and effectively with a degree of sensitivity and cultural appropriateness with patients, parents and/or guardians; establish good rapport, convey or exchange information at a level allowing development of a health history; identify problems presented; explain alternative solutions; and give directions during treatment and post-treatment. Communication includes oral and written modes.

**Specifics**

- A student must have sufficient facility with English to retrieve information from literature, computerized databases and lectures and to communicate concepts on written exams and patient charts.

- Patients, faculty, students, and staff must be able to easily understand the student’s oral and written communication in order to effectively evaluate performance and to work collaboratively in the care of patients.

- Have the fluency to read and comprehend the English language necessary to understand caregivers’ written and/or electronic orders, and any signage related to patient care.
<table>
<thead>
<tr>
<th><strong>Interpersonal Behavior and/or Social Skills</strong></th>
<th>A student must possess the emotional health and maturity required for full utilization of his or her intellectual abilities, the exercise of good judgment, maintenance of patient confidentiality, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with patients, faculty, staff and students.</th>
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</thead>
<tbody>
<tr>
<td><strong>Specifics</strong></td>
<td></td>
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<tr>
<td>- The student must be able to tolerate physically, mentally and emotionally demanding workloads, function effectively under stress, adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of patients.</td>
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<tr>
<td>- Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that will be assessed during the admission and educational processes. Further, a student must be able to manage apprehensive patients with a range of moods and behaviors in a tactful, culturally sensitive, congenial, personal matter so as not to alienate or antagonize them.</td>
<td></td>
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<tr>
<td>- A student must reasonably be expected to accept criticism and respond by appropriate modification of behavior.</td>
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</tr>
<tr>
<td><strong>Cognitive/Intellectual</strong></td>
<td>A student must be able to measure, calculate reason, analyze, integrate, and synthesize information.</td>
</tr>
<tr>
<td><strong>Specific Information</strong></td>
<td></td>
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<tr>
<td>- The student must be able to self-organize his/her time, independently manage multifaceted demands and schedules.</td>
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<tr>
<td>- The student must be able to quickly read and comprehend extensive written materials.</td>
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<td>- The student must be able to comprehend and apply didactic concepts and engage in critical thinking in the classroom, lab and clinical setting all in a timely manner. This involves physiologic measurements, mathematical computation, information gathering, interpretation and analysis of data, and problem solving.</td>
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<tr>
<td>- The student must be able to comprehend three-dimensional relationship and to understand the spatial relationships of structures.</td>
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</tbody>
</table>
What is accreditation?

Accreditation is a peer review process whereby a private, non-governmental agency or association grants public recognition to an institution or specialized program of study that meets or exceeds nationally established standards of acceptable educational quality.

GateWay Community College Institutional Accreditation

GateWay Community College is accredited by the Higher Learning Commission. The Higher Learning Commission (HLC) is an independent corporation that was founded in 1895 as one of six regional institutional accreditors in the United States. HLC accredits degree-granting post-secondary educational institutions in the North Central region. For more information, please visit www.hlcommission.org.

Medical Radiography Programmatic Accreditation

The Medical Radiography program at GateWay Community College is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The Joint Review Committee on Education in Radiologic Technology (JRCERT) promotes excellence in education and elevates the quality and safety of patient care through the accreditation of educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. A copy of the JRCERT Standards for an Accredited Educational Program in Radiography are available via the JRCERT website, www.jrcert.org, and are also posted on the bulletin board in the classrooms.

JRCERT Process for Reporting Allegations

Important Notes for Reporting Allegations against a Program:

1. The JRCERT cannot advocate on behalf of any student(s). An investigation into allegations of non-compliance addresses only the program’s compliance with accreditation standards and will not affect the status of any individual student.
2. The investigation process may take several months.
3. The JRCERT will not divulge the identity of any complainant(s) unless required to do so through legal process.

Process

1. Before submitting allegations, the individual must first attempt to resolve the complaint directly with program/institution officials by following the due process or grievance procedures provided by the program/institution. Each program/institution is required to publish its internal complaint procedure in an informational document such as a catalog or student handbook. (Standard One, Objective 1.6)
2. If the individual is unable to resolve the complaint with program/institution officials or believes that the concerns have not been properly addressed, he or she may submit allegations of non-compliance to the JRCERT:

**JRCERT Process for Reporting Allegations (cont.)**

Chief Executive Officer  
Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, IL  60606-3182  
Ph:   (312) 704-5300  
Fax:   (312) 704-5304  
e-mail:  mail@jrcert.org

3. The Allegations Reporting Form must be completed and sent to the aforementioned address with required supporting materials. All submitted documentation must be legible.

4. Forms submitted without a signature or the required supporting material will not be considered.

5. If a complainant fails to submit appropriate materials as requested, the complaint will be closed.

The Higher Education Opportunities Act of 2008, as amended, provides that a student, graduate, faculty or any other individual who believes he or she has been aggrieved by an educational program or institution has the right to submit documented allegation(s) to the agency accrediting the institution or program.

The JRCERT, recognized by the United States Department of Education for the accreditation of radiography, radiation therapy, magnetic resonance, and medical dosimetry educational programs investigates allegation(s) submitted, in writing, signed by any individual with reason to believe that an accredited program has acted contrary to the relevant accreditation standards or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.
Admission or graduation from the GateWay Community College Medical Radiography program does not guarantee certification as a registered Radiologic Technology with the American Registry of Radiologic Technologists (ARRT). It also does not guarantee licensure in Arizona or any other state with a licensure mandate. Licensure, certification, and registration requirements and the subsequent procedures are the exclusive right and responsibility of the ARRT and the Arizona Department of Health Services Bureau of Special Licensing (BSL).

If students have concerns about a potential ethics violation consider requesting an ARRT ethics review now, before applying for ARRT certification and registration. This may also be an option if not yet enrolled in a program.

With this option, the student submits information and documentation regarding the potential ethics violation before applying for certification and registration. The ARRT Ethics Committee will review the submission and determine if it warrants a sanction. If the student receives a sanction, they might be ineligible to apply for certification and registration for a set period of time.

If the student has fewer than six months until graduation, the ethics review preapplication isn’t an option. They’ll have to wait and report any potential ethics violations on the application for certification and registration.

Students should use the ethics review preapplication if they’ve faced:
- Misdemeanor or felony charges or convictions
- Military courts-martial
- Disciplinary actions taken by a state or federal regulatory authority or certification board
- Serious honor code (academic) violations as described in our Rules of Ethics, such as patient abuse, violating patient confidentiality, and cheating. Students don't have to report offenses such as poor grades or falling asleep in class.

Students may request a preapplication review form by contacting the ARRT:

https://www.arrt.org/earn-arrrt-credentials/requirements/ethics-requirements/ethics-review-preapplication

or

ARRT Ethics Requirements Department at 651.687.0048, ext. 8580.
American Registry of Radiologic Technologists (ARRT)
www.arrt.org

The ARRT’s mission is to promote high standards of patient care by recognizing qualified individuals in medical imaging, interventional procedures, and radiation therapy.

In support of this mission, the ARRT:

- Adopts and upholds standards for educational preparation for entry into the profession
- Adopts and upholds standards of professional behavior consistent with the level of responsibility required by professional practice
- Develops and administers examinations that assess the knowledge and skills underlying the intelligent performance of the tasks typically required by professional practice in the discipline

In addition to offering initial recognition, ARRT provides a way to recognize individuals who continue to demonstrate their qualifications by adhering to the standards of professional behavior and by complying with continuing education requirements.

Students completing the Medical Radiography program at GateWay Community College will be eligible for the ARRT Certification Exam in Radiography.

American Society of Radiologic Technologists (ASRT)
www.asrt.org

The mission of the ASRT is to advance and elevate the medical imaging and radiation therapy profession and to enhance the quality and safety of patient care. The ASRT strives to be the premier professional association for the medical imaging and radiation therapy community through education, advocacy, research and innovation.

Students enrolled in the Medical Radiography program at GateWay Community College will receive Student Membership in the 2nd year of the program.

Arizona State Society of Radiologic Technologists (ASSRT)
www.azsrt.org

Affiliated with the ASRT above. The purpose of the state society is to advance the professions of Medical Radiation and Imaging specialties; to assist in establishing and maintaining high standards of education and training; to elevate the quality of patient care; and to further the welfare and socioeconomics of radiologic technologists.

Students enrolled in the Medical Radiography program at GateWay Community College can apply to become Student Members of this organization at their own cost.
NATIONAL CERTIFICATION & STATE LICENSURE

In some states, you must obtain a state license before you can work as a radiologic technologist there. That differs from ARRT certification and registration.

If you want to become certified and registered with ARRT, you must meet our requirements and apply to ARRT. If you want to obtain a state license, you must meet the individual state’s requirements and apply directly to that state.

More than 75 percent of states have licensing laws covering the practice of radiologic technology. In those states, you must obtain a state license before you can work as a radiologic technologist. In addition, many states use ARRT exam scores and/or credentials when making licensing decisions. In other words, some—but not all—states require you to be certified and registered through ARRT before you can obtain a state license.

Keep in mind that earning an ARRT credential doesn’t necessarily mean you’re eligible to work in a particular state. You’ll need to meet that state’s requirements.

35 states utilize ARRT-administered exams for state licensing purposes. Those states are:

- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Delaware
- Florida
- Hawaii
- Illinois
- Indiana
- Iowa
- Kentucky
- Louisiana
- Maine
- Maryland
- Massachusetts
- Mississippi
- Montana
- Nebraska
- New Jersey
- New Mexico
- New York
- Ohio
- Oregon
- Pennsylvania
- Rhode Island
- South Carolina
- Tennessee
- Texas
- Utah
- Vermont
- Virginia
- Washington
- West Virginia
- Wyoming

*Arizona Department of Health Services – Special Licensing
https://www.azdhs.gov/licensing/special/index.php#mrt-provider-info

Under the Arizona Department of Health Services, the Bureau of Radiation Control is responsible for the conduct of a statewide radiological health and safety program and for the enforcement of State rules and regulations for the control of ionizing and non-ionizing radiation. Bureau of Radiation Control is comprised of five program areas.

House Bill 2257 became effective on August 3, 2018. As a result of this legislative change, the ADHS Bureau of Special Licensing is now directly responsible for the certification of the medical radiologic technologists that were previously regulated by the Medical Radiologic Technology Board of Examiners (MRTBE), as well as the certification and regulation of laser technicians.

Once graduates have passed the ARRT Certification Exam in Radiography, they will be eligible to apply for an Arizona state license through the Bureau of Special Licensing.
Estimated Program Costs

The estimated cost for the program is outlined in the chart below. The student is responsible for providing transportation, housing, and additional uniforms. Students must also plan on the expense of driving to clinical locations across the metropolitan Phoenix. Several clinical affiliates are not on bus routes so one’s own private transportation vehicle is necessary.

**AAS Degree Program**

Program Required Core Tuition* (52 credit hrs @ $85 a credit hr) \(^1\) ........................................ $  4,420

Prerequisite Tuition (11-24.5 credit hrs @ $85 a credit hr) \(^1\) .................................................. 935 – 2,083

General Education Requirements Tuition (11-14 credit hrs @ $85 a credit hr) \(^1\) ...... 935 – 1,190

Restricted Elective Tuition (0 – 5 credit hrs @ $85 a credit hr) \(^1\) ............................... 0 – 425

Registration fees ($15 per semester [8 semesters]) .......................................................... 120

Course / Lab Fees \(^2\) ........................................................................................................ 550

Books \(^2\) ................................................................................................................................ 500 – 900

Other Program Costs: Pre-Clinical Health & Safety Requirements, etc.\(^3\) ................. 380 – 775

**Total Estimated Costs** $ 8,265 – 10,463

**ADDITIONAL COSTS AFTER PROGRAM COMPLETION/GRADUATION**

Arizona Department of Health Services Bureau of Special Licensing .......................... $  60

American Registry of Radiologic Technologists (ARRT) Certification .......................... $  200

**Out-of-County residents pay $401* / Out-of-State residents pay $326** a credit hr \(^1\)

* Rates are set according to Arizona Revised Statute. Applies only to counties with no community colleges.

** According to Arizona Revised Statute, 15-1802 F, "A person who is a member of an Indian tribe recognized by the US Department of the Interior whose reservation land lies in this state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student." Therefore, unclassified and out of state surcharges do not apply to such students.

\(^1\) Tuition and fees are set by the Maricopa Community College Governing Board and approved by the State Board of Directors for Community Colleges; all fees are subject to change. Tuition is higher for non-county residents; visit [www.gatewaycc.edu](http://www.gatewaycc.edu) for more information.

\(^2\) Fees/Book costs may change without notice. Costs do not include fees/books associate with prerequisite, general education, or restricted elective courses, as these costs can vary based on the individual student and campus where completed.

\(^3\) Other Program Costs may be less or more than listed based on a student’s individual health record in respect to being in compliance with the immunization and safety requirements for the clinical experience.

**IMPORTANT** – Tuition/registration fees are all due 35 days prior to the start date of each semester. If 34 days or less, all fees are due at the time of registration or you will be dropped from your classes and lose your seat in the program for non-payment.
FERPA Notification
Under the Family Educational Rights and Privacy Act (FERPA) students are afforded certain rights when it comes to their education records. The information below outlines these rights.

Disclosure of Personally Identifiable Information
A student’s education records are not accessible to a parent or guardian without written consent, unless they provide a certified copy of the most recent Federal income tax return that shows the student is a dependent. However, if the MCCCD believes it is in the student's best interest, information from a student’s education records may be released to a parent or guardian in cases such as:
  - When a student's health or safety is in jeopardy.
  - When a student who is under 21 engages in alcohol- or drug-related behavior that violates MCCCD’s policies.

Students have the right to consent to disclosures of personally identifiable information contained within their education records, except where FERPA authorizes disclosure without consent. Information may be released:
  - To the student.
  - To the parents of a dependent student.
  - To an MCCCD official.
  - To a party seeking directory information.
  - To a party receiving the information pursuant to a judicial order or lawfully issued subpoena.
  - Regarding student disciplinary proceedings as expressly permitted by FERPA.
  - To parties otherwise authorized to receive the information pursuant to FERPA.

If a student would like information to be released to a third party, he/she can file an "Authorization to Release Education Record" form with the Office of Admissions & Records/Enrollment Services with the appropriate college(s) or the appropriate department at the District Office.

Access to Education Records
If a student would like to inspect and review his/her education records, he/she may make a request in writing to the Office of Admissions & Records/Enrollment Services at the appropriate college(s), identifying which records to review.

Amendment of Education Records
If a student believes that his/her education records are inaccurate or misleading, he/she may make a request in writing to the Office of Admissions & Records/Enrollment Services at the appropriate college(s), identifying which records to have amended and providing supporting documentation as to why the amendment is desired.

Filing a Complaint
If a student feels that the college/District has failed to comply with FERPA requirements, he/she has the right to file a complaint with the U.S. Department of Education's office that administers FERPA:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901
Family Educational Rights and Privacy Act (FERPA)(cont.)

Directory Information/Privacy Blocks
As an enrolled student, directory information (name, address, phone number, email address, photographs, electronic images, date and place of birth, major fields of study, current enrollment status, participation in officially recognized activities, dates of attendance, degrees, awards and academic honors received, Dean's List selection, previous institutions attended, program and promotional materials on participants in various sports and similar public activities, including weights and heights of athletic team members) may be released. If a student would rather not have his/her information released as directory information, he/she must complete a nondisclosure form available in the college(s)'s Student Affairs Office. Once the form is completed, the directory information will be withheld for life, even after the student is no longer a student, unless the request is rescinded.

A few other notes:
- If a student blocks directory information, it still may be inspected by those MCCCD officials authorized by law to inspect education records without consent.
- If a student chooses to block directory information, it cannot be released to friends, family, prospective employers, the news media, advisors, student activities, and honors societies.
- Some reasons for considering a privacy block on directory information include harassment or the advice of a legal or medical professional.
- If a student wishes to keep public data private but release information so it can be published in commencement programs and honors lists, contact the Office of Admissions & Records/Enrollment Services at the appropriate college(s).

MCCCD Officials with Legitimate Educational Interests
A student’s education records may be disclosed, without consent, to MCCCD officials with legitimate educational interests. These include people employed by MCCCD in administrative, supervisory, academic, research, or support staff roles; people contracted by the university for particular services; people serving on the Governing Board; students serving on official committees or assisting other school officials in performing tasks; or volunteers or other non-employees with legitimate educational interests. A legitimate education interest is present if the MCCCD official needs to review an education record in order to fulfill professional responsibilities.

Using Social Security Numbers
Due to identity theft concerns and privacy issues, students will no longer be asked to provide a social security number as a personal identifier. Instead, students will be assigned a student ID number upon enrollment that can be used to access education records, as needed.

Sources: Institutions investigated for this section include:
- www.ithaca.edu/reslife/FERPA/FERPA_annual_notification.htm
- www.clarkson.edu/sas/ferpa/annual_notice.html; www.marquette.edu/registrar/policies/ferpanotification.shtml
- www.ncsu.edu/legal/legal_topics/ferpa/ferpa_notice.php
- www.millersville.edu/registrar/miscellaneous/studentferpa.php
- http://registrar.sas.cornell.edu/Student/records.html

Content provided by PaperClip Communications, FERPA Training Binder
SEXUAL DISCRIMINATION & HARASSMENT POLICY
MCCCD Administrative Regulation 2.4.4

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance . . . .” 20 USC §1681 / 34 C.F.R. part 106

The policy of the Maricopa County Community College District (MCCCD) is to provide an educational, employment, and business environment free of sexual violence, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting Sexual Harassment as prohibited by state and federal law. Discrimination under this Policy is an unequal treatment of a student based on the student’s actual or perceived gender, sexual orientation, or pregnancy. This Policy prohibits Sexual Harassment and Discrimination in any college education program or activity, which means all academic, educational, extracurricular, athletic and other programs. 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.

A. Sexual Harassment
Any unwelcome verbal or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives a student of the ability to participate in or benefit from any MCCCD educational program or activity. The unwelcome behavior may be based on power differentials, the creation of a Hostile Environment, or retaliation for allegations of Sexual Harassment under this Policy. Sexual Harassment can occur regardless of the relationship, position or respective sex of the parties. Sexual Harassment includes Hostile Environment Harassment, Sexual Assault, Inducing Incapacitation for Sexual Purposes, Sexual Exploitation, Dating Violence, and Stalking. Same sex Sexual Harassment violates this Policy. Sexual Harassment by and between students; employees and students; and campus visitors and students is prohibited by this Policy.

1. Physical assaults of a sexual nature, such as rape, sexual battery, molestation, or attempts to commit these assaults; and intentional physical conduct that is sexual in nature such as touching, pinching, patting, grabbing, poking, or brushing against another individual's body in a sexual manner.
2. Offering or implying an education-related reward (such as a better grade, a letter of recommendation, favorable treatment in the classroom, assistance in obtaining employment, grants or fellowships, or admission to any educational program or activity) in exchange for sexual favors or submission to sexual conduct.
3. Threatening or taking a negative educational action (such as giving an unfair grade, withholding a letter of recommendation, or withholding assistance with any educational activity) or intentionally making the individual's academic work more difficult because sexual conduct is rejected.
4. The use or display in the classroom, including electronic, of pornographic or sexually harassing materials such as posters, photos, cartoons or graffiti without pedagogical justification.
5. Explicit sexual comments by one or more students about another student, or circulating drawings or other images depicting a student in a sexual manner.
6. Unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome, or sexual gestures, noises, remarks, jokes, questions, or comments by a student about another student’s sexuality or sexual experience. Such conduct between peers must be sufficiently severe, persistent, or pervasive that it creates an educational environment that is hostile or abusive. A single incident involving severe misconduct may rise to the level of Sexual Harassment.
SEXUAL DISCRIMINATION & HARASSMENT POLICY (cont.)

B. Hostile Environment Harassment
Harassment based on sex, pregnancy, gender identity, gender expression, or sexual orientation that is sufficiently serious (i.e., severe, pervasive, or persistent) and objectively offensive so as to deny or limit a person’s ability to participate in or benefit from the college’s programs, services, opportunities, or activities.

C. Sexual Assault
An act involving forced or coerced sexual penetration or sexual contact.

D. Inducing Incapacitation for Sexual Purposes
Using drugs, alcohol, or other means with the intent to affect, or having an actual effect on, the ability of an individual to consent or refuse to consent to sexual contact.

E. Sexual Exploitation
Taking non-consensual or abusive sexual advantage of another for anyone’s advantage or benefit other than the person being exploited, and such behavior does not otherwise constitute a form of Sexual Harassment under this Policy. Examples of behavior that could rise to the level of Sexual Exploitation include:
   a. Prostituting another person;
   b. Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
   c. Non-consensual distribution of photos, other images, or information of an individual’s sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
   d. Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
   e. Engaging in non-consensual voyeurism;
   f. Knowingly transmitting an STI (sexually transmitted infection), such as HIV, to another without disclosing one’s STI status;
   g. Exposing one’s genitals in non-consensual circumstances, or inducing another to expose his or her genitals;
   h. Possessing, distributing, viewing or forcing others to view obscenity.

F. Dating Violence
Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; the frequency of interaction between the persons involved in the relationship.

G. Stalking
Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

H. Consenting to Sexual Activity
Consent is clear, knowing, and voluntary; it is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in sexual activity.
Contact Information
College Police Emergency (480) 784-0911
College Police Non-Emergency (480) 784-0900
College Police Business (602) 286-8911
safety@gatewaycc.edu
https://www.gatewaycc.edu/police

The primary role of College Police is to provide assistance and campus protection to students, employees and visitors. Other responsibilities include:
- Protecting district and personal property
- Providing assistance with disabled vehicles
- Managing lost and found property
- Identifying safety hazards
- Giving presentations about safety and crime prevention

College Police has established relationships with neighboring businesses and works closely with the Phoenix Police Department to ensure campus safety. Community members are encouraged to report all suspected crimes and unusual or suspicious activities and emergencies.

Security & Access to College Facilities
Identification cards are issued to enrolled students. College Police encourages students to carry these cards at all times while on campus. The identification card indicates that the bearer is a member of the student population. GateWay students can go to Enrollment Services, located in the IE Building on the GateWay campus. Maricopa Skill Center students can go to Student Services at the MSC campus.

Reporting Crimes & Other Emergencies
Students, employees and others are encouraged to report any criminal activity or emergencies that occur on campus to College Police. In emergency situations, Dial (480) 784-0911.

RAVE Guardian
Students, faculty and staff are encouraged to download the new RAVE Guardian app to help report crimes and other emergencies as well as for personal safety. To learn more about RAVE Guardian, go to https://police.maricopa.edu/emergency-preparedness/rave-guardian-app

Responding to Criminal Activity & Emergencies
College Police or a Phoenix police officer will respond to each report of criminal activity. The Phoenix fire department will respond to reports of fire or medical emergencies. GateWay College Police responds administratively if any reported sexual assault or other criminal offense involves a student or employee as the alleged offender.

Victims may submit a written, signed statement detailing an incident to the Dean of Student Services.
Evacuation
In the event of an evacuation, it is critical that all people exit the buildings in a safe and orderly manner. The signal to evacuate is normally given by fire alarm. During a natural/propane gas emergency, the signal will be given verbally.

Clery Act Crime Statistics
The Clery Act Crime Statistics information represents a general description of GateWay Community College’s security and safety policies and programs, and the crime statistics for the most recent calendar year and the two preceding calendar years.

Weapons
Possession or use of firearms on campus is strictly forbidden.

Escorts
Escorts are available to students, faculty and staff. Requests may be made to College Police by phone at (602) 286-8911.

Motor Vehicle Registration
Parking permits are no longer required in the Student Parking areas.

Drug & Alcohol Policy
GateWay complies with the Drug Free Schools and Communities Act and all state laws. Possession or consumption of alcoholic beverages on campus is prohibited.

Campus Sex Crime Prevention Act (Arizona sex offender notification law)
The Campus Sex Crimes Prevention Act mandates that convicted sex offenders, required to register under state law, must also disclose their association with institutions of higher education when applicable. Specifically affected are those registered sex offenders who attend as students, are employed by or employed at, or volunteer at institutions of higher education. The Arizona Department of Public Safety (DPS) has established the Arizona Sex Offender Information Center according to the requirements of ARS 13-3827. Arizona DPS is responsible for the maintaining the site and annually verifying the addresses of all registered sex offenders. For more information visit: www.azdps.gov/Services/Sex_Offender.

GateWay Community College Police may notify the campus community of a registered sex offender as required by law. The notification process could be through safety alerts on the GateWay College Police web page and/or safety alerts posted on campus.

Prospective GateWay students (at all campuses) who are registered sex offenders are expected to self-disclose their status to the college’s Police office prior to the start of the term. In addition, a mandatory meeting with the Dean of Enrollment Services will occur prior to the start of classes or program.
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 web link below for instructions. 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.

Students may also locate more information, the insurance brochure, and claim form ID card at the following link: https://4studenthealth.relationinsurance.com/plan/student-accident-insurance-plan-2019-2020-582/

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: https://my.maricopa.edu/services/health-insurance

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.
The Medical Radiography Program at GateWay Community College begins each year in August with a new cohort of students. During the 22 month program, students will accomplish numerous learning objectives through coursework and laboratory exercises at GateWay’s Washington Campus. In addition, students will complete six clinical practicum over 17 months, at hospitals and imaging centers located throughout the Phoenix metropolitan area.

The program’s curriculum is in alignment with the national professional organizations’ and accreditation standards. A solid foundation in anatomy, physiology, math, and science is quite critical to a student’s success in the program core courses.

In the first fall semester, students will be solely based at GateWay’s Washington Campus to learn about topics such as radiation safety, radiation physics, principles of radiographic exposure, digital imaging, and radiographic positioning. It is in the spring semester of the first year where students begin their full-time clinical rotations. Near the beginning of March, students return to GateWay’s Washington Campus to learn more radiographic procedures while attending clinical on a part-time basis. During the summer months, students attend clinical rotations full-time, providing them opportunities to apply new knowledge and skills.

Students return to GateWay’s campus in the fall semester of the second year to attend classes while completing part-time clinical experiences. Course topics in the fall of the second year include; radiation biology, pathology, advanced procedures, and venous access. The spring semester of the second year is also a combination of class, lab, and clinical. Coursework will include advanced digital imaging, as well as topics related to professional preparation aimed at assisting the student in successfully enter the workforce.

The Medical Radiography Program is an intensive, rigorous course of study. It is a full-time program with many demands in and outside the walls of the classroom. Students should plan on dedicating 40 hours per week, at a minimum, to the program. While working in addition to completing the program may be necessary for some students to provide income, please be aware that more time allocated to working, equates to less time available for studying. Students must maintain a “C” average to remain in the program.
Throughout the educational experience, the student will act in such a way as to demonstrate the following behaviors and 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 program faculty & 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 handbook

8. **Acceptance of Corrective Feedback**
   - By recognizing that timely feedback is the first step towards mastery
   - By using the corrective 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
**ATTENDANCE POLICY**

**Didactic Attendance Policy (MCCCD AR 2.3.2)**

Only persons who are registered for a class at any of the Maricopa Community Colleges may attend that class. Attendance requirements are determined by the course instructor. Students who do not meet the attendance requirement as determined by the course instructor may be withdrawn.

Students who fail to attend the first scheduled class meeting, or to contact the instructor regarding absence before the first scheduled class meeting, may, at the option of the instructor, be withdrawn.

At the beginning of each course, each faculty member will provide students with written attendance requirements. It is the student's responsibility to consult with the instructor regarding official or unofficial absences. Absences begin to accumulate with the first scheduled class meeting.

Students bear the responsibility of notifying the Admissions and Records Office/Office of Student Enrollment Services when they discontinue studies in a course or at the college.

**Clinical 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 developed with the clinical instructor. The clinical instructor will provide the program with the clinical rotation schedules at the beginning of each practicum. Modifications to this schedule requested by the student, and approved by the clinical instructor, should be submitted to the program one week in advance, preferably, no later than 24 hours. 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 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.
   - 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. If a student reports any time past their scheduled start time, it is considered tardy (i.e., 7:00 start time, 7:01 is tardy).

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

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 policy violation.

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 warrant a documented policy violation. Each additional occurrence will result in additional policy violations.

3. Excessive Absences
The following rules will apply to students who have accumulated 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</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>
</tbody>
</table>

**Personal Time Off Total** 10 days (80 hours)

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”.

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”.

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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.

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”.

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:

1. Students who can maintain academic courses will remain in the program. 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.

2. 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.
GRADING POLICY

Students must earn a grade of "C" or better for all courses required within the program. Students must maintain satisfactory performance in both the lecture (didactic) portion as well as the clinical portions of their education. Failure to do so may result in dismissal from the program. It is possible to fail the lab portion and pass the lecture course. It is possible to fail the clinical component and pass the didactic courses. The failure to pass a lab, lecture or clinical course will result in dismissal from the program.

MCCCDD Grading
It is the policy of the Maricopa Community Colleges that a grade will be assigned at the conclusion of the course. Official grades are available on designated college web sites.

Grade Key

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>Not computed in grade point average</td>
</tr>
<tr>
<td>IP</td>
<td>Course in Progress</td>
<td>Not computed in grade point average</td>
</tr>
<tr>
<td>N</td>
<td>Audit</td>
<td>Not computed in grade point average</td>
</tr>
<tr>
<td>P*</td>
<td>Credit</td>
<td>Not computed in grade point average</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn, passing</td>
<td>Not computed in grade point average</td>
</tr>
<tr>
<td>Y</td>
<td>Withdrawn, failing</td>
<td>0</td>
</tr>
<tr>
<td>Z</td>
<td>No Credit</td>
<td>Not computed in grade point average</td>
</tr>
</tbody>
</table>

* A "P" is judged to be equivalent to a grade of C or higher.

Incomplete Grade

A. Students who are doing acceptable work may request an incomplete grade "I" if they are unable to complete the course requirements by the end of the term because of illness or other extenuating circumstances. If the request is approved by the instructor, he or she shall define, in a written/electronic contract, how the course will be completed.

B. Students must complete the requirements within the time period agreed to--maximum time allowed is seven (7) months from the last date of class in which the grade of incomplete was assigned. In most cases, the work must be completed before the beginning of the following semester in order for the student to continue in the program or be eligible for the ARRT Certification Examination if the student is in the last semester of the program. Students who do not complete the requirements within the approved time period will have their grade recorded in accordance with the written contract. Students should NOT reregister for the course to complete the contract.

C. A student's eligibility for financial aid may be jeopardized by an incomplete grade. Refer to the Standards of Satisfactory Academic Progress for details.
Programmatic Grading Scale

The Medical Radiography Program holds its students to a high standard. As stated previously, students must earn a grade of "C" or better for all courses required within the program. This is a profession that deals with the responsibility of human life & well-being, and below-average work ("D" grade) is simply considered unacceptable.

Medical Radiography Program Didactic Grading Scale:

Each instructor will provide a syllabus with specific information on how to earn points toward a passing grade in a given course. This information will be made available to students at the beginning of each course. The following grading scale will be utilized for all letter grade courses taught in the Medical Radiography Program:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 – 100%</td>
</tr>
<tr>
<td>B</td>
<td>84 – 92%</td>
</tr>
<tr>
<td>C</td>
<td>75 – 83%</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 75%</td>
</tr>
</tbody>
</table>

Medical Radiography Program Clinical Grading Scale:

During each Clinical Practicum (1-6), the Clinical Instructor(s) will utilize observation and competencies, Clinical Progress Reports, as well as written and/or oral examinations to efficiently complete a Clinical Performance Assessment. Grades will be assigned by program faculty with input from Clinical Instructors and clinical staff.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100%</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89%</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79%</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 70%</td>
</tr>
</tbody>
</table>
**Remediation Policy**

**Didactic Remediation**

Students at risk of failing any given course will meet with the course instructor. The purpose of the meeting is to collaboratively develop a plan for remediation that will, ideally, foster student success. Instructors are encouraged to document the meeting. Additionally, instructors and/or students are also encouraged to utilize the Early Alert System to assist in student success efforts.

**Clinical Deficiency Remediation**

Students unable to perform at an acceptable level in the clinical setting will result in the documentation of the clinical deficiencies as identified by the Clinical Instructor and/or Clinical Coordinator. A meeting will be held with the student, Clinical Instructor, and Clinical Coordinator to discuss the clinical deficiencies. A plan for clinical remediation will be developed and implemented as necessary. After a documented time frame, the outlined clinical remediation plan will undergo reevaluation. Continued inability to perform at an acceptable level, appropriate for the specific practicum, may lead to immediate dismissal from the program.

The Medical Radiography Program is not obligated to assign a student to a new clinical site for matters involving clinical deficiencies. All matters relating to academic standing, including dismissal, will be handled at the program level.

**Examples of Clinical Deficiencies:**

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

- Unprofessional conduct, including but not limited to violations of confidentiality; failure to show respect for client, significant others, peers, staff, and instructors.
- Consistent “Unacceptable” or “Needs Improvement” ratings on clinical evaluations.
- Failure to achieve a passing score on a Clinical Performance Assessment.
- Failure to improve unsatisfactory clinical performance.
- Performance or negligence that may cause physical or emotional jeopardy to a patient.
- Failure to immediately report a client-care error to the Clinical Instructor and/or responsible staff.
- Any preparation of written or electronic documentation that is fraudulent and/or untruthful.
- Failure to incorporate new skills and theory.
- Failure to pass clinical competencies.
- Failure to consistently maintain appropriate behaviors and clinical competency already demonstrated or learned.
- Lack of preparation for clinical practice.
- The clinical site has requested the student be removed from their facility.
Wrong Exam/Wrong Patient Remediation

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 remediation process for these types of incidences was developed in collaboration with the clinical education settings and is outlined below:

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 ACTIONS

MCCCD Student Conduct Code (MCCCD AR 2.5.2)

The purpose of this Code is to help ensure a healthy, comfortable and educationally productive environment for students, employees and visitors.

Any student found to have committed the misconduct identified in MCCCD AR 2.5.2 is subject to the disciplinary sanctions outlined in Article IV.

Program Policy Violations

Failure to comply with any of the policies in the Medical Radiography Program Handbook will be documented. Three (3) documented policy violations will drop the student’s clinical grade for the current practicum by one letter grade. Continuous policy violations 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:

- Failure to maintain enrolled status in a practicum
- Excessive tardiness as defined by clinical practicum syllabi
- Failure to properly notify appropriate personnel of tardy or absence
- Failure to exchange dosimeter as requested
- Failure to notify appropriate personnel of shift change
- Failure to submit Clinical Progress Report within 7 days of posted due date
- Failure to comply with personal electronic device (PED) policy
- Failure to comply with dress code
- Failure to maintain continued compliance with health & safety requirements
**PROCESS FOR DISMISSAL**

The student will meet with the faculty member(s) involved in the dismissal within 15 working days of the decision. The student will be provided with an official dismissal letter outlining the reason(s) for the decision and next steps if appropriate, including the Instructional Grievance Process.

When dismissed from the program due to clinical deficiencies, the grade for the clinical course will be posted as “Withdrawn” (W).

Students who have been dismissed from the Medical Radiography Program may be eligible for re-entry and should review the Program Re-Entry Policy if interested in pursuing that option.

**PROGRAM RE-ENTRY POLICY**

In order for any student to remain in the Medical Radiography Program, they must complete all required program courses successfully. Successful completion of a course is determined by the syllabus for that course. Should a student be unsuccessful in one of the courses, they will still be allowed to continue in all remaining courses in which they are enrolled for that same semester, should they so choose.

Students who have been dismissed from the Medical Radiography Program may be eligible for re-entry. Students interested in program re-entry must meet with the Program Director within 60 calendar days of the dismissal.

There is no guarantee of re-entry into the Medical Radiography program. If deemed eligible by the program faculty under the terms of the Re-Entry Agreement, and if enrollment numbers allow a seat, students have the ability to attempt a course a second time in the program. However; program required courses are taught only once a year, therefore the student would have to wait until the course is offered again the following year.

Eligible students will only be allowed two attempts to successfully complete the Medical Radiography program. A student who is dismissed from the program due to clinical failure, inappropriate behavior, or found to be performing in any manner that would violate the ARRT Standards of Ethics will not be eligible for re-entry into the Medical Radiography Program.

Students are responsible for any cost associated with re-entering the Medical Radiography Program to include, but not limited to: Tuition; Fees; Clinical Tracking systems; Books; and Health & Safety Requirements.
A student who feels that he/she has been treated unfairly or unjustly by a faculty member (full-time or part-time) with regard to an academic process such as grading, testing or assignments, shall discuss the issue first with the faculty member involved. This conference shall 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.

This instructional grievance process should not be utilized in a case in which a student feels he/she has experienced discrimination. If the student feels that he/she has experienced discrimination on the basis of race, color, religion, sex, gender identity, national origin, citizenship status (including document abuse), gender, age, disability, veteran status, genetic information, or sexual orientation, the student should refer to the Discrimination Complaint Procedures for Students as administered by the Vice President for Student Affairs.

Steps for students to follow:

1. If, within ten (10) working days of the request for the conference with 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 grievance with the Department/Division Chairperson and appropriate administrative officer at the college/center. This written grievance must be filed within ten (10) working days following the previous deadline. The written grievance will be given to the faculty member five (5) days before any official meetings are convened.

2. Upon receipt of a written grievance, the Department/Division Chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. The faculty 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 grievance which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written grievance will be made available to the faculty member.

3. If the grievance is not resolved at this level within ten (10) working days, the student should forward to vice president of academic affairs or designee, a copy of the original written grievance with an explanation regarding action taken at each prior level. The dean of instruction or appropriate college/center administrative officer will meet with the student, faculty member, the College Faculty Senate President if requested by the faculty member, and Department/Division Chair and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.

4. 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 issue a final written determination in the grievance process.

5. Instructional grievances are resolved at the college level. The district office is not an avenue of appeal for the instructional grievance process.

Note: The grievance process for grades must be initiated no later than sixty (60) calendar days from the date the grade was issued.
PROGRAM PREREQUISITE COURSES  PART I  10 - 17 Credits

Part I Program Prerequisite courses must be completed before students are eligible to apply to the program and be placed in the Medical Radiography queue.

**BIOLOGY**  4 – 8 Credits

**BIO 160**  INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY  4 Credits
Principles of scientific method. Structural organization, homeostasis and control mechanisms of the body. Specific chemistry concepts. Structure and function of the major systems of the body. **Requisites:** Prerequisites: None.

-OR-

**BIO 201**  INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY I  4 Credits
Study of structure and function of the human body. Topics include cells, tissues, integumentary system, skeletal system, muscular system, and nervous system. **Requisites:** Prerequisites: (A grade of C or better in BIO156 or BIO156XT or BIO181 or BIO181XT or one year of high school biology) and a grade of C or better in RDG100 or higher or eligibility for CRE101 as indicated by reading placement test score. CHM130 or higher or one year of high school chemistry suggested but not required.

-AND-

**BIO 202**  INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY II  4 Credits
Continuation of structure and function of the human body. Topics include endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems; and fluid and electrolyte balance. **Requisites:** Prerequisites: A grade of C or better in BIO201 or BIO201XT.

**ORAL COMMUNICATION**  3 Credits

**COM 100**  INTRODUCTION TO HUMAN COMMUNICATION  3 Credits
Introduces the theory and practice of human communication. Surveys communication topics related to interpersonal, small group, and public communication. **Requisites:** Prerequisites: None.

-OR-

**COM 110**  INTERPERSONAL COMMUNICATION  3 Credits
Theory and practice of communication skills which affect day-to-day interactions with other persons. Topics may include using verbal and nonverbal symbols, interactive listening, resolving interpersonal conflict, developing and maintaining personal and professional relationships. **Requisites:** None.

-OR-
COM 225  PUBLIC SPEAKING  3 Credits
Designed to enhance the student’s ability to present public speeches confidently and competently. Also designed to improve information literacy and critical thinking skills. Requisites: Prerequisites: A grade of C or better in ENG101 or ENG107 or equivalent.

-OR-

COM 230  SMALL GROUP COMMUNICATION  3 Credits
Principles and processes of small groups and development of skills for participation and leadership in small group settings. Practice in problem solving, decision making, and information sharing. Requisites: Prerequisites: None.

CRITICAL READING  0 – 3 Credits

CRE 101  COLLEGE CRITICAL READING AND CRITICAL THINKING  3 Credits
Develop and apply critical thinking skills through critically reading varied and challenging materials. Includes analysis, evaluation, interpretation, and synthesis through at least two substantial writing and/or speaking tasks. Requisites: Prerequisites: (A grade of C or better in ENG101 or ENG107) and (appropriate reading placement test score or a grade of C or better in RDG091 or RDG095 or RDG100 or RDG111 or RDG112 or RDG113 or permission of Instructor).

-OR-

CRE 111  CRITICAL READING FOR BUSINESS AND INDUSTRY  3 Credits
Emphasis on reading skills required for success in business and technology. Includes interpretation of technical and professional materials with an emphasis on critical analysis and reading. Requisites: Prerequisites: Reading Asset test score or a grade of C or better in RDG091 or permission of Instructor.

ENGLISH  3 credits

ENG 101  FIRST YEAR COMPOSITION  3 Credits
Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total. Requisites: Appropriate writing placement test score, or a grade of C or better in ENG091 or ESL097.

-OR-

ENG 107  FIRST YEAR COMPOSITION FOR ESL  3 Credits
Equivalent of ENG 101 for students of English as a Second Language (ESL). Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total. Requisites: Appropriate writing placement test score, or a grade of C or better in ENG091 or ESL097.
Students must be eligible to enroll in MAT120, MAT121, OR MAT122 by satisfactory score on District Placement exam OR satisfactory completion of a higher level mathematics course.

**PROGRAM PREREQUISITE COURSES**  
**PART II**  
1 – 7.5 Credits

After acceptance into program and before the start of required courses, students must complete the following courses in the spring semester prior to entering the program:

**DMI 100**  
**INTRODUCTION TO DIAGNOSTIC MEDICAL RADIOGRAPHY: PROFESSIONALISM AND PATIENT CARE**  
1 Credit

Preparation for entry into the medical field, with specific focus for diagnostic medical imaging. Role of healthcare worker in diagnostic imaging. Job duties, responsibilities, working conditions and work environments in the inpatient and outpatient clinical settings. Theoretical and practical understanding of patient assessment and patient care. Medical ethics and the laws related to the healthcare worker in general and those in the diagnostic imaging environment.  
**Prerequisites:** Admission and acceptance into the Medical Radiography Program.

**HCC 130**  
**FUNDAMENTALS IN HEALTH CARE DELIVERY**  
3 Credits

Overview of current health care professions including career and labor market information. Health care delivery systems, third party payers, and facility ownership. Health organization structure, patient rights and quality care. Health care and life values.  
Definition and importance of values, ethics, and essential behaviors in the workplace.  
Worker rights and responsibilities.  
Healthful living practices to include nutrition, stress management and exercise. Occupational Safety and Health Administration (OSHA) standard precautions and facility safety.  
Use of principles of body mechanics in daily living activities. Basic communication skills which facilitate team work in the health care setting. Focus on development of personal communication skills and an understanding of how effective communication skills promote team work.  
Focus on intercultural communication strategies.  
**Prerequisites:** Prerequisites: None.

**HCC 145**  
**MEDICAL TERMINOLOGY FOR HEALTH CARE PROFESSIONALS**  
3 Credits

Medical terminology used in health care, with special care populations and in special services. Body systems approach to terms related to structures, functions, diseases, procedures, and diagnostic tests. Building and analyzing terms using word parts. Medical abbreviations and symbols and term spelling.  
**Prerequisites:** Prerequisites: None.

**-OR-**

**HCC 146**  
**COMMON MEDICAL TERMINOLOGY FOR HEALTH CARE PROFESSIONALS**  
2 Credits

Common medical terms used in health care. Body systems approach to common terms related to structures, functions, diseases, procedures, and diagnostic tests. Building and analyzing common terms using word parts. Common medical abbreviations and symbols and term spelling.  
**Prerequisites:** Prerequisites: None.
GENERAL EDUCATION REQUIREMENTS 11 – 14 Credits
The courses listed below are considered co-requisites and may be taken along with the Medical Radiography program. These courses may be completed prior to entry into the program:

**ENGLISH**

**ENG 102   FIRST YEAR COMPOSITION** 3 Credits
Emphasis on rhetoric and composition with a focus on persuasive, research-based writing and understanding writing as a process. Developing advanced college-level writing strategies through three or more writing projects comprising at least 4,000 words in total. **Requisites:** Grade of C or better in ENG101.

-OR-

**ENG 108   FIRST YEAR COMPOSITION FOR ESL** 3 Credits
Equivalent of ENG102 for students of English as a Second Language (ESL). Emphasis on rhetoric and composition with a focus on persuasive, research-based writing and understanding writing as a process. Developing advanced college-level writing strategies through three or more writing projects comprising at least 4,000 words in total. **Requisites:** Grade of C or better in ENG107.

**MATHEMATICS**

**MAT 120   INTERMEDIATE ALGEBRA** 5 Credits
Analysis of rational, radical, quadratic and exponential equations, functions and applications; graphs of radical, quadratic and exponential functions; operations on polynomial, rational, and radical expressions. **Requisites:** Prerequisites: An appropriate mathematics placement score, OR a grade of "C" or better for MAT090, or MAT091, or MAT092, OR (an appropriate diagnostic score, or a grade of "C" or better in each of the following courses: MAT055, MAT056, and MAT057).

-OR-

**MAT 121   INTERMEDIATE ALGEBRA** 4 Credits
Analysis of rational, radical, quadratic and exponential equations, functions and applications; graphs of radical, quadratic and exponential functions; operations on polynomial, rational, and radical expressions. **Requisites:** Prerequisites: An appropriate mathematics placement score, OR a grade of "C" or better for MAT090, or MAT091, or MAT092, OR (an appropriate diagnostic score, or a grade of "C" or better in each of the following courses: MAT055, MAT056, and MAT057).
MAT 122  INTERMEDIATE ALGEBRA  3 Credits
Analysis of rational, radical, quadratic and exponential equations, functions and applications; graphs of radical, quadratic and exponential functions; operations on polynomial, rational, and radical expressions.
Requisites: Prerequisites: An appropriate mathematics placement score, OR a grade of "B" or better for MAT090, or MAT091, or MAT092, OR (an appropriate diagnostic score, or a grade of "B" or better in each of the following courses: MAT055, MAT056, and MAT057).

-OR-
Equivalent course OR satisfactory completion of a higher level mathematics course  3 – 5 Credits

HUMANITIES & FINE ARTS  2 – 3 Credits
Any approved general education course in the Humanities, Arts and Design area.

SOCIAL & BEHAVIORAL SCIENCES  3 Credits
Any approved general education course in the Social-Behavioral Sciences area.

PROGRAM REQUIRED CORE COURSES  52 Credits

1st YEAR – FALL  14.5 Credits

DMI 101  RADIATION SAFETY  2 Credits
Sources and types of radiation. Units of radiation measurement. Conversions from traditional to system international units. Protection devices, operating equipment (including ancillary devices), and federal and state laws regarding radiation safety. Radiation monitoring devices. Prerequisites: Admission to the Medical Radiography Program.

DMI 102  RADIOGRAPHIC POSITIONING I  3 Credits
Terminology, procedures, and anatomy pertinent to radiography. Routine radiographic positioning of chest, upper limb, and lower limb. Special projections of the chest, upper and lower limbs. Evaluation of radiographs of the chest, upper and lower limb. The impact of pathology on positioning and radiographic quality. Prerequisites: Admission to the Medical Radiography Program.

DMI 102LL  RADIOGRAPHIC POSITIONING I LABORATORY  1 Credit
Terminology, procedures, and anatomy pertinent to radiography. Routine radiographic positioning of chest, upper limb, and lower limb. Special projections of the chest, upper and lower limbs. Evaluation of radiographs of the chest, upper and lower limb. Prerequisites: Admission to the Medical Radiography Program.

DMI 103  INTRODUCTION TO IMAGING  1.5 Credits
Complete instruction overview on imaging receptors, image processing and imaging systems. Discussion of image processing procedure that renders physical and chemical changes as a visible radiographic image. Prerequisites: Admission to Medical Radiography Program.
DMI 105 FUNDAMENTALS OF RADIATION PHYSICS  3 Credits
Fundamental principles of the physics involved in medical radiography. Simplified math, physical concepts of energy, the structure of matter, static electricity, electric current, and electromagnetism. Generators and motors, high-voltage control, and circuitry of the x-ray tube. Principles and characteristics of x-ray production. Prerequisites: Admission to the Medical Radiography Program or permission of Instructor.

DMI 107 PRINCIPLES OF DIGITAL IMAGING  4 Credits
Content imparts an understanding of the components, principles, and operation of digital imaging systems found in diagnostic radiology. Establishes a knowledge base in factors that govern the image production process. Lab activities provide opportunities to apply course concepts and experiment with various digital imaging systems. Prerequisites: Admission to the Medical Radiography Program.

1ST YEAR – SPRING  13 Credits

DMI 104 RADIOGRAPHY PRACTICUM I (280 HOURS)  3.5 Credits
Observation of and familiarization with hospital procedures and environment. Demonstration of appropriate patient care. Process examination requisitions and other documentation related to the procedure. Image acquisition, processing and storage. Operation and maintenance of radiographic equipment. Performance of basic radiographic procedures to include the chest, upper and lower limb. Prerequisites: Admission to the Medical Radiography Program.

DMI 106 RADIOGRAPHIC IMAGE EVALUATION I  1 Credit
Systematic procedure for evaluating radiographic images to determine their diagnostic quality. Prerequisites: Admission to the Medical Radiography Program.

DMI 112 RADIOGRAPHIC POSITIONING II  3 Credits

DMI 114 RADIOGRAPHY PRACTICUM II (240 HOURS)  3 Credits

DMI 118 CONTRAST MEDIA PROCEDURES  2.5 Credits
Terminology, gross and radiographic anatomy, procedures and image evaluation related to contrast media procedures. Type, nomenclature, administration, and adverse reactions and pharmacology related to contrast media. Preparation and dosages. Select topics related to surgical radiography. Unique positioning situations. Prerequisites: Admission to the Medical Radiography Program.
1st / 2nd YEAR - SUMMER

DMI 124       RADIOGRAPHY PRACTICUM III (248 HOURS)  3 Credits
Reinforcement and broadening of routine and contrast media procedures, and portable skills acquired in earlier practicum with direct or indirect supervision as appropriate. Operation and maintenance of radiographic equipment. Correct use of radiation protection devices. Evaluation of radiographic images. Ethical and professional job-related skills. Prerequisites: Admission to the Medical Radiography Program.

DMI 204       RADIOGRAPHY PRACTICUM IV (240 HOURS)  3 Credits
Supervised student performance of routine radiological procedures, including surgery and portable procedures. Prerequisites: Admission to the Medical Radiography Program.

2nd YEAR – FALL

DMI 212       ADVANCED RADIOGRAPHIC PROCEDURES  1 Credit
Physical space imaging equipment and sterile environment required for advanced and interventional radiographic procedures. Types and applications for needles, guide wires, and catheters. Advanced and interventional radiographic procedures. Prerequisites: Admission to the Medical Radiography Program.

DMI 214       RADIOGRAPHY PRACTICUM V (384 hours)  4.5 Credits

DMI 215       RADIATION BIOLOGY  2 Credits
Provide an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues and the body as a whole. Factors affecting biological response including acute and chronic effects of radiation. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations. Prerequisites: Admission to the Medical Radiography Program.

DMI 216       RADIOGRAPHIC IMAGE EVALUATION II  1 Credit
Systematic procedure for evaluating radiographs to determine their diagnostic quality. Prerequisites: Admission to the Medical Radiography Program.

DMI 222       ADVANCED RADIOGRAPHIC PATHOLOGY  1 Credit
Application of terminology related to the disease process and the general principles of disease. Standard precautions - disease control measures to include education, asepsis, isolation, and communicability. Radiographic appearances of specific forms of pathology. Symptoms, prognosis, and diagnosis of specific forms of pathology. Prerequisites: Admission to the Medical Radiography Program.
HCC 218  VENOUS ACCESS FOR DIAGNOSTIC AGENTS AND PHARMACEUTICALS  0.5 Credit
Scope of practice and regulations governing venipuncture. Anatomy and physiology of the vascular system. Occupational Safety and Health Administration (OSHA) guidelines. Theory and practice of basic venipuncture for diagnostic agents and pharmaceuticals including equipment and procedures. Prerequisites: HCC130 or (HCC130AA, HCC130AB, HCC130AC, HCC130AD, HCC130AE, and HCC130AF) or work experience or equivalent course education as evaluated by the Health Core Curriculum Coordinator or currently credentialed as a health care provider.

2nd YEAR – SPRING  8.5 Credits

DMI 221  ADVANCED DIGITAL IMAGING  2.5 Credits
Equipment used in digital imaging, including image intensification, calculation of minification, brightness gain, viewing, and storage systems. Components and operating principles related to digital fluoroscopy. Principles, physics, and instrumentation related to digital radiography. Prerequisites: Admission to the Medical Radiography Program.

DMI 224  RADIOGRAPHY PRACTICUM V (408 hours)  5 Credits
Reinforcement and broadening of all radiographic procedures, portable skills and surgical procedures performed in the clinical environment acquired in earlier practicum. Operation and maintenance of radiographic equipment. Correct use of radiation protection devices. Evaluation of radiographic images. Ethical and professional job-related skills. Prerequisites: Admission to the Medical Radiography Program.

DMI 227  RADIOGRAPHY SEMINAR  1 Credit
Use of skills and resources for reviewing content areas examined by the American Registry of Radiologic Technologists (ARRT). Professional job-seeking procedures and development of resume. Prerequisites: Admission to the Medical Radiography Program.

RESTRICTED ELECTIVES  0 – 5 Credits
Student may select zero to five credits of restricted electives from the courses below.

DMI/DMS/ICE 220  Cross Sectional Anatomy  3 Credits
Sectional human anatomy in the transverse, sagittal and coronal planes. Emphasis on the brain, neck, chest, abdomen and pelvic cavity. Requisites: Prerequisites: A grade of C or better in (BIO160 or BIO201) and (HCC145 or HCC146), or a graduate of a related medical program of study or currently registered as a technologist in radiography, nuclear medicine, radiation therapy or sonography OR Admission to the Medical Radiography Program or permission of Instructor.

DMI/ICE 223  INTRODUCTION TO COMPUTED TOMOGRAPHY  1 Credit
Overview of the principles and operation of computed tomography (CT) scanner. Content includes history, physics processes and instrumentation components, imaging acquisition, reconstruction and display for computed tomography imaging. Requisites: Prerequisites: Admission to the Medical Radiography Program or permission of Instructor.
ICE 233  FUNDAMENTALS OF MAGNETIC RESONANCE IMAGING  1 Credit
Overview of magnetic resonance imaging, program policies and student responsibilities. Includes fundamental principles of magnetic resonance imaging (MRI), primary and secondary equipment, and MRI terminology. Imaging parameters, clinical applications overview for MRI and preparation for physics, instrumentation, and safety coursework. Basic overview of safety issues and MRI contrast agents. **Requisites:** Prerequisites: (Certified by American Registry of Radiologic Technologists (ARRT) in Radiography or in Radiation Therapy), or (certified by ARRT or the Nuclear Medicine Technology Certification Board (NMTCB) in Nuclear Medicine), or (certified by American Registry of Diagnostic Medical Sonography (ARDMS) or ARRT in Diagnostic Medical Sonography), or (Radiography, Radiation Therapist, Nuclear Medicine or Sonography student currently enrolled at GateWay), or registry eligible graduate. Corequisites: DMI/DMS/ICE220 or permission of Department or Division.
INSTRUCTIONAL MATERIALS

The classroom or didactic instruction follows many different formats in delivering course content. Each instructor is encouraged to use whatever method is most effective for them.

Some required textbooks will have to be purchased by the students. Other materials will be provided by the individual instructors or are available in the library or computer lab for your use. These materials are available for your use and are utilized for research assignments that may be assigned to you. Examples of the materials include CD's, online, and classroom presentations. A list of required resources is found below.

**Required Textbooks**


Classes: DMI 227


Classes: DMI 103, 105, 107, 221


Classes: DMI 222


Classes: DMI 102, 112, 118, and 212


Classes: DMI 102, 106, 112, 216


Classes: DMI 101, DMI 221, DMI 215

**Required Workbook**


Classes: DMI 102, 112, 118, and 212
**Required Online Resources**

  ISBN: 9780323417860  
  Classes: DMI 107

  ISBN: 9780323055147  
  Classes: DMI 105
**Energized X-Ray Lab**

**Assigned Lab Time**

The Medical Radiography Program has multiple courses that have both didactic and laboratory learning objectives. As a result, students will spend close to 160 hours in the energized x-ray laboratory, gaining hands-on experience utilizing the x-ray equipment. **Under no circumstances will a student be directly exposed to x-rays.** Numerous phantom body-parts will be utilized during actual x-ray exposures to simulate the experiments.

**Open Lab Time**

When there are no assigned labs taking place in the energized lab, students may request access to the lab to further practice their skills.

**Lab Safety Rules**

To assure students’ safety in the energized laboratories, the following rules must be followed:

- Students are required to wear a radiation dosimeter while in the energized lab.
- Students must have successfully completed the equipment competency before using any radiography equipment.
- Students’ utilization of energized laboratories must be under the supervision of a qualified radiographer who is readily available.
- Never initiate an exposure unless permission has been given by an instructor.
- Ensure that the lab door is closed and no one is in the lab before initiating an exposure.
- Do not use the electrical locks found on the x-ray tube and floating table top as braking devices.
- Never aim the x-ray tube directly at a lab window, as they are not designed as primary barriers.
- Inform an instructor of any equipment failures.
- Alert everyone of a pending exposure by stating clearly, “Exposure Lab A” (indicate actual lab).
- Never bring food or drink into the radiographic rooms or control area.
- Do not sit, lean or place items on the transformers, generators, circuit boxes or coordinating area counters.
- Place all equipment back into the proper storage cabinet or storage area in an orderly fashion at the end of the lab period or practice session.
- Wipe down all equipment in the radiographic lab with disinfectant wipes and/or spray at the end of the lab period or practice session.
- Closed-toe shoes must be worn.
Professional Dress Standards

Proper hygiene and professional appearance are expectations of all students enrolled in the Medical Radiography Program at GateWay Community College. The following requirements apply:

Program Approved Uniform

Students will receive a program approved uniform at the beginning of the 1st year fall semester. The cost associated with any additional uniforms will be incurred by the student. Students will be provided with information on how to purchase additional uniforms.

- Students are required to wear the program approved uniform while attending positioning labs on campus and during all clinical rotations.
- The uniform must fit properly and be clean at all times.
- Undershirts, if worn, should be white or black, free of graphics, and fit properly under the uniform.
- Students are not permitted to wear sweatshirts, zip up hoodies, or jackets over their uniform during the clinical experience.

Shoes must be closed toe with a secure heel (closed or strap). Shoes and shoe laces are to be clean and tied at all times. Shoes worn in the clinical setting must be in compliance with the clinical education setting’s policy.

Name Badge

GateWay Community College issues identification cards to all students and college employees. There is no fee for the first identification card issued to the student. Students must wear this name badge near collar-level at all times during the clinical experience. Students are discouraged from using lanyards, as they can interfere with patient care and pose a risk to the student if pulled by a patient.

In some instances, students may also be required to wear an ID issued by the clinical education setting. This ID must be worn and returned in accordance with the issuing institutions policies. In addition, students must have a copy of their CPR card and a copy of their fingerprint clearance card on their person while in the clinical setting.

Lead Markers

Students will receive a program approved set of lead x-ray markers at the end of the 1st year fall semester. They will consist of a left and right marker with the student’s initials. The cost associated with any additional x-ray markers will be incurred by the student.

Radiation Dosimeter

Students will receive a radiation dosimeter at beginning of the 1st year fall semester. Dosimeters must be worn while in the energized lab at GateWay Community College and during all clinical experiences. Dosimeters must be worn at the collar level. When participating in fluoroscopy, dosimeters must be worn outside the lead apron at the collar level. Students will not be allowed to participate in lab or clinical experiences without a dosimeter.
Professional Dress Standards (cont.)

Personal Appearance

Dress and appearance expected for the clinical experience also includes:

- Subtle makeup.
- 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.
- If worn, beards and moustaches must be neatly trimmed.
- No artificial nails are permitted. Fingernails must be clean and, if performing patient care, must also be short and neatly trimmed.
- Proper hygiene:
  - bathe/shower daily;
  - use deodorant,
  - wear freshly laundered uniforms/lab coats, etc. for each clinical visit;
  - avoid use of perfume, cologne, strong smelling body lotion or creams;
  - maintain good oral hygiene;
  - avoid smoking or use of tobacco products.
- 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.
**Radiation Dosimetry Monitoring Policies**

The Radiation Safety Officer (RSO) at GateWay Community College requires students to appropriately wear the dosimeter to accurately monitor radiation exposure. Students will receive notification from the Program Director on a quarterly basis when dosimetry is available to be exchanged. It is the students’ responsibility to exchange the dosimeter each quarter by the date identified by the Program Director.

Additionally, students are required to acknowledge their dosimetry readings each quarter by the last day of the month following the exchange. For example, when students exchange dosimetry in January, they will need to acknowledge the dosimetry reading by the last day of February. Documentation of acknowledgement of your readings is required and accomplished through the Dosimetry Canvas course.

Follow these steps to see your readings:

1. Link to [www.myldr.com](http://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:**

If in any quarter radiation exposure exceeds Level 1 a notification is given in writing.

If in any quarter radiation exposure exceeds Level 2 notification is given in writing and the participant is asked to identify what caused the exposure, sign and return the form to the RSO, Jeanne Dial.

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**Lost Dosimetry: (The document is available in Canvas to report lost dosimeters)**

In the event of lost or damaged dosimetry, students are required to inform the Program Director and complete a Lost or Damaged Dosimetry Report. The report is available in the Dosimetry Canvas course. Once the completed report has been provided to the RSO, a replacement dosimeter will be ordered.
**Counseling**
The goal of a counselor is to promote the development of effective and adaptive behavior in people. The counseling process enables personal growth and may be carried over into many aspects of life.

Counseling services are available on campus, providing a unique and confidential relationship between a professional and a person in need of help.

(602) 286-8900  
Room: MA1300

**Disability Resources**
The Disability Resources and Services (DRS) Department endeavors to empower all students, advance their independence and develop a sense of self-advocacy. We strive to create a learning environment which assists students in reaching their full potential with reasonable accommodations.

The Americans with Disabilities Act requires institutions of higher education to provide reasonable accommodations to those with documented disabilities, provided an undue hardship is not created.

An undue hardship refers to any accommodation that would be unduly costly, expensive, substantial, disruptive, or that would fundamentally alter the nature of the business or program.

A reasonable accommodation is the provision of an auxiliary aid, or modification to the course or program, that will allow access to the educational program, material, activity, or degree. Examples include:

- Making existing facilities readily accessible to, and usable by, persons with disabilities.
- Alternative testing accommodations.
- Provision of qualified readers, note takers and sign language interpreters.
- Provision of alternative print formats.

It is the responsibility of the student to inform the institution of his or her need for accommodations.

(602) 286-8171  
disability.services@gatewaycc.edu  
Room: IE1202

**Early Alert**
GateWay is committed to the success of its students by providing an environment conducive to teaching and learning. To ensure that every student takes full advantage of the educational opportunities, the College has implemented a student success program supported through an Early Alert System (EAS).

The goal of the Early Alert program is to work with students individually and assist in a success plan that aids in overcoming any barrier to college success. The system allows faculty to be proactive, supportive, and involved in facilitating the academic components of student retention through early detection and intervention of students who are experiencing problems. Or allows the student to submit themselves to work with the success team. For more information please visit student success services and fill out a service request.
**Learning Center**
The Learning Center offers free academic support services for enrolled students including academic and study skills tutoring, writing workshops, learning aids and group study rooms. Additionally, radiography instructors arrange for additional tutoring by second-year radiography students for first-year students. The Learning Center offers a computer lab located at room IE2108.

IE2108 offers wireless internet connectivity and laptops for student checkout. All computers are equipped with educational software, internet access and Microsoft Office applications. Students and community users will be charged for printing from college computers. Students receive a $20 credit from July 1 - June 30, which allows for about 200 free pages.

(602) 286-8800  
Room: IE2108

**Library**
The GateWay Library subscribes to "EbscoHost," "First Search," and "Proquest" which has access to 100's of data bases such as "MEDLINE" which has approximately 5 million abstracts of documents available a resource to students. Please check with the librarians for all updated resources and databases.

Library - Reference Desk  
(602) 286-8458  
library@gatewaycc.edu  
Room: IE1115

**Veterans Services**
GateWay values the opportunity to educate our veterans and offers on campus veteran services, including:

- Academic advising
- Academic scheduling
- Campus and community referrals
- Preliminary program planning
- Schedule adjustments
- Tuition deferments
- Veteran Center

For complete information on Veterans and dependent benefits, visit the U. S. Department of Veterans Affairs Education Service. Or stop in the Veteran Center in MA1220 for assistance.

(602) 286-8076  
veterans@gatewaycc.edu  
Room: MA1220
Scholarships

Scholarships, like grants, do not have to be repaid. Scholarships may be designated for new, continuing, or graduating students of GateWay Community College.

There are two major types of scholarships; those offered by GWCC that were established by friends or alumni of the college, and they are called “Institutional Scholarships;” and others set up by business, individuals, and civic organizations that are made directly to deserving students.

Institutional Scholarships are primarily awarded based on academic excellence plus need or for participation in special study areas such as the Medical Radiography Program. Students in our program generally qualify for many of these scholarships and are encouraged to apply for them.

New scholarships become available throughout the year, so students should monitor the bulletin boards in the classroom, review email notifications from the Financial Aid office, and/or visit the Financial Aid office for current information.

The Colleen Doyle Memorial Scholarship is available exclusively to students enrolled in the Medical Radiography program at GateWay Community College. This scholarship was established in honor of Colleen Doyle, a past student who tragically died in an automobile accident in 2011.

Information for these Scholarships is available at the Financial Aid Office:

Phone: 855-622-2332  
Fax: 602-900-4243  
Email: finaid@gatewaycc.edu.

Honors

The Honors Experience allows radiography students to expand their knowledge in the field of Radiography and work closely with a radiography instructor on a creative project that allows the student to put their learning into action.

A small amount of extra time will be necessary to complete a specific project. The radiology projects are organized and tailored around the interests and needs of the individual student. Students can earn as much as 3 Credits per semester depending on the project.

Students with a grade point average of 3.25 or better in previous coursework are invited to apply. Those admitted qualify for GWCC’s Fee Awards and when completed, Honor courses will be noted on the students’ official transcript.
STUDENT ASSOCIATION OF RADIOLOGIC TECHNOLOGISTS (StART)

Purpose

The purpose and function of the StART Club at GateWay Community College is to:
- Promote fellowship and support to the student radiologic technologist.
- Promote education in the field of radiography within the community.
- Participate in student activities within the college.
- Promote fellowship and support the student radiographers at GateWay Community College.
- Promote and encourage collaborative relationships with other related organizations in the field of radiography and other related health fields.

Club Membership

Membership shall be open to all students enrolled in the medical radiography program at GateWay Community College.

The membership will be responsible for electing the officers of the organization within the first month of the Fall Semester each school year.

Club Officers

Officers shall be President (2nd Year Student), Vice-President (1st Year Student), Secretary (1st Year Student), and Treasurer (2nd Year Student).

Election of officers to be held once each year beginning within the first month or the Fall Semester. The length of office shall be one entire school year.
Graduation

GateWay provides graduation specifically for students graduating with degrees and certificates in Occupational and University Transfer Education (Credit) or Trade and Technical Training (Clock) programs. Students graduating from a Credit program need to complete the appropriate application or paperwork that pertains to your program.

Dates

The Application Deadline for May graduation is typically March 1st. More detailed information will be provided as it comes available during the academic year.

Commencement Ceremony is typically that last day of the spring semester. More detailed information will be provided as it comes available during the academic year.

Costs

There is no cost to apply for graduation.

Commencement Ceremony Fee: $25 (includes cap, gown, tassel and diploma cover)

Steps for a Successful Graduation

1. It is recommended that Medical Radiography program students schedule an appointment with an Academic Advisor in the fall semester of their 2nd Year to review their program requirements for graduation. Students can also refer to the Catalog and Student Handbook to check on their program requirements for graduation.
2. Official transcripts must be sent directly to GateWay from any Maricopa college or other college or university for the courses that will apply toward the degree/certificate.
3. A notification letter will be mailed approximately 30 days prior to the day of the commencement ceremony detailing this event and cap and gown pickup.
4. Pay the $25 commencement ceremony fee at Enrollment Services, if you want to participate in the ceremony in May. The commencement fee is refundable up to two weeks prior to graduation. Fee includes:
   a. Hard cover jacket for degree/certificate
   b. Cap, gown, tassel and diploma cover
5. Any debts within the Maricopa Community Colleges must be cleared before a degree/certificate can be released.
6. Please be sure to verify and correct as needed your address in the Student Center. All degrees/certificates will be mailed to the applicant’s address on record.

- PTK students should see their PTK advisor regarding the stole and tassels prior to commencement.
- Veterans should see their Veterans Representative when submitting an application to graduate.
- Disability accommodations are available upon request. Please contact Jill Nico.
Career Services

The Career Center is open to all students, alumni and community members. Up-to-date resources and individualized assistance is offered in career assessment, career planning, resume development, interview preparation, job search resources, employer contacts, and internships. The goal is to assist with career and job search needs, no matter if you are in the early stages of exploration or the later stages of interviewing. In order to help build effective job searching skills, Career Services provides:

- Internet access to find potential employment with local, state and national employers
- On campus employer recruitment
- Workshops to develop job searching, resume writing, interviewing and employable skills
- Job search resources
- Search assistance in finding hundreds of jobs by career field and other categories where you can apply online and submit your resume
- Employer contacts/resources
- An annual job fair connecting employers with job seekers by industry

(602) 286-8500  
careercenter@gatewaycc.edu  
108 N. 40th Street, Phoenix, AZ 85034  
Room: IE1234

Transfer Credit

Graduates may advance in their profession by seeking a bachelor's and/or master's degree in a related field. The credits earned at Maricopa Community Colleges are fully accredited by the U.S. Department of Education and will transfer to four-year institutions. However, individuals should verify their college credit transfer with the four-year institution they plan to attend. The Medical Radiography Program at GateWay Community College currently has an articulation agreement with Northern Arizona University to help advance students seeking a bachelor's degree specifically in Diagnostic Medical Imaging.

Those individuals interested in transfer options, should schedule an appointment with Academic Advising at GateWay.

(602) 286-8200  
Email: advisor@gatewaycc.edu

Continuing Education

The mission of Healthcare Continuing Education is three-fold:
1. Provide continuing education opportunities to the graduates of each of the health science disciplines that GateWay provides.
2. Organize special events for our community's healthcare professionals.
3. Respond to the emerging needs of the healthcare community.
Continuing Education assists other disciplines in offering additional opportunities for working healthcare professionals. Educational opportunities include one day seminars, short or long-term courses for credit and non-credit.

**Post-Primary Pathways**

The following is a list of imaging sciences programs offered at GateWay Community College. Students interested in any of the programs below should visit GateWay’s website for more details:

- Computed Tomography
- Diagnostic Medical Sonography
- Nuclear Medicine
- Magnetic Resonance Imaging

**Requesting Transcripts**

You are now able to request a single transcript report no matter how many Maricopa Community Colleges you have attended. Rather than having to request transcripts from each institution you attended, you are now able to place the request for official or unofficial transcripts from one place. For more information, visit [http://www.gatewaycc.edu/transcripts](http://www.gatewaycc.edu/transcripts).
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 in August and ends 22 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. Generally, there are no meetings held during the months of June, July, and August because of the college summer schedule.

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.
Before the students enter DMI 104-Practicum I, they have completed 18 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 22 of the 74-94.5 credit hours required for the degree. One credit hour for clinical practicum is calculated based upon 80 clock hours (1 credit = 80 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.

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.

Nineteen acute clinical education centers are full service and offer all required imaging modalities. The program is affiliated with twenty outpatient 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.
All students shall practice appropriate radiation safety procedures in protecting themselves, patients, and other personnel from unnecessary exposure.

Each student is individually responsible for implementing proper radiation protection procedures. Radiation protection is studied initially as part of DMI 101 – Radiation Safety. Further study occurs in all radiographic positioning courses (DMI 102, 112, 118, 212), all clinical courses (DMI 104, 114, 124, 204, 214, and 224), DMI 103-Introduction to Imaging, DMI 107- Principles of Digital Imaging, DMI 105- Radiation Physics, DMI 215 – Radiation Biology, and reviewed in DMI 221 – Advanced Digital Imaging.

Exposure of all individuals to radiation must be kept as low as reasonably achievable (ALARA concept). During clinical practice students should exercise reasonable means to protect themselves from excessive radiation exposure. **Students must not hold image receptors during any radiographic procedure.** Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care (JRCERT Objective 4.3).

When patients need assistance, students should utilize one of the following applications of radiation safety practices:

1. have the patient assist in holding the part to be imaged or the image receptor,
2. have a non-pregnant family member hold the part/patient, or
3. use positioning aids to hold the patient/image receptor.

Students may not expose any person to radiation without a valid requisition authorized by a physician. It is also inappropriate for students to make exposures on themselves. In order to avoid excessive patient exposure, all unsatisfactory radiographs produced by students must be repeated in the presence of a supervising radiographer.

Students shall only operate a fluoroscopic unit under the supervision of a licensed practitioner as defined by ARS 32-2801 (i.e., MD, DO, DDS, DMD, DC, PA, DPM and NMD) or individuals licensed by ADHS BSL.

**MRI Safety Policy**

The American Society of Radiologic Technologists (ASRT) recognizes the concept of ALARA to include energies used for magnetic resonance. Students in the Medical Radiography Program have the option to participate in clinical education in magnetic resonance imaging (MRI) starting their final spring semester.

Students receive MRI safety training by completing the MRI Safety Module in the Medical Radiography Program’s Canvas course. In the MRI Safety module, students watch a MRI safety video, complete a MRI screening questionnaire, and complete a MRI Safety Attestation form. These items must be completed in the fall semester prior to beginning their clinical training so they are aware the presence of MRI within their training environment.

Students’ participation in this clinical area is determined by review of their screening questionnaire and possible discussion with the clinical coordinator. Students unable to fully participate in this clinical rotation will have an alternate clinical rotation assigned. Pregnant students will not be allowed in the MRI scan room when the radiofrequencies are being utilized.
ADMINISTRATION OF INTRAVENOUS CONTRAST MEDIA POLICY

Students are not allowed to administer intravenous contrast media or any other pharmacological agent. Students are allowed to draw up contrast and prepare a site for injection only under the direct supervision of a qualified practitioner and in accordance with the department policies of the clinical education setting. Students may perform venipuncture after completing HCC 218 Venous Access and after achieving competency under the direct supervision of a qualified practitioner.
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 image.

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, reviews, and approves the procedure and/or image.

4. **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 ADHS BSL.

**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 (Cont.)**

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

<table>
<thead>
<tr>
<th>PROCEDURES</th>
<th>DMI 104 PRACTICUM 1</th>
<th>DMI 114 PRACTICUM 2</th>
<th>DMI 124 PRACTICUM 3</th>
<th>DMI 204 PRACTICUM 4</th>
<th>DMI 214 PRACTICUM 5</th>
<th>DMI 224 PRACTICUM 6</th>
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<tbody>
<tr>
<td>Office Procedures</td>
<td>Direct Supervision</td>
<td>Indirect Supervision</td>
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<tr>
<td>Chest, Upper &amp; Lower Extremities</td>
<td>Direct to Indirect Supervision</td>
<td>Direct to Indirect Supervision</td>
<td>Indirect Supervision</td>
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<tr>
<td>Thoracic Bones/Shoulder Girdle</td>
<td>Observe &amp; Assist</td>
<td>Direct to Indirect Supervision</td>
<td>Indirect Supervision</td>
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<tr>
<td>ABD/Pelvis/Hip</td>
<td>Observe &amp; Assist</td>
<td>Direct to Indirect Supervision</td>
<td>Indirect Supervision</td>
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<tr>
<td>Contrast Media Procedures</td>
<td>Observe &amp; Assist</td>
<td>Direct Supervision</td>
<td>Direct to Indirect Supervision</td>
<td>Direct to Indirect Supervision</td>
<td>Indirect Supervision</td>
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<tr>
<td>Portable Procedures</td>
<td>Direct Supervision</td>
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<tr>
<td>Cranium, Cervical, Thoracic and Lumbar Spine</td>
<td>Direct Supervision</td>
<td>Direct to Indirect Supervision</td>
<td>Direct to Indirect Supervision</td>
<td>Indirect Supervision</td>
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<tr>
<td>O.R. Procedures</td>
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<td>Direct Supervision</td>
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<tr>
<td>Advanced Exams</td>
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<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></th>
<th>Clinical Practicum</th>
<th>ARRT Competency Evaluations</th>
<th>GateWay Competency Evaluations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st Year Clinical Experience</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DMI 104 Practicum I (Jan - Feb)</td>
<td>(8) Total</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>DMI 114 Practicum II (Feb – May)</td>
<td>(16) Total</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>DMI 124 Practicum III (May - Jun)</td>
<td>(24) Total</td>
<td>(4) Total</td>
<td></td>
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<tr>
<td><strong>2nd Year Clinical Experience</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DMI 204 Practicum IV (July - Aug)</td>
<td>(32) Total</td>
<td>(8) Total</td>
<td></td>
</tr>
<tr>
<td>DMI 214 Practicum IV (Sep - Dec)</td>
<td>(40) Total</td>
<td>(12) Total</td>
<td></td>
</tr>
<tr>
<td>DMI 224 Practicum V (Jan - May)</td>
<td>(53) Total</td>
<td>(17) Total</td>
<td></td>
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<tr>
<td><strong>TOTAL REQUIRED</strong></td>
<td></td>
<td>53 ARRT Competencies</td>
<td>17 GateWay Competencies</td>
</tr>
</tbody>
</table>
Advanced Modality Rotations

In the final Radiography Practicum of the Medical Radiography Program (DMI 224), students will be provided with the opportunity to voluntarily rotate to an advanced modality. These rotations are subject to the availability of the clinical education setting to provide the requested rotation. The Clinical Instructor and Clinical Coordinator will collaborate as needed to facilitate the requested rotations. Advanced modalities may include:

- Bone Densitometry
- Cardiac Interventional Radiography
-Computed Tomography
- Magnetic Resonance Imaging
- Mammography
- Nuclear Medicine
- Radiation Therapy
- Sonography
- Vascular Interventional Radiography
Clinical Placement

Process

In fall semester of the 1st year, each student will have the opportunity to identify three acute care options for clinical placement. Program faculty members will attempt to assign students to one of the three acute care options. For the good of the clinical experience of all students, the program reserves the right to assign students as it sees fit. Out-patient settings will be utilized to complement the acute care experience. Rotations to other facilities will be initiated on as needed basis to achieve necessary clinical competencies.

GateWay Community College guarantees clinical assignments for all students, but there is no guarantee of a specific clinical education setting. All students are expected to adhere to the rules and regulations of the facility to which they are assigned.

Clinical Education Centers

Abrazo Arrowhead Campus  HonorHealth Scottsdale Osborn Medical Center
Abrazo West Campus  HonorHealth Scottsdale Shea Medical Center
Banner Baywood Medical Center  Maricopa Integrated Health System
Banner Boswell Medical Center  Mayo Clinic Arizona
Banner Del Webb Medical Center  Mercy Gilbert Medical Center
Banner Desert Medical Center  Mountain Vista Medical Center
Banner Estrella Medical Center  Phoenix Children’s Hospital
Banner Thunderbird Medical Center  Scottsdale Medical Imaging Ltd
Banner University Medical Center  SimonMed Imaging
Chandler Regional Medical Center  St. Joseph’s Hospital and Medical Center
HonorHealth John C. Lincoln Medical Center  Valley Radiologists Ltd

Travel Policy

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

Clinical Education Orientation

Prior to the clinical experience, students will be required to attend two separate clinical orientation sessions in the 1st year fall semester. These orientation sessions will be held at GateWay Community College and address important clinical topics, as well as program policies related to the clinical experience.

Additionally, students will be required to complete mandatory regulatory modules and site-specific orientation/requirements prior to their rotation. The site-specific information will vary from one institution to another; however, the regulatory modules will not vary and will include the following topics:

- Corporate Compliance
- HIPAA
- Infection Control
- Patient Safety
- Professional Conduct

On-Site Department Specific Orientation

Appropriate department specific orientation assures that students are cognizant of clinical policies and procedures. The policies and procedures must, at a minimum, address the following: hazards (fire, electrical, chemical), emergency preparedness, medical emergencies, HIPAA, and Standard Precautions. A Clinical Orientation Checklist will be provided to the student to complete. Students must submit completed forms to the Clinical Coordinator at GateWay Community College to assure compliance with the process.

Clinical Education Activities Tracking

Clinical hours, competencies, and student performance evaluations are documented on the program’s web-based application. This application is accessible and available on the internet at each clinical education site. It is mandatory for all students to clock in and out each day of their clinical rotation without exception. Clocking in and out must be completed on the computers at the clinical site and will be tracked by IP addresses. The tracking application is used to monitor and document various program requirements that include:

- Attendance
- ARRT Competencies
- GateWay Competencies
- Clinical Progress Reports
- Clinical Performance Assessments
- Clinical Reflections
- Clinical Remediation
- Program Policy Violations

Under no circumstances will a student be allowed to clock in for another student. Clocking in for another student constitutes fraud, and both students will be dismissed from the program for falsification of records.
Clinical Performance Evaluations

Clinical Progress Report
The Clinical Progress Report (CPR) is a formative, affective assessment of the students’ clinical performance. It is a convenient way for the Clinical Instructor or clinical staff to communicate back to the school on student progress in the following Performance Standards:

- Professional Communication
- Professionalism
- Initiative
- Response to Supervision
- Safe Practice
- Problem Solving

The form is available online on the Trajecsys website. The Clinical Coordinator will contact students receiving unsatisfactory reports and, when necessary, pursue clinical remediation 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 the clinical experience. It is the students’ 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 due date will result in a policy violation. Due dates for the CPR are identified in each Radiography Practicum syllabi.

Clinical Performance Assessment

The Clinical Performance Assessment (CPA) is a summative, affective assessment of the students’ clinical performance. This assessment is a descriptive rubric that was developed in collaboration with the Clinical Instructors of the Medical Radiography Program at GateWay Community College to provide an objective evaluation of the following Performance Standards:

- Professional Communication
- Professionalism
- Initiative
- Response to Supervision
- Safe Practice
- Problem Solving

The form is available online on the Trajecsys website. The Clinical Coordinator will contact students receiving unsatisfactory reports and, when necessary, pursue clinical remediation to help prevent the student from failing.

The Clinical Instructor(s) at each clinical education setting will complete this assessment according to the dates listed in each Radiography Practicum syllabi. The program faculty will be responsible to submit the clinical grade for the student based upon the input from the Clinical Instructor(s) completing this form.
CLINICAL CHANNELS OF COMMUNICATION

Channels of Communication

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 Dean of Professional & Technical Education.
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.
PREGNANCY POLICY
DECLARATION OF PREGNANCY FORM

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
Pregnancy Policy
Acknowledgement/Continuance Form

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