



2021-
2022

Radiography Program Student Handbook



Revised 8.2021

Program Policy Manual

2021-2022

Table of Contents

• Madison College MISSION STATEMENT.....	3
• Madison College VISION STATEMENT	3
• Madison College VALUES.....	3
• Madison College RADIOGRAPHY MISSION STATEMENT.....	3
• Madison College RADIOGRAPHY VISION STATEMENT-.....	3
Section One: General Information	5
Certification:.....	6
Program Accreditation:	6
Policy Disclaimer:	6
ADA Statement:.....	6
Requirements for Graduation	7
Moral Character Requirement:	8
ARRT Code of Ethics	9
Madison College Student Code of Conduct.....	10
Caregiver Background Check Policy.....	12
College Catalog.....	13
Madison College Student Concerns and Complaints.....	13
Informal Complaint Resolution.....	13
Formal Complaint Process.....	13
Complaint Appeals Process	14
Madison College Grade Dispute Process	14
Protection of Student Records (FERPA).....	16
Student Handbook Agreement.....	18
Insurance and Health	19
Health and Immunizations:	19
Section Two: Radiography Program Policies	21
Withdrawal Policy	22
Program Extension Contract.....	22
Advanced Standing Policy/Transfer Student	23

Early Release Policy	23
Advising Policy.....	23
Advisors/Instructors Contact Information.....	24
Telephones.....	24
Children in the Laboratory	24
Clinical Attendance Policy	25
Call-in Policy	25
Course Syllabus	26
Classroom Attendance	26
Patient Confidentiality Policy/HIPAA.....	27
MC Radiography Program Policy on Students as Employees.....	27
Radiation Safety Policy	28
Radiation Monitor/Dosimeter Policy.....	29
Pregnancy Policy	30
Infectious Diseases Statement	31
Exposure to Undiagnosed Infectious Disease(s) in Patient.....	33
Major Courses and Grade Requirements of the Radiography Program	34
Performance Evaluations and Dismissal.....	35
Performance Evaluations	35
Dismissal.....	35
Section Three: Curriculum and Course Descriptions	37
Radiography Curriculum.....	38
Section Three: Clinical Education Policies	49
General Clinical Area Safety	50
Clinical Contracts.....	51
Affective Behavior Evaluation	51
Clinical Placement	52
Non-Traditional Hour Requirement.....	53
Student Responsibilities during Clinical Assignment	54
Supervision of Students in the Clinical Affiliate Assignments.....	56
MC – Radiography Clinical Affiliations with Clinical Preceptors	57

MADISON AREA TECHNICAL COLLEGE RADIOGRAPHY PROGRAM

- **Madison College MISSION STATEMENT:** Madison College provides open access to quality higher education that fosters lifelong learning and success within our communities.
- **Madison College VISION STATEMENT:** The leader in accessible, affordable education that meets the evolving needs of our diverse communities.
- **Madison College VALUES:** Excellence, Respect, Commitment to students and diverse communities, and making higher education available to all.
- **Madison College RADIOGRAPHY MISSION STATEMENT:** Prepare students to be successful entry-level radiographers meeting the needs of the communities.
- **Madison College RADIOGRAPHY VISION STATEMENT-** Educate an optimal number of Radiography students based on the recommendations of the JRCERT and the needs of the local community. The Radiography Program strives to accomplish its vision of providing its students with a well-rounded education. The Radiography Program goals are as follows:
 - **Goal #1:** Students will be clinically competent
 - **Goal #2:** Students will communicate effectively
 - **Goal #3:** Students will use critical thinking and problem-solving skills
 - **Goal #4:** Students will evaluate the importance of professional growth and development
 - **Goal #5:** Graduates will meet the needs of the medical imaging community (Program Effectiveness)

These goals are measured by outcomes. The outcome data is collected by the Program Director and faculty. If any of the outcomes are not being met by established criteria, the faculty will address the need(s) and report findings to the Radiography Advisory Committee. This is done on a semi-annual basis.

The complete Madison College Radiography Program Strategic Plan is available to all upon request.



Madison Area Technical College Radiography Program Policy and Procedures



Section One: General Information

Certification:

- Students who graduate from this program are eligible to take the American Registry of Radiologic Technologists examination. Program completion documentation of graduated students will be sent to the Certifying Agency upon completion of the program. The Certifying Agency will be notified of students who fail to meet MC requirements. They will have certification withheld despite passing grades on the certification exams until such time as all college requirements are met.
- Successful completion of the ARRT examination qualifies program graduates for the Radiographer license required to practice in the state of Wisconsin.

Program Accreditation:

Madison Area Technical College is accredited by the North Central Association of Colleges and Schools. The MC Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology. If a student feels that the Radiography Program does not comply with the Standards, contact the Joint Review Committee on Education in Radiologic Technology at 20 N. Wacker Dr., Suite 2850, Chicago, IL 60606-2901, or call them at 312-704-5300. The JRCERT can also be reached at mail@jrcert.org. The students can also visit the Web Site <http://www.jrcert.org>. The JRCERT Standards are made available to all students requesting to read them. They are in the Program Director's office.

Policy Disclaimer:

The Program Faculty of the Radiography Program reserves the right to make any additions or changes in program policies as deemed necessary at any time throughout the course of the program. Students will be notified of new policies and/or changes in program policies in writing.

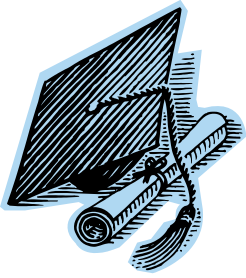
ADA Statement:

Madison College welcomes students with disabilities into the College's educational programs. Every Madison College campus has Disability Resource Services available for students with disabilities. The Disability Resource Services website provides specific information related to accommodations for disability-related barriers.

For further information, please see the [Disabilities Resources Services webpage](#), call 608-246-6716 (Students who are deaf should use relay) or email DRSttransition@madisoncollege.edu.

In order to receive consideration for reasonable accommodations for your disability, you must contact the Disability Resource Services office at the campus where you are officially enrolled. If approved for accommodations, Disability Resource Services will provide you with an accommodation plan.

Please share your accommodation plan with me and discuss your approved accommodations as early in my class as possible. If you feel your accommodation needs are not being met, please inform me or Disability Resource Services as soon as possible.

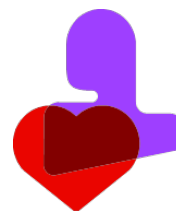


Requirements for Graduation

The student will achieve the goals required for graduation as listed below. A more detailed task list is in the outline summary of each course.

The graduate shall be able to:

1. Use oral and written medical communication.
2. Demonstrate knowledge of human structure, function, and pathology.
3. Provide quality patient care and recognize emergency patient conditions and initiate first aid and basic life support procedures.
4. Perform basic mathematical functions.
5. Operate radiographic imaging equipment and accessory devices
6. Position the patient and imaging system to perform radiographic examinations and procedures.
7. Through the effective use of critical thinking and problem solving, modify and/or adapt procedures and exposures to accommodate for various patient conditions, equipment, accessories, and contrast media to maintain appropriate radiographic quality.
8. Determine exposure factors to obtain diagnostic quality radiographs within minimum diagnostic exposure.
9. Practice radiation protection for the patient, self, and others.
10. Evaluate radiographic images for appropriate positioning and image quality.
11. Demonstrate knowledge and skills relating to quality assurance in evaluating the performance of radiographic systems, in knowing safe limits of equipment operation and reporting malfunction to the proper authority.
12. Exercise independent judgment and discretion towards individuals of all cultures in the technical performance of medical imaging procedures.
13. Demonstrate the ability to give and receive constructive feedback to/from other healthcare professionals.
14. Practice in a professional manner, displaying behavior consistent with the ethical standards expected from a Radiologic Technologist, as noted in the ARRT code of ethics.



Moral Character Requirement:

- Eligibility for ARRT examination requires that the candidate be of good moral character. Please refer to the ARRT Code of ethics on the next page of this document. Conviction of a misdemeanor or felony may indicate a lack of good moral character for ARRT purposes. The ARRT Ethics Committee conducts a thorough review of convictions, including all drug and alcohol related convictions. Documentation required for a review includes a written personal explanation of the activity and court records to verify the conviction, the sentence and completion of the services. This is an ARRT requirement, not a MC requirement. Therefore, this does not affect enrollment into the program, but does affect eligibility for the certification examination.
- Pre-application review procedures allow individuals who are not yet enrolled in an educational program to determine if a conviction would interfere with exam eligibility. Pre-Application Review Forms may be obtained on the ARRT website (www.arrt.org).
- If the eligibility review is requested within 8 months of the intended examination date, a regular examination application form may be submitted early instead of the pre-application form. Since this ethics review must be completed before eligibility is confirmed, students are requested to begin the review process as early as possible. Failure to provide the necessary information in a timely manner could result in a delay in assignment to an examination.
- The Ethics Committee may delay eligibility review of an applicant until all conditions of the courts have been completed, to include probation and summary discharge in some situations, an ethics review has been delayed for several years until an applicant has completed court probation. In fairness to students, information is provided to students at the beginning of the program.
- Anything less than complete and total disclosure of all convictions will be considered as having provided misleading information to the ARRT. This is grounds for permanent denial of eligibility for certification. The ARRT may conduct criminal background searches whenever appropriate. Disciplinary actions may be taken at any time that disclosure was not complete.

ARRT Code of Ethics

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

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

Madison College Student Code of Conduct

The following responsibilities represent the Student Code of Conduct for Madison Area Technical College. Any misconduct or violation of the Student Code of Conduct may serve as a basis for formal disciplinary review and action.

1. Students are responsible to comply with all local, state, and federal policies, statutes, laws, and ordinances.
2. Students are responsible to comply with all college policies and procedures.
3. Students are responsible to interact in ways that will not interfere with the educational process and/or any Madison College-sponsored activity. Class disruptions are considered an interference with the educational process. See [Classroom Disruptions](#) procedures.
4. Students are responsible to treat others with respect and dignity.
5. Students are responsible to take no action that improperly utilizes or is damaging or disabling to safety equipment or systems such as alarms, exit signs, fire extinguishers, window screens, sprinklers, elevators, or escalators.
6. Students are responsible to make no threat, nor take any action, which could potentially cause physical harm to themselves or others including but not limited to physical or sexual assault, suicidal and/or homicidal ideation, self-mutilation, or conduct which intentionally or recklessly threatens the health or safety of themselves or any person.
7. Students are responsible to take no action that improperly utilizes, alters, damages, or disables property, systems or equipment owned or leased by the college or other Madison College community members. This includes theft or unauthorized possession of another person's property.
8. Students are responsible to refrain from unauthorized entry or use of Madison College property, facilities, or systems. This includes the unauthorized possession and/or use of keys and electronic access cards or codes or occupation of college facilities that are locked, closed to student activities, or otherwise restricted as to use.
9. Students are responsible to refrain from the unauthorized or illegal use, possession, or distribution of controlled substances, associated paraphernalia and/or alcohol on property owned or leased by Madison College or at a Madison College-sponsored activity. This includes presence under the influence of alcohol or other drugs.
10. Students are responsible to refrain from the unauthorized use, possession or distribution of weapons, dangerous firearms (or their facsimiles), explosives and/or hazardous objects or substances on Madison College property or at Madison College-sponsored activities. Students that are licensed under Wisconsin law to carry concealed weapons may carry such weapons only in places not prohibited by the college.
11. Students are responsible to be honest and furnish accurate information to all members of the Madison College community. Honesty includes the absence of all forms of academic dishonesty. Academic dishonesty is defined as: any behavior which results in a student giving or receiving unauthorized assistance or receiving credit for work that is NOT his/her own. See [Academic Integrity](#). Honesty also includes the absence of all forms of forgery, fraud, alteration or misuse of any Madison College document, record, or instrument of identification.
12. Students are responsible for the behavior of any guest they escort onto the Madison College campus or have accompanying them at a Madison College-sponsored activity.

13. Students are responsible to ensure that gambling does not occur on Madison College property or at Madison College-sponsored activities.
14. Students are responsible to comply with all reasonable verbal and written instructions and/or directives from authorized Madison College personnel.
15. Students are responsible to take no action, which could be defined as discrimination. Discrimination is defined as: an unfairness or prejudice based on a person's age, race, creed/religion, color, disability, marital status, sex, national origin, ancestry, sexual orientation, gender identity/expression, conviction record, parental status or pregnancy or protected veteran status in its educational programs, admissions, activities, or employment practices. See our [Harassment and Discrimination Policy](#).
16. Students are responsible to take no action, which could be defined as harassment. Harassment is defined as: unwanted, deliberate, or repeated unsolicited comments, slurs, demeaning references, gestures, graphic materials, physical contacts, solicitation of favors, advances, or other adverse treatment. See our [Harassment and Discrimination Policy](#).
17. Students who are members of formally recognized college clubs and organizations, which receive segregated funds through the Student Activities Board, are responsible to conduct themselves within the charters, constitutions, and guidelines of those organizations and of the Student Activities Board.
18. Students are responsible to be appropriately clothed and to wear shoes/sandals and shirts in/on Madison College facilities for safety and health reasons.
19. Students are responsible to ensure that smoking or the use of tobacco products or electronic tobacco product substitutes does not occur within any Madison College facility, or designated campus tobacco-free areas. Note all district facilities are designated as tobacco-free areas.
20. Students who wish to circulate petitions are responsible to obtain a facility permit from the Department of Facilities.
21. Students are responsible to refrain from using bicycles, skateboards, rollerblades, and hoverboards within Madison College facilities, or as posted on the grounds of district owned or leased property.
22. Students are responsible to conduct themselves appropriately when utilizing college-owned computer equipment and to follow the Student Computer Systems Acceptable Use Guidelines.
23. Students are responsible to comply with copyright law, which protects written works, recorded works, computer programs and other forms of expression. [Copyright law](#) generally prohibits the duplication of copyrighted works without the permission of the copyright owner, but there are important exceptions that permit copying for some educational purposes.

Certain academic programs, such as the Criminal Justice-Law Enforcement Program and some Health Sciences programs, require students to comply with additional standards. Copies of these policies are available from instructors and from the dean/chairperson upon request. Students failing to recognize these standards may be withdrawn from one or more classes in the program at any time and/or be subject to other disciplinary action.



Caregiver Background Check Policy

- On October 1, 1998, Wisconsin initiated more stringent checks on the background of persons who provide care for others or have access to people who receive care. This law applies to Radiography students. A completed background check as prescribed under Wisconsin's law includes: 1) completed self-disclosure form; 2) electronic status check of professional licenses and credentials through the Department of Regulations and Licensing; 3) electronic criminal history search from the Department of Justice; and 4) electronic review of records kept by the Department of Health and Family Services for any substantial findings of abuse or neglect, and license restrictions or denials. Based on the information obtained, additional research may include an out-of-state criminal history search, tribal court criminal history search, search of relevant military records and check of county or other local records. Information found in this process may prevent placement in a clinical site for those experiences required to graduate from the program. All information (records) reported on the background checks must be disclosed to the clinical education centers. The clinical education centers have the right to refuse any student with a record, even if the event(s) is/are not listed on the current crimes list. This too is mandated by Wisconsin law. The program will seek clinical permission from two different clinical sites for a student with a positive background check. If the student is not accepted for placement by either site contacted, the student must withdraw from the Radiography program. This information may also prevent a student from becoming ARRT registered.
- The Caregiver Background Check will be processed through the students' personal account at Castlebranch.com. It must be completed before a student is able to begin the clinical courses.

College Catalog

All MC information can be accessed at [the Madison College website](#). The website contains the College's philosophy and mission, history, and student information regarding policies and procedures, services and activities, facilities, educational services, programs of study, course descriptions, and organizational structure. As a condition of enrollment, it is the responsibility of every student to read and be knowledgeable about the contents of the website. The policies concerning discrimination, harassment, due process, privacy, etc. follow those of MC as detailed on the MC website (Student Services).

Madison College Student Concerns and Complaints

Madison College's Dean of Students Office is committed to providing a mechanism for the college community to voice concerns and complaints. Please note that this process does not replace other college procedures such as [academic integrity](#), [final grade dispute](#), or [harassment/discrimination](#).

Informal Complaint Resolution

If you have a concern or complaint, you are encouraged to seek a resolution to the matter directly with the individual(s) involved. Most conflicts can be resolved in a timely and considerate manner by having an open and respectful conversation. You may contact Conflict Management Services for help resolving a conflict informally. Employees should contact their [HR Business Partner](#).

If informal attempts to resolve the matter are not advisable or fail, follow the steps below.

Formal Complaint Process

STEP 1: SUBMIT THE ONLINE FORM. You may contact [Conflict Management Services](#) if you need assistance completing the form.

Report Concern/Complaint

STEP 2: REVIEW OF CONCERN. Upon receipt of a completed form, the Dean of Students will review the nature of your concern and may take any of the following actions:

- Contact other college staff as appropriate
- Request additional information, required to be provided within 7 days of request.
- Meet separately or jointly with involved parties and seek resolution
- Refer parties to Conflict Management Services for mediation and resolution.

- If the complaint reveals potential employee performance concerns, it is referred to that employee's supervisor for investigation. The supervisor may contact you as part of the investigation.

STEP 3: OUTCOME. The Dean of Students attempts to resolve issues and notify all parties within fourteen (14) calendar days of the date the concern is filed. However, if your concern is related to a Dispute of Charge or Refund Request, please allow up to 60 calendar days to receive an outcome. A record of all concerns and outcomes will be documented and filed in the Dean of Students Office.

Complaint Appeals Process

The right to appeal is limited to significant procedural lapses or the appearance of substantive new evidence not available at the time of the original decision. Note that deliberate omission of information by the appealing party in the original investigation is not grounds for appeal.

- Submit an appeal in writing no later than five (5) business days after initial outcome notification. The request should be addressed to the appropriate Vice President or the Provost at Madison College.
- You are welcome to consult with Conflict Management Services about the appeals process, including assistance with identifying the appropriate administrator to review the appeal.
- You will receive an official response to your appeal from the appropriate administrator within thirty (30) business days of the filing.

Students have the right to [file a complaint](#) with the Wisconsin Technical College System.

Students enrolled in an online distance education program conducted across state lines may [file a complaint](#) with the Distance Learning Authorization Board.

Madison College Grade Dispute Process

All grade disputes begin with your instructor. To discuss the process in detail, you may contact our [Counseling Services](#) office.

Allowable dispute reasons

- The grade was issued in error. You must be able to demonstrate a calculation error, missing information, or grade entry mistake.
- The grade was issued arbitrarily. You must be able to show the grade lacked a reasonable basis.
- You have documentation that you received a lower grade than another student whose work was at the same level as yours.

To dispute a grade, contact the following individuals:

1. Instructor

Contact your instructor in writing or in person, indicating the reason you are disputing the grade. Contact deadlines:

- Fall term - February 15
- Spring term - July 31
- Summer/Interim - September 30

Most disputes can be resolved through a courteous and rational discussion. If the instructor agrees with you, they will change the grade. If the instructor does not agree with you, they will email your college account or send written notice to your mailing address.

2. Program Dean

If you do not agree with your instructor's decision or if you cannot reach your instructor, you may appeal to your program dean. Contact deadlines:

- Fall term - March 1
- Spring term - August 31
- Summer/Interim - October 31

Provide written documentation that you could not reach the instructor despite reasonable efforts or that your instructor decided not to change your grade. Be sure to include dates and times of attempted contacts, printed emails, etc.

You may be asked to meet with the dean and the instructor to resolve the dispute. You are allowed one support person in such meetings, but they are not allowed to speak, mediate or advocate for you.

The dean will complete the review within 10 business days of receiving the appeal.

You will be notified of the dean's decision within five business days of the review.

3. Academic Appeals Board

You have a final opportunity to appeal your final grade should you disagree with the decision made by the dean. You may contact the Provost's office to request a hearing of the Academic Appeals Board. The instructor has the same right. Contact deadlines:

- Fall term – March 31
- Spring term – September 30
- Summer/Interim – November 30

Provide written documentation of:

- Your instructor's refusal to change your grade (or that you were unable to contact him/her).
- The dean's refusal to change your grade.
- Your reason for disputing the grade.
- What you believe the correct final grade to be.

The Provost's office will schedule a hearing within 10 days of receiving your request. During the hearing, you are allowed to have one support person with you, but they are not allowed to speak, mediate or advocate for you.

The Academic Appeals Board will inform all parties of their decision within five business days of the hearing. The decisions of the Academic Appeals Board are final.

Protection of Student Records (FERPA)

Once a year, Madison College sends all students an Annual Notification of FERPA rights, which includes this content.

What is FERPA?

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law designed to protect the confidentiality of your education records. FERPA governs the release and access to these records.

What are my rights under FERPA?

You have the right to:

- Inspect and review your education records.
- Request the amendment of education records that you believe to be inaccurate or misleading.
- Consent to disclosures of personally identifiable information contained in your education records except to the extent that FERPA authorizes disclosure without consent.
- File a complaint with U.S. Department of Education if you believe that Madison College has failed to comply with the requirements of FERPA:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Ave, SW
Washington, DC 20202-8520

Is Madison College required to obtain written consent to disclose my education records?

Information that is designated to be directory information does not require your consent prior to disclosure.

FERPA requires that Madison College obtain your written consent prior to disclosing any other personally identifiable information contained in your education records except to school officials with legitimate educational interests or other authorized representatives under FERPA. The following are examples of valid FERPA exceptions for releasing education record information:

- request from Department of Defense representatives for student recruiting information
- legal subpoena
- in an emergency situation where knowledge of the information is necessary to protect the health or safety of students or other persons.

Who is considered a school official with legitimate educational interest?

Madison Area Technical College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is

- a person employed by Madison College in an administrative, supervisory, academic or research, or support staff position (including security personnel)
- a person or company with whom Madison College has contracted as its agent to provide a service instead of using Madison College employees (such as an attorney, auditor, or collection agent)
- a person serving on the Board of Trustees
- a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the college.

What is directory information?

Directory information is information which would not generally be considered harmful or an invasion of privacy. Madison College considers the following directory information:

- Name
- Major field of study
- Dates of attendance (term start/end date)
- Enrollment status (full or part-time)
- Degrees and awards received
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Madison College email address

You have the right to request that all directory information not be disclosed. If you wish to request that the college withhold directory information, you may adjust your Privacy Settings in your [myMadisonCollege Portal](#) under My Profile. You may also revoke a previous request in this location.



Student Handbook Agreement

A form that states you understand the Student Handbook (formally Radiography Program Policy manual) and will agree to abide by the terms as written will be signed and dated by the student and retained in the students file in the Program Director's files. The Student Handbook is reviewed periodically throughout the student's enrollment in the program. Therefore, the student may have to sign the same document more than one time if revisions are made. The student will be notified of changes in writing.

Insurance and Health



- MC offers low-cost accident and health insurance. All students are eligible to participate in this program. Students may secure family coverage. The insurance becomes effective in August, December, or April depending on the premium you pay or the date your premium is received by the agent. For more details contact the School of Health Sciences.
- All Radiography students **MUST** have health insurance. They must attest of this insurance at the time of their assignment to Program. The college will provide liability coverage. This coverage is mandatory for all students in the School of Health Sciences. Therefore, the student must be registered for any course that has patient contact as a requirement. If a student becomes injured during a clinical training, the clinical education center is not liable and will not be responsible for any costs incurred.

Health and Immunizations:

- A health and immunization form required by the School of Health Sciences must be completed and uploaded in the students Castle Branch personal file.
- All student health records will be submitted to and processed through Castle Branch. Instructions for setting up your account will be distributed at the start of the program and are also available from the program director.
- All students must have a two-step TB test when they begin the program and a one-step TB test annually thereafter unless they can show documentation of annual TB tests for at least the three prior years. Documentation of the annual TB test is the student's responsibility and must be submitted to Castle Branch in a timely manner. Students who test positive for TB and have not received treatment for inactive disease must do so to continue in the Radiography program. Treatment may be received concurrently with class and clinical attendance, unless otherwise specified by the city or county Health Commissioner.
- Students may be asked to complete a drug screening as required by some of the clinical sites. Students are responsible for the fee of the drug test.



Madison Area Technical College Radiography Program Policy and Procedures



Section Two: Radiography Program Policies



Withdrawal Policy

If you are considering a withdrawal from any course, you must consult with the Program Director. The withdrawal procedure is outlined on the college website. Notify the Program Director of your intentions in writing.

Program Extension Contract

- Students are allowed a one-year leave for legitimate written reasons with the permission of the Program Director. Should this leave exceed one (1) year, the student must obtain permission to return and may have to audit, review, or repeat clinical courses (including patient competencies) or take re-entry exams. These conditions also apply for cases of withdrawal, failure, and other causes of extension of time.
- After completion of the first semester of the program, students may request a program extension from the Program Director to complete the remainder of the program on a part-time basis.
- The program must be completed in no more than three years without refreshing early. Exceptions to this policy may be allowed only after faculty-dean conference.
- If re-entry exams are required by the instructor, they must be completed 30 days prior to re-entry. The student must contact the instructor for scheduling exams. The exams may include a written, practical, or oral examination, or all three components. The responsibility for making these arrangements is the students. If arrangements have not been made, the student may not re-enter the program. If the instructor gives a passing grade for these re-entry exams, the student may start the sequence of courses **only if** there is room for another student in the clinical course requested. Students in the proper sequence are given first consideration so re-entry students may be placed on a waiting list if the course is filled.

Advanced Standing Policy/Transfer Student

- Advanced standing can be granted under certain circumstances. Advanced standing may be granted after the applicant produces a letter of good standing from previous Program Director, grade documentation, course descriptions, or any pertinent information relating to previous experience in medical imaging that documents applicant competency, or level of competency.
- If it has been less than one semester since the applicant was in the clinical setting, the applicant will be required to perform various simulated procedures for Radiography faculty for clinical assessment. Previously completed patient competencies may or may not be accepted depending on the clinical assessment.
- If it has been a semester or more since the applicant was in the clinical setting, transfer students will be required to repeat the last completed clinical course to refresh clinical skills. Previously completed patient competencies will not be accepted and will need to be repeated.
- If it has been three or more years since the applicant attended a Radiography program, advanced standing will not be granted.
- Upon review of all documentation and demonstrated clinical procedures, the Dean of Health Sciences will make the final decision. The Dean will decide if advanced standing is granted and if so, how much is granted. The Dean of Health Sciences also makes final decisions on transfer of credit from other academic institutions. Both advanced standing and transfer of credit is explained in detail on the MC website.

Early Release Policy

The Radiography Program does **not** grant early release from the program. The curriculum as developed state-wide must be completed in the listed order. This is due to the course content in each specific course. Also, due to malpractice insurance stipulations, students are not allowed to bank or transfer clinical hours from one semester to another.

Advising Policy

- All Radiography students will be assigned an advisor. This will be done for each fall and spring semester. Student/advisor assignments will be decided upon by the Radiography faculty and distributed by the Program Director. Each student is required to meet with his or her assigned advisor twice each fall and spring semesters. Students can request a change in advisor. If the student so chooses to ask for a different advisor, they must submit in writing to their assigned advisor their reasons why they feel a change is needed. All advising sessions are mandatory. If the student does not arrange for an advising session, their final grade will be reduced by one letter grade increment per missed advising session.
- A complete copy of the College's and programs advising policy is available upon request.

Advisors/Instructors Contact Information

- Kristi Klein, Program Director
 - Office phone: (608) 259-2901
 - email: kklein@madisoncollege.edu
- Jami Moe, Clinical Coordinator
 - Office phone: (608) 259-2902
 - email: jmoe@madisoncollege.edu
- Darcy Willis, Radiography Instructor
 - Office phone: (608) 258-2363
 - email: drwillis@madisoncollege.edu
- Lanee MacLean, Radiography Instructor
 - Office phone: (608) 616-1043
 - email: lmaclean@madisoncollege.edu

Advisors and instructors are available to you under the following guidelines:

Students can request a copy of the instructor's schedule and contact the specific instructor you wish to meet. Copies of each instructor's schedules are posted near the instructor's office door. You should use the Program Director's office number (259-2901) as the number you would leave any absence or tardiness or any other messages.

Telephones

Telephones in the classroom, study area and laboratory are not for student use. If there is need to make an urgent call, however, the School of Health Sciences office, Radiography faculty or appropriate affiliate office will accommodate you.

Children in the Laboratory

Children 18 years of age and under are not to be taken to classrooms or the laboratories.

Clinical Attendance Policy



- All clinical classes (Radiography Clinical 1-6) allow an acceptable amount of time for absence. The student should refer to the course syllabus for time allowed in any semester. The use of this time is at the discretion of the student. However, it is strongly encouraged that students reserve this time for emergencies including illness.
- Additional time missed will affect the student's grade in that class. ***Each day, or part of a day, of clinical that the student misses, will result in the final semester grade dropping by one grade increment (A, AB, B, BC, C, D, and F).***
- **Extended Absences:** If a student must miss more than three (3) consecutive days, the student will be allowed to make up the time with appropriate documentation. Extended leave may be granted for medical problems, family medical problems, funeral leave, jury duty, military obligations, and/or pregnancy.
- A student missing more than 24 hours of clinical time in any semester **must** meet with the faculty. **Absence of 32 hours or more per semester will result in dismissal from the program unless documentation provided to and approved by Program Director.**
- Student clinical schedules are limited to no more than 10 hours per day (per Advisory Committee meeting spring 2021).
- **Funeral Leave:** In the unfortunate event of a death in a student's immediate family (parents, spouse, children, parents-in-law, grandparents, siblings, aunts/uncles) the student may be dismissed from clinical up to three days based upon the relationship, without impacting the clinical attendance record. This is determined by the Program Director and written documentation of the death and relationship may be requested.

Call-in Policy

Whenever you are late or absent from your clinical training you are required to notify both the affiliate (clinical) site and the program office within 30 minutes of your assigned starting time.

Notify the program office by emailing radiography@madisoncollege.edu and notify the affiliate site by calling the phone number listed on the last page of this handbook. Therefore, attendance during Radiography Clinical courses 1-6 is imperative. The affiliating agency and Program faculty must be notified prior to any absence (including tardiness) at least ½ hour prior to the scheduled time of attendance. This means that both parties need to be notified- not just one or the other. Only notifying one party will be considered a failure to notify. Failure to do so will result in a letter being placed in the student's file, subsequent failure to do so will result in a lowered course grade by one grade increment (second incident), and (third incident) in dismissal from the program. The student must also notify the affiliating agency and the program faculty if they are leaving early from clinical either prior to leaving or at the time they are leaving. This policy is for the duration of the program, not per semester.

Course Syllabus

A course syllabus will be provided to you the first day of class. The syllabus will contain the list of textbooks, assignments, instruction methods, evaluation procedures, and the units of instruction with competencies and the competency resource location. Please bring your syllabus to every class. Exams and quizzes are developed from the competencies in the syllabus. The student is responsible for the information, policies, and assignments included in the syllabus.

Classroom Attendance

The instructor closely monitors attendance. Students are expected to arrive on time and remain for the full class period. Students should not leave class until the instructor excuses them. If you are going to be absent, please contact the instructor prior to the start of class. In the event of extended illness, the student will be required to present a doctor's excuse at the time he/she returns to class. The student will also be required to meet with the instructor to discuss whether the extended absence will necessitate withdrawal from the course. The student is responsible for all information and activities presented in class during his/her absence.



Patient Confidentiality Policy/HIPAA

Patient confidentiality will be always respected while in the program in accordance with the Health Insurance Portability and Accountability Act (HIPAA). If a student requires access to a patient's personal file, the student must first receive permission from the affiliating agency or from the Radiography Program Director. Written permission may be required by some clinical education centers before release of patient information. All identifying information must be deleted from images used for class assignments and/or discussions. **Under no circumstances will patient identification be discussed in class or presentations allowed that are in the news media at the time of presentation. Under no circumstances, may a patient's care be discussed with anyone not involved with the patient's medical care. Failure to follow confidentiality policies will result in a student's immediate dismissal from the Radiography Program.**

MC Radiography Program Policy on Students as Employees

If MC Radiography students are employed by the affiliate to which they are assigned, or at another entity, paid hours are to remain separate from MC assigned clinical hours. Under **no circumstances** can a student submit work performed as an employee for student-required assignments, including procedure or patient exam competencies or required clinical hours.





Radiation Safety Policy

No student or faculty member is allowed to perform a radiographic exposure on any person that does not have an order from a physician. If procedures are performed on employees, technologists, fellow students, or any other individual without a physician's order, the student will be dismissed from the program. THERE IS NO EXCEPTION TO THIS POLICY.

A current radiation dosimeter is to be always worn in clinical and lab settings, at the level of the collar. When working in fluoroscopy, the dosimeter should be worn outside the lead apron. The student is responsible for reading and submitting exposure readings for their dosimeter on the Instadose app by the 15th of each month. If the student does not have a smart phone, all full-time faculty have access to the app and can read student dosimeters. The Radiation Safety Officer will monitor the program account and verify that all recorded levels of exposure are within permissible ranges. In accordance with NCRP Report #116, Limitation of Exposure to Ionizing Radiation, the radiation exposure will not exceed the following Maximum Permissible Dose levels:

100 mrem (1mSv) whole body exposure annually

5 rem (50 mSv) eye lens, skin, or extremities annually

Any student whose monthly report exceeds 10 mrem will be advised and will discuss the possible reasons for the dose. The discussion will include a review of methods to reduce exposure. This will be documented with an advising session with the Program Director and/or the Radiation Safety Officer.

The program will assign a faculty member as the Radiation Safety Officer. The Radiation Safety Officer will provide the students with their dosimeters and discuss radiation readings with the students. The radiation safety officer monitors the radiation reports monthly for any readings over 10mrem and to verify readings by the 15th of the month.

Under no circumstances will a MC Radiography student hold a patient or an image receptor during exposure.

The student is responsible for returning dosimeters upon leaving/completion of the program. Lost dosimeters will be replaced at a cost of \$25.00 to the student.

Radiation Monitor/Dosimeter Policy

Personal radiation dosimeters are distributed to the students for the duration of their enrollment in the program. The dosimeters must be read on the Instadose app. Failure to properly read the dosimeters during the time specified (the 15th day of each month) will affect the clinical grade for that semester. **Clinical grades will drop by one letter grade increment (A to an AB) for any student who does not record the exposure in the allotted time.**



Pregnancy Policy

A student enrolled in any program of the district, which requires a clinical affiliation or work experience at Madison Area Technical College, or any other school within the district or with another agency that becomes pregnant shall be permitted to participate in such clinical affiliation or work experience. All female students will have the option of whether to inform program officials of her pregnancy in writing. The faculty encourages students to inform the faculty; however, it is not required of the student. If the female student exercises her option of not informing program officials, a student cannot be considered pregnant (per JRCERT Winter 1999 Review). The following are provisions, which will govern the student's continuance of the program if the student chooses to declare herself pregnant:

1. The student and advisor, Radiation Safety Officer, or Program Director, will complete a pregnancy advising form. The form constitutes the written declaration of the pregnancy by the student.
2. The declared pregnant student may continue in the Radiography program without modification, except for wearing a second dosimeter.
3. A second dosimeter will be issued to the student to measure fetal exposure. This must be worn at waist level during both clinical and lab experiences.
4. Written documentation will be required from a medical doctor or certified nurse midwife if medical problems arise and the student cannot remain in clinical training; however, the student will be allowed to continue in the program and will be allowed to make-up the missed clinical time
5. The return of the student to the program shall be determined by the medical doctor or certified nurse midwife. The faculty will work and support the student to keep her current in clinical training. The student is allowed to build clinical hours towards maternity leave; however, it must be in the same semester in which the clinical time will be missed for the reason of malpractice insurance. If the clinical time cannot be made-up in the same semester, the student will have the following semester to make-up the time; however, it cannot be made-up over the course of two semesters following delivery.
6. Counseling will be provided the student concerning radiation issues using local affiliate policies, Regulatory Guide 8.13, NCRP REPORTS # 102, 48, 53, 54, NRC Regulatory Guide 8.13 and the Wisconsin Administrative Code as guidelines. Copies are available upon request.
7. A student who has declared a pregnancy may withdraw the declaration at any time and for any reason. This must also be in writing, and to either the radiation safety officer or the Program Director.

Infectious Diseases Statement

Recommendations for preventing transmission of hepatitis, AIDS and other infectious diseases caused by fluid borne microorganisms:

All students at Madison Area Technical College Health Sciences programs who perform procedures involving contact with body fluids are encouraged to follow these recommendations. These recommendations are intended to control and prevent the transmission of infectious diseases caused by blood or other fluid borne microorganisms.

HANDWASHING IS THE SINGLE MOST IMPORTANT MEANS OF PREVENTING THE SPREAD OF INFECTION. Personnel should always wash their hands, even when gloves are used. The following are handwashing guidelines; students must follow clinical affiliation handwashing protocol.



1. Hand Washing Indications: In the absence of a true emergency, personnel should always wash their hands:
 - a. Before performing invasive procedures.
 - b. Taking care of particularly susceptible patients, such as those who are severely immunocompromised and newborns.
 - c. Before and after touching wounds, whether surgical, traumatic, or associated with an invasive device.
 - d. After situations during which microbial contamination of hands is likely to occur, especially those involving contact with mucous membranes, blood or body fluids, secretions, or excretions.
 - e. After touching inanimate sources that are likely to be contaminated with virulent or epidemiologically important microorganisms; these sources include urine measuring devices or secretion collecting apparatuses.

- f. After taking care of an infected patient or one who is likely to be colonized with microorganisms of special clinical or epidemiologic significance, for example, multiply resistant bacteria.
 - g. Between contacts with different patients in high-risk units.
2. For the maximum protection of personnel and patient, the following procedures should be followed. Please refer to your clinical or affiliation manual for specific procedure.
 - a. Gloves must always be worn when:
 - b. Touching blood, open tissues, saliva, sputum, mucous membranes, feces, or semen.
 - c. Touching blood soiled items, body fluids, secretions, or tissues as well as surfaces contaminated with them.
 - d. Examining all lesions.
 - e. All work must be completed on one patient, and the hands must be washed and re-gloved with a new pair of gloves before performing procedures on another patient.
3. Surgical masks and/or chin length plastic face shields must be worn when splashing, splattering, or aerosolization of blood or other body fluids is likely to occur.
4. Protective eyewear must be worn when splashing or splattering of blood or other body fluids is likely to occur.
5. Reusable or disposable gowns, laboratory coats or uniforms must be worn when clothing is likely to be soiled with blood or other body fluids. Laboratory coats may be washed using a normal laundry cycle. Gowns must be changed at least daily or when visibly soiled with blood. Affiliating institution and individual program isolation policies must be followed.
6. Use extreme care in handling sharp instruments and needles:
 - a. Sharp items (needles, scalpel blades and other sharp items) must be placed into puncture and leak proof containers located as close as practical to the area in which they were used.
 - b. Disposable needles should not be recapped, bent, broken, removed from disposable syringe, nor manipulated by hand after use.
7. School of Health Sciences students and faculty who have exposed exudative lesions or weeping dermatitis should refrain from all direct patient care and handling instrument and equipment used in patient care until the condition resolves.
8. Students with illnesses suggestive of an infectious etiology should report to the instructor or immediate supervisor and seek advice regarding fitness and duty prior to providing direct patient care.
9. Solid waste contaminated with blood or other body fluids should be placed in sealed, sturdy impervious bags to prevent leakage of the contained items and be disposed of according to local or state environmental regulatory agencies and published recommendations.
10. To minimize the need for mouth-to-mouth resuscitation, mouthpieces, resuscitation bags or other ventilation devices should be strategically located in clinic areas.

Exposure to Undiagnosed Infectious Disease(s) from a Patient

If a student is exposed during clinical experience to a patient with undiagnosed active tuberculosis, hepatitis, or other infectious disease and upon the school's notification by the affiliating agency of the change in diagnosis, the student will be advised of the change in diagnosis and is to take the following steps:

1. An affiliating agency incident report must be filed immediately, and a school incident report must be filed within 24 hours of knowing of the incident.
2. The student must consult with the school nurse or other certified health care professional to determine procedures to be followed.





Major Courses and Grade Requirements of the Radiography Program

A. Students must receive at least a "C" in all major courses that include:

*Gen Anatomy and Physiology
Introduction to Radiography
Radiography Clinical 1
Radiography Clinical 2
Radiography Clinical 3
Radiography Clinical 4
Radiography Clinical 5
Radiography Clinical 6
Radiation Protection and Biology

Radiographic Procedures 1
Radiographic Procedures 2
Radiographic Imaging
Advanced Radiographic Imaging
Imaging Equipment Operation
Radiographic Image Analysis
Imaging Modalities
Radiographic Pathology
ARRT Certification seminar

*Pre-Radiography course: **Satisfactory completion of Gen Anatomy and Physiology must be taken within 5 years of the term applied for.**

If a student receives less than a "C" in any of the above courses, the course must be repeated, raising the grade to a "B" level before the student is allowed to take another major course. The student is permitted to repeat the course only if there is a vacant seat with the recommendation of the faculty. This means that the student may have to interrupt the normal sequence of courses until the deficiency is corrected. When the deficiency is corrected, a student may re-enter the sequence BUT, with a limited number of clinical slots available, consideration in every class is given first to students in proper sequence so the re-entry student may be put on a waiting list. A student who has withdrawn from a course or received less than a "C" may repeat the course **only once**. **CONDITIONS FOR RE-ENTRY MUST ACCOMPANY NOTIFICATIONS OF LESS THAN "C" GRADE. IF THE PROGRAM HAS A WAITING LIST, STUDENTS DISMISSED FROM THE PROGRAM BECAUSE OF EITHER GRADES OR POLICY INFRACTIONS WILL NOT BE GIVEN PREFERENCE FOR RE-ENTRY OVER WAIT LISTED STUDENTS. A student may only repeat one core course because of insufficient grades during the entire program curriculum.**

A grade of "Incomplete" is given only if a student has done passing work and because of illness or major cause beyond his/her, control fails to complete the course requirements. See College Catalog (Final examination includes both written and practical.)

- B. The normal sequence of courses is in section three of this manual (curriculum and course descriptions). Permission must be obtained from the Program Director to change sequence of courses. Some courses are prerequisites for others. A minimum grade of "C" is required in all courses (both general education courses, and program core courses. **A student may repeat a course only one time (general education or core course) to earn the required grades, but when repeating a course (core or general education) a minimum grade of B must be earned.**

Performance Evaluations and Dismissal

Performance Evaluations

A student will receive a performance evaluation for unsatisfactory classroom/clinical conduct or performance. Any actions due to poor clinical/course performance will be detailed in the performance evaluation and must be met by the specified date. If a student receives three performance evaluations throughout the duration of the two-year program, the student will be dismissed from the program. Dismissed students may not re-enroll.

Dismissal

The clinical experience is a privilege extended to us by the clinical facilities involved. If the affiliating agency's policies are not followed, the students may be removed. Unprofessional conduct or behavior can be grounds for dismissal, whether initiated by MC or the affiliating agency, for stated reasons other than race, creed, color, sex, age, marital status, or national origin. When a student is dismissed from the program for any of the following situations, the dismissal is immediate and final. The student will not be re-admitted to the MC Radiography program after a dismissal.

Examples include:

1. Insubordination: Such as refusal to perform a directive issued by your supervisor.
2. Walking off the job without permission or leaving the work area unattended without authorization.
3. Unauthorized or excessive absence, frequent tardiness, repeated failure to remain at workstation until end of shift.
4. Reporting for duty while under the influence of alcoholic beverages, illegal or controlled substances, or possession of it with intent to use on facility premises.
5. Theft of property belonging to the facility, patients, visitors, or fellow employees
6. Sleeping, or appearing to, during assigned clinical hours

7. Misuse of facility telephones, cell phones- including texting, and/or computers for personal business. **ABSOLUTELY NO ELECTRONIC DEVICES ARE PERMITTED IN PATIENT CARE AREAS AT ANY TIME, FOR ANY REASON.**
8. Willful falsification of facility records or information.
9. Using abusive, profane, or offensive language, and or discourteous conduct toward a patient, supervisor, fellow student, staff, or visitor.
10. Unauthorized release of confidential information concerning patients and/or their families, other students, or staff of the facility.
11. Carrying a concealed weapon on facility property.
12. Fighting, causing a disturbance, violence, or assault.
13. Slanderous or libelous statements concerning patients and their families, employees, and the facility or its services.
14. Threatening, intimidating, or coercing patients, fellow employees, or visitors at the facility.
15. The facility specifically prohibits use of derogatory language regarding racial, ethnic, or handicapped individuals or groups, including alcoholics.
16. Sexual harassment of any kind involving employees, patients, visitors, or any person affiliated with the facility.
17. Lying, or giving false information.
18. Failure to comply with HIPAA/patient confidentiality rules.
19. Any other unacceptable conduct, including gross negligence or willful misconduct.
20. **Please note this list is not all-inclusive. Any behavior that is deemed unsafe for patients or personnel may result in program dismissal.**

The District Board has several policies under which a student may be dismissed from the college:

1. Academic Dismissal: A student may be dismissed from a program for failure to achieve a 2.0 grade point average ([Madison College Academic Probation, Dismissal, and Suspension](#)).
2. Code of Conduct: Students failing to comply with the policies of the Student Code of Conduct may be suspended or dismissed in accordance with such policy ([Madison College Code of Conduct](#)).
3. Harassment: If a student violates the policies defined as “Harassment”, the student may be suspended or dismissed ([Madison College Harassment and Discrimination](#)).

Madison Area Technical College Radiography Program Policy and Procedures



Section Three: Curriculum and Course Descriptions

Radiography Curriculum

Course Configuration		
Course #	Course Title	Credits
10-526-158	Introduction to Radiography	3
10-526-159	Radiographic Imaging	3
10-526-230	Advanced Radiographic Imaging	2
10-526-149	Radiographic Procedures 1	5
10-526-191	Radiographic Procedures 2	5
10-526-194	Imaging Equipment Operation	3
10-526-231	Imaging Modalities	2
10-526-197	Radiation Protection and Biology	3
10-526-189	Radiographic Pathology	1
10-526-195	Radiographic Image Analysis	2
10-526-174	ARRT Certification Seminar	2
10-526-168	Radiography Clinical 1	2
10-526-192	Radiography Clinical 2	3
10-526-193	Radiography Clinical 3	3
10-526-199	Radiography Clinical 4	3
10-526-190	Radiography Clinical 5	2
10-526-198	Radiography Clinical 6	2

Program Course Detail

Introduction to Radiography

Course Number 10-526-158

Credits 3

Course Description Introduces students to the role of radiography in health care. Students apply healthcare communication techniques. Students are introduced to legal and ethical considerations, patient interactions and management, patient and provider safety, and pharmacology.

Linked Program Outcomes

- D. Practice radiation safety principles
- E. Provide quality patient care
- F. Model professional and ethical behavior consistent with the A.R.R.T. Code of Ethics
- G. Apply critical thinking and problem-solving skills in the practice of diagnostic radiography

Linked External Standards

- I.I. The Word-Building Process
- I.II. Medical Abbreviations and Symbols
- I.III. Radiologic Technology Procedures and Terminology
- I.IV. Understanding Orders, Requests and Diagnostic Reports
- J.I. Radiographer and Health Care Team
- J.II. Attitudes and Communication in Patient Care
- J.III. Patient/Radiographer Interactions
- J.IV. Safety and Transfer Positioning
- J.V. Evaluating Physical Needs

J.VI. Infection Control
 J.VII. Medical Emergencies
 J.VIII. Unique Situations and Trauma
 J.X. Tubes, Catheters, Lines and Collection Devices
 K.I. Drug Nomenclature
 K.II. Methods of Drug Classification
 K.III. General Pharmacologic Principles
 K.IV. Six Rights of Drug Safety
 K.V. Drug Categories of Relevance to Radiography (Side Effects, Uses and Impacts on Medical Imaging)
 K.VII. Routes of Drug Administration
 K.VIII. Intravenous Drug Therapy
 K.IX. Current Practice Status
 K.X. Informed Consent
 D.I. Ethics and Ethical Behavior
 D.II. Ethical Issues in Health Care
 D.III. Legal Issues
 D.IV. Patient Consent
 E.I. The Health Science Professions
 E.II. The Health Care Environment
 E.III. Hospital Organization
 E.IV. Radiology Organization
 E.V. Accreditation
 E.VI. Regulatory Agencies
 E.VII. Professional Credentialing
 E.VIII. Professional Organizations
 E.IX. Professional Development and Advancement
 F.I. Anatomical Nomenclature
 Legal Doctrines
 Contrast Agents
 Reactions to contrast agents
 Health Care Team
 Venipuncture
 Professionalism and Communication in Patient Care

Radiographic Imaging

Course Number 10-526-159

Credits 3

Course Description Introduces radiography students to the process and components of imaging. Students determine the factors that affect image quality including contrast, receptor exposure, spatial resolution, and distortion.

Linked Program Outcomes

- A. Carryout the production and evaluation of radiographic images
- F. Model professional and ethical behavior consistent with the A.R.R.T. Code of Ethics
- G. Apply critical thinking and problem-solving skills in the practice of diagnostic radiography

Linked External Standards

- C.V. Fundamental Principles of Exposure
- C.VI. Image Evaluation
- G.I. Imaging Standards
- G.II. Image Appearance Characteristics
- G.III. Procedural Factors
- G.IV. Corrective Action
- M.I. Structure of the Atom
- R.I. Image Appearance Standards

- R.II. Optical Density
- R.III. Contrast
- R.IV. Recorded Detail/Spatial Resolution
- R.V. Distortion
- R.VI. Exposure Latitude
- R.VII. Beam-limiting Devices
- R.VIII. Beam Filtration
- R.IX. Scattered and Secondary Radiation
- R.X. Control of Remnant Beam/Exit Beam
- R.XI. Exposure Factor Formulation
- R.XII. Exposure Factors
- R.XIV. Characteristics of Image Receptors
- R.XV. Image Receptor Holders and Intensifying Screens
- R.XVII. Artifacts
- Brightness Digital Display/Density (film)
- Legal Doctrines

Advanced Radiographic Imaging

Course Number 10-526-230

Credits 2

Course Description Explores the factors that impact image acquisition, display, archiving and retrieval. Guidelines for selecting exposure factors and evaluating images within digital systems are discussed. Principles of digital system quality assurance and maintenance are presented.

Linked Program Outcomes

- A. Carryout the production and evaluation of radiographic images
- F. Model professional and ethical behavior consistent with the A.R.R.T. Code of Ethics
- G. Apply critical thinking and problem-solving skills in the practice of diagnostic radiography
- B. Adhere to quality management processes in radiography

Linked External Standards

- C.I. Basic Principles of Digital Radiography
- C.II. Image Acquisition
- C.III. Image Acquisition Errors
- C.IV. Software (Default) Image Processing
- C.V. Fundamental Principles of Exposure
- C.VI. Image Evaluation
- C.VIII. Display
- R.XIII. Darkroom/Storage Environment
- R.XVI. Automatic Processing
- R.XVII. Artifacts
- Data Management

Radiographic Procedures 1

Course Number 10-526-149

Credits 5

Course Description Prepares radiography students to perform routine radiologic procedures on various parts of the body including the upper body, hip, pelvis, and ankle. Students apply knowledge of human anatomy to position the patient correctly to achieve the desired result.

Linked Program Outcomes	A. Carryout the production and evaluation of radiographic images D. Practice radiation safety principles
Linked External Standards	F.I. Anatomical Nomenclature F.VI. Skeletal System F.XII. Cardiovascular System F.XIV. Respiratory System G.I. Imaging Standards G.II. Image Appearance Characteristics G.III. Procedural Factors G.IV. Corrective Action I.III. Radiologic Technology Procedures and Terminology I.IV. Understanding Orders, Requests and Diagnostic Reports J.III. Patient/Radiographer Interactions J.IV. Safety and Transfer Positioning J.V. Evaluating Physical Needs J.VI. Infection Control J.VIII. Unique Situations and Trauma J.X. Tubes, Catheters, Lines and Collection Devices P.I. Standard Terminology for Positioning and Projection P.II. General Considerations P.III. Patient Considerations P.IV. Positioning Considerations for Routine Radiographic Procedures

Radiographic Procedures 2

Course Number	10-526-191
Credits	5
Course Description	Prepares radiography students to perform routine radiographic procedures of the skull, facial bones, sinus, spine, bony thorax, gastrointestinal, urological, and special studies. Course includes considerations for contrast, mobile, surgical and trauma procedures. Students apply knowledge of human anatomy to position the patient correctly to achieve and evaluate optimal diagnostic quality images which includes identifying radiographically significant anatomy.
Linked Program Outcomes	A. Carryout the production and evaluation of radiographic images D. Practice radiation safety principles
Linked External Standards	F.VI. Skeletal System G.I. Imaging Standards G.II. Image Appearance Characteristics G.III. Procedural Factors G.IV. Corrective Action I.III. Radiologic Technology Procedures and Terminology I.IV. Understanding Orders, Requests and Diagnostic Reports J.III. Patient/Radiographer Interactions J.IV. Safety and Transfer Positioning J.V. Evaluating Physical Needs J.VI. Infection Control J.VIII. Unique Situations and Trauma J.X. Tubes, Catheters, Lines and Collection Devices P.I. Standard Terminology for Positioning and Projection P.II. General Considerations P.III. Patient Considerations P.IV. Positioning Considerations for Routine Radiographic Procedures F.VIII. Nervous System F.X. Endocrine System

F.XI. Digestive System
 F.XII. Cardiovascular System
 F.XV. Urinary System
 F.XVI. Reproductive System
 K.VI. Classification of Contrast Agents
 P.V. Procedural Considerations for Contrast Studies
 J.IX. Contrast Studies
 Contrast Agents
 Reactions to Contrast Agents

Imaging Equipment Operation

Course Number 10-526-194

Credits 3

Course Description Introduces radiography students to the principles and application of x-ray technology. Students analyze how x-rays are produced and determine the corrective actions necessary for common equipment malfunctions.

Linked Program Outcomes

- A. Carryout the production and evaluation of radiographic images
- B. Adhere to quality management processes in radiography
- C. Apply computer skills in the radiographic clinical setting

Linked External Standards

- H.I. X-ray Circuit
- H.II. Radiographic Equipment
- H.III. Diagnostic X-Ray Tubes
- H.IV. Image Intensified Fluoroscopy
- M.I. Structure of the Atom
- M.II. Nature of Radiation
- M.III. X-Ray Production
- M.IV. Interaction of Photons with Matter
- H.V. Linear Tomography
- C.VII Quality Assurance and Maintenance Issues
- H.VI. Quality Management
- Quality Control

Imaging Modalities

Course Number 10-526-231

Credits 2

Course Description Introduces radiography students to imaging modalities with an emphasis in computed tomography and cross-sectional anatomy.

Linked Program Outcomes

- F. Model professional and ethical behavior consistent with the A.R.R.T. Code of Ethics
- G. Apply critical thinking and problem-solving skills in the practice of diagnostic radiography

Linked External Standards

- A. I. Computed Tomography Generations
- A. II. Components, Operations and Processes
- A. III. Radiation Protection
- F.I. Anatomical Nomenclature
- F.XVII. Sectional Anatomy
- J.X. Tubes, Catheters, Lines and Collection Devices
- J.XI. Mobile and Surgical Radiography
- Trauma
- Modality Exploration and Radiation Therapy
- Additional Imaging Modalities and Radiation Therapy

Radiation Protection and Biology

Course Number 10-526-197

Credits 3

Course Description Prepares radiography students to protect themselves and others from exposure to radioactivity. Students examine the characteristics of radiation and how radiation affects cell biology. Students apply standards and guidelines for radiation exposure.

Linked Program Outcomes D. Practice radiation safety principles
E. Provide quality patient care

Linked External Standards L.I. Introduction
L.I.a. Molecular bonds
L.I.b. Review of cell biology
L.I.c. Types of ionizing radiation
L.I.d. Sources of medical radiation exposure
L.II. Biophysical Events
L.III. Radiation Effects
L.IV. Radiosensitivity and Response
M.I. Structure of the Atom
M.II. Nature of Radiation
M.IV. Interaction of Photons with Matter
N.I. Introduction
N.I.a. Justification for radiation protection
N.I.b. Potential biologic damage potential of ionizing radiation
N.I.c. Objectives of a radiation protection program
N.I.d. Sources of radiation
N.I.e. Legal and ethical responsibilities
N.II. Units, Detection and Measurement
N.III. Surveys, Regulatory/Advisory Agencies and Regulations
N.IV. Personnel Monitoring
N.V. Application
N.VI. Patient Protection
Chemical Composition
Cell Structure and Genetic Control
Radiation Energy Transfer
Molecule
Basic Cellular biology

Radiographic Pathology

Course Number 10-526-189

Credits 1

Course Description Prepares radiography students to determine the basic radiographic manifestations of pathological conditions. Students classify trauma related to site, complications, and prognosis and locate the radiographic appearance of pathologies.

Linked Program Outcomes A. Carryout the production and evaluation of radiographic images
G. Apply critical thinking and problem-solving skills in the practice of diagnostic radiography
F. Model professional and ethical behavior consistent with the A.R.R.T. Code of Ethics

Linked External Standards G.II. Image Appearance Characteristics
 G.III. Procedural Factors
 O.I. Definitions/Terminology
 O.II. Classifications (Definition, Examples, Sites, Complications, Prognosis)
 O.III. Causes of Disease (Process, Examples)
 O.IV. Radiologic Pathology (Definitions, Etiology, Examples, Sites, Complications, Prognosis, Radiographic Appearance, Procedural and Technique Considerations, Appropriate Imaging Modality)
 F.V. Tissues

Radiographic Image Analysis

Course Number 10-526-195

Credits 2

Course Description Prepares radiography students to analyze radiographic images for quality. Students apply quality control tests to determine the causes of image problems including equipment malfunctions and procedural errors.

Linked Program Outcomes A. Carryout the production and evaluation of radiographic images
 B. Adhere to quality management processes in radiography
 G. Apply critical thinking and problem-solving skills in the practice of diagnostic radiography

Linked External Standards C.VI. Image Evaluation
 G.I. Imaging Standards
 G.II. Image Appearance Characteristics
 G.IV. Corrective Action
 H.II. Radiographic Equipment
 N.III. Surveys, Regulatory/Advisory Agencies and Regulations
 R.XIII. Darkroom/Storage Environment
 R.XIV. Characteristics of Image Receptors

ARRT Certification Seminar

Course Number 10-526-174

Credits 2

Course Description Provides preparation for the for the national certification examination prepared by the American Registry of Radiologic Technologists. Simulated registry examinations are utilized.

Linked Program Outcomes A. Carryout the production and evaluation of radiographic images
 B. Adhere to quality management processes in radiography
 C. Apply computer skills in the radiographic clinical setting
 D. Practice radiation safety principles
 E. Provide quality patient care
 F. Model professional and ethical behavior consistent with the A.R.R.T. Code of Ethics
 G. Apply critical thinking and problem-solving skills in the practice of diagnostic radiography

Linked External Standards A. Basic Principles of Computed Tomography:
 C. Digital Image Acquisition and Display:
 D. Ethics and Law in the Radiologic Sciences:
 E. Fundamentals of Radiologic Science and Health Care:
 F. Human Structure and Function:
 G. Image Analysis:
 H. Imaging Equipment:
 I. Medical Terminology:

- J. Patient Care in Radiologic Sciences:
- K. Pharmacology and Drug Administration:
- L. Radiation Biology:
- M. Radiation Production and Characteristics:
- N. Radiation Protection:
- O. Radiographic Pathology:
- P. Radiographic Procedures:
- R. Film-Screen Image Acquisition and Processing:

Radiography Clinical 1

Course Number 10-526-168

Credits 2

Course Description This beginning level clinical course prepares radiography students to perform radiologic procedures on patients with extensive supervision and direction. Students apply radiation protection and standard precautions in the production of while adhering to legal and ethical guidelines. An emphasis of the course is the development of communication and critical thinking skills appropriate to the clinical setting.

Linked Program Outcomes

- A. Carryout the production and evaluation of radiographic images
- D. Practice radiation safety principles
- B. Adhere to quality management processes in radiography
- E. Provide quality patient care
- C. Apply computer skills in the radiographic clinical setting
- F. Model professional and ethical behavior consistent with the A.R.R.T. Code of Ethics
- G. Apply critical thinking and problem-solving skills in the practice of diagnostic radiography

Linked External Standards

- B.I. Clinical Practice
- B.II. Procedural Performance
- B.III. Clinical Competency

Radiography Clinical 2

Course Number 10-526-192

Credits 3

Course Description This second level clinical course continues to prepare radiography students to perform radiologic procedures on patients with considerable direct and limited indirect supervision. Students apply radiation protection and standard precautions in the production of radiographic images in a health care setting while adhering to legal and ethical guidelines. An emphasis of the course is the development of communication and critical thinking skills appropriate to the clinical setting.

Linked Program Outcomes

- A. Carryout the production and evaluation of radiographic images
- D. Practice radiation safety principles
- B. Adhere to quality management processes in radiography
- E. Provide quality patient care
- C. Apply computer skills in the radiographic clinical setting
- F. Model professional and ethical behavior consistent with the A.R.R.T. Code of Ethics
- G. Apply critical thinking and problem-solving skills in the practice of diagnostic radiography

Linked External Standards

- B.I. Clinical Practice
- B.II. Procedural Performance

B.III. Clinical Competency

Radiography Clinical 3

Course Number 10-526-193

Credits 3

Course Description This third level clinical course prepares radiography students to perform radiologic procedures on patients with varying degrees of direct and indirect supervision. Students apply radiation protection and standard precautions in the production of radiographic images in a health care setting while adhering to legal and ethical guidelines. An emphasis of the course is the demonstration of communication and critical thinking skills appropriate to the clinical setting.

Linked Program Outcomes

- A. Carryout the production and evaluation of radiographic images
- D. Practice radiation safety principles
- B. Adhere to quality management processes in radiography
- E. Provide quality patient care
- C. Apply computer skills in the radiographic clinical setting
- F. Model professional and ethical behavior consistent with the A.R.R.T. Code of Ethics
- G. Apply critical thinking and problem-solving skills in the practice of diagnostic radiography

Linked External Standards

- B.I. Clinical Practice
- B.II. Procedural Performance
- B.III. Clinical Competency

Radiography Clinical 4

Course Number 10-526-199

Credits 3

Course Description This fourth level clinical course prepares radiography students to perform radiologic procedures on patients. The student transitions from direct to indirect supervision as competency performance increases. Students apply radiation protection and standard precautions in the production of radiographic images in a health care setting while adhering to legal and ethical guidelines. Students are encouraged to demonstrate independent judgment in the performance of clinical competencies.

Linked Program Outcomes

- A. Carryout the production and evaluation of radiographic images
- D. Practice radiation safety principles
- B. Adhere to quality management processes in radiography
- E. Provide quality patient care
- C. Apply computer skills in the radiographic clinical setting
- F. Model professional and ethical behavior consistent with the A.R.R.T. Code of Ethics
- G. Apply critical thinking and problem-solving skills in the practice of diagnostic radiography

Linked External Standards

- B.I. Clinical Practice
- B.II. Procedural Performance
- B.III. Clinical Competency

Radiography Clinical 5

Course Number 10-526-190

Credits	2
Course Description	This fifth level clinical course prepares radiography students to perform radiologic procedures on patients with some supervision. Students apply radiation protection and standard precautions in the production of radiographs in a health care setting while adhering to legal and ethical guidelines. Students are encouraged to demonstrate independent judgment in the performance of clinical competencies.
Linked Program Outcomes	<ul style="list-style-type: none"> A. Carryout the production and evaluation of radiographic images D. Practice radiation safety principles B. Adhere to quality management processes in radiography E. Provide quality patient care C. Apply computer skills in the radiographic clinical setting F. Model professional and ethical behavior consistent with the A.R.R.T. Code of Ethics G. Apply critical thinking and problem-solving skills in the practice of diagnostic radiography
Linked External Standards	<ul style="list-style-type: none"> B.I. Clinical Practice B.II. Procedural Performance B.III. Clinical Competency

Radiography Clinical 6

Course Number	10-526-198
Credits	2
Course Description	This final clinical course requires students to integrate and apply all knowledge learned in previous courses to the production of high-quality images in the clinical setting with minimal direct and primarily indirect supervision. Students apply radiation protection and standard precautions in the production of images in a health care setting while adhering to legal and ethical guidelines. Students are encouraged to demonstrate independent judgment in the performance of clinical competencies.
Linked Program Outcomes	<ul style="list-style-type: none"> A. Carryout the production and evaluation of radiographic images D. Practice radiation safety principles B. Adhere to quality management processes in radiography E. Provide quality patient care C. Apply computer skills in the radiographic clinical setting F. Model professional and ethical behavior consistent with the A.R.R.T. Code of Ethics G. Apply critical thinking and problem-solving skills in the practice of diagnostic radiography
Linked External Standards	<ul style="list-style-type: none"> B.I. Clinical Practice B.II. Procedural Performance B.III. Clinical Competency





Madison Area Technical College Radiography Program Policy and Procedures



Section Three: Clinical Education Policies

General Clinical Area Safety

1. The student must know the location and proper usage of fire extinguisher.
2. The student must know MC and affiliate fire drill procedure and evacuation.
3. The student must know affiliate emergency procedure and policy.
4. Faulty equipment must not be used and must be reported immediately to the instructor.
5. Electrical equipment must not be operated with wet hands, used in a wet area, or operated when standing on a wet floor.
6. All electrical equipment must be properly grounded.
7. The student must know proper operating procedures for all x-ray imaging equipment.
8. Personnel monitors (dosimeters) must be worn on all lab and clinical rotations and stored in the assigned off duty storage area with the appropriate department. The student is responsible for reading and clearing their dosimeter at the proper time. Failure to read dosimeters in the acceptable time-period will affect the clinical grade (see radiation safety policy).
9. All contaminated materials (glassware, cultures, and specimen's including blood and urine samples) should be placed in bio-hazard containers
10. All flammable reagents must be stored in safety containers and poured in well-ventilated areas.
11. Needles and syringes must be disposed in proper containers.





Clinical Contracts

Students will be required to sign clinical contracts for radiography clinical practice courses 3-6. These are to be completed and signed by the student, clinical preceptor, and a MC Radiography faculty member. The student will honor the terms of the contract.

Affective Behavior Evaluation

In Health Occupations programs such as the Radiography Program, it is evident that possession of academic knowledge and skills is not the only important area of concern.

In addition, it is expected that the student demonstrates at a satisfactory level the following observed behaviors. These will be explained, evaluated, and reviewed with students individually in each clinical course by an Affective Behavior Evaluation.

1. Dependability
2. Accuracy
3. Initiative and Interest
4. Critical thinking and problem solving
5. Patient care and communication
6. Medical Professionalism

The MC college policies allow School of Health Sciences programs to develop policies unique to their specific disciplines. Radiography attendance policies have been developed and are discussed with students at the beginning of each course, as the attendance CAN be part of the course grade.

Clinical Placement

When the faculty, places a student in the clinical experience, it is stating that the student is academically, physically, and ethically ready for the clinical world in a learning situation. This is a learning/work experience and a vital part of the program. Radiography Clinical Practice course assignments are scheduled in hospitals and clinics in Madison and outside the Madison area. The Program Director, Clinical Coordinator, and faculty make assignments. We will do our best to place you at a clinical site near your place of residence but cannot guarantee such placement. Sometimes assignments are made by lottery.

It must be understood by all students that they may be placed outside Madison for their clinical experience. All students are considered equally for placements. **Student requests for changes in affiliation after the first clinical day will be handled on a case-by-case basis, are rarely granted, and are never granted for resolving personality conflicts. Every effort will be made to encourage the student to remain at the first affiliate assignment.**

Students may request one such change during the entire program and will be discouraged from doing so at all. Implementation of the transfer must not affect other students negatively, i.e., sites are available, other students are **willing** to "trade", etc.

Changes in affiliation assignments by the hospital or clinic may be made by approval of agency, the Clinical Coordinator, and the Program Director. Therefore, students should make only tentative or non-binding commitments until a firm agreement has been reached between the school and the affiliating agency.

FOLLOWING ASSIGNMENT TO AN AFFILIATE, THE AFFILIATE MAY ASK THAT THE STUDENT BE REMOVED. THE STUDENT REMOVED WILL BE RE-ASSIGNED TO ANOTHER AFFILIATE IF ONE IS AVAILABLE. THIS RE-ASSIGNMENT WILL BE DONE ONLY ONCE FOR A GIVEN STUDENT.

The student is expected to review procedures and theory before and during each area of clinical rotation.

The student is expected to be flexible and to conform to the hospital and/or clinic as well as clinical policy and procedures and demonstrate the affective behaviors previously stated.

Any request for deviation from assigned and contracted clinical hours must be submitted in writing to the appropriate faculty and to the program director for approval. **Only one request per semester will be considered.** Guidelines for requesting changes are available from the program director.



Non-Traditional Hour Requirement

Non-traditional hours will be required of all students. The non-traditional hour requirement will be scheduled during the second year. Non-traditional hours will be in lieu of the normal clinical hours during the regular school week. Students will be assigned to one week of pm shifts consisting of twenty-four hours and one weekend shift of days.

The Radiography Advisory Committee feels that non-traditional clinical hours are a necessity to the curriculum of entry-level radiologic technologists. The purpose of the requirement is to expose the student to medical emergencies and experiences that often occur outside of the traditional workday. In addition, students will experience working shifts with a minimal amount of staffing. The objectives of this rotation are to place the student in a situation (situation more important than time of day) so she/he can develop skills in the following areas:

1. Independent performance (less than full staff to fall back on)
2. Contribute to department needs without having to be told every task
3. Prioritizing patients (which patients needs are more acute and should be done first)

Student Responsibilities during Clinical Assignment

1. Satisfactory personal hygiene is expected.
2. Clinical attire: Navy blue scrubs with Madison College Radiography Program embroidered/iron on patch (purchased at Madison College bookstore). All attire must be clean and professional. No visible undergarments, bare abdominal, buttocks, and/or chest skin will not be tolerated. Students inappropriately dressed will be asked to leave clinical. The missed time will be considered according to the attendance policy. The dress code must include a MC nametag and dosimeter.
3. Hair longer than shoulder length must be pulled back away from the face and fastened.
4. Hair must be a natural-appearing color.
5. Tattoos and jewelry: Students may wear jewelry and display tattoos in the clinical setting. If faculty determines a student's jewelry or tattoos are inappropriate, the student will identify appropriate actions such as removal of excess or offensive jewelry or covering of tattoos. Some factors that determine whether jewelry or tattoos are inappropriate with the student's clinical environment include:
 - a. Personal safety of self or others, or damage to property
 - b. Productivity or performance expectations
 - c. Offensiveness to others in the clinical setting based on racial, sexual, religious, ethnic, or other attributes of a sensitive or legally protected nature
 - d. Words, images, or other graphics inconsistent with Madison College policies (such as discrimination, harassment, and code of conduct policies)
 - e. Patient/Clinical Site complaints or site-specific policies
 - f. Professional appearance
6. Piercings (other than two ear piercings per ear) must be covered during clinical time.
7. Ear gauges or ear plugs cannot exceed the size "2" which measures about 3/16 of an inch or flare out to beyond 3/8 of an inch in diameter.
8. No fake nails are allowed at the clinical sites
9. If nail polish is worn, it must be well kept.
10. When you are not busy in your assigned area at clinical you may go to other areas to work and/or observe as is appropriate. You must check with the staff technologist you are assigned to and the one in the second area and have their permission to do so, however.
11. No scented personal hygiene products may be worn during clinical time in deference to people with scent allergies or reactions.
12. Students must submit all assigned clinical coursework to the grading faculty member by the due dates each semester. Competencies and Affective Behavior Evaluations must be signed and dated.
 - a. Second year students must complete all ARRT clinical competencies before graduation.

- b. All competencies must include patient medical record number. The radiographer completing the competency must sign and in the proper spaces.
 - c. Once the technologist signs the procedure, Program faculty will review the procedure with the student to verify competency.
13. Be aware that the college carries liability insurance for each student PROVIDED that student be registered for that course.
 14. The student will be responsible for his/her own hospitalization plan and provide evidence of same to Program Director.
 15. The student will wear radiation dosimeter from MC on all lab and clinical assignments
 16. The student must complete all Radiography Clinical courses.
 17. The student is expected to review procedures and theory before and during each area of rotation.
 18. The student is expected to pass tests, which may be given during the clinical experience by the clinical faculty.
 19. The student is expected to perform up to the department standards of acceptable performance or the hospital or clinic may remove him/her.
 20. The student is a guest in the hospital/clinic and is expected to be flexible and to conform to the hospital and department's policy and procedures.
 21. The student is responsible for being in the clinical facility ready to start work at the assigned time.
 22. The student must behave in a manner appropriate to the profession. Professional behavior is considered in the clinical grade.
 23. Students are not allowed to take photos of radiographs or other medical records while in the clinical setting. If a student finds an interesting radiograph they would like to share with the program, they should make note of the image and then ask faculty to take a picture at clinical visits. The faculty will obtain permission from the clinical site, make sure HIPPA guidelines are followed, and no patient information is on the photograph.
 - 24. Cell phones should not be used during assigned clinical time except for true emergencies. Phones should be always stored out of the patient care areas. Students may be permitted to use electronic devices for program related activities with prior consent of the clinical preceptor. An electronic device is never permitted in a patient care area. A student will be immediately dismissed from the program for using any electronic device in any patient care area (radiography room, patient room, ER, OR, etc.).**
 25. Breaches of student conduct in clinical situations will be treated in the same manner as those in academic or classroom situations.

Failure to comply with the above standards will result in time away from the clinical site until the issue has been resolved. Any time missed will be taken from the allotted clinical absence time for that semester.

Supervision of Students in the Clinical Affiliate Assignments

The MC Radiography supervision policy is as follows.

There are two levels of Supervision: direct and indirect supervision. There is always some level of supervision in the clinical setting. Students are never allowed to be in a department without a registered technologist available to support the student.

- Direct supervision is defined as the student performing medical imaging procedures with an ARRT registered radiographer in the room with the student. The technologist will be right next to, or within a close distance to the student. Direct supervision occurs when the student is not considered competent in performing procedures unassisted.
- Indirect supervision, as defined by the JRCERT, means that supervision must be provided by a qualified, ARRT registered radiographer immediately available to assist the student regardless of the level of student competency achievement. Immediately available is defined as “the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed”. **Students are not allowed to perform portable radiography (any exam outside of the Medical Imaging department) without an ARRT registered radiographer accompanying the student.**
- **Direct supervision is required with all repeat exams.** The ARRT registered radiographer must assist the student with what needs to be corrected for positive results upon reviewing the images. **The technologist should be included or standing within visual range of the procedure for any repeat procedure.** This helps to ensure a student does not have a weakness in a particular area and the patients are not receiving unnecessary radiation.



MC – Radiography Clinical Affiliations with Clinical Preceptors

Clinical Site	Clinical Preceptor	Address	Phone
Aspirus Divine Savior Healthcare	Jackie Kirk	2817 New Pinery Road Portage, WI 53901	(608) 745-5022
Beaver Dam Community Hospital	Kelly Marks	707 South University Ave Beaver Dam, WI 53916	(920) 887-4080 (ex. 2119)
Fort Healthcare	Cassidy Sampson	611 Sherman Avenue East Fort Atkinson, WI 53538	(920) 568-5420
Fort Orthopaedic Associates	Natalie Busshardt	1504 Madison St Fort Atkinson, WI 53538	(920) 563-7888
Group Health Cooperative - Capitol	Tonya Hoch Kim Kaegi	675 W. Washington Avenue Madison, WI 53703	(608) 257-9700
Group Health Cooperative - Hatchery Hills	Tonya Hoch Kim Kaegi	3051 Cahill Main Madison, WI 53711	(608) 661-7200
Prairie Ridge Health Hospital	Shelli Eggert	1515 Park Avenue Columbus, WI 53925	(920) 623-2200
Reedsburg Area Medical Center	Adrienne Clark	2000 N. Dewey Reedsburg, WI 53959	(608) 524-6487
Sauk Prairie Healthcare	Marlea Louis	260 26 th Street Prairie du Sac, WI 53578	(608) 643-7274
SSM Dean Clinic – East	Stacey Gorder	1821 Stoughton Road Madison, WI 53716	(608) 260-6072
SSM Dean Clinic – Fish Hatchery	Amy Kamin	1313 Fish Hatchery Road Madison, WI 53715	(608) 252-7461
SSM Dean Orthopedic Center-Arbor Gate	Tina Plucinski	2501 West Beltline Hwy, Ste 601 Madison, WI 53713	(608) 288-6470
SSM Dean & St. Mary's Outpatient Center	Brenda O'Kroley	700 S. Park St. Madison, WI 53715	(608) 260-2978
SSM Dean Clinic – Sun Prairie	Kathy Georgi	10 Tower Drive Sun Prairie, WI 53590	(608) 825-3503
SSM Dean Clinic – West	Jamie Haug	752 High Point Road Madison, WI 53717	(608) 824-4270
SSM St. Clare Hospital	Blair Murphy	707 14 th Street Baraboo, WI 53913	(608) 356-1434
SSM St. Mary's Hospital	Mark Ulmer Christina Wingfield	700 South Park Street Madison, WI 53715	(608) 258-6933
SSM St. Mary's Sun Prairie ER	Amber Lehman	2840 O'Keeffe Ave. Sun Prairie, WI 53590	(608) 229-8551
Stoughton Health	Alison Baillies	900 Ridge Street Stoughton, WI 53589	(608) 873-2299
Unity-Meriter Hospital	Lynn Runde Peggy Butler	202 S. Park Street Madison, WI 53715	(608) 417-6072
Unity Meriter Monona Clinic		6408 Copps Avenue Monona, WI 53716	(608) 417-3119
Upland Hills Health	Renee Dahl	800 Compassion Way Dodgeville, WI 53533	(608) 935-2711

UW Health – 1 S. Park clinic	Erica Dill Michelle Vekich	1 S. Park Madison, WI 53715	(608) 287-2060
UW Health – 20 S. Park clinic	Erica Dill Michelle Vekich	20 S. Park Madison, WI 53715	(608) 287-2083
UW Health - Odana	Ashely Fox	5618 Odana Rd. Madison, WI 53719	(608) 278-4737
UW Health – Union Corners	Jamie Rheineck	2402 Winnebago St. Madison, WI 53704	(608) 245-6144
UW Health - West Towne	Cindy Meister	7102 Mineral Point Avenue Madison, WI 53717	(608) 828-7641
UW Health – Yahara	Erin Stout	1050 East Broadway Monona, WI 54716	(608) 222-8779
Watertown Regional Medical Center	Mara Tarp	125 Hospital Drive Watertown, WI 53098	(920) 262-4244