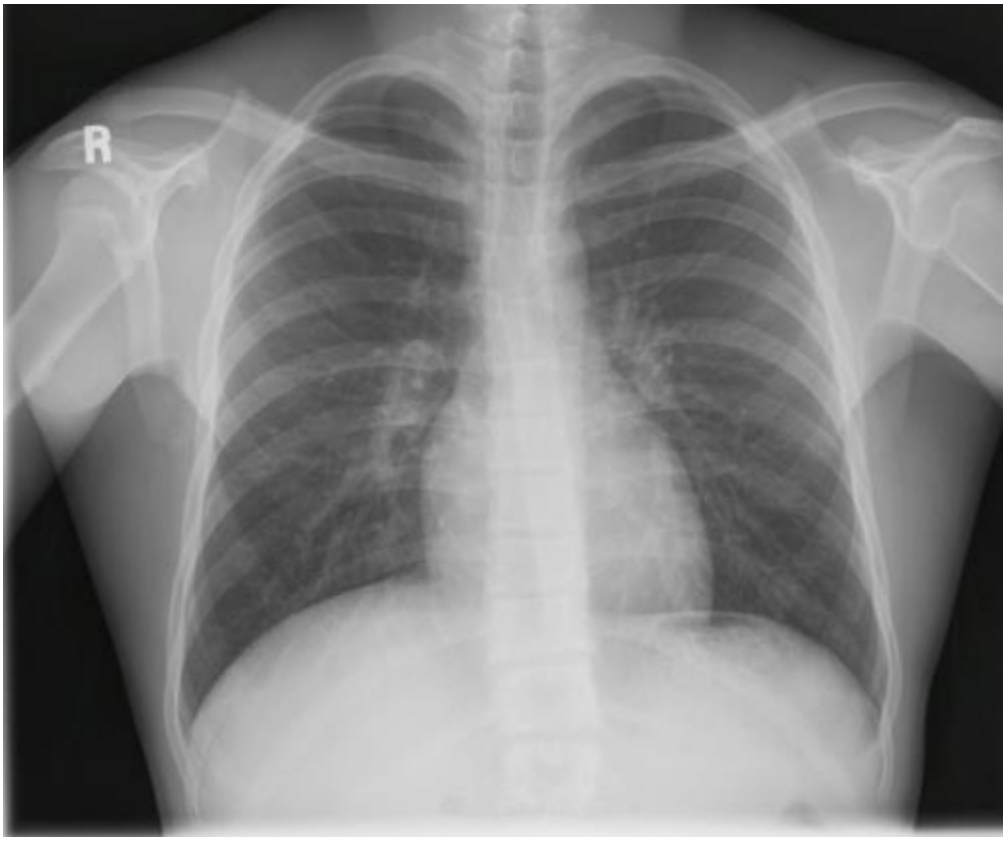
Missouri Southern State University
Department of Radiologic Technology

Policy and Procedure Manual
Student Handbook Reference



Reviewed/Revised & Approved – August 2024

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Radiologic Technology Mission Statement

Consistent with the philosophy of MSSU, the mission of the radiologic technology program is to provide high-quality entry-level radiographers for the university's service area. Attention is focused on the needs of each student for local and international service. This is proven by our strong outcomes effectiveness measures, which can be accessed by visiting https://portal.jrcertaccreditation.org/summary/programannualreportlist.aspx which independently accredits the program. JRCERT posts program effectiveness measures that include a five-year average credentialing examination pass rate, a five-year average job placement rate, and an annual program completion rate for the program for our program. These can also be accessed through our MSSU Radiology website at Program Effectiveness Data RAD RT MR 2021

Program Effectiveness Measures

Outcome	Measurement Tool	Benchmark
1) Students will be able to pass the national ARRT certification exam	ARRT documentation sheet	As a class, 75% average first-time pass rate over a 5-yr. period
2) Students will be able to find employment in the radiologic sciences field within 12 months of graduation	Phone Survey of students/ employer survey	5-year average job placement rate of not less than 75% within 12 months after graduation
3) Number of students who complete the program within the stated program length	ARRT documentation sheet	Annually 6 out of possible 10 (overall score)

Program Goals

Goal 1: Students will develop communication skills enabling them to communicate with patients and healthcare providers.

Goal 2: Students will be able to think critically and solve problems in their daily work environment.

Goal 3: Students will demonstrate professionalism.

Goal 4: Students will demonstrate competence in their clinical practice

Program Philosophy

In order to accomplish the program goals, it is the philosophy of MSSU to provide students with a high-quality educational experience that includes:

1. Didactic classes providing access to information to successfully pass the national registry.
2. Clinical rotations with exposure to a sufficient number and variety of clinical exams to develop the skills necessary to be successful entry-level radiographers.
3. Clinical and classroom situations allowing students to develop problem-solving and communication skills.
4. Opportunity for professional growth and development.

Organizational Chart

Dean, College of Health, Life Sciences, and Education

Qualifications: The Missouri Southern State University President, under the direction of the Board of Regents duly appoints this person.
Responsibilities: The Dean supervises the Allied Health Department Chair, who oversees the Radiology Program Director. As such, the dean has the final say in all matters related to the procurement of financial, human, and capital resources and administrative decisions for the radiologic technology program. In addition, the Dean serves as part of the Administrative Committee that makes decisions related to clinical site(s).

Program Director

Qualifications: The Program Director must be registered by the ARRT and possess a master's degree with three years of radiologic technology experience. A minimum of two of these years must have been spent as an instructor in a JRCERT-accredited program.

Responsibilities: The Program Director organizes, administers, reviews, develops, and assures program effectiveness. This includes budget planning, evaluating and assuring clinical education effectiveness, teaching in the classroom, maintaining current knowledge of the discipline, and a continued role in the development of the program. This individual also evaluates and advises pre-radiology and radiology students. This individual will oversee the Administrative Assistant of the department and Clinical Coordinator, assigning tasks as outlined in their job responsibilities.

Clinical Coordinator

Qualifications: This position requires a Bachelor's Degree, registration by the ARRT, three years of full-time experience as an R.T.(R), and two years of experience in a JRCERT-approved program.

Responsibilities: Instructs, advises, and evaluates students regarding clinical performance and provides corrective feedback. In addition, coordinates clinical schedules and communication between the program and JRCERT with clinical facilities. Coordinates clinical orientation at clinical sites. Teaches or assists with didactic classes and assists the Director with Administrative requirements of the program as needed. Remains current on JRCERT, clinical, and program policies and procedures, assuring student compliance.

Didactic Faculty

Qualifications: Didactic staff shall hold appropriate professional credentials, be qualified to teach the assigned subject and be proficient in curriculum development, instruction, evaluation and academic counseling.

Responsibilities: Didactic faculty will teach, evaluate and report student progress in given classes as needed by the program director.

Clinical

Qualifications: Clinical preceptors shall be proficient in supervision, clinical instruction, and evaluation. They shall also hold an ARRT certification or equivalent and have two years of full-time experience in radiologic technology.

Responsibilities: Clinical preceptors should have knowledge of program goals, understand clinical objectives, and provide students with instruction within the guidelines of the program policies.

Clinical Staff: Clinical staff are not paid by the University, but at a minimum, must understand the clinical competency system, understand requirements for student supervision, and evaluation and support the educational process. They should maintain current knowledge of program policies, procedures, and student progress.

Administrative Assistant

Qualifications: Administrative staff should be proficient in using computers, including Word, Excel, and PowerPoint. They should also possess strong interpersonal skills and be able to assist students and the Director as needed.

Responsibilities:
Answer the phone, type reports, and summarize evaluation documents
Coordinate the Director's schedule with the needs of current and prospective students
Assist with setting up orientation and obtaining needed documentation from students

Student Selection and Drug/Background Screening Process

The MSSU Radiology Program does not discriminate based on race, color, religion, gender, age, disability, national origin, or any other protected class.

Students wishing to apply for the program must meet all admission requirements set by the University, as well as those set by the Board of Governors and Coordinating Board of Higher Education. These may be found in the University Catalog under "Admissions." Because of the limited number of students selected for the program, applicants wishing to enter the Radiology program must meet additional requirements.

A student wishing to apply for admission to the program should submit an application by January 31st of the year they wish to be considered. The student will be given an overview of the program and field, as well as the suggested order of study and an application for program admission (or these may be obtained online through the university radiology website at Radiology Technology Program Application Academic Year 23-24 (office.com)

Students should include the following materials:

- Prospective students must job shadow before submitting their application.
- All prerequisites for the program (as outlined in the MSSU catalog) must be completed before the start of the Summer semester in which the student wishes to start. In addition, the following criteria are used in the selection process:
- High school transcript - The applicant must have graduated from high school or have completed the G.E.D.
- College transcript - The applicant must have passed each prerequisite course with a "C" or better. This also applies to any other courses required for the A.S. in Radiologic Technology that were taken prior to admission. Students may be admitted into the program with the condition they successfully complete all prerequisite courses during the Spring preceding the enrollment date, including Anatomy and Physiology II. **They must have an overall 2.5 GPA minimum**. Students with the best grades in the prerequisite science and math courses will be given preference for admission to the program. MSSU students should consult with the Radiology Department before submitting their MSSU transcript.
- TEAS Test scores—Applicants with above-average percentile ranks will be given preference for entry into the program.
- Interviews - The applicant should exhibit poise, good communication and interpersonal skills, and the ability to use critical thinking skills in their responses to questions. They should have formulated a realistic plan necessary to achieve success while enrolled in the program.
- Students selected into the program must submit to a criminal background check prior to start the program. The Program Director will provide paperwork and instructions to students chosen for the program. It is the student's responsibility to make sure the background check is completed and the paperwork is submitted to the Program Director in a timely manner. It is also the student's responsibility to pay fees associated with the background check. Students involved in felony convictions that might pose a potential threat to patients, faculty, or employees at the clinical site or school will not be allowed into the program. This determination may be made by the Program Director, clinical site management or Dean of Health Sciences. Students failing to submit their criminal background check prior to starting the program will not be allowed into the program.

- Students who have been selected to enter the program must also complete all items noted on the orientation check-off list by the due date noted on the form. This includes obtaining the necessary vaccinations and shot records requested by the program. These include documentation of **Hepatitis A and B, MMR, T-DAP, varicella and annual TB test**, **flu, and COVID (required by the clinical affiliate) vaccines.** Students are responsible for the costs associated with obtaining these vaccinations and tests. They may obtain them at their family physician's office or county health department or through the MSSU Health Center. Cost of the vaccine may vary by provider.

Student Orientation

Students must attend the orientation process prior to starting the program. This will include, but is not limited to orientation on the Program Policies and Procedures, JRCERT Standards as well as general information on Standard Precautions, Hazards in the Workplace, communicable diseases, substance abuse, emergency preparedness and HIPAA related to assigned clinical sites. In addition, students will be given more specific clinical site training in these areas prior to starting clinical rotations.

Nondiscrimination Policy

MSSU complies with all local, state and federal laws and regulations concerning civil and human rights. Educational programs, admissions and employment practices of the college are free of any discrimination based on race, sex, color, religion, national origin, handicap or prior Vietnam or military service.

The policy of the college is not to discriminate on the basis of sex or handicap and is in compliance with Title IX of the 1972 Educational Amendments and Section 504 of the Rehabilitation Act of 1973. https://www.mssu.edu/student-affairs/non-discrimination-statement.php

Transfer Students

The American Registry of Radiologic Technologists (ARRT) requires that applicants possess certain qualifications before taking the certification examination. Those qualifications are published in the ARRT Rules and Regulations (ARRT.org).

Other qualifications for potential student transfer include:

1. The student must transfer from another JRCERT or college accredited by a regional accrediting agency recognized by the Department of Education.
2. The MSSU program must have a vacancy before accepting the student.
3. All classroom courses and clinical records must be evaluated for transfer by the Program Director and/or Registrar.
4. Reference checks and interviews with the student will also comprise part of the decision-making process. Such students will be held to the same level of scrutiny as a other students.

Advanced standing entry may be considered for students who have started a previous radiologic technology program in the last two years. In such cases, the student must demonstrate through their college transcript and course syllabi that they have met all pre-requisite courses necessary to enter the program at a given point in time. They must present to the Director an official transcript and syllabi for each course they wish to transfer. The Program Director (Department Chair) will evaluate each course equivalency. To transfer, each course must be similar in scope and content. Successfully challenged courses will be recorded as part of the student record. Competency testing will also be required to determine if the student possesses the necessary knowledge and skills to enter the program at such time. Students must simulate five randomly chosen radiologic exams that they should be competent in at the time and score 100% on all five to be eligible for selection into the program.

Advanced placement may be granted to registered technologists who desire the Associate of Science Degree (see college catalog).

Sexual Harassment

The Missouri Southern State College Radiologic Technology Program will not tolerate any form of sexual harassment of its students. Such harassment may be quid pro quo or create a hostile working environment. Any student who feels he or she has been harassed at college or in the clinical setting, should immediately report the incident to the Program Director or Dean of Health Sciences.

School Time Table

The program is twenty-four months in duration and approximates the academic school year followed at MSSU. Students start the program in the summer semester by taking one introductory course. The official start to the program and academic year starts with the first day of the fall semester and continues until the end of the second Spring semester. Students must attend classes and clinical rotations during the second Summer semester. During the program, time is divided between didactic classes and clinical schedules. Students will not have more than forty hours of contact time (class and clinical time combined) per week. Graduation will take place in the spring semester of the second year.

Clinical Schedule/Competencies

Students will be scheduled to work clinical hours. They are expected to adhere to the rotation as provided. Students may not switch days without approval from the Director or Clinical Coordinator. Clinical rotations may include occasional evening and weekends. Student clinical schedules will be made at the sole discretion of the faculty.

Student clinical rotations will not exceed 40 hours per week or more than 10 hours in one day. Since clinical sites are dispersed, students must provide their own transportation to and from clinical sites. Currently, clinical sites are located at Freeman West/East/Neosho and Mercy Hospital Joplin/Rogers. However, there is no guarantee that future sites will not be added or deleted and this could add to travel time and expenses for students.

Students may also be assigned to clinical observation sites during the program. A clinical observation site is defined as one where the student is allowed to observe certain procedures, but may not participate in patient care or exam procedures.

Students will be given clinical evaluation forms for each scheduled rotation. It is the student's responsibility to get the technologist in each area to evaluate the students daily, review the form and return it in the provided evaluation box at each clinical site. The program will evaluate each rotation as it is completed and set up any needed meetings with students to discuss required improvements. In addition, students will receive clinical objectives for each semester. It is the student's responsibility to make sure they document achievement of the objectives for each rotation. Failure to complete the assigned semester objectives will result in dismissal of the student from the program. **Note: mammography is an optional voluntary rotation for both**

males and females. Students may choose this as a specialty rotation during their last semester of the program or voluntarily decline it based solely on their wishes.

The radiography program sponsored by MSSU has revised its policy, effective July 2016, regarding the placement of students in mammography clinical rotations to observe and/or perform breast imaging. (Additionally, the policy may be applied to any imaging procedures performed by professionals who are of the opposite gender of the patient.)

Under the revised policy, all students, male and female, will be offered the opportunity to participate in mammography clinical rotations. The program will make every effort to place a male student in a mammography clinical rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.

The change in the program's policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student mammography clinical rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position statement is included as Addendum A to the program's policy and is also available on the JRCERT Web site, www.jrcert.org, Programs & Faculty, Program Resources.

In addition to the objectives, students must complete the ARRT Competencies while enrolled in the program to graduate and be eligible to sit for the national certification examination. To remain in the program, they must complete the required competencies designated on their syllabus for each clinical semester. The syllabi will be posted on Blackboard under each semester's clinical class. It is the student's responsibility to review and complete the designated number of competencies each semester. Those failing to do so will receive an in-progress (IP) designation for the clinical grade. They will have one additional month (beginning with the first week of the following semester) to complete them or they will be dropped from the program.

In order to be verified as competent in an ARRT **trauma competency** (i.e., shoulder, upper extremity – non-shoulder, lower extremity), the student must do more than a routine exam. Proving competency means that the exam was done in a non-routine manner where the student manipulated the image receptor, tube or patient differently than in a routine exam without help from a supervising technologist in order to obtain the needed images, send the images to PACS and can successfully critique their images and answer questions with 100% proficiency. Such demonstrations may take place in the radiology department, emergency department trauma room or during mobile x-rays. The intent of competencies in trauma situations is to develop a student who can obtain required projections while working around patients who may not be able to fully cooperate. This type of manipulation requires critical thinking skills from the student beyond that required for routine exams.

In order to be checked off as competent on the ARRT **surgical protocols** with a c-arm (orthopedic and non-orthopedic exams), the student has to independently set-up the c-arm,

operate the controls, including proving the ability to manipulate the c-arm during the procedure, process the images and send the images to PACS, remove the c-arm from the room and successfully critique their images while answering questions from the supervising technologist with 100% accuracy.

Tuition/Special Course Fees

Refer to the MSSU tuition and related expenses catalog on the MSSU Tuition page. In addition to tuition and fees, students are responsible for purchasing/renting textbooks, student uniforms, liability insurance, miscellaneous supplies, travel costs to clinical sites, professional membership fees, licensure fees, and any special course fees. Students are also assessed special fees related to the criminal background check, membership in the Radiology Club, immunizations, and the Corectec during the spring semester of the second year. Radiology Lab fees are also assessed per the schedule below to support maintenance and equipment upgrades in the radiology labs. Students attending the Missouri Society of Radiologic Technology (MOSRT) meeting are also responsible for the cost of attending the conference each year. Additional fees may be added during the two-year program cycle.

Special Fees:

1. Lion fee- $30 per credit hour
2. Radiology Club Membership Fee - $10 (each year)
3. Radiation Dosimeter Fee- $130 Initial setup fee required during 1st summer semester and in the 5th semester, $40 lost badge fee
4. MOSRT – Fees will vary based on how much money is raised by students through the Radiology Club events supporting their trip to the annual MOSRT
5. Uniform fees and embroidery – Cost will vary based on vendor

Books

Students in the program will be responsible for renting or purchasing college textbooks, which they will order through the college bookstore.

Insurance

All students are required to have liability insurance. This will be paid for through the college group insurance plan and will be added on as a special course fee during the fall semester of each year. Currently, the fee is $17.50 per year but is subject to change without prior notice.

It is required that each student have their own personal health and accident insurance. MSSU has student health services, and proof of insurance is required before attending clinical. See the university catalog for more information.

Library Facilities

Radiologic Technology books and resources are available through the MSSU Library. On-line search capabilities and interlibrary loans of books are valuable services offered to students doing research papers.

Financial Aid

Missouri Southern State University's Financial Aid Office has packets, procedures and instructions needed to assist students needing financial aid. All financial aid must be processed by the first day of class to defer tuition and fees and to avoid being dropped from classes. The usual time to develop and finalize a financial aid package varies from six to ten weeks. For additional resources on types of financial aid and assistance with filing paperwork, contact the financial aid office at 625-9325 in Hearnes Hall. https://www.mssu.edu/student-affairs/financial-aid/index.php

Student Supervision

Until students achieve competency in given exams (as required by the program), all clinical assignments shall be carried out under the direct supervision of a qualified radiographer. Competency means the student can perform the exam independently and safely and has been signed off as competent on their ARRT Competency Form by an R.T. or program faculty. Direct supervision denotes that a registered radiographer oversees the examination and is physically present in the room. The supervising R.T. **must review the request in relation to the student's achievements, evaluate the condition of the patient, and review and approve the radiograph.**

All students deemed competent in given exams, must still receive indirect supervision from a registered radiographer. Indirect supervision is defined as supervision provided by an R.T. who is immediately available in the area to assist a student. Students who have been deemed competent on given exams must continue to do such exams to become proficient, meaning they can perform the exams on different patient body habitus, disease conditions, and clinical situations.

Unsatisfactory radiographs (repeat radiographs) shall be repeated only in the presence of a qualified radiographer (**direct supervision**) who will confer with the student and counsel them as needed to correct mistakes. Students repeating images must fill out the "**image repeat**" form indicate the reason for the repeat, and attest to which R.T. provided direct supervision during the repeat. Students repeating images without direct supervision are subject to the progressive disciplinary process. This form must be turned in with their clinical evaluation forms for each weekly rotation.

Students who feel they are not receiving appropriate supervision, as stated above, should report such incidents to the Program Director for correction. Program faculty will closely monitor student supervision through education of clinical site personnel and observation.

In addition, according to JRCERT, there should not be more than **one student per x-ray room or radiographer**, whichever is less. If this should become an issue at the clinical site, the student should report the incident to the Program Director. **Students in violation of this policy will be subject to the progressive disciplinary process.** This process is supervised and monitored by program official observation and oversight of the Clinical Preceptors.

Pregnancy

Purpose: To establish a protocol by which pregnant students who train in the vicinity of ionizing radiation are educated as to the proper safety precautions and options in the program.

Policy: Students who are current members of the program or are selected to begin the program may voluntarily disclose a pregnancy to program officials. This should be done in written form. They may also choose not to disclose such information. They have the option to take a written leave of absence or to continue the program with or without modifications to their training. Students may also withdraw their declaration of pregnancy (this must be done in written form with a student signature).

If the student chooses to take a voluntary written leave of absence, they must document in writing, the dates they will leave and return. Failure to comply with the dates will be cause for dismissal from the program. See the Program Director for further information.

The student may also voluntarily withdraw from the program if they are pregnant. Again, this must be done in writing to the Program Director and stipulate the date of withdrawal from the program.

Procedure: MSSU School of Radiologic Technology has adopted the conservative recommendation of restricting the dose of ionizing radiation to the fetus during the entire period of gestation to no more than 500 mrem (5 mSv).

1. If you train in an area where the anticipated dose is less than 500 mrem (5 mSv) to the fetus over the gestational period, you are able to continue to train in this area with or without modifications. You may request information or possible modifications from the Director. In addition, the radiation safety officer may make certain recommendations regarding your training assignments to further reduce the dose to the fetus. One other alternative is to take a leave of absence (see leave of absence policy in this manual).
2. Pregnant individuals are not prohibited from training in or frequenting radiation areas. They also may also operate as sources of ionizing radiation.
3. During your pregnancy, your radiation exposure will be monitored via the dosimeter readings, which are made available to students. Contact the radiation safety officer if any unusual readings occur.
4. Students who are pregnant will be provided with a dosimeter for the fetus to wear at the waist.

WHAT THE RADIATION EXPERTS SAY ABOUT EXPOSURE TO IONIZING RADIATION

1. Natural background radiation levels are such that the average person in the United States receive approximately 3.1mSv (310 mRem) each year.
2. The actual dose received by the embryo/fetus is less than the dose received by the mother because some of the radiation is absorbed by the overlying maternal tissues.
3. The unborn child is most sensitive to ionizing radiation during the first three months of gestation.

4. The normal incidence of congenital abnormalities is 4-6%. It is impossible to attribute a given anomaly to a small dose of radiation received by an embryo/fetus. The estimated risk to the unborn baby is small, .025% for 500 mrem (5 mSv).
5. Some studies suggest a relationship between prenatal exposure and childhood leukemia. The risk is small: 1 in 8,800 for 500 mrem 5 mSv). The induction of other childhood cancers is considered a similar risk level.
6. The radiation dose required to produce temporary sterility is 200 rem (2 Sv) or more. Occupational dose levels will not interfere with your ability to bear children.

IF YOU HAVE QUESTION OR WANT ADDITIONAL INFORMATION

1. The Nuclear Regulatory Guide 8.13 ("Instruction concerning Prenatal Radiation Exposure") will be made available for informational purposes if you request it from the Program Director.
2. If you would like to visit with the Radiation Safety Officer, please contact the Program Director and ask him/her to set you an appointment. You will be asked to acknowledge in writing that the Radiation Safety Officer gave you instructions.

SENSITIVY TO THE FETUS TO IONIZING RADIATION

A number of studies have suggested that the embryo/fetus may be more sensitive to ionizing radiation than an adult, especially during the first three months of gestation. The National Council on Radiation Protection and Measurements (NCRP) has recommended that special precautions be taken to limit exposure when an occupationally exposed woman could be pregnant. Specifically, the NCRP has recommended the maximum permissible dose to the fetus from occupational exposure of the expectant mother should not exceed 500mrem (5 mSv) during the entire gestational period. This is approximately $1/10^{th}$ the maximum permissible occupational dose limit.

WHAT TO DO IF YOU BECOME PREGNANT AND ARE EXPOSED TO IONIZING RADIATION

When you learn you are pregnant, you have the option of informing (**using written notification**) or not informing the Director of the program, remaining in the program (with or without modifications), and/or taking a written leave of absence. You may also submit a written notice of revocation if you have declared a pregnancy status. The student should realize that if they choose not to inform the Director, a dosimeter will not be ordered to monitor the fetus, which could pose an extra threat to the unborn fetus.

If you notify the Director of your pregnancy, an additional dosimeter will be ordered to monitor fetal exposure. Always wear the second dosimeter on your abdomen and under the lead apron.
I have read, understand, and will abide by the program's pregnancy policy.

_____
Student

_____
Program Director

Radiation Policy

All students must wear a dosimeter when in the radiology department or any part of the clinical area. It should be worn on the collar of your shirt to monitor exposure to the lens of the eye and thyroid. When a leaded apron is worn, the dosimeter should be worn on the outside of the apron at the neck level. If pregnant, an additional fetal monitor must be worn at the waist level under the apron.

Students must download their dosimeter report **in a timely manner**, each month in order to receive timely feedback on their exposure levels to radiation. Students will receive instruction of how to interpret their dosimeter report.

Leaded protective equipment must be used any time the student could be exposed to radiation (remember, aprons do not protect from primary radiation). Students must wear leaded aprons and thyroid shields when operating or assisting with mobile radiography.

Students **shall not hold image receptors** during radiographic exposures. Such incidents are subject to disciplinary action. Students should not restrain patients during exposures when other restraint methods are available. The parent (male preferred) should be the primary person assisting and holding patients. Students concerned that they are being asked to restrain patients too often should report such incidents to the Program Faculty. If no other method of restraint exists, (as determined by their supervising R.T.), the student should stand to the side of the primary beam. Never stand in the primary beam. Leaded gloves should also be worn any time hands are near the primary beam.
Students should take advantage of the Cardinal Rules of Radiation Protection. These state you should minimize the amount of time spent in ionizing radiation. This can be controlled by minimizing the exposure time during fluoroscopy. Secondly, always maintain as much distance between you and the source (x-ray tube) as possible. Thirdly, use leaded protective shielding. Always wear leaded aprons and thyroid shields while doing mobile exams and during fluoroscopy or c-arm procedures. Stand behind the lead-protected control booth during other exposures. **Time, distance, and shielding are your best protective measures to minimize radiation.**

Copies of the dosimetry reports will be available to the students to review and initial each month. If you have any questions, contact the Program Director. In particular, students receiving **50 mr (.5 mSv)** or more in a month will be counseled by the Program Director to discuss methods to decrease such exposure levels. Students receiving a Level 1 ALARA report from the Radiation Safety Officer must read the letter, sign it, and return it to the Program Director. The Director will counsel the student on radiation safety.

It is the student's ethical duty to practice the ALARA (as low as reasonably achievable) concept when operating ionizing radiation equipment. This means it is your duty to provide the least amount of radiation to yourself and your patient during all radiography procedures.

Lastly, it is our policy that all students must follow all rules related to direct and indirect supervision. Failure to do so will result in students being subject to progressive discipline.

Grading

Program grades on **written examinations** will be based on the following scale:

92 - 100	A
83 - 91	B
75 - 82	C
70 - 74	D
Under 70	F

Students must carry a minimum of a "C" in all courses required for the A.S. in Radiologic Technology Degree. **Failure to do so may result in dismissal from the program.**

Grades for positioning labs consist of:
Lab grade - Lab grades consist of a simulation performed independently by the student after watching a demonstration and then practicing. Grades are based on successfully simulating all of the criteria on the rubric distributed by the instructor of the class. The total percentage of the semester grade comprised of lab exercises will vary with each course. Consult the specific syllabi for each course.

Clinical Classes

Grades for clinical classes (Clinical Training 1 – 5) will be based on the following areas:

1. **Final Performance Evaluations (FPEs)** – Students will receive their Final Performance Evaluation by the clinical instructors annually in the **Fall semester** that evaluates clinical skills. If deemed necessary, by program officials, evaluations may also be conducted in the Spring semester. The evaluation scores include "S" (satisfactory), "NI" (needs improvement), and "U" (unsatisfactory). **Any student receiving more than 4 unsatisfactory (U) scores in different categories on their clinical evaluation receives an in-progress, which must be satisfied within 30 days of the next semester**. Any scores noted as "needing improvement" (NI) must show improvement at the end of the following semester to avoid further counseling or possible dismissal from the program for clinical performance that does not meet standards. At this time, program officials will also provide feedback to the students on their clinical/class performance as well as formative and summative advice. The students will also have the opportunity to evaluate faculty, technologists, and Clinical Instructors at this time.
2. **Clinical Competencies** - A given number of **ARRT Clinical Competencies** for each semester must be completed as described in each semester's *clinical course syllabi* and turned in to the program director by the end of the semester. Failure to complete and show documentation of the completion of such competencies (PCEs) at the end of the semester will result in an incomplete grade for the clinical class, and the student will have one month of the next semester to make up the deficiency. Students must complete at least 15 electives and all of the mandatory competencies to be eligible for graduation at the completion of the program. **It is the student's responsibility to keep track of and complete the competencies.** In addition, all general competencies must be completed by the end of the program to be eligible to graduate. **It is the student's responsibility to obtain the documentation and grading form required for documenting the completion of each general competency upon completion of the program. Students who do not have proof of competency verifications are ineligible to graduate based**

on the policies of the American Registry of Radiologic Technology (ARRT). The competency form must be completed with the full name of each evaluator and the date of each successful competency to be considered valid.

3. **Clinical objectives**—In addition to clinical competencies, additional clinical objectives are assigned during most semesters. These must be completed each semester to receive credit in each clinical course. Students should review the objectives associated with each clinical course each semester and are responsible for completing and documenting them. These will be posted on Blackboard under the appropriate clinical course each semester.

Comprehensive Examinations

During the spring semester of the second year, students must also pass a comprehensive mock certification examination in Radiology to be eligible for graduation. Passing is 75%. *Other comprehensive tests will also be given throughout the two-year program cycle as described by class syllabi and must be passed in order to receive credit for the course. Instructors may administer comprehensive exams as they see fit pertaining to the specific course.*

Attendance/Tardiness

A. Regular attendance in the classroom and clinical rotations is necessary for a student to obtain the necessary knowledge and experience to become a successful radiologic technologist. In addition, good attendance habits will assist students in meeting future employer expectations.

    1. Students are expected to arrive early for their scheduled clinical shift and be in place, ready to receive their reports at the established start time.
    2. Clinical Tardiness is defined as being late for a clinical rotation. Students should arrive at least 10 minutes before the start of their shift to prevent this.
    3. Students arriving past the start of their shift will receive a tardy. Three tardies accumulate into one absence.
    4. Tardies of less than 15 minutes will be made up on the same day with approval through the clinical coordinator to ensure the correct 1:1 ratio of technologists to students.
    5. Tardies over 15 minutes will be counted as an absence, and the day will need to be rescheduled.
    6. Students must contact the Clinical Coordinator immediately for any occurrence requiring them to arrive late for a shift or leave before the designated end time. Failure to do so will result in a written warning and may trigger disciplinary action.

B. Absences and Make-Ups

    1. Attendance at clinical is vital, as it reflects responsibility and integrity. If necessary, students may take two absences each semester that will not count against the student. These should be reserved for instances of illness whenever possible.

2. Students are expected to arrive early for their scheduled clinical shift and to be in place, ready to receive reports at the established start time.
3. Students exceeding the permitted two absences are required to make up the missed shifts.
4. Each additional absence will be reflected in the course syllabi.
5. All makeup time must be made up in full-day blocks. Students cannot self-schedule themselves for clinical rotations.
6. Students will receive an In-Progress for their clinical course until all make-ups are done and correctly documented.
7. Make-ups must be completed before the next scheduled semester begins. Students failing to complete missed shifts before the established deadline cannot progress in the program.
8. Due to possible clinical rotation conflicts with other students, this may be scheduled during weekends or evenings.
9. The rescheduled shift will be determined by the program official and will, in part, be based on ensuring that the program does not exceed the JRCERT limit of one student-to-staff ratio of 1:1.
10. Students missing more than 3 shifts in their clinical rotations during the academic year (running summer semester – summer semester) will be subject to the student progressive disciplinary ladder.
11. Students may take up to 3 days of funeral time. Immediate family members are defined as mothers, fathers, siblings, or grandparents. Students wishing to take funeral leave must fill out the Emergency Leave Form and submit it to the Director or Clinical Coordinator.
12. If a student knows in advance that they may miss class or a clinical rotation for a given reason, they must notify the Director and **request** the time off by filling out an Emergency Leave Form. The absence must be approved by the Director. **Students should not expect time off from clinical rotations for situations unrelated to emergencies or educational conflicts.** If the absence is not approved and the student does not show up, they will be subject to disciplinary action under the insubordination clause of the program and may be dismissed from the program

C. Notification of Clinical Absences

1. Students must report absences by directly contacting the clinical site by phone prior to the start of their shift. Students must obtain the name and title of the individual receiving their call to provide in later documentation. The professional standard is notification sixty (60) minutes prior to the start of the shift or class period.
2. Failure to do so will result in an “unexcused” absence being placed in the student’s file along with counseling. Four such instances during the two-year program may result in the student being dismissed from the program.
3. The student must also report absences by emailing the clinical preceptor for the appropriate hospital and cc'ing the clinical coordinator for documentation.
4. Failure to properly notify the clinical site **and** clinical coordinator of an absence will be deemed a “No-Call, No-Show”.

5. A “No-Call No-Show” is a serious offense defined as a person failing to appear for a scheduled shift and does not notify clinical personnel and program faculty within 15 minutes of the start of the shift. Such an offense will result in disciplinary action.
6. Leaving a voicemail message on departmental phones is not considered direct contact. Students struggling to make direct contact should notify the clinical coordinator.

Critical Incidents

A “critical incident” during a clinical rotation may result in the student receiving an “F” and dismissal from the program – regardless of the student’s current progress. A critical incident demonstrates unsafe behavior that places a patient, staff, or visitors in jeopardy, violation of agency policies, MSSU policies, clinical rules, laboratory or program policies, and unexcused absences.

Transportation and Parking

Students are responsible for their own transportation to the university and clinical sites. They must park only in areas designated for student parking at the university and follow parking policies at clinical sites. Building and parking facilities at MSSU are accessible to students with mobility impairments.

Parking violations and fines are the responsibility of the student.

Drug Testing

Students will go through a drug screening as a condition of acceptance into the program. The drug screening is designed to prevent accepting individuals who use illegal drugs or alcohol that may impair performance or create unsafe conditions for patients or other students/employees. Students testing positive for drugs or alcohol may be immediately dismissed from the program.

Any student may be randomly tested at any time during their tenure as a student. If there is suspicious or erratic behavior that indicates a concern or suspicion among faculty, students or employees at a clinical site, the Program Director has the right to have the student tested at the student’s cost. Students refusing the test may be suspended or dismissed from the program.

Any student testing positive for drugs or alcohol may be dropped immediately from the program.

Physical Requirements

Students should have the ability to lift and move patients. They should have the physical ability to lift up to 50 pounds alone with frequent lifting situations. In addition, the following are requirements of the program:

Frequent pulling, pushing, stooping, and reaching are also required.

Positioning requires standing, moving, and assisting patients out of wheelchairs and gurneys and into the correct positions for radiographs.

Speaking and hearing abilities are necessary for patient assistance, information and safety concerns.

Visual acuity at both far and near distances, is necessary for performing required clinical and computer-related duties.

Manipulative skills are necessary to safely operate medical equipment and assure patient safety.

Special Skills and Abilities

Students should possess the following special skills and abilities in order to effectively function during their tenure and radiologic technology students:

1. Analytical ability necessary to learn proper positioning and exposure factors based on patient size, age and other controlling factors.
2. Interpersonal skills necessary to effectively interact with patients in situations that evoke anxiety or confusion.
3. Ability to work under stress in urgent situations.
4. Ability to read and comprehend technical material.
5. Critical thinking and problem-solving skills used in clinical and classroom situations.

Physical Appearance

Students shall be in full uniform when on clinical assignment and during laboratory sessions at MSSU. This includes wearing a name badge and radiation monitoring device. Uniforms should be clean and wrinkle-free. Uniforms shall not be low-cut. Students must purchase Hunter green uniforms approved by the program. They must be embroidered with the official program name along with a student title. Students must also purchase white shoes for clinical rotations. These must be kept clean at all times.

In keeping with established practices of proper hygiene, safety, professional values and compliance with clinical site policies, the following guidelines will be followed:

1. When at the clinical site, long hair should be confined or pulled back so hair does not fall forward. Hair should be neat, clean and worn appropriately for position. Extreme hair styles and/or non-natural/fad colors, including sprayed coloring, are not allowed.
2. Beards and mustaches are acceptable if neatly trimmed.
3. Observe personal hygiene carefully, including brushing teeth, bathing daily, using deodorant and washing hair.
4. Official program uniforms must be worn for lab classes at the University or clinical site (i.e., positioning labs). These must be changed daily. Uniforms should not be worn to outside facilities (i.e., shopping malls etc.) following clinical shifts.
5. All shirts and blouses will be kept buttoned and should not be revealing at the clinical site or in classrooms.

6. Jewelry is limited to earrings that are to be worn only in the ears. No earplugs (stretched earlobe jewelry) is allowed. Wedding rings are appropriate.
No jewelry is allowed in other visibly pierced locations.
7. Clothing that is slashed, revealing or suggestive shall not be worn at the clinical site.
8. Clothing that is gang-related is not permitted at school or a clinical site.
9. **Based on clinical site policies, visible tattoos are not permitted at the clinical site. Areas containing tattoos must be completely covered while the student is in clinical rotations. Tattoos on hands may be difficult to cover and maintain proper hand hygiene.**
10. Make-up must be worn in moderation and fingernails trimmed to a length so that they do not puncture latex gloves. **No false fingernails** or "dipped fingernails" are allowed because of the possible spread of pathogenic bacteria.

Workplace Hazards and Safety

Students accepted into the program must follow the following safety precautions:
1. A TB test, MMR (or titer), varicella (or titer), tetanus/diphtheria within past 10 years, hepatitis A and B Twinrix vaccinations (or titers) and flu vaccination are required.
2. Pass a drug test at a time determined by the program.
3. Each student will be issued a radiation monitoring device with requirements to wear it. They will not be allowed to make unsupervised radiation exposures until they have had a basic radiation protection orientation class during the first summer semester.
4. Students will be instructed on standard precautions prior to working in a clinical area.
5. Basic body mechanics and lifting techniques will be covered to help prevent injuries.
6. Any student who thinks they may have a contagious disease should report to the University nurse and make a program official aware of the situation.
6. Students must attend all orientation required by the clinical site(s) before starting clinical that will cover HIPPA, emergency preparedness, sexual harassment, substance abuse, communicable diseases and workplace hazards. Students are also responsible for following all safety policies given out by the radiology department(s) at assigned clinical sites.

Communicable Diseases

Any student who believes they have been exposed to a communicable disease should:
1. Report the incident immediately to a program official, who will make recommendations on a course of action. In addition, the appropriate individual at the clinical site should also be notified (Radiology Director and Employee Health Nurse at the clinical site) as well as the University nurse.
2. Report the incident to the appropriate person at the health care facility immediately after the exposure and fill out the necessary paperwork.
3. Students are responsible for following standard precautions and transmission-based precautions at their assigned clinical site(s). Failure to do so may result in injury to the student or patients and could also result in dismissal from the program if the student poses an undue threat to themselves or others at the facility.

Emergency Preparedness

In the case of threatening weather, MSSU will notify students in the health science building by activating the alert system inside the building. The notification system will warn students if we are under a tornado threat. In such cases, radiology students will be moved out of the classroom to the lower floor interior hallways away from doors and windows for protection until the all-clear sign.

In the case of a fire, rescue anybody involved and activate the alarm (these are located at the end of the hallways in the Health Science Building) and call the Campus Police at extension 2222.

Bomb threats, violent or criminal behavior and sexual assault should also be reported immediately to the Campus Police. For more specifics on responding to specific emergencies, please consult the emergency procedures listing posted in the Radiology Classroom (Rm 343) bulletin board.

Emergency preparedness will also be covered by individual clinical sites during orientation. Students should follow directives of their respective site.

Substance Abuse

Students are prohibited from using alcoholic beverages and illegal drugs at university-sponsored activities. Pursuant to the Drug-free Schools and Communities Act of 1989, MSSU has established a drug and alcohol prevention program for students. (For further information consult the MSSU Student Handbook).

Holidays

Classes are not held on holidays observed by the University. School will be closed during the following holidays and breaks: Labor Day, Thanksgiving, Christmas, spring break, Memorial Day and July 4th (see college catalog), Martin Luther King Day. Classes will be dismissed based on the holiday observance published in the schedule of classes.

Inclement Weather

If there is inclement weather and MSSU is closed, Radiologic Technology classes at the university and clinical classes will also be canceled. Students should monitor TV, radio stations and the home page of the MSSU web site (mssu.edu). Cancellation alerts are also sent out via cell phones.

Smoking Policy

MSSU is a smoke-free campus. Smoking on the campus of MSSU is prohibited. Clinical sites are also designated as smoke-free campuses. Students are responsible for following the policies in place at their designated clinical facility

Handicap Access and ADA Accommodations

The buildings and parking facilities of MSSU are accessible to students with mobility impairments.

If you are an individual with a disability and require an accommodation for class or this program, please notify the instructor or Disabilities Coordinator, at the Student Success Center (417 -659-3725). The Disabilities Coordinator has information on a wide array of services available at the center. Students are responsible for initiating the request and providing documentation for requested accommodations.

University Police

Call 626-2222 for assistance when off campus or extension 2222 if on-campus.

Dismissal from Program

Conduct must meet the standards of the program and the ethical codes of the American Registry of Radiologic Technologists and the American Society of Radiologic Technologists.

Students may be dismissed from the program for the following reasons:

1. Performance in the classroom or clinical area.
2. Personal behavioral characteristics that interfere with successful performance in the health field or academic environment (i.e., **insubordination, use of alcohol or drugs**, **inappropriate interpersonal behaviors involving interactions with program officials, patients, or hospital/clinical staff.**
4. Excessive or chronic attendance problems (see attendance/tardiness section).
5. Inappropriate conduct in clinical or classroom areas (i.e., negligence, theft, etc.)
6. Falsification of records or reports (this may include, but is not limited to signing somebody else in for clinicals, a student signing in as "present" when they were not or falsifying clinical forms or any other form used to evaluate student performance).
7. Cheating on tests or any other form of academic integrity.
8. **Students will be allowed to review their tests, however, phones and devices capable of recording the test must never be used during such sessions. Students taking photographs or writing down questions along with the answers are subject to dismissal from the program.**

Students may be dismissed from the program for any serious offense. Examples of serious offenses would include, (but are not limited to) cheating, falsifying records (i.e., sign-in sheets, clinical evaluation forms etc.), drug or alcohol use, inappropriate interpersonal behaviors that may prove damaging to patients, faculty or other students, insubordination in clinic or class or conviction of the student for a crime (other than a misdemeanor) that may, in the judgment of the Director, pose a threat to patients, faculty or students. The student may be asked to leave the clinical area by the clinical area director(s) or supervisor(s).

Minor infractions are handled through the student progressive disciplinary ladder process.

Student Discipline Ladder

1. Minor policy infractions may result in an oral warning and will be recorded in the student's file.
2. A second counseling for any type of infraction during the school year will result in a written warning and will be recorded in the student file.

Guidance and Counseling

Guidance and counseling services are available to students (see MSSU catalog). This may be provided by the Program Director and/or counselors at MSSU through Student Services.

Services include meeting with students having behavioral, personal, clinical or didactic problems. In addition, academic counseling is available through the Program Director. Office hours are available and posted for students seeking counseling with the Director.

Students will also receive counseling at the end of the spring and fall semesters to provide feedback on clinical and didactic progress. This will include both summative and formative advice and is intended to help the student's didactic and clinical skills needed for successful performance as an R.T.

Withdrawal

A student desiring to withdraw from the program for any reason should submit a written request including the specific reason for withdrawal to the Program Director and schedule a conference to discuss the issue. In the case of serious health or personal problems, the student may request to withdraw. Additionally, students may be advised to withdraw from the program for academic reasons or when current circumstances prevent them from fulfilling program requirements. Students must also follow Missouri Southern withdrawal procedures. Withdrawal from the program does not mean the student has formally withdrawn from Missouri Southern. Students may be granted withdrawal one time.

Re-Admission Policy

Students who withdraw or fail to maintain a "C" or above in required respiratory coursework may be permitted to reapply to the program once more under the following conditions:

1) Meet the relevant admission requirements at the time of application
2) Repeat all respiratory courses previously taken and pass with a "C" or above
3) If a student who was admitted for a second time withdraws or fails to maintain "C" grades in respiratory courses, he/she will not be eligible for re-admission into the program.

Confidentiality of Student Records

MSSU assures the confidentiality of student education records and as such must follow FERPA. All current student records will be kept in the Program Director's office and locked during times he/she is absent.

Information may be released to the public regarding student dates of attendance, certificates or degrees earned and awards received.

Information regarding grades, financial aid, student accounts or other information deemed private by the school will not be released unless ordered by court or with written approval from the student.

Venipuncture Policy

Students in their second year of schooling will complete the venipuncture certification course. The student will be required to study and pass a venipuncture written examination with a minimum of a 75% score and to successfully perform venipuncture in a lab. A nurse, laboratory technologist/phlebotomist or R.T. from the clinical site may do additional training based on their institutional policies. The students will then perform venipunctures under the direct supervision of an RN, R.T. or laboratory personnel. The student must demonstrate competency based on the criteria outlined on the venipuncture check-list form.

After certification, the student may perform venipuncture under the direct supervision of a radiographer, a physician, laboratory technologist or a radiology nurse or phlebotomist if allowed by the clinical site. Additional venipunctures will be required to maintain competency during the program.

All clinical site policies must be followed by students performing venipuncture.

National Certification Examination

The graduates of this program are eligible to sit for the national certification examination upon successful completion of all program didactic and clinical requirements and the required ARRT Competencies.

Students with ethical violations before or during the course of the program such as being convicted of a crime, including felony or misdemeanor (with the exception of a speeding or parking violations) should go through the ARRT pre-application process. This includes students who have violations or sanctions of the honor code while enrolled in the program. For further information or questions, consult with the Program Director.

Students preparing for graduation should anticipate paying an examination fee to the ARRT during the first week of the summer semester and filling out the application materials for the examination. In order to be eligible for graduation, they must schedule their exam prior to the

end of the summer semester and notify the Director of the program. Upon completion of the program, the ARRT will send the Program Director a request attesting to the fact the students completed the program. The Program Director must approve the request before students are eligible to take the examination. The approval will depend upon numerous factors, including, but not limited to passing the appropriate ARRT competencies, passing all classes and the Mock Certification Examination at the end of the program.

Clinical Site Policies

All students must comply with the policies and procedures of the clinical site(s). Each site will be responsible for updating students on their policies and procedures at the site-specific orientation.

Students must follow JRCERT guidelines regarding R.T.- to- student ratio and room-to-student ratio. **JRCERT limits the number of students per room to no more than one student per room or technologist.** This means unless students are observing an unusual procedure, there can be no more than one student per room and no more than one student per technologist. Students who fail to observe this ratio will be disciplined according to the disciplinary policy outlined in this manual**. By initialing your time sheet each rotation, students are attesting to the fact they have followed this guideline.**

Non-Compliance with JRCERT Standards

The school is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Students will be made aware of the standards of JRCERT in class. If a student feels that the school is not following the standards, the complaint should be brought to the Director who will document it in the JRCERT Complaint File. He/she will then investigate the claim and either:
1. Explain why the claim is unfounded.
2. Make appropriate changes as required by the standards.
The Director will document the result of the action and attach it to the complaint in the JRCERT Complaint File. The Director will respond with a decision to any complaints within five working days (excluding weekends). If changes are required, actual implementation may take longer, depending upon the nature and depth of the modification(s) required to correct a deficiency.

If a student is not satisfied with the actions of the Director, they will be provided access to the Allied Health Department Chair who must reply within five working days (excluding weekends).

All such actions will be documented in the JRCERT Complaint File.

Students who feel the above grievance process does not work should contact JRCERT at the following address:
Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive Suite 2850
Chicago, IL 60606-3182
Phone 312-704-5300

Cell Phones/Computers

Cell phone use is not allowed during classes or clinical rotations. All phones must be turned off and stored away during these times.

Laptop computers and other computing devices are not allowed at the clinical sites. Failure to follow the cell phone policy will result in initiation of the progressive disciplinary process and possible dismissal from the program.

Use of Energized X-Ray Laboratory

Policy:

Students will be oriented to the laboratory during their first semester and must wear their dosimeter when in the lab. No exposures will be allowed without direct supervision during this time. This means that a Program official that is a Registered Radiologic Technologist (R.T.R) must be present in the room at all times with the student wishing to take exposures. Students may schedule the room with the Program Director or Clinical Coordinator for positioning practice during the first semester, but exposures are not allowed during this time. A program official will provide indirect supervision during this time (be immediately available). The unit is controlled by an access code, known to program officials to assure compliance. No exposure by students on other students is ever allowed to take place in the room.

During subsequent semesters (after the completion of Radiologic Physics and Introduction to Radiology), students may be assigned projects that require them to take exposures on the anthropomorphic phantom in the laboratory. Such instances must be scheduled with the Program Director or Clinical Coordinator, who will provide at minimum, indirect supervision (will be immediately available outside the room) of students while in the lab. Lab is locked at all other times with radiation signs posted on the door.

Students violating any of the above policies are subject to the student disciplinary ladder as outline in this manual.

Procedure for Scheduling Room:

Students must schedule the room when another R.T.R from the Program is immediately (physically) available to assist the student. It may not be scheduled with any other non-R.T.R Program officials (i.e., Department Secretary). The room may be scheduled based on the posted schedule.

Credit for Class, Laboratory, and Clinical Classes

Credit for didactic clock hours are figured on a 50-minute basis, with 16 clock hours equaling one college credit hour.

Laboratory credit hours are figured on a 2:1 basis, with two hours of lab equaling one clock hour of credit.

The following schedule describes the clock to credit hour designation for clinical education:
100 - 129 clock hours = 1 credit hour
130 – 259 = 2 credit hours
260 – 359 = 3 credit hours

Graduation Requirements

In order to be eligible for graduation from the program, students must complete all of the general requirements for the A.S. in Radiologic Technology as described in the MSSU general catalog. In addition, they must have completed all of the ARRT competencies as described by the program and all of the didactic class requirements of the program with a minimum of a "C" in each course. Students must also complete all clinical rotations and have made up any time they missed. In order to receive credit for clinical courses, students must complete the required number of clinical hours and receive a "C" (credit) designation on their transcripts.

Missouri Southern State University
Magnetic Resonance Imaging Safety Policy

All radiography students will have the opportunity to rotate through the MRI area of their clinical site during their last semester. For their safety, each student is responsible to fill out honestly and correctly, a form that will enable them to safely occupy the MRI area. This form will screen students for the possibility of metal implants or foreign bodies that would put them at risk in the MRI area. If it is determined by the MRI staff or radiologist that a student would be at risk, then the student will not be allowed to start their MRI rotation.

Neither the clinical site nor Missouri Southern State University will be held accountable for incorrect documentation or omissions of the information provided by the student.
The student will receive information regarding radiologic and magnetic safety during orientation.

Missouri Southern State University
Magnetic Resonance Imaging Safety Check List

Name _____ Date_____

1. Have you ever worked with grinding metals or had metal fragments in your eyes? No_____ Yes___

Do you have or have you had? (Mark yes or No)

Pacemaker, ICD or defibrillator	No_____Yes___
Aneurysm clips, coil or graft	No_____Yes___
Cardiovascular catheter/Swanz –Ganz Catheter	No_____Yes___
Heart valve replacement	No_____Yes___
Implanted filter (i.e. Inferior Vena Cava filter)	No_____Yes___
Brain surgery clips	No____ Yes __
Implanted stimulator (i.e. Vagal nerve, deep brain, TENS, bone growth)	No ____ Yes___
Implanted infusion pump, catheter or device	No ____ Yes___
Programmable shunt or VP shunt	No____ Yes___
Mechanically- activated implant or device	No ____ Yes___
Internal or external monitoring device (incl. temp. or oxygen probes)	No ____ Yes___
Epidural or nerve block catheter	No____ Yes __
Stapes prosthesis, cochlear implant	No ____ Yes __
Eye Prosthesis, lens implant, eyelid spring or wire, retinal tack	No ____ Yes___
Internal electrodes or wires	No ____ Yes ___
Medication patch (nitroglycerine, nicotine, hormones, other medication)	No ___ Yes ___
Antimicrobial wound or burn dressing	No ____ Yes ___
Ingested camera pill for capsule endoscopy	No ____ Yes___
Dental implant, dentures or partials	No ____ Yes___
Intrauterine Device (IUD)	No ____ Yes___
Penile implant	No ____ Yes___
Bullet or metallic fragments	No ____ Yes___
Tissue expander (i.e. breast expander)	No ____ Yes ___
Permanent make-up, tattoo, piercing	No____ Yes ___
Hearing aid (remove before entering the MRI room)	No ___ Yes ___
Artificial or prosthetic limb	No ____ Yes___
Joint replacement or resurfacing	No ____ Yes ___
Any other type of device, implant or prosthesis not listed above	No ___ Yes ____

Computer & Social Media Acceptable Use Policy

NETIQUETTE and RESPONSIBLE USE:

I will be polite and use appropriate language in my email messages, online postings, and other digital communications with others. I will not use profanity, vulgarities or any other inappropriate language as determined by school administrators.

I will use email and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion boards, etc.) responsibly and professionally. I will not use computers, cell phones, personal digital devices or the Internet to send or post hate or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors.

I understand that I am an Ambassador for the school in all my online activities. I understand that what I do on social networking websites such as Facebook, Twitter, Instagram and Snapchat should not reflect negatively on my fellow students, professors, or on the School or Program.

I understand that I will be held responsible for how I represent my school and myself on the Internet.

I will use technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would disrupt the activities of other users.

Furthermore, I understand that violation of the above principles could result in my dismissal from the program.

Printed Name _____

Signature _____

Date: _____