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Forms to be Completed by Clinical Instructor

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General Introduction

This handbook has been compiled to acquaint students with the policies and procedures utilized by the Radiologic Technology Program. It is the responsibility of the student to read the entire handbook.

Students enrolled in the Radiologic Technology Program are responsible for observing all policies and procedures stated in this handbook, in addition to any rules and regulations which are contained in the Del Mar College catalog. Failure to read this handbook does not excuse students from the requirements and regulations.

Students are expected to adhere to the highest standards of medical ethics in all periods of attendance in the clinical centers. All clinical centers, while separately located, are considered to be an integral part of the Del Mar College campus. Any infraction of medical ethics in the clinical education sites will be dealt with under appropriate disciplinary policy of procedures are at each of the clinical education sites.

Philosophy

The philosophy of the Radiologic Technology Program is based on the concept that a curriculum should include course work that prepares our students to acquire knowledge, skills, and attitudes that will move them through full and productive lives as medical imaging specialists. The foundation set forth at Del Mar College should prepare students to cope with changing environments and technology and help them meet occupational and personal challenges. The preparation offered by the Radiologic Technology Program should encourage the desire and the ability to continue learning, growing, and reaping the rewards of a full, productive, and fruitful life.

Mission

To provide the Del Mar College Radiologic Technology Program students with a fully accredited program of education of the highest quality in order to prepare them with the knowledge and current skills necessary to meet the needs of the community, to enter the field diagnostic medical imaging as competent, entry-level radiographers, and to continue their education beyond the Radiologic Technology Program. This will be accomplished through didactic courses, laboratory participation, and clinical experiences

Program Goals

- Goal #1: Students will develop current knowledge and skills necessary to meet the needs of the community and to enter the field of diagnostic medical imaging as competent, entry-level radiographers.
- Goal #2: Students will develop effective communication skills.
- Goal #3: Students will demonstrate professional practices and evaluate the importance of professional growth and life-long learning.
- Goal #4: Students will demonstrate critical thinking and problem-solving skills.

See student learning outcomes listed at the end of this handbook!!

Program Terminal Goals

There are core didactic and clinical competencies that all students must demonstrate to establish eligibility for certification. These are the minimum competencies required. The program encourages all students to obtain knowledge and experience beyond these competencies.

Students must successfully complete course work and the competencies described in the syllabi in the following categories: Radiation Protection, Equipment Operation and Management, Image Production and Evaluation, Radiographic Procedures and Patient Care.

Students must demonstrate competency in all 36 mandatory and 15 of the 30 elective Radiological Procedures required and specified by the American Registry of Radiologic Technologists for establishing eligibility for certification demonstrating appropriate Clinical competencies.

See ARRT list document at end of Handbook!

Attendance

Del Mar College Attendance Regulations:

Regular and punctual class laboratory and clinical attendance is expected of all students. A record of attendance is kept by each instructor, beginning the first day of class. If student attendance is unsatisfactory; the instructor may request withdrawal of a student from class. The Registrar will notify students of the action taken by the instructor. If the student desires readmission, they should initiate the following procedure:

Within five(5) working days the student should report the Registrar's Office to obtain a Reinstatement Conference Form, which is a request from the student to the instructor to allow readmission to class.

If circumstances warrant and satisfactory arrangements can be made between the student, and the instructor, readmission is permitted upon the instructor's completion of the Reinstatement Conference Form, which the student must return to the Registrar's Office.

If the student does not carry out the above procedure, the withdrawal of the student from the class is **FINAL**. If a student who has been reinstated into a class is absent thereafter without excuse, the instructor may request the final dismissal of the student from class.

Only certain absences are ruled valid and tolerable, such as participation in recognized student activities of the College or illness.

Students who miss an accumulated total of more than two weeks within one semester (or more than one week within a six-week summer session) and whose academic performance is not satisfactory should drop the course.

Specific regulations apply to Health Science students. Students who miss more than four(4) days during the fall or spring semester (sixteen-week courses) or three days during the summer session (six/twelve-week courses) will be dismissed from the program for attendance. Only extenuating circumstances will be considered.

Radiologic Technology Program Attendance Policy

All didactic classroom attendance will be in accordance with the Del Mar College Policy.

*Students who miss more than four days during the fall or spring semester (sixteen week courses) or three days during the summer semesters (six week courses) for clinical education courses will be dismissed from the Radiologic Technology Program for a violation of the Attendance Policy.

*Students who miss more than two weeks of didactic courses will be dismissed from the Radiologic Technology Program for a violation of the Attendance Policy.

All clinical education attendance will be in accordance with the following:

RADR 1260	First Fall Semester
RADR 1261	First Spring Semester
RADR 2361	Second Fall Semester
RADR 2362	Second Spring Semester

Letter Grade **A** = A student will not be absent more than twice during the session.

Letter Grade **B** = A student will not be absent more than three times during the session.

Letter Grade **C** = A student will not be absent more than four times during the session.

*Anyone missing four times will be placed on probation. After being placed on probation, a student, who receives any subsequent absence or tardy for either a didactic or clinical course, will be dismissed from the program.

RADR 1261	First Summer Semester (six weeks)
RADR 2260	Second Summer Semester (six weeks)

Letter Grade **A** = A student will not be absent more than once during the session.

Letter Grade **B** = A student will not be absent more than three times during the session.

Letter Grade **C** = A student will not be absent more than four times during the session.

*Anyone missing four times will be placed on probation. After being placed on probation, a student, who receives any subsequent absence or tardy for either a didactic or clinical course, will be dismissed from the program.

*Students will **NOT** be assigned for more than forty hours per week for a combined total of class and clinical times.

Radiologic Technology Program Attendance Policy (cont.)

Students are scheduled in clinical education on TR first shift 0800 – 130pm or 130-630 pm, during the Fall and Spring semesters for the first year (1 hour lunch).

During the summer semesters, students are scheduled in clinical education with same shifts as above, Monday – Thursday (1/2 hour lunch). (Subject to change)

For the Second year, students are scheduled in clinical education on MWF: schedule will be adjusted accordingly like above. (30 minute lunch) and Friday 0800 – 1200.

***Clinical education times will NOT be modified for any reason!!!!**

*Students are **REQUIRED** to call in to **BOTH** the clinical education site and their assigned clinical instructor by no later and 0815 or 1pm for each day missed/tardy, including absences/tardies on consecutive days.

*Punctual attendance is expected of all students in clinical education. Reporting late to clinicals will **NOT** be tolerated. Three tardies in clinical will be considered and equivalent to an absence, which will be reflected in the clinical education grade.

*Students are also **REQUIRED** to travel to any assigned clinical site within the surrounding Corpus Christi area to include Callalen and Portland!

Dismissal from the Program

Students will be allowed to withdraw or be dismissed from the Program under certain conditions and situations. Del Mar College Standards of Student Conduct are printed in the catalog in the Student Handbook section. The following conditions are

examples (but are not limited to) of breaches of conduct that can lead to dismissal from the Program.

- ✦ Failure to maintain standards. A grade point average of at least 2.0 (75 on a 100 point scale) is required to continue with the program. A grade of at least 2.0 (75 on a 100 point scale) must be maintained in all radiologic technology courses to remain or advance in the program.
- ✦ Academic cheating and plagiarism of any kind.
- ✦ Unsatisfactory attendance.
- ✦ Malicious destruction, damage, unauthorized possession or misuse of College or private property on the campus.
- ✦ Physical or verbal abuse of another person in the College community.
- ✦ Use or possession of alcoholic beverages, drugs, or controlled substances while on College property or in program uniform or at any authorized activity sponsored by or for any College organization, whether on or off the campus.
- ✦ Actions which violate state or federal law or city or county ordinances.
- ✦ Incurable or persistently irresponsible behavior, such as continuous cell phone usage, during class or the use of foul language in program uniform or in class.
- ✦ Possession of any weapons or facsimile of weapons on campus or College property.
- ✦ Personality problems which disrupt teaching with detrimental effect upon other students.
- ✦ Falsification of any records or knowledge of such.

Readmission to the Program

A student wishing to be readmitted to the program must make a formal application to the program and to the College, if not currently enrolled. In addition, the student must also meet with the Program Director to request readmission into the Radiologic Technology Program. Readmission is granted on an individual basis, based on the student's previous records and the availability of space.

Student will not be permitted readmission into the program, if dismissed for the following reasons:

- ✦ Failure to maintain standards. A grade point average of at least 2.0 (75 on a 100 point scale) is required to continue with the program. A grade of at least 2.0 (75 on a 100 point scale) must be maintained in all radiologic technology courses to remain or advance in the program.
- ✦ Academic cheating and plagiarism of any kind.
- ✦ Malicious destruction, damage, unauthorized possession or misuse of College or private property on the campus.
- ✦ Physical or verbal abuse of another person in the College community.
- ✦ Use or possession of alcoholic beverages, drugs, or controlled substances while on College property or in program uniform or at any authorized activity sponsored by or for any College organization, whether on or off the campus.
- ✦ Actions which violate state or federal law or city or county ordinances.
- ✦ Incurable or persistently irresponsible behavior, such continuous cell phone usage, during class or the use of foul language in program uniform or in class.
- ✦ Possession of any weapons or facsimile of weapons on campus or College property.
- ✦ Personality problems which disrupt teaching with detrimental effect upon other students.
- ✦ Falsification of any records or knowledge of such.

Laboratory Policies and Procedures

Due to the nature of energized equipment and the potential danger it present, students must comply with the following rule and regulations. The laboratory is an educational environment.

1. An RT faculty member must be available before any equipment can be energized.

2. Radiation dosimeters are to be worn **at all times** while in an energized environment.
3. Under no circumstances are students allowed to make an exposure in the laboratory without a faculty member present.
4. All equipment issues will be reported to a faculty member.
5. Students are responsible for the return of any equipment or materials used to its proper place. An area clean- up must be accomplished before leaving the laboratory. Laboratory grades will be reflective of this.
6. Attendance and make up polices are included in the course syllabus and will be strictly enforced.
7. All students must bring right and left lead letter markers to each laboratory class.
8. There will be no eating, drinking, or smoking allowed during an energized laboratory session.
9. All students are encouraged to utilize the laboratory outside of schedule class time. Appointments must be made with a radiology faculty. Students may have the opportunity to practice during an open lab session with prior permission from the instructor. Available day(s) and times will be provided.
10. Any reported disturbances will result in loss of laboratory privileges for the involved students.

Laboratory Radiation Safety Procedures

A Radiation Monitoring badge is provided to the students each month for the purpose of monitoring radiation exposure. Students must wear the dosimeter while on clinical assignments and while in the energized x-ray laboratory. Students will not be allowed in either area without the dosimeter. **The dosimetry badge is to be worn on the collar and is to be replaced on the last day of each month.** The Del Mar College dosimetry badge will not be worn when employed by another health care facility.

Should a student come to the clinical area or the x-ray laboratory without a current dosimetry badge, that student will be asked to leave the area and receive an absence for that day.

Proper care of the dosimetry badge is the responsibility of the individual student. Any discrepancy which might affect the dosimetry badge reading should be reported immediately to the Program Director. Dosimetry badges must be turned in prior to receiving semester grades or graduation.

Note: Failure to turn in the previous month's dosimetry badge on the required day will result in a reduction of letter grade from the student's clinical grade.

1. Radiation dosimeters will be worn **at all times**. No student will be allowed to remain in an energized laboratory without his or her dosimeter.
2. No exposure will be made on humans or pets.
3. All students will leave the exposure room and close the door to the exposure room before any exposure is made.

Care and Maintenance of Equipment

1. Malfunctioning equipment will NOT be used or attempts to repair will NOT be allowed.
2. All malfunctioning radiographic equipment will be reported to faculty.
3. All equipment and circuit breakers will be turned off before leaving the laboratory.
4. All tubes must be warmed up according to posted instruction and all locks must be released before moving equipment.
5. All accessories (phantoms) will be returned to storage.
6. At the end of the laboratory course day, failure to maintain cleanliness of the assigned laboratory room will result in a reduction in the laboratory grade.
7. A faculty member will be notified when equipment does not work properly.
8. **UNDER NO CIRCUMSTANCE SHALL A STUDENT HANDLE A DIGITAL DETECTOR.**

Student Grievance and Appeals Policy

The Radiologic Technology Program will follow grievances and appeal's policy set forth in the Del Mar College Catalog and Policies and Procedures Manual.

“The policy is designed to help maintain good student relations, to handle grievances efficiently at the lowest-level closest to the problem, and to establish a problem-solving academic and non-academic environment with full student participation.”

Definitions:

A student's disagreement with the application of a specific College or Department rule and/or policy is processed formally as a grievance.

A student's disagreement with a practice not established as College or Department policy is processed as an informal complaint.

All grievances and complaints are confidential. Students may enter a complaint or grievance without fear of interference, retaliation, or harassment from the faculty or administration.

Processing a Complaint:

A current organization chart can be obtained at the Office of the Dean of Students and other offices on the campus.

A complaint, which is not processed through the grievance procedure, must be informally presented to the source of the program for discussion and consideration. In the case of a complaint about an instructor each point of complaint must be first aired with that instructor before the rest of the process may be followed.

If not satisfactorily resolved at that level, the complaint must be submitted by the student in writing to the next highest level of supervision as listed on the current Del Mar College Organizational Chart.

All Radiologic Technology faculty have a copy of the Student Grievance and Appeals Policy in their employee's handbook and is listed online. All Radiologic Technology Students are encouraged to review the policy if the need arises.

Students need to be aware that there are timetables for this process and in some cases the complaint should be in writing.

Change of Name, Address, or Social Security

A student who changes his/her name, address or Social Security number is required to submit the changes through the **Radiologic Technology Program and to the Office of Admission and Registrar**. Any communication from the College using the name and address which is in its files is considered to be properly delivered.

Academic Advising

Each radiologic technology student will be assigned to a faculty member who will act as his or her primary academic advisor, although all program students should feel free to seek assistance from any program faculty member. Each advisor will have regularly scheduled office hours which are posted and other hours by appointment.

If a student plans to seek employment in addition to carrying a full-time academic load, this should be discussed with his or her advisor. A realistic workload is recommended. Under no circumstances should employment schedules interfere with academic or clinical responsibility. Regularly scheduled classroom, laboratory, and clinical activities may not exceed 40 hours per week.

Academic Responsibilities and Standards

Textbooks:

Each student is responsible for purchasing the required textbooks before the second meeting of the class. Because the same textbook may be used again in later courses, it is strongly recommended that before selling books, a student consult the radiologic technology faculty who will be teaching future courses.

Assignments:

Each student is responsible for completing all reading, written, and oral assignments made by the faculty. If a student is absent from class for any reason, he or she is still responsible for the material disseminated in class.

Classroom Etiquette:

Each student is responsible for learning the content of any course in which he or she is enrolled and for respecting the rights of fellow students in the classroom.

The instructor has the right to request any disruptive student to leave the classroom. Continued misbehavior in the classroom is cause for disciplinary action.

The use of any tobacco product, cell phones, and the presence of children or pets are prohibited in the classroom and/or the laboratory. ***Absolutely no TEXTING in class or clinical!!!** No cell phones (excluding Faculty/adjuncts are allowed at clinical!!!) Permission can be requested in emergency situations.

Disability Services

Del Mar College faculty and staff in general — and the Disability Services Office (DSO) staff in particular — are committed to ensuring equal access to College services, programs, and activities for qualified students with disabilities in accordance with The Americans with Disabilities Act (ADA) of 1990, The ADA Amendments Act of 2008, Section 504 of the Rehabilitation Act of 1973, and applicable Texas state laws. As such, students shall not be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity of the College .Heritage Campus and in the Emerging Technology Building, Room 102, on the Windward Campus.

STUDENT SERVICES

To request services, students:

- Report to the DSO to complete a Request for Disability Support Services form and schedule an intake appointment
- Attend the scheduled intake meeting to discuss:
 - the disability diagnosis
 - life activity limitations
 - impact in an educational setting
 - appropriate/effective accommodations

- Provide documentation from a qualified professional (i.e., medical doctor, psychologist, licensed therapist, certified diagnostician, etc.) and/or Individualized Education Plans (IEP)/504 Proceedings/Admission, Review, and Dismissal (ARD) Committee minutes

General Safety Information

Personal Safety Responsibilities

All members of the Del Mar College community have a responsibility for personal safety. The College actively seeks to maintain a safe environment. Each person must take precautions for his or her own safety. Students should do whatever possible to abide by the College's safety efforts.

Members of the Del Mar College community have a responsibility to bring to the attention of College authorities any criminal activity or safety hazards on campus. This action assists officials in making Del Mar College a safer place. College officials can determine whether to investigate the matter or to involve the Corpus Christi Police Department. College officials respond to safety needs in an appropriate fashion, such as providing better lighting in dark areas of the campus.

Drug Free/Weapon Free

The College has designated itself as a drug free/weapon free institution. Students are reminded that the Texas concealed handgun law prohibits of such weapons in any educational institution. College policy prohibits the use, sale, distribution, or possession of alcoholic beverages, drugs, or controlled substance while on College property or at any authorized activity sponsored by or for any College-related organization, whether on or off the campus. The Standards of Student Conduct are found both in the Catalog and in the Student Handbook and Calendar.

Violators may be expelled from classes and violations reported to the Corpus Christi Police Department.

The College has designated all its buildings as smoke free. The College's smoking policy applies to all employees, students and the general public. Del Mar College has policies prohibiting weapons on College property. Violators may be expelled from classes and violations reported to the Corpus Christi Police Department (per Board Policy B7.13.4.13 and B7.13.5.5).

The Radiologic Technology program does reserve the right to random drug testing if suspicion or clinical site request is necessary and will be done upon request! Cost will be the responsibility of the student.

Common Crimes on Campus

The most common crimes on campus involve the theft of books or personal items which are unattended or unsecured. Portable items, especially those that are easily sold, are popular targets. Please make every effort to protect your belongings. Be especially careful of securing your automobile.

Del Mar College is an open, public campus and does not seek to limit public access. As such, the College is not immune to crimes that occur throughout Corpus Christi. The College will provide regular safety seminars for students and employees. These will be announced ahead of time in campus publications.

Where to Report Crime

Crimes on the East Campus should be reported to the Campus Security Station (361-698-1199 for emergencies or 361-698-1946 for non-emergencies) or to the Office of the Vice President of Student Development (361-698-1277) located in Room 235 on the second floor of the Harvin Student Center. The College has a 24-hour Campus Security Station at Naples and Kosar streets in the Physical Facilities Office. Crimes in progress must be reported immediately. Students should dial 911 if a major crime is in progress and then contact Del Mar College authorities at extension 1199.

Emergency and Assistance call boxes, mounted on light poles or in free-standing blue pedestals, may be used to request help during an emergency, to request personal escorts, or for any assistance or information needed. The call boxes are located on both the Heritage and Windward Campuses, as well as the Del Mar College Annex. For current locations in these areas, please call (361-698-1986) day or night. When using a call box, be prepared to state your name, location and the nature of your emergency.

At off-campus sites, the local police should be contacted if major incidents arise.

Security Services

Del Mar College provides security service 24 hours per day, seven days week. During working hours, students may approach office personnel to contact authorities, or to dial 911 to ask for emergency assistance.

Officers can assist you with escorts, locating your vehicle, calling a family member, and providing directions on handling theft reports, accident reports, medical situations, and disturbances. Students are encouraged to park in properly marked spaces. In an effort to control parking problems, officers are required to issue tickets for parking violations.

Statistics

The Crime Awareness and Campus Security Act of 1990 requires educational institutions to keep and to report statistics of certain crimes occurring on campus which are reported to campus authorities during the immediate past year.

Current campus security statistics may also be found for Del Mar College and other institutions at the Web site of the Office of Postsecondary Education, U.S. Department of Education.

Confidentiality is protected for persons reporting potential criminal acts to the Director of Environmental Health, Safety & Risk Management at (361)698-1641.

Del Mar College employs Guardsmark for campus patrol and enforcement of Del Mar College policies on public safety and security. The College requests that any crimes be reported promptly to the Del Mar College Security Office at 361-698-1199 (emergency) or 361-698-1946 (non-emergency). The Security Office will then contact the Corpus Christi Police Department through the appropriate channels. Other appropriate State or Federal law enforcement officials will be contacted when appropriate.

The College also employs off-duty Corpus Christi Police Officers to assist with issues of a criminal nature, to make arrests, and to maintain a direct link with the Corpus Christi Police Department.

Fliers are circulated during registration for each semester to inform students and employees about campus security procedures and practices to encourage responsibility for personal and community safety.

If student organizations which are officially recognized by the College are involved in activities at off-campus locations, information on criminal activity for those locations will be collected through Del Mar College Security and Corpus Christi Police Department or the jurisdictional police department of locations outside Corpus Christi, Texas.

Important Safety Tips

-  Always lock your automobile. Never leave valuables visible in your car. Be sure windows are up, the trunk is closed, and your keys are with you.
-  Always walk to your car with friends. If walking alone, stay with the crowd, walk in well-lit areas or contact security for an escort. Walk near the curb, avoid shrubbery or other place of concealment.

- ✦ Always be aware of your surroundings. Study the campus with respect to routes between your care and class/activities schedule. Know where emergency call boxes are located on the campus.
- ✦ Be careful when people in a car stop and ask you for directions. Always reply from a distance; never get too close to the car.
- ✦ Always have your keys ready when approaching your vehicle; carry a small flashlight. Check your vehicle before you enter, and lock the doors once safely inside.
- ✦ If your automobile will not start or you have locked your keys inside, contact security. Do not rely on a stranger.
- ✦ If you are confronted by a stranger, use your best judgment. Remember, no property, regardless of its value, is worth risking your personal safety.
- ✦ If you think you are being followed by another care, drive to the nearest police station, fire station, gas station, or well-lighted place and summon help.
- ✦ If you feel you are being harassed while on campus, join another student or a group of students. Ask someone to contact security. If possible, activate the nearest call box and inform security of the situation.
- ✦ Never lose sight of your backpack, books, or personal belongings. Use lockers when available.
- ✦ In the event of an evacuation, please follow the professor's instructions. Depending on the nature of the evacuation, you may be redirected to a safer location. Always take your personal belongings with you unless directed otherwise.

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[Division of Health Sciences and Professional Education](#)

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[Office of Student Engagement and Retention](#)

[Office of Student Outreach and Enrollment Services](#)

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Contact Information

Office of the Provost and Vice President
for Academic Affairs
101 Baldwin Blvd.
Corpus Christi, TX 78404
(361) 698-1205

Search



Becoming a Student Paying for College Discover DMC Degrees, Certificates & Courses Continuing Education

Home / Discover DMC / Student Services and Facilities

Student Services and Facilities

From the start to finish Del Mar College provides numerous services to help students attain their educational and professional goals.

Student Centers

You have access to two centers at Del Mar College. Harvin Student Center, on the East Campus; the other is the Coleman Student Center, on the West Campus.

Theatre, Music, & Fine Arts

Joseph A. Cain Memorial Art Gallery, Drama Season, and Music Events

Library

You have access to two excellent library facilities at Del Mar College. William F. White, Jr. Library, on the East Campus; the other is the Howard E. Barth Learning Resources Center, on the West Campus.

Bookstore

The DMC Bookstore is offering students a new option to rent textbooks instead of buying new or used books outright..

Dining on Campus

Students have several choices at Del Mar College when hunger pangs hit. Whether it's quick snacks and coffee or full meal, you can satisfy your appetite on campus

Dental Clinic

Del Mar College offers its own dental clinic.

Special Services

The Disabilities Services Office provides support services for students with disabilities to remove obstacles to their education in order to promote their maximum academic potential, participation in the college experience, and self-sufficiency.

Child Care Options

The Center for Early Learning (CEL) serves as a model program to train early childhood professionals and as a catalyst for quality care and education for children, families, and the Coastal Bend community.

Recreational Facilities

The Del Mar College recreational facilities include a 25 meter indoor pool, 4 racquetball courts, 6 tennis courts, jogging track, weight room and gymnasium.

Career Links

We strive to provide quality services by offering job information, assistance and guidance to students and alumni.

Intramural Sports

The goal of the Intramural Sports program at Del Mar College is to provide students, faculty, and staff with a variety of recreational sports and activities.

About Us

Campus Facts

Faces of DMC

Directions to Del Mar

Locations

Visiting Del Mar

Campus Safety

Student Services and Facilities

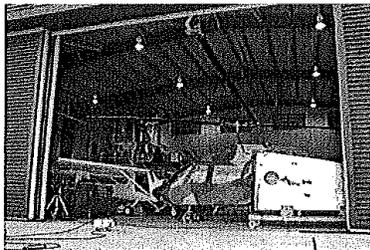
Clubs and Organizations

Campus Events hosted by Outreach

Contact Information

Del Mar College
101 Baldwin Blvd.
Corpus Christi, TX 78404-3897
(361) 698-1200
1(800) 652-3357

Check out some of the cool places around Del Mar College



Aviation Maintenance Technology Building

The Aviation Maintenance Program at Del Mar College moved into the new Aviation Maintenance Technology Building in August 2006. In addition to the hangar, the 15,867 square foot facility also features numerous labs and the acid battery shop. The program has been certified by the Federal Aviation Administration since 2006.

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p://www.delmar.edu/Student_Services_and_Facilities.aspx

1/1

STUDENT RESOURCES

Del Mar College provides a variety of resources to assist students with their educational pursuits and dreams. Case Managers help navigate the academic, financial, and personal resources available at DMC and in the surrounding community. Academic, financial, and personal resources are available at no additional cost to students. These resources help students improve their academic performance as well as resolve personal issues negatively impacting academic success.

Academic Resources

- Enrollment Center
(East Campus) 361-698-1290
(West Campus) 361-698-1741
 - Academic Advising
 - Class Schedule
 - College Catalog
 - Course Registration
- Registrar Office
(East Campus) 361-698-1248
(West Campus) 361-698-1738
 - Transcripts
 - Reverse Transfers
 - Texas A&M Transfer Guide
 - Graduation Information
- E-Learning (online courses) 361-698-1312
- Student Handbook
- Campus Map – East Campus
- Campus Map – West Campus
- Academic Calendar
- Final Exam Schedule
- Grades
- Canvas Orientation/Training
- Information Technology/Help Desk
361-698-1163
- Math Learning Center 361-698-1579
- Reading Center 361-698-1534
- Resources for Excellence in Communication
361-698-1581
- Stone Writing Center 361-698-1364
- Student Success Center 361-698-2265
- Supplemental Instruction 361-698-2138
- DMC Library 361-698-1310
- Peer Tutoring Center 361-698-1904
- DMC Bookstore 361-884-1823
- Disability Services 361-698-1277
- Trio Support Services
(East Campus) 361-698-1589
(West Campus) 361-698-1894
- Veteran Services
(East Campus) 361-698-1250
(West Campus) 361-698-1876

Financial Resources

- Office of Financial Aid
(East Campus) 361-698-1293
(West Campus) 361-698-1726
- Free Application for Federal Student Aid (FAFSA)
- DMC Scholarships
- DMC Departmental Scholarships
- State-Funded Scholarships
- Coastal Bend Community Foundation
(provides scholarships and educational resources)
- South Texas Academic Rising Scholars (STARS)
(scholarship program)
- Hispanicfund (provides scholarships and career support)
- Student Grant Programs
- Student Loan Programs
- Student Employment
- DMC Job Bank
- Veteran Services.
(East Campus) 361-698-1250
(West Campus) 361-698-1876
- Texas Veterans Portal...800-252-8387
- FastWeb (scholarship search engine)

Personal/Emergency

- Emergency.....911
- DMC Environmental, Health, Safety, & Risk Management / Campus Security (emergency) 361-698-1199
(non-emergency) 361-698-1946
 - DMC Alert
 - DMC Emergency Procedures/Info.
 - Emergency Procedures Quick Reference Guide
 - Hurricane Information
 - DMC e-TIPS (online crime reporting)
- DMC Counseling Center
361-698-1586
- DMC Dental Clinic
361-698-2854
- Texas 211
877-541-7905
 - Housing/shelter assistance
 - Food assistance
 - Financial assistance
 - Legal advocacy
 - Employment resources
 - Healthcare/medical assistance
 - Mental health services
 - Family Protective Services
 - Crisis counseling/interventions
 - Domestic and family violence resources
 - Disaster relief
 - Childcare resources
 - Aging & disability resources
 - Veterans assistance

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Student Engagement and Retention

ABOUT US AND OUR SERVICES

The Department of Student Engagement Retention (SER) Services is part of the Division of Students Affairs and is under the direction of the Dean of Student Engagement and Retention. SER coordinates the efforts of multiple offices whose work involves support for students. These include Career Development, Student Leadership and Campus Life, Student Success Center, Veterans Services, and Transition Center which includes Counseling Services, Disability Services, and Retention Services. Each of these areas has its own website linked above where additional information may be found.

In the spirit of providing our students a quality education, SER Office offers an appropriate array of support services and provides assistance to any student to identify options and resources to find a solution to their concerns and answer any questions.

The Office of the Dean of Student Engagement and Retention (SER) coordinates the Student Conduct Administration processes, serves as an advocate for students facing challenges to their success as students, and assist students in filing Student Complaints. We have staff ready to assist students, staff, faculty, family members, and community members with student issues and concerns.

OUR SERVICES:

Student Complaints

To file a Student Complaint, students may contact the Office for an in-person meeting with the Dean of Student Engagement and Retention to discuss the policies and procedures, or if unable to come to campus, students may request a phone or online meeting. Complaint forms will be provided after the meeting to ensure proper tracking. The complaint procedures apply to full-time and part-time students, and regardless of instructional modality (traditional face-to-face vs. distance learning).

Student Conduct

The Office of SER strengthens personal responsibility and accountability through investigation and resolution of alleged violations of Del Mar College Standards of Student Conduct. The policy includes standards and procedures on Student Rights, Student Obligations and Responsibilities, Non-Scholastic Student Misconduct, and Student Scholastic Dishonesty. We encourage honesty, integrity, and respect within the Del Mar College community as promoted by the student code of conduct. We strive to help students recognize their mistakes and learn from them.

Discrimination & Harassment Complaint Policy for Students

Del Mar College is committed to an environment free of harassment and discrimination. Students who are victims of harassment and/or discrimination are encouraged to contact our office at 361-698-1277 to file a complaint and learn about services we provide.

Policy Prohibiting Sexual Violence

Del Mar College is committed to an environment free of sexual violence. Students who are victims of sexual violence are encouraged to contact our office at 361-698-1277 to file a complaint and learn about the services we provide.

• What to Do If You Are a Victim of Sexual Violence

Contact:

Jo Dee Garcia, Administrative Assistant II
jdgarcia@delmar.edu

Cheryl G. Sanders, Dean of Student Engagement & Retention
cgamer6@delmar.edu

Diana Ortega-Feerick, Assistant Dean of Student Engagement and Retention
dortega3@delmar.edu

Lisa Leal-Garcia, Coordinator of Student Engagement and Retention
llealgarcia@delmar.edu

Location:

Harvin Center, Room 204
101 Baldwin Blvd.
Corpus Christi, TX 78404-3897

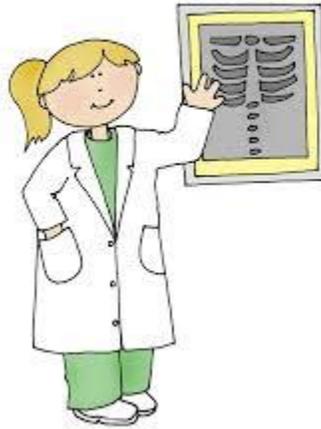


Contact Information

Student Engagement and Retention
101 Baldwin Blvd.
Corpus Christi, TX 78404
(361) 698-1277
fax: (361) 698-1599

Hours: Monday-Thursday 7:30am-5:00pm
Friday 7:30am-12:30pm

DEL MAR COLLEGE RADIOLOGIC TECHNOLOGY



CLINICAL EDUCATION REQUIREMENTS

Del Mar College Radiologic Technology Program

Clinical Obligations

Clinical Affiliation Sites Utilized

Radiologic Technology Program	361-698-2858
Program Director	361-698-2827
Corpus Christi Medical Center – Doctor’s	361-761-1400
Corpus Christi Medical Center – Bay Area	361-985-3752
Christus Spohn Hospital – Shoreline	361-881-3005
Christus Spohn Hospital – South	361-985-5070
Driscoll Children’s Hospital	361-694-5248
Radiology Associates X4	361-887-7000
Radiology and Imaging of South Texas	361-888-6684
North Shore HCA ER Center	361-761-5442
Northwest HCA ER Center	361-761-1000
South Texas Surgical Center	361-993-2000

CLINICAL PROGRAM FACULTY

Clinical Adjunct Instructors

Porfie Moreno, R.T.(R), (ARRT)	Jana Ross, R.T.(R),(CT), (ARRT)
Elida Garcia-Vara, R.T.(R), (ARRT)	Sarita Llamas, R.T.(R), (CT), (ARRT)

Faculty/ Clinical Instructors

- Melinda Wren, Ed.D., R.T. (R) (ARRT)
- M. Velma Pena, MS, R.T. (R) (ARRT)
- Sandra Ochoa, MS., R.T., (CT) ,(ARRT/ Clinical Coordinator
- Catherine Rodriguez, BSRS, (R), (CT), (ARRT)

The Clinical Environment

Radiologic Technology offers preparation for students who want to work in radiology departments of hospitals, offices of private physicians, clinics, or other health facilities that utilize radiographic procedures. Hospital facilities provide clinical education required by the Joint Review Committee on Education in Radiologic Technology.

The clinical environment is an essential component for the radiologic technologist to learn and gain a strong level of competency on all clinical procedures necessary to provide optimal patient care in obtaining high quality diagnostic images. Training begins within the didactic classroom; however, the clinical setting further solidifies radiographic skills necessary to master the art of radiography.

The program strives to offer equitable and impartial education opportunities in both the didactic and clinical setting. All students must complete all required components leading to an Associate in Applied Science degree, and graduates are eligible to apply for the national registry examination. Upon successful completion of the program and the registry examination, students may practice as registered radiologic technologists and are eligible to continue their education for a bachelor's or higher academic degree.

Within the clinical setting, the students will work with either an adjunct/faculty instructor or registered radiographer while performing procedures at all times. Students must take greater responsibility and a more active role while working with "live" patients as skills learned within the classroom lab setting are done with phantoms. Integrating didactic learning into the clinical setting is of high value and promotes a greater learning experience. The student also learns the importance of working with others and working as part of a team within an array of clinical environments conducive to their learning.

Clinical skills are generally developed by utilizing the "See one, help with one, do one" patient motto within the clinical setting. This helps to promote a more comfortable and learning curve for the student as they observe, assist and perform clinical exams together with registered radiographers. It is important to note that all procedures will be supervised while all students are participating within the clinical setting during the two- year program.

Academic Preparation

Before attending the clinical setting, all students have a broad knowledge of education in areas such as imaging physics, imaging principles and techniques, anatomy and physiology, patient care and diagnostic procedures and positioning. During the first year, students will learn all patient care specifics and all diagnostic procedures prior to entering the second year as well as a plethora of information about imaging physics, technique and equipment components. All students are tested before attending the clinical setting regarding which exams they will perform during the first year. Academic preparation is vital and key towards a successful clinical experience.

Observation of Clinical Practice

Clinical skills are developed by utilizing the “See one, help with one, do one” patient motto within the clinical setting. Therefore, the practice of acquiring quality skills is gradually achieved through repetitive and subsequent experience completed.

Clinical Evaluation

Policy for Performance/Supervision of Clinical Students

Student radiographers must be Supervised at all times.

All radiographs taken by students must be checked and evaluated by a certified radiographer, quality control technologist or clinical instructor to the patient leaving the department and submission of the images to the radiologist for interpretation.

Student radiographers must be Directly supervised for the first part of the clinical experience. Only after competency is achieved on any given procedure will the student be indirectly supervised on that procedure by the staff radiographer and/or clinical educational instructor. **Students will be directly supervised in the operating suite and on ALL mobile radiography procedures.**

See Next Page:

Definitions of Supervision

1. Direct supervision. Until the student radiographer achieves the required proficiency in a given procedure, all clinical assignments must be carried out under direct supervision or qualified certified radiographers. The following are the parameters of direct supervision.
 - a. A qualified certified radiographer or clinical instructor reviews the request for the radiographic procedure to determine the student’s ability to perform the procedure and to determine if assistance is needed,
 - b. The qualified radiographer or clinical instructor evaluates the condition of the patient in relation to the student’s proficiency.
 - c. The process of see one, help with one, do one shall be followed when possible. The Student Record of Clinical Experience form will be used for this purpose. When the

student observes a procedure, an “O” for observation is noted, and no further action is required.

When students are assisted by an instructor, or the student assists the instructor, an “A” for assisted will be noted, this indicates that the student was directly supervised, the radiographer or clinical instructor’s initials will appear on the form.

A “P” for performed by the student indicates that the procedure was one without assistance, the radiographer or clinical instructor’s signature will appear on the form. No “P” for a given procedure should be noted until several “O”, followed by at least one “A” for that procedure is noted.

- d. The qualified radiographer or clinical instructor reviews and approves the completed images.
- e. Unsatisfactory examinations must be repeated only under direct supervision and with a qualified supervising radiographer or clinical instructor.
- f. It is the student’s responsibility to ensure that direct supervision is provided. This will be done by assuring that the supervising radiographer’s initials or name is listed on the procedures form.
- g. **Failure to record the technologist’s initials or name will result in severe actions. The student will be given a counseling form on the first occasion that the student does not obtain direct supervision. The student will be placed on probation on the second occasion that the student does not obtain direct supervision. The student will be released from the program for failure to follow safety regulation on the third occasion that the student fails to obtain direct supervision for a repeated examination.**
- h. A repeat rate analysis will be documented for each student monthly starting the second clinical semester.

ALL REPEATED EXAMINATION OR VIEWS WILL BE DONE UNDER DIRECT SUPERVISION OF A REGISTERED TECHNOLOGIST.

All surgery and portable work must be done with direct supervision.

All radiographs will be reviewed by a Registered Technologist prior to being turned into the Radiologist.

2. **Indirect supervision.** A qualified certified radiographer or clinical instructor must be immediately available to assist the student regardless of the level of achievement.

Performance Evaluations/ Continual Maintenance

Student Performance Evaluations are based upon specified levels of technical and professional competency and provide an opportunity for guidance for continuous, quality improvement, during the course of the program in clinical education. Student performance evaluations affect clinical education grades.

Once a student achieves competency on exams, they will need to continue perfecting those skills. Therefore, students are expected to continue performing those exams; however, they can now perform those exams with the Indirect Supervision policy.

In the event a repeat must be performed, as stated previously, the repeat will be done with Direct Supervision of a registered technologist!

Clinical Policies

All students will be expected to comply with the following requirements to attend the clinical setting!

Health Insurance/CPR/Immunizations

Students are responsible for their own health and expense of health care. All students enrolled in the health care majors who have direct or will have direct patient care must provide documented proof that they have been fully immunized prior to admission. **Students must have a physician complete a physical exam form**, which must be on file with the Radiologic Technology, before attending clinical education.

Students must have a current CPR Healthcare Provider card by the American Heart Association, which must remain current throughout the program. It is the student's responsibility to ensure their CPR card remains current throughout the program for clinical education. Any student with an expired CPR card will be dismissed from a clinical course with an unexcused absence. The student will not be allowed to return to clinical until they have received a current CPR Healthcare Provider card by the American Health Association. Each student must have CPR card copy in their clinical folder.

Students are also required to have a Tuberculum Test (PPD) “performed within one year” for attendance at all clinical education courses. Students will usually have this test done during the physical exam for entry into the program. The test is good for one year. It is the student's responsibility to maintain a copy of their TB test records, so they can renew the TB test at the appropriate time. Clinical education sites **also require a yearly influenza (“flu”) vaccine.** It is the responsibility of the student to ensure they have a current TB test and flu vaccine during the program.

Any student who has an expired TB test will be dismissed from a clinical course with an absence. The student will not be allowed to return to clinical until they have received results for a TB test. Return of test results average three days. These tests can be performed by your healthcare provider or by the Corpus Christi Nueces County Public Health District.

Also, required for clinical attendance:

1. If you have not had an **MMR booster** on or after 2019 you will need one! Alternatively, you can have a titer drawn to see if you have immunity. This has changed because of the increase in MMR cases in the country.
2. If you have not had the **Tdap** in the last 10 years you need this ASAP! In this case the dose or amount given has been changed.
3. **Varicella immunity, by positive titer or proof of 2 doses Varicella immunization.**

As part of the affiliation agreement between Del Mar College and our clinical education sites, the program is required to provide health information for all students attending clinical education. The health information provided is to ensure the safety of students, staff, and patients, during clinical education. Only student information that is deemed “need to know” will be provided to the clinical education site.

Background Checks

As part of the affiliate agreement between the Del Mar College Radiologic Technology Program and our supporting clinical education sites, the program must conduct a background check on all students before entry. The background screening will be conducted by a company selected by Del Mar College. **All students are REQUIRED to provide a “clear” background screen” to the college for full acceptance into the program.** All students will also be required to have a **Negative Drug Screen!** Under certain situations, a student may be admitted with an extended, conditional acceptance status, provided the student has agreed to apply for an Ethic Reviews by the American Registry of Radiologic Technologist. Students with an extended,

conditional acceptance must submit a positive report from an Ethics Review Committee by the ARRT, before the spring semester of the first year. Students who are admitted as extended, conditionally accepted, and do not provide the program a positive report from the ARRT will be dropped from the program. As part of the affiliate agreement between the college and the clinical education site, the program will provide the results of the background check to the clinical education site. Students who are unable to provide a “clear” background check may NOT be allowed at some clinical education sites. Refer to Appendix II for more information. Only student information deemed as “need to know” will be provided to the clinical education site.

Policy for Criminal Background Screening

Del Mar College adheres to the policies of all clinical facilities with which the programs are affiliated for student clinical learning experiences. Many clinical facilities and school districts require criminal background screening of all students.

Purpose

Some clinical agencies used by Del Mar College stipulate in the clinical affiliation agreements with Del Mar College that students’ criminal background be prescreened before they are permitted into the clinical facility. This prescreening requirement are the same as that required of employees of public and private clinical agencies. The rationale for this requirement for clinical students is based on the concept of due diligence and competency assessments of all individuals whose assignments bring them in contact with patients and employees. Competency assessment extends beyond technical skills to include an individual’s past behavior as indicated by their criminal history. This approach ensures uniform compliance with Joint Commission standards pertaining to human resource management. Moreover, the public is demanding greater diligence in light of the national reports of deaths resulting from medical errors. Successful completion of a background check does not guarantee licensure or employment after graduation. Full acceptance into the program is contingent upon satisfactory results.

Timing

All background checks will be conducted as a condition of full acceptance into the Del Mar College programs and all clinical courses. Verification must be received from the designated company before being fully admitted to the program. The results will be accepted for the student’s enrollment in the program if the participating student has not had a break and has had no convictions while enrolled. A break in enrollment is defined as nonattendance of one full semester or more. Attendance must be verifiable through the College.

The Department of Dental and Imaging Technology will designate the company selected to do the criminal background screening. The Program will not accept criminal background screening results from any company other than the designated by the Department of Dental and Imaging

Technology. The student will pay for the criminal background screening's cost at the time. The cost is non-refundable.

Process

Criminal background checks will be performed by an external vendor and will review the student's criminal history. The check should include the cities and counties of all known residences. Criminal background checks must include a person's criminal history for seven years prior to the date of application. The following histories will disqualify an individual from consideration for admission in the program.

- Misdemeanor convictions/deferred adjudication or felony convictions/deferred adjudication involving crimes against persons;
- Misdemeanor convictions/deferred adjudication related to moral turpitude;
- Misdemeanor/felony convictions/deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances;
- Registered sex offenders.

Individuals with any of the above histories will not be eligible to enroll in the program and if the history is discovered or a conviction occurs after enrollment, the student will be required to withdraw from the program. A student convicted of a criminal offense while enrolled in the program must report the conviction to the Program Director within three days. The term conviction for these purposes includes probated sentences and deferred adjudications.

Notes:

1. The student should be aware that the disqualifications listed are used for employment eligibility by most hospitals in Texas.
2. Completion of a specific program will be determined by student's ability to successfully complete the required clinical rotations.
3. Clinical rotations are completed at sites specified by and contracted with Del Mar College. Del Mar College will not locate or provide alternative sites for clinical rotations for students ineligible to attend clinical rotations at specific sites.

Compliance and Record Keeping

- The vendor will notify Del Mar College Program Director of all individuals who fail a criminal background check.

- Verification sent by the vendor to Del Mar College will include only the student's name and social security number.
- The Del Mar College Program Director will send verification on adherence to the policy to the clinical affiliate before the clinical rotation start date. Verification is accomplished by sending a letter from the Program Director stating that these standards have been met by the student, listing the student's full name and clinical rotation start date. If more than one student attends a clinical rotation, a full list with all their names may be submitted.

DRUG POLICY

Del Mar College is committed to working to maintain a safe, healthy, lawful and productive working and educational environment for all employees and students. Studies have shown that use of illegal drugs and abuse of alcohol increases the potential for accidents, absenteeism, tardiness, unsatisfactory performance, inefficiency, poor employee morale and damage to the College's reputation. Therefore, all students will comply and abide by policy both on college campus and within the clinical setting.

An "illegal drug" is any drug or controlled substance which is (1) not legally obtainable or (2) is legally obtainable but was not legally obtained. The term "illegal drug" includes all illegal drugs, dangerous drugs and controlled substances defined and listed in Articles 4476-14 and 4476-15 (Texas Controlled Substances Act) Vernon's Texas Civil Statutes. Marijuana, hashish, cocaine, PCP, LSD, heroin, Dilaudid, Quaaludes, steroids and methamphetamine are only a few of the dangerous drugs or controlled substances which are included within such terms. This policy applies to all students and employees of Del Mar College.

When personal or behavioral problems begin to affect a student's academic performance, and this appears to be the result of drug or alcohol abuse, the individual may be referred to the College Counseling Center for information on drugs/alcohol and/or to local community professionals. The student shall be responsible for any cost and/or fees incurred for professional services. Information concerning diagnosis, treatment and medical records will be kept strictly confidential.

Use, distribution, or possession of alcoholic beverages, dangerous drugs, or controlled substances while on college property or at any authorized activity sponsored by or for any College-related organization, whether on or off campus, is subject to disciplinary action. This means the possibility of dismissal from the Radiologic Technology Program after review.

Malpractice Insurance Policy

Due to direct patient contact, it is required that students have professional liability insurance. Professional liability insurance provided by group coverage through Del Mar College and is changed to the student as a special fee each semester at registration.

Accidents

Accidents that may occur while on Clinical assignments resulting in patient, hospital personnel, or personal injury and/or damage to equipment must be reported immediately to the Clinical Supervisor and Radiologic Technology Program Director. Students will be required to understand the safest methods of properly performing routine radiographic procedure before undertaking them. In some cases, an incident report may need to file at the clinical site according to department protocol.

Transportation Policy

Del Mar College Radiologic Technology Students will be responsible for providing their own transportation to the didactic classroom and clinical education sites. Clinical education sites are assigned by the clinical coordinator. Rotations are equally assigned for all students. Students may not develop their own clinical rotation schedule.

*Students are also **REQUIRED** to travel to any assigned clinical site within the surrounding Corpus Christi area to include Calallen and Portland!

Meals

Coffee breaks and lunch schedules will be assigned at the discretion of the clinical Supervisor.

Clinical Setting Details/Responsibilities

Student Responsibility

The student will always work with an assigned clinical instructor/ registered technologist while providing patient care and practicing radiographic imaging. It is the student's responsibility to follow all policies and procedures of every clinical facility they are assigned to. They are also to abide by any rules set by the Del Mar College Radiologic Technology Program. Therefore, each student must also abide by the following:

1. Must be at the clinical site at the proper time of 8 am each morning.
2. Must call the clinical instructor if going to be absent or tardy at least 10 minutes prior to the 8 am timeframe and must also notify Dr. Ochoa or Dr. Wren
3. Must show up to the clinical with dosimeter and properly dressed attire or student will be sent home. Uniforms must be pressed or without wrinkles, men should be clean shaven. Markers and clinical badges of identification are also a "must!"
4. Must follow all directions given by the clinical instructor or technologist or supervisor.

5. Must follow HIPPA rules of confidentiality and not discuss patient information with anyone to include family and friends.
6. Must not leave the department at any time without permission from a clinical instructor or DMC faculty.
7. Must not utilize cell phone/i-watch within any department
8. Must report any incidents that may occur to Dr. Ochoa or Dr. Wren
9. Must never use profanity within the clinical setting.
10. Must never have to be asked by a clinical instructor, technologist or supervisor to perform exams.
11. Must never leave a patient unattended.
12. Students will not remain in the department after clinical hours unless specific permission was obtained.

Professional Behaviors

Every student is expected to display behaviors of professionalism while attending the clinical setting. Clinical Affiliation sites reserve the right to refuse admission to any Radiologic Technology student who is involved in any activity not considered professional or conducive to proper patient care. **Should any clinical site Director/Supervisor call to request a student's removal, the situation will be reviewed by Program Faculty Committee and the student can and will be dismissed from the Program if necessary.**

***LANGUAGE:** UNDER NO CIRCUMSTANCE SHALL A PROGRAM STUDENT ENGAGE IN THE USE OF PROFANITY (FOUL LANGUAGE), WHILE IN PROGRAM UNIFORM, WHILE PARTICIPATING IN A PROGRAM/COLLEGE FUNCTION or in class.

*Any student engaging in the use of profanity, while in the program uniform may Be dismissed from the program.

***NO CELL PHONE USAGE AND NO I-WATCHES PERMITTED**

*Absolutely **no TEXTING in class or clinical!!!** No cell phones (excluding Faculty/adjuncts are allowed at clinical!!! Permission can be requested in emergency situations.

Professional Ethics Expected by the ARRT

“Every candidate for [initial] certification and every applicant for renewal of registration must, according to the governing documents, “be a person of good moral character and must not have engaged in conduct that is inconsistent with the American Registry of Radiologic Technologists (ARRT) Rules of Ethics and must “agree to comply with the ARRT Rules and Regulation and the ARRT Standards of Ethics.”

One issue addressed by the Rules of Ethics is the conviction of a crime, including a felony, gross misdemeanor, or misdemeanor, except speeding and parking violations. All alcohol and/or drug related violations must be reported. “Conviction” as used in this provision includes:

- A criminal proceeding where a finding or verdict of guilt is made or returned, but the adjudication of guilt is either withheld or deferred,
- A proceeding in which the sentence is suspended or stayed,
- A criminal proceeding where the individual enters a plea of guilty or nolo contendere (no contest),
- A proceeding resulting in a military court-martial

ARRT investigates all potential violations to determine eligibility for the national examination in Radiography for certification by the ARRT.

*If a candidate/[student] is concerned whether his or her conviction record will affect eligibility [for the national certification examination by the ARRT], there is a way to find out before beginning his or educational program. ARRT investigates all potential violations in order to determine eligibility and such investigations can cause delays in processing [certification] applications. Candidates can avoid delays by requesting a pre-application review of the violation before or during their education, rather than waiting until completing the educational program. The pre-application review form is downloadable from the “Ethics” section of the www.arrt.orgwebsite, or you may request a copy by phoning ARRT at (651)687-0048, ext.8580. Additional information may be found in the ARRT Rules and Regulations and Standards of Ethics.

*Students will be expected to supply all (if any) court documents to the ARRT for a pre-application review or general application.

*Students will be expected to supply all (if any) court documents to ARRT or the Texas Medical Board for application of the Medical Radiologic Technologists licensure.

*Both certification by ARRT and licensure by the TMB are required for employment in the state of Texas.

Personal Appearance

The personal appearance and demeanor of Del Mar College Radiologic Technology students reflect both the College and Program Standards and are indicative of the student's interest and pride in themselves and their profession. The uniform dress code is one mutually agreed upon by Del Mar College and its Clinical Affiliations. Uniforms will be clean and pressed. Shoes are to be made of leather (not cloth) and will be clean, white and polished. All uniforms will have the Del Mar College patch neatly sewn on the left shoulder. Galaxy Blue Cherokee uniforms are required. Surgery uniforms will be worn only during the surgery assignment. Students must change out surgery uniforms prior to leaving the hospital for their lunch break or end of class day. Furthermore,

PIERCINGS: ALL facial piercing are prohibited. Eyebrow, nose, or tongue jewelry is NOT permitted.

JEWELRY: Only one pair of small stud-type earrings may be worn on the earlobes and a single ring on the ring finger.

TATTOOS: No visible tattoos are permitted. Long sleeved blue shirts may be worn under scrub tops, if necessary to cover up tattoos. **ONLY BLUE SHIRTS MAY BE WORN UNDER THE SCRUB TOP!** Color must be close to scrub color.

HAIR: Hair must be neat in appearance and should NOT be disruptive in nature. Men must be clean shaven. Hair may only be dyed to natural looking colors. **BLUE, RED, GREEN, ETC. COLORED HAIR IS NOT PERMITTED.** Long hair (at the level of the COLLAR or longer) must be pulled back and out of the face.

NAILS: No false or acrylic nails are permitted. Nails should be neat and free from nail polish.

*Any student reporting to the Clinical Site in improper uniform or attire, such as – a soiled or untidy uniform, dirty shoes, disheveled appearance, poor hygiene, may be sent home by the Clinical Supervisor or the College instructor.

Pregnancy Policy

The intent of this pregnancy policy is not discriminatory.

A woman who has **voluntarily** informed her Program Director, in writing of her pregnancy and the estimated date of conception is considered a declared pregnant student.

A woman who does not wish to declare a pregnancy will continue the program without any modifications, continue to wear her primary radiation monitoring device at the level of the collar, and her occupational dose limit will apply.

Pregnancy Declaration

Once a student has declared a pregnancy, this policy will be implemented at the time a written declaration is received with the estimated date of conception.

After counseling with the Program Director and Radiation Safety Officer, a student may elect to one or more of the following:

1. Withdraw from clinical education with an “Incomplete” but remain in all didactic activities for semesters in which pregnancy exists.
2. Remain in the program without any modifications (ex. Change in clinical rotation schedule) under the following conditions:
 - a. The student will be issued a secondary fetal film badge to be worn on the abdomen in addition to her own. She will wear both dosimeters at all times in the clinical or laboratory settings. The equivalent dose limit to the embryo/fetus will not exceed 0.5 rem (5.0 mSv) for the entire pregnancy or 0.05rem (0.5mSv) for the monthly dose. *If a woman chooses not to declare pregnancy, the occupational dose applies.
 - b. The student will supply the Program Director with a statement of health from an attending physician attesting to the student’s health and ability to continue with the program.
3. Provide a written withdrawal of declaration of pregnancy.

Communicable Disease Policy

If a student is exposed to a communicable disease in clinical education, they shall report the incident to the faculty, fill out an incident report and be referred to the health nurse at that facility.

Any treatment or expense incurred is the students' responsibility. Students have a right to refuse treatment.

Radiation Monitoring Badge/Dosimeter

A Radiation Monitoring badge is provided to the students each month to monitor radiation exposure. Students must wear the dosimeter while on clinical assignments and while in the energized x-ray laboratory. Students will not be allowed in either area without the dosimeter. **The dosimetry badge will be worn on the collar and replaced on the last day of each month.** The Del Mar College dosimetry badge will not be worn when employed by another health care facility. Dosimetry badges are to be exchanged each month at Del Mar College, in Health Science Building #3, classroom #117. Dosimetry badges are due on the last class day of each month. The Radiation Safety Officer will provide the most current Dosimetry Report available for the student to read. Students who have read the report must indicate they have read their radiation readings by initialing it. If an individual student's monthly deep dose film badge reading exceeds 1mSV or 100mrem, the Radiation Safety officer will notify the Program Director and will then review the report with the student to identify the probable cause of the reading. Students may change their dosimetry badges during this time period. Students must be wearing a current dosimetry badge on the first day of the month. The exception will be upon return from the Christmas Holidays and the month of May, where there is a school break between semesters.

Should a student come to the clinical area or the x-ray laboratory without a current dosimetry badge, that student will be asked to leave the area and receive an absence for that day.

Proper care of the dosimetry badge is the responsibility of the individual student. Any discrepancy which might affect the dosimetry badge reading should be reported immediately to the Program Director. Dosimetry badges must be turned in prior to receiving semester grades or graduation.

Note: Failure to turn in the previous month's dosimetry badge on the required day will result in a reduction of letter grade from the student's clinical grade.

Radiation Protection Program

Purpose:

This program follows 25 Texas Administrative Code, 289.202 (TRCR Part 21), Standards for Protection against Radiation, Texas Regulations for Control of Radiation (effective June 1, 1996) and review annually.

This program is designed to safeguard the health and safety of Radiographic Technology Students associated with educational activities.

Scope:

The Radiologic Technology Program, Del Mar College will control the occupational dose to students and faculty to the following dose limits.

1. The NRC regulation establishes a limit of 1mSV or 100 mrem to any organ or tissue. The NRC has also established the annual dose limit of 5 Rems (0.05SV or 50mSV for occupational workers age 18 and over.
2. The assigned deep dose equivalent and shallow dose equivalent will be for the portion of the body receiving the highest exposure.
3. **The Radiologic Technology Program, Del Mar College will record the exposure date for the current year on TRC Form 21-3, or other clear and legible record, of all the information required on that form.**

Dose to an Embryo/Fetus

If a woman declares her pregnancy, the Radiologic Technology Program, will follow and ensure the NRC regulation dose limit to an embryo/fetus during the entire pregnancy is not exceeded. The occupational exposure of a woman whom has declared pregnancy must not exceed 0.5 rem or 5mSv during the entire period of pregnancy. If a woman chooses not to declare pregnancy, the occupational dose limits of 5 rem are applicable to the woman.

The Radiologic Technology Program, Del Mar College will make efforts to avoid substantial variation above a uniform monthly exposure rate to a declared pregnant woman so as to satisfy the limit of 0.5 rem.

The dose to an embryo/fetus will be taken as the dose that is most representative of the dose to the embryo/fetus from external radiation, that is, in the mother's lower torso region.

If by the time the woman declares pregnancy to the Radiologic Technology Program and the dose to the embryo/fetus has exceeded 0.5rem or 5mSv or is within 0.05 rem (0.5mSv), the program will be deemed to be in compliance with the dose limit, if the additional dose to the embryo/fetus does not exceed 0.05 rem during the remainder of the pregnancy.

Records of a Radiation Protection Program

The Radiologic Technology Program at Del Mar College will retain the records required for three years after the record is made.

Records of individuals monitoring results will include, when applicable to the deep dose equivalent to the whole body and the total effective dose equivalent.

The Radiologic Technology Program, Del Mar College will maintain the records specified on TRC Form 21-3, in accordance with the instructions, or in clear and legible records containing all the information required by this form.

Notifications and reports to individuals will be in writing, including the name of the college, the individual's name and identification number. Additionally, this notification or report will include the individual's exposure information and contain the following statement: "This report is furnished to you under the provisions of the Texas Regulations for Control of Radiation, 25 Texas Administrative Code 289.022".

The Radiologic Technology Program's Radiation Safety Officer will advise each student annually of the student's dose as shown in records maintained by the program.

Request for written reports will be furnished within 30 days from the date of the request, or within 30 days after the dose of the individual has been determined by the program, whichever is later.

Radiation Safety and Repeat Policy

- I. Each student can review and initial the Dosimetry report each month.

If an individual student's monthly deep dose reading in that report exceeds 1mSV or 100mrem, the Radiation Safety Officer will notify the Program Director and will then review the report with the student to identify probable cause of the high reading.

II. All students perform procedures with direct supervision until they are deemed competent in a given procedure. After they are deemed competent, they may perform the procedure with direct supervision.

III.

ALL REPEATED EXAMINATION OR VIEWS WILL BE DONE UNDER DIRECT SUPERVISION OF A REGISTERED TECHNOLOGIST.

All surgery and portable work must be done with direct supervision.

All radiographs will be reviewed by a Registered Technologist prior to being turned into the Radiologist.

IV. **Direct supervision** means that a Registered Technologist is standing by watching the procedure being performed.

V. **Indirect supervision** means that a Registered Technologist is available to render any assistance and review the radiographs.

Confidential Information/HIPPA

All hospital and patient information are confidential in nature. Requests for information concerning a patient should be referred to the Clinical Supervisor or designated hospital's Information Officer/Radiology Supervisor. Students are expected to abide by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to maintain confidentiality in a professional and legal manner. All students will be required to sign an acknowledgement form.

Requests for images are to be made for educational purposes ONLY. All requests should be approved by the Radiology Department Supervisor of the sponsoring institution. All patient information must be removed prior to removing images from the clinical education setting. Images are to be used for educational purposes ONLY and are to be delivered to a Radiologic Technology Program faculty member for use in the laboratory. Students are NOT allowed to keep or transmit copies of ANY radiographic image produced in the clinical education setting.

(Letter Markers)

Students will use their own numbered right and left DMC letter markers obtained during the first week to properly identify radiographic procedures they perform. **DMC letter markers may ONLY be used during enrollment of the DMC Radiologic Technology Program, during scheduled laboratory and clinical times.** Markers will be turned in at the completion of the

program. Students who have completed or who have been dismissed from the DMC Radiologic Technology Program may not falsely represent the program by using DMC letter markers.

Radiologic Technology Supplies Need for Program

Supplies	Estimated Cost only	Quantity	Approximate Total
Landau Galaxy Blue Top	\$25.00	3	\$75.00
Landau Galaxy Blue Pant	\$25.00	3	\$75.00
Student Lab Coat	\$30.00	1	\$30.00
DMC Radiologic Technology Program Patch	\$4.00	4	\$16.00
Calculator	\$12.00	1	\$12.00
White Leather Shoes	Varies		Varies
Small Spiral Notebook	\$5.00	1	\$5.00
Lead Letter Marker	\$25.00	1 set	\$25.00
Online Comp. Management System	\$90.00	1	\$90.00

*All Radiologic Technology didactic courses are conducted in the classroom with hybrid on-line or computer applications. Although internet services are not mandatory, they are extremely beneficial. Students are strongly encouraged to utilize the campus computer laboratories and library for downloading notes or completing on-line assignments.

***The Typhon On-line Management system must be purchased prior to the first day of the first Fall semester. Cost is approximately \$90.00**

Clinical Attendance

Del Mar College Attendance Regulations:

Regular and punctual clinical attendance is expected of all students. A record of attendance is kept by each instructor, beginning the first day of class. If student attendance is unsatisfactory; the instructor may request withdrawal of a student from class. The Registrar will notify students of the action taken by the instructor. If the student desires readmission, they should initiate the following procedure:

Within five(5) working days the student should report the Registrar's Office to obtain a Reinstatement Conference Form, which is a request from the student to the instructor to allow readmission to class.

If circumstances warrant and satisfactory arrangements can be made between the student, and the instructor, readmission is permitted upon the instructor's completion of the Reinstatement Conference Form, which the student must return to the Registrar's Office.

If the student does not carry out the above procedure, the withdrawal of the student from the class is **FINAL**. If a student who has been reinstated into a class is absent thereafter without excuse, the instructor may request the final dismissal of the student from class.

Only certain absences are ruled valid and tolerable, such as participation in recognized student activities of the College or illness.

Students who miss an accumulated total of more than two weeks within one semester (or more than one week within a six-week summer session) and whose academic performance is not satisfactory should drop the course.

Specific regulations apply to Health Science students. Students enrolled in these programs should review these regulations with the specific health discipline administrator. Students who miss more than four(4) days during the fall or spring semester (sixteen-week courses) or three days during the summer session (six/twelve-week courses) will be dismissed from the program for attendance. Only extenuating circumstances will be considered.

Radiologic Technology Program Attendance/Tardy Policy

All didactic classroom attendance will be in accordance with the Del Mar College Policy.

All clinical education attendance will be in accordance with the following:

RADR 1260	First Fall Semester
RADR 1261	First Spring Semester
RADR 2361	Second Fall Semester
RADR 2362	Second Spring Semester

Letter Grade **A** = A student will not be absent more than twice during the session.

Letter Grade **B** = A student will not be absent more than three times during the session.

Letter Grade **C** = A student will not be absent more than four times during the session.

*Anyone missing four times will be placed on probation. After being placed on probation, a student, who receives any subsequent absence or tardy for either a didactic or clinical course, will be dismissed from the program.

RADR 1261	First Summer Semester (six weeks)
RADR 2260	Second Summer Semester (six weeks)

Letter Grade **A** = A student will not be absent more than once during the session.

Letter Grade **B** = A student will not be absent more than three times during the session.

Letter Grade **C** = A student will not be absent more than four times during the session.

*Anyone missing four times will be placed on probation. After being placed on probation, a student, who receives any subsequent absence or tardy for either a didactic or clinical course, will be dismissed from the program.

*Students will **NOT** be assigned for more than forty hours per week for a combined total of class and clinical times.

Students are scheduled in clinical education on TR first shift 0800 – 130pm or 130-630 pm, during the Fall and Spring semesters for the first year (1 hour lunch).

During the summer semesters, students are scheduled in clinical education with same shifts as above, Monday – Thursday (1/2 hour lunch). (Subject to change)

For the Second year, students are scheduled in clinical education on MWF: schedule will be adjusted accordingly like above. (30 minute lunch) and Friday 0800 – 1200.

***Clinical education times will NOT be modified for any reason!!!!**

*Students are **REQUIRED** to call in to **BOTH** the clinical education site and their assigned clinical instructor by no later than 0815 for each day missed/tardy, including absences/tardies on consecutive days.

*Punctual attendance is expected of all students in clinical education. Reporting late to clinicals will **NOT** be tolerated. **Three tardies** in clinical will be considered and equivalent to an absence, which will be reflected in the clinical education grade.

*Students who miss more than four days during the fall or spring semester (sixteen week courses) or three days during the summer semesters (six week courses) for clinical education courses will be dismissed from the Radiologic Technology Program for a violation of the Attendance Policy.

*Students who miss more than two weeks of didactic courses will be dismissed from the Radiologic Technology Program for a violation of the Attendance Policy.

Student Employment Policy

Within Healthcare Facility/Outside Employment

Students are not the employees of the clinical education centers or Del Mar College nor are they to be paid or used to replace paid employees. Should a student acquire a job within a clinical education setting, he/she should never practice any radiographic skills within that facility while a student in the Del Mar College Program. Prompt dismissal will occur should any student practice without licensure!

Student employment outside the Program should not interfere with student performance and any employment as a Radiographer without appropriate Texas License is illegal under Texas State Statutes. Also, no student's class or clinical schedule will be adjusted according to their work schedule. Student must work around the DMC Rad Tech program schedule.

Workplace Hazards Within the Clinical Setting

All health-science students must complete area-wide, mandatory Hospital Orientation Modules x 9 prior to attending any of the clinical affiliation sites. Every hospital affiliation site follows OSHA guidelines in order to prevent workplace hazards and require that all students be properly educated and trained through the use of Modules and education via Radiologic Technology courses. Every student in the Radiologic Technology Program student must complete all 9 modules with no less than a 90% grade! The nine modules present vital information to be known in the following areas:

1. Infection Control/Needle Safety
2. Hazardous Materials: Chemicals, PPE, Exposures, Blood-borne Pathogens
3. Safety/Security
4. Patient Restraints
5. Patient Rights

6. Ethics
7. HIPPA
8. Patient Safety Goals
9. Cultural Diversity

Illness/Injury Policy

Should the student become ill prior to or at the clinical site, they should notify their clinical instructor! If the student becomes ill before attending the clinical site, they should notify their clinical instructor/ clinical coordinator at least 30 minutes before 8 am. A student should never leave a clinical site without notifying their clinical instructor/clinical coordinator.

If a student should sustain an injury outside or inside the clinical setting, the student should notify the clinical coordinator and program director of such an injury to discuss how this will be handled regarding making up clinical time. The student must see their doctor to acquire an excuse for how much time they will be out. Any illness or injury will require a student to see their doctor for proper diagnosis, treatment, and the opportunity to make-up any clinical time missed. Furthermore, the student will need to provide the program director with a doctor's release in order to resume attendance for class or clinical.

COVID

Anyone showing symptoms of COVID-19 who has tested positive or has had close contact with a person who is lab-confirmed to have COVID-19, will follow Del Mar College Protocol and must complete the online COVID-19 Assessment, Acknowledgement and Consent Form found on the website.

STAY HOME WHEN YOU ARE SICK

Anyone showing the following symptoms should not report to campus and should contact their instructor or supervisor immediately to make alternate arrangements:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Fatigue
- Repeated shaking with chills
- Muscle or body aches
- Headache

- Sore throat
- Loss of taste or smell
- Diarrhea
- Nausea or vomiting
- Congestion or runny nose
- Feeling feverish or a fever

Inclement Weather Policy

The safety and well-being of our students, staff, faculty, and visitors are of the utmost importance and are continually at the forefront of what we do. Del Mar College consistently works to reduce the risk and potential for crime and other hazardous situations. DMC regularly develops and updates plans and procedures for emergency response and evacuation for the campus community during inclement weather conditions. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the life, safety or security of the campus community, DMC will determine the content of emergency notification messages and initiate the notification system, unless issuing a notification compromises efforts to assist a victim or the response to the emergency.

The Radiologic Technology Program follows Del Mar College Policy and will implement procedures such as notifying the students about closures or delays in start times during hazardous weather conditions.

Clinical Hours Policy

Students are scheduled in clinical education on TR first shift 0800 – 130pm or 130-630 pm, during the Fall and Spring semesters for the first year (1 hour lunch).

During the summer semesters, students are scheduled in clinical education with same shifts as above, Monday – Thursday (1/2 hour lunch). (Subject to change)

For the Second year, students are scheduled in clinical education on MWF: schedule will be adjusted accordingly like above. (30 minute lunch) and Friday 0800 – 1200. During the sophomore year, each student will attend the clinical setting on Monday, Wednesday from 8 am until 3:30 pm and Friday from 8-12 for 18 hours per week. The lunch break is again ½ hour.

Combined didactic and clinical hours do not exceed 40 hours per week.

MRI Safety Protocol

Radiology Programs must establish a safety screening protocol for students having potential access to the Magnetic Resonance environment. This ensures that students are appropriately screened for magnetic wave or radiofrequency hazards. Programs must describe how they prepare students for magnetic resonance safe practices and provide a copy of the screening protocol.

The Del Mar College Radiologic Technology Program has an MRI policy that reviews the MRI setting during a lecture presentation and video to share appropriate safety information and prepare the students for the MRI setting. Every student will then sign an MRI document after the presentation.

Mammography Policy

No Del Mar College Radiology Program students are allowed to observe and/or participate in mammography examinations.

Venipuncture

Venipuncture is a procedure commonly performed at clinical sites in an educational setting. Venipuncture training occurs in the Del Mar College HPRS 1204 class. This practice is required as an ARRT clinical competency requirement. Students in the professional curriculum may perform venipuncture if approved by the clinical site after appropriate training.

Clinical Grievance Policies

Students

It is the policy of the Del Mar College Radiology Program to work with students in finding fair and equitable solutions to any problems that may arise in the clinical setting to include any student grievance, appeal, question, misunderstanding, or discrimination. Students are urged to take problems concerning clinical education to their Clinical Instructor.

1. The student should first take his or her problem or question to their Clinical Instructor (CI). Because of the environment at a particular clinical site, the CI can find a fair and just solution.
2. If the student and CI are unable to find a solution or answer within a reasonable amount of time, the student may then bring the matter to the attention of the Clinical Coordinator.
3. Should a satisfactory, just and fair solution not occur from step 2, the student may pursue the matter through the Del Mar College Radiology Technology Program director and or Chair of the Dental and Imaging department.

All students can appoint a person to accompany them during the grievance procedure.

Clinical Site

In circumstances where hospital requests a student be removed from the facility permanently, one of three subsequent courses of action may take place:

1. If the situation is based on a problem specific to the facility and would not prevent the student from completing the program, the college may assign a student to another facility.
2. If the facility is willing to accept the student with full disclosure, the student will be allowed to complete the program.
3. The student will not be allowed a second transfer unless the facility is no longer functioning or policies at the facility change so students are no longer accepted. If the situation is based on unacceptable, intolerable, or illegal actions by a student which violate the clinical policies set forth in this handbook or which violate any local, state, or federal laws, the student will be removed from the clinical site and released from the program. Under these circumstances, a student will not be allowed to re-enter the program in the future.

CLINICAL SUPERVISION

Clinical Instructor

Each clinical facility has one or more Clinical Instructor(s). In addition to their daily duties in the department, these individuals are responsible for supervising the student's clinical education. This includes scheduling students through appropriate rotations (OR, Fluoro, Portables, Routine Diagnostic) and assuring they are assigned to qualified technologists; reviewing performance evaluations to determine the level of supervision necessary for each student and when he or she can work independently in a given situation; performing competency and recheck competencies on each student per semester; and being available to assist, advise, and counsel students. Clinical Instructors enforce supervision and repeat of unsatisfactory image(s) policies. In addition, Clinical Instructors monitor each student's clinical exam record or log sheet weekly and the end of each semester.

Clinical Coordinator

One DMC Radiology Technology Program faculty member is given responsibility for assisting in the organization, supervision, and coordination of the clinical education courses in each of the affiliated hospitals and specialty centers. This responsibility includes assisting in establishing procedures, guidelines, and manuals for the clinical education component of the curriculum, serving as a liaison between the academic and clinical faculty, and maintaining communications between the affiliates and the College. The Clinical Coordinator is also responsible for assisting the Clinical Instructors as needed and integrating and relating the curriculum objectives for the classroom and clinical portions of the program to make the educational experiences as relevant and as well coordinated as possible. The Clinical Coordinator also participates in the clinical education experience by observing students at the affiliate sites and by being available to advise and counsel students. Additionally, the Clinical Coordinator visually evaluates diagnostic images

submitted for completed competencies for final approval. Supervision policies are enforced and monitored through the periodic clinical site visits by the Clinical Coordinator.

Supervision of Students Policy

DMC closely adheres to the recommended supervision policies as dictated by the JRCERT. The activities of a student must be monitored by a qualified radiologic technologist. Until a student demonstrates competence in each diagnostic procedure, all the student's clinical assignments must be directly supervised. The following definitions will be utilized in the supervision policy.

Direct Supervision Policy

All clinical assignments must be carried out under the direct supervision of a qualified radiologic technologist until the student demonstrates competence in each procedure.

The following are parameters of direct supervision by a qualified radiologic technologist:

1. Reviews the request for examination in relation to the student's achievements.
2. Evaluates the condition of the patient in relation to the student's achievements.
3. Physically present in the room during the performance of the examination.
4. Reviews and approves the images taken.

Indirect Supervision Policy

Once a student successfully completes an exam for competency, he/she may perform the procedure with indirect supervision. Indirect supervision is defined as supervision provided by a qualified radiologic technologist who is immediately available to assist the student regardless of the level of student achievement.

“Immediately Available” is interpreted as the presence of a qualified radiologic technologist adjacent to the room or location where a diagnostic imaging procedure is being performed. This applies to all areas where ionizing radiation equipment is used, including bedside and surgical procedures.

Repeating Unsatisfactory Images Policy

In the event a repeat of unsatisfactory image(s) of an examination being performed by a student is required, the non-diagnostic image must be critiqued by a qualified radiologic technologist, and direct assistance by a qualified radiologic technologist must be given to the student while repeating any image(s). The qualified radiologic technologist must sign his or her initials in the student's logbook documenting the technologist was present for repeat imaging.

This supervision and repeat unsatisfactory images policies are also enforced and monitored through the periodic clinical site visits by the Clinical Coordinator and/or Clinical Instructors. While the clinical sites are provided a copy of this handbook, personal visits completed by the Clinical Coordinator and/or Clinical Instructors ensure standardization. In addition, Clinical Instructors monitor each student's clinical exam record or logbook weekly.

REQUIRED CLINICAL EDUCATION DOCUMENTATION

The following explanations tell how different forms will be used to evaluate the student's progress in the clinical hospital environment. The student will be issued forms as needed by the Clinical Coordinator and or Clinical Instructor. Forms are also available in the college's learning management system Canvas for each program student's clinical courses.

FORMS TO BE COMPLETED BY THE STUDENT:

Several forms are to be completed by the student during clinical education.

Purpose

These forms allow the student, clinical personnel, and DMC Radiology Technology program assurance the student is introduced to important policies and procedures that apply to all areas of the hospital to include common areas for employees and safety protocols and locations of pertinent equipment of the hospital and the radiology department.

MAGNETIC RESONANCE IMAGING (MRI) SCREENING FORM

Before any student can attend any clinical site, the MRI form must be completed and reviewed by the Program Director or the Clinical Coordinator. If a student is contraindicated to observe/assist/perform with a study in the MRI area, the Clinical Coordinator will adjust the student's clinical requirements to ensure the safety of the student. The form is under Clinical Forms in this handbook and in the DMC Radiology Technology Program handbook.

Orientation Checklist /Orientation Quiz

This checklist and quiz must be complete by the first week of each clinical semester. The student will turn the orientation checklist and quiz into his/her Clinical Instructor, who will review the form and will be turned into the DMC Clinical Coordinator at the end of the semester.

Attendance Sheet

It is the student's responsibility to maintain a daily account of their attendance at their assigned clinical rotation. The student is to document attendance and or tardies under the supervision of the assigned Clinical Instructor. This form is to be turned in at the end of each semester.

Record of Work Experience (Log)

It is the student's responsibility to maintain a daily log of all examinations the student observes, assists with, and performs. Repeat images and/or examinations are to be documented in the logbook and the qualified radiologic technologist present for the repeat diagnostic image and/or examination must initial and or sign log sheets. This log must remain intact and will be turned in at the end of each semester to the Clinical Instructor, and or the Clinical Coordinator, for evaluation.

List of Competency Examinations

This form from the ARRT identifies all of the examinations in which the student will be required to successfully achieve competency and identifies most of the examinations the student will encounter during his/her clinical education period. Before students can perform any examination by themselves, they must demonstrate to a qualified radiologic technologist or Clinical Instructor that they can perform the examination satisfactorily. A minimum number of competencies are required for each clinical semester and are listed in the clinical semester syllabi. The List of Competency Examinations will be issued to the student when he/she enters the clinical education phase of training. It is the student's responsibility to keep the List of Competency Examinations up to date and to have the form readily available when the student is in the clinical site.

Image Repeat Analysis

In order to accurately assess the technical progress of the student, an analysis of the number of repeated diagnostic images and reasons for repeats should be completed starting in the second clinical semester by the student under the supervision of the Clinical Instructor. A repeat ration form is calculated by each program student and is due at the end of each semester.

Forms to be completed by the Clinical Instructor/ Qualified Radiologic Technologist

Several forms are to be completed by the Clinical Instructor and/or the Qualified Radiologic Technologists working with the students during the clinical education.

Student Performance Evaluation

This evaluation is completed by the student's Clinical Instructor at the end of each semester via Typhon, student tracking management system. It constitutes a portion of the student's clinical grade.

Purpose

The student's conduct in the clinical setting is evaluated by the clinical instructor assigned to the program student to determine the student's knowledge, skill, and abilities at a professional level. Appropriate conduct is a broad category encompassing a number of considerations including comprehension of examinations, quality of work, organization of work, quantity of work, patient care, initiative, attendance/punctuality, personal appearance, and professional ethics. The Clinical Instructor will solicit comments from other radiology personnel concerning the student's overall performance.

Competency Evaluations

When the student feels proficient in an examination, the student will ask the Clinical Instructor or qualified radiologic technologist to complete a Competency Evaluation. The Clinical Instructor or qualified radiologic technologist will complete the evaluation with no interruption unless a compromise of patient and/or equipment welfare is questionable.

Competency Evaluations are Pass/Fail only and count towards the clinical ARRT component... Upon completion of each competency, the student will show competency diagnostic images for evaluation by the Clinical Instructor and/or Clinical Coordinator. The Clinical Coordinator will have the final word in the acceptance or denial of clinical competencies by signing Clinical Competency Evaluation Form

Simulations are only approved and arranged by the Clinical Coordinator. Students should make every effort to obtain all examinations on live patients.

Competency RE- Evaluations

When the student is deemed proficient in an examination after successful competency, the student will ask the Clinical Instructor or qualified radiologic technologist to complete a Competency RE- Evaluation. The Clinical Instructor or qualified radiologic technologist will complete the evaluation with no interruption unless a compromise of patient and/or equipment welfare is questionable. Competency RE-Evaluations are Pass/Fail only and count as a part of the student's clinical grade. Upon completion of each competency, the student will show competency diagnostic images for evaluation by the Clinical Instructor and/or Clinical Coordinator. The Clinical Coordinator has the final word in the acceptance or denial of clinical re-evaluations by signing Clinical Competency RE - Evaluation Form and checking Approved or Denied on the form.

Clinical Education Rotation Assignments

Clinical Education is an integral part of the curriculum of the Del Mar College Radiology Technology program. The program is affiliated with many clinical sites geographically dispersed throughout the surrounding area. The Radiologic Technology course sequence of didactic and clinical courses can be found on the Del Mar College Radiology Technology Program Website and the college's electronic catalog. The Clinical Coordinator is responsible for the clinical assignments and assures that the capacity meets the expectations set forth by JRCERT standards throughout the program. The Clinical Coordinator assures that each program student has a fair and equitable clinical experience that encompasses a wealth of experience in hospital, clinic and specialty settings.

The program reserves the right to make any changes deemed necessary. Each student in the Radiologic Technology program will be assigned to a clinical education site/s. Each site provides a clinical instructor who will help instruct and evaluate student progress during the clinical rotation course.

Clinical education sites are located at diverse geographical areas from the campus and require travel.

Remuneration for Clinical Education Rotations is not permitted.

Currently, The Del Mar Radiologic Technology program is affiliated with thirteen clinical sites available for program students. Each rotation, depending on the semester, is either 16 weeks (Fall/Spring) or 6 weeks (Summer 1 and Summer 2).

1. The clinical education component will consist of six semesters. Hours may vary, depending on the cohort, course credit and length of the semester. Typically, a first-year student will be in clinical on Tues/Thus from 8am - 3pm with an hour break for lunch. Second year students typically are in clinical on Mon/Wed from 8-330p with a ½ hr lunch break and Friday from 8a-12p. During the summer semester, students are at clinical Monday - Thursday from 8am to 430pm with a ½ for lunch. The student will be scheduled to an assigned facility for supervised practice of acquired knowledge and skills. Students will receive a set schedule of stated days, hours and location for the entire rotation before the start of the clinical assignment and adhere to the stated parameters.

2.*Students are **REQUIRED** to travel to any assigned clinical site within the surrounding Corpus Christi area to include Calallen and Portland!

3. If a student has any questions about this process, they are encouraged to discuss any concerns with the Clinical Coordinator and/or the Program Director.

4. If a student is dismissed from a clinical site, the student may be dismissed or withdrawn from the program. The program will determine re-assignment based on feedback from the student, program director, clinical coordinator, clinical instructor, medical facility supervisor and/or imaging director. A student will only be re-assigned to a second clinical education center upon:

- A positive review of the situation
- Advisement of the student
- Clinical site availability

*See Clinical Affiliation Travel Mileage Form on Next Page.

**CLINICAL AFFILIATIONS AND DISTANCE FROM DEL MAR COLLEGE -
WINDWARD CAMPUS**

CLINICAL SITE	DISTANCE FROM WINDWARD CAMPUS
DRISCOLL CHILDREN'S HOSPITAL, CORPUS CHRISTI, TX	3.6 MILES
DR'S REGIONAL HOSPITAL, CORPUS CHRISTI, TX	3.4 MILES
BAY AREA HOSPITAL, CORPUS CHRISTI, TX	8.0 MILES
CHRISTUS SPOHN SHORELINE, CORPUS CHRISTI, TX	3.3 MILES
CHRISTUS SPOHN SOUTH, CORPUS CHRISTI TX	7.3 MILES
SOUTH TEXAS SURGICAL HOSPITAL, CORPUS CHRISTI TX	7.3 MILES
HCA NORTHSORE EMERGENCY CTE PORTLAND, TX	11 MILES
HCA NORTHWEST EMERGENCY CTE CORPUS CHRISTI, TX	13 MILES
RADIOLOGY AND IMAGING OF SOUTH TEXAS, CORPUS CHRISTI, TX	3.3 MILES
RADIOLOGY ASSOCIATES (SPO) CORPUS CHRISTI, TX	2.4 MILES
RADIOLOGY ASSOCIATE (SOUTH) CORPUS CHRISTI, TX	7.2 MILES
RADIOLOGY ASSOCIATES (PORTLAND) PORTLAND, TX	11 MILES
RADIOLOGY ASSOCIATE CALALLAN CORPUS CHRISTI, TX	13 MILES

**ACKNOWLEDGMENT OF 2024 EDITION OF CLINICAL HANDBOOK ASSOCIATES
IN APPLIED SCIENCE IN RADIOLOGIC TECHNOLOGY**

My signature below indicates I have read and understand the contents of this clinical handbook. I agree to abide by the policies and procedures outlined and understand I am responsible for adhering to them. I understand noncompliance can result in disciplinary action up to and including dismissal from the DEL MAR COLLEGE radiologic technology program.

Print Name

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Student Signature _____

DATE _____

Definition of Terms

American Registry of Radiologic Technologists (ARRT): The purposes of the Registry include encouraging the study and elevating the standards of radiologic science, as well as the examining and certifying of eligible candidates and periodic publication of a listing of registrants.

Clinical Coordinator: A Del Mar College Radiology Program faculty member who is directly responsible for communications between the clinical facilities and DMC.

Clinical Instructor: The qualified radiologic technologist designated at each clinical facility to supervise the clinical education of students assigned to that facility.

Competency: The student has performed the procedure independently, consistently, and effectively during their formal education.

Department Chair: The current Chair of the DMC Radiology Technology Program.

Direct supervision: Supervision of the student by a qualified radiologic technologist who personally reviews the request for examination in relation to the student's achievements; evaluates the condition of the patient in relation to the student's achievements; is physically present in the room during the performance of the examination; and reviews and approves the images taken.

Indirect supervision: Supervision provided by a qualified radiologic technologist who is immediately available to assist the student regardless of the level of student achievement.

Immediately available: The presence of a qualified radiologic technologist adjacent to the room or location where a diagnostic imaging procedure is being performed. This availability applies to all areas where ionizing radiation equipment is used, including bedside and surgical procedures.

Qualified Radiologic Technologist: Technologists who are certified through the American Registry of Radiologic Technologists (ARRT) and if the clinical site is in the state of Texas, the Texas Medical Radiological Technologist (MRT).

Radiology department: The department or area of the hospital or clinical facility which performs imaging procedures, using various techniques of visualization, with the diagnosis and treatment of disease using any of the various sources of radiant energy.

Supervisor: The person who supervises radiologic technologists, clerical staff, and other support personnel of the radiology department and/or other imaging areas of the radiology department.

Medical Radiologic Technologist: A radiologic technologist who is licensed through the Department of State Health Services as a medical radiologic technologist. All radiologic

technologists working within the state of Texas must be certified as a medical radiologic technologist.

Unsatisfactory image: An image of un-diagnostic quality as determined by the qualified radiologic technologist, Clinical Instructor, or Clinical Coordinator because of patient positioning, exposure factors, motion, artifacts, etc. Unsatisfactory images performed by a student must be repeated with direct supervision by the qualified radiologic technologist.