



Radiography Program

Student Success Manual

2025-2026



Revision date 7/20/25

Minnesota State College Southeast

Welcome Radiography Students!

Welcome to your Minnesota State College Southeast Radiography Program. You have taken the first step in accomplishing your educational goals. We believe your time here will be filled with new friendships, personal growth, and the satisfaction of preparing yourself for an exciting and worthwhile career.

The radiography faculty and staff are sincerely interested in making this a meaningful experience for you, and are available to assist you through your path. We hope you become actively involved in the teaching /learning process and find an environment that stimulates your thinking, supports your ability to deal with changes as they occur, and encourages lifelong learning.

Please take the time to familiarize yourself with the content of this Radiography Student Handbook. It is filled with very valuable information that will assist you in your education experience at Southeast.

We look forward to a great year!!

STUDENT SUCCESS

You will spend approximately two years completing the Radiography Program. The courses will be rigorous, and at times, you may wonder what you have gotten yourself into, but your perception of intensity has much to do with the amount of time, dedication and commitment you spend towards your chosen profession.

You will be required to absorb a lot of information and apply that information in the classroom, laboratory, and clinical setting. You will need to develop critical thinking skills, knowledge and patient care skills in the field of Radiography, for that is the nature of the clinical setting. Every patient and every clinical situation is unique and developing empathy for patients in your care is very important in providing quality patient care. You will not be able to memorize all the answers, but you will be expected to apply the basic radiography skills that you have learned.

You will learn about professionalism and be held accountable for those professional attributes. Professional attributes are those qualities, over and beyond the knowledge you gain and the skills you learn—which are essential for your success in the classroom and clinic. In a nutshell, you will be expected to demonstrate respect for others, communicate effectively, cooperate with fellow students and co-workers, and display the dependability expected of a professional. To paraphrase the Golden Rule, treat your classmates, patients, co-workers, and instructors, as you would like to be treated.

Those who make the most of the program learn early on that the classroom instructors, clinical personnel, tutors, counselors, and other college personnel work extremely hard to build a bridge for you to successfully graduate and realize your dream. You can become a Registered Technologist in Radiography, RT(R) and enjoy a rewarding and successful career. It is up to YOU, the student, to be successful. We are here to help you achieve your goals.

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HISTORY OF THE RADIOGRAPHY PROGRAM—WINONA

In the spring of 2008, Minnesota State College Southeast (Southeast) administration started examining the prospect of beginning a radiography program. After conducting employer and student surveys, the need for a radiography program was validated. Funding was awarded from the U.S. Department of Education, Office of Postsecondary Title III Programs. The five-year grant proposal was written in collaboration with the University of Minnesota, Institute on Community Integration (ICI).

On June 1, 2009, the Board of Trustees of the Minnesota State Colleges and Universities (MNSCU) approved the Southeast proposal for an Associate of Applied Science Radiography Program. The goal was to begin the first radiography course for this program, fall semester, 2009, on the Winona Campus.

Minnesota State College Southeast Radiography Program

	Location	Email	Phone Number
<u>Dean of Nursing and Allied Health</u>			
Dr. Carrie Travis	Winona	carrie.travis@southeastmn.edu	507-453-1414

Radiography Faculty/Instructors

Program Director

Valarie Bere	Winona	vbere@southeastmn.edu	507-453-2799
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Clinical Coordinator

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Adjunct Instructor

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Alex Howell	Winona	ahowell@southeastmn.edu	

Radiography instructors teach both theoretical content and practical application in the Skills Lab and/or clinical setting. Since their responsibilities frequently take them off campus, students are encouraged to see instructors during their office hours. Instructor schedules are posted next to their office doors. Instructors may also be reached by e-mail or text message per faculty preference.

College Mission/Vision/Core Beliefs

Mission: Minnesota State College Southeast delivers exceptional transfer, career, and technical education that empowers learners and transforms lives.	Vision: Southeast is the destination for generations of learners who shape thriving, resilient communities.
Core Beliefs: • Access: We believe college is for everyone and that each step towards educational success should be simple and achievable. • Learner-Centered: We believe in meeting learners where they are and creating a welcoming and inclusive environment where all thrive. • Value: We believe in offering flexible, high-quality, and affordable learning opportunities. • Innovation: We believe in continuous improvement of our programs, services, and resources. • Community: We believe in meeting the evolving needs of our community by building and sustaining strong, dynamic partnerships.	

Program Mission/Vision/Core Beliefs

MISSION

Southeast Radiography program strives to be the educator of choice in providing patient-centered, professional, high-quality education to equip graduates to achieve excellence and integrity in the medical imaging community and to be life-long learners.

PROGRAM GOALS AND LEARNING OUTCOMES

Goal 1: Students/graduate will demonstrate clinical competence.

Student Learning Outcomes:

- 1.Students will provide patient care.
- 2.Students will demonstrate radiographic positioning.
- 3.Students will apply radiation safety principles.

Goal 2: Students/graduates will practice critical thinking skills.

Student Learning Outcomes:

- 1.Students will perform non-routine procedures.
- 2.Students will analyze images.

Goal 3: Students/graduates will apply communication skills.

Student Learning Outcomes:

- 1.Students will apply oral communication.
- 2.Students will illustrate written communication.

Goal 4: Students/graduates will demonstrate the importance of professionalism.

Student Learning Outcomes:

- 1.Students will determine the importance of professional development.
- 2.Students will demonstrate professional behavior.

PROGRAM EFFECTIVENESS GOALS

The following components will be measured to assure the effectiveness of the program.

- Program Completion Rate
- ARRT Pass Rate
- ARRT Section Scores
- Job Placement Rate
- Employer Satisfaction
- Student Satisfaction

ADMISSION

Admission to the Radiography Program requires a special application. The program requires completion of the admission checklist submitted by June 10th to be considered for a fall semester start. Application materials are available from Student Services or via the college website. For readmission policies see College Catalog.

TRANSFER OF CREDITS

General education credits may be transferred if they are equivalent to those required by the Southeast Radiography Program. Southeast counselors should be consulted first to determine transferability of courses; final conferral of transfer is done by the Southeast Registrar.

Radiography course credits are not transferable.

PROGRESSION TO GRADUATION

1. Students must meet the Radiography Program requirement of current CPR certification (CPR for Healthcare Providers or CPR for the Professional Rescuer) throughout their enrollment in the program. Students are responsible to provide proof of current CPR certification status to the Radiography Program, academic support staff. If this is allowed to expire at any time during the program, the student will not be permitted to attend class/clinical practicum experiences.
2. Minnesota law requires that any person who provides services that involves direct patient contact at a health care facility have a background study conducted by the state. Therefore, all radiography students will have an annual background study; whether they attend clinical settings in Minnesota, Wisconsin or Iowa. An individual who is disqualified from having direct patient contact as a result of the background study and whose disqualification is not set aside by the Commissioner of Health will not be permitted to participate in the clinical practice settings.
3. The clinical experience is an integral and essential part the Radiography Program. Clinical competencies can only be gained through experiences in the healthcare setting. The law requires that licensed healthcare facilities check or have knowledge of a student's criminal background and could use the results to accept or deny a student's placement at its facility. If a student refused to participate in the background study, the clinical facility will refuse to accept the student. If the health care facility does deny access, the Radiography Program does not guarantee an alternative facility placement. If no alternative facility placement is available, the student will be unable to fulfill the requirement to successfully complete the Program's clinical competencies and will be terminated from the program.
4. Upon successful completion of the program's didactic and clinical portion of general education and radiography courses, the student is eligible to apply for the American Registry of Radiologic Technologists (ARRT) certification examination for radiography. The ARRT certification board requires that candidates must comply with the "Rules of Ethics" contained in the ARRT Standards of Ethics. This includes but is not limited to compliance with state and federal laws. Those who do not comply with the "Rules of Ethics" must supply in writing an explanation, including court documentation of the charges, with the application for examination.

One issue addressed by the Rules of Ethics is conviction of a crime — which includes felony, gross misdemeanor, or misdemeanor, the only exceptions being 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, deferred, or not entered; or the sentence is suspended or stayed; or a criminal proceeding where the individual enters a plea of guilty or *nolo contendere* (no contest); or there is a pretrial diversion. Candidates aren't required to report offenses that were committed as a juvenile *and* were adjudicated through the juvenile court system.

The Rules of Ethics also address military court-martials that involve substance abuse, sex-related infractions, or patient-related infractions. Candidates with court-martials must provide a detailed personal explanation, documentation verifying the reasons for the court-martial, conditions of the sentence, and the status of the sentence. The certification application also asks students to respond to a question about violations or sanctions related to the honor code. All Applicants must sign a written consent under the Family Educational Rights and Privacy Act (FERPA). This consent allows ARRT to communicate freely and openly with program directors and to obtain specific parts of the student's educational records concerning violations of an honor code. The Southeast radiography program recommends if students have a concern, they contact the ARRT, at www.arrt.org for further information and to conduct an Ethics Pre-Application Review. This is the process for an early ethics

review of offenses that would otherwise need to be reported with your Application for Certification when you have completed an ARRT-recognized education program. You will still need to submit an Application for Certification when you have completed all other eligibility requirements.

ARRT Ethics Department staff will not be able to advise you of the possible outcome of your review. All documentation must be complete before an ethics review will be conducted. All results will be in writing. Please note the Ethics Pre-Application Review may take up to 12 weeks to be completed.

All offenses must be reported regardless of how long ago they were committed.

Exceptions are:

- offenses committed while a juvenile and processed in the juvenile court system
- traffic violations that did not involve drugs or alcohol
- charges that were dismissed if there were no court conditions required for the dismissal

If the Ethics Pre-application review result is a cleared letter from the ARRT Ethics Committee, you will not be required to resubmit the same offense-related information with any future applications or renewals.

5. A minimum grade of “C” is required in all radiography and required general education courses. The deadline for completing all radiography course requirements shall be the last day of the semester, as specified in the college catalog and or the semester class schedule. A grade of Incomplete (I) may be given at the discretion of the course instructor, following Minnesota State College Southeast’s Incomplete Grade Policy (refer to the online Student Handbook).

6. Students must complete all courses listed in the Radiography Program curriculum prior to graduating. The courses are only offered in a specific sequence and if the student does not follow that sequence they will jeopardize their ability to continue in the program and may delay their program completion. If a student falls out of course sequence and needs to repeat a course they will only be permitted to do so if space is available for them and they will be required to participate in a remediation course prior to re-admittance. Students must meet the College requirement of a cumulative Southeast GPA of at least a 2.0 for graduation. A cumulative GPA 2.0 in the Radiography technical courses must also be met.

7. Students must complete all required curriculum courses in the radiography program within 3 academic years. The timing in years starts with the date of the first radiography course.

8. Health Policies must be followed by all students in order to progress within the program. Please note these policies are subject to change at any time. Students must submit a completed Southeast Radiography Program Health form by specified deadlines. Health and immunity requirements include, but are not limited to:

- A. Proof of Diphtheria/Tetanus/Pertussis (Tdap-adult) immunization within the past 10 years.
- B. Proof of immunization for Measles, Mumps, and Rubella (MMR) or evidence of immunity (antibody titer).
- C. Proof of immunization for Varicella (chicken pox), documentation of disease or evidence of immunity (antibody titer).
- D. Proof of freedom from active Tuberculosis (TB) infection.

- i. An initial 2-step negative Mantoux, Quantiferon Gold Blood test, or T Spot blood test is required along with annual verification of freedom from infection. Students with a previously positive Mantoux result are required to submit documentation of a negative chest x-ray done within the last 5 years and demonstrate **annual completion of TB questionnaire**.
- E. Proof of immunization for Hepatitis B or evidence of immunity (antibody titer).
- F. Evidence of annual influenza immunization
 - i. Immunization date must be after September 1st of the current calendar year.
- G. Students must meet the facility policy requirements of the agencies to which they are assigned. Submitting these requirements is critical because they are required by clinical sites in order for students to legally have access to patients in their facility. Failure to complete this information may restrict student ability to attend clinical, result in removal from their clinical placement and cause potential failure of the course. Questions related to health policies should be referred to the Dean of Nursing and Allied Health.
- H. Students may be required to submit additional health information if their health status has major changes that affect their ability to perform expected behavioral and/or academic outcomes.
- 9. All students must present documentation of required immunizations upon program entrance and keep current with requirements, including annual tuberculosis screening (Mantoux) and influenza vaccinations. If these requirements are allowed to expire at any time during the program, the student will not be permitted to attend clinical practicum experiences.
 - A. Noncompliance with deadlines for submitting CPR, Tuberculosis screening, and/or immunization requirements will result in a five (5) percent deduction from the student's clinical grade and time missed, due to ineligibility, will need to be made up (if enrolled in clinical course at the time). A grade deduction in didactic courses due to noncompliance is at the discretion of the instructor.
 - B. Students must maintain good health throughout the program in order to meet expected course outcomes. Students are expected to maintain the essential abilities as specified in the Program Essential Abilities form signed and turned in with the Admission Packet. Students may be required to consult a health professional for appropriate evaluation and /or treatment. Students may be required to submit an additional health form if their health has major changes that impact their ability to perform expected behavior and/or academic outcomes.
 - a. Students with chronic health problems will be required to obtain and follow necessary precautions related to their health and safety and the health and safety of others.
- 10. All students are required to submit to drug screening (urine drug test) to participate in clinical practice. This process will be facilitated through the program, to be initiated before students attend Radiographic Clinical Practicum 1 and at any other time deemed appropriate by the program faculty. This will be at the student's expense. See Drug-Free policy. [Section C: Student Rules, Responsibilities and Policies](#)
- 11. Students receiving emergency care or other health services at the agencies to which they are assigned, will be responsible for charges incurred.

12. All students are covered by a supplemental liability accident insurance plan while engaged in college activities. Insurance claim forms are available in the Administrative Office or college reception desk, and must be filed within 30 days following an accident.
13. Students must adhere to the standards of student conduct contained in the Radiography Student Success Manual and the [Southeast Code of Conduct](#), to progress in the program. Students whose actions significantly endanger patient safety (which includes but is not limited to, alcohol/drug usage or sexual misconduct) will be dismissed from the course, program and/or clinical/internships site immediately.
14. All students are responsible for safe operation of equipment at the college. All accidents must be reported to the Southeast Radiography Faculty, Dean and the Administrative office to complete an incident report. The radiography program follows the college's "accident and procedures" policy. See details in the online Student Handbook.

STATEMENT OF PROFESSIONALISM

You are a representative of the Minnesota State College Southeast Radiography program. As representatives of the college and the radiography profession, students are expected to conduct themselves in a professional manner at all times, this includes academically and personally in both behavior and attitude. The following are expectations of the program.

PROFESSIONAL BEHAVIORS IDENTIFIED

Four professional behaviors are identified. These expectations apply equally in the classroom/laboratory and clinical setting. Each is clarified with a list of supporting behaviors. This list is not intended to be all-inclusive.

1. Demonstrate dependability and punctuality.

- Attend all classes, laboratory sessions, clinical practice and scheduled appointments with advisor.
- Arrive for class, laboratory, and clinical practicum with ample time to be prepared to participate at the designated starting time.
- Leave class, laboratory and clinical practicum at stated time or when dismissed.
- Contact instructor by phone, email or text message prior to absence from school classes and clinical assignment.
- Complete and turn in assignments on time.
- Do not abandon your laboratory partner without completing task(s).
- Take full advantage of time available in lab sessions by staying on task and getting involved.
- Use time effectively.

2. Work effectively and respectfully in the clinical setting.

- Stay in assigned areas unless college staff or a supervising RT. grants permission.
- Do not leave in the middle of a patient exam; i.e.: lunch, break, or at the end of a shift.
- Accept assignments from the clinical supervisor commensurate with your capabilities.
- Attend to the comfort and safety of all patients.
- Continually maintain patient confidentiality.
- Do not carry a cell phone or conduct personal business while in the clinical setting.
- Demonstrate a positive attitude toward feedback.
- Develop a plan of action in response to feedback.
- Critique your own performance and share through self-assessment.
- Maintain professional demeanor at all times.

3. Work effectively and respectfully with peers and instructors demonstrating mature communication skills.

- Avoid interrupting others.
- Respond during interactions using appropriate verbal and nonverbal communication.
- Listen actively and communicate in a respectful manner.
- Respect personal differences.
- Share fully with your laboratory or project partner in accomplishing assigned task.
- Use correct grammar and expression in verbal and written communication.
- Avoid the use of offensive statements.
- Write legibly and complete assignments in a quality manner.
- Accept limits to one's own knowledge on subject matter.
- Consult with faculty when a student's behavior endangers another member of the class or in the event of an ethical breach of conduct.

4. Assume responsibility for personal and professional growth.

- Recognize a problem or need.
- Assume responsibility for your actions and outcomes.
- Demonstrate a positive attitude toward feedback.
- Maintain an open line of communication with the individual offering critique.
- Develop a plan of action in response to feedback.
- Assume self-responsibility for all learning.

ACCREDITATION

Minnesota State College Southeast is part of the Minnesota State Colleges and Universities. The college is accredited by the Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools. 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504, Phone: (800) 621-7440 / (312) 263-0456

The radiography program is an accredited program of the Joint Review Committee on Education in Radiologic Technology. 20 N. Wacker Drive, Suite 2850. Chicago, IL 60606-3182. Phone: (312) 704 5300. E-mail: mail@jrcert.org

Students with complaints of program non-compliance with the JRCERT standards may contact the JRCERT at the above address. The program will respond to the allegations within 30 days of being contacted by the JRCERT. Students are required by the JRCERT to “firstly explore resolution of non-compliance through the Program Director.”

The program follows the JRCERT Standards for an accredited program. The Standards for Radiography may be downloaded through the JRCERT website at <http://www.jrcert.org/>

ARRT NATIONAL CERTIFICATION

Upon successful completion of the program's (didactic and clinical) course work, and adherence to high ethical standards, the student is eligible to apply for the American Registry of Radiologic Technologists (ARRT) certification examination for Radiography. See “Progression to Graduation” #4, for additional information on the ARRT examination.

ARRT CODE OF ETHICS

This Code of Ethics serves as a guide by whom radiologic technologists may evaluate their professional conduct as it relates to patients, colleagues and other members of the health professions and health care consumers. The Code of Ethics is not law, but it is intended to assist radiologic technologists in maintaining a high level of ethical conduct and is meant to be aspirational. The Code of Ethics forms the first part of the Standards of Ethics.

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

Copyright: American Registry of Radiologic Technologists (ARRT), Code of Ethics. The Rules of Ethics forms the second part of the Standards of Ethics. These are 23 mandatory standards, which define the minimally acceptable professional conduct for all Registered Technologists and Candidates. Please refer to the ARRT website for appropriate detail. www.arrt.org

COURSE CURRICULUM SEQUENCE

The College reserves the right to change courses titles, content, & credit structure. Students with a documented disability may request classroom/lab accommodations by notifying instructors and a college counselor.

All courses in the Liberal Arts & Sciences & program courses must have a passing grade of “C” or above

All students in an AAS program must complete a minimum of 3 different MnTC goals to graduate. Only college level General Education courses will count toward your AAS degree.

The following **prerequisite** courses are required for admission to the program.

College Algebra, MATH1220 or equivalent 3 credits (fulfills MnTC GE Goal 1)

College Writing 1, ENGL1215 3 credits (fulfills MnTC GE Goal 1)

Anatomy and Physiology I, BIOL2515 4 credits (fulfills MnTC GE Goal 2&3)

General Education Course requirements

Anatomy and Physiology II, BIOL2516 4 credits (fulfills MnTC GE Goal 2&3)

Humanities 3 credits (MnTC GE goal depends on course)

Social Sciences 3 credits (MnTC GE goal depends on course)

Total General Education Course credits 20

Total Technical Course credits 49

Total credits for program 69 credits

These courses must be taken prior to any RADT courses. All credits count towards the Radiography major

<u>Course</u>	<u>Course Title</u>	<u>Credits</u>	Total Credits 69
ENGL1215	College Writing I or equivalent	3	
BIOL2515	Anatomy and Physiology I	4	
MATH1220	College Algebra or equivalent	<u>3</u>	
		10	

Year 1:

1. Fall:

RADT2601	Introduction to Radiologic Sciences	4	
RADT2605	Radiographic Imaging I	3	
RADT2611	Radiographic Positioning and Procedures 1	5	
BIOL2516	Anatomy and Physiology II	<u>4</u>	
		16	

2. Spring:

RADT2617	Clinical Practicum I (12 weeks--36 hours/week)	9	
RADT2663	Modalities (online)	2	
*Social Sciences requirement(online)	<u>3</u>		
		14	

3. Summer:

RADT2625	Radiographic Positioning and Procedures II	3	
	*Humanities Requirement	<u>3</u>	
		6	

Year 2:

4. Fall:

RADT2642	Clinical Practicum II (16 weeks--36 hours/week)	12	
RADT2635	Radiographic Pathology (online)	<u>1</u>	
		13	

5. Spring:

RADT2653	Radiographic Imaging II (hybrid)	3	
RADT2620	Equipment Operation & Maintenance (12 weeks)	2	
RADT2650	Radiation Protection and Biology (hybrid)	2	
RADT2673	Clinical Practicum III (4 weeks--36 hours/week)	<u>3</u>	
		10	

* 2000 level General Education courses required unless specified

RADT2686	Sectional Anatomy	3	Elective
RADT2680	Introduction to Mammography	2	Elective
RADT2660	Computed Tomography	2	Elective

COURSE CREDIT CALCULATIONS

The program calculates credits based on credit hours. The following ratio is adhered to for course work. Lecture credit ratio of one 55 minute clock hour per credit (1:1). A course with a laboratory course component is 110 minutes to per credit (2:1). The clinical course ratio is 3 hours per credit (3:1). The calculation is based on a 16 week semester.

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RCP1 = 9 credits = 432 hours for 12 weeks at 36 hours/week

RCP2 = 12 credits = 576 hours for 16 weeks at 36 hours/week

RCP3 = 3 credits = 144 hours for 4 weeks at 36 hours/week

There is a total of 1152 hours for the clinical practicum courses.

MINNESOTA STATE COLLEGE SOUTHEAST SERVICES

ACADEMIC SUPPORT

In the event an instructor cannot be reached or in case of an emergency; students may call 507-453-2700.

COUNSELING

Personal anxieties and problems can stand in the way of successful completion of a program major. You may find it helpful to speak with a counselor about personal concerns. To schedule an appointment with a counselor from Winona State University, please call 507-453-2700 or stop by the Front Desk.

STUDENT SUPPORT SERVICES

See the college website for all student support services.

STATEMENT OF DIVERSITY, ADA AND EQUAL OPPORTUNITY

The Radiography Program is committed to creating a learning environment that meets the needs of its diverse student body. Individuals who have any disability, either permanent or temporary, which might affect their ability to perform in this program, are encouraged to inform the instructors upon admission to the program. Adaptation of methods, materials, or testing may be made, as required, to provide for equitable participation. Those who require accommodations for a disability should fill out the [Office of Accessibility Registration Form](#). To contact the Director of Academic Support & Advising call 507-453-2410 or e-mail: accessibility@southeastmn.edu. For more information about the Americans with Disabilities Act (ADA) or Requesting Accommodations, visit [MSC Southeast - ADA](#)

Use of foreign language or other dictionaries are not allowed at any time during test taking. Individual questions may be directed to the instructor or test proctor.

RADIOGRAPHY FACULTY ADVISOR

Each radiography student will be assigned to a radiography faculty member upon registration in the first semester of radiography courses. The role of the advisor is to provide the student a resource for questions and needs pertaining to the radiography program and the student's progress within the radiography curriculum. Students will be required to meet with their advisor prior to registration for courses. Students may contact their advisor via e-mail or phone at any time in the semester. Barring any

unforeseen events, students will have the same faculty advisor as long as they are enrolled in the program. Faculty advisors are also here to assist students with other academic issues or concerns.

TUTORS AND ACADEMIC SUCCESS

The Academic Support Center (ASC) has tutors available for a variety of general and technical courses students may be taking. Make an appointment with a tutor or stop in to see if there is a "walk-in" tutor available. Tutoring services are free for all enrolled students. For more information, contact the tutor coordinators, at 507 453 1413 in Winona or 651 385 6329 in Red Wing.

ASC

The [ASC](#) is located on each Campus and provides educational support services to students including:

- A. Computer Lab
- B. Library Services
- C. Basic Skills Testing
- D. Tutoring

STUDENT HEALTH SERVICES AT WINONA STATE UNIVERSITY CAMPUS

Registered students have access to health services at the Student Health Services at the Winona State University campus. Student Health Services is in Wabasha Hall, 101 E. Wabasha St. - 2nd floor. Phone 507-457-5160. Fees apply for some services. Their web address is <http://www.winona.edu/healthservices/>

HEALTH INSURANCE

Southeast does not carry accident and/or hospitalization coverage for students. Students are highly recommended to carry their own health insurance. Brochures for group health insurance are available in the Counseling Office. The student is responsible for his or her own health insurance. Refer to the College Catalog for additional information.

STUDENT RECORDS

A student program file is maintained for each student, including previous scholastic record, didactic and clinical evaluations, which serves as a continuing record of the student's progress throughout program. These files are maintained in a confidential manner and kept in the locked faculty's office. A permanent file of radiation monitoring is kept by the college for all students.

FACULTY MEETINGS

The instructors hold meetings on a periodic basis. If you wish the faculty to discuss a program problem, please contact a radiography program faculty member. You may also be present at the meeting if you obtain permission from the program director.

RADIOGRAPHY SKILLS LABORATORY

The on-campus Radiography Skills Laboratory is furnished with supplies and equipment which are applicable to radiography practice. The lab is also open during designated "open" hours for practice sessions. Please consult faculty on times.

RADIOGRAPHY PROGRAM POLICIES

RADIATION SAFETY

Radiography Program and its clinical affiliates operate under the radiation protection concepts of ALARA (As Low As Reasonably Achievable). This principal of employing proper safety procedures benefits both the patient and the radiation worker.

STUDENT PERSONALIZED MARKERS

Personalized student markers are required on all radiographic images the student produces in the clinical setting. Personalized markers should be used for images students produce in the laboratory setting. Program faculty will order personalized markers initially, with the cost passed on to the student through program fees. If a student loses personalized markers or would like to order additional sets, go to www.pbmarker.com to order.

RADIATION MONITORING BADGES

Students will always wear the school issued radiation monitoring badge in the school laboratory and when fulfilling clinical practice course work. Students will be responsible for security and safety of the badge. If the student reports to the clinical practice assignment without the badge, he/she will perform their clinical assignment in a non-radiographic area within the department or he/she may be sent from the site to retrieve their badge by the supervising technologist. If the student reports to the laboratory without the badge the student will not be allowed to participate in radiation experiments or activities and may not be able to complete their assignments. The badge should be worn at the collar level. During fluoroscopy, the badges should be worn outside the lead apron at the collar level. In all cases, it must be clipped to an article of clothing so that the identification information faces forward in order for it to operate correctly. The monitors are changed on a quarterly basis (every three months). Each student is responsible for exchanging the radiation badges at the end of each monitor period.

RADIATION EXPOSURE REPORTS

Following submission of the badge at the end of the 3-month wear period, the program will receive a report of radiation exposure. Radiation monitor reports, minus social security number and birth date are reviewed with students during a class period. The student will initial the badge report to confirm reviewing the document. When students are at clinical sites, the report findings will be emailed. Students will respond to the email indicating they have reviewed the report findings.

The Radiography program will use the following ALARA Investigational Exposure Level in regard to exceeding dose level limits: Dose limit is equal to .3 of the regulatory dose limit. The Radiography program provides each student with their accumulated radiation dose while in the program after the last monitor report has been received. This is anticipated to be toward the end of August of their graduating summer. Subsequent requests for accumulated exposure dose are to be made by the graduate's employer in writing to the Program Director. Radiation reports are kept for the duration of time as specified by the State of Minnesota Administrative code, which is 30 years after the student graduates.

DOSE LIMIT PROTOCOL

The radiation monitor reports are reviewed by the Radiation Safety Officer. If the student's quarterly level exceeds 300 mrem, as documented on the radiation monitoring report, the Radiation Safety Officer will meet with the student to discuss the increased exposure, to determine the cause and methods to decrease occupational

exposure. Carelessness in radiation protection will not be tolerated and repeated offenses subject the student to sanctions up to and including dismissal from the program.

RADIATION SAFETY RULES/POLICY – ENERGIZED RADIOGRAPHY LABORATORY

1. Always close both doors when making exposures.
2. Always stand behind control booth wall when making exposures.
3. Always verify that no person is in x-ray room before making exposure.
4. Always wear radiation monitor while in x-ray room.
5. Never expose any person.
6. In case of energized equipment emergency: Depress Red Emergency button on Wall by X-ray Generator Control Panel (shuts down x-ray unit).

ENERGIZED LABORATORY REQUIREMENTS

In order to facilitate "hands on" instruction in preparation and as an adjunct to the clinical experience, the use of an energized laboratory is utilized. In order to assure good radiation and general safety practices are strictly adhered to, the following policy will be enforced:

1. The energized laboratory will be inspected by the State of Minnesota Department of Health (MDH).
2. The energized x-ray equipment will have equipment performance tests completed by a registered service provider every 2 years.
3. All State of Minnesota administrative rules in regard to the operation of radiographic equipment addressing safety matters will be enforced.
4. Equipment will have a Quality Assurance/Quality Control Program for x-ray equipment in place.
5. The energized x-ray unit will be turned off when not in use.
6. Radiography program faculty is identified for all scheduled lab times.
7. At least one Radiography program faculty will be in the area when students are utilizing the equipment in lab.
8. Radiography program faculty must be in the lab area when exposures are being made.
9. Students will be given an orientation and demonstration of equipment operation and usage.
10. Students must demonstrate competency in the safe use and care of equipment.
11. Students must wear radiation monitoring badges whenever lab is in use.
12. Students must report any malfunction of equipment to Radiography faculty as soon as noticed.
13. Energized units are to be used only on phantom instructional aides. No experimentation on humans will be allowed.
14. No horseplay in laboratory
15. Students using the energized units are responsible for cleaning up of lab.
16. In case of energized equipment emergency: Depress Red Emergency button on Wall by X-ray Generator Control Panel (shuts down x-ray unit).

PREGNANCY POLICY

Any female student who suspects or has confirmed she is pregnant has the option of whether or not to inform the Program Director. Disclosure of pregnancy is strongly encouraged early during the first trimester so appropriate precautionary measures can be taken to protect the mother and fetus. If the student chooses to disclose her pregnancy, she must declare her pregnancy in writing, meet with the Program Director to discuss radiation protection practices during the pregnancy and sign the pregnancy policy form. The disclosure is voluntary. In the absence of a voluntary written disclosure, the student cannot be considered pregnant. The student has the option to withdraw the declaration of pregnancy in writing at any time during the pregnancy. The student will have the following options during her enrollment in the program:

Option #1

- a) The student has the option to withdraw from the presently enrolled radiography science course(s).
- b) Withdrawal from the Radiography course will be done in accordance with College policy.
- c) The student may re-enter the program in the next cyclic offering of radiography science courses.
- d) The student should be aware of course prerequisites and that the availability of re-entry into the program is determined by class capacity.

Option #2

- a) The student may elect to complete the presently enrolled radiography science course (s).
- b) The student will be required to wear two radiation monitors; one at waist level and one at collar level during laboratory and clinical practice course work.
- c) The collar level monitor will be worn outside the lead apron and thyroid shield.
- d) The waist level monitor will be worn under the lead apron.
- e) The student may voluntarily inform staff radiographers of her pregnant condition during clinical assignments for appropriate and safe assignment of tasks.
- f) The student may withdraw from the program at the completion of the radiography science course.
- g) The student may re-enter the radiography program in the next cyclic offering of radiography science courses, at the point in which she withdrew.
- h) Availability of re-entry into the program will be determined by class capacity.

Option #3

- a) The student may elect to continue with the Program curriculum up to the point of delivery, and will be required to wear two radiation monitors – one at waist level, and one at collar level during laboratory and clinical practice course work.
- b) The collar level monitor will be worn outside the lead apron and thyroid shield.
- c) The waist level monitor will be worn under the lead apron.
- d) The student may voluntarily inform staff radiographers of her pregnant condition during clinical assignments for appropriate and safe assignment of tasks.
- e) After delivery, the student will be re-admitted to clinical practice only with written consent of the student's physician.
- f) It is advisable that the student contacts her advisor and course instructors to make arrangements in making up instructional hours missed due to delivery and convalescence. This should be done to ensure completion of the clinical competencies and radiography science course requirements. If enrolled in a clinical practice course, the total hours of course work (including assigned hours and makeup hours) cannot exceed 40 hours per week.

Once pregnancy is declared, the radiation monthly reading for the fetal monitor cannot exceed 50 mrem per month, and cannot exceed 500 mrem during the duration of her pregnancy. If the monthly reading exceeds 50 mrem, the student will meet with the Program Director regarding methods to reduce exposure from ionizing radiation.

Failure of a student to notify the Program Director immediately upon detection of the pregnancy will delay implementing special radiation protection measure. The importance of strict radiation protection during pregnancy cannot be overemphasized.

The radiography program faculty will counsel students but has no responsibility for the decisions made by students regarding educational choices if they become pregnant while enrolled in the Radiography program setting.

PERSONAL COMPUTER POLICY

Students are required to own a personal computer that is in good working condition and have internet access. If you cannot afford a personal computer please reach out to the Academic Support Center. The computer is to have the capacity to create word documents that are compatible with Windows. Students are expected to have computer skills to access email, create word documents, create Power Point presentations and access/navigate the Brightspace D2L learning management system.

CELL PHONE POLICY

The use of cell phones or any other electronic device is prohibited during classes and clinical practicum. These devices must be turned off and placed in a secure place and used only during lunch or breaks. Check the clinical site's policy regarding cell phones. If the student must be available for emergency calls related to their family, they must provide an alternative phone number to the appropriate area. When on campus: Front Desk, 507 453 2700. In the clinical setting, have family members contact the Radiology receptionist or supervisor.

RADIOGRAPHY PROGRAM GRADING/EVALUATION POLICIES

A. All radiography courses must be passed with a grade of "C" or higher.

A.All radiography courses, including clinical, are graded A-F.

A = 93 – 100 %

B = 86 – 92 %

C = 78 – 85 %

D = 70 – 77 %

F = 69 % or below

B.All Radiography core course grades will be weighted by the total percent of student achievement in testing (quizzes and final exam) at 85%. The other 15% will be determined by the instructor.

C.The cumulative theory grade, including unit exams, projects, and the comprehensive final, must equal 78% or greater to successfully complete the course. If a 78% cumulative grade is not achieved, then a "D" will be the best grade that may be given for the course.

D.A minimum cumulative GPA of 2.0 is required on all course work taken at Minnesota State College Southeast in order to qualify to progress through the radiography curriculum. A minimum grade of "C" is required in all radiography and required general education courses.

E.Tests are reviewed immediately after they are given (whenever possible) in a designated timeframe and any clarification/dispute regarding test questions must be done in writing within one week following the day that the test is available for review.

B. Radiography courses which have a skill or lab component include the following criteria:

A.All skills must be passed successfully to complete the course.

B.Criteria for successful completion of skills test-outs will be provided by the course instructor.

C. The cumulative exam grade, including unit exams, quizzes, and the comprehensive final when given, must equal 78% or greater to successfully complete the course.

C. Late Papers/Assignment Policy

A. Students are expected to turn in assignments at the scheduled time.

B. If unable to submit an assignment at the scheduled time, students must call or e-mail their instructor prior to the assignment due date.

C. An alternative version make-up assignment may be given.

D. If all assignments for a course are not completed, the student will receive an “F” for the course.

D. Late Exam Policy

A. Students are expected to take test/exam/quiz at the scheduled time.

B. If unable to take the test/exam/quiz at the scheduled time, students must call or e-mail their instructor prior to the test to report their absence.

C. An alternative version make-up test/exam/quiz may be given.

D. Exams may be taken early, with faculty approval, based on faculty and proctor availability.

Points will not be deducted on exams taken early.

E. If all tests/exams/quizzes for a course are not completed, the student will receive an “F” for the course.

E. Incomplete Grade Policy

A. Deadlines for completing all radiography courses are the dates specified on the course calendars

B. A grade of Incomplete (I) may be given at the discretion of the instructor, following Southeast’s Incomplete Grade Policy (refer to the current Southeast College Catalog).

F. Letter of Concern

A. A Letter of Concern may be issued to a student for unsatisfactory progress in a radiography course and/or noncompliance with Radiography program policies.

B. Two (2) Letters of Concern in one semester or three (3) Letters of Concern throughout the Radiography program will result in the student being exited from the program.

G. Performance Contract

A. Students may be placed on a Performance Contract by the faculty or Dean for unsatisfactory progress in courses or unsafe practice in the clinical setting.

B. The program director and/or instructor and the student will meet to discuss issues of concern and write the Performance Contract.

C. The Performance Contract will include criteria for the student to achieve, instructor conferences to evaluate progress, time frames, and date of completion of performance

D. If student performance does not improve or new issues of concern arise, the result may be student failure of the course.

POLICY ON STUDENT CONDUCT

Minnesota State College Southeast believes that every student is accountable for his/her individual behavior, especially as it imposes on the freedom, rights and safety of another individual or to the extent that it has an impact upon the atmosphere and environment conducive to the educational mission of the college community. Within this context, special kinds of behavior are judged to be unacceptable and may serve as a basis for

disciplinary action which may result in reprimand, suspension, or expulsion. Unacceptable behaviors are described in the Southeast catalog.

RADIOGRAPHY PROGRAM POLICY ON STUDENT CONDUCT

Radiography is a profession where personal integrity and honesty are considered essential attributes of the individual. The following are examples of unprofessional behavior judged to be unacceptable for the Radiography student at Minnesota State College Southeast. These behaviors include but are not limited to the following:

1. Not reporting errors or omissions in patient care (e.g. miss marked exams).
2. Stealing from patients, hospitals, and/or college or fellow students.
3. Sharing confidential information with unauthorized persons.
4. Forging official documents.
5. Giving information about test items to others, or other behavior indicative of “cheating” or academic dishonesty.
6. Submitting written work that is not your own.
7. Lying about anything related to or associated with your activity or responsibilities when operating as a Southeast Radiography student.
8. Physical or verbal abuse of any person.
9. Use, possession, or distribution of illicit drugs, and use of alcohol on campus or in the clinical settings.
10. Not permitted on campus or in the clinical settings are: firearms, explosives, dangerous chemicals, switchblade knives, etc.
11. Sharing of pornographic materials or sexual misconduct by any means both on campus and at the clinical setting.

Note: Radiography faculty has the discretion and authority to immediately remove a student from clinical if alleged misconduct compromises patient safety. This action will be investigated and immediate dismissal from the program may result.

STUDENT GRIEVANCE PROCEDURE – SCHOOL

Students wishing to file a complaint or grievance involving a student, employee, school policy, or school procedure are requested to follow the steps listed in the online [Student Handbook](#), listed under [Policy 112: Student Complaints and Grievances](#).

STUDENT GRIEVANCE PROCEDURE – CLINICAL

Students wishing to file a complaint or grievance involving a problem occurring at the clinical setting are requested to follow the steps outlined in the online Student Handbook.

If the individual is unable to resolve the complaint with program/institution officials or believes that the concerns have not been properly addressed, he or she may submit allegations of non-compliance to the JRCERT.

RADIOGRAPHY APPEAL PROCESS

The Radiography appeal process is used for the two (2) following reasons:

- a. Incident that puts the student or others at risk and goes against policies stated in this handbook (exception to program policy)
- b. Course failure (readmission)

See separate appeal processes below.

EXCEPTION TO PROGRAM POLICY—POLICIES AND PROCEDURE

POLICIES

Note: Exception is defined as an instance that does not conform to a Radiography Policy.

2. Students must APPEAL to be considered for exception to a program policy.
3. All Appeals for Exception must occur within the semester of the policy violation.
4. Students must meet with the Radiography program director to initiate and complete the Appeals Form and turn in to the College Counselor.
5. Students may appeal for policy exception if they have extenuating circumstances for policy violation.

PROCEDURE

1. The student will meet with the Program Director to begin the appeal process
2. The Program Director will advise and assist with completion of the form. Signatures from the PD and student are required.
3. The student will be directed to meet with the College Admissions Counselor who will write a readmission contract with the student.
4. The College Admissions Counselor will then return the completed form to the Dean of Nursing/Allied Health.
5. The Dean of Nursing/Allied Health will place the appeal(s) on the agenda for the next Progression Committee meeting.
6. The Progression Committee will act on the appeal.
7. A copy of the decision will be given to the student and another to the Radiography program director to be placed in the student's file.
8. The student will meet with the program director to discuss options.

PROGRESSION COMMITTEE

For safe and effective performance, students are expected to comply with the stated policies of the technical college, the radiography program and its associated facilities. Students are responsible for their performance. Students are legally responsible for their clinical performance and will render radiography care within the stated clinical objectives and safety guidelines of each clinical rotation as mandated by the ARRT code of ethics and standard practices.

Any incidence of unsatisfactory behavior will result in a written warning, incident report or performance contract which could result in probation or exit from the program depending upon the critical nature of the incident. Unsatisfactory behavior is student performance/behavior that is determined by the instructor to be unsafe, unethical, or non-compliant with course objectives and policies set forth by the school and/or the clinical facility.

When such an incident occurs, the program director and dean of nursing/allied health may initiate a progression committee meeting. The student is notified and may submit a statement to the committee. The multidisciplinary Progression Committee will review the student incident and make recommendations for follow-up action. Once recommendations are provided by the committee; the student is asked to sign the report and is then given a copy

of the meeting report. The progression committee consists of faculty (both radiography and non-radiography), administration and support staff.

If a student wishes to challenge the decisions of the progression committee, they may proceed through the College Appeals Process (see Southeast Course Catalog or below). Any incident of alleged misconduct may also be subject to an investigation by the College's Judicial Affairs Office as deemed appropriate.

READMISSION POLICIES AND PROCEDURES

POLICIES

Readmission is defined as reentering the Radiography Program.

1. Students who are unsuccessful in the first semester will need to reapply to the Radiography program to start with the cohort within one year of the unsuccessful semester. Scoring will be done in the same manner as for all other applicants. If the student is accepted to the program they will be required to repeat the courses they were unsuccessful in.

In addition to the above policy returning student MUST comply with the following below:

2. Students must APPEAL to be considered for readmission.
3. All Appeals for Readmission will occur following the end of the semester.
4. Students must initiate and complete the Appeals form and submit to the college counselor.
5. Students must appeal for a readmission date within one year of leaving the program (the time between leaving the program and being readmitted to the program cannot exceed one year).
6. Students may be readmitted ONE TIME ONLY.
7. Students must meet the following ELIGIBILITY CRITERIA for readmission:
 - A. A test will be necessary to assess student's aptitude of the didactic courses and clinical competencies previously learned to reenter the radiography technical program sequence. This will be accomplished through various assessment strategies which may include written, online and practical testing in the radiography laboratory.
 - B. The current prerequisites for the radiography semester/course into which readmission is sought (see Southeast College Catalog).
 - C. All other Radiography program requirements to include; a current background check and CPR certification along with up to date immunizations.
 - D. A cumulative GPA of 2.0.
8. Readmission will be granted on a SPACE AVAILABLE BASIS ONLY. Meeting the Eligibility Criteria does not guarantee readmission. The determination of "space available" will be made at least one week to the first day of the semester for which readmission is sought. The Dean of Nursing/Allied Health in consultation with faculty will determine space availability.

PROCEDURE

- Step 1: APPEAL FORM is completed and submitted to the college counselor at least one semester prior to the course/semester for which readmission is being sought.
- Step 2: College Progression Committee acts on the appeal and, if it is accepted, writes the READMISSION CONTRACT. (Page 2 of the Appeal Form)
- Step 3: READMISSION CONTRACT is signed by student.
- Step 4: Objectives stipulated in the READMISSION CONTRACT are fulfilled by the student.
- Step 4: READMISSION to the radiography course is granted on a SPACE AVAILABLE BASIS. Students will not be allowed to register until they receive clearance from the Program Director.
- Step 5: Radiography Program requirements (e.g. current Mantoux) and completion of a background study form must be met by specified deadlines before student is eligible to begin the radiography course.

SPECIFIC ATTENDANCE POLICIES

LECTURE

1. Regular class attendance is essential for success in the Radiography program. Excessive absenteeism (over 20% of course hours) will result in failure of the course.
2. If the student will be absent for a lecture or lab session, please contact the course instructor. In the case of an anticipated extended absence, the student must notify the course instructor.
3. If a student has missed a lecture, it is their responsibility to notify the instructor to obtain missed assignments. DO NOT rely on other students to provide this information.
4. If an absence is anticipated due to personal reasons, it should be discussed with the instructor prior to the time of absence.

LABORATORY

1. Laboratory experiences are necessary learning experience and attendance is required.
2. Laboratory experiences cannot be made up; therefore, if a student misses lab they will be behind in the course work.

EMERGENCY PROCEDURES

In the event of an emergency while on campus refer to the Emergency Procedure flip chart located in each room. In the event of an emergency while at a clinical site refer to the facilities emergency procedures.

RADIOGRAPHY COURSES

Each semester students will take radiography courses that encompass both radiography theory and practice. Students will acquire knowledge about radiography via lecture, e-learning, case studies, small group discussions, laboratory and a variety of teaching resources. This knowledge will be applied in both on-campus and clinical practice settings.

COURSE MATERIALS

At the beginning of each semester, students will receive a course outline and syllabus for each radiography course in which they are registered. The course textbooks and online modules are required and may be purchased from the Southeast Bookstore. Additional course material will be distributed by instructors or their designee. Most courses are managed through the Southeast learning management system D2L Brightspace website. Some courses may utilize other learning management systems, as well.

OFFICIAL PROGRAM COMMUNICATION SYSTEM: D2L Brightspace

All current courses (didactic and clinical) are listed on the D2L Brightspace website. It serves to communicate such things as program announcements, changes in course schedule, changes in assignments, schedule corrections, and program information pertinent to all students. All students are held responsible for information posted on D2L Brightspace. It is strongly advised that you access and read the messages posted daily.

All currently registered radiography students will have access to the Radiography General Course Site each semester. The Radiography General Course Site will be accessible throughout the academic year including summer. This site is primarily used so students can check on their health form status, such as TB, immunizations, hepatitis vaccine, CPR, background check etc.

**** Note:** Students who are not registered in classes where the General Radiography course site is updated will need to contact faculty individually for course/program information.

E-MAIL COMMUNICATION

Email is the primary means of communication at Minnesota State College Southeast. The Radiography faculty communicates program and course information regularly via e-mail. Currently registered students have an Southeast student e-mail account. Students are responsible for information transmitted to them via e-mail from Southeast Radiography instructors and staff. To access this e-mail account, go to the Southeast website.

WRITTEN ASSIGNMENTS

Grading criteria for written assignments will be identified in each individual course. Due dates will be identified on the syllabus and/or learning schedule. Since care, precision and skill in composition are an important part of Radiography, points may be lost for inaccuracies in spelling, grammar and punctuation, for poor logic, lack of clarity and incorrect information. APA format will be required.

FIELD TRIPS

Class field trips may be scheduled during the course of the program. They are intended to enhance education and be professionally enlightening. All students are encouraged to attend class field trips. Associated costs will be announced well in advance and may be offset by funding available through the college or by fund-raising efforts through the Rad Club. Participation in the Wisconsin Association of Educators in Radiologic Technology (WAERT) student spring symposium is available to second year students.

RAD CLUB

Rad club is a sponsored club at Southeast. It is a great way to get involved in social and civic events. Each year, officers will be chosen to facilitate meetings, fundraisers, and attend Student Senate. Participation is encouraged. Funding raised during the year will off-set attendance costs of the WAERT Student Symposium. It will be at the Rad Club advisor's discretion how to disperse any remainder of monies earned during the year as long as the minimum requirement is maintained.

PART-TIME JOBS

The faculty realizes that most students will be employed part-time while attending school. However, students must make every effort to attend classes and clinical assignments in order to complete their academic obligation. Students should make their academic education a priority and work with their employers to accommodate their specific schedules. Students may not work ≥ 6 hours immediately prior to a scheduled clinical experience as this is considered unsafe practice. Lack of attendance due to part-time employment may negatively affect the student's academic success.

CLINICAL PREREQUISITES

The Southeast Radiography program requires all radiography students to meet the following obligations in order to be eligible to participate in didactic AND clinical practice courses. **It is the student's responsibility to maintain compliance.** If any of these requirements expire, the student is no longer eligible to participate in didactic courses or clinical experience until they have updated these requirements and provided proof of completion to the Radiography Program Director. Noncompliance in any category listed below will result in a

five (5) percent deduction from the student's clinical grade and time missed due to ineligibility will need to be made up. A grade deduction in didactic courses due to noncompliance is at the discretion of the instructor.

- A. Current Background check. This is submitted to the Radiography Clinical Coordinator and the required fee is incorporated into course fees for all Minnesota background checks. Background checks expire annually, however, some clinical sites require a new background check within 60 days of attending their site. If a student is attending a clinical site which requires a separate caregiver background check for Wisconsin or Iowa, the student will be required to obtain the background check and submit it to the clinical site at their own expense within 60 days prior to the clinical start date. The Radiography Clinical Coordinator will provide background check web site information for Wisconsin and Iowa to students when needed. If any changes in background information disclosure are incurred, i.e.: felony or misdemeanor during the two year program, the student must notify the program director immediately.
- B. Current CPR for Healthcare Providers or CPR for the Professional Rescuer (expires every 2 years)
- C. Current TB (Mantoux test). (Expires annually)
- D. Safety training may be required per clinical site protocol
- E. Annual Flu Shot
- F. Current Tdap

All assigned clinical hours are needed to fulfill the course requirements. Attendance at all clinical rotations is mandatory. Clinical situations in which illness, family emergency, or any extenuating circumstances prevent a student from attending clinical, those hours must be made up. Clinical rotation assignments enable the student to “hone” skills as a radiographer and absenteeism will cause the student to fall behind in obtaining clinical competencies. For clinical courses, failure to obtain the minimum number of required clinical competencies will result in course failure, and therefore dismissal from the program. Please be aware that the clinical sites view clinical rotations as an opportunity to “audition” future employees. Also, clinical rotations provide the student with an opportunity to “audition” a potential future employer.

Students are required to attend all scheduled clinical education days unless any of the following circumstances apply:

1. Minnesota State College Southeast is officially closed for a holiday.
2. Minnesota State College Southeast is officially closed for the day due to weather conditions.

INCLEMENT WEATHER POLICY

If the student's clinical site is in another school district, and this district has cancelled classes for the day, the student will **not** be required to attend clinical that day.

If the school district the student's clinical site is in has a scheduled late start due to weather, the student is allowed to follow the late start guidelines for reporting to clinical.

- Example: If the school district is starting classes at 10:00 the student would report to clinical at 10:00.

CLINICAL COURSE POLICIES

The radiography program reserves the right to exit a student at any point in the program for unsafe or unethical clinical behavior or performance, or for a violation of the Code of Conduct at a clinical site.

CLINICAL EDUCATION PURPOSE

Clinical education is an integral part of the curriculum. It is during the clinical education component, the student is provided the opportunity to apply the knowledge and skills learned in the classroom/laboratory setting to actual patients. Through various clinical rotations, the student will work with a variety of patient types, various hourly shifts and explore other modalities within the profession in addition to radiography. Radiology departments have patients 24 hours per day, 7 days a week. The Clinical Coordinator will provide a general schedule. Each student will be required to complete a total of six weeks of off-hour shifts (e.g. evenings, nights, weekends). The variety of shifts may help students gain valuable experience in trauma, surgery, and other types of patient situations that are not encountered during the normal work day. It is understood that students will not replace clinical staff, and the off-hour shifts will not exceed 25% of their scheduled clinical time.

CLINICAL PROCESS

Observation and application of radiologic positioning, radiographic procedures and radiographic techniques are attained by students at various clinical facilities. These experiences may be conducted under the supervision of clinical staff radiographers, college instructors, and radiologists. Students will be assigned to specific radiographic rooms or imaging areas working one on one with registered radiologic technologists to observe and participate in the activities and exams being performed. Once students have experienced and applied their positioning and exam knowledge sufficiently, they may attempt to perform an exam competency on a patient. When the clinical exam competency has been achieved, students are expected to maintain competent performance of that skill for the duration of the program. In any clinical term, the college instructor or Clinical Instructor (CI) may request a student to perform a radiographic exam previously mastered under the direct observation. At any point within the program that the student regresses to unacceptable competency performance in a previously mastered skill, the competency will be removed. After remedial activities assigned to the student by the instructor or CI are completed, the student may again attempt competency on a patient.

HIPAA TRAINING (HEALTH INFORMATION PORTABILITY & ACCOUNTABILITY ACT)

While attending clinical assignments, students will have access to information regarding a patient's medical information. This information is private and protected under the Health Insurance Portability and Accountability Act. Students are expected to maintain confidentiality in a professional manner and any breach of patient confidentiality will result in dismissal from the Radiography program. When completing log sheets, no patient identifiers will be recorded, and only the patient ID or accession number will be documented on competency forms. At no time will specific information about patient interaction be discussed by students outside the clinical setting. Basic information related to HIPAA information is discussed during the Introduction to Radiologic Science course. Clinical sites may require specific training on patient confidentiality and will be administered according to each clinical setting protocol.

DIRECT / INDIRECT CLINICAL SUPERVISION AND REPEAT POLICY

All radiographic images produced by students will have those images checked for quality control purposes by a qualified radiographer. A qualified radiographer is an individual who is credentialed in radiography by the ARRT.

In accordance with the JRCERT Standards for an accredited educational program in Radiologic Sciences, the policies for direct and indirect supervision and their relation to image repeats follows:

1. **Direct Supervision**

Direct supervision assures patient safety and proper educational practices. Direct supervision exists when a qualified radiographer is working with a student in the radiographic room or is observing the student perform a radiographic exam from the control panel area.

The qualified radiographer 1) reviews the procedure in relation to the student's achievement, 2) evaluates the condition of the patient in relation to the student's knowledge, 3) is physically present during the conduct/performance of the procedure, 4) reviews and approves the procedure and /or image. Direct supervision is utilized whenever:

- A. the student has not yet successfully passed clinical competency testing on that particular exam/procedure.
- B. The student is repeating the radiograph. (see #3 below)
- C. The student is performing mobile or bedside radiography procedures only under the direct supervision of a qualified radiographer regardless of the level of student achievement.

2. **Indirect Supervision**

Indirect supervision promotes patient promotes safety and proper educational practices. Indirect supervision exists when the qualified radiographer is immediately available to assist the student regardless of the level of student achievement. The qualified radiographer's presence can be in an adjacent room or location to where the radiographic procedure is being conducted/performed.

Indirect supervision is utilized whenever: the student will perform examinations under indirect supervision only after successfully completing clinical competency testing on that particular exam/procedure.

3. **Repeat Radiographs/Image Projection**

The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. All images performed of radiographic exams will be evaluated by a qualified radiographer. The qualified radiographer will evaluate the student's finished radiographs as satisfactory or unsatisfactory. If unsatisfactory, the qualified radiographer will discuss the reason causing the unsatisfactory radiograph and the corrective measures that will be taken to obtain appropriate image quality with the student. *Repeats of unsatisfactory radiographic images will only be performed in the physical presence of a qualified radiographer who must approve the student's procedure prior to re-exposure. (This is Direct Supervision).*

- 4. All radiographs, regardless of the level of student competency, will be reviewed and approved by a qualified radiographer.
- 5. All images where a student is **directly** involved with **producing** the radiograph (whether under direct or indirect supervision) shall have that student's personal identification marker visible on all images
- 6. **Students may be expelled from the program if they do not follow the direct and indirect supervision and direct supervision for repeating unsatisfactory images policies.**

RADIOGRAPHIC EXAMINATION CLINICAL COMPETENCY PROCEDURES

All students attempting clinical competency will follow the procedures listed below:

- 1. The student will inform the supervising registered radiographer or faculty of a competency attempt, and will provide the proper competency form prior to the radiographic exam.

2. The student is responsible for filling out part A of the competency form completely. Failure to document **the exposure technique** and the **exposure indicator** on the competency form will result in an unsuccessful competency attempt and the student will be required to attempt the comp at another time.
3. The registered radiographer or faculty member will evaluate the competency attempt from start to finish, using Part B of the competency form.
4. If the student attempts a competency and is not successful. The Clinical Instructor/faculty member will write “**attempted**” across the competency form and the student is to return the form to the Clinical Coordinator. Unsuccessful competency attempts will not count against the student.
5. The Clinical Instructor or Clinical Coordinator will go over Part C of the competency form with the student. At that time, competency will be granted provided the student satisfactorily completes all competency criteria.
6. A college faculty member may evaluate the images and competency criteria with the student on a “spot check” basis. At that time, the student will bring to the faculty member the competency form and images of the exam.

These procedures will be strictly adhered to and the faculty throughout the academic term will track the student’s competency progress. Examination competencies previously granted in preceding academic terms will be scrutinized and if maintenance of skill level is not adequate the competency will be withdrawn. If withdrawn, the student is required to produce a new competency attempt under the above-stated procedures. Clinical competencies **can only** be obtained during the **student’s assigned** clinical rotations.

Student’s personal **left** or **right** marker must be placed on the IR at the **time of exposure and visualized on the image**. Failure to use a personal marker will result in an unsuccessful competency attempt

RADIATION PRACTICES-STUDENT

1. The student, as a radiation worker, will apply proper radiation practices and policies consistent with clinical policies and the scope of practice in Radiography.
2. Students will stand behind the lead lined control area when making an exposure.
3. All doors must be closed to each radiographic room for all examinations.
4. When assisting for fluoroscopic procedures, the students must wear a lead apron and should remain at least two feet away from the x-ray table during fluoroscopy. Other radiation protection devices, such as thyroid shields, leaded gloves and glasses and portable lead shields, may be available and utilized whenever applicable.
5. When performing portable examinations, students must stand at least six feet from the x-ray source and wear a lead apron when the exposure is being made. If the student is not making the exposure, he/she must leave the room.
6. No student will perform a radiographic exposure on any person that has not been ordered by a physician.
7. Students are to refrain from holding patients during an exposure.
8. Students are prohibited from holding image receptors during any radiographic procedure.
9. Radiography of human beings is not permitted in the school laboratory.

RADIATION PRACTICE-PATIENT

Prior to any radiographic examination being performed during clinical practice, a licensed practitioner must provide a proper prescription for the exam ordered. This must be written and include the patient’s name, ordering physician, examination to be performed and indications. Any questions about the order should be directed to your supervising technologist or staff radiologist.

Prior to the patient being radiographed, the student, under the guidance of a staff technologist or instructor, will follow these steps:

1. Verify the identity of the patient in accordance with the department's protocol.
2. Explain the procedure requested to the patient.
3. Obtain and correlate patient history.
4. Check for patient pregnancy.
5. If the information correlates, the examination may be performed.
6. If any information does not correspond, check with the ordering practitioner or physician, nursing floor, or a radiologist.
7. Female patients of childbearing age are to be asked if there is any possibility of pregnancy. In the event of possible pregnancy, the patient's physician will be consulted prior to the patient being imaged.
8. The radiation field is to be collimated only large enough to include the anatomical part being radiographed. Radiation field size must never exceed image receptor or part size as defined in the positioning textbook. Exposure factors must produce the minimum amount of exposure needed to obtain a diagnostic radiograph.
9. Gonadal shielding will be used on all patients unless such shielding obscures essential diagnostic information.
10. All clinical radiographs are to be carried out under direct supervision of a qualified radiographer prior to the student achievement of competency.
11. All clinical radiographs are to be carried out under indirect supervision of a qualified radiographer after the student has achieved competency.
12. Students are to perform mobile or bedside radiography procedures under the direct supervision of a qualified radiographer regardless of the level of student achievement.
13. If a radiograph needs to be repeated, under no circumstances is any student to perform the repeat study without the direct supervision of a qualified radiographer. *There is no exception to this policy.*

CLINICAL ABSENCE PROTOCOL

If the student must miss any portion of a clinical rotation for any reason, he/she must call the following individuals no later than 30 minutes prior to the scheduled clinical start time. Failure to notify the 1) Clinical Coordinator and 2) the assigned clinical site of any absence will result in a five (5) percent deduction from their final achieved clinical grade per absence/occurrence.

1. Notify the clinical site, and speak with the Clinical Instructor (specific phone numbers are located on your clinical schedule) 30 minutes prior to shift start.
2. Notify the Clinical Coordinator or other designated faculty member per clinical course syllabus.
3. In the event the student leaves their assignment early, they need to inform a clinical staff member and the Clinical Coordinator.

ACCIDENTS OR ILLNESS DURING ASSIGNED CLINICAL ROTATIONS

Any accident or illness that occurs during an assigned clinical practicum rotation must be reported to the Clinical Instructor or designee. In cases where emergency services must be rendered, the student will be taken to the nearest hospital emergency room. Any treatment necessary will be administered at the hospital with the consent of either the student or parent/guardian. If an injury should occur, an incident report form must be filled out at the affiliation site and placed on file at school. Additionally, the college "accident and procedure" will be adhered to. The student is responsible for all costs related to treatment.

When a student becomes ill or is physically unable to participate in the clinical course for three days or more, the program requires a note from the doctor prior to coming back to the clinical setting that specifically states “_____ (student name) is able to fully participate in clinical experience without limitations and/or restrictions”.

The Radiography faculty will evaluate extended or frequent illness absences. A possible meeting including the Dean of Nursing/Allied Health, the student and the faculty member directly involved may be necessary to initiate a performance contract.

Students will be excused from class or clinical for three (3) days upon the death of an immediate family member such as parent, grandparent, sibling, spouse, child or grandchild. Any time beyond three days will need to be made up and may require a doctor’s note and signature to be considered an excused absence. Students will be excused from class/clinical up to one (1) day to attend the funeral of an extended family member. If a student desires to attend a funeral for any other person, the clinical time and/or assignments will need to be made up. A student must email or show proof of the family members passing. Such as an obituary, death certificate etc. to be excused for bereavement.

MAKEUP TIME FOR ABSENCES

All unplanned absences, such as, illness, sick child, car trouble, etc. will require the student to fill out a makeup form and have it signed by the Clinical Instructor and turned in to the Clinical Coordinator within two (2) days of returning from the absence. For the safety of students and patients, making up missed clinical time may not exceed 10 hours/day and/or 40 hours/week.

Failure to turn in a makeup form within two (2) days of returning from the absence will result in a final grade deduction of five (5) percentage points per absence.

NOTE: Radiography Program policies are subject to change at any time. Students will be notified of changes in policy prior to or at the time of the change. Students may appeal any radiography policy if EXTENUATING circumstances exist.

STANDARD PRECAUTIONS POLICY STATEMENT

Because many people who carry highly infectious pathogens (e.g., hepatitis A & B, or HIV virus etc.) may not be aware of it, all students and faculty will strictly adhere to this policy. These safety guidelines are designed to protect the students, faculty, and patients from the spread of infectious diseases.

1. Hand hygiene is essential in protecting the patient and oneself. Use hand sanitizer after every encounter with a patient and equipment.
2. Hands are to be washed after several applications of hand sanitizer, before and after using the restroom, before eating, and immediately after any possible contamination.
3. Wear gloves and proper personal protection equipment (PPE) at all times when working with patients where blood/body fluids are evident or likely; i.e., open wound trauma, enema tip insertion, IV injection, excretions, or respiratory precaution.
4. Wear gloves when wiping blood/body fluids from equipment. Use appropriate cleaning chemicals.
5. Dispose of linens soiled with blood and body fluids in appropriate containers.
6. All infectious needles, tubing, etc., need to be placed in puncture-proof containers. Do not recap needles.
7. All injuries and splashes must be reported to the supervising technologist and the Radiography program Clinical Coordinator.
8. Any splash of body fluid entering a mucous membrane (eye, nasal passage, and mouth), open cut or wound shall be reported immediately to the supervising technologist. If occurrence at school, student will be referred to the Student Health Services at WSU. The Southeast accident report and procedures will be

followed. If occurrence at clinical site, student will be sent to the clinical health service or appropriate treatment facility for evaluation and treatment.

DRESS/GROOMING CODE

The personal appearance and demeanor of the Southeast Radiography Program students reflect both the school and program standards and are indicative of the student's interest and pride in his/her profession. The Clinical Instructor will send any student home reporting to the clinical assignment in improper uniform or attire, in soiled or untidy uniform, and or dirty shoes. They will notify the Radiography Clinical Coordinator/Program Director and the entire shift will need to be made up per clinical absence policy. Southeast Radiography program students will wear their uniform for all clinical assignments or when officially representing the college for a designated occasion. Information on ordering the uniform is provided to students during the radiography orientation session prior to beginning the radiography program.

The following criteria apply whenever wearing the standard clinical uniform:

1. Approved radiography scrub-type uniform (hunter green scrub tops and pants), with school emblem patch neatly sewn on left sleeve. Exception, if assigned to surgical rotation and wearing a surgical lab coat.
2. Name badge - visible to the public, and identified as Minnesota State College Southeast.
3. A Southeast photo ID badge, which identifies the individual as a Radiography student from Minnesota State College Southeast, must be worn on the uniform whenever the student is in the clinical setting in a student capacity. The only exception to this is if the clinical site requires the student to wear a badge with their logo on it.
4. Personalized lead markers – must be in student's possession during clinical experience. If student fails to have name tag, radiation monitoring badge and/or personal markers, they will be sent home to get them.
5. Shoes - clean white tennis, running, or cross trainer type shoes or neutral color. Dirty, dingy or torn shoes are not permitted. Open toed shoes and high heeled shoes are not allowed. White clogs with a back strap are acceptable.
6. Hair must be clean, neat and odor-free. Long hair must be secured in such a way to prevent falling in front of face, or other manner offensive to patients and compromising clean or sterile fields.
7. Face must be clean-shaven or have beard/mustache that is clean and neatly trimmed.
8. Attire - cleaned and pressed uniforms. Wrinkled and dirty uniforms are not acceptable.
9. Pants - School uniform. Waistbands may not be rolled down or worn lower than undergarments. Pant legs will not be cuffed, or rolled up above socks or shoes or tucked in socks above shoes. Pant legs will not be allowed to drag on the floor as this is against hospital policy for infection control. No stirrups, tight fitting pants or painter's pants allowed. No stretch or sweat type pants are allowed.
10. Tops – School uniform. The tops must be long enough such that when the arms are raised or one bends over, no skin is visible below the top. If you tend to be cold, consider purchasing a long-sleeve scrub jacket. No sweatshirts allowed.
11. Socks/stockings - white/beige/hunter green only.
12. If a T-shirt is worn under the uniform top, it must either 1) not show below the uniform sleeve, or 2) must reach the wrist. T-shirts, if worn, will be white or the same color green and not contain logos or writing. T shirt will not hang below uniform top.
13. Finger nails must be kept neat and reasonably short. If nail polish is worn, only conservative light colored nail polish is allowed and polish may not be chipped or unattractive. No artificial fingernails are allowed during clinical practice assignment, as the possibility of fungal infection is a concern in patient care situations.

14. Only small, stud-type earrings may be worn in ear lobe and are limited to two (2) small post earrings per ear. Large, dangling and/or hoop earrings are not allowed. Other jewelry is limited to one ring and watch or medical alert bracelet.
15. Limit of one ring per hand. (from Tomah Memorial)
16. All tattoos must be covered and not visible.
17. Nose, cheek, tongue, lip or other oral/facial jewelry of any kind, are not permitted.
18. Underarm deodorant may be used but no colognes, perfumes, scented lotions or aftershave lotions are allowed. Strong fragrances may be offensive to ill patients. Body odor is offensive to everyone.
19. Students who smell of cigarette smoke, alcohol or body odor may be sent home at the discretion of the Clinical Instructor or faculty.
20. Gum chewing is not allowed at the clinical site during clinical practice.
21. Safety and patient care concerns are the primary issues in the follow-through of this policy.

ENFORCEMENT OF DRESS/GROOMING CODE POLICY

- A. One initial warning regarding dress code infractions will be given.
- B. Faculty reserve the right to send a student home if not in compliance with the clinical dress code upon arrival to the facility. In such a case, the clinical time must be made up.
- C. The second or subsequent infractions will also result in a Letter of Concern.

STUDENT CLINICAL PERFORMANCE EVALUATION

Students will be evaluated periodically by radiographers at the clinical site. Student performance evaluation is based upon specific levels of technical and professional competency, and provides an opportunity for guidance and assistance when student improvement is deemed necessary. All evaluations are reviewed by the student and the program faculty/advisor. Clinical personnel and students are encouraged to complete the form together to clarify any areas of concern. A rating that is questioned by the student should be discussed with the evaluator. Differences not resolved at this point should be directed to the program faculty/advisor at which time a conference, including the persons involved in this matter, will be held.

STUDENT RESPONSIBILITIES FOR CLINICAL COURSES

1. Maintains a current Radiography Health Record, TB Mantoux (Chest X-Ray), Flu Shot, Covid-19 Vaccination and CPR on file in the Radiography student clinical file.
2. Has successfully completed all radiography and general education courses that are prerequisites for a clinical course.
3. Attends scheduled clinical sessions off campus.
4. Arrives on time. Arriving late or leaving early is strongly discouraged.
5. Is awake, alert, and fully engaged in clinical experience (e.g. participating in exam even if competency has been obtained).
6. Does not work a ≥ 6 hour personal job shift immediately prior to a clinical shift.
7. Adheres to Southeast Radiography program's Dress/Grooming Code.
8. Takes breaks/lunch according to facility protocol and asks permission when leaving assigned area. (e.g. 15 minute breaks; 30 minute lunch. Omitting breaks may not be used to shorten day)
9. Notifies instructors and facility if ill, late, or unable to come for clinical experience 30 minutes prior to start of the scheduled experience as per policy.
10. Provides for physiological safety (e.g. practices hand hygiene, principles of infection control (use of PPE), uses equipment and proper patient transport skills, meets patient needs for comfort and modesty.
11. Provides for psychological safety (e.g. is respectful, kind, does not cause patient anxiety).

12. Implements steps of the radiography process, consistent with course objectives and scope of practice (e.g. attempts only radiographic positions and procedures for which student has had preparation).
13. Utilizes the communication process appropriately, for example:
 - A. Communicates effectively and appropriately with patients, radiography staff, instructors and peers.
 - B. Communicates effectively in writing (e.g. handwriting is legible, accurately reflects the patient's condition, addresses all patient priorities, uses correct spelling, grammar and syntax, etc.).
 - C. Utilizes computerized documentation systems appropriately and accurately.
 - D. Adheres to HIPAA guidelines in any type of communication.
 - E. Understands their position in the health care team in working with respect and support of patients and hospital staff.
 - F. Is respectful of cultural beliefs of patients, radiography staff, instructors and peers.
 - G. Recognizes boundaries which distinguish a professional/therapeutic from a personal/social relationship and maintains professional/therapeutic relationships with patients.
14. Assumes legal responsibilities for providing safe patient care. (e.g. reports errors, follows institutional protocol for emergencies, etc.)
15. Immediately reports injuries sustained to the supervising technologist/radiographer.
16. Shows evidence of appropriate professional behavior, for example:
 - A. Adheres to ARRT Code of Ethics.
 - B. Follows institutional policies/protocols.
 - C. Demonstrates honesty and integrity in all communication and behavior.
17. Completes clinical competencies within designated time frame.
18. Maintains a relationship with clinical staff/ instructor which is characterized by mutual respect and cooperation, and is conducive to learning.
19. Remains drug-free while on clinical assignment.
20. Refrains from the use of cell phones, MP3 players or iPods during clinical practicum. These devices must be turned off and placed in a secure place and used only during lunch or breaks.

CLINICAL EDUCATION SETTING REQUIREMENTS

1. The affiliate for clinical education for student training must be an approved facility by its accrediting agencies (e.g., The Joint Commission) and will operate under the direction of a qualified person.
2. The affiliate to be used for student performance of clinical practice skills will be recognized by the Joint Review Committee on Education in Radiologic Technology (JRCERT), by meeting the need for student clinical education by providing:
 - A. Greater than a 1:1 ratio of registered technologists to students assigned to a clinical setting during all clinical rotation hours.
 - B. Sufficient variety and volume of radiological procedures providing learning experiences.
 - C. Qualified personnel in the department responsible for department activities.
 - D. Appropriate direct and non-direct supervision of the student(s).
 - E. Proper health and safety training appropriate to the clinical setting.
3. The clinical personnel agree to guidelines set forth by the sponsoring institution of the student program to include:
 - A. Professional atmosphere.
 - B. Learning atmosphere for students to gain appropriate clinical experience and obtain competencies on radiographic exams and check-offs on non-patient care opportunities.
 - C. Participation in a methodology for the clinical evaluation of students. The methodology will include evaluation of performance (psychomotor) skills for clinical exam competencies, check-offs, and evaluation of affective domain characteristics.

- D.Periodic meetings for program orientation and updating of policies.
- E.Student scheduling and assignments made by the onsite clinical instructor (CI) or college program faculty
- F.Encourage in-service programs to keep in up with recent procedures and trends within the profession.
- 4.Students shall abide by clinical setting policy during assignments to the facility with regard to:
 - A.Automobile parking regulations
 - B.Assigned area for changing clothes and security for personal belongings.
 - C.Provision for eating meals (cafeteria or lunchroom where meals can be purchased and eaten.
 - D.Ethical conduct at all times.
 - E.Breaks as assigned.
- Note: Students will have the status of learners and will not replace salaried staff of the clinical setting.
- 5.Students complete their clinical assignment within the designated time frame.
- 6.The only title which may be used when acting in the capacity of a student in the Radiography Program is Minnesota State College Southeast Radiography Student. Program students who have other titles (e.g. MD, Ph.D., Ed.D., D.C., or JD) may not use these titles in the capacity of a Southeast Radiography Program student and/or under auspices of the Radiography Program.
- 7.Clinical setting is responsible for the safety and quality of care provided to its patients by the students who are participating in the clinical experience program.
- 8.The clinical setting will make available for educational purposes:
 - A.Use of such supplies and equipment as are commonly available in the clinical area.
 - B.Sources of information necessary for proper radiologic care
 - 1)Procedure books and policy manuals
 - 2)Standard clinical references suitable for student learning experiences.
- 9.The clinical setting will provide feedback to college and student(s) on student progress.

Notes: Students are subject to authority, policies and regulations of the college. They are also subject, during clinical assignment, to the same standards as are set for employees of the clinical setting in matters relating to duties performed by radiologic technologists.

The faculty of Minnesota State College Southeast is responsible for the didactic training for students. The students may avail themselves of in-service programs sponsored by the Radiology Department or other service departments of the hospital as it relates to patient care and improved articulation.

CLINICAL SETTING PRIVILEGES

- 1.Clinical sites may refuse educational access to its clinical areas to any student or school personnel who do not meet its employee standards for safety, health or ethical behavior.
- 2.Clinical sites may resolve any problem situation in favor of the patient's welfare and may restrict the student involved to the observer role until the incident can be resolved by the staff in charge and the responsible faculty member of the college.

COLLEGE SETTING RESPONSIBILITIES TOWARD CLINICAL EDUCATION

- 1.The Clinical Coordinator will provide a listing of student(s) participating in clinical experiences and dates of participation. The clinical setting is integral in setting the actual clinical schedule times of attendance and selection of departmental experience rotations.
- 2.The college will maintain a record of the student's immunizations to include: TB testing, annual flu shot, background check, and CPR is current.
- 3.Provide feedback to radiography clinical management regarding student clinical experience.

4.The college will make available a faculty member in person or by telephone to the clinical facility when students are in documented clinical rotations, during daytime hours.

5.Program officials will visit the clinical site every 2-4 weeks to help with student evaluation and competency process, which includes meeting with the student to evaluate their clinical images, answer questions and have a discussion with clinical instructor or designee if available.

* Student/clinical binder will be available onsite that defines goals, policies, clinical competency and evaluation processes and other pertinent program/clinical information. An informational session will be provided to all clinical instructors prior to the clinical course sequence.

Minnesota State College Radiography MRI Safety Policy

Southeast will provide instruction to students about maintaining safety while in the MRI environment.

Responsibility: Radiography Faculty, Students

Standard: Environment

JRCERT 2021 Radiography Standard(s): 5.3

1. Students are informed at the onset of the program that there are no required MRI clinical rotations, however, all students will have instruction prior to the clinical component of the program. Students will receive instruction on safe practices in the MRI environment as part of clinical orientation. At a minimum the instruction will include the following:
 - a. View the MRI Safety Training Video
 - i. Importance to inform the Program Officials of any trauma, procedure, or surgery the student undergoes which involves a ferromagnetic object or device that may have been introduced within or on the student.
 - ii. Review of health risks associated with ferromagnetic objects entering the MRI gantry room.
 - iii. Protective measures to minimize health risks to patients, staff and students and damage to the MRI unit.
2. Students will complete the MRI Safety Form and upload to designated D2L course.
 - a. The completed form will be reviewed by the Southeast faculty for contraindications.
 - b. A student identifying the possibility of metal fragments in the eye will receive a radiograph of the orbits to determine if metal is present.
 - c. A student with ferromagnetic objects within or on the student that poses a possible health risk while exposed to a magnetic field will be restricted in their access.
3. **Students are mandated to notify the program if their status regarding the MRI safety form changes.**

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CLINICAL SETTING AFFILIATES AND TELEPHONE NUMBERS

Ashley Wellness Center-Gundersen Health 625 W Main Street, Arcadia, WI 54612 Distance from Winona: 25.2 miles – about 34 minutes	Clinic Main (507) 457 5160
Gundersen Health System 1900 South Avenue, La Crosse, WI 54601 Distance from Winona: 30 miles – about 35 minutes	Hospital Main (608) 782 7300 Dept. Direct (608) 775 2503
Gundersen Health System-Decorah Clinic 1830 State Hwy 9, Decorah, IA 52101 Distance from Winona: 66 miles---about 1 hour 17 minutes	Clinic Main (563)382-3140 Dept. Direct ext. 75651
Gundersen Tri-County Hospital & Clinics 18606 Ervin Street, Whitehall, WI 54773 Distance from Winona: 41.6 miles – about 54 minutes	Hospital Main (715) 538 4355 Dept. Direct (715) 538 4361
Gundersen Health System-Viroqua Clinic 407 S Main St, Viroqua, WI 54665 Distance from Winona: 59 mi – about 1 hour 15 minutes	Clinic main (608) 637-3195
Gundersen Health System –Winona 1122 W Hyw 61, Winona, Mn 55987 Distance from Winona: 0.8 mi – about 3 minutes	Clinic main 800-362-9567 extension 23304
Gundersen Health System-St. Elizabeth’s Hospital of Wabasha INC 1200 Grant Blvd. W. Wabasha, MN 55981 Distance from Winona: 36 mi-about 40 minutes	Hospital main (651) 565-4531
Guttenberg Municipal Hospital 200 Main Street, Guttenberg, IA 52052 Distance from Winona: 117 mi – about 2 hours 21 minutes	Hospital main (563) 252 1121 Dept. direct (563) 252 5552
Mayo Health System-Cannon Falls 32021 County Road 24 Blvd., Cannon Falls, MN 55009 Distance from Winona: 92 mi – about 1 hour 30 minutes	Dept. direct (507) 263 4221
Mayo Clinic Health System - Lake City 500 West Grant St, Lake City, MN 55041 About 50 miles from Winona	Dept. direct (651) 345-1163
Mayo Health System –Red Wing 701 Hewitt Boulevard, Red Wing, MN 55066 Distance from Winona: 67.4 mi – about 1 hour 15 minutes.	Hospital main (651) 267 5000 Dept. direct (651) 267 5250
Olmsted Medical Center Hospital: 1650 4th St SE, Rochester, MN NW Clinic: 5067 55th St NW, Rochester, MN SE Clinic: 210 9th St SE, Rochester, MN Distance from Winona: 45 miles	Dept. direct (507) 529-6877
Palmer Lutheran Health Center 112 Jefferson St., West Union, IA 52175 Distance from Winona: 89.5 mi – about 1 hour 50 minutes	Dept. Direct (563) 422 9741
Tomah Memorial Hospital 501 Gopher Drive, Tomah, WI 54660 Distance from Winona: 65.1 miles – about 1 hour 7 minutes	Dept. direct (608) 377 8247
Gundersen Health Clinic – Waukon, IA 105 East Main Street; Waukon, IA 52172 About 70 miles from Winona	Clinic main (563) 568-3378
Winneshiek Medical Center 901 Montgomery Street, Decorah, IA 52101 Distance from Winona: 66 mi – 1 hour 23 minutes	Hospital main (563) 387 2911 Dept. direct (563) 387 3022
Winona Health 855 Mankato Ave, Winona, MN 55987 Distance from Winona: 0.8 mi – about 3 minutes	Hospital main (507) 454 3650 or Department direct (507) 457 4320

CLINICAL RADIOGRAPHIC EXAM COMPETENCIES

Each student must perform all thirty-seven (36) of the asterisked (*) MANDATORY exam competencies from the listed 36 to graduate from the Radiography Program. You MUST also perform 15 additional exam competencies from the listed ELECTIVE exams double asterisked (). Within the 15 additional procedures, Candidates must select one elective procedure from the head section, and two electives from the fluoroscopy section before graduation for a total of fifty-two (51) exam competencies. Fifty-one is the MINIMUM number of competencies to meet graduation requirements of the program and eligibility requirements of the ARRT. The numbers following the exams designate the minimum number of views required for competency evaluation.**

UPPER EXTREMITIES	SPINE/PELVIS/HIP	FLUOROSCOPIC/CONTRAST
*Thumb/Finger (2/3)	*AP pelvis or pelvis for hips (1)	**UGI (single or double contrast)
*Hand (2/3)	*X- table lateral Hip (1)	**Contrast Enema (single or double))
*Wrist (2/3)	*Hip AP and lat (2)	**Small Bowel Series (2)
*Forearm (2)	*Cervical Spine (2/3)	**Esophogram (1/2)
*Elbow (2/3)	* X-table Lateral Spine (1)	**Intravenous Urography (3)
*Humerus (2)	*Thoracic spine (2/3)	**Myelography
*Shoulder – Non-Trauma (2)	*Lumbar spine (2/3)	**ERCP
*Trauma Upper Extremity (non shoulder)	**Sacrum and Coccyx (1)	**Cystography/cystourethrography
	**S-I joints (2/3)	**Hysterosalpingraphy
*◇Shoulder or Humerus--Trauma (to include Scapular Y, Transthoracic or Axillary) (2/3)	**Scoliosis Series	** Arthrography
	Oblique Cervical (2)	PICC Line Placement
	Oblique Lumbar (2)	THORAX
*Clavicle (1/2)	Flexion / Extension spine	*Chest (2) routine
**Scapula (2)	Pelvis Inlet/Outlet (2)	*Chest AP (wheelchair/stretchers) (1)
**A-C joints (2)	HEAD WORK (at least 1)	*Ribs (2/4)
Gaynor Hart	**Skull (2/4)	**Decubitus Chest (1)
Stetcher	**Sinus Series (1/2)	**Soft Tissue Neck (1)
Navicular views	**Facial Bones (2)	**Sternum (2)
Radial Head	**Orbits (2)	**S.C. Joints (2)
Obliques of elbow	**Mandible (3) / Panorex	Chest (2) routine (dedicated unit)
Shoulder Outlet view	**Nasal Bones (2)	Apical Lordotic Chest (1)
Grashey	**TMJ's	ABDOMEN
LOWER EXTREMITY	Zygomatic Arch	*Upright abdomen (1)
*Foot (2/3)	Pre-MRI orbit (1)	*KUB or supine abdomen (1)
*Ankle (2/3)	PEDIATRIC EXAMS (age 0 to 6)	**Decubitus abdomen (1)
*Lower Leg (2)	*Chest (2) routine	Supine & Upright abdomen (2)
*Knee (2)	**Upper or Lower Extremity (2)	Mobile C-Arm Studies
	**Abdomen	* Surgical C-Arm Procedure (requiring manipulation around a sterile field)
*Femur (2/4)		*C-arm (Non-orthopedic) (Requiring manipulation to obtain more than one projection)
* Trauma Lower Extremity (2)	**Mobile Study	Retrograde Pyelography
**Patella (Tangential)		
**Toes (2)	SPECIAL AREAS	MOBILE
**OS calcis (2)	Bone Length Study	*Portable Chest
Oblique knees (2)	Venogram	*Portable Abdomen
Standing knees (2)	Tube Placement	*Port extremity upper or lower (2)
	Geriatric Patient (At least 65 years of age and Physically or Cognitively Impaired as a result of aging)	
Knee (intercondylar fossa view)		Additional Mobile Exam
Weight bearing foot (3)	*Chest (2) Routine	◇ Trauma is considered a serious
Sesamoid bones (1)	*Upper or lower extremity (2/3)	Injury or shock to the body. Modifi-
	**Hip or spine (2/3)	cations may include variations in
Revised: 9/30/21		positioning, minimal movement, etc.

COMPETENCY LIST CLARIFICATION:

- A single Caldwell for Pre-MRI is just that. It does not qualify for Orbits or Sinuses.
 - If a Pre-MRI Caldwell and a Waters are done on separate patients, they may be combined for a sinus series or orbit series.
 - Trauma shoulder, reads **(2/3) to include** a scapular Y, transthoracic or Axillary position. It is not the intention that one exposure would qualify for a trauma shoulder comp.
 - If you complete a double contrast Barium Enema which includes “decubitus” projections, you may count this as two competencies (Barium Enema and Decubitus Abdomen).
 - One patient may be used to document more than one competency. However, each individual procedure may be used for only one competency (eg., a portable femur can only be used for a portable extremity or a femur but not both). (A patient with a knee X-ray with a routine of AP, LAT and Patella can be used for a knee and patella).
-

ADDITIONAL RESOURCES:

Minnesota State College Southeast <http://www.southeastmn.edu/index.asp>

American Registry of Radiologic Technologists <http://www.arrt.org/index.html>

American Society of Radiologic Technologists <https://www.asrt.org/>

Joint Review Committee on Education in Radiologic Technology <http://www.jrcert.org/>

Minnesota Society of Radiologic Technologists <http://www.mnsrt.com/>

Wisconsin Society of Radiologic Technologists <http://www.wsrt.net/>

Iowa Society of Radiologic Technologists <http://www.isrt.org/>

**Minnesota State College Southeast
Radiography Program**

Injury-Related Incident Report

Site location where event occurred:

Event Date/Time:

Person Reporting:

Medical attention required (if applicable):

Describe details of incident/event:

Faculty Signature: _____ Date: _____

Student Signature: _____ Date: _____

CONFIDENTIAL EVENT DETAIL

The following discussion was undertaken pursuant to the Radiography program at Minnesota State College Southeast. It is intended that these materials and future discussion (and any other record of an investigation, inquiry, proceeding or conclusion by this college) will be privileged to the fullest extent under Wisconsin Statute Sections 146.37 and 146.38, any amendments thereto, and all applicable federal laws.

Minnesota State College Southeast
Radiography Program

STUDENT INCIDENT FORM

Date of incident: _____ Student(s) involved: _____

For safe and effective performance, students are expected to comply with the stated policies of the technical college, the Radiography program and its associated facilities. Students are responsible for their performance. Students are legally responsible for their clinical performance and will render radiography care within the stated clinical objectives and safety guidelines of each clinical rotation.
Any incidence of injury must be reported and documented.

1. Description of the incident:

2. Conference:

3. Recommendations: (related to student's responsibilities/compliance/goals, period of re-evaluation)

Instructor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Director Signature: _____ Date: _____

Minnesota State College Southeast
Radiography Program
Progression Committee

Letter of Concern

A Letter of Concern may be issued to a student for unsatisfactory progress in a radiography course, unsafe performance in the clinical setting, and/or noncompliance with Radiography Program policies.

Two (2) Letters of Concern in one semester or three (3) Letters of Concern throughout the Radiography Program will result in the student being exited from the Radiography Program.

Student:

Date:

Dear,

This is a letter of concern regarding

If you have any questions regarding this letter, please to not hesitate to contact me.

Signature

Name

Phone

Email

**Minnesota State College Southeast
Radiography Program
Student Performance Contract**

Student: _____

Date: _____

Advisor/Instructor: _____

Course: _____

Situation:

Student Plan/Action/Expectations:

Conclusion/Outcome (to be completed contract end date):

Contract End Date: _____

Date of Contract Initiation: _____

Student signature/date

Faculty signature/date

Date discussed at Radiography Program Meeting

Contract Outcome: _____
(to be completed at end date)

Student signature/date

Faculty signature/date

Date discussed at Radiography Program Meeting

**Minnesota State College Southeast
Radiography Program
APPEAL FORM**

Name _____ Student ID # _____

Address _____

Home Phone _____ Work Phone _____

List course you are appealing for _____

Last radiography course successfully completed _____

1. Identify the reason you are appealing:

_____ **Exception to Program Policy** State policy to which exception is sought (Refer to Student Guide):

_____ **Readmission** State course, semester, and year to which readmission is sought:

2. Describe how you studied and prepared for the course/requirement in which you are appealing.

3. Describe any circumstances which may have prevented you from successfully completing the Radiography Program requirements and/or which contributed to your leaving the program.

4. Describe your plan for completing the Radiography Program requirements should your appeal be accepted.

5. What are your short and long term goals in radiography? (You may attach an additional sheet.)

6. Attach any other data as needed.

Program Director Signature and Date Student Signature and Date

APPEAL for READMISSION

Name _____

Committee Members Present _____

Discussion:

Readmission Contract

A student may be readmitted once only. There is no other opportunity to appeal for readmission.

*Student must successfully complete all radiography courses on the first attempt from this point on OR will be permanently exited from the program (a withdrawal is considered an attempt at a course).

CONDITIONS: The student will:

☐ Denied

Student is exited from the program

☐ Accepted

*See Readmission Contract

Student Notified

☐ Phone Date: _____

☐ In Office Date: _____ Signature _____

☐ Copy given to student (yellow) ☐ Copy mailed to Student Date _____

This decision is final. There is no appeal.

APPEAL for EXCEPTION to PROGRAM POLICY

Name _____

Committee Members Present _____

Discussion:

Conditions of Decision: The student will:

☐ Denied
See Conditions.

☐ Accepted
See Conditions.

Student Notified

☐ Phone Date: _____

☐ In Office Date: _____ Signature _____

☐ Copy given to student (yellow) ☐ Copy mailed to Student Date _____

This decision is final. There is no appeal.

**Minnesota State College Southeast
Radiography Department
Student Verification of Policy Form**

Statement of Student Responsibility/Confidentiality		Initial
I understand I have an obligation to follow all facility policy and procedures, and hold confidential all information concerning the patients at clinical facilities. I understand any carelessness or thoughtlessness or release of any patient information is not only ethically wrong, but may involve the individual and the clinical facility legally and may be grounds for dismissal from the Radiography Program. I agree to adhere to the professional standards of confidentiality while enrolled in the Radiography Program at Minnesota State College Southeast. I will not disclose information about my patients, their families or information about fellow students that may be obtained during my studies in radiography.		
Standard Precautions Statement		Initial
As a student at Southeast, I have an obligation to use protective procedures against exposure to and transfer of body substances, diseases and disorders. I acknowledge that I have instruction (either at Minnesota State College Southeast or elsewhere) in the proper isolation and Standard Precautions (Body Substance Isolation) procedures for protecting ones-self from direct exposure to most body substances. I also verify that I understand the procedures and principles underlying these precautions and I understand I am responsible for carrying-out these procedures in the classroom and in clinical facilities.		
Ionizing Radiation Statement		Initial
Having been informed of the fact that sources of ionizing radiation can produce biological changes in living tissue, I will take all the protective measures possible to minimize exposure to co-workers, patients, and myself by utilizing the As Low As Reasonably Achievable (ALARA) concept. I understand the implication and damaging effects of ionizing radiation on living tissue and hereby accept this responsibility for radiation protection. Liability Waiver and Direct Supervision Agreement: In consideration of my participation in the Radiography Program, I hereby release Minnesota State College Southeast, its officers, employees and agents from any and all liability arising out of my participation. I understand the health and safety concerns involved, and I accept and assume all risk for any harm, injury, or damages that may befall me, foreseen and unforeseen, as a result of my participation. Further, I agree not to practice or perform clinical skills as identified by the program, invasive or otherwise, with a student partner without the direct supervision and/or consent of the instructor.		
Authorization for the Release of Background Information		Initial
I hereby authorize <i>Minnesota State College Southeast</i> to release information contained in its files (including but not limited to reports, records and letters or copies thereof) regarding a background study performed by the Department of Human Services, or a request to the Commissioner of Health for reconsideration of a disqualification, to determine my eligibility to participate in clinical placements to fulfill the requirements of the <i>Radiography Program at Minnesota State College Southeast</i>. This information may be released to any of the facilities used for clinical experience. I understand that the facility will review this information to assess whether I may be permitted to participate in a clinical placement for the Radiography Program. If background clearance is denied/not received by the Department of Human Services, I understand that I will be removed from clinical courses until such time as background clearance is obtained. I understand that I am not legally obligated to provide this information. If I do provide it, the data will be considered private data under state and federal law, and released only in accordance with those laws, or with my consent. I provide this information voluntarily and understand that I may revoke this consent at any time. A photocopy of this authorization may be used in the same manner and with the same effect as the original documents.		
Receipt of Radiography Student Success Manual		Initial
The Southeast Radiography Program makes available to students copies of the Radiography Student Success Manual upon acceptance to the Radiography Program. I verify that I have received the Radiography Student Success Manual and am responsible to view updates to the manual via the radiography website and follow the policies for the life of my career in the Radiography Program.		
Release of Health Information		Initial
I understand that there are conditions for which accommodations may be appropriate under the Americans with Disabilities Act and that the Radiography Program will make all reasonable accommodations required by law for otherwise qualified individuals. To receive accommodations, I must contact the counselor's office. I grant Minnesota State College Southeast permission to share information contained in the HEALTH EXAMINATION FORM verifying overall mental and physical health to care for patients with those clinical institutions with whom I affiliate in my student role, should the clinical institution request or require it. I understand failure to sign this form or to provide the information requested could mean a clinical site may refuse me placement at their facility. The Radiography Program does not guarantee an alternative facility placement. I also understand that if no alternative facility placement is available, I may be unable to progress.		
Student Code of Conduct		Initial
I understand I have an obligation to conduct myself in a professional manner in all areas of classroom, lab and clinical. I will use professional communication through spoken voice, phone messages, and emails.		
Workers' Compensation		Initial
It is the position of the clinical facilities and the College/University that, as a radiography student, you are not an employee of either the clinical facilities to which you are assigned or the College/University for purposes of Workers' Compensation insurance. Any health care costs incurred during the period of time you are a student in the Radiography Program will be your responsibility.		
Student Printed Name	Student Signature	Date:
Witness Printed Name:	Witness Signature:	Date: