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# Associate of Applied Science in Radiography

# RAD Program Handbook
# AY 2025 – 2026

## Disclaimer:

As this program is being built and the handbooks, policies, forms, deadlines, and procedures are being developed, there may be some edits and changes after this initial publication.

Any major changes will be provided for the students via Canvas RAD Overview course, as well as through e-mail. Any policy changes or amendments to policies, procedures that affect the clinical locations will be provided to the clinical sites via e-mail.

In addition, it should be noted that any Ozarks Technical Community College official college policy and procedure will take precedence over procedures that may be listed in this handbook if there is a discrepancy between the entities.

The hope will be that the program, accrediting body, and Ozarks Technical Community College policies and procedures will all align as the program handbook becomes more established.

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# Section I: General Program Information

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## Program Introduction

Welcome to the Ozarks Technical Community College (Ozarks Tech) Associates of Applied Science in Radiography program handbook. This handbook contains sections to help prospective students, current students, or clinical technologists affiliated with the program navigate the experience of students earning their degrees.

The Ozarks Tech program was developed after The Alliance of Healthcare Education (The Alliance) was created in September 2023. The Alliance was created to meet the healthcare workforce needs of the southwest Missouri region. The partnership between the founding members of The Alliance allowed for the opportunity for radiography education in the area to be housed through Ozarks Technical Community College.

From September 2023 through the summer of 2025, the Ozarks Tech radiography program developed a new curriculum and obtained clinical sites throughout the region as it sought and was granted approvals from the Higher Learning Commission, the State of Missouri, and the U.S. Department of Education. In the winter of 2025, the program sought initial accreditation from the JRCERT (Joint Review Committee on Education in Radiologic Technology), which is the agency that is the gold standard for radiology technology education programs in the nation. The program's number for JRCERT is 07033.

The Ozarks Tech Radiography program was officially recognized by the American Registry of Radiologic Technologist (ARRT) in the summer of 2025. The ARRT program number for the radiography program is 7767.

Ozarks Tech's radiography program begins in the fall of 2025 with its first cohort (OTC1). The program will initially have two cohorts per year, with the OTC2 cohort set to begin in the spring of 2026.

The program is determined to meet the needs of students and the workforce by continuously adapting to those and seeking feedback from all the communities of interest. That focus should be evident in the program's goals, objectives, and day-to-day operation.

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## Program Description

The Associate of Applied Science (A.A.S) in Radiography program is seeking its initial accreditation from the Joint Review Committee on Education in Radiologic Technology (JRCERT). JRCERT, 20 N. Wacker Dr., Suite 2850, Chicago, IL 60606-3182. mail@jrcert.org. (312) 704-5300. Currently, the program is operating under its provisional accreditation, and the first site visit for accreditation will occur 12-18 months after students begin the program.

The degree program is designed to be completed over 25 months, which includes approximately nine months of general education courses, followed by core radiology courses over an additional 16 months.

The student will apply for admission to the core portion once they have completed or are in the process of completing the general education courses. Admission to the core radiology portion is competitive and not guaranteed. The selection process is outlined in the **applying to the program** process.

The total credits required to earn the degree are a minimum of 79. The general education courses consist of at least 27 credit hours, and the core radiography courses consist of 52 credit hours.

The program is run in a cohort style, with cohorts beginning in the fall and spring of each year. Acceptance to the program requires a "C" or higher in all general education courses. All RAD pre-fixed courses must be completed with a "C" or higher for the student to be awarded the degree.

The A.A.S. in Radiography provides the student with the opportunity to complete approximately 800 hours of direct patient care experience caring for patients in a variety of clinical settings. Students perform clinical rotations, including level 1 trauma centers, rural hospital systems, outpatient imaging centers, urgent care centers, community health centers, inpatient hospitals, rehabilitation hospitals, surgery centers, and specialty clinics such as orthopedic and neurological centers.

The program's didactic curriculum focuses on preparing the student to sit for the American Registry of Radiologic Technology (ARRT) national registry exam in radiography. This registry allows them to work as radiologic technologists across the country; please note that some states require additional licensures.

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## Program Mission Statement

To develop the most qualified imaging professionals through extensive clinical experiences, student-centered and innovative instructional methods, and real-life opportunities to grow their knowledge. Thus, we will provide the communities we serve with the most prepared, competent, and patient-care-focused imaging professionals.

## Program Core Values

1. Provide the adult learner with instruction that meets their individual and career needs
2. Use data to drive decisions and steer future development of the student and program
3. Use creativity, innovation, and critical thinking in methods of instruction
4. Develop positive and active members of the community
5. Encourage professional betterment

## Program Goals and Objectives

1. To provide an educational experience in a scholarly classroom and diverse clinical environment to help the students reach their fullest potential in the development of their competency within the field of radiologic sciences.
2. Incorporation of interprofessional collaboration to develop active and knowledgeable healthcare team members.
3. Development of professional and critical thinking skills to be used in both routine and non-routine situations.
4. Provide students with the methodology for applying safe radiation practices for the patient and for the occupational worker.
5. Develop the student's ability to critique their image and make proper adjustments as needed accurately.
6. Guide the students as they develop their communication skills with peers, patients, and other healthcare team members.
7. Shape the students in their ethical and professional growth.

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## Program Accreditation Status

The Ozarks Tech radiography program has applied for initial accreditation from the Joint Committee on Education in Radiologic Technology (JRCERT). https://www.jrcert.org/

Ozarks Tech program number for JRCERT is: **07033**

Ozarks Technical Community College feels very strongly about obtaining accreditation through the JRCERT, as they hold programs to the highest standard of operation and results. Thus, producing the best radiologic technologists.

A self-study and initial application were submitted to the JRCERT in the summer of 2025. The document will be uploaded to the program's website once a formal response from the JRCERT has been received.

The JRCERT provides programs with standards and guidelines to operate the program by. The most recent JRCERT standards can be found here: 2021-Radiography-Standards.pdf.

If a student or other person is concerned that the program is not conforming to the standards, there is a process for reporting the allegation of non-compliance. This process is called the Standards Grievance Process and can be accessed by clicking the link to view the document.

Per accreditation, the program must publish its Program Effectiveness Data (PED) averages from the past five years; however, with the new program, the data is not currently available. The data will be published as it is obtained within six months after the first cohort graduates (December 2026). The first anticipated publication of this data will be before June 2027.

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## The Radiography Program's Program Effectiveness Data

As the program is in the process of gaining initial accreditation, there is no formal effectiveness data to report on at this time. The first collection of the data will occur after the first cohort completes the program in December of 2026.

Program effectiveness data will be updated and available on the program's website. The effectiveness data is required for transparency by the JRCERT.

To better understand the effectiveness data form, the JRCERT has a FAQ's page regarding program effectiveness data. The information below has been taken directly from the JRCERT's website regarding program effectiveness. https://www.jrcert.org/program-effectiveness-data/

> *The JRCERT makes available the program effectiveness data (credentialing examination pass rate, job placement rate, and program completion rate) of all its accredited programs on an annual basis. This information is self-reported by the accredited programs via the annual report. To review this information for a particular program, locate that program through the Find a Program feature. Once you locate the program you are interested in attending, you will find the program effectiveness data at the very bottom of the program detail screen. The definitions below provide you with the current JRCERT definitions of program effectiveness data; however, if you have any particular questions, please contact the program directly.*
>
> ***Program completion rate** is defined as the number of students who complete the program within the stated program length. The program specifies the entry point (e.g., required orientation date, final drop/add date, final date to drop with 100% tuition refund, official class roster date, etc.) used in calculating the program's completion rate. When calculating the total number of students enrolled in the program (denominator), programs need not consider students who attrite due to nonacademic reasons such as:*
>
> > *1) Financial, medical/mental health, or family reasons,*
> > *2) Military deployment,*
> > *3) A change in major/course of study, and/or*
> > *4) Other reasons an institution may classify as a nonacademic withdrawal.*
>
> ***Credentialing examination pass rate** is defined as the number of student graduates who pass, on first attempt, the American Registry of Radiologic Technologists (ARRT) certification examination or an unrestricted state licensing examination compared with the number of graduates who take the examination within six months of graduation.*

***Job placement rate*** *is defined as the number of graduates employed in the radiologic sciences compared to the number of graduates actively seeking employment in the radiologic sciences. The JRCERT has defined not actively seeking employment as:*

1) *Graduate fails to communicate with program officials regarding employment status after multiple attempts,*
2) *Graduate is unwilling to seek employment that requires relocation,*
3) *Graduate is unwilling to accept employment, for example, due to salary or hours,*
4) *Graduate is on active military duty, and/or*
5) *Graduate is continuing education.*

*The credentialing examination pass rate and job placement rate is a five-year average based on the most recent five consecutive years of data. The program's completion rate is a one-year data point. A new program (i.e. an initial program recently accredited by the JRCERT, recent transfer of sponsorship, etc.) may not have five years of data for credentialing examination pass rate and job placement rate, (NOTE: also possibly no completion rate); therefore, JRCERT records will identify pass rate and job placement rate as "0" in the Program Effectiveness Data section. Please contact the program regarding any questions pertaining to the data.*

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## Radiography Program's JRCERT Grievance Reporting Process

As a program that is committed to the accreditation process and the standards provided by the JRCERT, we have a process established if a student, faculty member, technologist, or member of the community feels the Ozarks Tech Radiography program is in non-compliance with a JRCERT standard they are asked to follow this process.

The JRCERT standards ensure the program provides the best educational experience for the student and provides clinical sites with the most prepared future technologists possible.

If the person(s) would like to make an allegation of non-compliance, below are the steps to follow:

1. Contact the Ozarks Tech Radiography Program's Program Director via e-mail, phone, or in person and provide written details regarding the complaint. Including which standard is in non-compliance. Please refer to the JRCERT standards page for a list of the standards.
    a. The Program Director has a maximum of 14 business days to investigate the complaint and provide a written report of findings and any potential resolutions. The Program Director shall provide the rationale for their decision. The Program Director may request an extension for additional time to investigate the issue further.
2. If the resolution provided by the Program Director is not satisfactory to the complainant, the next step is to provide in writing the complaint and further explanation of why the resolution was not solved to the Dean of Health Sciences within 7 business days from the report by the Program Director.
    a. The Dean of Health Sciences has a maximum of 14 business days to investigate the complaint and provide a written report of findings and any potential resolutions. The Dean of Health Sciences may request an extension for additional time to investigate the issue further.
3. If the resolution provided by the Dean of Health Sciences is not satisfactory to the complainant, the next step is to provide in writing the complaint and further explanation of why the resolution was not solved to the Executive Vice Chancellor within 7 business days from the report by the Dean of Health Sciences.

a. The Executive Vice Chancellor has a maximum of 14 business days to investigate the complaint and provide a written report of findings and any potential resolutions. The Executive Vice Chancellor may request for an extension for additional time to investigate the issue further.

4. The final step, if the resolution is not resolved within the program or the college and they have exhausted all of the program and college procedures, the complainant has the option to then file a formal complaint with the JRCERT through their process. The JRCERT requires the complaint is attempted to be solved at the program and college level first.

   a. Their process is found here: https://www.jrcert.org/accreditation-for-students/allegations/

   b. Their form can be found here: https://www.jrcert.org/wp-content/uploads/2024/03/Allegations-Reporting-Form-1-2024.pdf

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e-mail: mail@jrcert.org

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## RAD Program FAQ's

Below are some of the Frequently Asked Questions regarding the program, and is designed to give a prospective student or other member of the public to review quick facts about the program.

1. **What does a radiologic technologist do?**
    a. Radiologic technologists, or "x-ray techs" are the professionals responsible for obtaining quality x-rays for the radiologist and providers
    b. We are often one of the first members of the healthcare team you may encounter when you go to the hospital
    c. They are versed in radiation safety, proper positioning of the body part, using proper technique, and patient care to achieve that perfect image for the radiologists to read
    d. See the ASRT's 1-minute video campaign on the imaging field

2. **What is required to become a radiologic technologist?**
    a. The successful completion of an associate degree program at a minimum
    b. Passing the ARRT in Radiography national registry exam, which allows you to work anywhere in the United States
        i. **Some states require additional state licenses* - Missouri, does not*

3. **Is the Ozarks Tech A.A.S. in Radiography Program Accredited?**
    a. The A.A.S. in Radiography program is seeking its initial accreditation from the JRCERT (Joint Review Committee on Education in Radiologic Technology)
        i. For more information on the importance of accreditation and the process, please review the JRCERT's flier

b. Accreditation is very important and provides the students assurance they are receiving a quality education and being the most prepared for their career in the imaging field

c. Our initial accreditation site visit will take place approximately 18 months after the program begins

4. **How long is the Radiography program at Ozarks Tech?**

   a. It is a competitive selection process, and there are no guarantees for acceptance

   b. The Ozarks Tech program is an ***intensive and accelerated*** program with radiology-specific courses and training lasting 16 months

      i. This portion begins after the student has successfully completed all of their general education requirements, which can be completed in a variety of time frames, but it is designed for the student to be able to complete within two full-time semesters

   c. The program runs for 4 sequential semesters, (7 consecutive 8-week blocks) which includes summer semesters

      i. Students should expect to attend class, clinicals, and/or labs a minimum of 4 days per week during the length of the program

      ii. Once clinical rotations begin, the student should expect to spend close to 40-hours per week in class and clinicals

         1. This does not include time spent studying for their course work, or traveling to their clinical site

5. **What should I expect if I get into the A.A.S. in Radiography Program?**

   a. The student must be aware that it is a full-time commitment over the 16 months with in-person classes, hybrid classes, studying, and hundreds of hours in a variety of clinical experiences that may require traveling up to an hour each way

   b. Students who live outside of the Springfield area will have to drive in for in-person class days and clinical rotations

      i. Outlying are clinical rotations are not guaranteed for those living in areas outside of Springfield, however, we will try our best to accommodate the student

   c. It is ***not recommended to work more than 20 hours*** outside of class and clinicals, due to the time requirements from the program

d. A team of committed faculty that will set you up with the knowledge and experience to be successful in your future goals

6. **What is a typical schedule for the A.A.S. in Radiography Student?**

   a. The program uses the 8-week block system for courses and schedules, meaning all courses and clinicals run for 8-week durations (including summers)

   b. Students should expect to be in class or labs 3-4 days per week in their first semester; class and lab days are generally about 4-6 hours per day

   c. When clinicals begin the following semester, students should expect 2 days of in-person class days and 3 days of clinical rotations that generally last 7 to 10 hours each

      i. There are some required weekend and evening rotations for clinical experiences throughout the duration of the program

      ii. Some clinical rotations are only open to Ozarks Tech RAD students in the evenings and weekends currently, which can include those outlying clinics that may be closer to the student's home or preferred area of clinical rotation

      iii. As some outlying sites may not offer the whole clinical experience, all students will be provided the opportunity to rotate through a level 1 trauma center, fluoroscopic-heavy clinic, and a surgical rotation.

      iii. Some 8-week blocks have a heavier clinical load with 4 days of clinicals and 1 day of in-person class

      iv. For a list of potential clinical rotation sites, **please click here**

7. **What can I do after completing my A.A.S. in Radiography?**

   a. Work in a variety of settings, taking x-rays for imaging centers, urgent cares, hospitals, surgery, orthopedic clinics, etc.

   b. You can add to your resume and skills by learning an advanced modality, such as Cardiac Cath Lab, CT, Echocardiography, Interventional Radiology, Mammography, MRI, Nuclear Medicine, PET, Radiation Therapy, or Ultrasound….or even go on to Physician Assistant or medical school!

4. **Can my degree transfer?**

a. Agreements are currently being sought with the Alliance partner Missouri State University to allow for the transfer of the A.A.S. in Radiography to be accepted toward a Bachelor of Science

b. Other colleges are available

8. **How do I job shadow in the field before I apply?**

   a. The A.A.S in Radiography strongly encourages job shadowing before taking courses toward the degree and deciding to pursue the career field

   b. The program does require a minimum of 4 hours of job shadowing as part of the application process

   c. For more information on the job shadowing process, please visit the program's website

# Section II: General Information for the Perspective Student

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## What to Expect in the Program

The Ozark Tech Radiography program would like students to be aware that in the program, the students should expect:

- **A hybrid method of instruction**
    - Using online resources to minimize time on campus and direct lecture time
    - Focus on practical and hands-on methods when on campus, including physics and other principles of radiography demonstrated
- **Small lab settings with minimal students per instructor**
    - Positioning labs with smaller groups of students per instructor
    - Allowing for more practice time with the x-ray machines, positioning, and more direct instructions from the faculty member
- **Strong background on positioning and patient care before going to clinicals**
    - The student will take several courses to build their general skills related to working with patients before entering the clinical setting
    - This allows the students to be more prepared and ready for a majority of the exams they will encounter in the clinical setting
- **Wide Variety of Clinical Settings**
    - A vast amount of clinical settings which allow for the most well-rounded experience for the student
    - Will work with several brands of machines
    - Will work with hundreds of technologists to learn from
    - Experiences will be available in:
        - Level 1 Trauma Centers
        - Level 2 Trauma Centers
        - Emergency Rooms
        - Urgent Cares
        - Outpatient Imaging Facilities

        - Inpatient hospital setting
        - Surgery
        - Pain Injections
        - Endoscopy
        - Fluoroscopy
        - Experiences with Pediatrics/NICU/PACU
        - Advanced Modality Observations in: CT, MRI, Nuclear Med, Mammography, Radiation Therapy, Cardiac Cath Lab, Interventional Radiology, Echocardiography, and Ultrasound

- **Expertise from Faculty**
    - Proven methods of instruction to ensure student success in the future on both the ARRT radiology exam and in the profession
    - Seasoned technologists with a variety of skills and experiences who have become educators

- **Digital Radiography Energized X-ray Rooms**
    - Currently two energized x-ray rooms, with a third one being added in the academic year 2026-2027
    - 24/7 access to the rooms for positioning practice (ability to create images is locked without faculty)
    - Three phantoms to take images of and see real results of the positions and technique used by the student

- **C-Arm experience in a Simulated Operating Room**
    - Three c-arms to practice how to move the c-arm x-ray machine in a sterile field to obtain images in a surgical case and become more comfortable with the surgical environment before doing clinical rotations in surgery

- **Portable Machine experience**
    - Three portable x-ray machines to practice with and getting used to their flexibility and limitations
    - Setting up for images and maneuvering around obstacles

- **Simulation Center and Virtual Hospital experience**
    - Additional patient care experiences in the 11-bed simulated ICU and two floors of simulated hospital rooms
    - Interprofessional collaboration with other healthcare fields for training

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## Notification of Distance Education/Hybrid Learning

The radiography program at Ozarks Tech utilizes a blend of hybrid courses for many of the courses, in-person didactic only class or labs, and fully online courses as well. Students will be expected to participate in online learning activities and assignments while in the program. Most of the online components are completed in an asynchronous manner. However, there are situations that arise or specific courses that the instructor will let the students know in advance if there will be required set time (synchronous) learning events, this often occurs in the capstone courses. Online learning may be utilized in place of in-person classes in cases where the school closes.

Students are recommended to review specific requirements when purchasing devices for the program. Those requirements can be found on the Notification of Technology Requirements page. The Ozarks Tech bookstore does sell some laptops. Students do not have to purchase the laptops there, but it is an option. Laptops are encouraged as they may be required for in-person class activities. Students may also utilize PC's at home as long as they meet the technical and security requirements for online courses.

It should be noted that the Ozarks Tech radiography program requires a student to purchase an ***externally connected*** webcam for their PC or laptop. This ***cannot*** be the built-in webcam and is used for online examinations.

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## Notification of Technology Requirements

Due to the use of technology in all courses within the radiography program, there are recommendations for minimum requirements related to technology.

For general courses that are hybrid or in-person:https://ozarkstech.edu/student-life/academic-support/canvas-support/computer-recommendations/

**Please note:** The radiography program requires a ***USB, Bluetooth, or other externally*** connected camera to be utilized during online examinations. This ***cannot*** be the built-in webcam; it must be an ***additional*** external webcam.

For fully online courses, the requirements are found on this page: https://ozarkstech.edu/student-life/academic-support/canvas-support/computer-recommendations/

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## Post-graduation Career

After the graduate has successfully completed the Ozarks Tech radiography program and their ARRT registry in radiography, they are able to work as a registered radiologic technologist within the United States.

However, some states require additional licensure, which could be an additional test, paperwork, and/or cost associated with earning that license. Students are encouraged to do their research on potential locations post-graduation to know what may be required of them. It is best to contact the state directly for questions.

Two websites that can help are:

1. ASRT's State Look-Up Guide: https://www.asrt.org/main/standards-and-regulations/legislation-regulations-and-advocacy/states-that-regulate

2. ARRT's page on state licensure: https://www.arrt.org/pages/about-the-profession/state-licensing

The imaging field is broad enough that students can pursue many different pathways after graduation if they desire to.

Students can pursue additional training and licensure in many areas such as: CT, MRI, Ultrasound, Mammography, Nuclear Medicine, Interventional/Cardiac Cath lab, or Radiation Therapy.

Some students choose to continue their education and earn a bachelor's degree, or they may work towards becoming a physician assistant, or attend medical school.

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## Radiography Program Tuition and Fees

As tuition and fees are based on the area of the student's residency, the program recommends the student refer to the Ozarks Tech website for the most current tuition and fees rates: https://ozarkstech.edu/cost-aid/tuition-fees/

The radiography program's programmatic fee total is listed on the website as well, we recommend the student refer to the tuition and fees website for the most current fee rate as this may change after the publication of this handbook.

The program's fees include the Ozarks Tech student fees, background check, drug testing, the immunization tracker software, ID badges and holder set, lead markers, lab fees, Trajecsys, dosimeters, ASRT and MoSRT membership dues, RadTechBootcamp software access, and the cost of the first attempt on the ARRT registry.

## Missouri State Bachelor's in Radiography Students

Students who are concurrently enrolled in the Missouri State Radiography degree program will be provided information on the agreement between Ozarks Tech and Missouri State (MSU). This agreement will provide the student with the options for receiving their financial aid and scholarships, describe the fees for both institutions, and require additional paperwork to be submitted between the two institutions.

## Ozarks Tech Tuition and Fees

***Please refer to the Ozarks Tech website for the most-up-to-date tuition rates. Rate differences will be different than the example below if they are not in-district students.**

**This chart and information below is for providing ESTIMATES ONLY and are the rates at the time of the publication. Actual amounts may vary.**

Example of an **in-district*** student tuition cost for the radiography courses - does not include general education courses, fees, books, transportation cost, computer cost, etc.:

- 52 credit hours x $131 = **$6,812.00**

Example of radiography student fees. These may change from year to year.

- Ozarks Tech and Radiography program fees, estimated**: $4,130.50**

| | |
|---|---|
| Registration Fee (per semester) | $50.00 x 5 = $250.00 |
| Student Fee (per credit hour) | $16.00 x 52 = $832.00 |
| Student Technology fee (per credit hour) | $19.00 x 52 = $988.00 |
| Facility Fee (for length of program) | $180.00 |
| Security Fee (per credit hour) | $3.00 x 52 = $156.00 |
| Lab Fees – (RAD 212, 224, 231, and 234) | $200.00 x 4 = $800.00 |
| Student ID badge and Kit fee (one-time fee unless lost) | $35.00 |
| Drug Screening, Background Check, Vaccine tracker fee (one-time fee) | $124.00 |
| Trajecsys Fee (length of program one-time fee) | $150.00 |
| Initial Lead Marker set | $15.50 |
| Instadose Dosimeter Fee (one-time fee) | $140.00 |
| RadTech Bootcamp Fee (length of program one-time fee) **annually can change* | $180.00 |
| 1st Attempt ARRT registration fee | $225.00 |
| ASRT Student Membership fee (one time fee) | $35.00 |
| MoSRT Student Membership fee (one time fee) | $20.00 |

Students will be required to purchase textbooks and note packets, have reliable internet access, and have a computer with an ***external*** webcam device.

| | |
|---|---|
| **Embroidered Scrubs** - purchased through the bookstore (recommend 3 pairs minimum) **estimated as sizes, brands, etc. can differ* | $85.00 x 3 = $255.00 |
| **Radiography Program textbook package** **through the bookstore – can price out individually on own if prefer. Estimate given for planning purposes. Books may be used throughout the entire program and not just in one course, so renting is not a cost-effective option. Ebooks are acceptable.* | $600.00 |
| **Radiography Course Notepackets** - purchased only through the bookstore and attached to each course. Prices vary each course. *Estimate provided for planning purposes.* | $420.00 |

| | |
|---|---|
| **External** webcam – required for testing purposes, MUST be different than the embedded camera even on laptops. *Estimate provided for planning purposes.* | $20.00 |

Therefore, tuition for the radiography courses, the fees, the scrubs, and the textbooks for the radiography program are calculated together.

******This number does not include the general education costs or additional student incurred costs (see below), as the student will have completed, or is in the process of completing, the general education credits before the interview process. ******

***Additional Student Incurred Costs:***

- **Vaccines and Immunizations, appointments for:** physicals, lab work, receiving the vaccines and immunizations, reviewing the results
    - Ozarks Tech does not provide these services, but there is a list of locations besides your PCP that can provide some of these services

- **Cost to send transcript(s)** to Ozarks Tech

- **Computer** – purchase on own. Ensure that it meets the recommended requirements from the IT department. - https://ozarkstech.edu/student-life/academic-support/canvas-support/computer-recommendations/

- **Reliable wi-fi** - All Ozarks Tech campuses have free wi-fi for students to access, including the Alliance for Healthcare Education Building

- **Graduation Fees** – There is no additional cost for graduation, but the student may have to purchase their cap and gown if they are in need of one

- **Transportation Costs** – gas, repairs, maintenance, insurance

- **Food and Drink –** meals on campus, meals at clinical sites, vending machine purchases, drink purchases, etc.

**Course Fees**

Individual courses may have fees associated with them; those fees have been included into the program's fee total.

**Scrubs**

Scrubs are purchased through the bookstore and the embroidery is done at the bookstore as well. It is recommended that the student purchase at least two pairs of scrubs to wear throughout the week. The cost of the scrub set with embroidery can fluctuate based on style chosen by the student. It is recommended that the students contact the bookstore for exact pricing. A general price range is between $60 - $100 per pair of scrubs.

**Textbooks**

Textbooks can be purchased through the bookstore or any retailer the student chooses. The booklist will provide the student with information on whether the textbook is required or recommended for the course.

The radiography program uses the same textbooks across multiple courses, it is **HIGHLY** recommended that the student does not rent the textbooks for this purpose. The instructor will let the students know if the textbook is one of those that is used multiple times in the program.

Some instructors may require the hard-copy, or paper version versus a digital-only version of the textbook, that information will come from the instructor as well.

**ARRT Registry Fee**

The ARRT requires a $225 (currently) payment for the registry, to help the students, that fee has been included in the program total fees as part of the capstone course. That fee being paid will allow the student to sign up for a date and time to take their registry after graduation. This fee is only applied to the student's ***first attempt*** on the registry exam.

Any attempts after that first attempt, the student may need, and the student will be responsible for the cost, which is currently $225.00.

The cost of changing or moving the date, time, or location of the first attempt on the ARRT registry is the student's responsibility; traditionally, it has been between $10 and $15.

- Students must also be aware that planning a vacation shortly after graduation could possibly create a delay in the student taking the ARRT registry exam.

- It is recommended that the student try to take their registry as soon as possible after graduation as that has demonstrated the best results in the past. The registry date scheduling is set by a third-party and in some months the availability is very limited. Students may have to travel out of the area to take the registry on a preferred date. The cost of that travel is the responsibility of the student.

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## Financial Aid Services

Ozarks Tech provides a comprehensive list of financial aid services to the students enrolled at Ozarks Tech. The college provides access to federal loans, grants, scholarships, and many other sources of aid for the students.

Students are encouraged to review the financial aid page: https://ozarkstech.edu/cost-aid/financial-aid// to learn more about the different sources of aid available. On the website is a FAQs page, deadline dates, the types of aid available, and many more links to specific questions a student may have regarding financial need.

Students can use the live chat feature, or they may e-mail the financial aid office at: financialaid@otc.edu

Ozarks Tech has a specific VA benefits coordinator and department that can be utilized by our veterans or active military. Their information can be found at: https://ozarkstech.edu/student-life/campus-resources/veteran-military/

**Veterans and Military Services Office**
1001 East Chestnut Expressway
Information Commons West 109
Springfield, Missouri 65802

**Phone:** 417-447-6968

**Walk-In Hours**
Monday – Friday: 8 am – 4 pm

**Departmental Email:** Veterans@otc.edu

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## General Education Courses (Pre-Admission)

The courses listed below require completion with a C or higher in each of the courses.

| | |
|---|---|
| ENG 101 Composition I | 3 credit hours |
| PLS 101 American Government and Politics | 3 credit hours |
| BCS 165 Human Anatomy | 4 credit hours |
| MTH 128 Contemporary Math (or higher) | 3 credit hours |
| BCS 205 Human Physiology | 4 credit Hours |
| PSY 110 Intro to Psychology | 3 credit hours |
| CMH 101 Introductory Chemistry | 4 credit hours |
| HSC 120 Medical Terminology | 3 credit hours |

**Total General Education Coursework: 27 credit hours**

When applying for acceptance into the program, all courses must have been completed previously or are in progress to be completed in the semester in which the student is applying and interviewing.

In some cases, some of these courses can be substituted for other courses not listed, but that is done through discussions with the health science navigator, the program director, and the registrar's office. Please contact the navigator if you have questions about substituting courses.

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## Applying to and Gaining Acceptance into the Radiography Program

The radiography program is competitive and selective in its selection of candidates for the limited seats. The program capacity is determined by the JRCERT accrediting body and is based on the number of clinical sites available, classroom capacity, and instructors in the program.

Completing the general education/pre-admission requirements ***does not*** guarantee acceptance into the program.

Deadlines for application materials to be submitted:

- **Fall (August) start – April 15th**
- **Spring (January) start – October 15th**

The student who wishes to enter the program must complete the following items as part of the application process.

The radiography program has a checklist on the program's website to help the student apply to the program under the admission information tab.
https://ozarkstech.edu/programs/divisions/health-sciences/admission-information/

1. The first step is that the student must apply to the Ozarks Tech college
    - Currently there is no fee to apply to the college itself
2. The next step, the student will apply to the radiography program through their MyOTC account
    - There is a small fee to apply to the selective program
3. The student will provide the required information on the online application and upload certain documents to have a complete application
    - The student is responsible for fully completing their application
        - Incomplete applications will not be considered for the next phase of the selection process

- **Job Shadowing Experience and Form**
    - A minimum of **four hours of job shadowing** must be completed before applying for the program
    - There is a **job shadowing form** which includes essays and questions to be answered, that must be completed and submitted along with the student's application
    - A student who does not complete the job shadowing form fully, have a verified form from a technologist, or upload the document will have an incomplete application and not be eligible for the next phase in the process
- **Two letters of recommendation**
    - Completed electronically by submitting the recommender's name and email address
    - The student can verify the status of their recommendation letters being received on their MyOTC portal
        - Missing letters of recommendation will make the application incomplete
    - It is preferred that at least one of the letters of recommendation comes from one professional (such as a supervisor, professor, co-worker, etc.)
        - The letters of recommendation should ***not*** come from family members, regardless of whether they were your employer

4. Request **official transcripts**
    - These should be sent from all colleges where course work was taken, including dual enrollment
    - Students must achieve a minimum of a 2.75 GPA in all required general education/pre-admission courses before the start of the cohort
    - To help calculate that overall GPA, a prospective student can use the Ozarks Tech GPA Calculator - https://ozarkstech.edu/student-life/registrar/grades/gpa-calculator/
    - All grades must be at least a C in those required general education/pre-requisite courses

- At minimum, students must be in progress to complete their pre-requisites during the semester they have applied to and will be interviewed. Those students with courses to take after that semester will need to apply for the next cohort cycle

After applying, the students will be scored against the other applicants, and their eligibility for the program's next phase, the in-person interview, will be determined. Students not selected for the interview will need to re-apply for another cohort cycle.

For each cycle, the program selects a maximum of forty top scores from those who are eligible for an interview to proceed to the in-person interview. The scores to determine the student's ranking are calculated using the first three sections (A, B, and C) on the **Candidate Selection Form**

Selection for an interview ***does not*** guarantee a seat in the upcoming cohort.

## Interview Information

If the candidate is selected for an interview, they will be contacted by mid-April for the fall start cohort and late October for the spring start cohort to schedule the on-campus or virtual interview.

1. Students who would like support with interview skills may contact the Ozarks Tech Career Services Center for interview preparation.

2. For the fall start cohorts, the interviews will take place in late May, with an acceptance notification goal of by May 15th, depending on how many interviews occur. For the spring start, interviews will take place from late October into early November, with an acceptance notification goal of November 15th.

The student will be asked to come to the Alliance Education Center campus located at 1423 N. Jefferson Ave, Springfield, MO 65802 (formerly Cox College's campus), or to Ozarks Technical Community College's Health Sciences department located in Lincoln Hall, room 210. Lincoln Hall's address is: 815 N Sherman Ave, Springfield, MO 65802

3. Before the interview, the student may receive a brief tour of the campus facilities used by the program.

4. The student will be given an interview briefing packet regarding the program to review and sign acknowledgement of. The interview packet may also be made available ahead of time for review.

5. The candidate will be interviewed by a panel that includes the program director, faculty members, technologists, clinical preceptors, advisors, navigators, and other Ozarks Tech employees.

6. The questions that are asked are based on situations from the candidate's experiences and a mix of:

    a. Behavioral questions
    b. Performance-based questions

7. The panel provides scores to be added to the candidate's score sheet.

Selection into the program is based on a point system. The selection form used by the program may be viewed on the program's website.

https://ozarkstech.edu/programs/health-services/radiography/

8. Once all the interviews have been completed, the students with the highest scores are sent acceptance letters.

    a. Any students who are accepted and offered a seat in the program and are still in progress with general education/pre-admission course work during the interview phase must know their acceptance is contingent on successfully completing their course work. Acceptance can be rescinded for failing to meet the requirements.

9. Students with the next set of higher scores are notified of being on the **alternate** list.

    a. These students are asked to fill any vacant spots in the upcoming cohort that may have been forfeited by the previously accepted students.

    b. These students will be eligible to take those vacant spots if they meet the requirements, i.e., all prerequisites are successfully completed, and they pass a background check.

10. Students below the alternate list scores, will be notified of a **not selected** status.

    a. The student must know, this does not mean anything negative, it is strictly based on the available number of seats and the small number of alternates selected.

## Acceptance into the Program

If a student has been selected for the program and they have accepted their seat into the radiography program, the student must complete the following items to complete the process:

1. **Vaccination requirements**
    - Proof of completion of required vaccines can be found on the program's website
    - These are required by the clinical locations, not Ozarks Tech, however, the college houses the information for the student to provide the clinical sites when requested
    - Not having some vaccines may limit locations a student may be able to rotate through and may cause the student to have to drive further to a location that will accept their vaccine status, which is determine by the clinical sites, not Ozarks Tech
    - Students seeking exemptions must follow the Ozark Tech process and the students must understand that the clinical sites set their own standards regarding exemptions for students, so approval by Ozarks Tech ***does not guarantee*** the clinical site will also accept the exemption
    - Vaccination costs are the responsibility of the student, Ozarks Tech does not offer the vaccines, those must be arranged by the student with their primary care physician, local health department, or another source (such as Walgreens)
        - If someone is having trouble locating a vaccine, the navigator or program faculty may have a list of resources available for the student to utilize
2. **Approved background check**
    - The American Registry of Radiologic Technologists (ARRT) is the organization that provides the national registry exam at the end of the program, which allows the student to practice as a radiologic technologist
    - The ARRT requires an ethics review of all items on a background check and may require additional information from the student
        - Information on the ARRT's ethics review process can be **found here**

        - They recommend starting this process at a minimum of 8 months from the student's potential registry test date, which is taken after graduating from the program

- Passing the Ozarks Tech program's background check ***does not*** guarantee the ARRT will allow the student to sit for the registry

- Some items on the pre-program background check may make a student ineligible to continue with the acceptance into the Ozarks Tech radiography program

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## Transfer Policy

Students who would like to transfer college credit hours to Ozarks Tech to be reviewed towards their pre-admissions requirements can view the following website for more information on transferring of credit to Ozarks Tech: https://ozarkstech.edu/admissions/starting-with-credits/

## Transfer into the Program

For students who have completed some radiologic technology education course work at another institution and who are wanting to transfer into a current cohort, there is a process that must be followed.

1. There must be an available spot both clinically and classroom wise within our allotted capacity numbers from our accreditor to allow for an additional student in the cohort, or while multiple cohorts are progressing through clinicals at the same time.

2. If there is a spot available, the student must provide the Ozarks Tech program director with the following information for review:

    A. Transcripts from coursework meeting the Ozarks Tech pre-admission requirements. Coursework grades must be a C or higher and meet the minimum GPA requirement for the Ozarks Tech program.

    B. Transcripts demonstrating successful passing (C or higher) of radiology-specific coursework at the previous institution(s).

    C. Course syllabi and descriptions from the radiology-specific coursework completed at the previous institution(s) as requested.

    D. Two letters of recommendation, including at least one from the previous institution's faculty, clinical coordinator, or program director. An additional letter should be from one of the others listed above, or a clinical preceptor ot technologist who spent significant time with the student in the clinical setting.

    E. A professional résumé (if applicable).

F. A minimum 2-page, double-spaced, essay explaining their decision to come to the Ozarks Tech program, what they learned and were able to experience in their previous program, and why the Ozarks Tech radiography program is a good fit for them.

G. A list of clinical competencies or lab evaluations that they successfully passed in their previous program.

H. Successful completion of an individualized competency examination didactically and clinically created by the Ozarks Tech faculty.
    1. Any clinical competencies that were achieved prior to the Ozarks Tech program must be performed again and the student must pass based on the criteria set forth by the Ozarks Tech program

I. A meeting with the program director and clinical coordinator to review a plan and agree to the plan of study. Consultation with the registrar's office, admissions office, and other Ozarks Tech support staff may be required and may find barriers to the creation of an individualized plan of study. All parties involved must be in agreement, before the plan can be enacted.

3. There is **no guarantee** that a transfer student can successfully enter the program at the time they want, or that their individualized plan may allow them to graduate in less time.

4. There may be no options at that time and they may have to start the program as a new student with a new cohort after completing the application process and competing with the other applicants for admission to the program.

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## Clinical Expectations and Obligations

The clinical experience is a job interview essentially. The student should treat it as such everyday they attend clinicals.

## Clinical Expectations

- **Show Initiative - Be Involved**
    - Many of our recent grads are working at clinical sites they rotated through, some even as early as late spring
    - It pays (financial pun there) to be active, staying involved in exams, not being afraid to help or try an exam. Staying back at a distance and letting techs handle it all is not a way to win them over

- **Show Up - Absences/Attendance**
    - The student is allowed ***one day of absence during an 8-week block practicum course*** without penalty to their practicum grade.
        - If the student should have to miss more than one day, they will be required to make up the clinical hours beyond that one shift to achieve the minimum clinical hours for that practicum course
        - Clinical hours ***CANNOT*** be substituted for in lab
        - ***Clinical*** absences that are not used, can be rolled over to the following semesters to be used at a later date on a ***clinical*** day
        - Leaving more than 2 hours early is considered an absence, unless previously arranged with both the clinical site and the clinical coordinator, or other clearance by the program director

- Individual courses may have attendance policies that could negatively impact the student for missing lecture, or lab days. See the specific instructor's course syllabus for details on their attendance and tardy policy.

    - Students are solely responsible for the missed work, labs, and assignments and must make arrangements with their peers or faculty to gather the missing

    - Not all points can be made up – unless previously arranged with the instructor

- If the student will be **absent** from clinicals:

    1. The student is required to contact the clinical site ***by phone*** to let them know about their absence, please be aware of the times someone may be present to answer the student's phone call

        a. Not contacting the clinical site results in a further reduction of points beyond the absence

    2. The student is required to contact the clinical coordinator and let them know they will be absent for the day

    3. Lastly, the student should log into Trajecsys and mark their absence
        a. Click on **Time Exception**
        b. Make sure the **location** is correctly selected from the drop down menu
        c. Make sure the **date** is correct at the bottom
        d. Click the **Absent** button
        e. Click the **Submit** button

- A **No Show – No Call** is a serious offense for clinicals

    - It will significantly impact the student's grade for a no call-no show, just as it would negatively affect their job in the future. Refer to the practicum course syllabi, or the Ozarks Tech policy for further information.

**Show Up on Time - Tardies/Punctuality**

- This will be heavily enforced in the clinical setting. The student has no room for being late. If you are scheduled for 7:30 clinicals and you get there and clock in at 7:31 a.m., you are considered late. No rounding up or down window, like the hospital system.

- If there is a computer issue, no need to worry, just have a tech e-mail me and let me know and I can adjust it without penalty to you

- **If clocking in from phone, GPS enabling must be on**! - If forget, just e-mail me or have tech e-mail me

- If you are one who is usually late to things, set your alarm 15 minutes earlier, so it does not become an issue later on. Tardies can negatively impact your grade and ultimately, your continuation in the program.

- Be aware of travel time to further locations, such as Monett and CMH. Please plan ahead to give yourself plenty of time.

- If it is snowing or icing, we are forgiving with regards to the tardies on those days, so do not hurt yourself trying to make it on time

    - Sometimes we do a later start, we discussed weather issues/decisions during the intersession
        - Do not bank on this occurring, as this is like a job interview and they expect you to be at work

- ***An excessive tardy in time, may be changed to an absence as determined by the clinical coordinator and ASR program director. Any tardy more than 15 minutes, the student shall call the clinical site to notify them of their arrival being later than scheduled. ***

- If you will be more than 30 minutes late for clinicals or class, ASR faculty may change it to an absence and you may be sent home

**Show Professionalism – What you Wear and How you Act**

- Wear your college-issued or clinical site issued scrubs – they should be free of stains, wrinkles, smells, etc.

- Wear your student badge during clinicals

- Wear your student-issued dosimeter daily at clinicals (also wear in the lab setting)

    - If working (paid or volunteer) outside of scheduled school-clinicals around ionizing radiation, must wear that facilities dosimeter, not the school-issued one

- Have your specific ID lead markers with you

- Limit cell phone use

- Cleaning/Stocking
    - One way to impress the techs and supervisors is by staying active cleaning, stocking, and organizing the rooms

    - Can ask where things are, also a good way to learn where those items are, and stock what may be in need

- **Clinical Behavior/Attitude**

    - You know this is like any job situation, you will have techs that you mesh with well and some it is like oil and water

    - Stay positive, stay excited to be in clinicals, stay motivated, and stay awake!

    - Limit any gossip about techs, classmates, other students in the senior class, faculty, etc.

    - Be friendly and helpful, do not be overbearing

    - Some techs like questions, some do not, as I always tell people to learn from your audience. That goes for telling jokes, being sarcastic, sharing information about yourself, etc.

## Obligations

The clinical component of the program is one of the most important parts of the student's educational experience. The student must treat the clinical rotations as a continuous job interview.

Ozarks Tech radiography students will be provided with the opportunity to perform clinical rotations in a variety of settings. This diverse group of rotations will provide the student with the best all-around educational experience and provide the student a chance to explore what type of environment they would best suit them for their future.

Students will have the opportunity to complete approximately 800 hours of direct patient care experience. Students may perform clinical rotations at several sites that can include level 1 trauma centers, rural hospital systems, outpatient imaging centers, urgent care centers, community health centers, inpatient hospitals, rehabilitation hospitals, surgery centers, and specialty clinics such as orthopedic and neurological centers.

While students will be placed in clinical locations to keep them as close to their preferred location, they should know they may be required to drive up to 120 miles each way for a clinical rotation. Those 120 miles is from the main campus, living out of the area is not included in that distance and the student may be required to drive more than 120 miles, which is dependent on where they reside.

**Due to clinical capacity limits, students may have to agree to be placed in a less desired geographic region to obtain or maintain a spot in the cohort for their entire rotation(s).**

Students seeking acceptance into the Ozarks Tech radiography program should note the following items regarding clinical rotations:

1. Clinical days vary depending on the semester block, when the student is not in class or labs, they will have clinical days to complete.
    a. The number of days per week and the days of the week the student is assigned clinicals varies per semester block course
    b. It depends on their course schedule and how many students are in clinical rotations at that same semester block
2. Students can expect clinical rotations to last between 6 hours and a maximum of 10 hours depending on the schedule created with the clinical coordinator and clinical site.
3. Students will be expected to complete a minimum amount of clinical hours per week, on average, for each practicum course. These time requirements align with Ozarks Tech's policy for clinical hour to credit hour ratio.

a. For example:

   i. 3 credit hour course = 112.5 clinical hours for that block course

   ii. 4 credit hour course = 150 clinical hours for that block course

   iii. 5 credit hour course = 187.5 clinical hours for that block course

4. Clinical hours vary, with "most" starting at either 7:30 a.m. or 8:00 a.m. and lasting until 2:30 p.m. or 3:00 p.m.

   a. However, there are shifts that start as early as 6:30 a.m. (typically for the first rotation through surgery)

5. There are required amounts of evening shifts that start generally around 3:30 p.m. and can go as late as 11:00 p.m.

6. A set number of weekend rotations are also required by the program for the student to gain that experience. The schedule is provided with student input and far enough in advance to help the student plan their schedule accordingly.

7. Students may elect to perform a few overnight rotations, if there are clinical preceptors available. This is a short-term rotation and for the experience only, it is not required and the student should note that it does not offer the same exam experiences, so it is limited in its use aside from the experience.

8. Students have varying meal break times, based on the clinical locations food options on-campus. The student are allotted, at minimum, a 30-minute break for lunch/dinner breaks. Each site is allowed to set the time the students go, as well as the amount of time, as long as they receive at least a 30-minute break.

9. Students are provided a large variety of clinical location options and experiences. The program will discuss with the student options for clinical locations. Students who perform clinicals at outlying locations, may be required to travel in for specific rotations to ensure they get the same experience as other students. Such as a Level 1 Trauma center, surgery, fluoroscopy, etc.

10. Students will need to purchase Ozarks Tech scrubs to wear at clinical rotations. The number of scrubs recommended is at least two pairs. Some sites will require students to wear surgical scrubs, which are provided by the site.

11. Students will be required to pay for their dosimeter badge assigned to them by Ozarks Tech. There is a replacement cost if the original one is lost.

12. Students will clock in and out on the Trajecsys platform, which is a web-based system used to track time totals as daily exams performed, competencies, etc. Students pay a one-time access fee for the service and it is included in the student fees for the program.

13. Some clinical sites may require additional training, vaccines, and dress codes. Students are responsible for abiding by the policies of that location.

14. Students will be responsible for the cost of student IDs, lead markers, and other items as part of their student fees to wear and utilize in the clinical setting. Lost items will incur additional costs.

15. If a student is offered the chance, or would like to attend clinicals at the Veteran's Affairs medical clinic, **there are separate requirements that must be met:**

    1. **The student may be required to drive to Fayetteville, AR to complete additional background screenings and drug testing to be done at the student's cost for the travel expenses and for the cost of the tests if they charge the student for them**
    2. **Additional screenings, vaccines, and immunizations may be required as well by the VA, which the cost is the responsibility of the student**
    3. **Please note, not all students will be offered this chance, the idea is for veteran's or active military to have this opportunity. If someone would like to attend, they must know about the additional costs and requirements to perform clinicals at the VA**

The initial plan for clinical site placement depends on receiving affiliation agreements and approval for all of the potential locations. Not all of the clinical sites listed below have been finalized as locations for the Ozarks Tech radiography students.

The number of students and the students requesting the areas that we can secure also may affect our regional clinical assignment plan. Many of the outlying clinics have limited capacity with the potential for only 1-2 spots in those regions.

**Region 1 - Springfield**

- Jordan Valley Community Health Center
- Mercy Springfield Hospital (main campus)
    - Inpatient
    - Level 1 Trauma Center
    - Surgery
    - Outpatient
    - Fluoroscopy/Endoscopy
- Mercy Whiteside
- Mercy National
- Mercy Smith Glynn
- Mercy Orthopedic Hospital and ER
- Mercy Orthopedic Clinic
- Mercy Surgery Center
- Mercy Frisco
- Cox North
- Cox South Hospital (main campus)
    - Inpatient and Outpatient Main Department
    - Level 1 Trauma Center
    - Surgery
    - Turner Center Urgent Care
    - Fluoroscopy/Endoscopy
- Cox Ferrell Duncan Outpatient Center
- Cox Martin Center Imaging Center
- Cox Meyer Orthopedic Rehabilitation Hospital and Surgery Center
- Cox Bone and Joint Orthopedic Walk-In Clinic and Offices
- Cox Wheeler Orthopedic Clinic
- Jared Neurological Center
- Springfield VA Hospital (*offered to veterans and/or active military*)
- Cox Ozark Superclinic
- Cox Nixa Superclinic
- Cox Sunshine and National Superclinic (Hamra building)
- Cox East Battlefield (B65) Superclinic

- Cox Chesterfield Superclinic
- Cox Republic Superclinic

**Region 2 – Bolivar**

- Citizens Memorial Hospital (CMH)
- Douglas Outpatient Imaging Center (CMH)
- Mercy Bolivar Imaging Center

**Region 3 – Lebanon and Lake Region**

- Cox Lebanon Superclinic
- Mercy Hospital – Lebanon
- Lake Regional Hospital – *potential site in the future*
- Fort Leonard Wood Community Hospital - *potential site in the future*

**Region 4 – West Plains Region**

- Ozarks Health Care Hospital
- St. Francis Hospital/Mercy Mountain View

**Region 5 – Branson Region**

- Cox Branson Hospital
    - Inpatient
    - Outpatient
- Cox Branson Orthopedic Clinic
- Cox Branson Hills Superclinic

**Region 6 – Monett/Aurora Area**

- Cox Monett Hospital
- Cox Monett Urgent Care
- Cox Republic Superclinic
- Mercy Hospital – Aurora – *potential site in the future*
- Mercy Hospital – Cassville

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## Clinical Site

The Ozarks Tech radiography program utilizes a variety of clinical locations to prepare the students for different facilities, equipment, and protocols they will face when they graduate. The locations of the multiple clinical sites allow for serving the needs of both urban and rural communities. Locations are required to be recognized by the JRCERT and have affiliation agreements in place with Ozarks Tech for students to perform clinicals at their locations.

1. Citizens Memorial Hospital - Bolivar, Missouri
2. Cox Bone and Joint Orthopedic - Springfield, Missouri
3. Cox Branson Hills Superclinic - Branson Hills, Missouri
4. Cox Branson Hospital - Branson, Missouri
5. Cox Branson Orthopedic Clinic - Branson, Missouri
6. Cox Chesterfield Superclinic – Springfield, Missouri
7. Cox East Battlefield (B65) Superclinic - Springfield, Missouri
8. Cox Hospital -Monett - Monett, Missouri
9. Cox Lebanon Superclinic – Lebanon, Missouri
10. Cox Monett Hospital – Monett, Missouri
11. Cox Monett Urgent Care – Monett, Missouri
12. Cox Nixa Superclinic - Nixa, Missouri
13. Cox North - Springfield, Missouri
14. Cox Ozark Superclinic - Ozark, Missouri
15. Cox Republic Superclinic – Republic, Missouri
16. Cox South Hospital - Springfield, Missouri
17. Cox Sunshine and National (Hamra) Superclinic - Springfield, Missouri
18. Cox Wheeler Orthopedic Clinic - Springfield, Missouri
19. Douglas Outpatient Imaging Center (CMH) - Bolivar, Missouri
20. Ferrell Duncan Outpatient Imaging Center - Springfield, Missouri

21. Jared Neurological Center - Springfield, Missouri
22. Jordan Valley Community Health Center - Springfield, Missouri
23. Martin Center Imaging Center - Springfield, Missouri
24. Mercy Cassville – Cassville, Missouri
25. Mercy Frisco Clinic - Springfield, Missouri
26. Mercy Imaging Center - Branson - Branson, Missouri
27. Mercy Imaging Center - Bolivar - Bolivar, Missouri
29. Mercy Hospital - Lebanon - Lebanon, Missouri
30. Mercy Hospital - Springfield - Springfield, Missouri
31. Mercy Mt. View – St. Francis Hospital – Mt. View, Missouri
32. Mercy National Clinic - Springfield, Missouri
33. Mercy Orthopedic Hospital and ER (south campus) - Springfield, Missouri
34. Mercy Orthopedic Clinic and Surgery Center (south campus) - Springfield, Missouri
35. Mercy Smith-Glynn Calloway Center - Springfield, Missouri
36. Mercy Surgery Center - Springfield - Springfield, Missouri
37. Mercy Whiteside Clinic - Springfield, Missouri
38. Meyer Orthopedic and Rehabilitation Hospital (MORH) - Springfield, Missouri
39. Ozarks Healthcare Hospital - West Plains, Missouri
40. Springfield VA Hospital - Springfield, Missouri***

****These locations are reserved for students with military or veteran status. Students who do not have those credentials are still receiving the same education as these students.****

*### These sites are still in the process of being considered for clinical site placement for the upcoming academic year*

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## Vaccines and Immunizations

Ozarks Tech radiography program requires proof of current vaccine and immunization records that coincide with the required vaccines and immunizations from the clinical sites. These are not required to attend class or labs, however not having them complete may impact the student's clinical placement. The student is required to provide documentation of vaccines once they have been accepted into the program. The most current list of vaccine and immunization requirements is found under the immunization requirements tab on the admissions information web page.

If a student would like to file an exemption for any of the required vaccines or immunizations, they must do so in writing, and it must be submitted to the clinical sites.

The clinical sites make the final decision on whether the student is allowed to participate in clinicals at their location. Each clinical location establishes its own standards, so the Ozarks Tech radiography program tries to require what should cover all students at all locations.

Students should note that any Veteran's Affairs clinics and military base locations may require additional items and specific requirements to be met before clinicals may be performed at those locations.

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## Drug and Alcohol Screening

As part of the acceptance into the Ozarks Tech radiography program, the student will be required to pass a drug and alcohol screening test. As a member of the healthcare team providing patient care to the different facilities utilized for clinical learning, you are required to abide by the drug and alcohol policies of those clinical locations. Ozarks Tech is committed to providing a safe working environment for the patients, technologists, faculty, and peers.

1. The fees are incorporated into the program fees.

2. The exact time and date of the screening is not provided for the student, once they are provided the information, there will be a deadline to complete the testing.

3. Failure to complete the drug test within the testing window is considered a positive test result.

4. Any positive results are reviewed by the testing facility's medical director, that report is provided to the Ozarks Tech program.

5. Positive results can prevent a student from starting, or continuing in the radiography program.

6. Any required re-test may be at the cost of the student.

7. In February of 2023, Missouri legalized recreational marijuana and prior to that, Missouri allowed medical marijuana cards for purchase of marijuana to treat certain ailments.

    A. However, to comply with current federal law, staff and students who provide care to the clinical site patients must pass a randomized drug screening.

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## Criminal Background Check

As part of the acceptance into the Ozarks Tech radiography program, the students will be required to undergo a criminal background check as all students in the Health Science programs are required to do as well. The fee associated with this check is included in the program fees.

The background check is required by the affiliations with clinical education sites. For more current information on background checks, the student may click on the Criminal Background Check link found on the program's admission information page.

Students with a felony or a significant criminal history may not be able to participate in clinical experiences at some of our sites and may not be able to apply for a license to practice.

Acceptance into the radiography program **does not** guarantee the student will be eligible for their national registry exam or other licensure exams. It is the organization's right to determine eligibility.

## The ARRT and Background Checks

The ARRT, who provides the student with their credentials to practice, may require additional information and an ethics review regarding a student's background check findings.

It is strongly encouraged that the students begin the process with the ARRT as soon as possible to have the issue solved before they take the national registry.

Here is a link to the ARRT's review before you apply page: https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-review-preapplication

The ARRT provides an ethics review process outline on the web page: https://www.arrt.org/pages/ethics-review

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## Course of Studies

Upon successful completion of the general education requirements and acceptance into the Ozarks Tech Radiography program, the student will complete the program in a cohort style progression. The program is designed on an 8-week block schedule. If a student must leave their cohort progression, they must follow the return to program procedure.

Below are the different starting points for the program.

## Fall Start Cohort

**Fall Semester A Block**

| | |
|---|---|
| RAD 211 Essentials & Pt Care | 2 credit hours |
| RAD 212 Essentials & Pt Care Lab | 2 credit hours |
| RAD 213 Radiographic Anatomy | 2 credit hours |
| RAD 214 Radiographic Physics | 2 credit hours |

**Fall Semester B Block**

| | |
|---|---|
| RAD 221 Imaging Equipment | 2 credit hours |
| RAD 223 Radiography General Procedures | 2 credit hours |
| RAD 224 Radiography Gen. Procedures Lab | 2 credit hours |
| RAD 280 Introduction to Clinic | 2 credit hours |

**Total Semester Hours: 16 credit hours**

**Spring Semester A Block**

| | |
|---|---|
| RAD 230 Radiography Adv. Procedures | 1 credit hour |
| RAD 231 Radiography Adv. Procedures Lab | 1 credit hour |
| RAD 233 Fluoroscopic Procedures | 1 credit hour |
| RAD 234 Fluoroscopic Procedures Lab | 1 credit hour |
| RAD 281 Clinic & Professionalism I | 3 credit hours |

**Spring Semester B Block**

| | |
|---|---|
| RAD 241 Radiation Biology & Protection | 4 credit hours |
| RAD 282 Clinic & Professionalism II | 4 credit hours |

**Total Semester Hours: 15 credit hours**

**Summer Semester**

| | |
|---|---|
| RAD 251 Image Processing and Quality | 2 credit hours |
| RAD 283 Clinic & Professionalism III | 5 credit hours |

**Total Semester Hours: 7 credit hours**

**Fall Semester A Block**

| | |
|---|---|
| RAD 261 Pathology & Sectional Anatomy | 2 credit hours |
| RAD 263 Capstone & Review I | 2 credit hours |
| RAD 284 Clinic & Professionalism IV | 4 credit hours |

**Fall Semester B Block**

| | |
|---|---|
| RAD 271 Ethics for the Imager | 1 credit hour |
| RAD 273 Capstone & Review II | 2 credit hours |
| RAD 285 Clinic & Professionalism V | 3 credit hours |

**Total Semester Hours: 14 credit hours**

**Total General Education Coursework: 27 credit hours**
**Total Radiography Core Coursework: 52 credit hours**

**Total Degree Coursework: 79 credit hours**

## Spring Start Cohort

**Spring Semester A Block**

| | |
|---|---|
| RAD 211 Essentials & Pt Care | 2 credit hours |
| RAD 212 Essentials & Pt Care Lab | 2 credit hours |
| RAD 213 Radiographic Anatomy | 2 credit hours |
| RAD 214 Radiographic Physics | 2 credit hours |

**Spring Semester B Block**

| | |
|---|---|
| RAD 221 Imaging Equipment | 2 credit hours |
| RAD 223 Radiography General Procedures | 2 credit hours |
| RAD 224 Radiography Gen. Procedures Lab | 2 credit hours |
| RAD 280 Introduction to Clinic | 2 credit hours |

**Total Semester Hours: 16 credit hours**

**Summer Semester**

| | |
|---|---|
| RAD 230 Radiography Adv. Procedures | 1 credit hour |
| RAD 231 Radiography Adv. Procedures Lab | 1 credit hour |
| RAD 233 Fluoroscopic Procedures | 1 credit hour |
| RAD 234 Fluoroscopic Procedures Lab | 1 credit hour |
| RAD 281 Clinic & Professionalism I | 3 credit hours |

**Total Semester Hours: 7 credit hours**

**Fall Semester A Block**

| | |
|---|---|
| RAD 241 Radiation Biology & Protection | 4 credit hours |
| RAD 282 Clinic & Professionalism II | 4 credit hours |

**Fall Semester B Block**

| | |
|---|---|
| RAD 251 Image Processing and Quality | 2 credit hours |
| RAD 283 Clinic & Professionalism III | 5 credit hours |

**Total Semester Hours: 15 credit hours**

**Spring Semester A Block**

| | |
|---|---|
| RAD 261 Pathology & Sectional Anatomy | 2 credit hours |
| RAD 263 Capstone & Review I | 2 credit hours |
| RAD 284 Clinic & Professionalism IV | 4 credit hours |

**Spring Semester B Block**

| | |
|---|---|
| RAD 271 Ethics for the Imager | 1 credit hour |
| RAD 273 Capstone & Review II | 2 credit hours |
| RAD 285 Clinic & Professionalism V | 3 credit hours |

**Total Semester Hours: 14 credit hours**

**Total General Education Coursework: 27 credit hours**
**Total Radiography Core Coursework: 52 credit hours**

**Total Degree Coursework: 79 credit hours**

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## RAD Course Descriptions

**RAD 211 Essentials & Pt Care in X-ray** *(Offered Fall A and Spring A)* **2 credit hours**
Pre-requisite(s): Acceptance into the radiography program

This course provides the student with the concepts related to patient privacy and communication. The student will be instructed in the proper technique for collecting vital signs, preventing infection, and performing venipuncture. The student will be provided with instruction on medical emergencies, radiation protection and MRI safety.

**RAD 212 Essentials & Pt Care Lab** *(Offered Fall A and Spring A)* **2 credit hours**
Pre-requisite(s): Acceptance into the radiography program

The student will demonstrate the practical skills associated with the concepts related to patient care and the use of the radiologic equipment. Performance of the skills will be performed different skills lab settings, or clinical settings.

**RAD 213 Radiographic Anatomy** *(Offered Fall A and Spring A)* **2 credit hours**
Pre-requisite(s): Acceptance into the radiography program

This course focuses on developing the student's ability to identify the components of the skeletal system as it is displayed on the X-ray image. The students are introduced to basic abnormal pathologies that can be identified on the displayed images. Additional instruction provided will introduce the student to the respiratory, urinary, and gastrointestinal systems to prepare the student for additional course work.

**RAD 214 Radiographic Physics** *(Offered Fall A and Spring A)* **2 credit hours**
Pre-requisite(s): Acceptance into the radiography program

The course provides the student with the principles of radiation physics, with emphasis on the creation of the x-ray beam and its quality and target interactions. Explanations are given on how x-rays interact with the body and their effects of radiation on the tissues. This instruction allows the student to build on the knowledge of how to provide protection for the patient and staff.

**RAD 221 Imaging Equipment** *(Offered Fall B and Spring B)* **3 credit hours**
Pre-requisite(s): RAD 211, RAD 212, RAD 213, and RAD 214

This course provides the student with content related to the primary and secondary technical factors, AEC, filtration, beam-restricting devices, and grids. The course explains the different digital radiography systems in detail. This provides the student with a better understand of the equipment commonly used in the X-ray department and how the equipment affects the image.

**RAD 223 Radiography General Procedures** *(Offered Fall B and Spring B)* **2 credit hours**
Pre-requisite(s): RAD 211, RAD 212, RAD 213, and RAD 214

This course presents the student with the requirements and technical factors related to general positioning of patients for routine exams in the radiology department. The course will prepare the student to take quality images through image analysis. The student will additionally be instructed on radiation safety techniques and effective patient communication in a simulated environment.

**RAD 224 Radiography Gen. Procedures Lab** *(Offered Fall B and Spring B)* **2 credit hours**
Pre-requisite(s): RAD 211, RAD 212, RAD 213, and RAD 214

In this course, the student will perform positioning of peers, phantoms, and/or the instructor to master the routine exams seen in the imaging department. Students will make exposures using the phantoms under appropriate supervision to practice technique selection. The student will additionally practice radiation safety techniques and effective patient communication. This course requires physically touching the classmate and instructor as if they were working with a patient. Students are expected to be positioned and this requires palpation of body regions to find landmarks and touching of feet.

**RAD 230 Radiography Adv. Procedures** *(Offered Summer and Spring A)* **1 credit hour**
Pre-requisite(s): RAD 221, RAD 223, RAD 224, and RAD 280

This course discusses the positioning procedures required in trauma situations, and with non-ideal patient conditions. The course provides specialty procedure instruction for those exams performed typically at more specific imaging sites, such as orthopedic and neurological centers. Students will enhance their learning in performing image analysis and review common pathologies seen on x-ray images.

**RAD 231 Radiography Adv. Procedures Lab** *(Offered Summer and Spring A)* **1 credit hour**
Pre-requisite(s): RAD 221, RAD 223, RAD 224, and RAD 280

This course provides the hands-on demonstration and practice of the examinations found in trauma situations and non-ideal patient conditions. Additionally, views commonly seen in and more specific imaging sites, such as orthopedic and neurological centers are practiced to gain competency on these advanced imaging procedures. Students review images for quality and applying changes to the technical factors and positioning based on that review.

**RAD 233 Fluoroscopic Procedures** *(Offered Summer and Spring A)* **1 credit hour**
Pre-requisite(s): RAD 221, RAD 223, RAD 224, and RAD 280

This course covers the exams typically performed under fluoroscopy. Including exams of the upper GI, small bowel, large bowel, arthrography, myelography, ERCPs, urography, cystography, esophagus, swallowing exams, and cholangiography. The course provides explanation of the equipment used in fluoroscopic procedures including the x-ray tube, image intensifier, c-arm devices, contrast agents, reactions to contrast, and patient and personnel protection in fluoroscopic procedures.

**RAD 234 Fluoroscopic Procedures Lab** *(Offered Summer and Spring A)* **1 credit hour**
Pre-requisite(s): RAD 221, RAD 223, RAD 224, and RAD 280

This course provides the student with the opportunity to practice the positions associated with fluoroscopic examinations. The student will demonstrate competency of the exams from the upper GI, small bowel, large bowel, arthrography, myelography, ERCPs, urography, cystography, esophagus, swallowing exams, and cholangiography. Students will increase their proficiency while using the fluoroscopic equipment.

**RAD 241 Radiation Biology & Protection** *(Offered Fall A and Spring B)* **4 credit hours**
Pre-requisite(s): RAD 230, RAD 231, RAD 233, RAD 234, and RAD 281

The students will receive a comprehensive overview on the ionizing radiation's effects on the body's tissues. The topics include the radiosensitivity and somatic effects of the x-ray beam on the body. This course will examine the regulations and requirements for radiation protection from the various organizations as minimizing the exposure to the patient and the personnel is discussed more in-depth.

**RAD 251 Image Processing and Quality** *(Offered Fall B and Summer)* **2 credit hours**
Pre-requisite(s): RAD 241 and RAD 282

The course covers the topics of spatial resolution, contrast, oversaturation, and distortion of the resulting image. Additional topics include the quality control techniques used for various equipment used in the radiology department. The post-processing effects of the digital image are discussed in detail in the course.

**RAD 261 Pathology & Sectional Anatomy** *(Offered Spring A and Fall A)* **2 credit hours**
Pre-requisite(s): RAD 251 and RAD 283

The course provides the student with instruction on the commonly seen pathologies found in the diagnostic imaging field. The pathologies are presented in both x-ray and three-dimensional advanced modality images. The body systems covered by the course include the respiratory, circulatory, urinary, skeletal, digestive, reproductive, nervous, and endocrine systems.

**RAD 263 Capstone & Review I** *(Offered Spring A and Fall A)* **2 credit hours**
Pre-requisite(s): RAD 251 and RAD 283

This course is designed to prepare the student for the ARRT registry through the review of the eight major categories found on the ARRT (R) examination specifications. The course provides the student with specific category review, individualized focus, and mock registry exams. The student will begin to work on their capstone projects in this course.

**RAD 271 Ethics for the Imager** *(Offered Spring B and Fall B)* **1 credit hour**
Pre-requisite(s): RAD 261, RAD 263 and RAD 284

This course provides the student with content covering ethical and legal issues related to patient care, including discussions on current ethical situations found in the imaging profession. Review of the ARRT, ASRT, and other organizations' codes of ethics and scopes of practice are provided to the student in this course. The student is provided details on the continuing education (CE and CQR) practice required for radiologic technologists during this course.

**RAD 273 Capstone & Review II** *(Offered Spring B and Fall B)* **2 credit hours**
Pre-requisite(s): RAD 261, RAD 263 and RAD 284

This course provides the student with multiple registry mock examinations weekly, additional personalized review of content areas for the students, and test-taking strategies to prepare for the ARRT registry in radiography. The course will focus on finalizing comprehension of the material

related to the categories of the registry. The students will present their capstone projects during this course.

**RAD 280 Introduction to Clinic** *(Offered Fall B and Spring B)* **2 credit hours**
Pre-requisite(s): RAD 211, RAD 212, RAD 213, and RAD 214

The students begin their clinical experience beginning with orientations and onboarding at various clinical sites, which will require some traveling by the student. The students will gain experiences in the clinical setting while working with patients and registered technologists to build the student's employable and professional traits and behaviors. Re-introduction of workplace, radiation, and MRI safety is provided in the course.

**RAD 281 Clinic & Professionalism I** *(Offered Summer and Spring A)* **3 credit hours**
Pre-requisite(s): RAD 221, RAD 223, RAD 224, and RAD 280

During the course, the students will perform clinical rotations in a variety of settings, scheduled with the clinical coordinator occurs under the direct supervision of a registered radiologic technologist. As part of the course, students may be required to travel and perform evening and weekend rotations. During all clinical practicum courses, students will be working with ionizing radiation in these settings and they need to utilize safe protection practices to limit exposure to the patient, personnel, and themselves.

**RAD 282 Clinical & Professionalism II** *(Offered Fall A and Spring B)* **4 credit hours**
Pre-requisite(s): RAD 230, RAD 231, RAD 233, RAD 234, and RAD 281

During this course, the student performs clinical experiences in a variety of settings under the direct supervision of a registered radiologic technologist. The course provides the student the opportunity to experience rotations that include, but are not limited to, inpatient departments, emergency rooms, operating rooms, outpatient imaging facilities, urgent cares, fluoroscopy examinations, endoscopy cases, neurological and orthopedic centers, rural hospitals, and performing portable exams. As part of the course, students may be required to travel and perform evening and weekend rotations.

**RAD 283 Clinical & Professionalism III** *(Offered Fall B and Summer)* **5 credit hours**
Pre-requisite(s): RAD 241 and RAD 282

The course allows the student to begin working toward completion of their mandatory and elective ARRT clinical competencies and required OTC programmatic clinical competencies. Didactically, the students will learn about each of the different modalities. During this course, the students are permitted to rotate through different modalities that can include Cardiac Catheterization Lab, Computed Tomography (CT), Interventional Radiology, Magnetic Resonance Imaging (MRI), Mammography, Nuclear Medicine, Radiation Therapy, and Ultrasound. As part of the course, students may be required to travel and perform evening and weekend rotations.

**RAD 284 Clinical & Professionalism IV** *(Offered Spring A and Fall A)* **4 credit hours**
Pre-requisite(s): RAD 251 and RAD 283

In this course, the student is developing their independence in the clinical setting and working towards completion of the required ARRT and OTC clinical competencies. The student performs image analysis within the clinical experience. As part of the course, students may be required to travel and perform evening and weekend rotations.

**RAD 285 Clinical & Professionalism V** *(Offered Spring B and Fall B)* **3 credit hours**
Pre-requisite(s): RAD 261, RAD 263 and RAD 284

This course is for the student to complete all remaining required competencies for the ARRT and OTC program during this course. Students cannot sit for their registry exam until all ARRT and OTC competencies have been successfully completed. As part of the course, students may be required to travel and perform evening and weekend rotations.

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## Credit Hour Statement Definition

The Radiography program follows the Ozarks Technical Community College policy 2.09 for the credit hour equivalency formula.

This can be found on the Ozarks Tech website at: https://ozarkstech.edu/policy/2-09-course-credit-hour/

Below is an excerpt from the website at the time of publication, which this policy is reviewed and may be adapted at the next review date, and before this publication can update it:

**2.09 – Course Credit Hour**

**A. Purpose**

To establish how course credit hours are allocated to courses.

**B. Policy**

Course credit hours will be aligned with the Missouri Coordinating Board for Higher Education recommendations as stated in the Credit Transfer Guidelines document and will comply with the federal requirements for a credit hour.

**C. Procedures**

A course credit hour is an amount of work representing intended learning outcomes and verified by evidence of student achievement from work both in and outside of the classroom.

A course credit hour shall be calculated by utilizing the following guidelines:

A permanently transcribed instructional activity in which one credit hour is awarded shall consist of a minimum of seven hundred fifty (750) minutes of classroom experiences such as lecture, discussion, or similar instructional approaches; or a minimum of one thousand five hundred (1,500) minutes of such experiences as laboratory or equivalent experiences; or a minimum of two thousand two hundred fifty (2,250) minutes of clinical, practicum, internship, studio, or equivalent experiences.

Each of the above time periods is exclusive of registration and final examination time.

Alternative teaching formats:

The amount of time to complete homework, research, writing, and testing required for online, hybrid, or other alternatively formatted courses will be the equivalent of the time and amount of similar work required for courses taught entirely on location.

**Further Explanation:**

This means that, during an 8-week block course:

- 1 credit hour of didactic class = 750 minutes (12 ½ hours) of instruction
    - Note that the total time excludes the final exam period, which means that total time is spread across 7 weeks of instruction
    - For example, a 2-credit lecture class would need to have 25 hours of instruction total over 7 weeks, that is equivalent to roughly 3 ½ hours of instruction per week

- For labs, that time is doubled to 1,500 minutes, or 25 hours of instruction per credit hour
    - For example, a 2-credit lab course would need 50 hours of lab instruction over the 7-week period, which is roughly 7 hours per week
    - Some of this time can be spent doing other assignments related to the lab component, or working independently

- For clinical rotations, the 2,250 is equivalent to 37 ½ hours of experience per credit hour for the course
    - For example, a 3-credit clinical practicum course, the student should expect to spend approximately 110 hours in clinicals, which is approximately 16 hours per week
    - In total the students should expect to do close to 800 hours in the clinical setting across the 16-months

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## Block by Block Program Description

### 1st Block

In the first block of the program, the student will take courses that relate to the foundation of the rest of the curriculum and the imaging profession.

The RAD 211 and 212 courses work together to provide the student with the early patient care skills development, through hands-on training and simulations. The course will introduce students to the basics of radiation safety when working with patients. Radiation and MRI safety along with personal safety are introduced in this course.

The RAD 211 lecture course uses hybrid delivery methods, mixing some online and in-person classroom days. The RAD 212 lab portion of the course meets two to three times per week. It uses more kinesthetic, skill practice, and tactile methods of practice and evaluation with some of the essential equipment used in the radiology department, patient care, radiation safety, and personnel safety skills necessary.

The RAD 213 Radiographic Anatomy course provides the student with the backbone of looking for and identifying anatomy and pathology in x-ray images. The course uses hybrid methods of instruction with online assignments, lectures, classroom identification activities, and meets in person as well.

RAD 214, provides the student with concepts of basic physics related to x-rays and x-ray machines. This course uses hybrid methods of instruction, with lectures, online assignments, lab demonstrations and experiments, and meets in-person as well.

### 2nd Block

In the second eight-week block of their first semester is when the student begins to experience the clinical components of their education.

As the student had some experience with radiology equipment in RAD 211 and 212, the student is now introduced to the equipment design, concepts related to using the equipment, and the technology and mechanics behind the equipment in RAD 221. RAD 221 uses hybrid delivery methods of concepts.

The student begins to learn and practice some of the general radiographic procedures in both RAD 223 and RAD 224. They are provided with lectures on the positioning, the image requirements, techniques used through lecture methods and demonstration. In the lab portion,

RAD 224, the students are in small groups where they will practice positioning their peers, other members of the program, and faculty members of the program to act as patients. RAD 224 does require students to touch the "patients", palpating anatomical structures, moving the different body parts. The student will also be asked to be a "patient" as well and will need to be comfortable with both aspects. Positioning of the "patient" does require the touching of feet, hip and groin regions, necks, back, shoulder, clavicle, sternum, abdomen, etc. The lecture portion will meet in person and have online components. The lab portion will meet in-person as there are many positions to cover in the course's timeframe.

The RAD 280 Introduction to Clinic course begins with orientations to future clinical sites, a recap of patient and radiation safety, additional MRI safety training, tours of clinical sites, lectures on expectations in clinicals. The course will use hybrid lecture methods and in-person tours with some short observation time in the clinical setting. The students will spend more time with the c-arm and portable machines for additional practice to build upon what was done in RAD 211 and RAD 212 before they enter the clinical setting.

**3rd Block**

As the student has learned and passed the routine positions introduced and practiced in RAD 223 and 224, the student will now learn more advanced positions in RAD 230 and 231. More "trauma", or non-routine positions will be introduced and practiced. Labs will be performed in smaller groups again and require the students to position each other and be positioned by their peers. The hybrid course will meet in-person at least two times per week.

RAD 233 and RAD 234 are additional procedures courses that are focused on the fluoroscopic procedures performed in the radiology departments. The requirements for patient preparation, room preparation, and contrast safety of these type of exams is discussed in this course. As with the other labs will be performed in smaller groups again and require the students to position each other and be positioned by their peers. The hybrid course will meet in-person at least two times per week.

In the RAD 281 Clinic and Professionalism course, the students begin their clinical experience. Students will have some online assignments in addition to the required clinical rotations. Rotations are based on student preference, clinical capacity limits set by the accrediting body and providing the student with the most well-rounded education possible. Rotations are assigned by the clinical coordinator. Some sites require the student to travel and that is not considered part of their clinical time. The students are performing between 14 and 16 hours of clinical experience time per week during this course, typically spread across two clinical days. The JRCERT does not allow more than 10 clinical hours per day.

The students will need to perform a minimum of 113 hours of clinical experience to pass this course, unless inclement weather or the college schedule alters the dates available for clinical.

**4th Block**

The importance of the RAD 241 course is emphasized as being the sole course while performing clinicals. The content dives further into the physics of x-rays, the interactions with the body, as well as radiation safety. This course is heavily related to the ARRT registry and students who have struggled in this course have traditionally struggled on the ARRT registry exam. The hybrid course will have online components and will meet in-person as well.

While their didactic focus is on RAD 241, the students will have clinical and online requirements associated with RAD 282 Clinic & Practicum II. Students will be performing between 18-24 hours of clinicals per week, typically spread across three days. JRCERT does not allow students to perform more than 10 hours of clinicals per day. The students will need to perform a minimum of 150 hours of clinical experience to pass this course, unless inclement weather or the college schedule alters the dates available for clinical. Students will begin to learn about the advanced modalities within the imaging profession before they perform observations in the subsequent practicums.

**5th Block**

The students will grow more confident and competent as they have a clinical-heavy block. The students will have clinical and online requirements associated with RAD 283 Clinic & Practicum III. Students will be performing approximately 24 hours of clinicals per week, typically spread across three to four days. JRCERT does not allow students to perform more than 10 hours of clinicals per day. Students will begin to explore and observe in the advanced modalities in this clinical course. The students will need to perform a minimum of 188 hours of clinical experience to pass this course, unless inclement weather or the college schedule alters the dates available for clinical.

During this block, the students have one didactic course, RAD 251. This course focuses on concepts related to how computers process X-ray data, how adjustments made by the technologist affect image quality, and how to analyze and fix the image as needed. It meets in-person and has online components.

**6th Block**

The students begin their last semester in the program with a course in pathology and sectional anatomy (RAD 261). This course introduces the students to different modalities and how they

can see pathology with those images. It provides a deeper look into pathologies commonly identified on X-ray images and, lastly, introduces the student to sectional anatomy identification, building upon what was taught in RAD 213 with X-ray images. This course will meet one to two times per week and utilize online components as well.

The students will also begin their ARRT registry preparations in this block. RAD 263 is a course that helps the students recall the information from the first five blocks in the program and begin taking mock registry exams. Content will be based on the most recent registry specs and will require the students to start to master the concepts and pass content exams to prepare for the larger mock exams. This course will meet in person and require some online assignments outside of the classroom for the student to complete.

The clinical obligations continue in RAD 284, Clinic & Professionalism IV. Students will be able to continue exploring advanced modalities in this clinical course. Students will perform between 18-24 hours of clinicals per week, typically spread across two to three days. JRCERT does not allow students to perform more than 10 hours of clinicals per day. The students will need to perform at least 150 hours of clinical experience to pass this course, unless inclement weather or the college schedule alters the dates available for clinical.

**7th Block**

In the final 8-week block, the students will take the RAD 271 Ethics for the Imager. This course will discuss medicolegal topics related to the imaging field, the scopes of practices, both the ASRT and ARRT codes of conduct, and information on post-graduation with regards to their professional licensure and their continuing education requirements. This hybrid course will meet at least once a week and use online components as well.

The continuation of the student's preparation for the ARRT registry occurs in RAD 273 with additional mock registry exams, review of concepts, and individualized study plans to help the student leading up to their registry date. The students must pass certain benchmarks in this course before the program director will sign off on them to sit for the registry. If they do not, individualized plans will be made with the student to help them achieve those benchmarks. This course meets in person one to two times per week, with some outside online assignments and studying required.

The final clinical course is RAD 285, Clinic & Practicum V, in this course, the students must have met all of both the ARRT and the Ozarks Tech required clinical competency requirements. The class cannot be passed until that has been achieved. If all competencies have been completed, the students will have the opportunity to continue to explore advanced modalities. The students will perform between 14 and 16 hours of clinical experience per week during this course, typically spread across two clinical days. The students will need to perform a minimum of 113 hours of clinical experience to pass this course, unless inclement weather or the college

schedule alters the dates available for clinical. The JRCERT does not allow students to complete more than ten hours of clinicals per day.

# Section III: General Information for the Current Student

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## Student Description

A student currently enrolled in the Ozarks Tech radiography program who is in good academic, clinical, and ethical standing with the program is considered an active student. This person may attend clinicals, classes, labs, and other programmatic functions under the Ozarks Tech programmatic supervision. Ozarks Tech radiography students must understand the inherent risk associated with working with ionizing radiation. They will be taught methods to protect themselves and the patients from unnecessary exposure.

## Student Technologist/Student Intern Position Statement

The state of Missouri is a non-licensure state for radiologic technologists. Due to this fact, some currently enrolled students could work as student technologists/student interns at a variety of imaging centers and departments. These roles may be paid or unpaid, or in addition to their other duties, by that facility.

- The employer and/or supervisor of the student who is acting outside of the Ozarks Technical radiography program requirements is responsible for that student's performance, pay, discipline, training, liability, and radiation monitoring.

- The responsibility of those elements ***does not*** fall upon the radiography program faculty, clinical coordinator, program director, or Ozarks Tech. Their performance as a student technologist/intern does not affect their standing, grades, or evaluations in the Ozarks Tech program.

- Students who are not in Ozarks Tech approved clinicals or labs, and that need to be monitored for their radiation exposure, ***must have a dosimeter separate from the Ozarks Tech issued dosimeter*** provided to them by the employer or supervisor at the cost to that facility or the student. The students are not to wear their Ozarks Tech provided radiation dosimeter while performing functions unrelated to their education.

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## Student Services provided by Ozarks Tech

Ozarks Tech provides an abundant number of resources for enrolled students to utilize. In addition to the students' ability to access and search for these resources, the Ozarks Tech faculty or communities of interest can request resources for a student.

These resources are available through the Ozarks Tech Cares Team. Below is a brief list of the services that can be requested on this website: https://ozarkstech.edu/student-life/otc-cares/

- Resources to support challenges with food, housing, childcare and other essentials
- Metal health, emotional well-being and relationship concerns
- Unsafe or disruptive student behavior
- Experiencing or witnessing harassment, stalking or discrimination
- Pregnancy and parenting-related needs
- Academic supports and alerts

## Tutoring

For radiology specific tutoring, students are encouraged to first reach out to their peers in their classes, or cohorts ahead of them. The students should also request tutoring sessions with the faculty members. The Ozarks Tech support services can offer additional tutoring, studying tips, test taking strategies, etc.

Additional resources include the speech communication center to help prepare and present oral presentations and for written paper help, Ozarks Tech provides the Carol Jones Writing Center.

## Mental Health

Ozarks Tech students who need counseling can schedule a mental health appointment online at: https://ozarkstech.edu/student-life/otc-cares/counseling-services/. Students can also contact a crisis hotline via phone, e-mail, or online.

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## Degree Requirements

Each student enrolled in the Associate of Applied Science in Radiography degree is required and responsible for meeting certain criteria and requirements for graduation.

The deadline for applying for graduation is published on the Ozarks Tech graduation page and there is a graduation checklist for all students to follow and complete found here.

There are Ozarks Tech requirements that are listed on the graduation checklist and on the graduation page, both linked above.

Students are encouraged to review their degree audit after they have registered for their last semester of courses, the 6th and 7th blocks. This will help ensure they have met all the requirements for the degree. There is an Ozarks Tech website for the degree audit and help with their degree audit - https://ozarkstech.edu/student-life/registrar/degree-graduation/

Once the student has completed their degree audit and they are registered in that last semester of coursework, the students should complete a graduation application form. This can be found under the Graduation tab on their *MyOTC* page. If they are having issues with registering for graduation, they should contact the Registrar's office.

This typically should be completed in the first part of their last semester. So, a spring graduate should complete this in January when they return after winter break and a fall graduate should complete the form in August when they return from summer break.

For the Radiography program each student must:

1. Successfully complete all RAD prefix courses with a course grade of 75% or higher.

2. Demonstrate satisfactory performance and meeting the benchmarks set forward in the RAD 273 course.

3. Successfully complete all general education courses before the degree can be conferred.

4. Successfully complete all **radiography program progression requirements**.

5. Successfully complete all programmatic required competencies, ARRT required competencies, clinical hour requirements, and proficiency evaluations.
6. Demonstrate a professional and ethical standard of conduct within the clinical setting.

7. Provide a standard of ethical behavior and patient care as described by the ARRT's Standards of Ethics.

8. Follow the ASRT's (American Society of Radiologic Technologists) practice standards.

The program director will approve students who meet all of these requirements to sit for the national registry exam in radiography, which is administered by the American Registry of Radiologic Technologists (ARRT). The ARRT may require an additional ethics review for any student before they may sit for the exam.

For more information regarding the ARRT's registry in radiography please follow the hyperlinks:

A. ARRT Radiography Credentials - https://www.arrt.org/pages/earn-arrt-credentials/credential-options/radiography

B. ARRT Radiography Registry Examination Information - https://www.arrt.org/pages/resources/exam-information

C. ARRT Radiography Examination Content Specs – https://assets-us-01.kc-usercontent.com/406ac8c6-58e8-00b3-e3c1-0c312965deb2/c28cf141-f45c-44ef-acde-984929886e01/RAD_CS_2022.pdf

Students must be aware:

- The college pays the first attempt through the program fees
- The student can only take the ARRT registry exam a maximum of **three** times
    - The second and third attempt cost is the responsibility of the student (currently $225.00 for each attempt)
    - Those attempts must be completed within a three-year time frame
        - Review ARRT Exam Information.
    - If the student does not successfully pass the ARRT exam after the third attempt, they must follow the process outlined by the ARRT, which requires them to attend another educational program

    - https://www.arrt.org/pages/resources/exam-information/after-the-exam/three-attempts-in-three-years

As part of the ongoing credentialing for radiologic technologists, the students will have to meet certain continuing education requirements bi-annually and every ten years (CQR process).

- Bi-annual information - https://www.arrt.org/pages/resources/maintaining-credentials/continuing-education

- CQR process - https://www.arrt.org/pages/resources/maintaining-credentials/continuing-qualifications-requirements/cqr-ce-prescription

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## Progression Statement

The Ozarks Tech radiography program admits two cohorts per year (one in the fall and one in the spring). Each cohort follows the same progression of courses based on their course of study. The number of students selected for each cohort is based on the approved number of clinical spots open, the number of applicants, and the quality of the applicants.

The total length of the radiography-specific portion of the program is approximately 16 months. In situations where incompletes, withdrawals, dismissals, LOAs, etc. are granted, the length of time may go beyond 16 months.

To successfully progress through the program in the expected 16-month period, the student must achieve a minimum of 75% in each RAD-prefixed course. If the student fails more than one course or withdraws from the program, the student must follow the re-entry or re-application process.

In addition to the minimum grade required in each course, the student cannot progress due to the following reasons:

1. Failing lab evaluations in the lab skills courses: RAD 224, RAD 231, and/or RAD 234

    A. If the student scores below a 75% on a lab evaluation, they will be required to repeat the evaluation, they will have **one** chance to repeat that evaluation

    B. The student must score above 75% on the re-take to progress to the next skill unit

        1. If the student does not achieve a 75% or higher on the repeat, they are academically withdrawn from the program and must follow the return to the program process

    C. The student can only fail a maximum of two initial lab evaluations in each of the lab courses, but not twice on the same lab evaluation.

        1. Example: If they fail the upper extremity lab evaluation in 224, they pass the repeat lab evaluation and continue to the lower extremity unit. In the lower extremity unit, if they fail that lab evaluation, and pass the repeat, they are not withdrawn from the program.

a. However, if they fail on a 3rd unit's lab evaluation, the spine for example, they do not get to repeat the lab evaluation and are academically withdrawn from the program.

2. The student can only repeat the final lab evaluation in each course once as well, despite not having other failures.

2. Dismissal due to academic integrity, ethical conduct, clinical expulsion, and other program dismissals.

If a student has successfully completed the requirements **and** they have met all the required benchmarks in RAD 273 Capstone and Review II, the program director will approve the student to sit for the ARRT in radiography registry after graduation.

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## Grading Scale

The Ozarks Tech radiography program uses the following grading scale, which is consistent with the other health science programs at the college.

A = 100 – 90%

B = 89 – 80%

C = 79 – 75%

D = 74 – 65%

F = Less than 65%

Students must obtain a C (75%) or higher in all RAD courses to progress with their cohort, otherwise they must complete the **return to program process**.

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## Practicum Grading

Each Clinic & Professionalism practicum course (RAD 280, 281, 282, 283, 284, and 285) have specific grading related to the professional development of the student. Students are encouraged to review the course syllabus and grading format at the beginning of each course to be aware of how their grade is calculated.

The Clinic & Professionalism practicum courses are intended to grow their professional habits. Students will have a professionalism portion of the course that covers items such as: tardies, attendance, communication, dress code, preparedness for rotations, behavior, and responsibility in the clinical setting are some of the areas graded in the courses. In addition to those skill sets, the students will receive reviews and scores of their performance in the clinical setting. Those scores are calculated into their practicum grade as well.

The student is responsible for achieving a minimum number of clinical hours per course, and they cannot progress or pass the course if those minimum hours are not met, unless extenuating circumstances occurred, and individualized plans have been made with the program director and clinical coordinator.

Students must obtain a minimum number of clinical competencies while in the program to be eligible to sit for the ARRT registry exam. Each Clinic & Practicum course provides a standard of competencies to achieve to help the student stay on pace to complete the required competencies by the time they graduate and prevent a delay in their registry exam being taken.

In addition to clinical requirements, there will be assignments in the course related to ethical dilemmas, patient care and safety, self-reflection assignments, image analysis, additional training modules, radiation safety, etc.

Students should make note of the requirements, the potential consequences for failing a clinical practicum course, and how to repeat the clinical practicum course.

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## Academic and Course Grade Appeal Process

A student who wishes to appeal a course grade can follow the Ozarks Tech procedure which is outlined in policy 2.62, which can be found here: https://ozarkstech.edu/policy/2-62-academic-and-course-grade-appeal/ and the current version at the time of this publication is located below as well.

Summary of it:

- **Step 1 – The instructor**, *in collaboration with their supervisor (department chair, program director, and/or campus or center academic administrator)*, will render a decision and notify all involved parties via email within 10 college business days of the appeal submission.
- **Step 2 – Dean review**
- **Step 3 – Committee Review**

Detailed View of the Policy:

**2.62 – Academic and Course Grade Appeal**

**A. Purpose**
Establish an equitable and orderly process to resolve academic dissatisfaction at the college. This may include final grades, instructional procedures, attendance, instructional quality, and situations related to academic issues.

**B. Policy**
The college will provide for the appeal of academic related issues through an orderly process.

**C. Procedures**

**General Guidelines**
In appeals involving final grades, the student must demonstrate that the grade is incorrect or unjustified.

Academic appeals not related to final grades should also utilize this process.

Before initiating a formal appeal, both the student and instructor should make every reasonable effort to resolve the issue through informal discussion.

If the issue remains unresolved, the student should proceed as follows:

**Step 1: Initial Appeal**

The student submits a Student Academic Course Grade Appeal Form
The form will be distributed to the instructor and relevant administrators.

Appeals must be submitted within 30 calendar days of the event or final grade submission.

The instructor, in collaboration with their supervisor (department chair, program director, and/or campus or center academic administrator), will render a decision and notify all involved parties via email within 10 college business days of the appeal submission.

**Step 2: Dean Review**

If the student is dissatisfied with the Step 1 decision, they may escalate the appeal:

Within 10 college business days of the Step 1 response, the student submits the following to appeals@otc.edu:

- A copy of the original appeal
- The instructor's response
- A written explanation of their disagreement or dissatisfaction with the instructor's response.

These documents are forwarded to the appropriate dean and administrators.

The dean will review the appeal and issue a decision within 10 college business days of submission.

Step 3: Ad Hoc Academic Appeals Committee Review

If the student is dissatisfied with the Step 2 decision, they may request a review by the Ad Hoc Academic Appeals Committee.

This request must include an explanation of why they disagree or are dissatisfied with the dean's response and must be submitted to appeals@otc.edu within 10 college business days of the dean's response.
Within 10 college business days of the request, the Ad Hoc Academic Appeals Committee will provide a recommendation to the executive vice chancellor for academic affairs. Along with the student's request for appeal, the committee will review:

- The original appeal
- The instructor's response
- The dean's response

The executive vice chancellor will issue a final ruling within 10 college business days of receiving

the committee's recommendation.

The final decision will be communicated via email to all involved parties.

**General Provisions**

If a student believes they have been discriminated against on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, age, disability, citizenship, legal immigration status, or veteran status, they should refer to OTC Policy 4.06 concerning sexual harassment and grievance procedures and Policy 3.01 concerning anti-harassment and anti-discrimination. Students are further directed to the college director of equity and compliance. Individuals involved at an earlier stage of the appeal cannot serve on the Ad Hoc Academic Appeals Committee.

If a respondent at Step 2 or higher is the instructor of the course in question, they must recuse themselves. The executive vice chancellor for academic affairs or his/her designee will appoint an alternate.

The committee, dean, and/or executive vice chancellor must interpret the appeal based on established laws, rules, policies, procedures, and regulations. In the event of a conflict between these authorities, federal and state laws shall take precedence, followed by institutional policies, procedures, and regulations, in that order.

Final appeal decisions will be documented and distributed to all relevant parties and administrative officials. Records of resolved appeals will be maintained in the office of the executive vice chancellor for academic affairs.

**D. Definitions**
N/A

**E. Authority**
This policy is maintained under the authority of the executive vice chancellor for academic affairs.

**F. Related Policies**
3.01 – Anti-Harassment and Anti-Discrimination
4.06 – Sexual Harassment and Grievance Procedures

**G. Implementation**
Policy approved and adopted by the Board of Trustees on 02/12/96. Revised on 06/14/10 and 9/9/19.

Purpose, procedures, responsibilities, and definitions approved and adopted by the Cabinet on 06/08/10. Revised on 6/4/19 and 05/13/2025. Set for review in fiscal year 2028-2029.

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## Return to Program Procedure

A radiography student may have options to return to the radiography program in the event that they should fall into one of these categories.

1. **Leave of Absence (LOA)**

    A. LOA absence requests are handled on a case-by-case basis and an individualized plan is formulated for the student.

    B. The student must be in good academic, clinical, and professional (behavioral/ethical) standing at the time to be granted the leave of absence.

    C. The LOA is used for a short-term leave and often for medical, or family planning reasons and the student plans to return within the same 8-week block or the next one.

    D. The process of the Leave of Absence will provide the student with the choices of when they may return and the student must understand that the LOA may impact on their financial aid, their student fees, their preferred clinical rotations, etc.

    E. Due to clinical and classroom limitations, re-entry may be delayed until there is an available spot for the student.

    F. The LOA process is done with individualized meetings with the radiography program director and other faculty members. The process can include consultation and meeting with the Ozarks Tech Title IX office.

    G. If the Leave of Absence does not allow the student to complete the course work or clinical requirements by the end of the course, the program will work with the student to create a plan to complete the course work. This is typically done by giving the student an "I" or Incomplete for the course and following the Ozarks Tech policy regarding Incomplete grades in courses.

2. **Bereavement Leave**

A. In the instances of bereavement, the program will work with the student to complete missing assignments and any missed clinical time.

B. If the bereavement does not allow the student to complete the course work or clinical requirements by the end of the course, the program will work with the student to create a plan to complete the course work. This is typically done by giving the student an "I" or Incomplete for the course and following the Ozarks Tech policy regarding Incomplete grades in courses.

**3. Failing a Didactic or Clinical Practicum Course**

A. If a student is unsuccessful at passing **<u>one</u>** course of either a didactic or clinical practicum course with a grade less than 75% during the radiography program, they have two options:

1. This is ***NOT*** one of each, it is **<u>one total</u>** course during the length of the program.

2. The student is given **<u>one</u>** opportunity to repeat the course in the next block the course appears in.

    a. For example:
        1. A student fails RAD 230 in the spring A-block.

        2. They must wait to re-take that course in the summer semester when it is offered again, or they will be allowed to ask to re-take it in the next spring A-block.

3. The student will not progress with their cohort and will drop down to the progression of the cohort that is taking the course at the time of their re-take.

4. This will require the student to pay for the course and any related fees to re-take the course in addition to the normal course load for that block.

5. The student must understand that their clinical placement may be affected by the need to re-take a course. Preference of location will not be guaranteed to the student repeating a course.

a. There must be clinical capacity at a clinical site, the student may have to travel to a site further away to a site that does have capacity availability. The length of this adjustment solely depends on clinical capacity at that time and cannot be guaranteed.

6. If the student fails a clinical practicum course, the clinical site may request they are not assigned to that site, which could impact their clinical placement.

7. The student will meet with the program director, instructors, and other radiography staff before being allowed to re-attempt the course.

    a. In clinically-related cases, the student must meet with the clinical site, clinical preceptor, clinical coordinator, and program director to provide explanations of how they plan to be successful in the clinical component

8. The student must demonstrate to the faculty what they have done to ensure their success in the course in the future.

    a. The student must demonstrate improved mastery of the key concepts discussed in the failed didactic course through additional assignments created for them on their *Rad Tech Boot Camp* account

    b. The student will demonstrate retention of concepts from other courses they have successfully completed, through faculty designed *Rad Tech Boot Camp* assignments and assessments.

    c. The student must display retention of clinical skills through documented simulated lab practice and lab skill check-offs with faculty.

B. If the student is unsuccessful on their second attempt in the course, they are academically withdrawn from the program (a program-initiated withdrawal).

C. If the student passes the course on their second attempt, they may progress in the program with their cohort, however, they must know that they cannot fail another course, either clinical or didactic regardless of their first failed course type,

during the remainder of the program. If they do, they are academically dismissed from the program (a program-initiated withdrawal).

1. If the student wants to return after a second failure, they must complete the interview process and be accepted to a new cohort. This means that the student would have to start the entire program over.

D. A student who fails **<u>two or more courses within the same block</u>** is academically dismissed from the program and must re-apply to the program to re-start.

**4. Student Initiated Withdrawal from the Program**

A. This option is for students who are requesting a longer-term absence and who may be in need of making adjustments to allow for greater success in the future.

B. If the student chooses to withdraw from the program, they have two options to return to the program:

1. Meet with and inform the program director in writing ***<u>before</u>*** the withdraw deadline per the academic calendar and state when they wish to return to the program.

a. When the student is set to return:

1. The student will be given a competency exam that covers the material that was covered until the start of the semester they withdrew from the program

2. Example: The fall start cohort student is in their fifth block (summer) in the program and withdraws. Their competency exam will cover concepts from their first four blocks (fall and spring).

a. The comprehensive competency exam includes both clinical skill demonstrations and written test components

3. The student must score at least a 75% on the comprehensive competency exam to be considered for re-admittance.

4. If they are successful at passing the exam, they are re-admitted to the 5th block equivalent. Since there are two cohorts starting per year, if there is room in the spring start cohort they could join at that equivalent point. If there is not room, they will have to wait until the next fall start cohort equivalent or any cohort that has an open seat.

b. An open seat is defined as any space under the JRCERT allotted seats and clinical spot locations.

c. The student must know their clinical preference may not be able to be honored in a subsequent cohort.

d. If there are less open spots available than students planning to return to the program, the applicants will be reviewed by the program director, clinical coordinator, and other faculty for the best applicant

1. GPA's, prior RAD course grades, clinical, didactic, and lab performance will all be considered for re-admission in these situations

e. Students withdrawing are only allowed these options and the process **ONCE**

f. Once any of these options have been utilized and the student is re-admitted, any withdrawal or failure of a course requires the student to wait at least 2 cohort cycles of applications to apply for re-admission to restart the program completely.

g. If programmatic acceptance and progression requirements have changed in that time frame, or the students' course credits are now past the allotted time requirement, they will have to meet the new standards at that time

2. Re-apply in a future cohort and compete with the other applicants for any open spots.

a. If they choose this option, they will start the program as a new student with that cohort and follow that cohort's progression

b. If programmatic acceptance and progression requirements have changed in that time frame, or the students' course credits are now past the allotted time requirement, they will have to meet the new standards at that time

**5. Dismissal from Program**

A. Unfortunately, students who are dismissed from the program for, ***but not limited*** to:
   1. Academic integrity violations
   2. Ethical violations in the classroom or clinical setting
   3. Violation of code of conduct in the classroom or clinical setting
   4. Classroom or lab disciplinary actions violating Ozarks Tech policy
   5. Drug or alcohol violations while performing duties as a student in the classroom, labs, campus, or clinical settings
   6. Improper use of ionizing radiation

   are ***not eligible to apply to return to the radiography program or other imaging modality programs.***

B. This will be made known during their dismissal process.

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## Student Responsibilities & Expectations

Ozarks Tech Radiography students have a range of responsibilities and expectations to ensure they develop the necessary skills, knowledge, and professionalism for a successful career in imaging. These can be divided into academic, clinical, ethical, and professional aspects.

Responsibilities of a Radiography Student

1. **Academic Responsibilities**:
    - Attend all lectures, labs, and clinical orientation sessions
    - Complete assignments, quizzes, and dedicate appropriate studying time for each course
    - Actively participate in classroom discussions, demonstration labs, lab practice, and group projects as assigned
    - Maintain a solid understanding of anatomy, physiology, radiologic physics, and imaging techniques, building on each concept from course to course
    - Prepare thoroughly for exams and lab evaluations
    - Wear the college assigned dosimeter in all labs and clinical rotations
2. **Clinical Responsibilities**: *(will be discussed further in the clinical section)*
    - Arrive on time for clinical rotations and follow the assigned schedule
    - Demonstrate competency in patient positioning, patient care, radiation safety, and image analysis
    - Follow proper procedures for handling radiographic equipment
    - Maintain accurate documentation of patient procedures completed and clinical hours
    - Seek guidance from clinical technologists and clinical preceptors, accept constructive feedback in a professional manner
    - Adhere to clinical policies, such as the supervision, repeat, and no-hold policies

3. **Ethical and Professional Responsibilities:**
    - Follow HIPAA regulations and protect patient confidentiality
    - Adhere to the ARRT Code of Ethics and professional standards
    - Demonstrate compassion, respect, and professionalism when interacting with patients and members of the healthcare team
    - Maintain a professional appearance and follow dress code requirements
4. **Safety Responsibilities:**
    - Follow radiation protection principles (ALARA: As Low As Reasonably Achievable)
    - Wear personal dosimeters, PPE devices, and lead aprons as required to protect yourself and other staff members
    - Follow infection control and safety protocols in the clinical setting

**General Expectations in the Radiography Program**

- **Time Management**: Effectively balance coursework, studying, clinicals, and personal responsibilities during the course of the program
- **Critical Thinking**: Apply problem-solving skills to technical and patient care challenges
- **Adaptability**: Be open to learning new techniques and strategies, be flexible in situations that may arise in the classroom or the clinical setting
- **Teamwork**: Collaborate with classmates, instructors, and the healthcare professionals you will interact with
- **Accountability**: Take responsibility for learning, actions, and professional growth
- **Ethical Integrity**: Uphold ethical standards and act with honesty in all academic and clinical work

Meeting these responsibilities and expectations will help radiography students succeed academically, develop strong clinical skills, and prepare for certification exams and future careers in medical imaging.

Ozarks Technical Community College created a campaign of ***Know the Code*** in the AY 2024-2025. This campaign was aimed at providing students and teachers with expectations in the classroom: https://ozarkstech.edu/student-handbook/policies-and-procedures-related-to-student-conduct/

Classmates and teachers all deserve a safe, comfortable, and conducive learning environment while learning to become a registered radiologic technologist.

In addition to the Know the Code campaign, Ozarks Tech has a ***Standards of Student Conduct*** policy that is provided to the students. https://ozarkstech.edu/policy/5-15-standards-of-student-conduct/

Each faculty member will also provide their expectations of the classroom, or lab course in the syllabus. We encourage the student to review those portions of the syllabus and ask any questions they may have.

In addition, providing the student with each site's expectations at clinical rotations is important which is discussed in the section regarding clinical expectations and obligations.

In addition to the specific items listed above, the students of Ozarks Tech are to follow the policies linked and copied below:

- 2.22 – Academic Integrity Policy
- 2.25 - Classroom Expectations Policy
- 5.15 – Standards of Student Conduct Policy
- Note: ***The most-up-to-date version is found on the Ozarks Tech website as it may change after publication of this handbook.***

## 2.22 – Academic Integrity

OTC's Radiography program follows the college's academic integrity policy, which can be found at the following link: https://ozarkstech.edu/policy/2-22-academic-integrity/

Below is the excerpt from the policy at the time of this publication.

**2.22 – Academic Integrity**

**A. Purpose**

To define standards of academic integrity, to establish the authority to address infractions of academic integrity, and to establish due process for students to respond to possible sanctions imposed due to policy violations.

**B. Policy**

The college shall promote and enforce a culture of academic integrity. Students are expected to behave as responsible members of the college community and to be honest and ethical in their academic work. Students assume full responsibility for the content and integrity of course work they submit.

C. **Procedures**

**Academic Integrity Awareness**
In each course, students will be notified in the course syllabus about college policies and procedures regarding academic integrity, student responsibilities related to academic integrity, and references to information about the consequences of academic integrity violations. Through the instruction of courses, faculty will strive to provide students with the knowledge, skills, judgement and wisdom they need to participate meaningfully in society as educated adults, including the value of academic integrity. More information can be located on the Academic Integrity Resources page.

**Addressing Academic Integrity Violations**

The college delegates the following disciplinary authorities to faculty in responding to infractions of academic integrity:

- Requiring a reattempt at the assignment or assessment in question.
- Requiring the completion of an alternative assignment or assessment.
- Lowering the score on the assignment or assessment in question.
- Recording a "zero" for the assignment or assessment in question.

Upon faculty determination that an academic integrity violation has occurred, the following procedures will be followed:

- The faculty will communicate with the student in writing via the college email system about the violation and the consequence. This communication will include the following:
    - Notification of the charge
    - Presentation of the evidence supporting the charge
    - Information about the appeal process

**Imposing Consequences Beyond Faculty Authority**

In cases of flagrant and/or repeated academic integrity violations, the faculty will document the incident and their recommendation for consequences on an Academic Integrity Infraction Form. The faculty will submit the completed form which will then be reviewed by:

- The appropriate academic department chair or program director, and
- The appropriate division and/or location academic administrator, and
- The dean of students

After review of the faculty member's recommended consequence(s), the appropriate combination of administrators listed above will make a determination regarding the recommendation. The dean of students will communicate the academic decision and the disciplinary status to the student. If the student wishes to challenge the accusation or

consequences, he or she must follow the procedure outlined in the Academic and Course Grade Appeal policy.

**Definitions**

Standards of academic integrity indicate that students must do their own work and submit only their own work on examinations, reports and projects, unless otherwise permitted by the faculty. Students are encouraged to contact their instructor about appropriate citation guidelines. Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking examinations, placement assessments, tests, quizzes and evaluations. Students are responsible for adhering to course requirements as specified by the faculty in the course syllabus.

Violations of academic integrity are actions that include, but are not limited to, the following:

- **Plagiarism** is the use of another's words, ideas, data or product without appropriate acknowledgment, such as copying another's work, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.

- **Cheating** is the use or attempted use of unauthorized materials, information, or study aids; an act of deceit by which a student attempts to misrepresent academic skills or knowledge; and, unauthorized copying or collaborations.

- **Fabrication** is the intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.

- **Collusion** is assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.

- **Academic misconduct** is the intentional violation of college policies, such as tampering with grades, misrepresenting one's identity or taking part in obtaining or distributing any part of a test or any information about the test.

- **Copyright infringement** is the reproduction, distribution, public display, performance, or sharing of copyrighted material without permission or legal exemption, including unauthorized peer-to-peer file sharing of and illegal downloading. As an academic integrity violation, this includes using copyrighted materials in coursework without proper citation or authorization.

Some infractions of academic integrity may violate state or federal laws or professional codes and may carry serious civil and criminal consequences.

### E. Authority

This policy and these procedures are maintained under the authority of the executive vice chancellor for academic affairs.

### F. Related Policies

- 2.62 – Academic and Course Grade Appeal
- 4.19 — Intellectual Property
- 5.15 – Standards of Student Conduct
- 5.16 – Student Discipline and Appeals

## 2.25 – Classroom Expectations and Disciplinary Withdrawal

### A. Purpose

To establish standardized classroom expectations that foster a productive learning environment and the process for addressing disruptive behavior.

### B. Policy

The college authorizes faculty to establish, communicate, and enforce standards necessary to maintain a productive learning environment in the classroom.

### C. Procedures

**Classroom Expectations for Faculty**

Faculty have the right to set expectations and rules to govern their classroom environment. These must be communicated in the course syllabus.

Faculty have the right to academic freedom, as defined in 2.01 – Academic Freedom and Responsibility.

Faculty must adhere to expectations as defined in 2.73 – Faculty Workload and Expectations, including the provision of instruction that demonstrates high academic standards and the expectation of modeling appropriate behavior for students.

**Classroom Expectations for Students**

In support of productive classroom environments, the below statement is required to be included in all syllabi:

**Classroom Behavior Standards:** Students are expected to participate actively in the learning experience and must adhere to the classroom behavior standards set forth in this syllabus, and other directives as communicated by the instructor. Specifically, all students are expected to help create a learning environment conducive to effective teaching and learning for all participants. Behavior that disrupts teaching and learning is unacceptable; accordingly, all in-person or online interaction should be civilized, respectful, and relevant to the topic. Differing opinions and engaging classroom discussions are critical to learning, but inappropriate behavior that disrespects others or inhibits others from learning may result in actions and/or sanctions, including but not limited to, removal from the classroom and/or the course. Habitual offenses may result in a referral to college administration and/or OTC Safety and Security.

**Minor Disruptions, Disciplinary Withdrawal, and Appeal Process**

Minor Disruptions are behaviors that significantly distract from and disrupt the learning environment, but do not violate policy 5.15 Standards of Student Conduct. Minor disruptive behaviors can include, but are not limited to:

- Routinely entering class late or departing early, unless prior arrangements have been made with the instructor.
- Repeatedly talking in class without being called upon.
- Sleeping in class.
- Refusal to actively participate.
- Repeated interruption of instructors and/or students.
- Aggressively challenging instructors or students.
- Unauthorized use of electronic or personal devices or electronic or personal devices that are disruptive by repeatedly ringing and/or emitting sound during class. These may include, but are not limited to, cell phones, laptops, earbuds/headphones and/or smart watches.
- Repeated instances of electronic or personal device distraction during class, including but not limited to, texting, gaming, and/or scrolling social media.
- General displays of rudeness, incivility, defiance, or disrespect in any learning environment, in-person or virtual.

Faculty may address minor disruptions informally with the student (including during a class session, at the instructor's discretion), with any action beyond a first verbal warning being documented in an OTC email to the student and the department chair, program director, and/or dean or other academic administrator, as deemed appropriate by the instructor. Should

disruptions occur across multiple class meetings, faculty members should consult with academic leadership, when possible, to review college procedures.

When students persist in disrupting a class meeting, they may be asked to leave for the remainder of the class period. The faculty member will follow up with the student via OTC email within one (1) business day with terms for returning to class and submit an OTC Cares Student Conduct Referral.

If the student refuses to leave the classroom, this becomes a major disruptive behavior and Safety and Security should be called to assist.

If, despite these measures, class disruption persists, the faculty member may request a disciplinary withdrawal for the student from their course. If the request is approved by college administration, and the student wishes to contest the disciplinary withdrawal, the student must, within three (3) business days of the written notification of the withdrawal, submit the disciplinary withdrawal appeal form to the provost. Upon receipt, the provost (or provost's designee) will contact the student within two (2) business days to discuss the situation and reasons for the withdrawal; then, within two (2) business days, the provost (or provost's designee) will provide a determination via email as to whether the disciplinary withdrawal should stand. The provost's (or provost's designee's) decision is final.

**Major Disruptions**

Major Disruptions are behaviors that significantly distract from and/or disrupt the learning process and violate policy 5.15 Standards of Student Conduct. Major disruptive behaviors can include, but are not limited to:

- Intimidation or harassment of an instructor and/or student(s).
- Threatening an instructor and/or students(s), physical displays of anger, or verbally abusing an instructor and/or student.
- Classroom behavior that otherwise violates the Standards of Student Conduct (5.15) and/or Sexual Harassment and Grievance Procedures (4.06).

If the instructor deems the behavior to be a major disruption, and initial reasonable measures have failed or the instructor believes there is any risk of violence to person or property, the class may be adjourned, and OTC's Safety and Security called. The instructor will also inform their dean, department chair or program director, or other appropriate academic administrator of the disruption.

After the incident, the instructor will submit an OTC Cares Student Conduct Referral detailing the incident and identifying the parties involved. The dean of students (or designee) and academic leadership will review the incident for any applicable disciplinary actions per OTC Policy 5.16 – Student Discipline and Appeals.

### D. Definitions

Classroom is any environment, physical or virtual, in which students are participating with an expectation of learning course content and accomplishing course objectives.

Classroom disruption is behavior a reasonable person would view as substantially or repeatedly interfering with normal class activities.

Student is all persons taking courses with Ozarks Technical Community College, for college credit or non-credit, for continuing education, personal development, adult education and literacy or professional development, whether or not pursuing any degree or program offered by Ozarks Technical Community College. The college has jurisdiction for disciplinary purposes over persons who were enrolled students at the time they allegedly violated the Standards of Student Conduct. Individuals who withdraw after allegedly violating the Standards of Student Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the college, or who have been notified of their acceptance for admission are considered students under this policy.

### E. Authority

This policy is maintained under the authority of the executive vice chancellor for academic affairs.

### F. Related Policies

- 2.01 – Academic Freedom and Responsibility
- 2.61 – Attendance Requirements
- 2.73 – Faculty Workload, Expectations, and Additional Compensation
- 4.06 – Sex Discrimination and Sex-based Harassment Grievance Procedures
- 5.15 – Standards of Student Conduct
- 5.16 – Student Discipline and Appeals

### G. Implementation

Policy approved and adopted by the Board of Trustees on 10/09/2024.

Purpose, procedures, responsibilities, and definitions approved and adopted by the Cabinet on 10/04/2024. Set for review in fiscal year 2028-2029.

## 5.15 - Standards of Student Conduct

### A. Purpose

To describe the standards of conduct to which students must adhere.

### B. Policy

The basic standard of behavior requires students to comply with, observe and obey state and/or federal laws; the board of trustees' policies and procedures of the college; and orders of the chancellor, faculty, administrators and staff of the institution who are charged with the administration of institutional affairs. Students are not entitled to greater immunities or privileges before the law than those enjoyed by other citizens generally. Students may be penalized by the college for violating its standards of conduct even if they are also punished by state or federal authorities for the same act.

## C. Procedures

### Inherent Authority

The college expects all students to obey the law, to show respect for properly constituted authority, to maintain integrity and high standards of individual honor in scholastic work and to observe standards of conduct appropriate for a community of scholars. In short, students enrolled in the college assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution, whether on or off campus, in person or online.

The college reserves the right to take necessary and appropriate action to protect the safety and well- being of the campus and to support the mission of the college. When a college administrator receives a report that a student's behavior off-campus potentially poses significant danger to the college community or would otherwise disrupt the campus environment or adversely affect the college, appropriate action as outlined in these procedures may be taken. Complaints about off-campus behavior will be considered on a case-by-case basis to determine whether they merit review within the student conduct system.

To the extent feasible and practical, disciplinary procedures at the college are in writing to provide students general notice of prohibited conduct. These procedures are not a criminal code; they should be read broadly and are not designed to define misconduct in exhaustive terms.

The succeeding enumerated violations describe offenses for which disciplinary proceedings may be initiated by the vice chancellor for student affairs, the dean of students or the designated campus or center administrator.

### Enumerated Violations

Violations of the Standards of Student Conduct include but are not limited to the following:

a. refusal to submit to random or scheduled drug tests, falsifying the results of such drug tests, or submitting a positive sample for a random or scheduled drug test while enrolled in an academic program that requires random and/or scheduled drug testing

b. unauthorized and/or illegal possession, use or distribution of alcoholic beverages or presence on campus while under the influence of alcohol

c. manufacture, distribution, dispensation, possession or use of controlled substances or presence on campus while under the influence of a controlled substance

d. theft of property or services

e. vandalism or destruction of property

f. assault and/or battery

g. conduct that threatens the physical or mental wellbeing, health or safety of an individual

h. intimidation or harassment that causes a reasonable person to fear for their physical safety, their property and/or mental wellbeing. Intimidation or harassment may consist of but is not limited to physical actions (including gestures), oral bullying, cyber bullying, and electronic or written communications, and any threat of retaliation for reporting any such intimidation or harassment

i. gender-based or sexual misconduct as defined by Policy 4.06 — Sexual Misconduct

j. possession, use, sales or purchase of firearms or other weapons

k. trespassing on college property or other unauthorized use of college property or services

l. unacceptable use of the college's information technology (IT)

m. academic dishonesty, including cheating, plagiarizing, or furnishing false information on official documents or other requests from the college

n. failure to identify oneself to, or comply with the directions of authorized college employees or representatives who are performing their duties

o. any conduct that constitutes a violation of the terms of any discipline imposed in accordance with this procedure, or any form of retaliation towards a complainant or any participant in an investigation or conduct process

p. any conduct that constitutes a violation of handbooks, policies, contracts, financial or behavioral agreements specific to college programs or activities

q. any conduct that constitutes a violation of federal or state law, local ordinance or college policies or procedures

r. gambling of any kind on college property, in college facilities or using college resources

s. forgery, alteration or misuse of any college document, record, key, electronic device or identification cards

t. hazing is participating in or causing a willful act, occurring on or off campus of the college, directed against a student or a prospective member of an organization operating under the

sanction of the college, that knowingly and recklessly endangers the mental or physical health or safety of a student or prospective member for the purpose of initiation or admission into or continued membership in any such organization.

u. stalking is purposely and repeatedly engaging in an unwanted course of conduct that causes alarm to another person when it is reasonable in that person's situation to have been alarmed by the conduct

v. disorderly conduct, which includes, but is not limited to: 1) any conduct which materially and substantially disrupts the educational process, college operations, and/or related activities; and 2) any conduct which aids, abets, or procures another person to materially and substantially disrupt the education process, college operations, and/or related activities

w. failure to conform to community standards of safety and decency. A student's dress, hygiene and appearance shall not be such that it causes disruption, distracts others from the educational process or creates a health or safety problem

**D. Definitions**

A student is all persons taking courses with Ozarks Technical Community College, for college credit or non-credit, for continuing education, personal development, adult education and literacy or professional development, whether or not pursuing any degree or program offered by Ozarks Technical Community College. The college has jurisdiction for disciplinary purposes over persons who were enrolled students at the time they allegedly violated the Standards of Student Conduct. Individuals who withdraw after allegedly violating the Standards of Student Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the college, or who have been notified of their acceptance for admission are considered students under this policy.

Administrator is either a vice chancellor for student affairs, campus president(s), appropriate dean(s), director(s), assistant director(s), coordinator(s), assistant coordinator(s) and/or department chairperson(s) of the college.

**E. Authority**

This policy and these procedures are maintained under the authority of the executive vice chancellor for institutional and student success.

**F. Related Policies**

- 3.01 – Anti-Harassment, Anti-Discrimination Grievance Procedures
- 4.06 – Sexual Misconduct
- 4.09 – Information Technology Acceptable Usage
- 5.01 – Admission
- 5.16 – Student Discipline and Appeals Process

- 5.24 – Academic Integrity
- 5.37 – Drug and Alcohol Prevention

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## Dress Code

Each clinical site has their own dress code, these will be provided to the students in RAD 280 and posted to the RAD program course shell in Canvas.

Ozarks Tech has requirements for students which can be found in the policy 5.15.

## Class Days

For **didactic-only** classroom days, the students may wear any school-appropriate attire.

## Lab Days

For lab days, the students should wear Ozarks Tech-issued scrubs and comfortable shoes. Shoes must also be easily removable, as positioning of the feet, ankles, toes, etc., is required.

Students must wear their Ozarks Tech ***assigned dosimeter device in the lab setting***, or they may not be able to participate during any exposures being made.

## Clinicals

Students will receive dress code requirements for the different clinical site locations. Dress codes may vary from location to location, and students may be asked to cover tattoos at one location but not another.

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## Attendance and Punctuality

The radiology program is an accelerated hybrid model program that utilizes the eight-week block course schedule. This limits the ability for the student to make up missed work, labs, or clinicals. Therefore, student attendance is vital to their program success and future professional career.

Students who miss significant assignments and clinicals may impact their program progression.

## Didactic Absences and Tardies (Classroom and Labs)

The Ozarks Tech Radiology program follows the Ozarks Tech general attendance policy, including statements related to hybrid and online course work. The updated college policy is located: https://ozarkstech.edu/policy/2-61-attendance-requirements/

Individual courses may have attendance policies that could negatively impact the student's grade for missing lecture, or lab days. See the specific instructor's course syllabus for details on their attendance and tardy policy.

1. A student's grade may fall below the 75% progression mark for absences and tardies within the classroom or lab setting.

2. Students are ***solely responsible*** for the missed work, labs, and assignments and must arrange with their peers or faculty to gather the missing notes, assignments, labs, etc.

3. Instructors will provide as much of the content on Canvas, or other online resources, however, not all will be posted, and not all can be replicated in an online environment.

4. The instructor reserves the right to reduce points or give the student a zero for the missed work if the student is allowed to complete the work later. If they are not allowed the instructor can score the assignment a zero.

5. Not all points can be made up – unless previously arranged with the instructor.

6. In-person pop quizzes cannot be made up.

7. Clinical time cannot replace missed class time, or vice versa.

## Clinical Rotation Absences and Tardies

Ozarks Tech has adopted a clinical rotation policy within the health sciences department.

### Clinical Education Attendance Procedure

#### Purpose

To outline the college's expectations for attendance in clinical education courses and underscore the importance of punctuality and consistent presence in the healthcare setting.

#### Description

Attendance is a critical component of professional behavior. In healthcare, employers expect staff to be punctual and consistently present, as continuity of care and team collaboration are essential for patient well-being. Students are required to uphold the highest professional and ethical standards, including the completion of required clinical hours and accurate documentation of clinical time and experiences.

#### Procedures

1. **Mandatory Attendance:** Regular attendance is crucial for success in clinical education courses. Faculty will maintain accurate records of attendance as per program policy.
2. **Allowed Absence:** Students are permitted one clinical absence per rotation without a grade penalty. A make-up clinical day or assignment may still be required, and if not completed it would result in a penalty. The make-up procedures for the clinical absence will be detailed in each designated program student handbook or syllabus. Additionally, to avoid penalties, students must also follow proper notification procedures for notifying their absence. Extended absences will be handled on a case-by-case basis and must be arranged with the program faculty in advance.
3. **Additional Absences:** Any additional absences, not related to approved extended absences, can be subject to disciplinary action. These disciplinary actions may include point deductions, required makeup, dismissal from the clinical experience, failure of the course, or from the program itself. Disciplinary actions for clinical education will be detailed in each designated program student handbook or course syllabus.
4. **Notification Procedure:** If a student must miss a clinical session, they are responsible for contacting both the clinical instructor/institution and program faculty via official Ozarks Tech communication methods. The amount of time required for notification prior to the start of the clinical event will be detailed in the program handbook or syllabus.

5. **No Call, No Show:** Failure to notify the program faculty and clinical instructor in the required notification period will result in a "no call, no show" and automatic disciplinary action will occur. After the first offense, a meeting with the program faculty will be held and a written warning is issued. A second offense may result in point deductions, required makeup, dismissal from the clinical experience, failure of the course, or from the program itself.
6. **Tardiness:** The timeframe for tardiness will be detailed in the program handbook or course syllabus. Repeated tardiness may result in point deductions, required makeup, dismissal from the clinical experience, failure of the course, or from the program itself.
7. **Requesting Time Off:** A student shall not request time off from a clinical instructor without prior approval from the program faculty. Any absence of clinical hours must be communicated in advance to the program faculty.
8. **Make-Up Procedures:** Make-up procedures for missed clinical hours will be outlined in the program handbook or syllabus.

**Addressing Attendance Violations**

Violations of the attendance procedures, such as failing to notify the program faculty of an absence, no-call/no-show incidents, or unapproved time off requests, are considered breaches of professional conduct and will be addressed as follows:

1. **Initial Response:** Documentation of the violation and a written warning will be issued. A Plan of Action will be created to prevent future violations.
2. **Further Actions:** Subsequent violations may result in point deductions, required makeup, dismissal from the clinical experience, failure of the course, or from the program itself.
3. **Consequences Review:** In cases of serious or repeated violations, the incident will be documented, and a recommendation for consequences will be reviewed by the Health Science Program Director.

Failure to complete required clinical hours will impede progress in the program, as students will not meet program objectives.

**Definitions**

- **CLINICAL ROTATION** – any course and/or program-approved activity that promotes the progression, attainment, and/or development of professional and technical skills required to meet course or program outcomes for clinical education.

- **CLINICAL ATTENDANCE** – The student is present for the entire clinical day/event as scheduled. This may include day, evening, or night hours, weekends, and holidays.

- **CLINICAL INSTRUCTOR/FACILITY** – the course-designated instructor on-site responsible for oversight and evaluation of the clinical experience or facility at which the clinical event was scheduled.

- **PROGRAM FACULTY** – Ozarks Tech faculty responsible for overseeing the clinical education portion of the program. May include the Program Director or other Ozarks Tech faculty in the absence of an appointed program faculty.

- **EXTENDED PERIOD OF ABSENCE** – 2 or more clinical absences within one clinical rotation.

Clinical experience with hands-on patient interaction is invaluable for developing as an imaging professional. It is the most important aspect of the student's professional training. Attendance and punctuality are essential to the professionalism that employers are looking for in future professionals.

Clinical practicums require all students to complete a minimum number of clocked hours to successfully complete the course. The requirements and grading rubric are found in the Canvas course.

Failure to meet the minimum clinical hours can result in the student not passing the practicum course and not progressing in the program.

The radiography program follows the academic calendar and the students cannot be in clinicals on days the college is closed. There are some extenuating circumstances that students may be allowed to make up clinical hours during breaks or other days, but they must be pre-approved and a clinical coordinator or faculty member must be readily available.

The JRCERT typically does not allow for clinicals to be completed on holidays.

1. The student is allowed ***one day of absence during an 8-week block practicum course*** without penalty to their practicum grade.

2. If the student should have to miss more than one day, they will be required to make up the clinical hours beyond that one shift to achieve the minimum clinical hours for that practicum course

3. Clinical hours ***CANNOT*** be substituted for in lab

4. ***Clinical*** absences that are not used, can be rolled over to the following semesters to be used at a later date on a ***clinical*** day

5. Leaving more than 2 hours early is considered an absence, unless previously arranged with both the clinical site and the clinical coordinator, or other clearance by the program director

6. If the student will be **absent** from clinicals:

    A. The student is required to contact the clinical site ***by phone*** to let them know about their absence, please be aware of the times someone may be present to answer the student's phone call

    B. Not contacting the clinical site results in a further reduction of points beyond the absence

    C. The student is required to contact the clinical coordinator and let them know they will be absent for the day

    D. Lastly, the student should log into Trajecsys and mark their absence

        1. Click on **Time Exception**
        a. Make sure the **location** is correctly selected from the drop down menu
        b. Make sure the **date** is correct at the bottom
        c. Click the **Absent** button
        d. Click the **Submit** button

7. A **No Show – No Call** is a serious offense for clinicals

    A. The program will follow the Ozarks Tech Policy for a "No-Show – No Call" offense as defined by the policy.

8. **For Tardies:**

    A. If you are scheduled for 7:30 clinicals and you get there and clock in at 7:31 a.m., you are considered late. No rounding up or down window, like the hospital system.

    B. If there is a computer issue, no need to worry, just have a tech e-mail me and let me know and I can adjust it without penalty to you

    C. If you clock in from your phone, GPS must be enabled

1. If you forget to clock in, the technologist can email the clinical coordinator

2. Failure to have GPS on can result in disciplinary actions and grade reductions in the practicum

D. Be aware of travel time to further locations, such as Monett and Bolivar. Please plan ahead to give yourself plenty of time.

E. If it is snowing or icing, we are forgiving with regards to the tardies on those days, so do not hurt yourself trying to make it on time

1. Sometimes, we may have a later start, if the college does not close

2. Do not bank on this occurring, as this is like a job interview and they expect you to be at work

F. ***An excessive tardy in time, may be changed to an absence as determined by the clinical coordinator and RAD program director. Any tardy more than 15 minutes, the student shall call the clinical site to notify them of their arrival being later than scheduled. ***

G. If you will be more than 30 minutes late for clinicals or class, RAD faculty may change it to an absence and you may be sent home

The radiography program will follow the processes for academic withdrawal from Ozarks Tech as outline in policy 2.64 - https://ozarkstech.edu/policy/2-64-administrative-withdrawal-from-a-course/

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## Missed and Late Work Procedure

The Ozarks Tech radiography program sets expectations of assignments to be completed on time to set a standard of professionalism and responsibility as the students begin their professional career. Check the course syllabus for any potential updates to the late work and missed test procedure as these may change between block courses.

## Late Work Policy

***Prior arrangements*** can be made with the instructor due to known absence. However, after the due date, the total points earned are subject to being reduced.

1. For a student turns their assignment in later the same day that it is due (some assignments will be due at the time of class),
    a. The student can receive up to a maximum of 90% of the assignment's original total points possible.
        i. For example, some assignments may be due at noon or 3 p.m.; if the student submits it after that, they would only be allowed to achieve a maximum score of 90%.

2. For a student who turns their assignment in within 1-3 days after the assignment is originally due, and no prior arrangements were made with the instructor.
    a. In that case, the student can receive a maximum of 75% of the assignment's original total points possible.

3. For a student who turns their assignment in 4-7 days after the assignment was originally due, and no prior arrangements were made with the instructor
    a. The student may receive a maximum of 50% of the assignment's original total points possible.

4. After 7 days, the assignment is no longer accepted, and the student will automatically receive a zero (0 points) for the assignment.

## Missed Tests

***Prior arrangements*** can be made with the instructor due to known absence, or extended absence for exams in-person or online due dates.

For online exams, especially those open for multiple days before the due date, granting an extension is limited to extenuating circumstances.

Some exams are scheduled on the students' virtual day to open and close on that day and at certain times. Students must be aware of these dates and times to avoid missing the deadlines.

Exams are often scheduled based on the coordination of content in other courses and in eight-week courses, there is a lot of content to cover in that short time frame.

- This should not be abused, and multiple extension requests can result in one or multiple of the following: counseling from the RAD faculty, referral to the Student Resource Center, the completion of the academic concern form, an academic probation status placed on the student, and/or the offering of a Leave of Absence (LOA).

- An action plan may be created for a student requesting multiple extensions. The student may have to follow the "Late Work Policy" for exams/quizzes in which their grade will be reduced based on the length of delay of the submission of the exam/quiz.

- In addition, the action plan could say any additional request(s) will result in a zero, and no opportunity for reduced credit would be offered. Other action plans may be designed and will be discussed with the student at the meeting.

However, if you are absent on the day of the ***in-person*** exam, you will be ***required to take the exam the very next day you are in either in lab, clinicals or class***, *unless the instructor makes other arrangements with you:*

- If the student is in class, they will have to schedule a time that day to take the exam with the instructor- which could cause the student to possibly come in early, stay late, or miss their lunch break between classes.

- In extenuating circumstances, such as during finals week, if the student is in clinicals, they may be asked to use their clinical time to take the exam. The instructor will arrange a time with the student, which could require the student coming to campus to take the exam.

Final exams have a limited opportunity to complete the exam due to grade submission for granting degrees. The student must make every effort to be available to take the exam or make arrangements to make it within the time frame allotted. Students graduating that semester may

not have their degree conferred if they do not complete the final exam or any remaining assignments in time.

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## Radiography Program's Exam Procedure

To ensure success in the Ozarks Tech Radiography program students should abide by the Ozarks Tech policies regarding academic integrity.

- https://ozarkstech.edu/policy/2-22-academic-integrity/

Assignments, which are not limited to exams should all be performed under the academic integrity standards set forward through the Ozarks Tech policies.

However, there are some specifics with testing that are required by the radiography program, partly due to its hybrid design.

2. Unless otherwise noted, exams should be performed using the Proctorio lockdown browser and additional settings as instituted by the program and the individual faculty.

    a) Proctorio settings may be adjusted by the faculty member for more stringent or less stringent standards

    b) Faculty have the right to review all videos for suspicious behavior

3. The student must have an **external** camera (one that connects to their computer with a wire, wirelessly, or through Bluetooth) which will be used to demonstrate the student's entire testing area, their computer screen, their desk, keyboard, and behind their computer.

4. During exams:

    a) No books, notes, phones, sticky notes, smart watches, additional laptops, computers, tablets, web browsers, or other aids without the expressed permission from the instructor

    b) If a calculator is needed, the online calculator should be utilized first, if the student needs to use another calculator, they must show the calculator, front, back, keyboard, and inside cover to the computer screen

c) Any ***permitted/allowed*** scratch paper or other note page needs to be shown ***PRE-TEST*** (front and back)

d) Students should take the test in a private, quiet location

    1. If the student has trouble with an environment, they can come to campus and find a better testing environment

e) Students should not leave during the test, if they must, they must explain why and keep the absence as short as possible

f) Drinks, smart watches, phones, etc. should not be in view

g) Limit background noise, or ambient noise

h) Microphone should be on during the exam if required by the instructor

5. Exams may be set to open and/or close on the students' virtual day(s) in some courses

6. Students should not share answers, question content, or other information regarding the assignments, exams, or course content with other students.

    a) This pertains to students in the same cohort, future cohorts, or those in cohorts above the student.

    b) Students receiving and/or providing the information are both in violation of the academic integrity standards

7. Failure to abide by the rules will be forwarded to the academic integrity office and follow their process. This may include the completion of an Academic Integrity Form.

8. In addition to the referral to the academic integrity office, the program may provide the following disciplinary actions against the student(s) found to be in violation of the processes:

    A. **Level One offense** – Minor violation. Written warning notification and academic probation for the semester, or block. Possible for reduced or removal of score on assignment(s) and possible requirement to repeat the assignment(s).

B. **Level Two offense** – Major violation. Written notification, academic probation for the remaining length of the program. Possible for reduced or removal of score on assignment(s) and possible requirement to repeat the assignment(s).

C. **Level Three offense** – The most severe actions and integrity violations. Written notification. Referral to the academic integrity office. Possible dismissal from the program. Possible for reduced or removal of score on assignment(s) and possible requirement to repeat the assignment(s).

The following sections are excerpts from the Ozarks Tech Academic Integrity policy:

By policy, OTC defines our standards of Academic Integrity as follows:

- Students must do their own work and submit only their own work on examinations, reports and projects, unless otherwise permitted by the faculty.
- Students are encouraged to contact their instructor about appropriate citation guidelines.
- Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking examinations, placement assessments, tests, quizzes and evaluations.
- Students are responsible for adhering to course requirements as specified by the faculty in the course syllabus.

By policy, OTC defines actions constituting violations of academic integrity to include, but not be limited to, the following:

1. **PLAGIARISM**. The use of another's words, ideas, data or product without appropriate acknowledgment, such as copying another's work, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.
2. **CHEATING**. The use or attempted use of unauthorized materials, information, or study aids; an act of deceit by which a student attempts to misrepresent academic skills or knowledge; and, unauthorized copying or collaborations.
3. **FABRICATION**. Intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.

4. **COLLUSION**. Assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.

5. **ACADEMIC MISCONDUCT**. The intentional violation of college policies, such as tampering with grades, misrepresenting one's identity or taking part in obtaining or distributing any part of a test or any information about the test.

Some infractions of Academic Integrity may violate state or federal laws or professional codes and may carry serious legal consequences.

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## Energized Lab and Equipment Procedures

The Ozarks Tech program has numerous pieces of equipment and devices that the student is able to practice and gain experience with before going to the clinical site. The equipment is also used for providing hands-on and visual learning of concepts throughout the program. There comes a sense of responsibility for the students to respect the equipment, safely operate it, and act within the ethical standards related to working with ionizing radiation.

The equipment is very expensive to maintain and purchase. If the equipment is not properly being used, the student's may have their access limited.

**Unauthorized use of ionizing radiation in the lab, classroom, or clinical setting is grounds for dismissal from the program.**

## Access to Labs and Equipment

The students have been provided with 24/7 access to the energized lab rooms. This has been provided to allow for the student to practice on their schedule for positioning procedures. However, the x-ray rooms are disabled to not allow for an exposure through a locking mechanism on the generator that the faculty only have access to the key for. The active digital image receptor is locked and stored in a faculty only accessible location. The program purchased "dummy" image receptors to aid in practice when there is no available live image receptor.

- Students must use their own badges to enter the x-ray rooms
    - Please note if you leave the room and leave the badge in there, you will not have access to enter again, you will have to call security to unlock the door
- Students must leave the rooms in a clean condition when they are done practicing
- If a student brings a guest for positioning practice, they are responsible for that guests behavior in the lab room and any potential damages caused by the guest

Students DO NOT have 24/7 access to the simulated operating room, portable machines, or other areas of simulation outside of the program's energized lab rooms.

***These statements are all-encompassing where it refers to lab rooms, the simulated operating room with the c-arms, the virtual hospital with patient care training, phlebotomy and IV lab rooms, ECG training, the simulation center, the portable machines, etc.**

## Safety in the Labs, or other Spaces

As students do have access to the energized labs and may be in the rooms when there are no faculty present they must adhere to safety measures.

- If an emergency shall occur the students are encouraged to call 911 for help
- Cox Health has security close by and their number is: 417-269-3715

## Communicable Diseases

In addition to the infection control policies outlined in the radiology handbook describing procedures regarding communicable diseases and vaccination requirements, the Ozarks Technical Community College radiology program will provide an environment for the safe conduct of its mission in education of radiography students and their lab volunteers.

This process is designed to provide reasonable protection for students, faculty, and volunteers against the transmission of infectious diseases within the environment of the radiography lab. Students and volunteers are encouraged to review guidelines set forth by the Center for Disease Control and Occupational Safety and Health Administration for additional guidelines not covered within the scope of this procedure.

1. Standard Precautions

    a. Standard precautions shall be followed at all times in the. The employment of standard precautions shall include, but is not limited to, the following:

        i. Hand hygiene

            1. Students shall use a minimum of an alcohol-based hand rub prior to and in between scan subjects. Alcohol-based rub should be used prior to and immediately after removing gloves.

            2. When hands are visibly soiled, students shall wash hands using soap and water for a minimum of 20 seconds.

        ii. Personal protective equipment (PPE) (gloves, face masks, face shields)

            1. All students will have access to gloves while practicing in the lab.

2. Since students will not be exposed to procedures that can generate a splash or spray of infectious fluids, the use of face masks and face shields will be employed on an as needed basis.

iii. Respiratory hygiene / cough etiquette

1. Cover mouth/nose when coughing or sneezing
2. Use and dispose of tissues
3. Perform hand hygiene after hands have been in contact with respiratory secretions

iv. Clean and disinfect environmental surfaces

1. All equipment (control panel, tubes, positioning aids, image receptors, phantoms, stretchers, etc.) shall be cleaned/disinfected after each use.

a. Equipment will be cleaned and disinfected according to manufacturer's instructions and only with approved disinfection products.

- Wipe machine and keyboard down with wipes excluding the monitor
- Wipe stretcher down with disinfectant wipes after removing the sheet covering
- Put all dirty linens in the laundry

b. Students should wear appropriate PPE during all disinfection procedures.

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## Advisement Processes

### Academic Concern/Advisement Process

With the radiography progression requiring a minimum of a 75% in each course to successfully pass and progress in the program, if a student is in jeopardy of not passing a course, they will first be issued a Radiography Program Concern Form (see Appendix A). This form can be provided at any point their grade is close to or below that 75% threshold. Ideally, anyone with a grade below an 80% should receive one and be in communication with their professor to help improve their grade.

The academic concern form will be presented and discussed with the student, to help the student be aware of their status in the course. There will be a plan of action discussed and another check-in point to help keep the student on track.

Since the program is running on 8-week block courses, there is not a lot of time for students to recover from severely low grades. Students should stay aware of their current grades from the gradebook on Canvas. If the student is below a 75% in the course at any point, the faculty will also complete the Academic Early Alert Form. The Academic Early Alert form includes the student's information, course information and areas of concern to be discussed with the student. The form is found on the OTC Cares webpage..

### Clinical Concern/Advisement Process

A student who the clinical site has a concern about for their progress, work ethic, patient safety and care, or other major issue with the student performance can receive a Radiography Program Concern Form and possibly a referral to the Ozarks Tech Student Services department as well. This may be due to repeated reports from staff

Students will meet with the clinical coordinator to discuss the concern(s), or incident(s). The clinical staff may be brought in to aid in the discussion and process of helping the student achieve a successful clinical experience.

An action plan will be discussed with the student and a re-evaluation date will be set.

**Professionalism Concern/Advisement Process**

Violations of professionalism in the classroom, lab, or clinical setting will be handled through the proper process and policy at Ozarks Tech. Offenses that occur outside of those settings, but may affect others within the program (students, faculty, technologists, staff, etc.) will be handled through the Ozarks Tech process. Less severe actions will result in ***at minimum*** a Radiography Program Concern Form and a referral to the Student Services and/or the Title IX office. Severity will be determined on a case-by-case basis and with consultation of other Ozarks Tech departments.

A student referral form submitted via the Student Services website. An example is found later in this section or can be viewed at: View Student Conduct Report

**Ethical Concern/Advisement Process**

Students who have violated standards of Ozarks Tech, a clinical site, or the imaging profession as outlined by the ARRT and ASRT will undergo the process for review of the incident. Some ethical violations may require reporting the incident to the ARRT and an ethics review by the ARRT, before the student will be allowed to sit for the national registry.

Less severe actions will result in ***at minimum*** a Radiography Program Concern Form and a referral to the Student Services. Severity will be determined on a case-by-case basis and with consultation of other Ozarks Tech departments.

ARRT Code of Ethics – https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-requirements

ASRT Practice Standards – https://www.asrt.org/main/standards-and-regulations/professional-practice/practice-standards-online

Ozarks Tech Code of Conduct - https://ozarkstech.edu/policy/5-15-standards-of-student-conduct/

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## Inclement Weather Process

1. In the event that there is inclement weather and Ozarks Tech closes, the students are not to report to clinicals or on-campus for classroom or lab instruction.

2. If evening clinicals and classes are cancelled

3. Since the radiography program uses weekend rotations, the college will not make announcements regarding those days. The student should reach out to the clinical coordinator and discuss the situation with them.

4. If the student has already made it to clinicals before the college closed, they are to remain safe and not travel until they feel they can, but they are to clock out and not continue student clinical hours.

5. If the college does not close and there is inclement weather in the area, since there are differences in where students reside, where their clinical sites are located, or their comfort with driving during inclement weather, students should not travel if it is not safe for them to. They can plan a make-up day(s) accordingly with the clinical coordinator, or classroom instructor.

6. However, ***since the program is hybrid designed, the students may be required to complete alternative methods of instruction/virtual learning on those days***. This may be performed asynchronously or synchronously and will be disseminated to the students in a timely manner.

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## Notification of Pregnancy Procedure Forms

### RADIOGRAPHY PROGRAM NOTIFICATION OF PREGNANCY PROCEDURE

Students should know that pregnancy ***will not*** be grounds for dismissal from the program. However, academic and clinical standards will not be lowered. The program will actively work with the student to maintain a level of clinical and didactic competency while supporting the mother during her pregnancy and following the birth of her child.

It is recommended that the student inform the Program Director (***in writing***) to declare her pregnancy so that the requirements of 10 CFR 20.2106 (e) may be met.

Upon the ***written declaration*** of pregnancy, the Ozarks Tech Radiography program will request a fetal dose monitor to be worn by the mother in addition to her previously supplied dosimeter.

The Ozarks Tech Radiography program's appointed radiation safety officer, or the program director, will maintain the records of dose to the embryo/fetus with the records of dose to the pregnant woman. The declaration of pregnancy will be kept on file in the Student Record.

Under the current regulations (which are consistent with the Supreme Court decision in the case of UAW vs. Johnson Controls), a woman has the right to choose whether or not to declare her pregnancy; including the right to revoke her declaration after it is made. A woman's withdrawal of her declaration of pregnancy does not alter the requirement of 10 CFR 20.2106 (e) that the school maintain the records of dose to the embryo/fetus that were prepared as a result of the woman's declaration of pregnancy.

A student who chooses to withdraw her declaration of pregnancy should inform the Program Director (***in writing***) of her decision.

The student may choose to:

- Continue the Ozarks Tech Radiography program both clinically and didactically ***without*** modifications to the requirements for students
- Continue with Ozarks Tech Radiography program both clinically and didactically ***with some*** modifications to the requirements for either or both clinically and/or didactically for students during pregnancy. The student will specify requested modifications (see Appendix D)
- Take a leave of absence (LOA) from the radiography program and Ozarks Tech.

Review the additional details in Appendix D – Ozarks Tech Radiography Student Pregnancy Declaration Options.

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## Breast Feeding and Pumping Statement

Any Ozarks Tech radiography program student is a nursing mother will be allowed to pump breast milk as needed for her child(ren). The student and faculty, clinical coordinator, and student support services staff can arrange the best possible accommodations as needed for the student.

The program and clinical sites will make arrangement to provide a safe, secure, and private location for the student to pump. The room will be private, not a public restroom, and available during the times the student will be on site.

The student will **NOT** be penalized for missed clinical time, lab time, or class time for having to pump. This time will also be separate from their designated meal break time.

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## MRI Safety Process

The Ozarks Tech Radiography program provides students the opportunity to rotate through different advanced modalities. One of those advanced modalities is Magnetic Resonance Imaging (MRI). Some facilities have MRI departments close to the diagnostic radiology department. In addition, many departments may request help from other imaging professionals, students, or others to help within the MRI environment.

For all of the above listed scenarios, the safety of the student, patients, technologists, and the public is essential. There are certain devices, objects, medical tools, and other implanted items that are not safe to be within the magnetic field of the MRI scan room.

A student may routinely be present in Zones I, II, or III based on the design of the facility, they should be aware of the hazards and requirements associated with each.

The process of reducing hazards in the MRI environment include:

1. Students complete an MRI screening form in their first semester of the program in RAD 211, which is reviewed by a level II MRI technologist.
    a. If there is further question, an MRSO is consulted by the program.

2. During the first course in the program, RAD 211, students are provided with an MRI safety lecture, review MRI safety videos, and take a safety test on MRI safety.

3. During their first semester, in RAD 280, the students receive an additional MRI safety lecture presentation.

4. Students are instructed on the procedure to notify the program as soon as possible regarding any potential changes in their MRI safety status. Students sign an attestation of understanding their responsibility to inform the program of a change in their status.

5. Students are instructed that they may be required to complete additional screening sheets when they enter a clinical site.

6. In RAD 283, the student's 5$^{th}$ block, they are screened again using the college's MRI screening form, which a level II MRI technologist reviews.

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## Notification of Change to MRI Status Procedure

Though MRI Screenings are done on an annual basis for the radiography program students, there are circumstances where a student should have a potential change in their MRI safety status or a change in one of their screening sheet answers. It is ***the student's responsibility*** to inform the program of the change as early as possible.

Notifying the clinical coordinator or the program director can be done via e-mail or by completing the Change in MRI status form on the Canvas program shell. Another screening sheet found on the Trajecsys home page may be required as well.

Despite the program sharing the screening sheet with the different clinical facilities, students may be asked to complete another screening sheet at the clinical site they are assigned to. The students should complete the form for the site and allow their staff to review it.

A student does ***NOT*** have to declare pregnancy on the clinical site's MRI screening sheet if they are asked and have not declared it to the program or if they do not want to disclose it to the clinical site. If the clinical site has a question, the clinical site may contact the program faculty for further explanation and discussion.

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## Dose Reports and High Dose Reading

Students in the Ozarks Tech Radiography program utilize the InstadoseVUE dosimeter to monitor their personal dose for radiation exposure. They have access to their report at any time through the Instadose website, or the app.

For more information on using the device and viewing the reports please review these pages:

- Quick card - Getting started with the Instadose - mktg-521_instadose-vue_wireless_dosimeter_quick_card.pdf

- InstadoseVUE Data Sheet - Instadose®VUE Wireless Dosimeter

Though students should have very limited radiation exposure, they must understand they are working around the ionizing radiation and some exposure may occur.

Students will also be required to review their dose reports as provided by the clinical coordinator, or radiation safety officer via Trajecsys. The students will attest to the acknowledgement of receiving, reviewing, and understanding the report. This will be completed during each of the clinic and professionalism courses during the length of the program, which occur every block in the program.

An example of the dose report is found later in this section.

**Dosimeter wearing highlights:**

1. Students receive their dosimeters during the first week of classes
    A. Students will be taught the proper wearing of the dosimeter and how to care for the dosimeter over the course of the program
    B. The student is billed for the dosimeter as part of their RAD 211 course
    C. Requested fetal badges are not charged to the student, unless lost, then the student must pay the replacement cost
        1. Students requesting a fetal badge when declaring their pregnancy will have the proper wearing of the fetal badge explained to them by the program's Radiation Safety Officer

2. The dosimeter is kept for the entire length of the program by that student
    A. Lost badges are the responsibility of the student to pay for the replacement

3. Students must appropriately wear their badges in their student clinical rotation setting at all times

4. Students must wear their badges when in the energized labs, or simulation areas working with the portable, or C-arm machines as well

5. Students who work (paid or unpaid) in an ionizing radiation area and not part of their clinical experience
    A. Therefore, they should have a work-provided dosimeter to wear during those times
    B. Their exposure limits for when working is set by their hiring organization

## Understanding Your Dose Readings

The Ozarks Tech radiography students have a lower threshold for their radiation dose limits compared to an occupational worker's level. The student's individual dose should be 1/10 of the occupational dose workers limit in relation to the state of Missouri's regulations, or national limits. A student's fetal dose limits can be found in the pregnancy declaration packet also on the tables below, but they fall in line with the state and national limits.

In the unusual case that a students is under the age of 18 for class, labs, or clinical rotations, they will have the same dose limits as the other students, as the dose limit for all students is equivalent with standards for the dose for people under the age of 18.

Each organization and state set their regulations on the dose limits for workers in fields related to ionizing radiation. These regulations are based on recommendations and regulations set at the federal level.

**Ozarks Tech Radiography Student Dose Limits**

| Dose Category | Dose Limit |
|---|---|
| Whole Body (TEDE) | 500 mrem/year |
| Skin (SDE) | 5,000 mrem/year |
| Extremity (SDE) | 5,000 mrem/year |
| Lens of the Eye (LDE) | 1,500 mrem/year |
| Embryo/Fetus of a Declared Pregnant Woman | 500 mrem/gestational period |

**Occupational Regulatory Dose Limit**

| Dose Category | State of Missouri Dose Limit | National NRC Dose Limit |
|---|---|---|
| Whole Body (TEDE) | 5,000 mrem/year | 5,000 mrem/year |
| Skin (SDE) | 50,000 mrem/year | 50,000 mrem/year |
| Extremity (SDE) | 50,000 mrem/year | 50,000 mrem/year |
| Lens of the Eye (LDE) | 5,000 mrem/year | 15,000 mrem/year |
| Any Organ (TODE) | 50,000 mrem/year | 50,000 mrem/year |

| | | |
|---|---|---|
| Embryo/Fetus of a Declared Pregnant Woman | 500 mrem/gestational period | 500 mrem/gestational period |
| Member of the Public (Non-worker) | 100 mrem/year | 100 mrem/year |

## High Dose Readings Procedure

Students who achieve a "high" reading for their quarterly read, or annually, will have to meet with the Radiation Safety Officer (RSO) for the radiography program for counseling on radiation safety measures for any reading that falls into the Level I high reading. For readings that reach level II of the high reading table below, the student must meet with the RSO for the program and the RSO or other Radiation Safety Coordinator for their current clinical site.

**Ozarks Tech Radiography Student "High" Dose Limits**

| Dose Category | Dose Limit for the Quarter – Level I | Dose Limit for the Quarter – Level II | Dose Limit for the Year – Level I | Dose Limit for the Year – Level II |
|---|---|---|---|---|
| Whole Body (TEDE) | 12.5 mrem | 37.5 mrem | 50 mrem | 150 mrem |
| Skin (SDE) | 125 mrem | 375 mrem | 500 mrem | 1500 mrem |
| Extremity (SDE) | 125 mrem | 375 mrem | 500 mrem | 1500 mrem |
| Lens of the Eye (LDE) | 12.5 mrem | 37.5 mrem | 150 mrem | 450 mrem |

**For counseling following a Level I high reading**, the student and the RSO will discuss:

1. Potential errors in the reporting
    - Provide the student with information on how to prevent errors if it was a handling issue potentially
2. Potential reasons why their reading may have been higher than expected
    - Provide staff additional information and training if they may have contributed to the higher reading
3. How to reduce the readings in the future
4. Reiterate the ALARA principles
5. Review of clinical rotations for reducing dose if deemed appropriate and adapting their participation in exams

The dose report for that student should be checked by the RSO and the student more frequently before the next quarter, to ensure return to normal levels.

**For Level II counseling:**

- Everything in level I

- As well as, the program radiation safety officer will report the reading to the clinical site's radiation safety officer/coordinator and follow the sites procedure
    - Which may include additional training, a report sent to the radiation safety team at the clinical site, corrective action may be taken, removal from certain procedures within the clinical site, and other procedures required by the clinical site
- The dose report for that student should be checked by the RSO and the student more frequently before the next quarter, to ensure return to normal levels with a follow-up report sent to the clinical site's radiation safety team
- Student may be observed in clinicals by the clinical staff, RSO, or other members of the radiation safety team
- Students may be pulled from rotations temporarily

An example of the dose report acknowledgment form found on Trajecsys.

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## Non-clinical Grievance Process

The radiography program follows the Ozarks Tech process for non-clinical grievances outlined in their policies under 5.17.

For clinical grievances, there are additional steps the program would like to be followed before progressing to the Ozarks Tech process. That process can be found on the **clinical grievance process page.**

The most up-to-date policy and associated policies can be found at the link below, with the most current at the time of publication, is pasted below the link.

https://ozarkstech.edu/policy/5-17-grievance-procedure-for-students/

**5.17 – Grievance Procedures for Students**

**A. Purpose**

- To describe the process for handling student concerns or grievances when there is no other college policy or procedure that governs the situation.

**B. Policy**

- The college will provide procedures to resolve student concerns and grievances that do not clearly fall under any other published college policy or procedure.

**C. Procedures**

1. Students having complaints, grievances or other concerns for which they are unsure of the applicable process or reporting mechanism may file such complaint, grievance, or concern with the dean of students.
    - If it is determined that another college procedure governs the situation (e.g., grade appeal, sexual misconduct, etc.), the dean of students will act as a facilitator to ensure the information is directed to the appropriate college official.
    - If it is determined that no other college procedure governs, the dean of students will work with the student, and others as necessary, to reach a resolution of the situation.
2. If the student and dean of students are unable to resolve the situation, the student may file a formal written grievance with the vice chancellor for student affairs.

- The vice chancellor for student affairs will conduct an investigation into the matter, taking all steps deemed necessary based on the circumstances, and will issue a written decision to the student.
- The vice chancellor for student affairs' decision is final and not subject to further appeal.

3. If a complaint is not resolved at the college level, students may choose to file a complaint through one of these external agencies:
   - Missouri Department of Higher Education & Workforce Development301 W High St., PO Box 1469
     Jefferson City, MO 65101-1469
     Phone: (573) 751-2361
     Fax: (573) 751-6635
     Email: info@dhewd.mo.gov
     https://dhewd.mo.gov/media/pdf/complaint-resolution-policy
   - The Higher Learning Commission (www.hlcommission.org), an accrediting agency recognized by the U.S. Department of Education
     https://www.hlcommission.org/Student-Resources/complaints.html

**D. Definitions**

N/A

**E. Authority**

- This policy and these procedures are maintained under the authority of the executive vice chancellor for institutional and student success.

**F. Related Policies**

- 3.01 - Anti-Harassment and Anti-Discrimination
- 4.06 – Sexual Harassment and Grievance Procedures
- 5.16 – Student Discipline and Appeals Process

**G. Implementation**

- Purpose, procedures, responsibilities and definitions approved and adopted by the Cabinet on 2/6/18.
- Policy approved and adopted by the Board of Trustees on 3/12/2018. Procedural revisions approved by Cabinet 02/12/2020.
- Set for review in fiscal year 2025-2026

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## Contingency Plan

In the event of a natural disaster, strike by hospital or education workers (unlikely as they are not unionized in the state), a terrorist attack, or any other catastrophic incident (i.e. pandemic), the program director and the Ozarks Tech radiography program may:

1. Change the delivery of education (i.e. seated to online or hybrid)

2. Temporarily suspend and forego the required minimum of clinical clocked hours for a given college credit hour designation if the student has achieved the minimum clinical competency skill set to progress in the program and/or graduate from the program, if not, the student may receive an incomplete until they meet the requirements.

3. Use simulation for competency evaluations in leu of exams performed on patients up to the maximum allowed by the accrediting body.

## Activating Contingency Plan

The contingency plan can be enacted through agreement and discussions between the program director, dean of health sciences, RAD faculty members, and other college administration. They must all agree the current situation meets the requirements for the contingency plan to be enacted.

## Informing Clinical Sites and Instructors

If the college allows the program to activate portions or all of the contingency plan components, the RAD program director and clinical coordinator will notify the clinical sites with regard to the plans going forward. The program director will detail the plan of action and how it will affect the students and the clinical sites.

## Informing Students

Students will be notified in a timely manner if the contingency plan is being enacted by the program and college. They will be notified by the program director through a variety of methods including: a Canvas message, through their student e-mail, WhatsApp messages, text messages or phone calls if necessary.

Students will be given information on the plan and what resources they will be utilizing during this period of time. Students must be aware that the process is fluid and may be adjusted during the time the plan is in place. At the discretion of Ozarks Tech, students and faculty may be able to use the energized labs, c-arms, the OR suite, virtual hospital, or simulation center on campus, but there may be restrictions put in place regarding the access to the campus and those rooms.

## Classroom Spaces

If the college remains open for classes to occur on campus, there may be restrictions in place that may lead to classes and clinicals being held outside of "normal" operation. Classroom and clinical times may be adjusted. Students may be restricted from coming to campus or clinicals in larger groups, PPE's may be required to be worn by students and faculty in the classroom or on clinical campuses, and other restrictions/limitations may be required and provided by the college.

## Faculty Offices

If physical offices are not available for faculty and students to meet in, the faculty will provide the students with virtual office hours. Virtual office hours can be done through Zoom, Google Meet, or Microsoft Teams. Students may always schedule appointments directly with the faculty member.

## Resources

Unless the contingency plan involves restricted or no internet access, students will continue to have access to Canvas LMS, Office 365, and other software during the time period covered under this plan. Students and faculty will need to find reliable internet service. If students cannot be on campus, the faculty reserve the right to hold synchronous class lectures via virtual methods. These lectures may be held using Zoom, Microsoft Teams, or Google Meet. The faculty may use digital formats of notes and handouts through Google or Microsoft products. Each student is given an Office 365 account as part of their enrollment in courses at Cox College. Faculty may make use of simulation software or use other resources to continue active learning outside of the classroom. If internet or computer technology is not available, the faculty

will work to provide printed materials for the students for pick-up or delivery through the mail system.

## Faculty Training

If the contingency plan requires a major change in the normal operation of the courses and curriculum, the faculty will be allowed adequate time to be trained and prepared before classes, clinicals, or labs resume. Faculty will maintain FERPA standards during virtual learning through using individual meeting codes for individual students, or breakout rooms which are restricted to only certain participants. The faculty have been given annual training on online educational methods, processes, and safety as part of their training for distance education.

## Responsibilities

The faculty and administration shall meet at least weekly, during the contingency period to make adjustments as needed to the plan. This is to ensure the program is operating as appropriately and efficiently as possible. Continued feedback from students, faculty, and clinical staff is encouraged to help the process be as beneficial as possible.

## Program Leadership and/or administration responsibilities

The program director shall communicate with the clinical sites, the college administration, regulatory agencies, students, faculty, and accreditors during the event. The program director should maintain open communication with the faculty, students, and clinical staff regarding the status of the contingency plan and any deviations from the plan. The program director will use several avenues of communication with all parties, including cell phones, Microsoft Teams, e-mails, WhatsApp messages, and social media. The leadership of the program and the college shall provide contact information of resources available to help the faculty or students during this time. Local, state, or federal emergency agencies can be provided to the Ozarks Tech radiography program members to use.

## Sponsoring Institution

Ozarks Tech will provide the students with information regarding financial aid requirements due to the interruption of coursework. The college will determine if grades, or the grading scale will be adjusted due to the catastrophe and provide the program with guidance on any alterations to program sequence. The college shall provide funding to maintain student support, meet the needs of the students, and help provide resources for the faculty to continue the learning process for the

students. The college will maintain health and mental wellness support as well as other student and faculty services during the catastrophe.

## Resume to Normal Operations

The faculty, program director, and college administration will meet to determine the return to normal, or recovery from the contingency plan. Updated schedules will be provided to the students for clinicals and classroom instruction. Clinical sites will receive updated information and details on any adaptations to clinical requirements made by the radiography program. After returning to normal operations, the faculty will meet as a staff, but also with the students to see how the process went and what could be done differently in the future.

# Section IV: General Information for Clinical Rotations

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## Clinical Site Orientation Process

Students will rotate to several different locations in their clinical experience. As part of the students' clinical experience, they are required to be oriented appropriately to the clinical site. The student's orientation should be completed with a clinical technologist, preceptor, or supervisor.

An example of the orientation form may be viewed in Appendix F.

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## Clinic Specific Policies

### Direct vs. Indirect Supervision

While Ozarks Tech Radiography students are performing clinicals, or while in labs, they are required to be under one of the following levels of supervision in all areas where ionizing radiation is being used:

### Direct Supervision

- What is it:
    - The registered technologist is *physically present in the room* while the student is working with the patient or provider

- When does this occur:
    - While in the lab room setting, and exposures will be made
    - While in clinicals, and they have not successfully completed a competency on that exam
    - While the student is making any ***repeat exposures***, the technologist must review the corrections before an exposure is made
    - While the student is in any of the following situations, regardless of their level of competency, they will be under direct supervision:
        1. C-arm (sterile and non-sterile) procedures
        2. Fluoroscopy exams
        3. Portable/Mobile exams
        4. When patient condition warrants direct supervision

    - ***All images must be checked by the technologist, before the student dismisses the patient from the room***

**Indirect Supervision**

- What is it:
    - The registered technologist is *immediately available* while the student is working with the patient or provider
        - Immediately available is defined as the presence of a registered technologist adjacent to the room or location where the radiographic procedure is being performed

- When does this occur:
    - Once a student has successfully demonstrated competency, they may perform those procedures with indirect supervision
    - It ***cannot*** occur in c-arm cases, fluoroscopic exams, portable/mobile exams, or when the patient's condition, or situation does not allow for it

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**Repeat Image Policy**

Images that must be repeated due to unsatisfactory results…..

1. **Must be repeated ONLY under DIRECT supervision,** regardless of the student's level of competency

2. The technologist shall provide the student with clear instructions in how to correct the image, before it is repeated, the technologist shall remain with the student to ensure the corrections were made

3. Students failing to comply with the repeat policy will be reported to the clinical coordinator by the tech working with the student

4. This should be reflected on the student's R.A.D. form at the end of the rotation that they did not adhere to the policy

5. A student who does not adhere to this policy may receive:
    a. ***At minimum*** written warning placed into their file and provided coaching by the faculty or clinical coordinator
    b. A reduced grade in their practicum course
    c. Placement on clinical probation
    d. As severe as a penalty as dismissal from the program based on the situation

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**Student No Hold Policy**

Ozarks Tech Radiography students are ***not allowed*** to hold the image receptor (IR) during an exposure while performing clinical rotations. This is a required policy to follow from the JRCERT standards regarding student safety.

Instead, it is highly recommended the students and technologists utilize immobilization devices first. Followed by using employees who are non-radiation employees and not pregnant, or non-pregnant family members of the patient.

Students are allowed to be under direct supervision while in traditionally higher dose level procedures, such as surgery, sterile and non-sterile c-arm procedures, fluoroscopy cases, and portable/mobile exams. They should follow the principle of radiation protection that are taught of: time, distance, and shielding to reduce their risk of exposure.

This policy does not affect the student's ability to perform, assist, or observe when trying to complete exams. This policy does not affect the student's opportunity to complete ARRT or OTC competency evaluations, or other evaluations.

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**Mammography Rotation Statement**

The Ozarks Tech Radiography program allows students to learn about and observe advanced imaging departments. However, these observations have some limitations. The program abides by the following statement from the JRCERT regarding male students related to mammography observations. This allows the program to offer female students the opportunity to observe in the career field.

Adopted by the Joint Review Committee on Education in Radiologic Technology: 04/16
Revised: 08/20

"The Joint Review Committee on Education in Radiologic Technology (JRCERT) **Standards for an Accredited Educational Program** are designed to promote academic excellence, patient safety, and quality healthcare. The JRCERT accreditation process offers a means of providing assurance to the public that a program meets specific quality standards. The process helps to maintain program quality and stimulates program improvement through program assessment.

**Standard Four – Objective 4.4** of the JRCERT Standards requires a program to document that it "provides equitable learning opportunities for all students."

The JRCERT does not provide legal advice to program officials. Nevertheless, the JRCERT has received numerous inquires regarding the placement of students in clinical rotations/procedures involving breast imaging. The JRCERT understands that there have been significan concerns regarding the interpretation of the JRCERT Standards regarding equitable learning opportunities for all students. As a point of clarification, the JRCERT notes that equitable means dealing fairly with all concerned. It does not necessarily mean equal."

The JRCERT has analyzed statistical data that indicates current imaging practices in mammography have resulted in minimal employment opportunities for males. Certification demographic data indicates that less than 1% of the approximately 50,000 technologists registered in mammography by the American Registry of Radiologic Technologists (ARRT) are males. Overwhelmingly, clinical site policies prohibit male students from participation in breast imaging procedures. Such participation is limited due to liability concerns, as well as consideration for the interests of the patient. These policies are established not only for mammography exams, but for other gender-specific examinations performed by professionals who are the opposite gender of the patient.

With regard to breast imaging, the JRCERT has determined program must make every effort to place a male student in a breast imaging clinical rotation/procedure if requested; however, programs will not be expected to attempt to override clinical site policies that restrict breast imaging rotations/procedures to female students. Male students should be advised that placement in a breast imaging rotation is not guaranteed and, in fact, would be very unlikely. To deny breast imaging educational experience to female students, however, would place those students at a disadvantage in the workforce where there is a demand for appropriately educated professionals to address the needs of patients. It is noted the same clinical site policies that are in place during the breast imaging educational rotations are most likely applicable upon employment, thus limiting access for males to pursue careers in breast imaging.

The JRCERT reiterates that it is the responsibility of each clinical site to address any legal challenges related to a program's inability to place male students in a breast imaging rotation. All students should be informed and educated about the various employment opportunities and potential barriers that may affect their ability to work in a particular clinical staff position."

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**Gonadal Shielding Statements**

With recent changes in the practice of providing lead shielding for patients, the program advises the students on the topic by providing both sides of the argument for continuing or discontinuing shielding in the clinical setting. In addition to the discussion, the program reinforces good radiation safety practices that the students can utilize to provide additional protection from unnecessary radiation exposure for the patient, family, technologists, and themselves.

Clinical sites may vary in their use of shielding and the student should communicate with the technologists and clarify the clinical site's current practice.

**ASRT's Position Statement on Gonadal Shielding**

The American Society of Radiologic Technologists has created a task force to address the conversation around patient shielding. The task force has also created a website for the public and members of the profession to learn more about the topic: https://www.asrt.org/promotions/task-force-on-patient-shielding.

In addition to the website, the ASRT provides a position statement for students and technologists working in the field. Their most recent statement can be located here: https://www.asrt.org/main/news-publications/news/article/2021/01/15/asrt-update-on-gonadal-and-fetal-shielding.

Below is their most recent statement.

> *On Jan. 12, 2021, the ASRT Board of Directors released a statement supporting the discontinuation of the use of gonadal and fetal shielding specifically during abdominal and pelvic radiography.*
>
> *Significant advances in technology have resulted in reduced patient radiation dose during radiographic procedures, opening the door to this change in clinical practice. However, the radiation protection methods implemented by registered and certified radiologic technologists remain an essential component of high-quality and safe medical imaging procedures. While shielding placed outside of the exposed field may offer only limited additional reductions to patient exposure, this low-risk practice is an important component of our comprehensive efforts to reduce excess radiation dose during our procedures.*

*The ASRT Board supports the continued use of lead shielding during radiographic procedures where shield placement is appropriate and aligned with minimizing patient radiation exposure. For example, the placement of a lap shield during a radiographic extremity procedure carries little-to-no risk of exam interference or error, but may significantly increase patient comfort and confidence, thus helping to reaffirm our profession's commitment to maximizing safety. The elimination of all patient shielding from standard practice could exacerbate the radiophobia that exists among the public and our patients due to widespread media coverage of the published risks associated with medical radiation exposure.*

*Before considering the elimination of all patient shielding as a standard practice during radiographic procedures, it is essential that we educate our patients and health care colleagues on the recent advances in technology that have dramatically reduced patient radiation dose, as well as the indispensable role that radiologic technologists serve in the provision of safe and high-quality medical imaging procedures.*

*The ASRT will explore partnering with key stakeholders to collaboratively develop and disseminate educational materials to inform the public about the safety of our procedures.*

**JRCERT's Position Statement on Gonadal Shielding**

"The Joint Review Committee on Education in Radiologic Technology (JRCERT) **Standards for Accredited Educational Program in Radiography** are designed to promote academic excellence, patient safety, and quality healthcare.

**Standard Five – Objective 5.3** of the **Standards** requires programs to assure students employ proper safety practices. Programs achieve this by instructing students in the utilization of imaging equipment, accessories, optimal exposure factors, and proper patient positioning to minimize radiation exposure to patients, selves, and others. These practices assure radiation exposures are kept as low as reasonably achievable (ALARA).

Gonadal shielding has been a longstanding practice during radiography examinations in instances where the clinical objectives of the examination are not compromised. Recent research in the effectiveness of gonadal shielding during abdominal and pelvic radiography has found, in most instances, that:

- gonadal shielding does not contribute significantly to reducing patient risk from radiation exposure;
- gonadal shielding positions improperly may have the unintentional consequence of increasing patient exposure;
- gonadal shielding positioned improperly may result in the loss of valuable diagnostic examination results.

Based on the recent research pertaining to the use of gonadal shielding during abdominal and pelvic radiography and the longstanding practice in radiography to only shield instances in which diagnostic quality will not be comprised, the JRCERT has concluded that routine use of gonadal shielding for abdominopelvic radiography exams should not be standard practice for clinical radiography students when the use of such could interfere with diagnostic quality of the exam and may result in the risk of a repeat exposure.

Educational programs should review and consider amending, if necessary, policies to assure that the use of gonadal shielding should only be utilized when it will not interfere with the purpose of the examination and when it aligns with clinical facility policy.

Consistent with **Standard Five**, programs must have policies/processes in place to assure students are educated on the importance of the proper use of shielding and optimal use of radiation to promote the health and safety of students, patients, and the public.

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**Clinical Competency**

Ozarks Tech Radiography students are required to complete at minimum the current ARRT clinical competency requirements. The requirements do change every few years, the current one can be found here: ARRT Clinical Competency Requirements

Only ARRT-registered technologists can complete clinical competencies at the clinical site. Students are provided with a minimum number to successfully pass each practicum course; their grade may be affected by not obtaining that minimum number. The goal is to ensure the students stay involved, are proactive, and are able to complete their clinical competencies in a timely manner.

The Ozarks Tech radiography program will allow up to two exams to be simulated, but only in extenuating circumstances and after the student has made all efforts. If a student needs more than two, that will be approved or unapproved at the program level.

The Ozarks Tech radiography program requires additional competencies, some of which may be mandatory compared to the ARRT elective list or the minimum required by the ARRT. Students are not eligible to take the ARRT registry until they have successfully completed all of their ARRT and Ozarks Tech required competencies. This is to produce the most well-prepared future imagers.

All clinical competencies will be completed in Trajecsys by the technologist.

An example of the clinical competency form that is found on Trajecsys.

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## Clinical Performance Reviews

### R.A.D. Form

During the clinical rotations and at the end of the clinical rotation, the technologists will be asked to complete **Rotational Assessment Documents** (R.A.D. Forms) on the student's performance during their time at that location.

All technologists will be able to complete the R.A.D. Forms on Trajecsys. The notification to complete the forms will be sent to the technologists, as well as through other modes of communication with the technologists, such as reminders on Trajecsys.

This should include constructive criticism as well as praise for their performance.

The feedback is anonymous to the students, however, they are not able to see any feedback until they have received at least three forms. If there is something the technologist does not want to have seen by the student directly, the technologist shall e-mail the clinical coordinator or program director as there needs to be some documentation of the issue.

Technologists can attend the clinical meetings and provide feedback at those meetings as well, or have another attendee provide that feedback to the program.

Technologists in need of help for completing these forms can reach out to the clinical coordinator, if there is a Trajecsys issue, the clinical coordinator can also aid in recovery of passwords and usernames for the technologist.

An example of the R.A.D. form that is found on Trajecsys.

### S.R.S. Form

To meet the needs of the clinical sites and career field for graduates who are strong in c-arm procedures, the Ozarks Tech radiography program has created a specific assessment form for surgery rotations. The Surgery Rotation Scorecard (S.R.S.) form is to be completed in order to provide more specific feedback on the students' performance in the surgical environment.

Their skills can be evaluated in non-sterile environments (endoscopy, pain injections, etc.) and sterile surgical fields. An example of the S.R.S. form may be found on Trajecsys.

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## Clinical Grievance Process

The Ozarks Tech Radiography program follows the Ozarks Tech policy for grievances, however, before the process, if it is clinically based, the program asks that the following process is followed. It is not required to start with this, but as Ozarks Tech does not employ the clinical location staff, we hope to resolve any issue with this process or the process of that clinical site first, as the program can help support the students.

A student may proceed with the Ozarks Tech grievance procedure at any time in this process.

If any radiography student is experiencing an issue with a clinical site, technologist, or support staff of the clinical site:

1. The program encourages the student to resolve/discuss the issue with the person(s) with whom they are having an issue first. It is preferred that the discussion occurs within 24-48 hours of the initial problem. If the resolution is not possible, then students should utilize the following clinical grievance procedure:
2. The student has five (5) business days from the date of discussing the issue with the technologist to contact a clinical preceptor (CP) or clinical supervisor (different than the directly affected staff member if another one is at that location)
    a. Students should outline their concerns in writing:
    b. What communications have they had thus far with the parties involved
    c. Should they also express in writing what resolution they desire
    d. The clinical staff should resolve the issue within seven (7) business days of the student's notification unless a different time frame is discussed with the student.
    e. This resolution will be in writing and provided to the student, the technologist involved, the clinical supervisor, and the clinical coordinator.
3. If the student feels the resolution is unsatisfactory, the student has five (5) business days to contact the Clinical Coordinator for the radiography program.
    a. The student should meet with the clinical coordinator in person, and a written formal complaint should be made with the clinical coordinator. Included will be:
    b. The original complaint and details regarding the complaint

c. The attempts to resolve the issue previously

d. The desired outcome of the student

e. The written resolution offered from the clinical coordinator in conjunction with the program director should occur within seven (7) business days of notification from the student unless a different time frame is discussed with the student

f. If the student feels the resolution is not satisfactory, the student should then proceed with the Ozarks Tech Grievance Process as outlined in policy 5.17 - https://ozarkstech.edu/policy/5-17-grievance-procedure-for-students/

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## Radiography Student Clinical or Classroom Emergency Process

When students enter the program, they are asked to provide the radiography program with two emergency contacts they would permit the program to share with the clinical settings. These contacts will be utilized in a medical or other emergency when the student is at a clinical site.

The clinical coordinator gathers information from the students and shares it with the clinical site supervisors and clinical preceptors.

In the event of a medical emergency, the clinical staff will follow their protocol for providing immediate care or activating EMS as needed. This process is similar if they encounter another staff member or patient in the same situation.

The students are adults, but they have signed an understanding that potential health (HIPAA) and potential (FERPA) information may be provided to their emergency contacts as needed. The clinical site, program, or Ozarks Tech are not liable for any information shared appropriately with the student's emergency contact(s).

If there is an emergency, the clinical site should contact the clinical coordinator or program director after handling the situation. The health and safety of the student, the clinical staff, and others is the priority.

If an emergency should occur on campus, in labs, or other related learning facilities, the program faculty or other members of Ozarks Tech College may also use the emergency contact information.

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## Clinical Preceptor Role

The clinical preceptor's role is essential for the students' success in the program and their training. The clinical preceptor is the program's liaison at the clinical site daily and is responsible for the students. At minimum, one clinical preceptor must be identified for that clinical site.

The clinical preceptor is the technologist tasked with completing the ARRT and Ozarks Tech required clinical competencies with the students and completing them on Trajecsys for the student and the program to review. It is preferred, but not required for the student to complete the orientation for the site with the clinical preceptor for that site.

## Qualifications

- Should be an employee of the facility and not a contract (traveler) independent employee
- At least two years of clinical experience within the field of x-ray working with students
- Current ARRT-registered technologist in the field of radiology
- Shall be in good standing with their supervisor and clinical site
- Recommended by the students and/or their supervisor
- Proficient in the supervision, instruction, and evaluation of students
- A desire to work with students
- Understand the program-specific and JRCERT policies related to clinicals
- Provide the program with:
    - A current ARRT card
    - A resume showing dates of working with students and experience in the field
    - A copy of any degree the technologist holds (associates, bachelor's, master's, etc.)
- Roles are reviewed annually through student feedback

## Acting Clinical Preceptor Role

- This role is designed for technologists who have not completed their minimum two years of experience working with students and working in the field
- This person will have the same training as a clinical preceptor listed below
- This role will be able to perform the same duties and responsibilities as a clinical preceptor listed below

## Training

- At minimum, on an annual basis, the clinical preceptor will receive learning modules to complete regarding the clinical policies
- Complete additional clinical preceptor/instructor training modules
- Successfully complete an exam after reviewing the policies and handbook provided by the clinical coordinator

## Duties and Responsibilities

In addition to completing clinical competencies on students in Trajecsys, the clinical preceptor, acting clinical preceptor should:

1. To maintain a beneficial clinical education to the students, clinical sites will use these acting clinical preceptors and clinical preceptors to aid in the completion of clinical competency examinations, checklists, performance evaluations, orientation, and other necessary forms for the students that may be required by the program and/or JRCERT, or ARRT.

2. The clinical preceptors are to gather and provide feedback on the student to the program through the rotational assessment documents and other forms.

3. Serve as a mentor and positive influence on the radiology students and help train them in all aspects of the job.

4. Maintain current program policies, procedures, and student progress knowledge.

5. The clinical preceptor(s)/acting clinical preceptors shall be familiar with the program goals, objectives, and evaluation system.

6. The clinical preceptor(s) shall ensure that students receive appropriate and adequate clinical instruction/supervision.

7. The clinical preceptor(s) shall maintain competency in the professional discipline, instructional, and evaluative techniques through continuing professional development.

8. The clinical preceptor(s) shall attend, in-person or virtually, at least two of the clinical meetings.

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## List of Clinical Preceptors

The following ARRT registered technologists are listed as the clinical preceptors for their respective clinical sites. This list may be updated and edited as clinical preceptors will be added, or removed as the program continues its development, and the technologists become officially recognized by the JRCERT.

**Citizens Memorial Hospital and Outpatient Douglas Imaging Center** (Bolivar, MO)

1. Jessica Breesawitz
2. Benjamin French

**Cox - Bone and Joint Orthopedic Clinic**

1. Kendall Addis
2. Jeri Bacon
3. Megan Frame
4. Aeriel Luchsinger
5. Jacqueline (Jacque) Medeiros
6. Jayme Schrader

**Cox BransonHills Superclinic**

1. Kenneth (Kenny) Goodman
2. Ashley Walton

**Cox Branson – Hospital**

1. Jack Clemans
2. Cristen Crouch
3. Stephanie Grant
4. Tomie Rowles

**Cox Branson - Orthopedic Clinic**

1. Lexee Penner
2. Caroline Russell

**Cox – Chesterfield**

1. Ashley Mumford
2. Michelle Shadwick

**Cox – East Battlefield Superclinic (B65)**

1. Jovanna Duckworth-Bowen
2. Jack Fayette
3. Carissa Paulson
4. Cathy Wade

**Cox – Ferrell Duncan Outpatient Clinic (FDC)**

1. AnnaMarie Alviar
2. Patricia (Patti) Sivils
3. Emily Schmidt

**Cox – Lebanon Superclinic**

1. Jarica Rosenthal
2. Ashley Mumford

**Cox – Martin Center Imaging Center**

1. Nikita Davis
2. Janis Douglas
3. Calli Ross
4. Carolyn Seale
5. Lisa Holik-Sloan
6. Stacie Schardt

**Cox – Meyer Orthopedic and Rehabilitation Hospital (MORH)**

1. Kendall Addis
2. Jeri Bacon
3. Aeriel Luchsinger
4. Jacqueline (Jacque) Medeiros
5. Jayme Schrader

**Cox - Monett Hospital**

1. Danielle Green
2. Jeremy Gustafson (supervisor)
3. Jake Murphy

**Cox - Monett Urgent Care**

1. Melissa Ballard

**Cox – Nixa Superclinic**

1. Jovanna Duckworth-Bowen
2. Katie Estes
3. Ingrid Vigil-Hislope
4. Michelle Shadwick

**Cox - North**

1. David DePriest
2. Bethany Goddard
3. Brandi Jenkins
4. Courtney Locke
5. Steven (Alex) Smith

**Cox – Ozark Superclinic**

1. Lacy Coy
2. Amanda Musgrave
3. Sheila Perez
4. Terry (Sean) Sekscinski
5. Cathy Wade

6. Brooke White

**Cox – Republic Superclinic**

1. Kylea Vaughan

**Cox - South**

1. Misty Ackerman
2. Melinda Benedict
3. Ashtyn Bingham
4. Danielle Brooks
5. Mandy Cazzell
6. Ty Clinkenbeard
7. Morgan Cooper
8. Josh Cramer
9. Darren Elliot
10. Clay Farrell
11. Shelly Foster
12. Parker Glouse (day supervisor)
13. Jessica Glover
14. Brandon Hobson
15. Tracy (Perry) Houghtling
16. Hannah Kelley – Edmondson
17. Tomas Lopez
18. Makayla McGuire
19. Emanuel (Manny) Nemeti
20. Rebecca (Becky) Ownby
21. Seth Parker
22. Zach Pellham
23. Christi Probst
24. Alicia Prugger
25. Alicia Popes
26. Hunter (Levi) Pueppke
27. Taylor Ransom
28. AnnaKate Riley
29. Matt Sledge
30. Kristina (Krissi) Spence
31. Cynthia (Cindy) Sippy
32. Ryan (Jake) Washeck (evening and weekend supervisor)

33. Regina Wilkinson
34. Jessica Wolf
35. Susie Yates

**Cox - Sunshine and National Superclinic (Hamra Clinic)**

1. Lacy Coy
2. Melissa Jansen

**Cox – Wheeler Orthopedic Clinic**

1. Marissa Chism
2. Megan Frame
3. Cindy (Cynthia) Kittrell

**Jared Neurological Center**

1. Bonnie Foster
2. Grant Glor
3. Chelsea Johnson
4. Ryan McGaha

**Jordan Valley Community Health Center**

1. Clarissa Bundy
2. Becky Davidson

**Mercy – Bolivar Imaging Center**

1. Alison Hetzler
2. Kayla High
3. Logan Williams
4. Abbie Mabary

**Mercy – Branson Clinic**

1. Kaitlyn Nilges
2. Kailee Biggs

3. Soune Keovilayvong
4. Cassi Wages

**Mercy – Cassville**

1. Kendal Rose

**Mercy – Frisco Clinic**

1. Stephanie Sparlin

**Mercy – Lebanon Hospital**

1. Becca Ash
2. Joie Dame *(supervisor)*
3. Robert Collins
4. Tracy Jones
5. Amanda Kelley
6. Whitney Russell

**Mercy – Mt. View (St. Francis Hospital)**

1. Trish Rees

**Mercy – National Clinic**

1. Teresa Allmon
2. Calah Anderson
3. Kaitlynn Hall

**Mercy – Smith-Glynn Clinic**

1. Calah Anderson
2. Tawatha Doss
3. Kaitlynn Hall

**Mercy – Springfield Main Hospital**

1. Ayesha Adams
2. Jonathon Peterson
3. Padraic Pronia
4. Natasha Sallee *(surgery center too)*
5. Cherakee Brake
6. Neal Oldham
7. Tiffany Vice
8. Allie Haden
9. Jamie Kent
10. Chelsie Shivers
11. Raymond Tapp

**Mercy – Springfield South Campus (ER and Orthopedic Hospital)**

1. Ashley Conley
2. Donia Evans
3. Penny Flagg
4. Brandlyn Flowers
5. Garret Knight
6. Jill Moore
7. Haeok Park
8. Terrance Thornburg
9. K'lyn Williams

**Mercy – Springfield Surgery Center**

1. Natasha Sallee

**Mercy – Whiteside Clinic**

1. Calah Anderson
2. Rebecca Gilham
3. Kaitlyn Hall

**Ozarks HealthCare Center (West Plains, MO)**

1. Briar Barnes
2. Mark Stasney
3. Melissa Steursy

**Springfield VA Hospital**

1. Sara Sheley

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## Clinical Technologist Role

The clinical site may have non-clinical preceptor staff technologists who can work with students as long as they are ARRT-registered radiologic technologists. In the state of Missouri, a license is not required. Still, clinical sites, supervisors, and students must know that they can only work with currently registered ARRT radiologic technologists in the field.

This can include contracted travel technologists if they are ARRT registered. Other employees who are making exposures, such as nurses, medical assistants, or staff who have not successfully passed their ARRT exam, should not have students working with them. This does not pertain to areas of observation, such as MRI or ultrasound, for example.

The clinical coordinator will check for technologists and clinical preceptors' compliance with current ARRT cards annually.

## Qualifications

1. Holds an active American Registry of Radiologic Technologists (ARRT) registry and in the pertinent discipline.

2. Shall be a radiographer able to supervise a student and benefit their learning experience.

3. Has completed the annual training mandatory education provided by Ozarks Tech

## Training

All technologists working with students from the Ozarks Tech radiography program must complete the annual training, which includes updates and refreshers on policies related to clinicals, specifically supervision, and on changes to programmatic or accreditation requirements, or additional requirements.

## Duties and Responsibilities

1. Understand the clinical competency system.

2. Understand requirements for student supervision, both direct and indirect supervision.

3. Support the educational process.

4. Maintain current knowledge of program policies, procedures, and student progress.

5. Provide feedback to the students on the rotational assessment document or surgery rotation scorecard.

6. Communicates with the Clinical Preceptor(s), Clinical Coordinator, program faculty, or Program Director as needed.

6. Be available to perform checklists, site orientations, and other necessary forms or evaluations for the students that may be required by the program and/or JRCERT, or the ARRT.

7. Can be asked to complete certain competencies for the student as outlined by the program and listed below. This list may be updated throughout the year as exam availability may change.
    A. Non-clinical preceptors can also complete competencies on Trajecsys for the students in the following areas:

        1. C-arm sterile field (orthopedic surgery or non-orthopedic surgery)
        2. C-arm non-sterile field (pain injections, endoscopy)
        3. Cranium exams (due to the lack of exams)

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## Technologist Training for Working with Students

In the healthcare setting, there is sometimes a difficult dynamic of different generations working together with varying expertise and life experiences. The program has integrated professionalism and interpersonal skills into the clinical practicum courses to strengthen the relationship between the student and technologists.

Additional resources for technologists working with students will be provided at the clinical meetings, in annual module trainings, on Trajecsys, and through the radiography program's newsletter.

Technologists were once students, so they must remember this when working with potential co-workers and the profession's future members.

Tips for working with students:

1. **Be Positive and Passionate**
    a. About your career field
    b. About your experiences
    c. And they will have that same feeling

2. **Be Forgiving and Understanding**
    a. As the learning process requires mistakes to be made and learned from
    b. As it takes time for students to gain experience and skills that you have obtained

3. **Embrace your Role**
    a. As students are inquisitive and want to learn from you
    b. As students want to mirror your behavior and work ethic, lead by example

4. **Set Expectations**
    a. By clearly communicating with the student what is expected of them

5. **Provide Feedback**
    a. Through words of encouragement
    b. Through constructive criticism
    c. Through offering more tips for the exam
    d. Through debriefing after doing an exam with them

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## Clinical Staff Grievance Process

If a clinical staff member is having a difficult time with a student, they should report the situation to the clinical coordinator and their supervisor. This is for serious situations in the clinical setting, not performance based.

1. As a first step, the program's clinical coordinator and/or program director would meet independently with the student and the clinical staff to resolve the issue.

2. The student's schedule, rotations, or clinical location may be impacted based on the discussions.

3. More severe cases could lead to the student being dismissed from the program.

4. If a resolution cannot be made, the clinical staff member will be asked to follow their clinic's policy on reporting to their human resource department and follow that process.

# Appendix A

OZARKS TECH™
RADIOGRAPHY

## Radiography Program Concern Form

Date of Review: _____

Student Name: _____

Faculty Member: _____

1. Please check the appropriate box(es) below for the concern form related to:
   - ☐ Academic
   - ☐ Professionalism
   - ☐ Ethical
   - ☐ Clinical
2. Please describe the **description of the concern/incident:**

3. **Action Plan**. Created with the input of the student:

4. **Referral for additional support?**

   ☐ N/A

   ☐ The student was referred to:

5. **Re-evaluation of concern:**

   The student and the faculty member/program director will re-evaluate the student on, or before:

   This will help the student and faculty be aware of the next steps and how the plan of action has been working and if it needs to be re-addressed.

**6. Please sign and date below:**

**Student Signature:** _____ Date: _____

*(Student signature does not indicate agreement with the assessment)*

**Faculty Signature:** _____ Date: _____

**Copy(ies) sent to:**

☐ **Student's Advisor** (Name)_____

☐ Additional **Early Alert Form** submitted to Ozarks Tech Student Services Team

# Appendix B – Potential

## Notification of Pregnancy Procedure

The following information should be read by and explained to each current or prospective female student. All students are required to sign a Pregnancy Policy form to verify their understanding of the pregnancy policy.

1. The requirements of the U.S. Nuclear Regulatory Commission (NRC) and the recommendations of the National Council on Radiation Protection (NCRP) recognize the unusual susceptibility of unborn children to the adverse effects of ionizing radiation.

2. To comply with these requirements and recommendations, every female who may be occupationally exposed to ionizing radiation must be instructed in special health concerns associated with exposure to radiation in the event of pregnancy.

3. The entire Pregnancy Policy must be read by every female student that is subject to occupational exposure to ionizing radiation in the course of her training in the ASR Radiologic Technology program. All students will be given time to ask questions and are required to sign the Pregnancy Policy form to verify understanding.

4. If a student suspects she is pregnant, she should be evaluated by a physician and the pregnancy verified. Upon verification, it is recommended that she notify the Program Director, as stated above.

    A. Changes to the clinical schedule may be made to temporarily remove the pregnant student from higher exposure areas.

    B. Some recent studies have shown that the risk of leukemia and other malignancies in children increases if the mother is exposed to a significant amount of radiation during pregnancy.

    C. According to a report by the National Academy of Sciences, the incidence of leukemia among children under 10 years of age in the U.S. could rise from 3.7 cases in 10,000 children to 5.6 cases in 10,000 if the children were exposed to 1 REM of radiation before birth (a REM is a measure of occupational radiation exposure). Although other studies have shown a much smaller effect of radiation exposure, all students should be aware of any possible risk so that appropriate measures may be taken.

***The following facts should be noted:***

1. The first three months of pregnancy are the most critical, so students should act quickly when they suspect they may be pregnant.

2. At the present occupational exposure limits, the actual risk to the unborn is small; however, experts disagree on the exact amount of risk.

3. Occupational radiation exposure does not impact your ability to conceive or bear children but does pose a small risk to the unborn if already conceived.

4. The radiation dose necessary to produce such effects is more than 100 times greater than the present occupational exposure limits. Changes to the clinical schedule may be made to remove the pregnant student from higher exposure areas.

5. The recommended dose limit during pregnancy is 0.5 REM, or equivalent, for the entire gestational period. Students are encouraged to take special action to reduce their radiation exposure, just as they might stop smoking or climb stairs more carefully to reduce possible risks to their unborn child.

While the Ozarks Tech Radiography program follows the guidelines from different federal government agencies and different health care systems as provided above, the Ozarks Tech Radiography program provides additional options for the mother and her child.

Students may continue in the program with clinical and didactic modifications, or without modification options mutually agreed upon by the college and the student and in accordance with Title IX.

The Ozarks Tech Radiography program wants to assure that radiation exposure to the student and the fetus are kept as low as reasonably achievable (ALARA).

_____ _____

Student Signature Date

_____ _____

Faculty Signature/Program Director Signature Date

_____ _____

Additional Faculty Signature Date

# Appendix C

OZARKS TECH
RADIOGRAPHY

## Ozarks Tech Radiography Program Student Pregnancy Declaration Form

Declaring your pregnancy is ***voluntary***.

In order for a pregnant worker/student to take advantage of the dose monitoring provisions specified in NRC 10 CFR Part 20 (fetal monitor), the woman must declare her pregnancy in writing to the licensee (Ozarks Tech). A woman may also un-declare her pregnancy in writing at any time.

**All information below is required in order to be assigned a fetal monitor.**

I, _____, am **voluntarily, *declaring*** that I am pregnant. I understand the proper wearing of the fetal radiation monitor (worn at the waist, under the radiation shield) and on the general risk to the unborn fetus from occupational radiation exposure. I understand that I may receive more counseling on the risk from radiation exposure from the Radiation Safety Officer or a Radiation Safety Coordinator if desired. I am aware there is more information available to me in the Radiation Safety Program Policy.

I understand that in order to implement these accommodation and measures, my clinical coordinator and Radiation Safety Officer or Radiation Safety Coordinator may disclose my pregnancy to necessary staff and faculty.

You are making the designated radiation safety officer for the Ozarks Tech radiography program aware of your pregnancy:

☐Yes ☐ No

What current and future Facilities and Departments are you rotating through? _____

_____

_____

Current Supervisor: Daniel J. Edwards Phone #:417-269-1073

Due date if known: _____ Date of Declaration: _____

Signature: _____Student ID number:_____

# Appendix D

OZARKS TECH™
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## Ozarks Tech Radiography Student Pregnancy Declaration Options

I, _____, am **voluntarily, *declaring*** that I am pregnant.

By declaring pregnancy, I understand and have been explained the options to me as a student in the Ozarks Tech Radiography program and provided further instructions regarding fetal monitoring and ALARA for myself and my fetus(es).

With regards to the program, I am electing to:

☐ Continue with the Ozarks Tech Radiography program both clinically and didactically ***without*** modifications to the requirements for students.

☐ Continue with the Ozarks Tech Radiography program both clinically and didactically, ***with some*** modifications to the requirements for either or both clinically and/or didactically for students during my pregnancy. My preference or my physician has advised me to request modifications (may require documentation from physician) of: ____

_____

_____

_____

_____

_____

_____

_____

_____

Please note: If the student needs more than the allowed practicum course absences, an extended time for clinical hour and requirements completion, assignments, etc. a timeline must be arranged and approved by the program director, clinical coordinator, and the Title IX office at Ozarks Tech.

☐ Take a leave of absence (LOA) from the radiography program and Ozarks Tech. I will follow the procedures outlined by the Title IX office to officially take the LOA from both. I understand that when I choose to return to the program, I may have to wait to begin at the equivalent semester point that I am leaving and at the beginning of that term. I understand that if requirements have been amended since my LOA was requested, that I will need to meet the requirements of the new cohort that I will be joining.

I am electing to (select one from below) the Ozarks Tech Radiography program officials to confirm to clinical sites and other parties of interest of my pregnancy as needed.

☐ **Allow**

or

☐ **Not allow**

Upon returning from delivery of the child(ren), the student will meet with the program director and the Title IX office to discuss a timeline for returning to the classroom and clinical settings. Having restrictions placed on the mother can require additional time removed from the clinical setting for safety of the patients. This is not a negative problem; it is a situation that can be worked out between the parties. The amended plans regarding a return will be added to the student's file when they are created and agreed upon.

Breastfeeding mothers, or those needing to pump breast milk, will be allowed adequate space, time, and accommodations to do so for their child(ren)'s needs. This will also be discussed with the student, program director, clinical coordinator, and Title IX office upon return. The amended plans regarding breastfeeding or pumping will be added to the student's file when they are created and agreed upon.

_____ _____

Student Signature Date

_____ _____

Faculty Signature/Program Director Signature Date

_____ _____

Additional Faculty Signature Date

# Appendix E

OZARKS TECH™
RADIOGRAPHY

## Student Pregnancy Undeclaring of Pregnancy

I, _____, am **voluntarily, *un-declaring*** that I am pregnant.

Declaring your pregnancy is voluntary. In order for a pregnant worker/student to take advantage of the dose monitoring provisions specified in NRC 10 CFR Part 20(fetal monitor), the woman must declare her pregnancy in writing to the licensee (Ozarks Tech). A woman may also un-declare her pregnancy.

By ***undeclaring*** pregnancy, I am no longer requesting fetal monitoring, accommodations, modifications, or a leave of absence from the Ozarks Tech Radiography program and the clinical locations associated with the program. This form is to notify Ozarks Tech of my un-declaring of pregnancy.

I understand that I may declare, re-declare, and un-declare pregnancy in the future as needed.

I, _____, am **voluntarily, *un-declaring*** that I am pregnant.

What current and future Facilities and Departments are you rotating through? _____

_____

_____

Date of Un-Declaration: _____

_____ _____

Student Signature Date

_____ _____

Faculty Signature/Program Director Signature Date

_____ _____

Additional Faculty Signature Date

***A copy of this will be placed in the student's file and provided to the designated radiation safety officer for the program.***

# Appendix F

OZARKS TECH™
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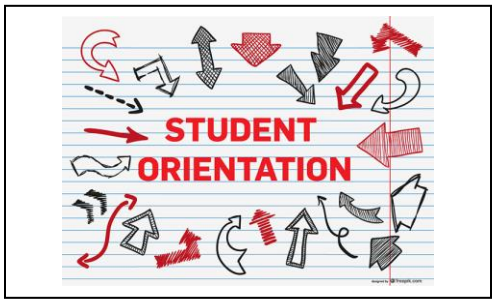
## Clinical Site Orientation & Safety Checklist

- This should be completed ideally on the first day of clinical rotations, or one of the first few days of your clinical rotation at this facility.
- A clinical preceptor, supervisor, or other staff technologist should complete this with you.
- This form is not only for orientation to the location itself, but it is for safety reasons in the event of an emergency.

**Clinical Site:**_____

**Name of the technologist helping with the Orientation Form:** _____
_____




1. What is the **phone number** for this location if the student must call to notify the site of their absence or tardiness? _____

2. Where does the student **park** for the clinical rotation and **enter the building?** _____
_____

3. Does the **student have badge access** to the necessary areas? Circle one: **Yes** **No** **N/A**
    a. If not, is there a reason, do we need to contact someone to get you the appropriate access? _____

4. Locate the **restroom** for staff to use**:** Circle once located: Completed

5. Locate where to **securely store your personal belongings:** Circle once located: Completed

6. Where should students be **located, do they have a dedicated area for students to sit,** etc.? _
   _____
   _____

7. Do students have **computer access** at this location? If so, check your **log-in information.** Or do students have a computer they can use to view a worklist? _____
   _____

8. What are the **food options at this facility?** *On-campus options? off-campus only?* _____
   _____

9. Where can the **student eat?** _____

10. What is the **allotted amount of time for lunch/dinner breaks** at this facility for students? __
    _____

11. Locate a place to **store a lunch, or dinner if you were to bring one if applicable.** Circle once located: Completed N/A

12. Locate the **break room (if applicable).** Circle once located: Completed N/A

13. Provide the student with a ***tour and layout*** of the facility. Circle once located: Completed

14. **Review the patient flow and process for:** (not all may apply) obtaining orders, reviewing the orders, printing the orders, retrieving the patient, where the patient(s) change, how to dismiss the patient (after your images have been reviewed).

    Circle once reviewed: Completed

a. Take any notes here: _____
_____
_____
_____

15. **Review the role and the expectations of the students at this site.**

Circle once reviewed: Completed

a. Take any notes here: _____
_____
_____
_____

16. The **clinical preceptor(s)** at this site is/are: _____
_____

17. The **supervisor(s)** at this site is/are: _____
_____

18. **Standard Precautions:** Locate where to find hand sanitizer, cleaning wipes, gloves, gowns, masks, and other personal protection equipment (PPE).

Circle once reviewed: Completed

19. **Radiation Protection:** Know where to find radiation protection to use for yourself, the patient, and any other people that may be exposed to ionizing radiation.

Circle once reviewed: Completed

20. What is the **phone number for the security team** at this location, or if were in need of a security or police-type response? _____

21. If there is ***MRI*** at this location, please review the restrictions of staff, student, and patient flow and access to that area.

    Circle once reviewed: Completed N/A

22. **AED:** Know where the AED is located. Circle once located: Completed

23. **Code Cart:** Know where to locate the adult and pediatric (if applicable) code carts. Circle once located: Completed

24. **Medical Emergency:** In case of a medical emergency, the number I dial for appropriate response is: _____

25. **Code Blue Button/Process.** Circle once located/reviewed: Completed

26. **Rapid Response Button/Process.** Circle once located/reviewed: Completed

27. **Tornado/Hazardous Weather:** Know how to get patients and myself to designated shelter area in case of tornado/hazardous weather.

    Circle once located/reviewed: Completed

28. **Hazards:** Know where to find and review the information pertaining to the hazards including chemical, electrical, hazardous material, intruder, bomb threats, etc.

    Circle once located/reviewed: Completed

29. **Eye Wash Station:** I know where to locate the closest eyewash station.

    Circle once located/reviewed: Completed N/A

**FIRE**

30. What ***number do you dial in case of fire*** within the department? _____

31. Locate ***fire alarm pull stations***. Circle once located: Completed

32. Locate the ***fire extinguishers***. Circle once located: Completed

33. Locate ***MRI Safe fire extinguishers*** (if applicable):

    Circle once located: Completed N/A

34. Know the ***evacuation plan*** and route from the department through the posted emergency route plans. Circle once reviewed: Completed

***Acknowledgement:*** By signing this form, I acknowledge that the answers given are truthful to the best of my knowledge. ***I have went over each of these safety checklist statements with a registered technologist***. If I have any questions regarding any of the information we went over, I am to speak with a technologist, clinical preceptor, clinical instructor, or supervisor of the clinical site to find the information needed to clarify. If they are unable to answer any questions I may have, I am to contact the ASR program faculty to help with the answers.

**Student Name (PRINT):** _____

***Student Signature:*** _____

**Date**: _____

***Please make a copy, or take a picture for your own records of this document before uploading/returning the signed form to the clinical coordinator.***