

# RADIOLOGIC TECHNOLOGY

GATEWAYCC.EDU/ RADIOLOGIC-TECHNOLOGY



[STUDENT HANDBOOK]



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The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, <http://www.maricopa.edu/non-discrimination>.

For the latest information on programs, graduation rates and other important consumer information, please visit our website at [gatewaycc.edu](http://gatewaycc.edu)





# GATEWAY COMMUNITY COLLEGE

A MARICOPA COMMUNITY COLLEGE

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## PROGRAM CONTACT INFORMATION

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Bradley Johnson	Program Director; Residential Faculty	<a href="mailto:johnsonb@gatewaycc.edu">johnsonb@gatewaycc.edu</a>	602-286-8502
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Adjunct Faculty Members	Title	Email	Phone No.
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Tony Cerimele	Adjunct Faculty	<a href="mailto:anthony.cerimele@gatewaycc.edu">anthony.cerimele@gatewaycc.edu</a>	
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## OTHER IMPORTANT CONTACT INFORMATION

Name	Title	Email	Phone No.
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# **GATEWAY COMMUNITY COLLEGE**

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## **WELCOME MESSAGE**

Welcome new students!

The Radiologic Technology program at GateWay Community College has been serving the communities within Maricopa County since 1972. Our standards are high, and as a result, so is the quality of our graduates. Our reputation in the community will attest to that fact.

Our curriculum is in alignment with the national professional organizations' and accreditation standards. We continually monitor student learning outcomes to ensure that students will be able to perform exams competently, communicate effectively, and develop critical thinking.

Additionally, the Radiologic Technology program at GateWay provides students with the opportunity to become well versed in digital imaging through courses and labs based in our state-of-the-art, imaging laboratory. More importantly, they learn how to keep radiation exposures as low as reasonably achievable using advanced technology.

We are partnered with over 40 acute care and out-patient imaging centers to include organizations such as: Banner Health, Dignity Health, HonorHealth, Mayo Clinic, Phoenix Children's, Tenet Health, Southwest Medical Imaging, SimonMed, and Valleywise Health.

At GateWay, we strive to continually improve and adapt to the needs of the students and imaging community. We are committed to making students aware of every resource available to contribute to students' success in this program. Between the dedication of the faculty members, the strong support of our imaging community partners, and the students' commitment to becoming a competent radiologic technologist, the probability of success is high.

**Bradley D. Johnson, M.Ed, R.T.(R)(ARRT)**

Program Director

Radiologic Technology

[johnsonb@gatewaycc.edu](mailto:johnsonb@gatewaycc.edu)



## **RADIOLOGIC TECHNOLOGY MISSION, GOALS, STUDENT LEARNING OUTCOMES**

### **Mission:**

The Radiologic Technology program will provide access to educational activities that prepare graduates for employment, as competent, entry-level radiologic technologists in the healthcare workforce.

### **Goals**

1. Students will be able to perform examinations competently.
2. Students will communicate effectively.
3. Students will develop critical thinking skills.

### **Student Learning Outcomes (SLOs)**

#### **Goal 1: Students will be able to perform examinations competently.**

SLO 1: Students will demonstrate positioning.

SLO 2: Students will apply radiation safety.

#### **Goal 2: Students will communicate effectively.**

SLO 3: Students will demonstrate oral communication skills.

SLO 4: Students will use writing skills.

#### **Goal 3: Students will develop critical thinking skills.**

SLO 5: Students will adjust to changes in situations and patient conditions that deviate from the normal routine.

SLO 6: Students will determine corrective action to improve image quality.



# GATEWAY COMMUNITY COLLEGE

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## ACCREDITATION

### What is accreditation?

Accreditation is a peer review process whereby a private, non-governmental agency or association grants public recognition to an institution or specialized program of study that meets or exceeds nationally established standards of acceptable educational quality.

### GateWay Community College Institutional Accreditation

GateWay Community College is accredited by the Higher Learning Commission. The Higher Learning Commission (HLC) is an independent corporation that was founded in 1895 as one of six regional institutional accreditors in the United States. HLC accredits degree-granting post-secondary educational institutions in the North Central region. For more information, please visit [www.hlcommission.org](http://www.hlcommission.org).

### Radiologic Technology Programmatic Accreditation

The Radiologic Technology program at GateWay Community College is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The Joint Review Committee on Education in Radiologic Technology (JRCERT) promotes excellence in education and elevates the quality and safety of patient care through the accreditation of educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. **A copy of the JRCERT Standards for an Accredited Educational Program in Radiography are available via the JRCERT website, [www.jrcert.org](http://www.jrcert.org), and are also posted on the bulletin board in the classrooms.**

The continuing accreditation status of the program was considered at the August 29, 2018 meeting of the Joint Review Committee on Education in Radiologic Technology. The program was evaluated according to the Standards for an Accredited Educational Program in Radiography (2014). The JRCERT awarded:

***ACCREDITATION FOR A PERIOD OF EIGHT YEARS.***

### JRCERT Process for Reporting Allegations

Important Notes for Reporting Allegations against a Program:

1. The JRCERT cannot advocate on behalf of any student(s). An investigation into allegations of non-compliance addresses only the program's compliance with accreditation standards and will not affect the status of any individual student.
2. The investigation process may take several months.
3. The JRCERT will not divulge the identity of any complainant(s) unless required to do so through legal process.





# GATEWAY COMMUNITY COLLEGE

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## ACCREDITATION (CONT.)

### Process

1. Before submitting allegations, the individual must first attempt to resolve the complaint directly with program/institution officials by following the due process or grievance procedures provided by the program/institution. Each program/institution is required to publish its internal complaint procedure in an informational document such as a catalog or student handbook. (Standard One, Objective 1.6)
2. If the individual is unable to resolve the complaint with program/institution officials or believes that the concerns have not been properly addressed, he or she may submit allegations of non-compliance to the JRCERT:

### **JRCERT Process for Reporting Allegations (cont.)**

Chief Executive Officer  
Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
Ph: (312) 704-5300  
Fax: (312) 704-5304  
e-mail: [mail@jrcert.org](mailto:mail@jrcert.org)

3. The Allegations Reporting Form must be completed and sent to the aforementioned address with required supporting materials. All submitted documentation must be legible.
4. Forms submitted without a signature or the required supporting material will not be considered.
5. If a complainant fails to submit appropriate materials as requested, the complaint will be closed.

The Higher Education Opportunities Act of 2008, as amended, provides that a student, graduate, faculty or any other individual who believes he or she has been aggrieved by an educational program or institution has the right to submit documented allegation(s) to the agency accrediting the institution or program.

The JRCERT, recognized by the United States Department of Education for the accreditation of radiography, radiation therapy, magnetic resonance, and medical dosimetry educational programs investigates allegation(s) submitted, in writing, signed by any individual with reason to believe that an accredited program has acted contrary to the relevant accreditation standards or that conditions at the program appear to jeopardize the quality of instruction or the general welfare of its students.





**GATEWAY  
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### **COMPLIANCE WITH POLICIES, RULES, AND REGULATIONS**

Every student is expected to know and comply with all current published policies, rules and regulations as stated in the college catalog, class schedule, and/or student handbook. Documents are available on each college's website.

Policies, courses, programs, fees and requirements may be suspended, deleted, restricted, supplemented or changed through action of the Governing Board of the Maricopa Community Colleges.

The Maricopa Community Colleges reserve the right to change, without notice, any materials, information, curriculum, requirements and regulations.



# **GATEWAY COMMUNITY COLLEGE**

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## **RADIOLOGIC TECHNOLOGY PROGRAM DESCRIPTION**

The Associate in Applied Science (AAS) in Radiologic Technology is a full-time program providing educational activities preparing its graduates for certification, licensure, and employment as radiographers in the healthcare community. Graduates may also advance in their profession by pursuing continuing education, additional certifications, or a bachelor's and/or master's degree in a related field.

Radiologic Technologists are the healthcare professionals who use medical imaging equipment to perform x-ray examinations in a variety of settings including, but not limited to, hospitals, physician's offices, clinics, medical imaging centers, surgical centers, and mobile imaging agencies. Technologists work in collaboration with other medical professionals to ensure high quality outcomes for the patient experience.

The Radiologic Technology program is an intensive, rigorous course of study with hands-on clinical experiences. Students will perform patient care and are educated in anatomy, physiology, math, physics, patient positioning, examination techniques, equipment protocols, radiation safety, and radiation protection. Students in the program will be exposed to blood-borne pathogens and infectious diseases.

The Radiologic Technology program at GateWay Community College begins each year in August with a new cohort of students. During the 22-month program, students will accomplish numerous learning objectives through coursework and laboratory exercises at GateWay's Washington Campus. In addition, students will complete four clinical practicum over 17 months, at hospitals and imaging centers located throughout the Phoenix metropolitan area.

In the first fall semester, students will be solely based at GateWay's Washington Campus to learn about topics such as radiation protection, imaging equipment, radiation production, principles of radiographic exposure, patient care, and radiographic positioning. It is in the spring semester of the first year where students begin their clinical rotations. Also, during that time, students will attend classes at GateWay's Washington Campus to learn more radiographic procedures, patient care, and digital imaging. During the summer months, students attend clinical rotations full-time, providing them opportunities to apply new knowledge and skills.

Students return to GateWay's campus in the fall semester of the second year to attend classes while completing labs, and part-time clinical experiences. Course topics in the fall of the second year include; radiation biology, image analysis, radiographic procedures, pharmacology and venous access. The spring semester of the second year is also a combination of class, lab, and clinical. Coursework will include advanced digital imaging, pathology, image analysis, as well as topics related to professional preparation aimed at assisting the student in successfully entering the workforce.

As previously mentioned, the Radiologic Technology program is an intensive, rigorous course of study. It is a full-time program with many demands in and outside the walls of the classroom. Students should plan on dedicating 40 hours per week, at a minimum, to the program. While working in addition to completing the program may be necessary for some students to provide income, please be aware that more time allocated to working, equates to less time available for studying. Students must maintain a "C" average to remain in the program.

The program's curriculum is in alignment with the national professional organizations' and accreditation standards. A solid foundation in anatomy, physiology, math, and science is quite critical to a student's success in the program core courses.



# GATEWAY COMMUNITY COLLEGE

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## CURRICULUM

**Total Credits: 84 – 94.5**

Radiologic Technology programs must follow a curriculum that has been adopted by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The Radiologic Technology program at GateWay Community College is alignment with the most current curriculum developed by the American Society of Radiologic Technologists, a curriculum that has been adopted by the JRCERT. The sequenced curriculum can be found using the link below:

<https://www.maricopa.edu/degrees-certificates/health-sciences/radiologic-technology-3582-aas>

## DISTANCE EDUCATION

Most, if not all, radiologic sciences programs have integrated distance education into the curriculum and now use a variety of teaching strategies to provide instruction to students in face-to-face, online, and hybrid courses. The JRCERT Policy 10.803 defines distance education/delivery as an educational process characterized by the separation, in time or place, between instructor and students. Distance education/delivery courses are taught primarily (more than 50%) through the use of TV, audio, or computer transmissions (broadcast, closed-circuit, cable, microwave, satellite transmissions); audio or computer conferencing; video cassettes or disks; correspondence; and/or a combination of face-to-face instruction with a distance learning component (hybrid).

The JRCERT identifies programs offering 4 or more radiologic science didactic courses in the professional curriculum via distance education as “distance education” programs. Distance education programs are expected to comply with all standards just as traditional program are.

The Radiologic Technology program at GateWay Community College is not a “distance education” program; however, students are required to have access to a computer or mobile device, internet access, a webcam, speaker, and microphone for any class taking place in an online, hybrid, or hybrid/virtual environment; unless otherwise specified.

GateWay is always committed to providing a safe and healthy learning environment for you, even more so during these times. GateWay uses the learning management system, Canvas, for all courses. You will use your Maricopa Enterprise Identification to securely log into the system to access course information. As a student enrolled at GateWay, you will also have access to Google’s *G Suite Enterprise for Education*. You will use your Maricopa Enterprise Identification to securely access the G Suite (Gmail, Calendar, Google Meet, Google Docs, etc...). To ensure security during exams, your instructors may use Respondus LockDown Browser + Monitor. Your instructors will provide additional guidance with regard to course outcomes, expectations for attendance, safety protocols and more in your course syllabus.

Student services are available remotely to help you with your questions, to provide guidance on the application and enrollment processes, advising, tutoring and so much more between 8 a.m. to 6 p.m., Monday through Wednesday, and 10 a.m. to 6 p.m. on Thursday. The campus is closed on Fridays during the summer.

Reach out in one of following ways:

**CALL** (602) 286-8000

**CHAT** [Online](#)

**EMAIL** [info@gatewaycc.edu](mailto:info@gatewaycc.edu)



# GATEWAY COMMUNITY COLLEGE

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## DISTANCE EDUCATION (CONT.)

In this [video](#) , it describes the five delivery modes GateWay will use when teaching courses and various programs. Below is also a brief description of each.



**In Person/Face-to-Face** : Class times will be listed in the schedule and will be held on the indicated GateWay campus.

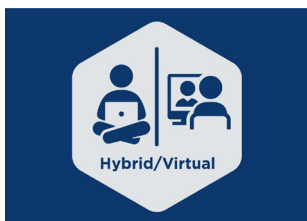
For the remaining four class types, a computer or mobile device with Internet connection is required in order to access CANVAS, our learning management system.



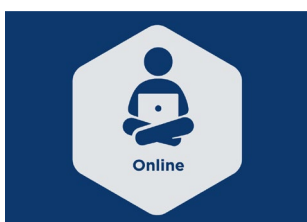
**Live Online:** Live Online classes have sessions that meet online on specific days and times. Attendance in these sessions will be at the discretion of the instructor, and additional work will be required on your own time.



**Hybrid:** Part of the class will be held online without a set time to attend. The other part will occur in a face-to-face format on campus at the time listed in the class schedule.



**Hybrid/Virtual:** Part of the class will be held online without a set time to attend. The other part will occur at the time listed in the class schedule using a virtual platform.



**Online:** The entire class will be held online without a set time to attend.

\*Find a Class denotes online courses as [“internet” courses](#).



# GATEWAY COMMUNITY COLLEGE

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## ESTIMATED PROGRAM COSTS

The estimated cost for the program is outlined in the chart below. The student is responsible for providing transportation, housing, and additional uniforms. Students must also plan on the expense of driving to clinical locations across the metropolitan Phoenix. Several clinical affiliates are not on bus routes so one's own private transportation vehicle is necessary.

### AAS Degree Program

Program Required Courses* (66-66.5 credit hrs @ \$97 a credit hr) <sup>1</sup>	\$ 6,402 – 6,451
General Education Requirements Tuition (18-24 credit hrs @ \$97 a credit hr) <sup>1</sup>	1,746 – 2,328
Restricted Elective Tuition (0 – 4 credit hrs @ \$97 a credit hr) <sup>1</sup>	0 – 388
Registration fees (\$15 per semester [9 Terms])	135
Course / Lab Fees <sup>2</sup>	665
Books <sup>2</sup>	500 – 900
Distance Education Technology Costs: <sup>3</sup>	0 – 1,000
Program Clinical Costs: tracking & compliance systems, immunizations, and other health & safety requirements. <sup>4</sup>	420 – 1,815
<b>Total Estimated Costs</b>	<b>\$ 9,068 – 13,682</b>

### ADDITIONAL COSTS AFTER PROGRAM COMPLETION/GRADUATION

Arizona Department of Health Services Bureau of Special Licensing	\$ 100
American Registry of Radiologic Technologists (ARRT) Certification	\$ 225

[Out-of-County residents pay \\$518\\* / Out-of-State residents pay \\$372\\*\\* a credit hr<sup>1</sup>](#)

\* Rates are set according to Arizona Revised Statute. Applies only to counties with no community colleges.

\*\* According to Arizona Revised Statute, 15-1802 F, "A person who is a member of an Indian tribe recognized by the US Department of the Interior whose reservation land lies in this state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student." Therefore, unclassified and out of state surcharges do not apply to such students.

<sup>1</sup> Tuition and fees are set by the Maricopa Community College Governing Board and approved by the State Board of Directors for Community Colleges; all fees are subject to change. Tuition is higher for non-county residents; visit [www.gatewaycc.edu](http://www.gatewaycc.edu) for more information.

<sup>2</sup> Fees/Book costs may change without notice. Costs do not include fees/books associate with prerequisite, general education, or restricted elective courses, as these costs can vary based on the individual student and campus where completed.

<sup>3</sup> Distance Education Technology Costs will vary based on a student's access to a computer or mobile device, internet access, a webcam, speaker, and microphone.

<sup>4</sup> Program Clinical Costs will vary based on a student's individual health record in respect to being in compliance with the [immunization and safety requirements](#) for the clinical experience.

**IMPORTANT** – Once you register for your courses, you're almost ready for the semester. The next step is to secure your classes by [making a plan to pay your tuition](#) by the due date using one or more of the following options: Self-pay; Payment plan; Financial aid; Military and veterans education benefits; Third-party authorization.



## INSTRUCTIONAL MATERIALS

The classroom or didactic instruction follows many different formats in delivering course content. Each instructor is encouraged to use whatever method is most effective for them.

Some required textbooks will have to be purchased by the students. Other materials will be provided by the individual instructors or are available in the library or computer lab for your use. A list of required resources is found below.

### **Required Textbooks**

\*Adler A.M., Carlton R.R. (2018). *Introduction to Radiologic and Imaging Science and Patient Care (7<sup>th</sup> ed.)*. St. Louis: Elsevier. ISBN: 9780323566711

Classes: RAD106, RAD206

Callaway, W. (2022). *Mosby's Comprehensive Review of Radiography (8<sup>th</sup> ed.)*. St. Louis: Elsevier. ISBN: 9780323694889

Classes: RAD212

\*Fauber, T. (2021). *Radiographic Imaging and Exposure (6<sup>th</sup> ed.)*. St. Louis: Elsevier. ISBN: 9780323661393

Classes: RAD104, RAD105, RAD114, RAD214

\*Lampignano, J. P., & Kendrick, L. E. (2020). *Bontrager's Textbook of Radiographic Positioning and Related Anatomy (10<sup>th</sup> ed.)*. St. Louis, MO: Elsevier. ISBN: 978323653671

Classes: RAD107, RAD117, RAD207, RAD208, RAD217, RAD218

\*McQuillen-Martensen, K. (2019). *Radiographic Image Analysis (5<sup>th</sup> ed.)*. St. Louis, MO: Elsevier Saunders. ISBN: 9780323522816

Classes: RAD107, RAD117, RAD207, RAD208, RAD217, RAD218

\*Statkiewicz-Sherer, M. A., Visconti, P. J., Ritenour, E. R., & Haynes, K. (2022). *Radiation Protection in Medical Radiography (9<sup>th</sup> ed.)*. St. Louis, MO: Elsevier. ISBN: 9780323852030

Classes: RAD103, RAD203

### **Required Workbook**

\*Lampignano, J. P., & Kendrick, L. E. (2018). *Workbook for Bontrager's Textbook of Radiographic Positioning and Related Anatomy*. St. Louis, MO: Elsevier. ISBN: 9780323481878

Classes: RAD107, RAD117, RAD207, RAD208, RAD217, RAD218

\*These resources are offered at a discounted price as "bundle package" and will be available for purchase as a "bundle package" prior to the start of the official program in August.



## **ESSENTIAL BEHAVIORS & ATTRIBUTES**

Throughout the educational experience, the student will act in such a way as to demonstrate the following behaviors and attributes:

**1. Initiative**

By becoming involved in cases in order to learn from the experiences  
By utilizing newly learned or routine skills without waiting for directions

**2. Dependability**

By completing assigned tasks in a timely manner  
By reporting for shifts and after breaks on time  
By following the routine procedures and protocols of the clinical facility

**3. Empathy**

By demonstrating awareness of any physical distress the patient may have  
By anticipating the patient's concerns regarding their condition or the examination

**4. Interest**

By asking relevant questions which are appropriate for the level of training  
By focusing attention on the procedures

**5. Integrity**

By being honest and accountable in all interactions with program faculty & clinical staff  
By maintaining the confidentiality of patient information  
By acting in a professional manner at all times

**6. Effective Communication**

By maintaining a professional level of conversation with patients during procedures  
By presenting themselves to patients and staff in a poised and confident manner  
By asking questions at the appropriate time and place  
By ensuring that essential messages, STAT REPORTS, etc. are delivered on time

**7. Acceptance of Authority**

By recognizing the hierarchy of the department and their position in it  
By avoiding familiar names when addressing senior staff members  
By following the rules and procedures as published in this handbook

**8. Acceptance of Corrective Feedback**

By recognizing that timely feedback is the first step towards mastery  
By using the corrective feedback to modify techniques or behaviors as necessary  
By avoiding defensive responses at all times

**9. Good Judgment – reaching a balance**

By gradually taking on more responsibility and striving for self-reliance,  
BUT always recognizing when assistance is necessary to ensure optimal patient care





**RADIOLOGIC TECHNOLOGY PROGRAM TECHNICAL PERFORMANCE STANDARDS**

The Maricopa Community Colleges are in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 to make reasonable accommodations for those otherwise qualified individuals with a disability who request accommodations.

A reasonable academic accommodation is a modification or adjustment that allows an individual to gain equal access and have equal opportunity to participate in a Maricopa Community College’s courses, services, activities, and use of facilities. The Maricopa Community Colleges are not obligated to provide an accommodation that requires a substantial change in the curriculum or alteration of any essential elements or functions of a program.

The following describes the technical performance standards necessary to complete the Radiologic Technology program at GateWay Community College. The standards below are based upon the [Radiography Practice Standards](#) as defined by the American Society of Radiologic Technologists. These standards are not conditions of admission to the program. Each applicant for the Radiologic Technology program however, prior to application, should review these requirements to determine their abilities to successfully fulfill the clinical competency requirements and physical demands of the profession.

<b>Visual</b>	A student must be able to acquire a defined level of required information as presented through demonstrations and experiences in the basic and clinical sciences.
<b>Specifics</b>	
<ul style="list-style-type: none"> <li>• The student must be able to learn to perform visual and tactile examinations to differentiate subtle variations in color, shape and general appearance.</li> <li>• The student must be able to accurately observe patients from a distance or close at hand, correctly read digital, analog or graphic gauges, scales and monitors, recognize visual alarms and recognize bio-hazardous fluids.</li> <li>• The student must be able to see gray-scale and color images.</li> <li>• The student must possess the visual acuity to read or view various forms of documentation including records, charts, images and handwritten notation.</li> </ul>	

<b>Hearing</b>	Hearing abilities adequate to provide safe and efficient patient care and to effectively communicate with health care personnel.
<b>Specifics</b>	
<ul style="list-style-type: none"> <li>• An auditory capacity ensuring patient identification (ability to hear patients’ state name/ date of birth within noisy environments) is correctly performed according to institutional policy.</li> <li>• Interact with healthcare faculty, patients and family in person and via the telephone.</li> <li>• Hear various equipment sounds such as alarms, emergency signals and instrumentation in noisy environments such as, but not limited to, Emergency Department and/or during a code-situation.</li> </ul>	



**RADIOLOGIC TECHNOLOGY PROGRAM TECHNICAL PERFORMANCE STANDARDS (CONT.)**

<b>Motor Skills/Mobility</b>	The student should have sufficient motor functions such that they are able to execute movements required to provide general care and treatment to clients in all health care settings within a specified amount of time.
<b>Specifics</b>	
<ul style="list-style-type: none"><li>• The student must be able to perform basic life support (including CPR), transfer and position patients and position and re-position self around patients.</li><li>• The student must also be able to position and operate equipment typically found in the health care environment (for example: IV pumps, electric beds, oxygen tanks, wheel chairs, radiology imaging equipment, etc.).</li><li>• Demonstrate the ability to manipulate multiple objects simultaneously, utilize computer equipment such as keyboard, mouse and bar-code scanner.</li><li>• Such actions may require standing for prolonged periods of time and coordination of both gross and fine muscular movements, including equilibrium and functional uses of senses to perform patient care procedures.</li></ul>	

<b>Communication</b>	The student must be able to communicate clearly and effectively with a degree of sensitivity and cultural appropriateness with patients, parents and/or guardians; establish good rapport, convey or exchange information at a level allowing development of a health history; identify problems presented; explain alternative solutions; and give directions during treatment and post- treatment. Communication includes oral and written modes.
<b>Specifics</b>	
<ul style="list-style-type: none"><li>• A student must have sufficient facility with English to retrieve information from literature, computerized databases and lectures and to communicate concepts on written exams and patient charts.</li><li>• Patients, faculty, students, and staff must be able to easily understand the student's oral and written communication in order to effectively evaluate performance and to work collaboratively in the care of patients.</li><li>• Have the fluency to read and comprehend the English language necessary to understand caregivers' written and/or electronic orders, and any signage related to patient care.</li></ul>	



**RADIOLOGIC TECHNOLOGY PROGRAM TECHNICAL PERFORMANCE STANDARDS (CONT.)**

<b>Interpersonal Behavior and/or Social Skills</b>	A student must possess the emotional health and maturity required for full utilization of his or her intellectual abilities, the exercise of good judgment, maintenance of patient confidentiality, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with patients, faculty, staff and students.
<b>Specifics</b>	
<ul style="list-style-type: none"><li>• The student must be able to tolerate physically, mentally and emotionally demanding workloads, function effectively under stress, adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of patients.</li><li>• Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that will be assessed during the admission and educational processes. Further, a student must be able to manage apprehensive patients with a range of moods and behaviors in a tactful, culturally sensitive, congenial, personal matter so as not to alienate or antagonize them.</li><li>• A student must reasonably be expected to accept criticism and respond by appropriate modification of behavior.</li></ul>	

<b>Cognitive /Intellectual</b>	A student must be able to measure, calculate reason, analyze, integrate, and synthesize information.
<b>Specific Information</b>	
<ul style="list-style-type: none"><li>• The student must be able to self-organize his/her time, independently manage multifaceted demands and schedules.</li><li>• The student must be able to quickly read and comprehend extensive written materials.</li><li>• The student must be able to comprehend and apply didactic concepts and engage in critical thinking in the classroom, lab and clinical setting all in a timely manner. This involves physiologic measurements, mathematical computation, information gathering, interpretation and analysis of data, and problem solving.</li><li>• The student must be able to comprehend three- dimensional relationship and to understand the spatial relationships of structures.</li></ul>	



# GATEWAY COMMUNITY COLLEGE

A MARICOPA COMMUNITY COLLEGE

## WAIVER OF LICENSURE/CERTIFICATION GUARANTEE

Admission or graduation from the GateWay Community College Radiologic Technology program does not guarantee certification as a registered Radiologic Technology with the American Registry of Radiologic Technologists (ARRT). It also does not guarantee licensure in Arizona or any other state with a licensure mandate. Licensure, certification, and registration requirements and the subsequent procedures are the exclusive right and responsibility of the ARRT and the Arizona Department of Health Services [Bureau of Special Licensing \(BSL\)](#).

If students have concerns about a potential ethics violation consider requesting an ARRT ethics review now, before applying for ARRT certification and registration. This may also be an option if not yet enrolled in a program.

With this option, the student submits information and documentation regarding the potential ethics violation before applying for certification and registration. The ARRT Ethics Committee will review the submission and determine if it warrants a sanction. If the student receives a sanction, they might be ineligible to apply for certification and registration for a set period of time.

If the student has fewer than six months until graduation, the ethics review preapplication isn't an option. They'll have to wait and report any potential ethics violations on the application for certification and registration.

Students should use the ethics review preapplication if they've faced:

- Misdemeanor or felony charges or convictions
- Military courts-martial
- Disciplinary actions taken by a state or federal regulatory authority or certification board
- Serious honor code (academic) violations as described in our Rules of Ethics, such as patient abuse, violating patient confidentiality, and cheating. Students don't have to report offenses such as poor grades or falling asleep in class.

Students may request a preapplication review form by contacting the ARRT:

<https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-review-preapplication>

or

ARRT Ethics Requirements Department at 651.687.0048.



# GATEWAY COMMUNITY COLLEGE

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## NATIONAL CERTIFICATION & STATE LICENSURE

In some states, you must obtain a state license before you can work as a radiologic technologist there. That differs from ARRT certification and registration.

If you want to become certified and registered with ARRT, you must meet their requirements and apply to ARRT. If you want to obtain a state license, you must meet the individual state's requirements and apply directly to that state.

More than 75 percent of states have licensing laws covering the practice of radiologic technology. In those states, you must obtain a state license before you can work as a radiologic technologist. In addition, many states use ARRT exam scores and/or credentials when making licensing decisions. In other words, some—but not all—states require you to be certified and registered through ARRT before you can obtain a state license.

Keep in mind that earning an ARRT credential doesn't necessarily mean you're eligible to work in a particular state. You'll need to meet that state's requirements.

More information regarding state licensure can be found on the ASRT's website, <https://www.asrt.org/main/standards-and-regulations/legislation-regulations-and-advocacy/individual-state-licensure>.

### **Arizona Department of Health Services – Special Licensing**

<https://www.azdhs.gov/licensing/special/index.php#mrt-provider-info>

Under the Arizona Department of Health Services, the Bureau of Radiation Control is responsible for the conduct of a statewide radiological health and safety program and for the enforcement of State rules and regulations for the control of ionizing and non-ionizing radiation. Bureau of Radiation Control is comprised of five program areas.

House Bill 2257 became effective on August 3, 2018. As a result of this legislative change, the ADHS [Bureau of Special Licensing](#) is now directly responsible for the certification of the [medical radiologic technologists](#) that were previously regulated by the Medical Radiologic Technology Board of Examiners (MRTBE), as well as the certification and regulation of [laser technicians](#).

Once graduates have passed the ARRT Certification Exam in Radiography, they will be eligible to apply for an Arizona state license through the Bureau of Special Licensing.



# GATEWAY COMMUNITY COLLEGE

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## PROFESSIONAL ORGANIZATIONS

### **American Registry of Radiologic Technologists (ARRT)**

[www.arrt.org](http://www.arrt.org)

The ARRT's mission is to promote high standards of patient care by recognizing qualified individuals in medical imaging, interventional procedures, and radiation therapy.

In support of this mission, the ARRT:

- Adopts and upholds standards for educational preparation for entry into the profession
- Adopts and upholds standards of professional behavior consistent with the level of responsibility required by professional practice
- Develops and administers examinations that assess the knowledge and skills underlying the intelligent performance of the tasks typically required by professional practice in the discipline

In addition to offering initial recognition, ARRT provides a way to recognize individuals who continue to demonstrate their qualifications by adhering to the standards of professional behavior and by complying with continuing education requirements.

Students completing the Radiologic Technology program at GateWay Community College will be eligible for the ARRT Certification Exam in Radiography.

### **American Society of Radiologic Technologists (ASRT)**

[www.asrt.org](http://www.asrt.org)

The mission of the ASRT is to advance and elevate the medical imaging and radiation therapy profession and to enhance the quality and safety of patient care. The ASRT strives to be the premier professional association for the medical imaging and radiation therapy community through education, advocacy, research and innovation.

Students enrolled in the Radiologic Technology program at GateWay Community College will receive Student Membership in the 2<sup>nd</sup> year of the program.

### **Arizona State Society of Radiologic Technologists (AZSRT)**

<https://assrt.netlify.app/>

Affiliated with the ASRT above. The purpose of the state society is to advance the professions of Medical Radiation and Imaging specialties; to assist in establishing and maintaining high standards of education and training; to elevate the quality of patient care; and to further the welfare and socioeconomics of radiologic technologists.

Students enrolled in the Radiologic Technology program at GateWay Community College can apply to become Student Members of this organization at their own cost.



# **GATEWAY COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

## **STUDENT ASSOCIATION OF RADIOLOGIC TECHNOLOGISTS (StART)**

### **Purpose**

The purpose and function of the StART Club at GateWay Community College is to:

- Promote fellowship and support to the student radiologic technologist.
- Promote education in the field of radiography within the community.
- Participate in student activities within the college.
- Promote fellowship and support the student radiographers at GateWay Community College.
- Promote and encourage collaborative relationships with other related organizations in the field of radiography and other related health fields.

### **Club Membership**

Membership shall be open to all students enrolled in the Radiologic Technology program at GateWay Community College.

The membership will be responsible for electing the officers of the organization within the first month of the Fall Semester each school year.

### **Club Officers**

Officers shall be President (2<sup>nd</sup> Year Student), Vice-President (1<sup>st</sup> Year Student), Secretary (1<sup>st</sup> Year Student), and Treasurer (2<sup>nd</sup> Year Student).

Election of officers to be held once each year beginning within the first month or the Fall Semester. The length of office shall be one entire school year.





# GATEWAY COMMUNITY COLLEGE

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## STUDENT SERVICES

### **Counseling**

The goal of a counselor is to promote the development of effective and adaptive behavior in people. The counseling process enables personal growth and may be carried over into many aspects of life.

Counseling services are available on campus, providing a unique and confidential relationship between a professional and a person in need of help.

(602) 286-8900

Room: MA1300

### **Disability Resources**

The Disability Resources and Services (DRS) Department endeavors to empower all students, advance their independence and develop a sense of self-advocacy. We strive to create a learning environment which assists students in reaching their full potential with reasonable accommodations.

The Americans with Disabilities Act requires institutions of higher education to provide reasonable accommodations to those with documented disabilities, provided an undue hardship is not created.

An undue hardship refers to any accommodation that would be unduly costly, expensive, substantial, disruptive, or that would fundamentally alter the nature of the business or program.

A reasonable accommodation is the provision of an auxiliary aid, or modification to the course or program, that will allow access to the educational program, material, activity, or degree. Examples include:

- Making existing facilities readily accessible to, and usable by, persons with disabilities.
- Alternative testing accommodations.
- Provision of qualified readers, note takers and sign language interpreters.
- Provision of alternative print formats.

It is the responsibility of the student to inform the institution of his or her need for accommodations.

(602) 286-8171

[disability.services@gatewaycc.edu](mailto:disability.services@gatewaycc.edu)

Room: IE1202

### **Early Alert**

GateWay is committed to the success of its students by providing an environment conducive to teaching and learning. To ensure that every student takes full advantage of the educational opportunities, the College has implemented a student success program supported through an Early Alert System (EAS).

The goal of the Early Alert program is to work with students individually and assist in a success plan that aids in overcoming any barrier to college success. The system allows faculty to be proactive, supportive, and involved in facilitating the academic components of student retention through early detection and intervention of students who are experiencing problems. Or allows the student to submit themselves to work with the success team. For more information please visit student success services and fill out a service request.



# GATEWAY COMMUNITY COLLEGE

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## STUDENT SERVICES (CONT.)

### Learning Center

The Learning Center offers free academic support services for enrolled students including academic and study skills tutoring, writing workshops, learning aids and group study rooms. Additionally, radiography instructors arrange for additional tutoring by second-year radiography students for first-year students. The Learning Center offers a computer lab located at room IE2108

IE2108 offers wireless internet connectivity and laptops for student checkout. All computers are equipped with educational software, internet access and Microsoft Office applications. Students and community users will be charged for printing from college computers. Students receive a \$20 credit from July 1 - June 30, which allows for about 200 free pages.

(602) 286-8800

Room: IE2108

### Library

The GateWay Library subscribes to "EbscoHost," "First Search," and "Proquest" which has access to 100's of data bases such as "MEDLINE" which has approximately 5 million abstracts of documents available a resource to students. Please check with the librarians for all updated resources and databases.

Library - Reference Desk

(602) 286-8458

[library@gatewaycc.edu](mailto:library@gatewaycc.edu)

Room: IE1115

### Veterans Services

GateWay values the opportunity to educate our veterans and offers on campus veteran services, including:

- Academic advising
- Academic scheduling
- Campus and community referrals
- Preliminary program planning
- Schedule adjustments
- Tuition deferments
- Veteran Center

For complete information on Veterans and dependent benefits, visit the U. S. Department of Veterans Affairs Education Service. Or stop in the Veteran Center in MA1220 for assistance.

(602) 286-8076

[veterans@gatewaycc.edu](mailto:veterans@gatewaycc.edu)

Room: MA1220



# GATEWAY COMMUNITY COLLEGE

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## SCHOLARSHIPS & HONORS

### Scholarships

Scholarships, like grants, do not have to be repaid. Scholarships may be designated for new, continuing, or graduating students of GateWay Community College.

There are two major types of scholarships; those offered by GWCC that were established by friends or alumni of the college, and they are called "Institutional Scholarships;" and others set up by business, individuals, and civic organizations that are made directly to deserving students.

Institutional Scholarships are primarily awarded based on academic excellence plus need or for participation in special study areas such as the Radiologic Technology program. Students in our program generally qualify for many of these scholarships and are encouraged to apply for them.

New scholarships become available throughout the year, so students should monitor the bulletin boards in the classroom, review email notifications from the Financial Aid office, and/or visit the Financial Aid office for current information.

The [\*Colleen Doyle Memorial Scholarship\*](#) is available exclusively to students enrolled in the Radiologic Technology program at GateWay Community College. One first year student and one second year student will be selected each fall. This scholarship was established in honor of Colleen Doyle, a past student who tragically died in an automobile accident in 2011.

The [\*Karen Gross Memorial Scholarship\*](#) is available exclusively to second year students enrolled in the Radiologic Technology program at GateWay Community College. Two students will be selected each spring. This scholarship was created in honor of Karen Gross, who graduated from the Radiologic Technology degree program at GateWay Community College in 2005.

Information for these Scholarships is available at the Financial Aid Office:

Phone: 855-622-2332

Fax: 602-900-4243

Email: [finaid@gatewaycc.edu](mailto:finaid@gatewaycc.edu).

### Honors

The [\*Honors Experience\*](#) allows radiography students to expand their knowledge in the field of Radiography and work closely with a radiography instructor on a creative project that allows the student to put their learning into action. A small amount of extra time will be necessary to complete a specific project. The radiology projects are organized and tailored around the interests and needs of the individual student. Students can earn as much as 3 Credits per semester depending on the project.

Students with a grade point average of 3.25 or better in previous coursework are invited to apply. Those admitted qualify for GWCC's Fee Awards and when completed, Honor courses will be noted on the students' official transcript.



# GATEWAY COMMUNITY COLLEGE

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## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

### **FERPA Notification**

Under the Family Educational Rights and Privacy Act (FERPA) students are afforded certain rights when it comes to their education records. The information below outlines these rights.

### **Disclosure of Personally Identifiable Information**

A student's education records are not accessible to a parent or guardian without written consent, unless they provide a certified copy of the most recent Federal income tax return that shows the student is a dependent. However, if the MCCCCD believes it is in the student's best interest, information from a student's education records may be released to a parent or guardian in cases such as:

- When a student's health or safety is in jeopardy.
- When a student who is under 21 engages in alcohol- or drug-related behavior that violates MCCCCD's policies.

Students have the right to consent to disclosures of personally identifiable information contained within their education records, except where FERPA authorizes disclosure without consent. Information may be released:

- To the student.
- To the parents of a dependent student.
- To an MCCCCD official.
- To a party seeking directory information.
- To a party receiving the information pursuant to a judicial order or lawfully issued subpoena.
- Regarding student disciplinary proceedings as expressly permitted by FERPA.
- To parties otherwise authorized to receive the information pursuant to FERPA.

If a student would like information to be released to a third party, he/she can file an "Authorization to Release Education Record" form with the Office of Admissions & Records/Enrollment Services with the appropriate college(s) or the appropriate department at the District Office.

### **Access to Education Records**

If a student would like to inspect and review his/her education records, he/she may make a request in writing to the Office of Admissions & Records/Enrollment Services at the appropriate college(s), identifying which records to review.

### **Amendment of Education Records**

If a student believes that his/her education records are inaccurate or misleading, he/she may make a request in writing to the Office of Admissions & Records/Enrollment Services at the appropriate college(s), identifying which records to have amended and providing supporting documentation as to why the amendment is desired.

### **Filing a Complaint**

If a student feels that the college/District has failed to comply with FERPA requirements, he/she has the right to file a complaint with the U.S. Department of Education's office that administers FERPA:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901



# GATEWAY COMMUNITY COLLEGE

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## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)(CONT.)

### **Directory Information/Privacy Blocks**

As an enrolled student, directory information (name, address, phone number, email address, photographs, electronic images, date and place of birth, major fields of study, current enrollment status, participation in officially recognized activities, dates of attendance, degrees, awards and academic honors received, Dean's List selection, previous institutions attended, program and promotional materials on participants in various sports and similar public activities, including weights and heights of athletic team members) may be released. If a student would rather not have his/her information released as directory information, he/she must complete a nondisclosure form available in the college(s)'s Student Affairs Office. Once the form is completed, the directory information will be withheld for life, even after the student is no longer a student, unless the request is rescinded.

A few other notes:

- If a student blocks directory information, it still may be inspected by those MCCCCD officials authorized by law to inspect education records without consent.
- If a student chooses to block directory information, it cannot be released to friends, family, prospective employers, the news media, advisors, student activities, and honors societies.
- Some reasons for considering a privacy block on directory information include harassment or the advice of a legal or medical professional.
- If a student wishes to keep public data private but release information so it can be published in commencement programs and honors lists, contact the Office of Admissions & Records/Enrollment Services at the appropriate college(s).

### **MCCCCD Officials with Legitimate Educational Interests**

A student's education records may be disclosed, without consent, to MCCCCD officials with legitimate educational interests. These include people employed by MCCCCD in administrative, supervisory, academic, research, or support staff roles; people contracted by the university for particular services; people serving on the Governing Board; students serving on official committees or assisting other school officials in performing tasks; or volunteers or other non-employees with legitimate educational interests. A legitimate education interest is present if the MCCCCD official needs to review an education record in order to fulfill professional responsibilities.

### **Using Social Security Numbers**

Due to identity theft concerns and privacy issues, students will no longer be asked to provide a social security number as a personal identifier. Instead, students will be assigned a student ID number upon enrollment that can be used to access education records, as needed.

Sources: Institutions investigated for this section include:

[www.ithaca.edu/reslife/FERPA/FERPA\\_annual\\_notification.htm](http://www.ithaca.edu/reslife/FERPA/FERPA_annual_notification.htm) ;  
[www.clarkson.edu/sas/ferpa/annual\\_notice.html](http://www.clarkson.edu/sas/ferpa/annual_notice.html) ; [www.marquette.edu/registrar/policies/ferpanotification.shtml](http://www.marquette.edu/registrar/policies/ferpanotification.shtml)  
; [www.ncsu.edu/legal/legal\\_topics/ferpa/ferpa\\_notice.php](http://www.ncsu.edu/legal/legal_topics/ferpa/ferpa_notice.php) ;  
[www.millersville.edu/registrar/miscellaneous/studentferpa.php](http://www.millersville.edu/registrar/miscellaneous/studentferpa.php) ;  
<http://registrar.sas.cornell.edu/Student/records.html>

Content provided by PaperClip Communications, FERPA Training Binder



# GATEWAY COMMUNITY COLLEGE

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## TITLE IX SEXUAL HARASSMENT POLICY

### [MCCCD Administrative Regulation 5.1.16](#)

MCCCD is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from sexual harassment, discrimination on the basis of sex, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, MCCCD has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of sexual harassment, and for allegations of retaliation. MCCCD values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved. Please use the link [here](#) for the full text of AR 5.1.16.

#### **A. Title IX Coordinator**

Each MCCCD college has a designated Title IX Coordinator who oversees implementation of this policy. The Title IX Coordinator has the primary responsibility for coordinating MCCCD's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

The names and contact information for each college Title IX Coordinator can be found on the following page: <https://district.maricopa.edu/consumer-information/title-ix/title-ix-coordinators>. It is the responsibility of each of the MCCCD colleges' Vice Presidents of Student Affairs to ensure this list is up-to-date with correct information. The college Title IX Coordinators must act with independence and authority free from bias and conflicts of interest.

To raise any concern involving bias or conflict of interest by the college Title IX Coordinator, contact the Compliance Office in the Office of General Counsel by emailing [compliance@domail.maricopa.edu](mailto:compliance@domail.maricopa.edu). Concerns of bias or a potential conflict of interest by any other Title IX team member should be raised with the respective college Title IX Coordinator.

Reports of misconduct or discrimination committed by the college Title IX Coordinator should be reported to the college Human Resources Department. Reports of misconduct or discrimination committed by any other Title IX Team member should be reported to the respective college Title IX Coordinator.

#### **B. Notice/Complaints of Discrimination, Harassment, and/or Retaliation**

Notice or complaints of discrimination, harassment, and/or retaliation in violation of this policy may be made using any of the following options:

1. File a complaint with, or give verbal notice to, a college Title IX Coordinator or an Official with Authority. Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator or any other official listed. Title IX Coordinators can be found on the following page: <https://district.maricopa.edu/consumer-information/title-ix/title-ix-coordinators>. It is the responsibility of each of the MCCCD college's Vice President of Student Affairs to ensure this list is up to date with correct information.



# GATEWAY COMMUNITY COLLEGE

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## TITLE IX SEXUAL HARASSMENT POLICY (CONT.)

### [MCCCD Administrative Regulation 5.1.16](#)

2. Report online, using the reporting form posted at <https://district.maricopa.edu/consumer-information/reporting>. Anonymous reports are accepted, but can give rise to a need to investigate. The MCCCD tries to provide supportive measures to all Complainants, which is impossible with an anonymous report when the name of the Complainant is not shared in the report. Since anonymous reporting carries no obligation to initiate a formal response and since the MCCCD respects a Complainant's requests to dismiss complaints, unless there is a compelling threat to health and/or safety, the matter will be dismissed.

A formal complaint is a document filed and signed by the Complainant or signed by the Title IX Coordinator alleging a policy violation by a Respondent and requesting that the MCCCD investigate the allegation(s). A complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information in the section immediately above, or as described in this section. As used in this paragraph, the phrase "document filed by a Complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the MCCCD) that contains the Complainant's physical or digital signature, which can include the Complainant's name on the email, or otherwise indicates that the Complainant is the person filing the complaint.

The Title IX Coordinator will contact the Complainant regarding any notice that is submitted in a form that does not comply with these requirements to ensure that it is filed correctly.

Please use the link [here](#) for the full text of AR 5.1.16.

## COLLEGE POLICE & EMERGENCY INFORMATION

### **Contact Information**

College Police Emergency (480) 784-0911

College Police Non-Emergency (480) 784-0900

College Police Business (602) 286-8911

[safety@gatewaycc.edu](mailto:safety@gatewaycc.edu)

<https://www.gatewaycc.edu/students/college-police-and-emergency-information>

The primary role of College Police is to provide assistance and campus protection to students, employees and visitors. Other responsibilities include:

- Protecting district and personal property
- Providing assistance with disabled vehicles
- Managing lost and found property
- Identifying safety hazards
- Giving presentations about safety and crime prevention

College Police has established relationships with neighboring businesses and works closely with the Phoenix Police Department to ensure campus safety. Community members are encouraged to report all suspected crimes and unusual or suspicious activities and emergencies.





# GATEWAY COMMUNITY COLLEGE

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## COLLEGE POLICE & EMERGENCY INFORMATION (CONT.)

### **Security & Access to College Facilities**

Identification cards are issued to enrolled students. College Police encourages students to carry these cards at all times while on campus. The identification card indicates that the bearer is a member of the student population. GateWay students can go to Enrollment Services, located in the IE Building on the GateWay campus. Maricopa Skill Center students can go to Student Services at the MSC campus.

### **Reporting Crimes & Other Emergencies**

Students, employees and others are encouraged to report any criminal activity or emergencies that occur on campus to College Police. In emergency situations, Dial (480) 784-0911.

### **RAVE Guardian**

Students, faculty and staff are encouraged to download the new RAVE Guardian app to help report crimes and other emergencies as well as for personal safety. To learn more about RAVE Guardian, go to <https://police.maricopa.edu/emergency-preparedness/rave-guardian-app>

### **Responding to Criminal Activity & Emergencies**

College Police or a Phoenix police officer will respond to each report of criminal activity. The Phoenix fire department will respond to reports of fire or medical emergencies. GateWay College Police responds administratively if any reported sexual assault or other criminal offense involves a student or employee as the alleged offender.

Victims may submit a written, signed statement detailing an incident to the Dean of Student Services.

### **Evacuation**

In the event of an evacuation, it is critical that all people exit the buildings in a safe and orderly manner. The signal to evacuate is normally given by fire alarm. During a natural/propane gas emergency, the signal will be given verbally.

### **Clery Act Crime Statistics**

The [Clery Act Crime Statistics](#) information represents a general description of GateWay Community College's security and safety policies and programs, and the crime statistics for the most recent calendar year and the two preceding calendar years.

### **Weapons**

Possession or use of firearms on campus is strictly forbidden.

### **Escorts**

Escorts are available to students, faculty and staff. Requests may be made to College Police by phone at (602) 286-8911.

### **Parking Requirements**

Parking permits are no longer required in the Student Parking areas.



# GATEWAY COMMUNITY COLLEGE

A MARICOPA COMMUNITY COLLEGE

## COLLEGE POLICE & EMERGENCY INFORMATION (CONT.)

### **Drug & Alcohol Policy**

GateWay complies with the Drug Free Schools and Communities Act and all state laws. Possession or consumption of alcoholic beverages on campus is prohibited.

### **Campus Sex Crime Prevention Act (Arizona sex offender notification law)**

The Campus Sex Crimes Prevention Act mandates that convicted sex offenders, required to register under state law, must also disclose their association with institutions of higher education when applicable. Specifically affected are those registered sex offenders who attend as students, are employed by or employed at, or volunteer at institutions of higher education. The Arizona Department of Public Safety (DPS) has established the Arizona Sex Offender Information Center according to the requirements of ARS 13-3827. Arizona DPS is responsible for the maintaining the site and annually verifying the addresses of all registered sex offenders. For more information visit: [www.azdps.gov/Services/Sex\\_Offender](http://www.azdps.gov/Services/Sex_Offender).

GateWay Community College Police may notify the campus community of a registered sex offender as required by law. The notification process could be through safety alerts on the GateWay College Police web page and/or safety alerts posted on campus.

Prospective GateWay students (at all campuses) who are registered sex offenders are expected to self-disclose their status to the college's Police office prior to the start of the term. In addition, a mandatory meeting with the Dean of Enrollment Services will occur prior to the start of classes or program.



# GATEWAY COMMUNITY COLLEGE

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## GRADUATION

### Graduation

GateWay provides graduation specifically for students graduating with degrees and certificates in Occupational and University Transfer Education (Credit) or Trade and Technical Training (Clock) programs. Students graduating from a Credit program need to complete the appropriate application or paperwork that pertains to your program.

### Dates

The Application Deadline for May graduation is typically March 1<sup>st</sup>. More detailed information will be provided as it comes available during the academic year.

Commencement Ceremony is typically that last day of the spring semester. More detailed information will be provided as it comes available during the academic year.

### Costs

There is no cost to apply for graduation.

Commencement Ceremony Fee: \$25 (includes cap, gown, tassel and diploma cover)

### Steps for a Successful Graduation

1. It is recommended that Radiologic Technology program students schedule an appointment with an Academic Advisor in the fall semester of their 2<sup>nd</sup> Year to review their program requirements for graduation. Students can also refer to the Catalog and Student Handbook to check on their program requirements for graduation.
  2. Official transcripts must be sent directly to GateWay from any Maricopa college or other college or university for the courses that will apply toward the degree/certificate.
  3. A notification letter will be mailed approximately 30 days prior to the day of the commencement ceremony detailing this event and cap and gown pickup.
  4. Pay the \$25 commencement ceremony fee at Enrollment Services, if you want to participate in the ceremony in May. The commencement fee is refundable up to two weeks prior to graduation. Fee includes:
    - a. Hard cover jacket for degree/certificate
    - b. Cap, gown, tassel and diploma cover
  5. Any debts within the Maricopa Community Colleges must be cleared before a degree/certificate can be released.
  6. Please be sure to verify and correct as needed your address in the Student Center. All degrees/certificates will be mailed to the applicant's address on record.
- PTK students should see their PTK advisor regarding the stole and tassels prior to commencement.
  - Veterans should see their Veterans Representative when submitting an application to graduate.
  - Disability accommodations are available upon request. Please contact [disability.services@gatewaycc.edu](mailto:disability.services@gatewaycc.edu).



# GATEWAY COMMUNITY COLLEGE

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## POST-GRADUATION

### Career Services

The Career Center is open to all students, alumni and community members. Up-to-date resources and individualized assistance is offered in career assessment, career planning, resume development, interview preparation, job search resources, employer contacts, and internships. The goal is to assist with career and job search needs, no matter if you are in the early stages of exploration or the later stages of interviewing. In order to help build effective job searching skills, Career Services provides:

- Internet access to find potential employment with local, state and national employers
- On campus employer recruitment
- Workshops to develop job searching, resume writing, interviewing and employable skills
- Job search resources
- Search assistance in finding hundreds of jobs by career field and other categories where you can apply online and submit your resume
- Employer contacts/resources
- An annual job fair connecting employers with job seekers by industry

(602) 286-8500

[careercenter@gatewaycc.edu](mailto:careercenter@gatewaycc.edu)

108 N. 40th Street, Phoenix, AZ 85034

Room: IE1234

### Transfer Credit

Graduates may advance in their profession by seeking a bachelor's and/or master's degree in a related field. The credits earned at Maricopa Community Colleges are fully accredited by the U.S. Department of Education and will transfer to four-year institutions. However, individuals should verify their college credit transfer with the four-year institution they plan to attend. The Radiologic Technology program at GateWay Community College currently has an articulation agreement with Northern Arizona University to help advance students seeking a bachelor's degree specifically in Diagnostic Medical Imaging.

Those individuals interested in transfer options, should schedule an appointment with Academic Advising at GateWay.

(602) 286-8200

Email: [advisor@gatewaycc.edu](mailto:advisor@gatewaycc.edu)

### Continuing Education

The mission of Healthcare Continuing Education is three-fold:

1. Provide continuing education opportunities to the graduates of each of the health science disciplines that GateWay provides.
2. Organize special events for our community's healthcare professionals.
3. Respond to the emerging needs of the healthcare community.



# GATEWAY COMMUNITY COLLEGE

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## POST-GRADUATION (CONT.)

Continuing Education assists other disciplines in offering additional opportunities for working healthcare professionals. Educational opportunities include one day seminars, short or long-term courses for credit and non-credit.

### **Post-Primary Pathways**

The following is a list of imaging sciences programs offered at GateWay Community College. Students interested in any of the programs below should visit GateWay's website for more details:

- Computed Tomography
- Diagnostic Medical Sonography
- Nuclear Medicine
- Magnetic Resonance Imaging

### **Requesting Transcripts**

You are now able to request a single transcript report no matter how many Maricopa Community Colleges you have attended. Rather than having to request transcripts from each institution you attended, you are now able to place the request for official or unofficial transcripts from one place. For more information, visit <https://www.gatewaycc.edu/students/request-transcripts>.



# GATEWAY COMMUNITY COLLEGE

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## ATTENDANCE POLICY

### **Didactic Attendance Policy (MCCCD AR 2.3.2)**

Only persons who are registered for a class at any of the Maricopa Community Colleges may attend that class. Attendance requirements are determined by the course instructor. Students who do not meet the attendance requirement as determined by the course instructor may be withdrawn.

Students who fail to attend the first scheduled class meeting, or to contact the instructor regarding absence before the first scheduled class meeting, may, at the option of the instructor, be withdrawn.

At the beginning of each course, each faculty member will provide students with written attendance requirements. It is the student's responsibility to consult with the instructor regarding official or unofficial absences. Absences begin to accumulate with the first scheduled class meeting.

Students bear the responsibility of notifying the Admissions and Records Office/Office of Student Enrollment Services when they discontinue studies in a course or at the college.

### **Clinical Attendance Policy**

#### **1. Scheduling Clinical Rotations**

The Radiologic Technology program understands that flexibility is important to our clinical partners and students. Communication between program faculty, Clinical Preceptors, and students is important to ensure that clinical rotations promote fairness, equity, and compliance with accreditation standards.

Students are expected to adhere to the agreed upon schedule developed with the Clinical Preceptor. The Clinical Preceptor will provide the program with the clinical rotation schedules at the beginning of each practicum. Modifications to this schedule requested by the student, and approved by the Clinical Preceptor, should be submitted to the program one week in advance, preferably, no later than 24 hours. Absences and tardiness occurring on the agreed upon schedule will be treated as such, as there is no make-up time.

Students track their attendance online. It is recommended that the attendance record is verified each week by the Clinical Preceptor. The program does not allow students to bank extra hours completed at clinical.

In regard to attendance and scheduling, the program will work in conjunction with the Clinical Preceptor(s) to adhere to the following Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards for an Accredited Educational Program in Radiography:

#### **JRCERT Objective 4.4**

The program provides timely, equitable, and educationally valid clinical experiences for all students.

To ensure compliance with JRCERT Objective 4.4, the Radiologic Technology program requests the following:

- The student to radiography clinical staff ratio must be 1:1.
- Program must assure that clinical involvement for students is limited to not more than (10) hours per day.
- If the program utilizes evening and/or weekend assignments, these assignments must be equitable.
- Students may not be assigned to clinical settings on holidays that are observed by the sponsoring institution.



### **ATTENDANCE POLICY (CONT.)**

To ensure compliance with JRCERT Objective 4.4, the Radiologic Technology program requests the following:

- The Clinical Preceptor will provide the program with the clinical rotation schedules at the beginning of each practicum.
- Modification to this schedule by the Clinical Preceptor should be submitted to the program one week in advance, preferably, no later than 24 hours.

#### 2. Reporting Unscheduled Absences and Tardiness

Being on time to clinical rotations is critical to the success of students in the Radiologic Technology program. When in clinical, students will report to the assigned imaging area and be ready to examine patients at the scheduled start time. If a student reports any time past their scheduled start time, it is considered tardy (i.e., 7:00 start time, 7:01 is tardy).

Students must report absences. Failure to report an absence as outlined below will result in a policy violation.

1. Call the radiology department at least 1 hour before the scheduled shift start time.
2. Contact the Radiologic Technology program via email or phone 1 hour before the scheduled shift start time.
3. Proper documentation must be submitted via the online tracking system within 24 hours of the absence.

**Students will also need a physician's release to return to clinical when 3 consecutive days have been missed due to illness.**

Students must report tardiness. Failure to report a tardy as outlined below will result in a policy violation.

1. Call the radiology department before the assigned shift start time to notify them of a late arrival.
2. Contact the Radiologic Technology program via email or phone on the day of the tardy to notify them of a late arrival.
3. Three incidences in a clinical practicum will warrant a documented policy violation. Each additional occurrence will result in additional policy violations.

#### 3. Excessive Absences

The following rules will apply to students who have accumulated absences in excess of the allotted 80 hours of Personal Time Off:

1. The student will be required to enroll in DMI 228 to complete the hours required for graduation. DMI 228 is a one credit, 80 hour, P/Z course. To receive a "P", students must complete 80 hours.
2. The student must receive approval from the clinical site to extend their clinical experience, as it is not a part of the regular program.
3. The Radiologic Technology program provides each student with the opportunity to complete the required hours within the program, therefore, the program has no obligation to find a clinical site for a student that has exceeded their allotted PTO. The student is responsible for all costs related to enrollment into DMI 228 (i.e., tuition, fees, health & safety, etc...). If the student is unable to complete the required hours, they will not meet clinical program requirements for graduation.





# GATEWAY COMMUNITY COLLEGE

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## ATTENDANCE POLICY (CONT.)

### 4. Personal Time Off

The GateWay Community College Radiologic Technology program 22-month schedule ensures a generous number of days off for holidays and breaks. The *Clinical Calendar* indicates clinical obligations and clinical breaks. This calendar will closely follow the holiday and break schedule of GWCC, and cannot be altered for an individual student. The Clinical Calendar can be found on the program's webpage, <https://www.gatewaycc.edu/degrees-certificates/radiologic-technology>.

We recognize that students may have to miss additional time due to illnesses, appointments, etc. Therefore, each student will be given (5) days in the first year of their clinical experience and (5) days in the second year of their clinical experience for a total of (10) days of personal time off to use during the program.

RAD 109 and 119	5 days (40 hours)
RAD 209 and 219	5 days (40 hours)
Personal Time Off Total	10 days (80 hours)

The following rules apply to the use of PTO:

- PTO must be used to cover all absences both scheduled and unscheduled with the exception of bereavement, jury duty, military, and long-term leave. Students are encouraged to schedule early morning or late afternoon appointments in order to minimize the amount of time off per appointment.
- PTO requests should be submitted 1 week in advance, no later than 24 hours in advance. Requests are submitted using the online tracking system. Clinical Preceptors must be notified of the request.
- PTO is to be used for clinical absences. Academic courses are exempt and the number of absences allowed is per course syllabus.

### 5. Bereavement Leave

Bereavement Leave is leave due to the death of a student's spouse/partner or the following family member of the student or student's spouse/partner; parent, stepparent, grandparent, child, stepchild, foster child, sibling, grandchild, or in-laws in any one incident. Bereavement leave may not exceed five (5) days (40 hours), clinical and academic combined. Bereavement leave requests should be directed to the Clinical Coordinator.

The bereavement leave will not be deducted from the student's Personal Time Off. It will be tracked in the attendance log as "Bereavement Leave". The total clinical hours missed due to "Bereavement Leave" will be completed at the end of the program. The student must complete all clinical and academic program requirements for graduation.

### 6. Jury Duty

Students should consult with the Program Director when summoned for jury duty, as it may be possible to defer service until after the program is completed. Students may attend jury duty without jeopardizing their position in the Radiologic Technology program. One (1) copy of the student's jury duty documentation must be presented to the Clinical Coordinator.

The jury duty will not be deducted from the student's Personal Time Off. It will be tracked in the attendance log as "Jury Duty". The total clinical hours missed due to "Jury Duty" will be completed at the end of the program. The student must complete all clinical and academic program requirements for graduation.



## **ATTENDANCE POLICY (CONT.)**

### 7. Military Leave (Training)

Students who are members of the Arizona National Guard or Reserve Units may attend periods of military training without jeopardizing their position in the Radiologic Technology program. One (1) copy of the student's military orders must be presented to the Clinical Coordinator.

The training period will not be deducted from the student's Personal Time Off. National Guard or Reserve Training will be tracked in the attendance log as "Military Leave". Up to thirty (30) clinical days in a two (2) year period may be tracked as "Military Leave". The total clinical hours missed due to "Military Leave" will be completed at the end of the program. The student must complete all clinical and academic program requirements for graduation.

### 8. Long-term Leave

Requests for long-term leave will be dealt with by the program on an individual basis. This may require a doctor's written authorization. All requests for long-term leave must be approved by the Program Director. A student who seeks a leave may employ one of the following options:

1. Students who can maintain academic courses will remain in the program. The total clinical hours missed will be completed at the end of the program. The student must complete all clinical and academic program requirements for graduation.
2. Up to a one-year leave may be granted. The student must submit a letter of intent for readmission to the Program Director. Upon approval, the student will re-enter the next available course from which they exited. The student must complete all clinical and academic program requirements for graduation.

### 9. Absenteeism due to COVID-19

The Radiologic Technology program cares about the public's well-being, and GateWay Community College is committed to providing a safe and healthy environment for our students, faculty, and staff members. We understand that students are concerned about coronavirus (COVID-19) and how it may affect them as we return to an in-person lab environment and clinical experiences.

We ask if you are sick to please stay home, do not attend lab or clinical, and follow the reporting process provided by our district leaders. It is important to immediately contact the Program Director.

The program faculty members will be as flexible as possible and do their best to assist students in making arrangements to make up the missed lab or clinical time. Understand we will be as accommodating as possible providing make-up options, and we cannot guarantee these arrangements will always be possible. If the time missed is excessive, frequent, and does not allow you to complete the course competencies as required by our accreditation and credentialing agencies, you may not graduate on time and/or have to repeat a course. This will be handled on a case by case basis.



**GRADING POLICY**

Students must earn a grade of "C" or better for all courses required within the program. Students must maintain satisfactory performance in both the lecture (didactic) portion, as well as the clinical portions of their education. Failure to do so may result in withdrawal of admission to the Radiologic Technology program. It is possible to fail the lab portion and pass the lecture course. It is possible to fail the clinical component and pass the didactic courses. The failure to pass a lab, lecture or clinical course may result in withdrawal of admission to the Radiologic Technology program.

**MCCCD Grading**

It is the policy of the Maricopa Community Colleges that a grade will be assigned at the conclusion of the course. Official grades are available on designated college web sites.

**Grade Key**

A	Excellent	4 grade points per credit hour
B	Above Average	3 grade points per credit hour
C	Average	2 grade points per credit hour
D	Passing	1 grade point per credit hour
F	Failure	0 grade points per credit hour
I	Incomplete	Not computed in grade point average
IP	Course in Progress	Not computed in grade point average
N	Audit	Not computed in grade point average
<u>P*</u>	Credit	Not computed in grade point average
W	Withdrawn, passing	Not computed in grade point average
Y	Withdrawn, failing	0 grade points per credit hour
Z	No Credit	Not computed in grade point average

\* A "P" is judged to be equivalent to a grade of C or higher.

**Incomplete Grade**

- A. Students who are doing acceptable work may request an incomplete grade "I" if they are unable to complete the course requirements by the end of the term because of illness or other extenuating circumstances. If the request is approved by the instructor, he or she shall define, in a written/electronic contract, how the course will be completed.
- B. Students must complete the requirements within the time period agreed to--maximum time allowed is seven (7) months from the last date of class in which the grade of incomplete was assigned. In most cases, the work must be completed before the beginning of the following semester in order for the student to continue in the program or be eligible for the ARRT Certification Examination if the student is in the last semester of the program. Students who do not complete the requirements within the approved time period will have their grade recorded in accordance with the written contract. Students should NOT reregister for the course to complete the contract.
- C. A student's eligibility for financial aid may be jeopardized by an incomplete grade. Refer to the [Standards of Satisfactory Academic Progress](#) for details.



# GATEWAY COMMUNITY COLLEGE

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## GRADING POLICY (CONT.)

### **Programmatic Grading Scale**

The Radiologic Technology program holds its students to a high standard. As stated previously, students must earn a grade of "C" or better for all courses required within the program. This is a profession that deals with the responsibility of human life & well-being, and below-average work ("D" grade) is simply considered unacceptable.

### **Radiologic Technology program Didactic Grading Scale:**

Each instructor will provide a syllabus with specific information on how to earn points toward a passing grade in a given course. This information will be made available to students at the beginning of each course. The following grading scale will be utilized for all letter grade courses taught in the Radiologic Technology program:

A	93 – 100%
B	84 – 92%
C	75 – 83%
F	< 75%

### **Radiologic Technology program Clinical Grading Scale:**

During each Clinical Practicum, the Clinical Preceptor(s) will utilize observation and competencies, Clinical Progress Reports, as well as written and/or oral examinations to efficiently complete a Clinical Performance Assessment. Grades will be assigned by program faculty with input from Clinical Preceptors and clinical staff.

A	90 – 100%
B	80 – 89%
C	70 – 79%
F	< 70%



## REMEDIATION POLICY

### Didactic Remediation

Students at risk of failing any given course will meet with the course instructor. The purpose of the meeting is to collaboratively develop a plan for remediation that will, ideally, foster student success. Instructors are encouraged to document the meeting. Additionally, instructors and/or students are also encouraged to utilize the Early Alert System to assist in student success efforts.

### Clinical Deficiency Remediation

Students unable to perform at an acceptable level in the clinical setting will result in the documentation of the clinical deficiencies as identified by the Clinical Preceptor and/or Clinical Coordinator. A meeting will be held with the student, Clinical Preceptor, and Clinical Coordinator to discuss the clinical deficiencies.

A plan for clinical remediation will be developed and implemented as necessary. After a designated timeframe, the outlined clinical remediation plan will undergo reevaluation. Continued inability to perform at an acceptable level, appropriate for the specific practicum, may lead to the withdrawal of admission to the Radiologic Technology program.

The Radiologic Technology program is not obligated to assign a student to a new clinical site for matters involving clinical deficiencies. All matters relating to academic standing, including withdrawal of admission to the Radiologic Technology program, will be handled at the program level.

### Examples of Clinical Deficiencies:

The following is a list of clinical deficiencies which constitute unacceptable clinical behavior and may become the basis for withdrawal of admission to the Radiologic Technology program. The list is not intended to be exhaustive.

- Unprofessional conduct, including but not limited to violations of confidentiality; failure to show respect for client, significant others, peers, staff, and instructors.
- Consistent “Unacceptable” or “Needs Improvement” ratings on clinical evaluations.
- Failure to achieve a passing score on a Clinical Performance Assessment.
- Failure to improve unsatisfactory clinical performance.
- Performance or negligence that may cause physical or emotional jeopardy to a patient.
- Failure to immediately report a client-care error to the Clinical Preceptor and/or responsible staff.
- Any preparation of written or electronic documentation that is fraudulent and/or untruthful.
- Failure to incorporate new skills and theory.
- Failure to pass clinical competencies.
- Failure to consistently maintain appropriate behaviors and clinical competency already demonstrated or learned.
- Lack of preparation for clinical practice.
- The clinical site has requested the student be removed from their facility.



# GATEWAY COMMUNITY COLLEGE

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## REMEDIATION POLICY (CONT.)

### Wrong Exam/Wrong Patient Remediation

When a student performs the wrong exam or performs an exam on the wrong patient it may create unnecessary danger to a patient's life, health, or safety. This may be deemed as Unprofessional Conduct – Failure to Conform to Minimal Acceptable Standards per the [ARRT Rules of Ethics](#). The ARRT Rules of Ethics form the second part of the *ARRT Standards of Ethics* and are mandatory standards of minimally acceptable professional conduct for all Certificate Holders and Candidates. These Rules of Ethics are intended to promote the protection, safety, and comfort of patients.

The remediation process for wrong exam/wrong patient types of incidences was developed in collaboration with the clinical education settings and is outlined below:

- 1<sup>st</sup> Incident: Verbal Warning – conversation will be documented in the clinical visit log; coaching will be provided.
- 2<sup>nd</sup> Incident: Written Warning – Action Plan will be written and will indicate the need for increased supervision for a timeframe of 6 weeks; competency may be pulled; and a 6-month probationary status will be implemented for patient safety. After 6 months without incident, Action Plan is cancelled.
- 3<sup>rd</sup> Incident: Removal from clinical site for reflection for up to 24 hours (3 days).
- 4<sup>th</sup> Incident: Withdrawal of admission to the Radiologic Technology program.



# GATEWAY COMMUNITY COLLEGE

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## DISCIPLINARY ACTIONS

### **MCCCD Student Conduct Code ([MCCCD AR 2.5.2](#))**

The purpose of this Code is to help ensure a healthy, comfortable and educationally productive environment for students, employees and visitors.

Any student found to have committed the misconduct identified in [MCCCD AR 2.5.2](#) is subject to the disciplinary sanctions outlined in Article IV.

### **Program Policy Violations**

Failure to comply with any of the policies in the Radiologic Technology program Handbook will be documented. Three (3) documented policy violations will drop the student's clinical grade for the current practicum by one letter grade. Continuous policy violations will result in probationary status or withdrawal of admission to the Radiologic Technology program.

The following is list of disciplinary actions that will be taken as a result of performance deficiencies accumulated in a practicum:

- a. Three (3) documented performance deficiencies will drop the student's clinical grade by one letter grade.
- b. Four (4) documented performance deficiencies will result in probationary status. The student must meet with the Program Director.
- c. Five (5) documented performance deficiencies will result in removal from the clinical site for a period of reflection.
- d. Six (6) documented performance deficiencies may result in withdrawal of admission to the Radiologic Technology program at the discretion of the Clinical Preceptor(s), Clinical Coordinator, and Program Director.

Examples of policy infractions that will result in a performance deficiency include, but are not limited to:

- Failure to maintain enrolled status in a practicum
- Excessive tardiness as defined by clinical practicum syllabi
- Failure to properly notify appropriate personnel of tardy or absence
- Failure to follow radiation dosimetry monitoring policies
- Failure to notify appropriate personnel of shift change
- Failure to comply with personal electronic device (PED) policy
- Failure to comply with dress code
- Failure to maintain continued compliance with health & safety requirements





# GATEWAY COMMUNITY COLLEGE

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## WITHDRAWAL OF ADMISSION

In order for a student to maintain their status as a student in the Radiologic Technology program, a student must successfully complete all required program courses. Successful completion of a course is determined by the syllabus for that course.

Continuous program policy violations and/or a failure to adhere to the [ARRT Standards of Ethics](#) can also lead to withdrawal of admission in the Radiologic Technology program.

In addition, if a student has their continuation in a class or the academic program called into question based upon a positive drug test, a failed background check, or a code of conduct violation that may prevent the program's ability to place the student at a clinical site, the student will be afforded due process prior to being removed from the class/program.

A student will be notified in writing should they fail to successfully complete a course, clinical or didactic; continuously violate program policies; and/or fail to adhere to the ARRT Standards of Ethics. The student will be given an opportunity to meet with the faculty and present any documentation to support why they believe they should be allowed to maintain their admission in the Radiologic Technology program. A determination regarding their status in the program will be made within 48 hours of this aforementioned meeting, and the student will receive a written notification of the decision via MCCCDC email. This determination letter will also provide the students with next steps, including the MCCCDC Instructional Grievance Process.

Students who have had their admission to the Radiologic Technology program withdrawn may be eligible for readmission and should review the Program Readmission Policy, if interested in pursuing that option.

## PROGRAM READMISSION POLICY

Students who have withdrawn their admission or have had their admission to the program withdrawn may be eligible for readmission in the following year's cohort. Eligibility for readmission is dependent upon meeting the following criteria:

- Submit a request for readmission to the Program Director within 60 calendar days of the withdrawal of admission and/or determination letter.
- A seat must be available in the following year's cohort.
- Adhere to the instructions and timelines outlined in the Readmission Agreement.
- Submit a Readmission Essay as outlined in the Readmission Agreement.
- Earn a score of 75% or better on the Readmission Exam.

After the aforementioned criteria has been met and prior to official readmission, the student must:

- Update their Health & Safety records within MCCCDC compliance system within the designated time frame.
- Complete a new Background check within the designated time frame.
- Complete a new drug screen within the designated time frame.



# GATEWAY COMMUNITY COLLEGE

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## PROGRAM READMISSION POLICY (CONT.)

### Readmission Disclaimer(s):

*There is no guarantee of readmission into the Radiologic Technology program. Eligible students will only be allowed two attempts to successfully complete the Radiologic Technology program. Students are responsible for any cost associated with re-entering the Radiologic Technology program to include, but not limited to: Tuition; Fees; Clinical Tracking systems; Books; and Health & Safety Requirements. Program required courses are taught only once a year, therefore the student would have to wait until the course is offered again the following year. A student would need to reapply to the program if they fail to meet the readmission criteria to join the following year's cohort. A student who has been dismissed from the program due to clinical failure, unprofessional conduct, or found to be performing in any manner that would violate the ARRT Standards of Ethics will not be eligible for readmission into the Radiologic Technology program.*



# GATEWAY COMMUNITY COLLEGE

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## INSTRUCTIONAL GRIEVANCE PROCESS

### [MCCCD ADMINISTRATIVE REGULATION S-6](#)

A student who feels that he/she has been treated unfairly or unjustly by a faculty member (full-time or part-time) with regard to an academic process such as grading, testing or assignments, shall discuss the issue first with the faculty member involved. This conference shall be requested by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment. If the grade issue is the final grade, Article 20.7.6 of the Faculty Agreement governs.

This instructional grievance process should not be utilized in a case in which a student feels he/she has experienced discrimination. If the student feels that he/she has experienced discrimination on the basis of race, color, religion, sex, gender identity, national origin, citizenship status (including document abuse), gender, age, disability, veteran status, genetic information, or sexual orientation, the student should refer to the Discrimination Complaint Procedures for Students as administered by the Vice President for Student Affairs.

Steps for students to follow:

1. If, within ten (10) working days of the request for the conference with faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written grievance with the Department/Division Chairperson and appropriate administrative officer at the college/center. This written grievance must be filed within ten working days following the previous deadline. The written grievance will be given to the faculty member five days before any official meetings are convened.
2. Upon receipt of a written grievance, the Department/Division Chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. The faculty may ask that the College Faculty Senate President be in attendance. Every attempt will be made to maintain confidentiality during this process. A faculty member will not be required to respond to a grievance which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written grievance will be made available to the faculty member.
3. If the grievance is not resolved at this level within ten working days, the student should forward to vice president of academic affairs or designee, a copy of the original written grievance with an explanation regarding action taken at each prior level. The dean of instruction or appropriate college/ center administrative officer will meet with the student, faculty member, the College Faculty Senate President if requested by the faculty member, and Department/Division Chair and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.
4. If the grievance, other than those concerning grades, is not resolved by the vice president of academic affairs or designee, it may be forwarded in writing by the student to the college president for final resolution. The college president or designee will issue a final written determination in the grievance process.
5. Instructional grievances are resolved at the college level. The district office is not an avenue of appeal for the instructional grievance process.

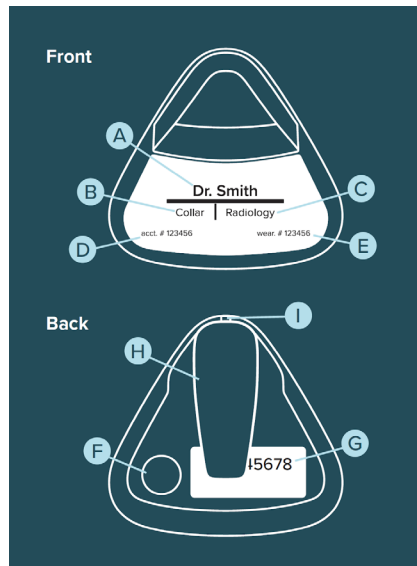
Note: The grievance process for grades must be initiated no later than sixty (60) calendar days from the date the grade was issued.



### RADIATION DOSIMETRY MONITORING POLICIES

The Radiation Safety Officer (RSO) at GateWay Community College requires students to appropriately wear a radiation dosimeter to accurately monitor radiation exposure. Dosimeters must be worn while in the energized lab at GateWay Community College and during all clinical experiences. Dosimeters must be worn at the collar level. When participating in fluoroscopy, dosimeters must be worn outside the lead apron at the collar level. Students will not be allowed to participate in lab or clinical experiences without a dosimeter. Students are encouraged to transfer exposure readings at the end of each week or every day after clinical to maintain an accurate record.

Each dosimeter wearer will receive a welcome email from the vendor, Mirion, that allows them to create a user name/password for the mobile app. Students are provided with a Mobile App Guide and Quick Start Guide. The Quick Start Guide provides a brief overview of the dosimeter and explains how to capture exposure read as seen here.



#### Instadose®+ Dosimeter

Instadose® radiation monitoring technology has revolutionized the way radiation exposure is captured, read and reported.

Instadose®+ provides faster, easier exposure feedback with on-demand (manual) and automatic calendar-enabled dose reads using the InstaLink™ Hotspot, InstaLink™ USB (dongle) or the Instadose® Mobile App. Best of all, you keep your badge – No more badge collecting!

- A Wearer's name
- B Wear location
- C Department
- D Account number
- E Wearer number
- F Read button
- G Serial number
- H Clip
- I Light indicator

For more information, visit [www.instadose.com](http://www.instadose.com)

#### Capturing Dose Reads

**1** To communicate and transmit dose data, you must be within range of a wireless transmission source (InstaLink™ USB, Instadose® App, or the InstaLink™ Hotspots).



**2** Push and hold the button on the back of the dosimeter for at least 4 seconds, until you see a solid green light flash. Within 1-minute, a second green light will flash to confirm transmission.



#### Care for Your Dosimeter

Extreme temperatures (high or low) may permanently damage internal components. Do not leave outside or in hot car. If a dosimeter gets too hot or cold, transmission is not possible until it cools down and recovers to room temperature.

- Do not allow dosimeter to overheat.
- Do not immerse dosimeter in water.
- Do not allow dosimeter to freeze.



**RADIATION DOSIMETRY MONITORING POLICIES (CONT.)**

This breakthrough technology wirelessly captures, transmits, measures, analyzes, and reports radiation dose exposure anytime, as often as needed. Instant online access to real-time, on-demand dose reports and measurement data enable users to pinpoint high dose exposures faster. Smarter tracking and reporting of current and long-term dose exposure make administration and compliance easier.

*Automatic Dose Capture & Wireless, Remote Transmission*

- Instadose+ dosimeters have a built-in memory chip with an embedded, unique serial code that is assigned to the user.
- The accumulated radiation dose is stored on the Instadose+ dosimeter, transmitted via Bluetooth Technology, and processed through Mirion’s proprietary, industry-leading dosimetry algorithm. This fully automated transfer of data minimizes the chance of human error and misidentification.

*Anytime Online Access*

- Users have the flexibility to view their current and historical radiation dose information online at any time, from any computer or mobile device with internet access.
- To enable online account access, a user must first register at [www.instadose.com](http://www.instadose.com) upon receipt of their Instadose+ dosimeter.
- During the registration process, the Instadose+ driver and client are installed on the users’ computer and their dosimeter is initialized for use. Users also have the option of downloading the Instadose® mobile app to a smart device (phone or tablet) for online account access.
- When a user needs to view their dose reading, they simply log-in to their account, download their data and click "Read Device". Once complete, a graphical representation of the current dose will load on the screen.

*InstaLink Hotspot*

- Users can also utilize the InstaLink Hotspot at GateWay to transmit their data while on campus. The InstaLink Hotpost will listen and communicate with Instadose dosimeters that are within range to transmit dose date to Mirion secure servers where it is saved in the wearer’s dose record.

**Quarterly Acknowledgement:**

The Program Director will send out a reminder at the end of each quarter (Mar, June, Sept, Dec) to complete this acknowledgement. Documentation of acknowledgement of your readings is required and accomplished through the Dosimetry Canvas course.

**Information about exposure:**

The RSO and Program Director will monitor exposure on a quarterly basis to ensure compliance with the ALARA levels identified below.

	DDE	LDE	SDE
ALARA Level 1	3 mSv (300 mrem)	3 mSv (300 mrem)	12.5 mSv (1250 mrem)
ALARA Level 2	6 mSv (600 mrem)	6 mSv (600 mrem)	12.5 mSv (2500 mrem)

- If in any quarter radiation exposure exceeds Level 1 a notification is given in writing.
- If in any quarter radiation exposure exceeds Level 2 notification is given in writing and the participant is asked to identify what caused the exposure, sign and return the form to the RSO, Dr. Tyler Thimsen.



## **RADIATION DOSIMETRY MONITORING POLICIES (CONT.)**

### ***Lost Dosimetry: (The document is available in Canvas to report lost dosimeters)***

In the event of lost or damaged dosimetry, students are required to inform the Program Director and complete a Lost or Damaged Dosimetry Report. The report is available in the Dosimetry Canvas course. Once the completed report has been provided to the RSO, a replacement dosimeter will be ordered.

### ***Declaration of Pregnancy:***

Please refer to Pregnancy Policy.

## **PROFESSIONAL DRESS STANDARDS**

Proper hygiene and professional appearance are expectations of all students enrolled in the Radiologic Technology program at GateWay Community College. The following requirements apply:

### **Program Approved Uniform**

Students will receive a program approved uniform at the beginning of the 1<sup>st</sup> year fall semester. The cost associated with any additional uniforms will be incurred by the student. Students will be provided with information on how to purchase additional uniforms.

- Students are required to wear the program approved uniform while participating in lab activities on campus and during all clinical rotations.
- The uniform must fit properly and be clean at all times.
- Undershirts, if worn, should be white or black, free of graphics, and fit properly under the uniform.
- Students are not permitted to wear sweatshirts, zip up hoodies, or jackets over their uniform during the clinical experience.

Shoes must be closed toe with a secure heel (closed or strap). Shoes and shoe laces are to be clean and tied at all times. Shoes worn in the clinical setting must comply with the clinical education setting's policy.

### **Name Badge**

GateWay Community College issues identification cards to all students and college employees. There is no fee for the first identification card issued to the student. Students must wear this name badge near collar-level at all times during the clinical experience. Students are discouraged from using lanyards, as they can interfere with patient care and pose a risk to the student if pulled by a patient.

In some instances, students may also be required to wear an ID issued by the clinical education setting. This ID must be worn and returned in accordance with the issuing institutions policies. In addition, students must have a copy of their CPR card and a copy of their fingerprint clearance card on their person while in the clinical setting.



## **PROFESSIONAL DRESS STANDARDS (CONT.)**

### **Lead Markers**

Students will receive a program approved set of lead x-ray markers at the end of the 1<sup>st</sup> year fall semester. They will consist of a left and right marker with the student's initials. The cost associated with any additional x-ray markers will be incurred by the student.

### **Radiation Dosimeter**

Students will receive a radiation dosimeter at beginning of the 1<sup>st</sup> year fall semester. Dosimeters must be worn while in the energized lab at GateWay Community College and during all clinical experiences. Dosimeters must be worn at the collar level. When participating in fluoroscopy, dosimeters must be worn outside the lead apron at the collar level. Students will not be allowed to participate in lab or clinical experiences without a dosimeter.

### **Personal Appearance**

Dress and appearance expected for the clinical experience also includes:

- Subtle makeup.
- Hair pulled back from face and out of the field of operation, in a professional standard style and, if dyed, be of a "natural" hair color; if hair accessories, such as extenders, are worn, they must be conservative and kept clean at all times.
- If worn, beards and moustaches must be neatly trimmed.
- No artificial nails are permitted. Fingernails must be clean and, if performing patient care, must also be short and neatly trimmed.
- Proper hygiene:
  - bathe/shower daily;
  - use deodorant,
  - wear freshly laundered uniforms/lab coats, etc. for each clinical visit;
  - avoid use of perfume, cologne, strong smelling body lotion or creams;
  - maintain good oral hygiene;
  - avoid smoking or use of tobacco products.
- No body piercing jewelry or tattoos are to be visible or a hindrance to performance in the healthcare setting. Pierced earrings may be an exception.





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## ENERGIZED X-RAY LAB

### Assigned Lab Time

The Radiologic Technology program has multiple courses that have both didactic and laboratory learning objectives. As a result, students will spend over 200 hours in the energized x-ray laboratory, gaining hands-on experience utilizing the x-ray equipment. **Under no circumstances will a student be directly exposed to x-rays.** Numerous phantom body-parts will be utilized during actual x-ray exposures to simulate the experiments.

### Open Lab Time

When there are no assigned labs taking place in the energized lab, students may request access to the lab to further practice their skills. Students' utilization of energized laboratories must be under the supervision of a qualified radiographer who is readily available.

### Lab Safety Rules

To assure students' safety in the energized laboratories, the following rules must be followed:

- Students are required to wear a radiation dosimeter while in the energized lab.
- Students must have successfully completed the equipment competency before using any radiography equipment.
- Students' utilization of energized laboratories must be under the supervision of a qualified radiographer who is readily available.
- Never initiate an exposure unless permission has been given by an instructor.
- Ensure that the lab door is closed and no one is in the lab before initiating an exposure.
- Do not use the electrical locks found on the x-ray tube and floating table top as braking devices.
- Never aim the x-ray tube directly at a lab window, as they are not designed as primary barriers.
- Inform an instructor of any equipment failures.
- Alert everyone of a pending exposure by stating clearly, "Exposure Lab A"(indicate actual lab).
- Never bring food or drink into the radiographic rooms or control area.
- Do not sit, lean or place items on the transformers, generators, circuit boxes or coordinating area counters.
- Place all equipment back into the proper storage cabinet or storage area in an orderly fashion at the end of the lab period or practice session.
- Wipe down all equipment in the radiographic lab with disinfectant wipes and/or spray at the end of the lab period or practice session.
- Program uniforms and closed-toe shoes must be worn.



### **RADIATION SAFETY POLICY**

All students shall practice appropriate radiation safety procedures in protecting themselves, patients, and other personnel from unnecessary exposure.

Each student is individually responsible for implementing proper radiation protection procedures. Radiation protection and ALARA is studied initially as part of RAD103 – Radiation Protection in Radiologic Technology. Further study occurs in all radiographic procedure courses RAD107, RAD117, RAD207; all clinical courses RAD109, RAD119, RAD209, RAD219; RAD104-Imaging Equipment, RAD105-Radiation Production and Principles of Exposure, RAD114-Digital Image Acquisition and Display I, RAD214-Digital Image Acquisition and Display II, and RAD203-Radiation Biology.

Exposure of all individuals to radiation must be kept as low as reasonably achievable (ALARA concept). During clinical practice students should exercise reasonable means to protect themselves from excessive radiation exposure. **Students must not hold image receptors during any radiographic procedure. Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care (JRCERT Objective 5.3).**

When patients need assistance, students should utilize one of the following applications of radiation safety practices:

1. have the patient assist in holding the part to be imaged or the image receptor,
2. have a non-pregnant family member hold the part/patient, or
3. use positioning aids to hold the patient/image receptor.

Students may not expose any person to radiation without a valid requisition authorized by a physician. It is also inappropriate for students to make exposures on themselves. In order to avoid excessive patient exposure, all unsatisfactory radiographs produced by students must be repeated in the presence of a supervising radiographer.

Students shall only operate a fluoroscopic unit under the supervision of a licensed practitioner as defined by [ARS 32-2801](#) (i.e., MD, DO, DDS, DMD, DC, PA, DPM and NMD) or individuals licensed by ADHS BSL.

### **MRI SAFETY POLICY**

The American Society of Radiologic Technologists (ASRT) recognizes the concept of ALARA to include energies used for magnetic resonance. Students in the Radiologic Technology program have the option to participate in clinical education in magnetic resonance imaging (MRI) starting their final spring semester.

Per JRCERT Objective 5.3, program must establish a MRI screening protocol and student must complete MRI orientation and screening which reflect current American College of Radiology (ACR) MR safety guidelines prior to the clinical experience. This assures that students are appropriately screened for magnetic field or radiofrequency hazards. Students must notify the program should their status change.

Students receive MRI safety training by completing the MRI Safety Module in the Radiologic Technology program's Canvas course. In the MRI Safety module, students watch a MRI safety video, complete a MRI screening questionnaire, and complete a MRI Safety Attestation form. These items must be completed in the fall semester prior to beginning their clinical training so they are aware the presence of MRI within their training environment.



### **MRI SAFETY POLICY (CONT.)**

Students' participation in this clinical area is determined by review of their screening questionnaire and possible discussion with the clinical coordinator. Students unable to fully participate in this clinical rotation will have an alternate clinical rotation assigned. Pregnant students will not be allowed in the MRI scan room when the radiofrequencies are being utilized.

### **PLAN OF CLINICAL EDUCATION**

The GateWay Community College Radiologic Technology Program enrolls one cohort per year. The program officially begins at the inception of official fall semester in August and ends 22 months later in May.

Courses are sequenced such that those courses providing basic radiographic principles are offered first. The philosophy behind this sequencing is to prepare the student as soon as possible for entry into the clinical environment with more advanced principles following in subsequent semesters.

All competencies are based on accepted professional recommendations and standards. The Clinical Preceptors, to assure clinical input, are provided with a course outline for each clinical practicum. Clinical Preceptor meetings are bi-monthly throughout the academic year. Generally, there are no meetings held during the months of June, July, and August because of the college summer schedule.

The Plan of Clinical Education has 3 components: Lecture, Lab, & Clinical

1. Lecture: Positioning, as an example, is covered in a lecture format where all the cognitive information is relayed to the student and assessed.
2. Lab: The student will then take the concepts learned in lecture and apply them in the labs by practicing positioning and using phantoms to produce images. Positioning and images are evaluated.
3. Clinical: The student will then take their skills learned thus far into the clinical setting where they will apply them. Evaluations are also completed during this experience.

The plan also includes four (4) individual practicum courses. Each practicum has its own set of criteria for successful completion. The student must complete one practicum prior to advancing to the next. All practicum courses require the completion of clinical competencies. The student is expected to graduate at the end of Practicum 4. The student matriculates through clinical by achieving two levels of competency.

When the student has become proficient in a particular exam, they may seek competency status. Prior to competency by exam, the student practices under direct supervision. To achieve ARRT Competency, fifteen criteria are evaluated. The student must receive at least 41 of 45 points with a 2 or better in each criterion. They may complete examinations under indirect supervision, as defined by the JRCERT in Objective 5.4, after successfully demonstrating competency.



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## PLAN OF CLINICAL EDUCATION (CONT.)

Before the students enter RAD109-Radiography Practicum I, they have completed 16 weeks of courses on campus. The student will have completed courses in Radiation Protection, Radiographic Procedures, Patient Care, Imaging Equipment, Radiation Production and Principles of Exposure. The student is now prepared to assume and master the competencies in Practicum I.

All practicum courses are as academically accountable as any other course for which credit is granted. These courses are well integrated into the curriculum and account for 19.5 of the 84-94.5 credit hours required for the degree. One credit hour for clinical practicum is calculated based upon 80 clock hours (1 credit = 80 hours).

Students are normally assigned to traditional clinical shifts. While class is in session, a **traditional** clinical day will be Monday-Friday between the hours of 5:00am to 7:00pm per course/program schedule. **Non-traditional** clinical hours are considered to be those hours outside the defined traditional clinical hours. This includes shifts starting prior to 5:00am, after 7:00pm, and weekends.

Each clinical education center has agreed to:

- Provide an environment that is conducive to learning.
- Provide personnel that support the educational process and provide a positive influence on the student.
- Provide each student an equal opportunity to complete all competencies.
- Adopt a philosophy of program standardization, where possible.

Acute care clinical education centers are full service and offer all required imaging modalities. The program is affiliated with outpatient diagnostic imaging centers which serve as an additional rotation for students. The program also has a designated pediatric facility. The acceptable student to technologist ratio is 1:1.

The program and clinical education centers have adopted the JRCERT guidelines pertaining to supervision of students and repeating radiographs.



### LEVELS OF SUPERVISION

1. OBSERVE: The Observation of a procedure with limited involvement by the student.
2. ASSIST: Increase participation by the student with the emphasis and responsibility of the procedure assumed by the supervising technologist. Technologist marker is on the image.
3. DIRECT SUPERVISION: As stated in the JRCERT Objective 5.4, direct supervision assures patient safety and proper educational practices. The JRCERT defines direct supervision as student supervision by a qualified radiographer who:
  - reviews the procedure in relation to the student's achievement;
  - evaluates the condition of the patient in relation to the student's achievement;
  - is physically present during the conduct of the procedure; and
  - reviews, and approves the procedure and/or image.
4. INDIRECT SUPERVISION: As stated in the JRCERT Objective 5.4, indirect supervision promotes patient safety and proper educational practices. The JRCERT defines indirect supervision as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of the student's achievement. "Immediately available" is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed.

#### Summary of JRCERT Objective 5.4

- Students must be directly supervised until competency is achieved. Once students have achieved competency, they may work under indirect supervision.
- Repeat images must be completed under direct supervision. The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices.
- Students must be directly supervised during surgical and all mobile, including mobile fluoroscopy, procedures regardless of the level of competency.

#### Qualified Radiographer:

A radiographer possessing ARRT certification or equivalent and active registration in the pertinent discipline and practicing in the profession. This excludes the PTR license issued by the ADHS BSL.

#### Levels of Supervision Compliance

**Failure to adhere to JRCERT Objective 5.4 will result in disciplinary action.** A conference will be held as soon as possible with the student, Clinical Preceptor, and the Clinical Coordinator. Disciplinary progression is as follows:

- 1<sup>st</sup> Incident: Action Plan - written warning and increased supervision –**6-month** probationary status for patient safety. After 6 months without incident, Action Plan is cancelled.
- 2<sup>nd</sup> Incident: Withdrawal of admission to the Radiologic Technology program.



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## LEVELS OF SUPERVISION (CONT.)

NOTE: THE LEVEL OF SUPERVISION INDICATED SHOULD BE ACHIEVED BY THE END OF THE COURSE UNDER WHICH IT IS LISTED.

PROCEDURES	RAD109 PRACTICUM 1	RAD119 PRACTICUM 2	RAD209 PRACTICUM 3	RAD219 PRACTICUM 4
OFFICE PROCEDURES	DIRECT TO INDIRECT SUPERVISION	INDIRECT SUPERVISION	INDIRECT SUPERVISION	INDIRECT SUPERVISION
CHEST, UPPER & LOWER EXTREMITIES	DIRECT TO INDIRECT SUPERVISION	DIRECT TO INDIRECT SUPERVISION	INDIRECT SUPERVISION	INDIRECT SUPERVISION
THORACIC BONES/SHOULDER GIRDLE	DIRECT TO INDIRECT SUPERVISION	DIRECT TO INDIRECT SUPERVISION	INDIRECT SUPERVISION	INDIRECT SUPERVISION
ABD/PELVIS/HIP	OBSERVE/ASSIST TO DIRECT SUPERVISION	DIRECT TO INDIRECT SUPERVISION	INDIRECT SUPERVISION	INDIRECT SUPERVISION
CONTRAST MEDIA PROCEDURES	OBSERVE/ASSIST TO DIRECT SUPERVISION	DIRECT SUPERVISION	DIRECT TO INDIRECT SUPERVISION	INDIRECT SUPERVISION
PORTABLE PROCEDURES	DIRECT SUPERVISION	DIRECT SUPERVISION	DIRECT SUPERVISION	DIRECT SUPERVISION
CRANIUM, CERVICAL, THORACIC AND LUMBAR SPINE	OBSERVE/ASSIST TO DIRECT SUPERVISION	DIRECT TO INDIRECT SUPERVISION	DIRECT TO INDIRECT SUPERVISION	INDIRECT SUPERVISION
O.R. PROCEDURES	OBSERVE/ASSIST	OBSERVE/ASSIST TO DIRECT SUPERVISION	DIRECT SUPERVISION	DIRECT SUPERVISION
ADVANCED IMAGING MODALITIES				OBSERVE/ASSIST



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### **ADMINISTRATION OF INTRAVENOUS CONTRAST MEDIA POLICY**

Students are not allowed to administer intravenous contrast media or any other pharmacological agent. Students are allowed to draw up contrast and prepare a site for injection only under the direct supervision of a qualified practitioner and in accordance with the department policies of the clinical education setting. Students may perform venipuncture after completing RAD206-Pharmacology and Venipuncture and after achieving competency under the direct supervision of a qualified practitioner.





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## CLINICAL PLACEMENT

### Process

GateWay Community College guarantees clinical assignments for all students, but there is no guarantee of a specific clinical education setting. JRCERT Objective 4.4 indicates that clinical placement must be nondiscriminatory in nature and is solely determined by the program. To that end, in fall semester of the 1<sup>st</sup> year, each student will have the opportunity to identify three acute care options for clinical placement. Program faculty members will attempt to assign students to one of the three acute care options.

For the good of the clinical experience of all students, the program reserves the right to assign students as it sees fit. Out-patient clinics may be utilized in conjunction with acute care centers. Rotations to other facilities will be initiated on as needed basis to achieve necessary clinical competencies.

All students are expected to adhere to the rules and regulations of the facility to which they are assigned, including health & safety requirements.

### Clinical Education Centers

Abrazo Arrowhead Campus	HonorHealth John C. Lincoln Medical Center
Abrazo West Campus	HonorHealth Scottsdale Shea Medical Center
Banner Baywood Medical Center	Mayo Clinic Arizona
Banner Boswell Medical Center	Mercy Gilbert Medical Center
Banner Del Webb Medical Center	Mountain Vista Medical Center
Banner Desert Medical Center	Phoenix Children's
Banner Estrella Medical Center	SimonMed Imaging
Banner Thunderbird Medical Center	Southwest Medical Imaging Ltd
Banner University Medical Center	St. Joseph's Hospital and Medical Center
Chandler Regional Medical Center	Valleywise Health
HonorHealth Deer Valley Medical Center	

## TRAVEL POLICY

All traveling arrangements and expenses are the responsibility of the student. Students are not guaranteed a clinical site near their home and may need to travel anywhere within Maricopa county to complete the program's educational requirements.



### **ADVANCED MODALITY ROTATIONS**

In the final Radiography Practicum of the Radiologic Technology program, RAD219, students will be provided with the opportunity to voluntarily rotate to an advanced modality. These rotations are subject to the availability of the clinical education setting to provide the requested rotation. The Clinical Preceptor and Clinical Coordinator will collaborate as needed to facilitate the requested rotations. Advanced modalities may include:

- Bone Densitometry
- Cardiac Interventional Radiography
- Computed Tomography
- Magnetic Resonance Imaging
- Mammography
- Nuclear Medicine
- Radiation Therapy
- Sonography
- Vascular Interventional Radiography



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## **CLINICAL ORIENTATION**

### **Clinical Education Orientation**

Prior to the clinical experience, students will be required to attend two separate clinical orientation sessions in the 1<sup>st</sup> year fall semester. These orientation sessions will be held at GateWay Community College and address important clinical topics, as well as program policies related to the clinical experience.

Additionally, students will be required to complete mandatory regulatory modules and site-specific orientation/requirements prior to their rotation. JRCERT Objective 4.4 indicates that students must be cognizant of clinical policies and procedures including emergency preparedness and medical emergencies. The site-specific information will vary from one institution to another; however, the regulatory modules will not vary and will include the following topics:

- Corporate Compliance
- HIPAA
- Infection Control
- Patient Safety
- Professional Conduct

### **On-Site Department Specific Orientation**

Appropriate department specific orientation assures that students are cognizant of clinical policies and procedures. To comply with JRCERT Objective 4.4, the policies and procedures must, at a minimum, address the following: hazards (fire, electrical, chemical), emergency preparedness, medical emergencies, HIPAA, and Standard Precautions. The Clinical Orientation Checklist must be completed at the beginning of each new rotation. Completed forms must be submitted to the Clinical Coordinator at GateWay Community College.

## **CLINICAL EDUCATION ACTIVITIES TRACKING**

Clinical hours, competencies, and student performance evaluations are documented on the program's web-based application. This application is accessible and available on the internet at each clinical education site. It is mandatory for all students to clock in and out each day of their clinical rotation without exception. Clocking in and out must be completed on the computers at the clinical site and will be tracked by IP addresses. The tracking application is used to monitor and document various program requirements that include:

- Attendance
- ARRT Competencies
- Clinical Progress Reports
- Clinical Performance Assessments
- Clinical Reflections
- Clinical Remediation
- Program Policy Violations

Under no circumstances will a student be allowed to clock in for another student. Clocking in for another student constitutes fraud, and both students will have their admission to the Radiologic Technology program withdrawn for falsification of records.



### CLINICAL COMPETENCY REQUIREMENTS

According to the ARRT, the purpose of the clinical competency requirements is to verify that individuals certified and registered by the ARRT have demonstrated competency performing the clinical activities, in conjunction with mastery of the cognitive knowledge and skills covered by the radiography examination, provides the basis for the acquisition of the full range of procedures typically required in a variety of settings. The ARRT will periodically update clinical requirements based on national survey data. The GWCC Radiologic Technology program clinical requirements reflect the most recent ARRT Board approved clinical requirements.

Student competency will be assessed using the ARRT Competency Evaluation form. This form includes ARRT required criteria to demonstrate competence. Students will be required to complete a minimum of 36 mandatory and 15 elective ARRT Competency Evaluations, during the 17-month clinical experience.

By completing an ARRT Competency Evaluation, students satisfy certain clinical activities that are necessary to become eligible for the ARRT registry exam. Prior to completing the ARRT Competency Evaluation for a given exam, the student practices under direct supervision. To demonstrate competency, students must earn 41 of 45 points on the ARRT Competency Evaluation form. Once they have demonstrated competency, they may complete the imaging procedure under indirect supervision.

#### Schedule for Competency Evaluation:

	CLINICAL PRACTICUM	MINIMUM ARRT MANDATORY/ELECTIVE COMPETENCY EVALUATIONS REQUIRED BY PRACTICUM
<b>1<sup>st</sup> Year Clinical Experience</b>	RAD109 Practicum I	8
	RAD119 Practicum II	12
<b>2<sup>nd</sup> Year Clinical Experience</b>	RAD209 Practicum III	15
	RAD219 Practicum IV	16
<b>TOTAL REQUIRED</b>		<b>51</b>



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## **CLINICAL PERFORMANCE EVALUATIONS**

### **Clinical Progress Report**

The Clinical Progress Report is a formative, affective assessment of the students' clinical performance. It is a convenient way for the Clinical Preceptor or clinical staff to communicate back to the school on student progress in the following Performance Standards:

- Professional Communication
- Professionalism
- Initiative
- Response to Supervision
- Safe Practice
- Problem Solving

The form is available online in Canvas, as well as the Trajecsyst website. The Clinical Coordinator will contact students receiving unsatisfactory reports and, when necessary, pursue clinical remediation to help prevent the student from failing.

The Clinical Progress Report is the student's responsibility. The form is self-reflective in nature and must be reviewed & signed by a Radiologic Technologist. Due dates for the Clinical Progress Report are identified in each Radiography Practicum syllabi.

### **Clinical Performance Assessment**

The Clinical Performance Assessment (CPA) is a summative, affective assessment of the students' clinical performance. This assessment is a descriptive rubric that was developed in collaboration with the Clinical Preceptors of the Radiologic Technology program at GateWay Community College to provide an objective evaluation of the following Performance Standards:

- Professional Communication
- Professionalism
- Initiative
- Response to Supervision
- Safe Practice
- Problem Solving

The form is available online in Canvas, as well as on the Trajecsyst website. The Clinical Coordinator will contact students receiving unsatisfactory reports and, when necessary, pursue clinical remediation to help prevent the student from failing.

The Clinical Preceptor(s) at each clinical education setting will complete this assessment according to the dates listed in each Radiography Practicum syllabi. The program faculty will be responsible to submit the clinical grade for the student based upon the input from the Clinical Preceptor(s) completing this form.



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## **CLINICAL CHANNELS OF COMMUNICATION**

### **Clinical Channels of Communication**

1. If the problem concerns the clinical experience of the student, the Clinical Preceptor must be consulted first.
2. If the problem is not resolved, contact the Clinical Coordinator who will work with the Clinical Preceptor to attempt resolution.
3. If further assistance is needed, the Program Director will become involved.
4. If the problem remains unsolved, the matter is referred to the Division Chairperson and then the Dean of Professional & Technical Education.



**ACCIDENT/INJURY/EXPOSURE GUIDELINES**

**Instructions:**

Below are the steps to complete when a student is involved in an accident, injury or exposure either on campus or at a clinical setting. This document should be used in conjunction with the MCCC Student Injury/Exposure Incident Report Form to ensure all procedural steps have been taken and all appropriate parties have been notified.

Students, Instructors, and/or Program Directors should also refer to MCCC Student Accident Insurance Plan website and/or Allied Health Student Manual.

<b>STEP 1</b>	<b>INSTRUCTIONS:</b> Immediately: Student reports the incident to the clinical site preceptor/ supervisor. If the student is on campus, they should report the incident to the instructor.	<b>DATE COMPLETED</b>	<b>TIME COMPLETED</b>	<b>INITIALS</b>
	<b>IMPORTANT NOTES:</b> Student should follow the clinical site process and not delay treatment or medical attention if at a clinical site. While on campus, students will follow MCCC reporting process.			
<b>STEP 2</b>	<b>INSTRUCTIONS:</b> Immediately: Student is informed to seek medical triage and treatment	<b>DATE COMPLETED</b>	<b>TIME COMPLETED</b>	<b>INITIALS</b>
	<b>IMPORTANT NOTES:</b> Student is informed they are responsible for all costs related to exposure, triage, and treatment. Treatment must be rendered within 120 days from the incident date for benefits to be considered but may be shorter depending on the type of exposure.  Student must refer to the Student/Injury Exposure Incident Report Form for specific timelines for testing following an exposure.  Should the student refuse medical treatment, testing, or triage, the student will need to sign the declination of care on the MCCC Student/Injury Exposure Incident Report Form.			
<b>STEP 3</b>	<b>INSTRUCTIONS:</b> Student reports the incident to Program Instructor and/or Director within 24 hours	<b>DATE COMPLETED</b>	<b>TIME COMPLETED</b>	<b>INITIALS</b>
	<b>IMPORTANT NOTES:</b> MCCC Instructor or Program Director will direct the student to the MCCC Student/Injury Exposure Incident Report Form.			





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<b>STEP 4</b>	<b>INSTRUCTIONS:</b> Student downloads and completes the MCCCCD Student Injury/Exposure Incident Report Form	<b>DATE COMPLETED</b>	<b>TIME COMPLETED</b>	<b>INITIALS</b>
	<b>IMPORTANT NOTES:</b> MCCCCD Instructor or Program Director will assist the student in completing the MCCCCD Student/Injury Exposure Incident Report Form as needed.  MCCCCD Instructor or Program Director will retain a copy of the report for the student file and the student will be provided a copy as well.  For insurance and claims processes, refer to the <a href="#">MCCCCD Student Accident Insurance Plan</a> for the current academic year.			
<b>STEP 5</b>	<b>INSTRUCTIONS:</b> Instructor or Program Director follows up with all parties to ensure the reporting processes have been completed.	<b>DATE COMPLETED</b>	<b>TIME COMPLETED</b>	<b>INITIALS</b>
	<b>IMPORTANT NOTES:</b> If the incident occurred at the clinical site, the Instructor or Program Director should follow-up with the Clinical Preceptor or supervisor.			
<b>STEP 6</b>	<b>INSTRUCTIONS:</b> Instructor/Program Director conducts a follow up with the student every 30 days (up to 120 days) to ensure we are providing the appropriate level of support to the student while in their academic program.	<b>DATE COMPLETED</b>	<b>TIME COMPLETED</b>	<b>INITIALS</b>
	<b>IMPORTANT NOTES:</b> Identify if the student is progressing in the submission of forms and documents if they need any college level resources such as DRS, Financial Aid, Veterans Affairs, Admissions and Records, Advising, and Tutoring.  Instructor/Program Director should not be discussing medical care or treatments and should make every effort to maintain strict confidence.			



## **PREGNANCY POLICY**

Nuclear Regulatory Commission (NRC) regulations allow a pregnant woman to decide whether she wants to formally declare her pregnancy to the program faculty. In doing so, she can take advantage of the special dose limits provided to limit radiation exposure to the developing embryo/fetus. A declared pregnant woman is defined as a woman who has voluntarily informed her employer (Program Director) in writing of her pregnancy. (NRC Regulation, Section 20.1003 of 10CFR).

Per JRCERT Objective 5.1, this pregnancy policy must include the following:

- A written notice of voluntary declaration,
- An option for withdrawal of declaration, and
- An option for student continuance in the program without modification.

### **Written Notice of Voluntary Declaration**

A student who becomes pregnant while enrolled in the program has the option of disclosing her pregnancy to the Program Director in writing. This disclosure is voluntary, but the student is not considered to be pregnant unless this written notification is submitted. Within the document, the estimated date of delivery and amount of time for recovery following delivery need to be stated. The student may use the “Declaration of Pregnancy” form found in the Radiologic Technology Student Handbook and/or the Dosimetry Canvas course.

Upon receipt of this declaration, the Program Director will inform the Radiation Safety Officer and request a fetal dosimeter to be issued to the student for the purpose of monitoring fetal exposure to radiation.

### **Option for Withdrawal of Declaration**

The student may withdraw their declaration of pregnancy at any time. This declaration must be provided to the Program Director in writing. If a fetal dosimeter has been issued to the student, it should be returned to the Program Director or Radiation Safety Officer.

### **Option for Student Continuance in the Program Without Modification**

The student has the option of remaining in the program and continuing her education without modification. This decision should be made in consultation with her physician.

### **Option for Long-Term Leave**

The student can discuss long-term leave options with the Program Director. The Long-Term Leave policy will be utilized in this instance.

### **Forms**

Students will be asked to review and/or complete the following forms found here or in the Dosimetry Canvas course:

- Declaration of Pregnancy Form
- [NRC Regulatory Guide 8.13, “Instruction Concerning Prenatal Pregnancy”](#)
- Acknowledgement Form



# GATEWAY COMMUNITY COLLEGE

A MARICOPA COMMUNITY COLLEGE

## PREGNANCY POLICY DECLARATION OF PREGNANCY FORM

To: Radiologic Technology Program Director

From:

I am declaring that I am pregnant. In consultation with my physician, we estimate the following dates

Conception: \_\_\_\_\_, \_\_\_\_\_  
Month Year

Due Date: \_\_\_\_\_, \_\_\_\_\_  
Month Day Year

I will review the program policy in regard to pregnancy and NRC Regulatory Guide 8.13, "Instruction Concerning Prenatal Pregnancy," which the RSO or designee will provide.

<http://pbadupws.nrc.gov/docs/ML0037/ML003739505.pdf>

I understand that my occupational radiation dose during my entire pregnancy will not be allowed to exceed 5 mSv (500 mrem) for the entire 9-month gestation period. I also understand I may not exceed 0.5 mSv/month (50 mrem/month) for each month following the declaration of pregnancy.

If I find out that I am not pregnant or if my pregnancy is terminated, I will promptly inform the program and RSO in writing that my pregnancy is ended. (This statement may be crossed out by the student if desired.)

A student has the right to withdraw the declaration at any time.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
PRINT NAME

Radiologic Technology

\_\_\_\_\_  
PROGRAM

\_\_\_\_\_  
DATE



# GATEWAY COMMUNITY COLLEGE

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## PREGNANCY POLICY ACKNOWLEDGEMENT FORM

The pregnant student acknowledges the following (please initial):

Initial \_\_\_\_\_ I have read and understand the Radiologic Technology program Pregnancy Policy.

Initial \_\_\_\_\_ I understand that disclosure is voluntary, and the I am not considered to be pregnant unless written notification is submitted.

Initial \_\_\_\_\_ I have an option to continue in the program without modification.

Initial \_\_\_\_\_ I may withdraw my declaration of pregnancy at any time.

Initial \_\_\_\_\_ I can discuss long-term leave options with the Program Director.

Initial \_\_\_\_\_ I have reviewed the [US Regulatory Guide 8.13, "Instruction Concerning Prenatal Radiation Exposure,"](#) including appendices A and B. I will discuss questions and/or concerns with the Program Director or Radiation Safety Officer.

Initial \_\_\_\_\_ I will not hold GateWay Community College or Maricopa County Community College District liable for any complications of her or the fetus during pregnancy, delivery, or thereafter.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Name printed

\_\_\_\_\_  
Date