

NORTHEAST MISSISSIPPI COMMUNITY COLLEGE

RADIOLOGIC TECHNOLOGY PROGRAM



Imaging the Future

STUDENT HANDBOOK
REV. 07/2026

**Northeast Mississippi Community College
101 Cunningham Blvd.
Booneville, MS 38829**

The program faculty reserves the right to make changes in the rules, regulations or curriculum contained in this manual if we feel that it is in the best interest of the program and its students.

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Section I: Programmatic Mission, Philosophies, and Goals

Welcome

The administration, faculty, and staff welcome you to the Radiologic Technology Program. This student handbook will familiarize you with information relevant to your participation and ultimate success in the Radiologic Technology Program. You are responsible for reading the contents of this handbook. If you need clarification, please don't hesitate to ask. Your success in this program will depend on the **mutual commitment of you- *the student*- and your instructors (*both on campus and at clinical*)**.

All students enrolled in the Radiologic Technology program at Northeast Mississippi Community College will observe all college rules and regulations stated in the current campus catalog, which is considered an integral part of the college for student clinical assignments.

The rules and regulations stated within, represent a contractual agreement between Northeast Mississippi Community College and associated clinical facilities listed within this handbook. Failure to comply with the rules and regulations stated in the handbook will affect student evaluations and could possibly result in dismissal from the Radiologic Technology program. While working in the clinical setting, remember that the administrative director of the Department of Radiology Services, along with Program Faculty and clinical preceptor, are responsible and in complete command.

Program Mission Statement

The mission of the NEMCC Radiologic Technology Program is to instill the value of lifelong learning and professionalism in students, graduates, and faculty and to provide the students with an education in radiologic technology that prepares them for the ARRT certification examination and employment as a Registered Radiologic Technologist

Program Philosophy

This program is based on the philosophy that learning radiography is an active process involving both intellectual and clinical experiences. Learning is also a life-long process. Healthcare technology is constantly changing, and workers must be willing to adapt to better and quicker ways to provide quality diagnosis and treatment. Learning is accomplished best in an atmosphere where open communication exists between students and instructors. These instructors may be programmatic or clinical preceptors.

It is the responsibility of the Radiography program to teach the theory behind the processes involved in radiography. These concepts will be taught in a logical sequence and will help the learner in dealing with patient and producing quality images. Throughout the program, emphasis will be placed on radiation safety, radiographic procedures, image quality, and working effectively and efficiently with patients and other healthcare workers.

It is the responsibility of the student to take an active part in his/her education. Academic concepts and skills that are taught in the classroom must be transferred to use in a clinical environment. This requires assertiveness on the part of the student, especially in the clinical setting.

Program Goals and Student Learning Outcomes

To ensure continuous program improvement, program faculty have adopted the following goals and student learning outcomes (SLOs) for the Radiologic Technology Program (**assessment cycle 2026-2027**):

1. Students will develop competency as an entry-level radiographer.

SLO 1.1: Students will be able to perform routine exams

SLO 1.2: Students will demonstrate procedures in patient care

SLO 1.3: Students will demonstrate radiation protection

2. Students will be able to communicate effectively.

SLO 2.1: Students will effectively communicate with patients

SLO 2.2: Students will demonstrate effective written communication

3. Students will think critically and analytically.

SLO 3.1: Students will adapt procedure protocol for non-routine procedures

SLO 3.2: Students will correct non-quality images

4. The student demonstrates the values and ethics of a radiographer and an understanding of professional development and lifelong learning.

SLO 4.1: Students will demonstrate professional behavior

SLO 4.2: Students will demonstrate knowledge and understanding of the key professional organizations (ARRT, JRCERT, ASRT)

5. Students will be prepared for immediate employment as a radiologic technologist or continuing studies in the field of diagnostic imaging.

SLO 5.1: Students will be prepared for and pass a National Certification Examination

SLO 5.2: Graduates will find employment in an imaging modality and Employers will be satisfied with graduate job placement

SLO 5.3: Students who start the program will finish the program and will feel that they were adequately prepared

The ARRT Standards of Ethics

The ARRT (American Registry of Radiologic Technologists) Standard of Ethics is one of our [governing documents](#). It articulates the types of behavior we expect of ARRT registrants and describes the types of behavior we won't tolerate. The document includes our Code of Ethics (a set of guidelines to which our registrants aspire) and Rules of Ethics (mandatory and enforceable standards), along with information regarding our ethics review process.

We encourage all registrants to review the *ARRT Standards of Ethics* each year to ensure they're maintaining compliance. You should also refer to the document if you're reporting an ethics violation or if you're under an ethics review.

ARRT Standard of Ethics

Section II: Program Accreditation and Licensure

Programmatic Accreditation

NEMCC is accredited by The Joint Review Committee on Education in Radiologic Technology. The JRCERT is the only agency recognized by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA), for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry.

NEMCC Radiologic Technology JRCERT Program page can be viewed at this link:
<https://www.jrcert.org/programs/northeast-mississippi-community-college/>

To learn more, you may contact the JRCERT at:

20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
312-704-5300
mail@jrcert.org
www.jrcert.org

The following link is a brief overview of the radiology profession provided by the American Society of Radiologic Technologists (ASRT) [Medical imaging and radiation therapy professionals. It's time for us to be seen.](#)

Program Licensure

The Radiologic Technology Program is licensed by the Mississippi State Board of Health and maintains regular inspection and licensing of radiographic equipment.

Registry Exam

The board exam for certification in radiologic technology is offered by the American Registry of Radiologic Technologists (ARRT). The cost of the exam is \$225.00. The tests are computerized and offered at Pearson Vue Testing Centers located throughout the U.S. The closest one to NEMCC is in Tupelo, MS. The ARRT phone number is (651) 687-0048.

[ARRT website](#)

[ARRT Exam Breakdown \(effective March 2027\)](#)

Conferences

Students will be encouraged to attend the Mississippi Society of Radiologic Technologists State Conference in their 2nd year of the program. The conference is held at a different location of the state each year. The cost of the conference varies (this is the student's responsibility) and students are given the opportunity to choose a fundraiser which helps offset the expense of attending this conference. There are many valuable seminars at this conference that students and instructors attend for continuing education units (CEUs). There are also competitions in which the students can compete for awards.

Section III: Program Officials and Academic Calendar

Program Officials

President of the College:	Dr. Ricky Ford
Vice President of Health Sciences:	Ms. Jennifer Coley
Program Director:	Mrs. Hope Harrelson
Clinical Coordinator:	Mrs. Jennifer LaMontagne

Clinical Affiliates and Phone Numbers

Currently, the NEMCC Radiologic Technology Program affiliates with the following healthcare agencies:

Clinical Affiliate/Phone #	Location	Number of Students	Size of Hospital	Clinical Faculty
Magnolia Regional Health Center 662-293-1463	Corinth, MS	4	>150 beds	Kelly Flurry Brittany Purttman Zack Fowler
Baptist Memorial Hospital- Booneville 662-720-5030	Booneville, MS	1	<100	Teresa Botts Jessica Moss Melissa Scott
Baptist Memorial Hospital- Union 662-538-2140	New Albany, MS	2	>150	Ben Harrelson Jace Malone
Baptist Memorial Hospital- North MS 662-636-1180	Oxford, MS	2	>200	Cade Austin Hannah Smith Allison Moore Jennifer Anderson
Baptist Memorial Hospital- Golden Triangle Outpatient: 662-244-1155 Inpatient: 662-244-1186	Columbus, MS	2	>300	Brad Mize Vanessa Bozeman
Tippah County 662-837-9221	Ripley, MS	2	<100	Aretha Rutherford Jason Hubbard
Iuka Hospital 662-423-4518	Iuka, MS	2	<100	Karen Barnes
Mitias Orthopedic 662- 534-2227	New Albany, MS	1		N/A (no students at this time)
Magnolia Ortho 662-286-6369	Corinth, MS	1		N/A (no students at this time)
Ortho Express 662-350-0737	Tupelo, MS	1		Brooke Ann Benson
Ortho Express- Corinth 662-643-4533	Corinth, MS	1		Jason Clifton
Hardin Medical Center 731-926-8000	Savannah, TN	1	<100	Jenna Foote Lesley Umphrey
Iuka Medical Clinic 662-423-6014	Iuka, MS	1		Larissa Park

Academic Calendar:

[NEMCC 26/27 Calendar](#)

[NEMCC 26/27 Important Dates](#)

Semester Breaks and Holidays

Breaks and holidays will be the same as those observed by the college. If the college is closed, then no clinical rotations or classes are active at that time.

Section IV: Program Overview

Program Curriculum Sequence for Radiologic Technology

Baseline Competencies for Medical Radiologic Technology

Freshmen Year

First Semester

4 sch Clinical Education I (RGT 1114)
2 sch Radiation Protection (RGT 1312)
3 sch Image Production (RGT 1323)
3 sch Radiographic Procedures I (RGT 1513)
3 sch Patient Care & Radiography (RGT 1223)
3 sch Fundamentals of Radiography (RGT 1213)
18 sch

Second Semester

3 sch Radiographic Procedures II (RGT 1523)
4 sch Clinical Education II (RGT 1124)
3 sch Physics of Imaging Equipment (RGT 1613)
3 sch Digital Imaging Analysis (RGT 1333)
13 sch

Summer Term (10-week)

9 sch Clinical Education III (RGT 1139)

Sophomore Year

First Semester

1 sch Radiation Biology (RGT 2911)
7 sch Clinical Education IV (RGT 2147)
2 sch Ethical & Legal Responsibilities (RGT 2132)
3 sch Radiographic Procedures III (RGT 2533)
13 sch

Second Semester

7 sch Clinical Education V (RGT 2157)
1 sch Radiographic Pathology (RGT 2921)
2 sch Radiographic Procedures IV (RGT 2542)
3 sch Certification Fundamentals (RGT 2933)
13 sch

Program Grading Scale

A = 95-100

B = 85-94

C = 75-84

D = 70-74

F = Below 70

Clinical competencies are graded on a pass/fail basis.

Students who receive a D, F, W in a Radiologic Technology course cannot continue with the current class. Students who fail (D, F, or W) a course may reapply to the program the following year.

Graduation Requirements:

Associate of Applied Science Degree

The Associate of Applied Science degree is awarded to students completing requirements in technical programs. To receive the A.A.S. degree, candidates must:

1. Complete the number of semester hours as designated in programs of study.
 2. Complete LLS 1151 College Life
 3. Earn a minimum grade point average of 2.0.
 4. Complete the 15 semester hours general education core consisting of:
 - English Composition (ENG 1113, 3 semester hours),
 - Social or behavioral science (3 semester hours from sociology, psychology, political science, geography, economics, or educational psychology),
 - Fine arts (3 semester hours selected from art/music/theatre appreciation),
 - Computer or computer-related (3 semester hours) or Speech (SPT 1113, 3 semester hours)
 - College Algebra (MAT 1313) 3 semester hours or above, except MAT 1723, MAT 1733, and MAT1743, OR laboratory science course BIO, CHE, PHY, AGR (4 semester hours).
 5. Complete major courses consisting of 40-65 semester hours.
-

Required Dress Code and Appearance

Students must be fully clothed (including shoes) before entering the classroom and other public areas of the campus. While in the classroom/lab setting, each student is to dress in program uniform with Northeast ID, X-ray markers, and dosimeter attached. Undershirts (short sleeve or long sleeve) may be worn under scrub tops but can ONLY be white, gray, or black. Pants must be worn at waist level and under garments should not show. Good personal hygiene and clean uniforms are mandatory. Students may be asked to leave the classroom or activity if dress is not according to program policy. Any violation of this dress code will be subject to disciplinary action, fines, and/or both.

Temperature in the classroom and lab can be inconsistent. Students are allowed to wear a jacket (lab or otherwise) or a sweatshirt in the classroom setting. Jackets and Sweatshirts should be clean and be free of any demeaning nature or profanity. Sweatshirts and jackets cannot be worn in the lab setting. Only black lab jackets are approved for lab.

All students are expected to practice good personal hygiene. Use of cosmetics, especially colognes, must be kept conservative. Heavy scents are often offensive to sick patients. If there are complaints with hygiene it will be discussed with you and you will be given an opportunity to correct it.

- ALL tattoos MUST be covered.
- Only allowed to wear **1 pair of stud earrings in ear lobes**. (NO hoops/dangles), NO gauges in ears will be worn.
- No tongue, nose, or eyebrow jewelry, etc.
- NO Artificial Fingernails (nails must be kept at fingertip level)
- Clear fingernail polish ONLY
- NO Artificial Eyelashes
- Wedding ring ONLY
- NO necklaces
- No Jogger Pants
- No Bright colored shoes (Closed toed leather shoes that are of a neutral color scheme).

Student should, always, enhance a professional image through the practice of good body and oral hygiene. Makeup and hairstyle should be conservative. Hair should be neatly arranged so that it is prevented from falling forward. Beards, mustaches, and/or sideburns should be well groomed and short. Hair must be a “natural color” as required by the clinical agencies. This means no blue or pink, streaks or coloration, etc. Individuals may dye or tint the hair blonde, auburn, brown, black, gray, etc. Hair that is dyed or tinted must be maintained. NO additional colored pieces (tinsel, feathers, etc.) are allowed in hair.

Uniform Fit

Students are expected to wear uniforms that fit appropriately and present a professional appearance. Uniforms should not be excessively tight, revealing, or restrictive. Clothing should allow employees to perform their job duties safely and comfortably while maintaining a neat, professional image. Uniforms that do not meet these standards can become distracting to the student, as well as other students, faculty, clinical employees, and patients. Program Faculty reserves the right to require students to wear a different size or style of uniform if the fit does not meet these standards.

Two things to ask yourself:

1. When lifting my arms, does my midriff show? If your answer is yes, then your scrub top is too short and needs to be changed or a longer undershirt would need to be placed under your scrub top and tucked in.
 2. Are my scrubs too restrictive (tight)? If your answer is yes, then you will need to change your scrub top or pants. As technologists, you will be moving constantly, and your scrubs should not be so restrictive (tight) that you are having to constantly make adjustments while working.
-

Class Absences

Students are encouraged to attend all classes. Absences from class should be the result of unavoidable circumstances such as sickness, family deaths, hazardous road conditions, jury duty, religious observances of faith, and so forth. Excused absences will entitle the student to reasonable opportunities to complete make-up assignments or exams. However, all unit exams missed will be made up at the end of the semester. It is the student's responsibility to check with instructors for missed materials. (Excused absences will not protect the student from the consequences of excessive absences.) Students who are absent from class more than 14% of the scheduled class meetings will be reported to the Records Office for excessive absences.

Classroom Tardies

Tardiness should seldom, if ever, occur. If you expect to be hired by any of the facilities in which you are training, you need to show them that you are dependable and be on time. Students who are not ready to start class (prepared for class: iPad fully charged, good personal hygiene and clean uniforms) at the scheduled beginning of the lecture day will be counted tardy. Each tardy counts as $\frac{1}{2}$ of an absence. 3 tardies = 1 Absence. Classroom tardies will be counted if you are 15 minutes late.

iPad Usage

Because our college has undergone an initiative to put iPads in the hands of all students to make education more accessible and affordable, the Radiologic Technology program will be utilizing eBooks for all courses. All students are required to have a functioning iPad with all textbooks loaded onto it for class and clinical. Malfunction of the iPad is the student's responsibility. There is a help desk located inside the student union for help with technical problems. The student will be required to replace their device as quickly as possible if it is lost, stolen or destroyed. Failure to have the proper equipment/text/clinical software will result in dismissal from the program. The iPad will also be used at clinical to access the Trajecsys system. The device should **ONLY** be used for clinical tracking purposes. That means no playing games, no

talking on phone, no camera, no texting, no accessing the internet, etc. The device should not be used for clinical purposes until patient contact is over. Wait until you can enter information in work area without calling attention to the device. **DO NOT** use the device in the Radiologist's presence. Failure to follow any part of this policy will result in dismissal from the program. There will be no warning given for the 1st offense. We must maintain the professionalism of using electronic devices for clinical tracking.

Canvas

The program instructors will utilize an online learning management system for course materials. Each student will be assigned a username and password. Students must utilize their NEMCC e-mail account. While access to a computer with internet capabilities at home would provide convenience for the student to complete assignments, it is not a mandatory requirement. There is a computer lab on campus for student use. Students should conduct themselves as honestly with online course work as they would in a traditional classroom setting. Dishonesty in any form will not be tolerated. Canvas will be discussed more in depth as courses require.

TECH CONNECT- IPAD and Canvas HELP resources



Dishonesty and Cheating

Students will be asked to place all personal belongings away from desks on test days. Only an iPad will be allowed on the desktop. Calculators will be provided when they are necessary. If a student is found cheating in any form or are observed not following proper testing procedures, they will be found in violation of the program policy on cheating and dismissed from the program at the instructor's discretion. College policy will be followed in the event of an appeal (see NEMCC Student Handbook).

Academic honesty is a fundamental attribute of higher learning. Students who violate the principle of honesty deny themselves an opportunity to master the skills that they are credited to possess, cheat their classmates of deserved recognition, and demean the college and its degrees. It is a matter of great concern that all members of the college community strive for high standards of personal integrity.

Evaluation of each student's level of knowledge and understanding is a vital part of the teaching process, and requires tangible measures such as reports, examinations, and homework. Any act that interferes with the process of evaluation by misrepresenting the relationship between the work being evaluated and the student's actual state of knowledge is an act of academic dishonesty. These acts of dishonesty include but are not limited to fraud, cheating, plagiarism, forgery, and facilitating dishonesty.

<https://catalog.nemcc.edu/academic-regulations/index.html#academic-honesty>

Cell Phones

Program faculty allow cell phones to be on the desk during class as long as they are on silent. Faculty reserve the right to ask a student to leave class if they are distracted by their phones. Cell phones should not be out or used during clinical hours (except on break times).

Cell Phones should not be utilized for anything, other than Program specific assignments during lab time. Any students that are overly distracted with their cell phone during lab time will be asked to leave lab and will receive a zero for any lab assignments that day.

Social Media

Under NO circumstances should a clinical site or anything related to a clinical site or clinical course be discussed on any type of social media (Facebook, Instagram, TikTok, Snapchat, etc.). Doing so will be considered a breach of confidentiality and will be grounds for dismissal from the Radiologic Technology program. If ever in doubt, just do NOT do it.

Student Email

Students are required to set-up and utilize their school email account for all program and school related correspondence. Email is an important form of communication between students, teachers, administrators, and staff. Students are expected to communicate respectfully and professionally when sending school-related emails. **Email should be checked every day. Remember, school email is intended for educational purposes. Messages should always reflect the school's standards for respectful and appropriate communication.**

Please use proper email etiquette when sending or responding to emails:

- Use your school-issued email account for all school communication.
- Write a clear and specific subject line that reflects the purpose of your email.
- Begin with an appropriate greeting (e.g., "Dear Mrs. Harrelson," or "Hello Mrs. Lamontagne,").
- Introduce yourself if the recipient may not know you, including your full name and class or grade level when appropriate.
- Clearly state the purpose of your email using complete sentences and proper grammar.
- Be respectful and courteous in your tone. Avoid slang, emojis, excessive punctuation, or text-message abbreviations.
- Proofread your email for spelling, grammar, and accuracy before sending.
- End with a polite closing such as "Thank you," "Sincerely," or "Best regards," followed by your name.
- Allow Faculty or Clinical Staff a reasonable amount of time to respond, typically one to two school business days.
- Avoid sending multiple follow-up emails unless the matter is urgent or several school days have passed.

Tiger Alert

Students should set-up their TigerAlert system when sent information from campus police. This will allow students to receive important safety and school closing information from the college.

Inclement Weather

In cases of bad weather, the student must use his/her own judgment on clinical attendance. The student will inform the clinical coordinator or program director of any absence as soon as possible, via email. Instructor will inform you via GROUP ME messaging if the college is closed as well. If the college is closed, you are not expected to attend classes or clinical, however please check canvas for any assignments.

Student Employment

School hours include clinical rotation hours. Students may not be paid for time that is required for academic clinical rotations. Radiography students will not be allowed to work as the only staff technologist at a facility on any shift during clinical hours. This is a special case that relates to this school since we affiliate largely with rural hospitals that have only 1 staff technologist on 1st, 2nd, and 3rd shift. Students are too inexperienced to handle situations that may arise.

We realize that employment experience is very helpful in learning radiography. Students are not prohibited from working in radiography outside of school hours. Any students whose employment interferes with school will be discouraged from working. After the completion of the first 2 semesters radiography training requires a minimum of 24 hours a week in clinical rotations plus classroom and study time. Students that call in sick or are absent from clinical rotation may not work at any affiliate on the day of the sickness. A student found working on a sick day can be dismissed from the program.

Affective Evaluation

At mid-term and final semesters, the student's performance and behavior will be evaluated by the Program Faculty. The student will be given an opportunity to review the evaluation. The evaluations are a part of the students' permanent record. The evaluation will equal 10% of the final grade for all courses, except Clinical Education Courses.

Objectives

1. Observe safety and infection control policies and procedures, and keep work area safe, neat and clean.
 2. Display punctuality for lectures, labs, and breaks.
 3. Comply with attendance policies and procedures.
 4. Attend to course material and activities, putting other interests aside, concentrating on course objectives.
 5. Accept responsibility by completing assignments and tasks on time, maintain course materials. Give advanced notice of a planned absence.
 6. Display integrity by admitting errors and taking immediate and appropriate steps to correct.
 7. Takes initiative and use time constructively.
 8. Organizes workflow and follow a procedure.
 9. Interact cooperatively with other students, instructors, and staff.
 10. Accept constructive criticism.
 11. Exhibit a positive attitude and appear interested in course material
 12. Observe confidentiality with lab results and examinations.
 13. Demonstrate appropriate classroom behavior.
-

Dismissal from the Program

Dismissal from the program is usually a result of clinical misconduct or critical incident. Dismissal may occur from a single violation or hospital/program policy. Dismissal from clinic is deemed dismissal from the program.

Section V: Safety Policies

Radiology Program Safety Rules

Purpose

The Radiology Program is committed to providing a safe learning environment for students, faculty and associated staff. All students are expected to follow these safety rules in classrooms, laboratories, and clinical settings.

1. Classroom Safety

- Arrive on time and prepared for class.
- Keep aisles, exits, and walkways free of backpacks, cords, and other tripping hazards.
- No horseplay, running, or disruptive behavior.
- Food and beverages are permitted only in designated areas and must never be near laboratory equipment.
- Follow all instructor directions and safety procedures.
- Report unsafe conditions, injuries, or accidents immediately to the instructor.
- Know the location of emergency exits, fire extinguishers, first aid kits, and emergency contact information.
- Maintain a clean and organized learning environment.

2. Laboratory Safety

- As a student, it is a privilege and necessity to use the lab and assume responsibility for yourself and the equipment.
- Use radiographic equipment only after receiving instructor approval and training.
- Never operate equipment without supervision if not authorized.
- Handle phantoms, positioning devices, and laboratory equipment carefully.
- All accidents occurring in the lab, as well as safety violations and concerns must be brought to the attention of the supervising faculty (program director/clinical coordinator).
- Film badges, markers, name tags, iPad, tablet and tablet pencil are required.
- The lab is for **SIMULATION ONLY**. X-rays are **NOT** to be made on real patients. Failure to comply will lead to immediate dismissal from the program.
- Visitors are not allowed in the X-ray Classroom/Lab. Students must notify instructors if a visitor need to enter the Radiology rooms.
- Practice radiation protection at all times (Time, Distance, Shielding).
- No student is to make an exposure without instructor permission.
- Students are only allowed in the lab with instructor permission.
- No food or drinks in the lab or near the control panel.
- Film badges are required for lab. Anyone who does not have his/her film badge will be marked absent and unable to participate in laboratory activities.
- Do not make an exposure while anyone is in the lab.
- Wear appropriate attire, including closed-toe, non-slip shoes.
- Wear required personal protective equipment (PPE), including gloves, masks, eye protection, or lead shielding when directed. (PPE donning and doffing will be taught on orientation day within the Program)
- Long hair must be secured up and away from face, and loose clothing or jewelry should be avoided around equipment.

- Keep workstations clean and disinfect equipment according to program procedures.
- Return all equipment and supplies to their designated storage areas once lab time is complete.
- Immediately report damaged equipment or safety concerns to Program Faculty.

3. Radiation Safety

- Follow the ALARA (As Low As Reasonably Achievable) principle at all times.
- Wear assigned radiation monitoring badges as required and never exchange badges with another student.
- Always use appropriate shielding for patients, students, and personnel when indicated.
- Remain behind protective barriers or maintain appropriate distance during exposures.
- Never make unnecessary radiation exposures.
- Verify patient identity and examination before performing any procedure while simulating in the lab.
- Follow all institutional radiation safety policies and state and federal regulations.

4. Professionalism

Patient clinical information will not be discussed in public areas, and patient confidentiality will be of utmost importance. **Your personal life should not be allowed to interfere with your Classroom/lab and clinical performance.** Always act professional; as long as you are a student at Northeast, you represent this college, campus, program, and all that it entails.

- Treat patients, classmates, faculty, staff, and clinical personnel with respect and courtesy.
- Maintain patient confidentiality in accordance with HIPAA and institutional policies.
- Demonstrate honesty and integrity in all academic and clinical activities.
- Always use professional language and behavior.
- Follow the program dress code and maintain good personal hygiene.
- Use electronic devices only when authorized for educational purposes.
- Refrain from harassment, bullying, discrimination, or inappropriate conduct.
- Accept constructive feedback professionally and demonstrate accountability for personal actions.

5. Proper Lifting and Body Mechanics

- Assess the weight of the patient or object before attempting to lift or move it.
- Request assistance whenever lifting exceeds your physical capability.
- Use mechanical lifting devices whenever available and appropriate.
- Bend at the knees, not at the waist.
- Keep your back straight and tighten your core muscles while lifting.
- Hold objects or equipment close to your body.
- Avoid twisting while lifting or carrying; instead, pivot your feet.
- Use coordinated team lifting techniques when moving patients or heavy equipment.
- Lower patients or objects carefully using controlled movements.
- Report any lifting-related injury immediately.

6. Infection Prevention

- Perform hand hygiene before and after every patient interaction and after removing gloves. (Hand Hygiene will be taught week 1 for Freshmen)
- Follow Standard Precautions for all patient care activities.
- Wear appropriate PPE based on the procedure and isolation requirements. (taught within 1st semester Patient Care course)
- Properly clean and disinfect equipment after each use.
- Dispose of contaminated materials in designated biohazard containers.
- Do not report to clinical or laboratory activities when experiencing symptoms of a communicable illness without notifying program officials.

7. Emergency Procedures

- Know evacuation routes and assembly locations while on campus or at clinical facility.
- Follow instructor or emergency personnel directions during emergencies.
- Report fires, spills, injuries, equipment malfunctions, or hazardous situations immediately to program faculty or clinical personnel.
- Participate in required emergency drills and safety training.
- Do not attempt to repair electrical or medical equipment unless authorized.

8. Clinical Safety

- Verify patient identity using approved identifiers before every procedure.
- Follow all clinical facility policies and procedures.
- Never perform procedures beyond your level of education or without appropriate supervision.
- Maintain patient privacy and dignity during all examinations.
- Practice safe patient transfers and positioning techniques.
- Document and report incidents according to program and clinical site policies.

9. Equipment Safety

- Inspect equipment before use.
- Remove malfunctioning equipment from service and notify faculty immediately.
- Never bypass safety features or operate damaged equipment.
- Follow manufacturer recommendations and institutional procedures for equipment use.

10. Student Responsibility

Students are responsible for:

- Following all safety policies and instructor directions.
- Attending any required safety training.
- Reporting unsafe conditions immediately.
- Using equipment responsibly.
- Maintaining professional conduct in all learning environments.
- Protecting the safety of themselves, patients, classmates, faculty, and staff.

Failure to comply with these safety rules may result in corrective action, removal from laboratory or clinical activities, disciplinary action, or dismissal from the Radiology Program, in accordance with institutional and program policies.

Student Examinations and Patient Safety During Radiographic Examinations

Throughout the radiography program, the student will learn about personal safety, patient protection and the effects of radiation to the body. During the clinical education courses, the student is expected to practice all safety precautions to themselves, fellow students, staff and the patient. The student will always follow safety precautions while performing radiographic procedures. Students are required to practice radiation protection practices, which have been taught at the college and at the clinical facilities. At no time may a student participate in a procedure using unsafe protection practices.

The student will:

- Leave the room while an exposure is being made unless during a fluoroscopic examination and a lead apron is worn and lead shield is provided.
 - Wear a lead apron during portable radiography unless you, the student, are outside the patient's room.
 - Wear a lead apron during fluoroscopy procedures.
 - Do not "warm-up" x-ray tubes with anyone in the room or immediate exposure area.
 - Be aware and practice patient shielding using lead aprons, lead shields and collimation.
 - Students are prohibited from holding patients **OR** image receptors during an exposure with or without a lead apron.
 - Students should practice T.D.S. (Time, Distance, Shielding) at all times when participating in fluoroscopic procedures.
 - Remember the sensitive areas and organs of the body and shield such areas whenever possible (male and female reproductive organs, breast tissue, thyroid and the eyes).
 - Maximize collimation
 - Provide radiation protection to those assisting with holding a patient (family members, etc)
 - Student should always maintain the accepted SID for all radiographic procedures.
 - Check all images with the staff technologist prior to repeating the image.
 - Students are required to request the presence of an RT in the room whenever repeating a radiograph
 - Students should NEVER take x-rays of one another
 - The JRCERT states, students must be directly supervised during surgical and all mobile, including mobile fluoroscopy, procedures regardless of the level of competency.
-

Radiation Safety: Personal Radiation Monitors (Film Badges)

Each student **MUST** wear a program issued radiation monitor at all times during any clinical assignment. The purpose of the film badge is to document radiation exposure during the radiography program. Students who graduate from the program may request a report of the accumulated dose. Employers often ask for an official report especially if the monitoring/reporting company is not the same as used by the program. The monitoring company used by the NEMCC Radiography Program is Mirion Dosimetry. Film badges are exchanged every 3 months, and the exchanged badges are sent in for report. Badge reports are sent to the Program Director. The current reports are kept on file by the Program Director and students may request to review their readings at any time during the radiography program.

Students who lose their badges or temporarily misplace them will not be allowed to return to the Clinical Education Center until either the badge is found or the Program Director gives a replacement badge to the student. Students who misplace their badge or arrive in the clinical area without a badge will be sent home. **There will be a \$25.00 charge to replace badges.** It is the student's responsibility to notify the Program Director of the lost/misplaced badge and make arrangements to obtain a replacement badge from the Program Director as quickly as possible. 200 mR quarterly are considered excessive. A notification will be given to you at this time and you will be responsible for a justification of explanation for the high exposure. A Clinical Conference form will be completed and placed in the student's file. Should there be continuing non-compliance with radiation Safety Procedures the student will receive a second conference and be placed on probation or possibly dismissed from the program.

Film Badge Rules

A film badge is provided for all students. This film badge **MUST be worn at all times during clinical rotations and lab time at the collar level, inside your lead apron.**

1. Each student is responsible for wearing the radiation monitors in clinical setting and in laboratory classes.
 - No student will be allowed in clinical or in laboratory classes without properly dated radiation monitors appropriately worn.
 - **Radiation monitors are a requirement of the dress code while in clinic/lab.**
2. Each student is responsible for exchanging radiation monitors at the specified intervals. This is done at the college (see Program Director or Clinical Coordinator). Monitors will be exchanged every 90 days. Students who fail to exchange their monitor within ten (10) days of notification will **NOT** be allowed to participate in clinical or laboratory practicum.
 - Time missed will be considered unexcused absence, and subject to rules regarding make-up time.
3. An accident with, or loss of, monitor(s) must be reported immediately to the Clinical Coordinator or Program Director.

4. The Program Director/Coordinator receives quarterly reports from Mirion Dosimetry. The report will be placed in the program director's office in a binder, students should stop by the director's office and review the reports on a quarterly basis.
 5. Badges should be kept dry and protected from excessive sunlight and heat.
 6. Do not leave badges in the radiographic room or lab at school.
 7. Badges should NOT be worn by the student when he/she is having medical or dental x-rays taken.
 8. If you work in an environment where you are issued a film badge, please inform the program director. Do not wear two badges at one time.
 9. The quarterly radiation report for a student must not exceed the maximum permissible dosage for occupationally exposed persons as established by state and federal agencies for Radiologic health. However, if a quarterly badge reading exceeds 200 mrem, the student will be counseled, and an investigation will be conducted.
- Student exposure must be limited to 800 mrem annually.

NOTE:

Students who subsequently misplace or lose their film badge will not be allowed to return to clinic until the radiation monitoring device is found/substituted. The missed clinical time will be made up. A free day cannot be substituted for this absence as this is considered an unexcused absence.



Radiography Program

Documentation of Radiation Monitoring Badge Readings over 200 mrem

Student: _____ Date: _____

Clinical Site: _____

Radiation Badge Reading: _____ mR for the month of _____

If a student's radiation badge reading is over 200 mrem for any quarterly report, the following procedure will be followed and documented.

1. Discussion between student and clinical coordinator concerning reason for over exposure.
2. A student contract form signed by the student and clinical coordinator.
3. Discussion with the clinical instructor concerning possible reasons for overexposure.
4. Recommendations made by the clinical instructor to prevent future overexposure.

Possible reason and recommendations:

Signature of Student/ Date

Signature of Clinical Coordinator/ Date

Signature of Program Director/Coordinator /Date

Possible recommendation:

- Alter clinical schedule (Example move from surgery to general procedures)

Student Health Policies

Each student that participates in clinical education must submit proof of health status to the program director. The requirements to meet are as follows:

1. Physical exam
2. Immunizations- Students are required to document proof of Rubella, Diphtheria-Tetanus (received in the last 8 years), Poliomyelitis, and Varicella vaccinations. Documented proof of a positive varicella titer or proof of having varicella (chicken pox) in the past will be accepted.
3. TB skin test (to be updated every year)
4. Hepatitis B vaccine is mandatory
5. Nine Panel Drug Test (completed on campus)
6. Flu Vaccine (updated every year by September 30th)
7. COVID Vaccine (Not college mandated. This program abides by what the clinical sites' policy states. If covid vaccines are required, then student must abide by this requirement, unless medical or religious exemption can be proved and accepted. If exemptions are not approved by the committee, then a covid vaccine will be required of the student).

All required immunizations (except, FLU) must be completed before the first clinical day. Failure to do this may result in dismissal from the program. Students must also be certified in BLS (CPR/AED). The BLS(CPR/AED) training course will be offered to students before clinical begins. NEMCC students will receive AHA (American Heart Association) BLS(CPR/AED) training on their scheduled date.

Contagious Diseases

Students entering the radiologic technology program must be aware that they and all healthcare workers in direct patient contact will be exposed to various contagious diseases. This exposure may happen at any time during their training or career. They may or may not be aware of the patient's infection with this disease. Precautions must always be taken. These will be outlined in the Fundamentals of Radiography course taught prior to beginning clinical. Protective attire (gloves, masks, gowns, etc.) will always be available when needed for use in the clinical facilities. Additional information on various contagious diseases is available at the school and at the clinical facilities. If you are or should become a carrier of a contagious disease, you must contact the director immediately. A temporary suspension of training may be necessary for the protection of you and your patients.

Each student will receive training in standard precautions prior to beginning clinical. Each student and faculty member who is involved in direct patient care will receive information about HIV infection based on current guidelines.

Malpractice (Professional Liability) Insurance

Students are required to purchase professional liability insurance (this is included in your NE student fees). Currently the cost is approximately \$15.00 a year. You will be given information on this by the program director.

Health Insurance

You are responsible for any personal injury that occurs at the clinical affiliate. Cost for medical treatment at a clinical facility is the responsibility of the student. Purchase of Health & Accident insurance is encouraged.

Pregnancy Policy

Radiation exposure to the fetus, especially during 1-15 weeks of pregnancy is dangerous. The embryo-fetus must not exceed 500 mrem (5mSv) during the entire pregnancy or 50 mrem (0.5 mSv) in any one-month (NCRP #105) for the pregnant worker (student). The rationale for this is: the National Council on Radiation Protection and Measurements (Report #116) views the exposure of the embryo-fetus to radiation as involuntarily subjected to radiation exposure as a consequence of the occupational exposure of the expected mother.

For this reason, the Effective Dose Equivalent (EDE) received by the fetus cannot exceed the amount of radiation a non-occupational individual may receive. Steps should be taken to minimize the amount of radiation received whenever possible.

Student Responsibilities:

All students who know, or suspect they are pregnant should take every precaution to protect themselves, applying information from didactic classes regarding safety in their radiography department. A student who becomes pregnant during the Radiography program may either **voluntarily** inform program officials to declare their pregnancy or not inform program officials, which would classify the student as “nondeclared”.

A student will be considered pregnant only upon **voluntary** written declaration of suspected or medically determined pregnancy regardless of the suspected obviousness of the student’s condition. A student need not offer immediate proof of the pregnancy for the pregnancy policy to be initiated; she need only voluntarily offer a signed Statement of Declaration of Pregnancy(found within this handbook). Upon written declaration of pregnancy, a fetal radiation monitor will be provided for the student to wear at waist level during Clinical Education.

The student will be given options in which the Program Director will fully explain to the student. These options may be changed at any time during the pregnancy, upon written request by the student. Following Declaration of Pregnancy, the Program Director will counsel the student on the necessity of strict adherence to radiation safety procedures and the proper placement of the fetal monitor. The following options are available to the student following Voluntary Written Declaration of Pregnancy.

Option 1: Continuation in the program:

The student will continue to follow the Clinical Rotation schedule as posted in the Clinical Education Center. The student will be provided a fetal radiation monitor to be worn at waist level at all times during Clinical Education. When scheduled to rotate through mobile and fluoroscopic procedures the fetal monitor will be worn under the lead apron. The recorded radiation exposure on the fetal badge will be monitored closely by the Program Director to ensure that the 500-mrem limit is not exceeded.

Following delivery and the Post-Partum period, students will be required to bring a signed release to full duties at the Clinical Education Center.

Option 2: Complete Withdrawal from the program:

A student may withdraw from the Radiography Program for a maximum of one year. The student can re-enter the program at the beginning of the semester in which she left, contingent on a programmatic seat being available for the student. If the student leaves before completing the semester she will be required to retake the classes from the beginning of the semester. In no case will graduation requirements be waived.

The student should understand the option to withdraw, in writing, along with the declaration of pregnancy.

Pregnant Students have the option to Renounce their Declaration of Pregnancy. A student that declares pregnancy may “*undeclare*” pregnancy at any time by submitting a written notice of declination (form located within student handbook) to the Program Director and Clinical Coordinator.

NOTE:

Neither the College nor any Clinical Education Center will accept responsibility for alleged radiation damage to the fetus.

ALL female students will sign the “Understanding of Pregnancy Policy” Form following this document.



**RADIOGRAPHY PROGRAM
DECLARED PREGNANT STUDENT (WORKER) POLICY**

DECLARATION OF PREGNANCY

I have read and understand the program policy in regard to pregnancy. When I **Voluntarily Declare** my pregnancy in writing, a fetal monitor will be requested which will be worn at my waist during all Clinical Education Center rotations until the end of my pregnancy and that upon such declaration I have the right to choose one of the following options at the time of declaration.

1. Continuation in the program
2. Complete withdrawal at time of Declaration as student in good standing for a maximum of one year. I understand I may return at the completion of my pregnancy and Post Partum period, to continue in the Radiography Program at the semester I withdrew. I understand that returning to the program after one year will be contingent upon an availability of a programmatic seat.

**I (print name) _____ have discussed with the
Program Director the Radiography Program Pregnancy Policy.**

**I (print name) _____ with complete understanding of
this policy wish to voluntarily declare my pregnancy on this date _____.**

With Declaration I wish to select option 1. ____ 2. ____

Student Signature: _____
Date: _____

Program Director Signature: _____
Date: _____



**RADIOGRAPHY PROGRAM
RENOUNCED DECLARATION of PREGNANT STUDENT (WORKER) POLICY**

RENOUNCED DECLARATION OF PREGNANCY

I am “undeclaring” previous declaration of pregnancy.

I understand that “undeclaring” my pregnancy renounces intital declaration. I understand that counseling by Program Faculty will be implemented on the potential harm that radiation poses on pregnancy. (Faculty will refer to National Council on Radiation Protection and Measurement (NCRP) recommendations on maximal permissible dose equivalent and precautions.)

**I (print name) _____ with complete understanding of
this policy wish to voluntarily UNDECLARE my pregnancy on this date _____.**

Student Signature: _____
Date: _____

Program Director Signature: _____
Date: _____



**DEPARTMENT OF RADIOLOGIC SCIENCES
RADIOGRAPHY PROGRAM
EVIDENCE OF UNDERSTANDING
PREGNANCY POLICY**

I, the undersigned have read and been informed of the danger of radiation to an embryo/fetus. Being fully aware of this, I am signing this document verifying that I am aware and understand the danger should I become pregnant while a student in the Radiography Program.

Signature: _____

Date: _____

Witness: _____

Date: _____

MRI Safety

Students will rotate through clinical sites that have MRI in their departments. While students are not directly involved with MRI, safety is of utmost concern. The program faculty have implemented a video introductory safety course for all students. This video will be viewed, and test taken. Students must receive a score of 90 or above for completion. If a student does not score a 90 or higher, then Program Faculty will remediate the student in the field of MRI safety, the student will watch the Safety Video a second time and retake the test. Clinical site faculty will also do an introduction and orientation to site-specific policies as they relate to MRI.

Students will complete the MRI Safety Questionnaire (found on following page) and return to Program Faculty. Questionnaires will be placed in the student's files for future viewing. A certified MRI technologist will sign off on all MRI Safety Questionnaires.

Any second year Radiologic Technologist student that rotates through MRI as their modality of choice, will be required to have a second MRI Safety screening by a certified MRI technologist at the clinical facility they are assigned to.

Link to training and test: located in Clinical Education Courses



MRI Safety Statement and Screening Form for Students

Students rotating through clinical sites must be fully aware of the strong magnetic fields used in MRI environments. These magnetic fields are **ALWAYS** active and can pose serious safety risks, including severe injury or life-threatening consequences.

Before participating in any clinical activity, you are required to review and fully understand the MRI Safety Screening process. This is essential not only for the safety of the patient, but also for the safety of staff, technologists, and **you**.

As a student, you must comply with all MRI safety protocols and follow each clinical site's specific policies and procedures regarding what is permitted in or near the MRI suite (Zones I–IV). **Magnetic items are strictly prohibited.** If your body contains items such as shrapnel, bullets, implants, or external hearing aids, etc., you must report them, as they may pose a danger or cause device malfunction in the MRI environment.

Below is the MRI screening form. If you answer “**Yes**” to any of the questions, you must consult your Clinical Coordinator or the MRI Technologist **before entering** the MRI area. This includes when assisting with patient transport, lifting, or positioning.

MRI SAFETY SCREENING STUDENT CHECKLIST	Yes	No
Cardiac Pacemaker, Pacemaker wires, or Defibrillator		
Aneurysm Clips or any type of brain surgery		
Implantable Cardioverter Defibrillator (ICD)		
Neurostimulator, bone stimulator, or TENS unit		
Metallic implant or implanted drug infusion device (e.g., VAD)		
Insulin pump or continuous glucose monitor (CGM)		
Foreign metallic objects (e.g., bullets, BBs, shrapnel, prosthetics, or metal in/near eyes)		
Vascular Access Device (VAD) (e.g., Medi-port)		
Dentures or dental work with magnetic components		
Any implanted shunts, stents, clamps, staples, sutures, plates, screws, or mesh		
Diaphragm or intrauterine device (IUD)		
Have you had surgery in the past 6 weeks?		

Before entering the MRI suite, you are required to remove all metallic objects, electronic devices, ID badges, credit cards, and any other items that may be affected by strong magnetic fields. This includes jewelry, body piercings, hair accessories, hearing aids, and articles of clothing with metal fasteners. These items can become projectiles or interfere with image quality, posing serious safety risks. Strict adherence to MRI safety protocols is essential and expected of all radiology students entering the clinical environment.

I attest that the information on this form is correct to the best of my knowledge. I have watched the MRI safety video and have had the opportunity to ask questions regarding the information on this form. I will notify the Program Director/Clinical Instructor should any of these things change.

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

MRI Technologist Signature: _____ Date: _____



Division of Health Science

Clinical facilities are integral to the success of the program and students. While most of our Clinical Facilities are NOT requiring COVID-19 vaccines for employment/student rotations, be advised that NEMCC Health Sciences will follow the strictest of guidelines when it comes to COVID-19. This means that if our clinical facilities begin to require COVID-19 vaccines again, students will be required to be fully vaccinated or fill out a full exemption document to continue on in any of our Health Science Programs. Although we realize this decision is a conscious choice, NEMCC health programs are required to abide by the clinical affiliates policies regarding vaccinations for COVID-19. This assures that everyone associated with the student is protected, including the patients for whom they provide care.

In order for a NEMCC student to be placed in a clinical setting they must do one of the following if Clinical Facilities Mandate COVID-19 vaccines:

- 1. CMS Definition of fully vaccinated**

Phase 1 mandates that individuals who meet the vaccination requirements previously defined must have received at least one vaccination.

CMS considers staff fully vaccinated if two weeks or more have passed since the individual has completed a primary vaccination series for COVID-19.

Completion of a primary vaccination series for COVID-19 means:

1. Staff received a single-dose vaccine
 - o Janssen (Johnson & Johnson) COVID-19 vaccine
2. • Staff received all required doses of a multi-dose vaccine
 - o Pfizer-BioNTech COVID-19 vaccine
 - o Moderna COVID-19 vaccine

- 2. Plan for providing exemptions and accommodations for those who are exempt**

Applicable individuals requesting a medical or religious exemption must do so in writing and submit a completed vaccination medical or religious exemption form to the Program Director. Individual Program Directors will give the dates for the documents to be submitted.

- 3. Exemption Requests – Medical and Religious (please see Program Faculty for forms)**

Individuals requesting a medical or religious exemption must do so in writing and submit a completed exemption form to his/her Program Director. All requests must be submitted on the appropriate form and personally presented to the Health Science Program Director.

Medical exemption requests will be reviewed and determined on a case-by-case basis upon review of a bona fide medical condition, medical contraindications, or temporary medical contraindications documented and signed by a licensed healthcare provider.

Religious exemption requests based on a student or faculty members sincerely held religious beliefs will be reviewed and determined on a case-by-case basis. Religious exemption requests must be **outlined in detail** in the individual's personal thoughts and legible handwriting. A generic form letter or letter from clergy will not be accepted.

Personnel will be notified as quickly as possible regarding the status of the exemption request.

Individuals who receive an approved medical or religious exemption will not be required to take the COVID-19 vaccination; however, NEMCC reserves the right to implement additional safety requirements and infection control and prevention measures to continue to address the COVID-19 public health emergency. In granting such exemptions or accommodations, NEMCC will ensure that we minimize the risk of transmission of COVID19 to at-risk individuals, in keeping with our obligation to protect the health and safety of patients. Potential accommodations for exempted students/faculty can include, but are not limited to, testing, physical distancing, source control, etc.

4. **Policy Modification**

Government and public health guidelines and restrictions and business and industry best practices regarding COVID-19 and COVID-19 vaccines are changing rapidly and as new information becomes available and further research is conducted, NEMCC reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy environment and complying with applicable federal and state laws.



Covid Understanding Form

_____ I understand that COVID vaccinations may be mandated by clinical affiliates associated with my NEMCC Health Sciences Program.

_____ I understand that if I choose not to receive the COVID-19 vaccine when mandated and there is not a clinical affiliate that will accept me without proof of vaccination, I will have to withdraw from the Radiologic Technology Program.

Print Name/NEMCC ID

Student Signature/Date

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Tobacco Free Environment

Northeast Mississippi Community College is designated a “tobacco-free” environment. To this end, smoking and/or tobacco use is prohibited on all Northeast Campuses. The use of electronic cigarettes is also prohibited on campus. Northeast Mississippi Community College seeks to foster a healthy environment for its students. For this reason, smoking, vaping, chewing, dipping, or any other form of tobacco use is prohibited on all Northeast Campuses.

Section VI: Clinical Education

Clinical Affiliates and Phone Numbers

Currently, the NEMCC Radiologic Technology Program affiliates with the following healthcare agencies:

Clinical Affiliate/Phone #	Location	Number of Students	Size of Hospital	Clinical Faculty
Magnolia Regional Health Center 662-293-1463	Corinth, MS	4	>150 beds	Kelley Flurry Brittany Purteman Zack Fowler
Baptist Memorial Hospital-Booneville 662-720-5030	Booneville, MS	3	<100	Teresa Botts Jessica Moss Melissa Scott
Baptist Memorial Hospital-Union 662-538-2140	New Albany, MS	2	>150	Ben Harrelson Jace Malone
Baptist Memorial Hospital-North MS 662-636-1180	Oxford, MS	2	>200	Cade Austin Hannah Smith Allison Moore Jennifer Anderson
Tippah County 662-837-9221	Ripley, MS	2	<100	Aretha Rutherford Jason Hubbard
Iuka Hospital 662-423-4518	Iuka, MS	2	<100	Karen Barnes
Mitias Orthopedic 662- 534-2227	New Albany, MS	1		N/A (no students at this time)
Magnolia Ortho 662-286-6369	Corinth, MS	1		N/A (no students sent for now)
Ortho Express 662-350-0737	Tupelo, MS	1		Brooke Ann Benson
Ortho Express- Corinth 662-643-4533	Corinth, MS	1		Jason Clifton
Hardin Medical Center 731-926-8000	Savannah, TN	1	<100	Jenna Foote Lesley Umphrey
Iuka Medical Clinic 662-423-6014	Iuka, MS	1		Larissa Park
Baptist Memorial Hospital- Golden Triangle 662-244-1599	Columbus, MS	2	>300	Brad Mize Vanessa Bozeman

Clinical Guidelines/Policies

Suggested Objectives for all Clinical Rotations

Apply radiographic principles in the clinical setting with respect to program levels.

- a) Demonstrate skills in assessment and evaluation of psychological and physical changes in the patient's condition and carry out appropriate actions.
 - b) Manage interaction with the patient and family in a manner that provides that desired psychosocial support.
 - c) Provide patient and family education appropriate to comprehension level of patient/family.
 - d) Apply radiation protection principles.
 - e) Discuss basic x-ray production and interactions.
 - f) Operate medical imaging equipment and accessory devices.
 - g) Position the patient and medical imaging system to perform examinations and procedures.
 - h) Apply knowledge of human structure, function, and pathology.
 - i) Evaluate the performance of medical imaging systems.
 - j) Evaluate medical images for technical quality.
 - k) Apply knowledge and skills relating to recording medical image processing.
 - l) Operate equipment within safety limits.
 - m) Recognize equipment malfunctions and report them to the proper authority.
 - n) Apply knowledge and skills relating to verbal, nonverbal and written medical communication in patient care intervention and professional relationships.
 - o) Demonstrate safe, ethical, and legal practices.
 - p) Abide by the profession's code of ethics and comply with the recognized scope of practice.
 - q) Practice standard precautions at all times.
-

Basic Guidelines for Students

- a) You must always verify patient identification.
 - b) Prepare radiographic rooms (clean and stock the room at the beginning of your shift and as needed throughout the day).
 - c) Apply basic radiation protection (wear lead apron during any portable exam or when performing fluoroscopy procedures; practice collimation and shielding when dealing with patient protection).
 - d) Adhere to direct and indirect supervision.
-

Clinical Supervision Policies

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 knowledge,
- is physically present during the conduct of the procedure, and
- reviews and approves the procedure and/or image.
- present for all mobile exams and surgery cases, including mobile fluoroscopy, regardless of the level of competency.

Students must be directly supervised until competency is achieved.

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 student 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. This availability applies to all areas where ionizing radiation equipment is in use on patients.

The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. A qualified radiographer must be physically present during the conduct of a repeat image and must approve the student's procedure prior to re-exposure.

Clinical Rotations

Each student will be given a clinical assignment prior to the start of the semester. Each student must be prepared to travel to any of our clinical affiliates. The clinical coordinator determines the clinical assignments based on specific criteria: previous clinical assignments and what procedures the student needs to see (students are rotated equally through small and larger facilities). Students should not ask to be moved once a clinical assignment has been made. The program faculty may switch a student from one site to another at any time during the semester if they feel it necessary for any reason; the instructor does not have to disclose the reason.

Clinical Rotation Schedules

Clinical rotation days will be 8 hours. Summer rotations will be 10 hours. Each student will be expected to be at the clinical facility for the entire time. This includes a 30-minute break (lunch) which will be taken during the day and not at the end of the clinical day. As a student, you will

not get credit for more than 40 hours per week in class or clinical; therefore, there will be no accumulation of extra clinical time.

There are not any “scheduled” breaks throughout the day. Take breaks as needed but do not let this become excessive (i.e. smoking breaks- which are mostly not allowed at the clinical sites due to smoking policies at those facilities).

During the fall and spring semesters, first year radiography students will attend clinical rotations on Monday and Thursday. Second year students will attend clinical rotations Tuesday, Wednesday, and Friday. Summer rotation will be completed in May, June and July for first year students. This policy may change with little prior notice.

Some of our clinical affiliates are rural hospitals and are limited on their variety of radiography exams. To give students as much varied experience as possible, we will rotate each student through several clinical facilities (small facilities, large facilities, and clinics). Each of these affiliates has its own specific rules. These may vary slightly from one facility to another. Students are required to abide by the rules of each individual facility.

Students will be required to perform non-technical duties (patient transport, image processing, stocking, and cleaning rooms, etc...) that are required to keep a radiology department running smoothly. These duties are especially important to prepare students to work in rural areas where hospitals often employ only one or two technologists on second and third shifts. These technologists are responsible for ALL duties performed during these hours.

Required Equipment for Clinical

Students will be using the Trajecsys system for all of their clinical documentation. It is an online system that the student will purchase access to; once paid (\$150.00 one-time fee for use during the program), the student will receive log-in information that will allow them to keep track of attendance, competencies, daily work, evaluations, etc. Students will need to use their iPads for this purpose as clinical sites are already accustomed to those being used. Students will also need scrubs, comfortable shoes, film badge and radiographic markers (for marking their x-ray images).

Clinical Grading

The clinical grade will be comprised of 4 items: attendance (25%), competencies (25%), clinical evaluation scores (25%), and weekly tracking (included is also weekly assignments in your clinical courses) (25%).

Clinical Attendance

If you are unable to attend clinical rotations and are expected to be at one of these affiliates, you **MUST** notify both the radiology department at the clinical affiliate by phone AND notify the program faculty by email (jillamontagne@nemcc.edu) no later than 30 minutes after the beginning of the clinical day. **Failure to do so can result in dismissal from the program.**

As part of your clinical education you must learn to become a dependable employee.

- **Unexcused absences** are absences that are not reported to the program faculty and/or the clinical facility.
- **Excused absences** are absences that are reported to the program faculty and the clinical faculty within 30 minutes of the start of the clinical day. Any clinical absence can be excused if it is **reported**.

Unexcused absences will not be tolerated. These days cannot be made up and will result in the reduction of the **FINAL** clinical grade (one letter grade per unexcused absence).

Each student will be allowed (1) clinical sick day each semester. This is considered to be a ‘free-day’ and does not have to be made up. Any days that are missed beyond this (1) day (and are excused) must be made up at the end of the semester at the discretion of the clinical faculty; no more than 3 additional absences will be allowed. Each clinical absence that is *unexcused* or *excused days not made up* will result in the reduction of the **FINAL** clinical grade. If total absences exceed 3 (beyond the free day), the student will be withdrawn from clinical.

Attendance makes up 25% of the clinical grade. The student will receive a ‘100’ for only missing the free day, a ‘90’ for missing free day+ one additional, an ‘80’ for missing free day+ two additional, or ‘70’ for missing free day+three additional. As stated previously, a student will be withdrawn on the 5th absence (past the free day+three). **All excused clinical absences must be made up at the end of the semester.**

Example: for the 25% attendance portion of the clinical grade- a student missing 1 day will receive a 100, a student missing 2 days receives a 90, a student missing 3 days receives an 80, a student missing 4 days receives a 70 and a student will be withdrawn upon missing the 5th day.

Clinical Tardies

Tardiness should seldom, if ever, occur. If you expect to be hired by any of the facilities in which you are training, you need to show them that you are dependable and be on time. Students who are not ready to start work (good personal hygiene, clean uniforms, with necessary equipment (film badge and Xray markers)) at the scheduled beginning of the clinical day will be counted tardy. Each tardy counts as ½ of an absence. All tardies will influence your final clinical

grade. Clinical Tardiness will be counted if you are later than 7 minutes into your scheduled day, Three tardies will equal one absence.

Leaving Early

If a student leaves before 12 noon, the entire day must be made up. If a student leaves after 12 noon, ½ of a day must be made up. These absences will count towards your total absences. There are times when the clinical staff may give students permission to leave early; please do not make a habit of leaving early. When this starts to become a problem, the faculty will enforce stricter rules. Leaving early is defined as not leaving before 45 minutes until the end of clinical.

Signing In/Signing Out

Students will follow proper procedures for signing-in to clinical upon arrival and signing-out upon departure. The sign-in process should be treated as if the student were at a real job. Students will log-in through Trajecsyst; by using GPS the system will document the exact location and time of the sign-in/sign-out. The clinical instructor will verify records weekly through the Trajecsyst system. If a student fails to sign in or out for clinical, they are considered absent. If at any time the student is found to be falsifying any of the clinical records, they can be dismissed from the program. The program faculty considers the sign-in, sign-out process extremely important in building good work ethics for future employment.

Clinical Competencies

You will be required to complete a pre-determined number of clinical proficiencies or comps each semester. The competencies will be completed within the Trajecsyst system. Below are the numbers for each semester:

- 1st semester: 2 Competencies (CXR, KUB)
- 2nd semester: 8 Competencies (open)
- 3rd semester: 16 Competencies (open)
- 4th semester: 14 Competencies (open)
- 5th semester: 11 Competencies (open)

Total Competencies: 51 to graduate (35 mandatory and 16 electives) ARRT guidelines effective 03/2027

- Each student should keep a record of his/her clinical proficiencies.
- Each comp must be done by the student alone, no help during comps.
- All 51 comps must be complete by the week of finals during the last semester of the program. **It is program policy to allow no more than “2” simulations.**
- You may perform more competencies than required for a specific semester; they will just be saved for a later date.

- Each comp must be done utilizing correct film size, collimation, and appropriate lead marking (R or L). We realize you are not able to use certain markers in some equipment. We will take this into consideration.
- Each student must do 3 procedures by themselves before completing a comp evaluation form. Ex. You must do (3) CXRs by yourself before completing a comp for the 4th CXR.
- Student may comp an exam with a technologist when they feel ready but must wait until the material is covered in class before completing comp with instructor (see didactic and clinical sequencing).
- Comps may be done only at clinical; no comps can be completed while a student is at work. Instructors will not schedule a time to visit a student at work, only at the student's clinical assignment.
- For the instructors to be able to pull up digital images, please include the date and time exam was completed and the patient's initials. This can be typed into the comments section of the competency database.

Didactic and Clinical Sequencing

To ensure proper sequencing of didactic work and clinical competencies. **DO NOT comp items that have not been covered in the classroom.** Utilize the following guidelines to assist you. This does not mean you cannot observe and assist but please refrain from completing a competency evaluation until the information has been covered.

<u>1st Semester</u>	<u>2nd Semester</u>	<u>4th Semester</u>
Chest Fingers/Thumb Hand Wrist Forearm Elbow Humerus Shoulder (trauma or non-trauma) Clavicle AC Joints Scapula Abdomen (can be portable, flat, upright, decubitus) Upper GI (BA swallow, UGI) Lower GI (BE, SBS)	Toes Foot Calcaneus Ankle Tib/Fib Knee Patella Pelvis Hip C-spine (trauma or non-trauma) T-spine L-spine Scoliosis Series Sacrum and/or coccyx SI joints Sternum SC joints Ribs	Skull Facial Bones Sinuses

Clinical Preceptor Responsibilities

1. Provide orientation and instruction to the assigned student.
 2. Supervise the learning experiences of the student and provide assistance or correction if necessary.
 3. Provide continual feedback of the student's performance by completing progress reports along with verbal interviews with the college faculty.
 4. Evaluate the student's performance by completing an evaluation form after the student has finished the evaluation period (completed at midterm and end of semesters)
 5. Notify the college faculty of any behavior that would result in a failing grade as soon as the preceptor becomes aware of it.
 6. Provide input to campus faculty on development of essential knowledge, skills and attitude necessary to the student in the clinical setting.
 7. Provide students with direct and indirect supervision for clinical procedures.
-

Clinical Evaluations

Students will be evaluated on clinical performance three times a semester- (2 weeks into your clinical experience, mid-semester, and end of semester). The 2-week evaluation is to make sure you are getting the experience that is needed at clinic early in the semester before waiting until the mid-term evaluation. Usually, the clinical preceptor completes the evaluations; in some cases, a technologist you work closely with will complete the evaluations. You will be informed of who will complete the evaluations at each clinical site. These evaluations will be done through the Trajecsyst system and the student will be allowed to view the results upon them being completed. Students will evaluate their clinical sites/clinical instructors during the spring semester. These will also be done through Trajecsyst.

JRCERT Position Statement on Mammography Clinical Rotations

The Joint Review Committee on Education in Radiologic Technology (JRCERT) **Standards for an Accredited Educational Program** are designed to promote academic excellence, patient safety, and quality healthcare. The JRCERT accreditation process offers a means of providing assurance to the public that a program meets specific quality standards. The process helps to maintain program quality and stimulates program improvement through program assessment.

Standard Four - Objective 4.4 of the JRCERT Standards requires a program to document that it “provides equitable clinical experiences for all students.”

The JRCERT does not provide legal advice to program officials. Nevertheless, the JRCERT has received numerous inquiries regarding the placement of students in clinical rotations/procedures involving breast imaging. The JRCERT understands that there have been significant concerns regarding the interpretation of the JRCERT Standards regarding equitable learning opportunities for all students. As a point of

clarification, the JRCERT notes that equitable means dealing fairly with all concerned. It does not necessarily mean equal.

The JRCERT has analyzed statistical data that indicates current imaging practices in mammography have resulted in minimal employment opportunities for males. Certification demographic data indicates that less than 1% of the approximately 50,000 technologists registered in mammography by the American Registry of Radiologic Technologists (ARRT) are males. Overwhelmingly, clinical site policies prohibit male students from participation in breast imaging procedures. Such participation is limited due to liability concerns, as well as consideration for the interests of the patient. These policies are established not only for mammography exams, but also for other gender-specific examinations performed by professionals who are the opposite gender of the patient.

With regard to breast imaging, the JRCERT has determined programs must make every effort to place a male student in a breast imaging clinical rotation/procedure if requested; however, programs will not be expected to attempt to override clinical site policies that restrict breast imaging rotations/procedures to female students. Male students should be advised that placement in a breast imaging rotation is not guaranteed and, in fact, would be very unlikely. To deny breast imaging educational experience to female students, however, would place those students at a disadvantage in the workforce where there is a demand for appropriately educated professionals to address the needs of patients. It is noted that the same clinical site policies that are in place during the breast imaging educational rotations are most likely applicable upon employment, thus limiting access for males to pursue careers in breast imaging.

The JRCERT reiterates that it is the responsibility of each clinical site to address any legal challenges related to a program's inability to place male students in a breast imaging rotation. All students should be informed and educated about the various employment opportunities and potential barriers that may affect their ability to work in a particular clinical staff position.

Adopted by the Joint Review Committee on Education in Radiologic Technology: Revised: 08/20

Patient Confidentiality

The professional information the student obtains in caring for patients is confidential, as is information concerning student files, personnel files, business office reports and certain other records. Confidential information should **NEVER** be discussed outside the clinical environment. Failure to respect patient confidentiality can lead to legal action against the student. Giving out confidential information is unethical and can lead to legal action potentially harmful to the hospital, staff, personnel, patient, and student. Neither the school nor the hospital will be responsible for students who fail to respect patient confidentiality and the student will be dismissed from the program upon violation of patient confidentiality. Inquiries to students about confidential patient information should be referred to a clinical supervisor. Students will sign a confidentiality statement as part of the program orientation (included in the understanding of policy and procedures form). Students should refrain from communicating opinions regarding treatments, outcomes of possible diagnosis, physician referrals, etc to the patient.

Family Members

If you have an immediate family member (mother, father, brother or sister) working in the direct Radiography care areas within the hospital, you will not be allowed to rotate through this site.

Transportation

You are responsible for your transportation to clinical rotation facilities. You may be required to drive over an hour or more each way to some clinical rotation sites. Please do not ask to be switched from one site to another due to the distance from your home, car issues, etc.

Meals

Cafeteria facilities are available at the hospitals used for clinical rotations. Meals are available at student expense.

Section VII: Student Support and Additional

Critical Incident

A student must not threaten the physical and/or psychological well-being of a client/patient by her/his performance in the clinical area. Students are held accountable for any real and or potential threat to the client/patient. If a preceptor prevents an error, the student is still in error. Should the clinical preceptor, faculty and Vice President of Health Science deem an incident serious enough, it will be defined as a "Critical Incident."

“CRITICAL INCIDENTS” are defined by the radiologic technology faculty based on their expertise, knowledge of the Standards of Radiologic Technology Practice, the client's/patient’s history, the nature of the incident, and the potential liability incurred by all parties.

“Examples of "Critical Incident" behavior(s) include, but are not limited to, the following:

- Functioning outside the Student Radiologic Technology role (i.e. performing skills without minimum of indirect supervision).
- Failure to observe radiologic technology ethics and legalities (i.e., chemical impairment, breach of confidentiality, falsifying information, etc).
- Committing acts that harm or threaten the client/patient physically or psychologically (FOR EXAMPLE, inappropriate communication, etc).
- Clinical sites do not allow student to come back to facility due to any of the above examples, etc.

Critical Incident Procedure

“Critical Incident” will be documented on the Student Conference Form. The form will include all pertinent information stated concisely, and the behavior(s) will be precisely and specifically identified.

If the instructor is in doubt regarding the criticality of an incident, the instructor will meet with the Vice President of Health Sciences and the clinical faculty, then a decision will be rendered.

A student/instructor conference will be held after the "Critical Incident" behavior has been documented in order to review the behavior, make recommendations, and obtain the student's comments and signature.

Copies of the "Critical Incident" will be given to the student, instructor, clinical faculty, and the Vice President of Health Science.

When one (1) "Critical Incident” has been documented, the Academic Dismissal Procedure will be instituted.



Radiology Technology Student Conference Form

Student Name: _____

Date: _____

Student School ID: _____

Critical Incident

A student must not threaten the physical and/or psychological well-being of a client/patient by her/his performance in the clinical area. Students are held accountable for any real and or potential threat to the client/patient. If an instructor prevents an error, the student is still in error. Should the clinical instructor, faculty and Vice President of Health Science deem an incident serious enough, it will be defined as a "Critical Incident."

“**CRITICAL INCIDENTS**” are defined by the radiologic technology faculty based on their expertise, knowledge of the Standards of Radiologic Technology Practice, the client's/patient's history, the nature of the incident, and the potential liability incurred by all parties.

Form of Critical Incident reported: _____

Location of Critical Incident reported: _____

Date Critical Incident reported: _____

In Detail, Describe the Critical Incident that was reported of the student: (or attach any documentation that was received on this matter).

Student was informed of this critical incident, as well as, but not limited to Radiology Program Instructors, Clinical Preceptor at the location of the critical incident, and the Vice President of Health Science.

Northeast Mississippi Community College Radiology Technology Handbook (p. 12) states the following on Critical Incidents within the program:

When one (1) "Critical Incident" has been documented, the Academic Dismissal Procedure will be instituted.

(Student Signature)

(Date)

(Radiology Program Director)

(Date)

(Vice President of Health Science)

(Date)

Program Re-entrance

Students who withdraw passing from the program may apply for readmission to the program. This student may be readmitted to the program if the space is available. Since we have a limited number of clinical spots, readmission is not guaranteed. The readmitted student will start at the beginning of the semester in which she dropped out. Deadlines to apply for readmission will be December 1 for the Spring semester, April 1 for the Summer semester and April 1 for the Fall semester. Students who are out of the program for more than a year may apply to the program again but must start over with the Freshman class if accepted. To be considered for readmission to the program the student must contact the Program Director and request that their file be reactivated. Students who withdraw failing must abide by the previously stated policies plus an interview by a review committee before they are considered for readmission. The ARRT requires that all radiologic technology core classes be completed within a 5-year period.

Withdrawal from Class

Northeast Mississippi Community College strongly supports activities that promote student success in classes and degree programs. With this goal in mind, the college provides a means for students to withdraw from individual classes. Students are encouraged to maintain their enrollment in all courses for the full semester. In cases where the academic load is too great to maintain, the student may reduce his/her load by withdrawing from one or more classes. Students are strongly encouraged to maintain full-time status (12 or more hours), if practical. The withdrawal period begins the day after drop/add and ends on the Monday one week before final exams. Students that receive state aid (MTAG, MESG) must enroll in and complete 15 semester credit hours each semester.

Students who successfully complete the withdrawal process, either class or college, will receive a grade of “W” on their official college transcript. Withdrawals (W’s) are not used in the computation of a student’s semester or cumulative grade point average. Withdrawals are used by the Financial Aid Office in the computation of attempted hours for financial aid eligibility.

The student who desires to withdraw from class should contact the instructor of the individual course. The following process applies to all class withdrawals:

Procedure for Class Withdrawal

1. Student meets/discusses withdrawal with the instructor, Division Head, Counseling Center, or Instruction Office. (Online classes may talk to eLearning Office)
2. Student & Instructor complete the form together.
3. The form is sent electronically to Financial Aid.
4. Financial Aid reviews the effects of withdrawal on student aid.
5. Financial Aid enters notes about effects into an online database.
6. The form is sent electronically to the Business Office.
7. Student contacts Business Office:
 - If no adverse effects on financial aid, the student pays the fee. The form is sent electronically to Records for processing.
 - If adverse effects on the student’s financial aid, the Business Office informs the student. (Sends student over to Financial Aid, if necessary) Students can pay fees and form sent to Records for processing or students can cancel the withdrawal

The withdrawal period begins the day after drop/add and ends on the Monday one week before final exams. Online classes will follow the MSVCC calendar withdrawal ending dates. \$10 withdrawal fee waived in extenuating circumstances, as determined by the Vice President of Finance/Business Office.

Withdrawal from College

College withdrawal is available for students who, because of personal hardship, can no longer attend any classes. A student may withdraw from college at any time up to one week before the beginning of final exams for the part of the term on the student's schedule. Students who desire to withdraw from college should contact their advisor or the Counseling Center to begin the process. Students are responsible for completing the College Withdrawal process which includes: Procedure for College Withdrawal

1. Student meets/discusses withdrawal with the instructor, Division Head, Counseling Center, or Instruction Office. (Online classes may talk to eLearning Office)
2. Student & Instructor complete the form together.
3. The form is sent electronically to Financial Aid.
4. Financial Aid reviews the effects of withdrawal on student aid.
5. Financial Aid enters notes about effects into an online database.
6. The form is sent electronically to the Housing Office if the student resides in campus housing.
7. The form is sent electronically to the Business Office.
8. Student contacts Business Office:
 - If no adverse effects on financial aid, the student pays the fee. The form is sent electronically to Records for processing.
 - If adverse effects on the student's financial aid, the Business Office informs the student. (Sends student over to Financial Aid, if necessary) Students can pay fees and the forms are sent to Records for processing or students can cancel withdrawal.

The withdrawal period begins the day after drop/add and ends on the Monday one week before final exams. Online classes will follow the MSVCC calendar withdrawal ending dates. The withdrawal fee waived in extenuating circumstances, as determined by the Vice President of Finance/Business Office.

Complaint/Grievance Procedure for Students

The Northeast Mississippi Community College complaint/grievance appeal procedure is designed to assure a systematic method for resolving complaints involving students. A complaint/grievance is defined as a claim by a student that there has been a violation, misinterpretation, or misapplication of an established practice, policy, or procedure. A complaint/grievance may be initiated as a result of claims of discrimination, faculty/staff misconduct, grade appeals, or other issues between students and faculty/staff members. Complaints involving sexual harassment are covered under a separate policy which can be found in the Northeast Procedures Manual and the Northeast Student Handbook/Planner.

The Northeast Mississippi Community College and its Board of Trustees, administration, faculty, and staff shall continue its policy of nondiscrimination as related to the acts of discrimination (Title VI), or violation of the rights of the disabled (Section 504 of the Rehabilitation Act of 1973). Students, faculty,

and staff all have the right to file a grievance against fellow students, faculty, or staff without the fear of retaliation from any person external or internal to Northeast.

Students who have reason to believe that their rights under law or campus policy have been denied in such areas as admission, financial assistance, employment, residence hall assignment, disciplinary actions, or any other campus matters may seek to resolve them as outlined below.

Non-Academic Matters

The student should first contact the faculty/staff member involved and attempt to resolve the complaint/grievance individually. If the student is unable to resolve the issue satisfactorily, then the following appeal procedure should be followed. Students, faculty, and staff all have the right to file a grievance against fellow students, faculty, or staff without the fear of retaliation from any person external or internal to Northeast.

The Appeal Procedure

- The student will submit a written appeal of the complaint/grievance to the immediate supervisor of the college employee within ten (10) workdays of his or her awareness of the “failure to reach resolution”.
- The immediate supervisor must respond in writing within ten (10) workdays rendering a decision and justification.
- If the student is not satisfied with the immediate supervisor’s decision, the student may file a written grievance with the immediate supervisor’s supervisor within ten (10) workdays of the receipt of the supervisor’s response.
- The secondary supervisor must render a decision in writing with justification within ten (10) workdays of receipt of the appeal.
- If the student is not satisfied with the second appeal, he or she may, within ten (10) workdays of the response, request an appellant hearing before the Student Appeal Committee.

The Student Appeal Committee

- The Student Appeal Committee is composed of the Vice President of Student Services or Vice President of Instruction(Co-Chair), two faculty members (one male, one female), two staff members (one male, one female), one academic division head, and one student services director.
- The appeal must be written and must be submitted to the chair of the Student Appeal Committee.
- The Vice-President chairing the committee will notify the student of the time, date, and location of the Student Appeal Committee hearing.
- The student must be present when the grievance is heard. The student may have an advisor present during the hearing.
- The responsibility of the committee shall be limited to a review of the case to determine if established Northeast policies, procedures, or practices were followed or interpreted correctly or to determine if discrimination and/or sexual harassment occurred.
- The Student Appeal Committee will respond in writing to the grievance within ten (10) business days by certified mail. (Note: In the event a grievance is filed against the both Vice-President co-chairs, the President of the College will name a replacement/chairman.)
- If the student remains unsatisfied he/she may appeal through a signed, written statement to the President of the College and the members of the Board of Trustees’ Grievance Committee. In an attempt to resolve the grievance, the committee will meet with the student and his/her representative within thirty (30) business days of the receipt of the appeal. A copy of the response

of the Board's Grievance Committee will be mailed by certified mail to the student within ten (10) business days following the meeting.

- If the student has not been satisfied by the above procedures, the student may contact the regional office of the Office of Civil Rights, U.S. Department of Education.

Academic Matters

The student should first contact the instructor involved and attempt to resolve the complaint/grievance at the instructor level. If the student is unable to resolve the issue at the instructor level, the student should contact the academic division head for the instructor involved and attempt to resolve the complaint/grievance.

The Appeal Procedure

- If the student is unable to resolve the issue at the division head level, the student should seek resolution with the Vice President of Instruction.
- If the student is not satisfied with the decision of the Vice President of Instruction, he or she may, within ten (10) workdays of the response, request in writing an appellant hearing before the Student Appeal Committee.

The Student Appeal Committee

- The Student Appeal Committee is composed of the Vice President of Student Services or Vice President of Instruction(Co-Chair), two faculty members (one male, one female), two staff members (one male, one female), one academic division head, and one student services director.
- The appeal must be written and must be submitted to the chair of the Student Appeal Committee.
- The Vice-President chairing the committee will notify the student of the time, date, and location of the Student Appeal Committee hearing.
- The student must be present when the grievance is heard. The student may have an advisor present during the hearing.
- The responsibility of the committee shall be limited to a review of the case to determine if established Northeast policies, procedures, or practices were followed or interpreted correctly or to determine if discrimination and/or sexual harassment occurred.
- The Student Appeal Committee will respond in writing to the grievance within ten (10) business days by certified mail. (Note: In the event a grievance is filed against the both Vice-President co-chairs, the President of the College will name a replacement/chairman.)
- If the student remains unsatisfied he/she may appeal through a signed, written statement to the President of the College. The decision of the President will be final.

Disciplinary Process

Northeast Mississippi Community College will address any incident, which is disruptive to the operation of the college or in violation of state, federal, and local laws. When disciplinary action is necessary, judgment will be determined fairly, reasonably, and in respect to due process. The aim of disciplinary action is to redirect the student's behavior toward the achievement of academic goals.

The Vice President of Students oversees the disciplinary process. When a student is charged with violation of conduct regulations, disposition of the student's case shall be according to the due process regulations of the institution.

There are three steps to the discipline process at Northeast:

1. An initial interview is held with the Vice President of Students for misconduct related to the incident. The Vice President of Students may determine the appropriate disciplinary action or refer serious infractions to the Discipline Committee. The Discipline Committee consists of faculty and staff representatives. If requested by the Vice President, the committee will hear evidence and recommend appropriate disciplinary measures to the Vice President of Instruction or Vice President of Students. The student affected shall be notified in writing by mail or by memorandum of the specific charge(s) made against him/her and of the time and place where the hearing will be held. This letter will be hand-delivered to the student or mailed to the student three (3) days prior to the hearing date. The letter of notification will inform the student that witnesses may appear at the hearing to testify on his/her behalf. The letter will also inform the student that an adviser may accompany them at their own expense. At a student's request, a hearing may be held earlier.
2. If a student wishes to appeal the disciplinary action of the Vice President, he/she may submit an appeal in writing through the Vice President of Students' Office within three (3) business days after notice of the action is received. The appeal will be brought before the Discipline Committee. The student may have an adviser accompany him at his own expense.
3. If a student disagrees with the decision of the Discipline Committee, he/she may submit an appeal in writing to the Executive Vice President. Appeals should be turned in to the Vice President of Students office within three (3) business days after notice of the action is received. The decision of the Executive Vice President is final.

The following procedures for initiating due process shall apply for all hearings:

- The student shall be permitted to confront and question witnesses testifying against him/her at the hearing.
- The record of the hearing will be placed on file in the office of Vice President of Students.
- The Vice President of Students will notify the student in writing of the committee's decision immediately after the decision is reached.

Disciplinary Sanctions

The range of disciplinary sanctions includes; but is not limited to, the following:

Category I These would include any violation of the Student Code of Conduct

- **Warning** - Issued for minor infraction of policy. Further violations will result in more serious sanctions.
- **Fine** - Student is fined for violation of policy; amount of fine will vary depending upon the nature and severity of offense.
- **Restriction** - Student is restricted from entering certain facilities or from specified student privileges.
- **Supervised Work** - Specified work hours with a campus office or community service.
- **Mandatory Counseling/Educational Sessions** - Behavioral counseling or educational sessions as deemed necessary by the Vice President of Student Services or the discipline committee.
- **Disciplinary Probation** - Student is no longer considered in good standing in terms of conduct. Further violation of regulations during this probation period may result in suspension, dismissal, or expulsion. Certain student privileges may be suspended during a probationary period. Example: scholarships, representing the college in activities, seeking elected office, may lose elected office.
- **Residence Hall Dismissal** - Required to vacate a residence hall for violations of residence hall policies and/or institutional policies. Students are not allowed to visit any residence hall when assigned this sanction. Residential students appealing the sanctions of expulsion, dismissal, suspension, modified suspension, or residence hall dismissal may be required to temporarily vacate the residence hall while the appeal is pending.
- **Modified Suspension** - All privileges except to attend classes are suspended for a specified period of time. The student is allowed to attend classes only. Student must leave campus no later than 3:30 p.m. each day.
- **Suspension**: Separation from Northeast Mississippi Community College for a specific period of time. The student is not allowed on college premises without specific permission from the Vice President of Student Services.

Category II These would include felonies or misdemeanor charges as described by federal and state laws.

- **Modified Suspension** - All privileges except to attend classes are suspended for a specified period of time. The student is allowed to attend classes only. Student must leave campus no later than 3:30 p.m. each day.
- **Suspension** - Separation from Northeast Mississippi Community College for a specific period of time. The student is not allowed on college premises without specific permission from the Vice President of Student Services.
- **Withdrawal** - Student is withdrawn from school for the remainder of the semester. No entry is made on official records other than withdrawal. Student may return to school at the end of specified time.

- **Expulsion** - Dismissal from Northeast Mississippi Community College for a specified period of time, with the denial of rights for the student to participate in any academic or other activity. Student is not allowed on campus.
- **Dismissal** - Permanent separation from Northeast Mississippi Community College, with the student not allowed to reapply for admission. The student is not allowed on college premises without permission from the Vice President of Student Services.
- **Interim Suspension** - Any student charged with or convicted of a violation of the law, or college regulation involving injuries to the health and welfare of the college community shall be subject to immediate administrative suspension, with or without prejudice, depending upon the nature and circumstances of the case, by the President of the College or his delegates. A hearing regarding the student's conduct will be held as soon as practical in accordance with Northeast policies.

If at any time you feel that Northeast Mississippi Community College has failed to comply with the guidelines of due process mentioned above, please contact the Joint Review Committee on Education in Radiologic Technology at:

**20 N. Wacker Dr., Suite 2850
Chicago, IL 60606-3182
mail@jrcert.org
www.jrcert.org**

TITLE IX Policy/NON-Discrimination Statement:

In compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act; and, Section 504 of the Rehabilitation Act of 1973, as amended, the Board of Trustees of Northeast Mississippi Community College has adopted this policy assuring that no one shall, on the grounds of race, color, age, national origin, or sex, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the College. Northeast Mississippi Community College adheres to the principle of equal educational and employment opportunity without regard to race, sex, age, color, creed, or national origin. This policy includes the qualified handicapped, pregnancy, and extends to all programs and activities supported by the College. The Section 504 Coordinator is Leigh Ann Stewart, Wright Hall (662) 720-7192 and the Title IX Coordinator is Liz Calvery, (662) 720-7443. Additional resources are available at [Title IX at Northeast](#), [Title IX Purpose at Northeast](#) and [Student Rights and Responsibilities](#).

Northeast Mississippi Community College
Division of Health Sciences
Substance Screening Policy

The misuse or abuse of alcohol, controlled substances, or other substances is inconsistent with the standards and responsibilities of health care professionals.

Students enrolled in programs within the Northeast Mississippi Community College (NEMCC) Division of Health Sciences are expected to demonstrate professional and ethical behavior consistent with the standards of their chosen health care profession. NEMCC is committed to maintaining a drug-free educational and clinical learning environment.

Health Sciences students may be required to submit to substance screening when circumstances warrant such screening, including observed behaviors or circumstances that reasonably suggest impairment or substance misuse.

General Policy

1. Required Compliance

When a student is directed to participate in substance screening in accordance with this policy, the student is required to comply. Refusal to participate in required screening may result in dismissal from the student's Health Sciences program.

2. Random Substance Screening

Students enrolled in Division of Health Sciences programs are subject to **random substance screening at any time during their enrollment and participation in the program**, including periods in which the student is participating in classroom, laboratory, clinical, practicum, internship, or other program-related activities.

Students selected for random substance screening will be notified by the College or its designated testing provider and are required to comply with the screening requirement within the timeframe specified by the College.

Selection for random screening does not require a specific suspicion or observed behavior. Random screening may be conducted as part of the Division of Health Sciences' ongoing commitment to maintaining a safe, professional, and drug-free educational and clinical environment.

Failure or refusal to comply with a required random substance screening, including failure to report for screening within the specified timeframe, may be considered a refusal to comply with College policy and may result in removal from academic and/or clinical activities and **dismissal from the student's Health Sciences program**.

A positive screening result or other violation identified through the random screening process will be addressed in accordance with this policy and other applicable College and program policies.

3. Screening Results

Screening results may result in disciplinary action, up to and including dismissal from the student's program of study, in accordance with applicable Division and College policies.

4. Failure to Disclose Substance Use

A student who fails to disclose the use of a substance that is subsequently identified through the screening process may be subject to disciplinary action, up to and including dismissal from the program.

5. Program Handbook Requirement

All Division of Health Sciences programs shall include this policy, or a statement incorporating the substance of this policy, in the program's student handbook and/or applicable course policies.

Students will be required to acknowledge in writing that they have received, read, and understand the policy. The signed acknowledgment will be maintained in the student's program file.

Substance Screening Procedures

I. Screening Initiated on the NEMCC Campus

When a faculty member observes behavior or circumstances that indicate a need for substance screening:

1. The faculty member will document the observed behaviors or circumstances using the appropriate Division of Health Sciences form.
2. The documentation will be provided to the Program Director and the Vice President of Health Sciences.
3. The Program Director will discuss the documented concerns with the Vice President of Health Sciences and, as appropriate, the Vice President of Instruction and/or Vice President of Student Affairs.
4. The student will be notified, both verbally and in writing, of:
 - The reason for the screening;
 - The screening process;
 - The expected timeline for completion; and
 - Any restrictions on participation in classroom or clinical activities pending the screening results.

The verbal notification will be witnessed by two College employees. A copy of the written notification will be provided to the student, and the original will be retained in accordance with College procedures.

5. The Program Director will notify the Vice President of Health Sciences that the student is being referred for substance screening.
6. The student will report to the designated screening location and comply with the required screening procedure. Screening will include urine testing unless another testing method is deemed appropriate by the College.
7. The cost of the screening will be billed to the Division of Health Sciences and charged to the appropriate program budget.

II. Screening Initiated at a Clinical Agency

If a student reports to a clinical agency and appears to be impaired or demonstrates behaviors that reasonably suggest substance use or impairment:

1. The faculty member or clinical agency representative who observes the concerning behavior will notify the Program Director.
2. The Program Director will notify the Vice President of Health Sciences and communicate the circumstances requiring screening.
3. The faculty member will consult with the appropriate clinical agency supervisor regarding the need for substance screening and will coordinate the screening process as appropriate.
4. The student will be informed of the requirement for substance screening in the presence of a second faculty member, clinical supervisor, or other appropriate College representative.
5. When appropriate, the faculty member will escort the student from the clinical agency to the designated screening location.
6. The student will be removed from clinical activities for that day and will not be permitted to drive if the observed condition creates a reasonable concern regarding the student's ability to drive safely.
7. The student will be required to arrange appropriate transportation home.
8. The student will complete any required documentation authorizing the release of screening results to the Vice President of Health Sciences or other designated College official, consistent with applicable law and College policy.
9. The cost of the screening will be billed to the Division of Health Sciences and charged to the appropriate program budget.

Whenever feasible, substance screening should be conducted through the College's designated screening process rather than at the clinical agency.

III. Student Restrictions Pending Screening Results

Pending receipt and review of the substance screening results:

- The student will not participate in clinical experiences.
- The student may also be prohibited from attending classroom activities when deemed necessary by the Division of Health Sciences or appropriate College officials.
- The student may not return to clinical activities until the screening results have been received, reviewed, and appropriate clearance has been provided.

Once the initial screening report and any subsequent reports are received by the Vice President of Health Sciences, the results will be shared with appropriate College officials, which may include the Vice President of Instruction, Vice President of Student Affairs, Program Director, appropriate program faculty, and the student, consistent with applicable privacy laws and College policies.

IV. Action Following Screening

Following review of the screening results and the circumstances surrounding the screening, appropriate action will be taken in accordance with applicable Division of Health Sciences and NEMCC policies.

Actions may include, but are not limited to:

- Dismissal from the Health Sciences program;

- Recommendation or referral for substance use assessment, counseling, or rehabilitation services;
- Requirement for follow-up substance screenings at the student's expense;
- Additional restrictions or conditions for continued participation in classroom or clinical activities; and/or
- Notification of appropriate College officials.

Nothing in this policy limits the College's authority to take additional action as permitted by applicable College policies, clinical agency requirements, or law.

V. Policy Acknowledgment

All students enrolled in Division of Health Sciences programs are required to acknowledge that they have received, read, and understand the Substance Screening Policy and agree to comply with its requirements.

A signed acknowledgment will be maintained in the student's program file.

Policy Review History:

Reviewed: May 2010, 2014, 2015, 2023, 2024, 2026

Revised: May 2015, July 2023, August 2026



**Division of Health Sciences
Behavior Documentation**

Date and Time	Class/Clinical Site	Behavior(s)

List all prescribed medications you are taking and all “over the counter” drugs you are using at the present time.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Signature of student _____ Date _____

Signature of Faculty/Staff Witness _____

Reviewed May 2010, 2014, 2015, 2023, 2024, 2025, 2026



Division of Health Sciences

Student Name: _____ **Date:** _____

Based on behaviors observed by the faculty in your program of study, you are requested to comply today with a substance screening process.

Failure to comply with this process will result in dismissal from the program of study.

You must report to the Vice President of Health Sciences in Childers's Hall between the hours of 8-3:00pm Monday-Thursday.

You must sign the release of information form attached to release the result of the screening to the Division of Health Sciences of the NEMCC.

This request was presented to _____

(name of student)

on _____ **in the presence of** _____

(date)

(faculty member)

and _____.

(Vice President of Health Sciences or NEMCC Administrator)

You may return to classroom but not to any clinical experience pending the return and evaluation of the report. _____

You may not return to classroom or clinical experiences pending the return of and evaluation of the report. _____

Reviewed May 2010, 2014, 2015, 2022, 2023, 2024, 2025, 2026



**Division of Health Sciences
Substance Screening Release Form**

Name _____ **Date** _____

My permission is given to the Drug Free Schools of Memphis, TN to release the result of the urine substance screen report collected on _____ to:
(date)

**Division of Health Sciences Vice President
Northeast Mississippi Community College
101 Cunningham Blvd
Booneville, MS 38829**

Signature of Student _____ **Date** _____

Signature of Witness _____

(Please bill the cost for the urine drug screen to the above Institution and address.)

Reviewed May 2010, 2014, 2015, 2022, 2023, 2024, 2026

Section VIII: Appendices



EVIDENCE OF UNDERSTANDING iPad policy

I, the undersigned, have read and been informed of iPad policy that is in place in the Radiologic Program at Northeast Mississippi Community College. Being fully aware of this, I am signing this document verifying that I am aware and understand the policy and the actions that are listed within it.

Signature: _____

Date: _____

Witness: _____

Date: _____



Student Acknowledgement of Policies and Procedures

I have read and reviewed the student handbook and clinical guidelines/policies of the Radiologic Technology Program at Northeast Mississippi Community College. I understand all the policies of the Radiologic Technology program. I understand that patient confidentiality is of extreme importance and that HIPPA should be used at all times. All the information has been explained to me and my questions have been answered by the program faculty. A copy of all the clinical requirements has been provided to me.

Signed _____

Date _____



Annual Disclosure Form

I _____ attest to the following (**select one**):

_____ I have not been charged with, or convicted of, a criminal offense nor have I become the subject of any criminal proceedings in any manner whatsoever.

_____ I have disclosed in writing to the Program Director any charges or convictions that I have been the subject of, and any instance in which I have been the subject of any criminal proceeding.

Furthermore, I attest that I am a student in good standing at Northeast Mississippi Community College. I understand that I must inform the Program Director in writing within 48 hours if at any time I am convicted/charged with a criminal offense, have become the subject of any criminal proceedings or if I am no longer considered a student in good standing at Northeast Mississippi Community College.

I understand agencies and clinical facilities may refuse my access to patients based on information obtained in my background screening reports or my status as a student at Northeast Mississippi Community College. The agencies and clinical facilities' criteria for students may differ from the criteria of NEMCC's Health Sciences Programs.

I release Northeast Mississippi Community College from any liability or damage in connection with the release of a criminal background check.

If at any time during the course of my participation in the health sciences program, I am either arrested, charged, or convicted, I must disclose such event to the Program Director in writing regardless of the nature or the seriousness of the offense for which I am arrested, charged, or convicted no later than 48 hours after such an event. Failure to do so may result in my dismissal from the program.

SIGNATURE: _____

(This document will be placed in your student file)

Printed Name _____

NEMCC ID: _____

Date _____