



Northeast Mississippi Community College
Radiologic Technology Program

Imaging the future!



PROGRAM HANDBOOK

REV. 07/22

NEMCC

**Radiologic Technology Program
Student Handbook
Revised 07/2022**

**Northeast Mississippi Community College
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.

**Mrs. Hope Harrelson, M.A., RT(R), RDMS
Program Director
662-720-7466
hrharrelson@nemcc.edu**

**Mrs. Jennifer Lamontagne RT (R)
Clinical Coordinator
662-720-7383
jllamontagne@nemcc.edu**

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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).

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 academic or clinical instructors.

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 radiographs. Throughout the program, emphasis will be placed on radiation safety, radiographic procedures, 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.

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. 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

Program Licensure

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

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 Goals and Student Learning Outcomes

In an effort to ensure continuous program improvement, program faculty have adopted the following goals and student learning outcomes (SLOs) for the Radiologic Technology Program (**assessment cycle 2022-2023**):

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 find employment in an imaging modality
 - SLO 5.2: Students will pass a National Certification Examination
 - SLO 5.3: Employers of RT graduates will be satisfied with job performance
 - SLO 5.4: Students who start the program will finish the program
 - SLO 5.5: Students will feel that they were adequately prepared

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 that 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 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 by using the following procedures.

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.

Appeal Procedure for Non-Academic Matters

1. 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."
2. The immediate supervisor must respond in writing within ten (10) workdays rendering a decision and justification.
3. 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.
4. The secondary supervisor must render a decision in writing with justification within ten (10) workdays of receipt of the appeal.
5. 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

Grievance Committee

Student Grievance Committee for Non-Academic Matters

1. The Student Grievance Committee is composed of the Executive Vice-President (Chair), two faculty members (one male, one female), two staff members (one male, one female), and one academic division head.
2. The appeal must be written and must be submitted to the chair of the grievance committee.
3. The Executive Vice-President will notify the student of the time, date, and location of the Student Grievance Committee hearing.
4. The student must be present when the grievance is heard. The student may have an advisor present during the hearing.
5. 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.
6. The Grievance 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 Executive Vice-President, the President of the College will name a replacement/chairman.)
7. 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 shall 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. All copies of documentation will be housed in the Dean of Student's Office.
8. 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.

Appeal Procedure for Academic Matters

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

Student Grievance Committee for Academic Matters

1. The Student Grievance Committee is composed of the Executive Vice-President (Chair), two faculty members (one male, one female), two staff members (one male, one female), and one academic division head.
2. The appeal must be written and must be submitted to the chair of the grievance committee.
3. The Executive Vice-President will notify the student of the time, date, and location of the Student Grievance Committee hearing.
4. The student must be present when the grievance is heard. The student may have an adviser present during the hearing.
5. 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.
6. The Grievance Committee will respond in writing to the grievance within ten (10) business days by certified mail. All copies of documentation will be housed in the Dean of Instruction's Office.
7. 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 Dean 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 Dean of Students for misconduct related to the incident.
2. The Dean may determine the appropriate disciplinary action or refer serious infractions to the Discipline Committee.
3. The action of the dean may be appealed to the Discipline Committee.

The Discipline Committee consists of faculty and staff representatives. The committee will hear evidence and recommend appropriate disciplinary measures to the Dean of Instruction or Dean of Students. Decisions of the Discipline committee may be appealed to the Executive Vice President.

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

1. The Dean of Students may temporarily suspend a student until such time as the charges brought against him/her may be heard. The suspension would occur when it is apparent that the student's presence would negatively affect the well-being of the student body, the faculty, or the college property.
2. 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 mailed to the student three (3) days prior to the hearing date. At a student's request, a hearing may be held earlier.
3. The letter of notification will inform the student that witnesses may appear at the hearing to testify on his behalf. The letter will also inform the student that an adviser may accompany them at their own expense.
4. 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 Dean of Students.

The Dean of Students will notify the student in writing of the committee's decision immediately after the decision is reached.

Students may appeal a disciplinary action in writing through the Dean of Students office within three business days after notice of the action is received.

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 Dean 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 Dean 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 Dean 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 Dean 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.

The conviction of a student for a criminal offense which interferes with the orderly education and operation of the college or of a nature that, if the student were allowed to remain enrolled, would endanger the health, safety, or property of the college community shall be sufficient grounds for disciplinary action consistent with the college's policies and procedures.

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

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 Division Head 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.

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 Academic Division Head and the clinical faculty and 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 Assistant Academic Head.

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 Division Head 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 Health Science Division Head.

Northeast Mississippi Community College Radiology Technology Handbook (p. 15) 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)

 (Health Science Division Head)

 (Date)

Program Officials

President of the College:
 Vice-President of the College:
 Dean of Instruction:
 Division Head of Health Sciences
 Program Director:
 Clinical Coordinator:

Dr. Ricky Ford
 Dr. Craig-Ellis Sasser
 Dr. Michelle Baragona
 Mrs. Jennifer Davis
 Mrs. Hope Harrelson
 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	Kelley Flurry Mary Carol Crawford
Baptist Memorial Hospital-Booneville 662-720-5030	Booneville, MS	3	<100	Teresa Botts Paris Lindsey
Baptist Memorial Hospital-Union 662-538-2140	New Albany, MS	2	150	Mallory Neal
Tippah County 662-837-9221	Ripley, MS	1	<100	Jason Hubbard
Iuka Hospital 662-423-4518	Iuka, MS	2	<100	Karen Barnes
Mitias Orthopedic 662- 534-2227	New Albany, MS	1		Phillip Nanney Cassie Farr
Magnolia Ortho 662-286-6369	Corinth, MS	1		Brittney Short
Ortho Express 662-350-0737	Tupelo, MS	1		Brooke Ann Benson
Hardin Medical Center 731-926-8000	Savannah, TN	1	<100	Jenna Foote Caitlin Diggs
Ortho Express- Corinth 662-643-4533	Corinth, MS	1		Jason Clifton
Iuka Medical Clinic 662-423-6014	Iuka, MS	1		Anna Sparks Pam Smith

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.

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, Twitter, etc.). Doing so will be considered a breach of confidentiality and will be grounds for dismissal from the Radiologic Technology program.

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.

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. 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

Clinical Absences

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 (jllamontagne@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 and 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 work (good personal hygiene and clean uniforms) 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. Each tardy over three is ½ of an unexcused absence. Clinical Tardiness will be counted if you are later than 7 minutes into your scheduled day, classroom tardies will be counted if you are 15 minutes late. Tardiness should also be kept at a minimum for on-campus courses. Three tardies will equal one absence.

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 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.

JRCERT Position Statement on Mammography Clinical Rotations

The Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards for an Accredited Program in Radiography 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 One- Objective 1.2 of the JRCERT Standards requires a program to document that it “provides equitable learning opportunities for all students.”

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

NEMCC will make every effort to place a male student in a mammography clinical rotation if requested; however, the program will not be expected to attempt to override clinical site policies that restrict mammography rotations to female students. Male students should be advised that placement in a mammography rotation is not guaranteed and, in fact, would be very unlikely.

Patient Confidentiality

Students are required to chart and check information on patient charts and will become aware of patient information. All patient records are confidential and are not to be discussed. Failure to respect patient confidentiality can lead to legal action against the student. Neither the school nor the hospital will be responsible for students who fail to respect 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.

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

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.

Family Members

If you have an immediate family member (mother, father, brother or sister) working in the radiology department at a hospital you will not be allowed to rotate through this site.

Pregnancy Policy

Radiation exposure to the fetus, especially during 1 -15 weeks of pregnancy is dangerous. The embryo-fetus is allowed to receive 500 mrem for the entire duration of the pregnancy or 50 mrem in any one-month (NCRP #105). 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 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.

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 two options, 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.

The student should understand the right to withdraw, in writing, the declaration of pregnancy.

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

The following options are available to the student following Voluntary Written Declaration of Pregnancy. 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.

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.

2. Complete Withdrawal:

A student may withdraw from the Radiography Program for a maximum of one year. The student must re-enter the program at the beginning of the semester in which she left. 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.

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.

NEMCC 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 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 Roark, (662) 720-7223.

Northeast Mississippi Community College
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 (print) _____ have discussed with the Program Director the Radiography Program Pregnancy Policy.

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

I wish to select option 1. _____ 2. _____

I (print) _____ understand the above selection may be changed if I wish or need to.

Student Signature: _____

Date: _____

Program Director: _____

Date: _____

Signature page will be filed in the department's student file.

Northeast Mississippi Community College
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: _____

TITLE IX Policy

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 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 Roark, (662) 720-7223.

Additional resources are available at <https://www.nemcc.edu/title-ix/index.html> & <https://www.nemcc.edu/title-ix/policy.html>.

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 Global Dosimetry. Students must leave the film badges at the Clinical Education Center at the end of each day. Badges that leave the Clinical Education Center are often lost, left in the car or washed with the uniform, all of which can cause false readings or no readings.

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 initialed by the students and kept on file by the Program Director. 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 substitute 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 spare 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 at the collar level, outside of the 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.

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 Global 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.

6. Badges should not be worn by the student when he/she is having medical or dental x-rays taken.

7. 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.

8. 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 remove the film badge from the Clinical Education Center and subsequently misplace or lose it 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.

Northeast Mississippi Community College – 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 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 follow safety precautions at all times 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 those assisting with holding of patients
- Student should always maintain the accepted SID for all radiographic procedures.
- Check all films with the staff technologist prior to repeating the film.
- Students should never take x-rays of one another

*Time Distance and Shielding

Lab Safety

- The lab is for simulation only. X-rays are not to be made on real patients.
- Practice radiation protection at all times.
- 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 receive a grade of "0" for the lab exercise that day.
- Do not make an exposure while anyone is in the lab.
- Always return lab accessories to their proper place

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 2-video introductory safety course for all students. These videos are viewed, a test taken and certificates granted for completion during the first week of the fall semester. The certificates are then placed into the student's permanent program file. Clinical site faculty also do an introduction and orientation to site-specific policies as they relate to MRI.

Link to training: located in Clinical Education Courses

Dishonesty and Cheating

Students will be asked to leave all personal belongings at the front of the room 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>

Canvas

The program instructors will utilize an online learning management system for course materials. Each student will be assigned a user name 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.

Program Curriculum Sequence for Radiologic Technology

Baseline Competencies for Medical Radiologic Technology

First Semester

- 4 sch Clinical Education I (RGT 1114)
- 2 sch Principles of Radiation Protection (RGT 1312)
- 3 sch Principles of Exposure & Image Production (RGT 1323)
- 3 sch Radiographic Procedures I (RGT 1513)
- 3 sch Patient Care & Radiography (RGT 1223)
- 3 sch Fundamental 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 Acquisition & Display (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

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 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.

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).

Student Email

Students are required to set-up and utilize their school email account for all program and school related correspondence. Email should be checked every day.

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. If the college is closed you are not expected to attend classes or clinical.

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.

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 are active at that time.

Affective Evaluation

For each class in the program, an affective evaluation will be completed. The instructor will fill this out at midterm and at the end of the semester. It will count 10% of the final grade.

Transportation

You are responsible for your transportation to clinical rotation facilities. You may be required to drive over an hour 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.

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, 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
6. Flu Vaccine (updated every year in the fall)
7. COVID Vaccine (Not college mandated, but clinical facility mandated for your clinical experience within the program. This program abides by what the clinical sites' policy states, covid vaccines required, 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 CPR. The CPR training course will be offered to students during August before clinical begins. NEMCC students will receive AHA (American Heart Association) CPR 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 in the summer semester 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. 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. Currently the cost is approximately \$15.00 a year. You will be given information on this by the program director and are required to purchase it before the first clinical day.

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.

Program Reentrance

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.

Dress Code

When a student is on campus, they are to follow the guidelines in the student guide in the college catalog (Students must be fully clothed (including shoes) before entering any classroom; See Student Code of Conduct). At the clinical facilities each student is to dress in program uniform with Northeast ID attached. T-shirts may be worn under scrub tops but can ONLY be White or Gray. Pants must be worn at waist level and under garments should not show. Good personal hygiene and clean uniforms are mandatory. Hospital dress codes may supersede policy established by the school.

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 about a problem with hygiene it will be discussed with you and you will be given an opportunity to correct it.

- ALL tattoos MUST be covered.
- Girls are only allowed to wear 1 pair of stud earrings in ear lobes. (NO hoops/dangles)
- No tongue, nose, or eyebrow jewelry, etc.
- NO Artificial Fingernails
- Clear fingernail polish ONLY
- Wedding ring ONLY
- NO necklaces
- No Jogger Pants

Student should at all times 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.

Professional Behavior

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 clinical performance.** Please always act professional; as long as you are a student at Northeast, you represent this college, campus, program, and that it entails

**Northeast Mississippi Community College
Division of Health Sciences
Substance Screening Policy**

The misuse or abuse of substances is inconsistent with the ideals of health care.

Students in programs within the NEMCC Division of Health Sciences are expected to reflect the professional / ethical standards of their chosen course of study.

The NEMCC ideal is a drug free educational and work environment.

Health Science Program policies indicate that when asked to comply with substance screening, a student must comply or the student be dismissed from the program of study.

Results of screening may result in the dismissal of a student from the program of study.

A student who fails to disclose used substances which are documented by the screening may be dismissed from the program of study.

ALL DIVISION OF HEALTH SCIENCE PROGRAMS WILL INCLUDE THIS STATEMENT OR ONE INCORPORATING THIS STATEMENT IN THE PROGRAM STUDENT HANDBOOK OR COURSE POLICIES. STUDENTS WILL SIGN A COPY OR A STATEMENT THAT THE POLICY HAS BEEN READ. THE SIGNED STATEMENT WILL BE KEPT IN THE STUDENTS FILE.

Reviewed May 2010, 2014, 2015

SCREENING FROM THE CAMPUS

---Faculty will document behaviors which indicate the need for screening on the division form and will share with this documentation with the division head or designee.

----The Program Director will discuss the documented behaviors with the Division Head, Dean of Instruction and/or the Dean of Students.

----The student will be informed in writing and verbally witnessed by two college employees of the need for, the process of, and the timeline for the screening.

A copy of this document will be given to the student and the original kept.

---The Program Director or designee will call the clinic to notify personnel that the student will be reporting there for screening. 662-728-2071

---If the student is to be screened from the campus and is deemed able to provide her/ his own transportation, the student *should report to* the North Mississippi Medical Center Clinic located at 1301 North Second Street, Booneville, Mississippi where the student will comply with screening. This may include urine and/or blood screening. The cost per screening and will be billed to the Health Sciences Division and taken from the appropriate budget. If the student is deemed to be so impaired as to make driving unsafe, transportation to the clinic will be arranged by the Dean of Instruction or the Dean of Students.

SCREENING AT THE CLINICAL AGENCY SITE

If the student reports to the clinical agency and is impaired or seems to be impaired, the faculty member or facility staff member who has observed behaviors of concern will call the Academic Division Head and will report the need for the screening. The faculty member will consult the agency supervisor of the department in which the student is seeking clinical experience of the need for the screening and will ask this supervisor to call the lab and arrange for the student to be screened. The faculty member will inform the student in the presence of another faculty member (or the supervisor) of the screening requirement. The faculty member will escort the student to the lab. The student should identify on the documents used by the facility that the report is to be released to the Division of Health Sciences. The faculty member should dismiss the student from the clinical experience for that day and should require that the student arrange for transportation home (the student should not drive). The cost will be billed to the Division of Health Sciences and taken from the appropriate program budget.

FOR EITHER PROCESS PENDING SCREENING RESULT

Until the report is received and reviewed, the student may not participate in any clinical experiences. The student may also be prohibited from classroom attendance pending the receipt and review of the screening.

Once the initial report and any subsequent reports have been released to the Division of Health Sciences Academic Head, these will be shared with the Dean of Instruction, the Dean of Students, the Program faculty, and the student.

Action will be taken in accordance with division and college policies.

Actions may consist of, but are not limited to, the following:

- Dismissal from the program of study.
- Recommendation of drug and/or alcohol rehabilitation programs.
- Requirement of follow-up screenings as directed by the college at the student's expense.
- Notification of appropriate campus officials.

It is preferred that screening be conducted from the campus rather than from the clinical facility.

Reviewed May 2010, 2014

Revised May 2015

**Northeast Mississippi Community College
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

**Northeast Mississippi Community College
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 North Mississippi Medical Service Clinic at 1301 North Second Street in Booneville, MS today before 11:00 am or between 1:30 and 4:00 pm to be screened. (on Fridays report before 11:00 am)

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 _____.

(Division 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

**Northeast Mississippi Community College
Division of Health Sciences
Substance Screening Release Form**

Name _____ Date _____

**My permission is given to the NMHS Clinic located at 1301 North Second Street,
Booneville, MS 38829 to release the result of the urine substance screen report collected on**
_____ **to:**

(date)

**Division of Health Sciences Academic Head
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 individual and address.)

Reviewed May 2010, 2014, 2015, 2022

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. (updated: 2021) The tests are computerized and offered at Pearson Vue Testing Centers located throughout the U.S. The closest one to NEMCC is in Tupelo. The ARRT phone number is (612) 687-0048

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.

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:

- You must always verify patient identification
- Prepare radiographic rooms (clean and stock the room at the beginning of your shift)
- 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)

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.

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 Schedule

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.

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 Instructors and Phone Numbers

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 Mary Carol Crawford
Baptist Memorial Hospital-Booneville 662-720-5030	Booneville, MS	3	<100	Teresa Botts Paris Lindsey
Baptist Memorial Hospital-Union 662-538-2140	New Albany, MS	2	150	Mallory Neal
Tippah County 662-837-9221	Ripley, MS	1	<100	Jason Hubbard
Iuka Hospital 662-423-4518	Iuka, MS	2	<100	Karen Barnes
Mitias Orthopedic 662- 534-2227	New Albany, MS	1		Phillip Nanney Cassie Farr
Magnolia Ortho 662-286-6369	Corinth, MS	1		Brittany Short
Ortho Express 662-350-0737	Tupelo, MS	1		Brooke Ann Benson
Hardin Medical Center 731-926-8000	Savannah, TN	1	<100	Jenna Foote Caitlin Diggs
Ortho Express-Corinth 662-643-4533	Corinth, MS	1		Jason Clifton
Iuka Medical Clinic 662-423-6014	Iuka, MS	1		Anna Sparks Pam Smith

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.

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 Trajecsys; 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 Trajecsys 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 Trajecsys 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 (36 mandatory and 15 electives) ARRT guidelines effective 01/2022

- 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 the exam was done. This can be typed into the comments section of the competency database.
-

Didactic and Clinical Sequencing

To insure proper sequencing of didactic work and clinical competencies, please do not complete 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.

1st Semester

Chest
Abdomen (can be portable, flat, upright, decubitus)
Fingers/Thumb
Hand
Wrist
Forearm
Elbow
Humerus
Shoulder (trauma or non-trauma)
Clavicle
AC Joints
Scapula
Upper GI (BA swallow, UGI)
Lower GI (BE, SBS)

2nd Semester

IVU
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

3rd Semester

Skull
Facial Bones
Sinuses

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're getting the experience that is needed at clinic early on in the semester before waiting until the mid-term evaluation. Usually, the clinical instructor 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 Trajecsys system and the student will be allowed to view the results upon them being completed. Students will evaluate their clinical sites/clinical instructors once per semester. These will also be done through Trajecsys.

iPad Usage

Because our college has undergone an initiative to put iPads in the hands of all students in an attempt 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.

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 of the policies of the RT program. All of 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 _____

COVID-19 Coronavirus

The COVID-19 pandemic is challenging and requiring thoughtful changes to services, models, and collaboration. In response, student NEMCC guidelines have been created for each student to follow to limit contact and limit the spread of this virus. Each guideline should be held with the utmost consideration and student should adhere to each policy that is created.

Health & Safety

Screening

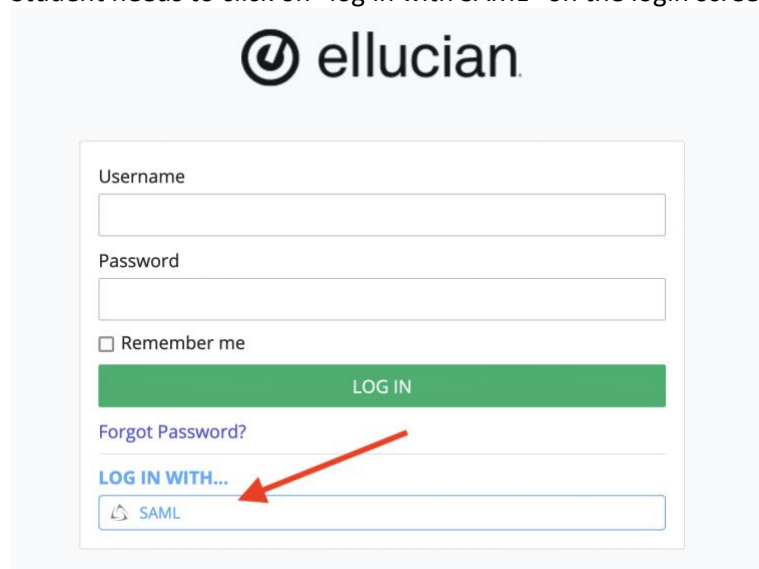
Screenings are non-intrusive health checks on a regular, consistent basis. Screenings will include temperature checks and self-reported health questionnaires/screening form based on Centers for Disease Control and Prevention and Mississippi State Department of Health suggestions. Screening forms can be completed online by clicking on the link in a daily email or text message. It is strongly suggested that employees and students complete a daily temperature check before completing the health questionnaire.

Students:

Students must follow the link below and fill out the Covid Screening form daily. For students to receive excused absences for making up coursework, the screening form must be completed each morning.

https://nmcc-workflow2.elluciancloud.com/webentry/28/node_1

Student needs to click on “log in with SAML” on the login screen to get to the form



The image shows a login interface for ellucian. At the top is the ellucian logo. Below it is a form with the following elements: a 'Username' input field, a 'Password' input field, a checkbox labeled 'Remember me', a green button labeled 'LOG IN', a link for 'Forgot Password?', and a section titled 'LOG IN WITH...' which contains a link for 'SAML'. A red arrow points to the 'SAML' link.

Once the student fills out the form and clicks submit, an email notification will go to the student, the instructors of that student and the COVID response team.

Testing

Testing for COVID-19 will be facilitated through outside agency testing facilities. NEMCC does not have a medical clinic on campus. Students and employees interested in being tested for COVID-19 must visit their doctor, a medical clinic or other testing facility.

Contact Tracing/Exposure Notification

Having a reliable and secure mechanism for exposure tracking and notification is essential. The daily screening form for employees and students an important tool that can aid in this process. The information available from this contact tracing technology will allow our contact screening personnel to reach more people faster in the event of a confirmed exposure. Participation in this technology-facilitated exposure notification is voluntary but highly encouraged.

Employees and students will be notified through the screening form if they are cleared to come to campus or need to be quarantined. Contact screening personnel will also be in contact with employees and students who indicate illness or exposure to COVID-19 on the screening form.

Protocol Based upon Testing, Reported Symptoms, and/or Exposure

See Protocol chart [here](#)

Ongoing Evaluation by COVID-19 Task Force

NEMCC's COVID-19 Task Force will regularly monitor infection data for the campus and enable rapid decision making in the case of community spread of COVID-19. The team will maintain direct lines of communication with health care providers, the Mississippi State Department of Health, and local emergency management agencies as additional support is needed. Metrics will include screening data [number of persons participating in voluntary screening]; persons who are participating in required screening; number of positive cases; cluster/group infections by location; and number of course sections on quarantine.

Face Coverings

Face coverings are not mandated at this time but can be subject to change at any given moment.

Cleaning and Sanitization

All campus custodial staff have been trained on enhanced cleaning and sanitization procedures. All classroom facilities will be deep cleaned before class each day. High-touch areas including doorknobs, common areas, light switches, handrails, etc. will be cleaned frequently throughout the day. When

positive cases arise, the COVID-19 Task Force will determine where additional cleaning and disinfecting is required.

Students should clean and sanitize their personal workspace. Sanitizing spray and/or wipes have been made available to each department. Classrooms will be outfitted with additional cleaning supplies that can be used by students and/or faculty members who desire to clean their individual spaces before class periods.

Signage and Education

Signage providing instructions on enhanced safety and health measures will be deployed across campus. Floor markings will be used where needed to indicate proper physical distancing and flow of traffic in dining facilities, residence halls, and other points of ingress and egress. Each building manager has been notified regarding the available signage and can order whatever signage is necessary for their particular building/space.

Campus Life

Housing and Residence Life

Students who need a specific housing accommodation due to a COVID-19 related concern are directed to Disability Support Services. Accommodations may include assignment to a single room where medically indicated.

Signage will be displayed in the interior and exterior of buildings describing COVID-19 protocols and expected standards of behavior. Visitors to residence halls will be limited.

Residential students who have COVID-19 or are suspected to have COVID-19 will be isolated in a separate location and will not remain in their assigned dorm room during this period of isolation. The Housing Office will facilitate these arrangements.

Dining Services

Students who are in on-campus housing designated for isolation will be provided with contact-free delivery by The Housing Office and Campus Police.

Student Counseling Services

We recognize the difficulty the COVID-19 crisis may place on the mental and emotional well-being of our students. Students can access free, confidential counseling services 24 hours a day, 7 days a week at **1-877-210-8513**

Student Success Services

In-person services are provided at the Student Success Center, 1st Floor, Wright Hall, Monday through Thursday from 8 am to 4 pm. Workshops related to COVID-19 related stressors are available.

College Recreation

The Burgess Activity Center is operating under guidance from the State of Mississippi and operating with normal capacity. Enhanced cleaning and disinfecting protocols are in place along with physical distancing of machines and patrons. Intramural and club sports will be facilitated in the fall semester in keeping with guidance from the CDC.



Student Acknowledgement of COVID-19 NEMCC Guidelines:

I have read and reviewed the Return to School, COVID-19 guidelines for Northeast Mississippi Community College and Radiology Technology Program COVID-19 Classroom/Lab Rules and Regulations. I understand all of the policies associated with COVID-19. All of the information has been explained to me and my questions have been answered by the program faculty.

Signed _____

Date _____



Clinical facilities are integral to the success of the program and students. All of our facilities are requiring students to be vaccinated to participate in clinical education. 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:

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



NORTHEAST
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DIVISION OF HEALTH SCIENCES

_____ 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 and there is not a clinical affiliate that will accept me without proof of vaccination, I will have to withdraw from the Medical Assisting Technology Program.

Print Name/NEMCC ID

Student Signature/Date

Hope R Harrelson M.A., RT(R), RDMS
Radiology Program Director
Northeast Mississippi Community College
101 Cunningham Blvd.
Booneville, MS. 38829
662-720-7466
hrharrelson@nemcc.edu