Advanced Medical Imaging Programs

2024-2025 Student Handbook

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These requirements are specific to the advanced medical imaging programs and are a supplement to the ECC college catalog.
For accessible version: AMI Handbook

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Introduction

Introduction

Elgin Community College and its clinical affiliates, your instructors and clinical staff welcome you to the Advanced Medical Imaging Programs. We hope that your time enrolled in our programs will exceed your expectations. We are interested in your professional growth as you continue your education in one of our advanced imaging programs. These programs have been designed to meet the needs of working professionals who desire to continue the journey of lifelong learning and of career advancement. You will find your instructors willing and anxious to help you, but your success will be in direct proportion to the effort you put forth.

This manual has been prepared to inform you of guidelines and procedures affecting you as a medical imaging student at Elgin Community College and its clinical affiliates. The guidelines and procedures stated in this manual are intended to supplement those that are stated in the Elgin Community College Catalog. Keep this manual and the College Catalog to refer to as necessary. Any changes in established guidelines and procedures will be given to you as written memos and you may add them to this manual.

Accreditation

The **Higher Learning Commission (HLC)** accredits Elgin Community College. The **Joint Review Committee on Education in Radiologic Technology (JRCERT)** accredits the MR Program. Elgin Community College's MR Program is in the process of converting to primary path **MRI A.A.S** degree.

Programs accredited by the JRCERT must demonstrate that they are in substantial compliance with the JRCERT accreditation *Standards*. The JRCERT is the only agency recognized by the United States Department of Education for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry.

Accreditation of an educational program provides students, as graduates, assurance that the program will provide them with the requisite knowledge, skills, and values to competently perform the range of professional responsibilities expected by potential employers nationwide. It also assures they will be eligible for licensure in each of the 50 states. By requiring programs to teach the entire curriculum developed by the national professional organization, the American Society of Radiologic Technology. It also assures students they will have the foundation knowledge to continue to develop as professionals in the various fields of the radiation sciences.

Accreditation of educational programs assures patients that students who perform procedures have appropriate supervision during the educational process. It also assures them that graduates will have met the minimum level of competency as defined nationally by the profession.

Through the process of programmatic accreditation, educators are assured that their educational programs are keeping pace with the profession and with standards developed through national consensus.

Unfortunately, there is no mechanism for the accreditation of programs in Computed Tomography (CT) nor Mammography; however, we assure you that the programs will be conducted according to the same high standards that are required of our accredited programs. The next scheduled visit is in 2027.

Program Mission

Elgin Community College's advanced imaging programs in Magnetic Resonance, Computed Tomography, and Mammography provide accessible and relevant education in accordance with the highest professional standards. The Programs, in partnership with their clinical affiliates, will provide the healthcare community with competent advanced imaging technologists that provide high-quality images and excellent patient care.

Program Goals and Expected Outcomes

1. The Program will graduate competent technologists
   Expected Outcomes:
   - Graduates will produce high-quality images
   - Graduates will practice safety for the patient, him or herself, and others
   - Graduates will demonstrate overall competence in clinical practice
2. The student (graduate) will demonstrate proficiency in problem-solving and critical thinking skills
   Expected Outcomes:
   - Graduates will demonstrate proficiency in problem-solving and critical thinking skills by **modifying procedures** to accommodate patient condition and other variables.
   - Graduates will demonstrate proficiency in problem-solving and critical thinking skills by **adapting protocols and/or exposure factors** for various patient conditions, equipment, accessories and contrast media to maintain appropriate radiographic quality.
   - Graduates will demonstrate proficiency in problem-solving and critical thinking skills by **evaluating image** quality and to make appropriate adjustments to obtain diagnostic images.
3. The student (graduate) will practice effective communication skills in the clinical setting.

Expected Outcomes:

- Graduates will practice effective communication skills in the clinical setting by demonstrating effective oral and written communication skills.

4. The student (graduate) will demonstrate professional conduct.

Expected Outcomes:

- Graduate(s) will demonstrate professional conduct by demonstrating professional values and behavior in clinical practice.

5. The student (graduate) will provide excellent patient care for a diverse population of patients

Expected Outcomes:

- The student (graduate) will provide excellent patient care for a diverse population of patients by demonstrating increased understanding of the importance of cultural competence in clinical practice.

6. The Program will provide the healthcare community with qualified MR, CT and mammography technologists.

   Expected Outcomes:

   - A retention rate of 75% or higher
   - The 5-year average employment rate of graduates within one year of graduation will be 75% or greater. A positive outcome is defined as employment in the field for those graduates who declare they are actively seeking employment in the field or pursuing continued education in the field.
   - First-time pass rates of the cohort of graduates on the ARRT credentialing exam will be consistent with or above the national passing rates each year of the exam, with a minimum pass rate of 75%.
   - Mean scores of a cohort of graduates on the ARRT credentialing exam will be consistent with or above the national mean scores each year.

Philosophy

Our role as educators is to prepare students to serve the total needs of the patient during clinical practice and prepare them for employment. To meet the patient's needs, the total person is educated; therefore, we strive to enrich the student's mind while instilling in our students, the ethics and values of the profession. This is necessary for him/her to reach professional maturity since a professional life is an extension of one's personal life.

The cognitive objectives are achieved best through a strong academic background; good affective behavior is effectively learned by integrating classroom instruction with the exemplary attitudes and ethical behavior of the clinical staff and instructors. The psychomotor skills are the most distinguishing characteristics and are best learned through varied and sufficient clinical practice. This natural learning experience incorporates every aspect of technology needed to develop expertise. Clinical practice properly used as a learning experience requires professional staff to supervise the student through the following phases: (1) Explanation, (2) Demonstration, (3) Participation/Practice, and (4) Evaluation.

The clinical facilities and the Advanced Medical Imaging Programs must be smoothly blended if the program is to furnish an excellent laboratory for learning. The clinical staff must feel a responsibility for teaching students, for it is from the clinical setting that a skilled medical imaging specialist emerges. When the Program and the clinical facilities work together to reach high goals, both may reach and maintain them.

Essential Requirements of an Advanced Certified Medical Imaging Specialist

The Advanced Medical Imaging Programs have established minimum essential requirements (separate from academic standards for admission) which every student must meet, with or without reasonable accommodations, in order to participate fully in all aspects of training.

Essential Functions:

1. Perform imaging examinations including:
    a. Obtaining and documenting patient history
    b. Explaining procedure to patient and addressing patient concerns
    c. Positioning patient properly using immobilization or support devices as necessary
    d. Producing images using accepted techniques and applying safety principles.
    e. Assessing patient condition
    f. Reporting any unusual occurrences or changes in patient condition to appropriate staff
2. Clean and maintain equipment and room
3. Assist in maintenance of room supplies
4. Prepare and administer contrast agents and other chemical mixtures
5. Implement emergency procedures and administer first aid including CPR.
6. Use hospital/medical imaging department information systems to complete required tracking and archiving of images.

Essential Functions to Perform

Physical Requirements: The position of advanced certified medical imaging specialist has been given a strength rating of Light Work by the US Dictionary of Occupational Titles (exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force to move objects in activities or conditions existing two-thirds of the work shift.) Included in the physical requirements are the positioning and moving of patients manually and by stretcher or wheelchair. When performing these functions with large patients, strength necessary may exceed the DOT rating. Position also includes intermittent sitting, standing, walking, frequent reaching,

occasional twisting and bending, and exposure to fumes and radiation. Both hands are used for power grip, speed, and precision work. Use of both feet is required.

Data Conception: Requires the ability to gather, collate or classify information about data, people, or things. Reporting and/or carrying out a prescribed action in relation to the information are frequently involved.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Manual Dexterity/Motor Coordination: Requires the ability to use body members to start, stop, and control and adjust the progress of machines or equipment. Operating machines involves setting up and adjusting the machine or material as the work progresses. Controlling involves observing gauges, dials, etc., and turning switches and other devices. Must have good eye/hand/foot coordination.

Interpersonal Communication: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Deal with several abstract and concrete variables.

Physical Communication: Requires the ability to speak and/or hear (express self by spoken words and perceive sounds by ear.)

Reasoning Development: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Deal with several abstract and concrete variables.

Language Development: Requires the ability to read and understand complex information from scientific and/or technical journals, papers, verbal instruction, etc. Requires the ability to communicate the same types of complex information and data through speech and in writing in English using proper format, punctuation, spelling, grammar, and using all parts of speech.

Numerical Ability: Requires the ability to determine time, weight and to perform practical applications of fractions, percentages, ratio, and proportion as well as basic addition, subtraction, multiplication, and division operations.

Form/Spatial Ability: Requires the ability to inspect dimensions of items and to visually read information and data.

Personal Temperament: Requires the ability to deal effectively with stress produced by work and guest interaction situations that may be of critical or emergency situation.

Graduates are expected to be qualified to enter the field of medical imaging. It is therefore the responsibility of the student with disabilities to request those accommodations that he/she feels are reasonable and are needed to execute the essential requirements. Students with disabilities must contact the Learning Skills Center to arrange for support services. If a student does not inform the college of a disability, ECC is not required to make any exceptions to any standard procedure.

Students with Disabilities

ECC welcomes students with disabilities and is committed to supporting them as they attend college. If a student has a disability (visual, aural, speech, emotional/psychiatric, orthopedic, health, or learning), s/he may be entitled to some accommodation, service, or support. While the College will not compromise or waive essential skill requirements in any course or degree, students with disabilities may be supported with accommodations to help meet these requirements. The laws state a person does not have to reveal a disability, but if support is needed, documentation of the disability must be provided. If none is provided, the college does not have to make any exceptions to standard procedures. To request accommodations, contact the Student Disabilities Services office to schedule an intake appointment and submit documentation. If you have questions, please call Pietrina Probst at 847-214-7417, email pprobst@elgin.edu or visit the office located in Building B, Room 125.

Elgin Community College

Section 1

Calendar

Program Calendar

The MR Program consists of three semesters beginning in the Fall semester. The CT Program consists of two semesters beginning in the Fall semester. The Mammography Program consists of one semester, conducted in the Fall Semester. The majority of the classes are conducted either online or hybrid. For hybrid classes, students are expected to attend occasional face-to-face sessions and any scheduled laboratory experiences at the College in combination with clinical experiences scheduled at a variety of clinical locations.

Students enrolled as full-time students in the programs will complete a combination of didactic and clinical education. Didactic education includes online courses and some laboratory activities. Clinical education is spent in the clinical settings observing, assisting, and performing patient procedures. Together, didactic and clinical education prepares students for success as practicing medical imaging specialists in MR, CT and/or Mammography.

MR Program for 2024-25 (FT MRI admission is on odd years)

Semester	# Weeks Didactic (Clinical)	Clinical Hours	Total Credits
Fall Session	17(17*) *full-time track on even years; part-time track on odd years	240	Clinical: 3 (FT only) Didactic only: 4 (AMI) +6 (MRI) = 10 Total
Spring Session	17(17*) *full-time track on even years; part-time track on odd years	320	Clinical: 4 (FT only) Didactic only: 2 (AMI)+6(MRI)=8 Total
Summer Session	(10*) *full-time track on even years; part-time track on odd years	160	Clinical: 2 (FT only)
Total	34(44)	720	

CT Program for 2024-25 (FT CTI admission is on even years)

Semester	# Weeks Didactic (Clinical)	Clinical Hours	Total Credits
Fall Session	17*(16)	240	Clinical: 3 Didactic only: 4 (AMI)

Semester	# Weeks Didactic (Clinical)	Clinical Hours	Total Credits
	*full-time track on odd years; part-time track on even years		
Spring Session	17*(16) *full-time track on odd years; part-time track on even years	320	Clinical: 3 Didactic only: 2 (AMI)
Total	34(32)	560	6

Mammography Program for 2024-25

Semester	# Weeks Didactic (Clinical)	Clinical Hours	Total Credits
Fall Session	17(16*) *full-time track	240	10
Spring Session (clinical only)	0(16*) *part-time track	(240)	3
Total	17(16)	240	13

Student Schedules

Students may opt to enroll either part-time (2-year track) or full-time (1-year track) in the Advanced Medical Imaging Programs. Class schedules and clinical schedules are determined at the beginning of each semester of the program. Attendance policies are outlined in Section 4 of the *Student Handbook*. Clinical Rotation Schedules are in Section 6.

Advanced Medical Imaging Programs Calendar

2024-2025

Summer Term – 2024

Date	Event
Monday, May 27, 2024	Memorial Day Holiday-Campus closed
Monday, June 3, 2024	Summer Session Begins
Wednesday, June 19, 2024	Juneteenth-Campus closed
Monday, July 4, 2024	4th of July Holiday – Campus closed
Thursday, August 8, 2024	Summer Session Ends

Fall Semester - 2024

Date	Event
Monday, August 19, 2024	Fall Session begins
Monday, September 2, 2024	Labor Day Holiday - Campus closed
November 27-Dec 1, 2024	Thanksgiving Recess
Friday, December 12, 2024	Fall Session Ends
Thursday, December 23, 2024– Tuesday January 1, 2025	Holiday Recess

Spring Semester - 2025

Date	Event
Monday, January 13, 2025	Spring semester begins
Monday, January 20, 2025	Martin Luther King, Jr. Holiday-Campus closed
Monday, February 17, 2025	President's Day Holiday – Campus closed
March 31– April 6, 2025	Spring Recess
TBA	Radiography Program Awards Dinner
Thursday, May 15, 2025	Spring Session Ends
Saturday, May 17, 2025	Graduation

Summer – 2025

Date	Event
Friday, May 23-Monday, May 26, 2025	Memorial Day Holiday-Campus closed
Monday, June 2, 2025	Summer Term Begins
Thursday June 19th, 2025	Juneteenth-Campus closed
Friday, July 4, 2025	July 4th Holiday – Campus closed
Thursday, August 7, 2025	Summer Session Ends

Holidays:
The following legal holidays are observed, and no regular didactic or clinical instruction is scheduled on these days: Labor Day, Election Day, Thanksgiving (2 days), Martin Luther King Day, President's Day, Memorial Day, Juneteenth, and Independence Day. Holidays that fall during a scheduled break period are part of that break.

Breaks:
Breaks include Thanksgiving recess, Holiday Recess, Spring Recess.

Section 2

Curriculum

Mammography Certificate Program

Elgin Community College's Mammography Program is designed around an R.T.'s busy work schedule.

Courses are either ONLINE or HYBRID (depending on the course). Online courses are delivered 100% online with no face-to-face sessions required. Hybrid courses deliver the content online but 50% of the class is face-to-face (often those sessions include lab activities). Those class times are scheduled in the evenings.

Clinical assignments are 15 hours/week. Students schedule themselves into available slots at assigned clinical site(s) around the student's work schedule. The program has 13 credit hours and 240 total clinical hours.

The Mammography Program is a 2-semester program offered in the Fall and Spring terms.

Fall Semester		**Credit/contact**	**# Weeks**
MAM 101	Fundamentals of Breast Imaging (online)	1cr/1 cont	1st 8 weeks
MAM 102	Instrumentation and QA	2 cr/3 cont	2nd 8 weeks
MAM 103	Breast Anatomy and Pathology (online)	2 cr/2cont	1st 8 weeks
MAM 104	Breast Imaging Techniques	2 cr/3 cont	2nd 8 weeks
MAM 105	Breast Imaging Procedures	3 cr/4.5 cont	1st 8 weeks
MAM 106	Mammography Clinical Practicum (~15 hrs/wk)	3 cr/15 cont	16 weeks

*SPRING SEMESTER (part-time only)

MAM 106, Mammography Clinical Practicum, (~15 hrs/week), 3cr/15conhr, 16 weeks

Computed Tomography Certificate Program

Elgin Community College's Computed Tomography Program is designed around an R.T.'s busy work schedule. Students can elect to complete the program FULL-TIME or PART-TIME. Typically, it takes twice as long to complete the program if enrolled part-time. The clinical component is completed in the second year.

Courses are either ONLINE or HYBRID (depending on the course). Online courses are delivered 100% online with no face-to-face sessions required. Hybrid courses deliver the content online but 50% of the class is face-to-face (often those sessions include lab activities). Those class times are scheduled in the evenings.

Clinical assignments are 15-20 hours/week. Students schedule themselves into available slots at assigned clinical site(s) around the student's work schedule.

The CT Program is a 2-semester program if enrolled as a full-time student (Fall and Spring semesters). Full-time enrollees take all of the courses offered each of the 2 semesters including clinical. It takes 2 semesters (one academic year) to complete the program. Part-time enrollees take the didactic courses the first year and the clinical courses the second year. It takes 4 semesters (2 academic years) to complete the program as a part-time student). The program has 25 credit hours and 560 total clinical hours. **Highlighted courses are only offered in the odd years (i.e. starting in Fall 2019)

Full-Time Option

Fall Semester		**Credit/Contact**	**# weeks**
CTI 100	CT Physical Principles I (hybrid)	3 cr/4 cont	2nd 8 weeks
CTI 101	CT Procedures I	3 cr/4 cont	1st 8 weeks
AMI 110	Advanced Sectional Anatomy I (online)	2 cr/3 cont	16 weeks
AMI 102	Patient Care and Safety (hybrid)	2 cr/3 cont	16 weeks
CTI 103	CT Clinical Practicum I (~ 15 hrs/wk)	3 dr/15 cont	16 weeks

Spring Semester		**Credit/Contact**	**# weeks**
CTI 200	CT Physical Principles II (hybrid)	3 cr/4 cont	2nd 8 weeks
CTI 201	CT Procedures II (hybrid)	3 cr/4 cont	1st 8 weeks
AMI 210	Advanced Sectional Anatomy II (online)	2 cr/ 3 cont	16 weeks
CTI 204	CT Clinical Practicum II (~20 hrs/wk)	4 cr/20 cont	16 weeks

A part-time student has THREE options, depending on the year of initial enrollment.

Part-Time Option One

Fall -Year 1		**Credit/Contact**	**#weeks**
AMI 110	Advanced Sectional Anatomy I (online)	2 cr/3 cont	16 weeks
AMI 102	Patient Care and Safety (hybrid)	2 cr/3 cont	16 weeks
Spring -Year 1			
AMI 210	Advanced Sectional Anatomy II (online)	2 cr/3 cont	16 weeks
Fall- Year 2			
CTI 100	CT Physical Principles I (hybrid)	3 cr/4 cont	2nd 8 weeks
CTI 101	CT Procedures I (hybrid)	3 cr/4 cont	1st 8 weeks
CTI 103	CT Clinical Practicum I (~15 hrs/wk)	3 cr/ 15 cont	16 weeks
Spring-Year 2			
CTI 200	CT Physical Principles II (hybrid)	3 cr/ 4 cont	2nd 8 weeks

CTI 201	CT Procedures II (hybrid)	3 cr/4 cont	1st 8 weeks
CTI 204	CT Clinical Practicum II (~20 hrs/week)	4 cr/20 cont	16 weeks

**Highlighted courses are only offered in the odd years (i.e. starting in Fall 2019)

Part-Time Option Two

Fall-Year 1		**Credit/Contact**	**#weeks**
CTI 100	CT Physical Principles I (hybrid)	3 cr/4 cont	2nd 8 weeks
CTI 101	CT Procedures I (hybrid)	3 cr/4 cont	1st 8 weeks
Spring-Year 1			
CTI 200	CT Physical Principles II (hybrid)	3 cr/4 cont	2nd 8 weeks
CTI 201	CT Procedures II (hybrid)	3 cr/4 cont	1st 8 weeks
Fall-Year 2			
AMI 110	Advanced Sectional Anatomy I (online)	2 cr/3 cont	16 weeks
AMI 102	Patient Care and Safety (hybrid)	2 cr/3 cont	16 weeks
CTI 103	CT Clinical Practicum I (~15 hrs/week)	3 cr/15 cont	16 weeks
Spring-Year 2			
AMI 210	Advanced Sectional Anatomy II (online)	2 cr/3 cont	16 weeks
CTI 204	CT Clinical Practicum II (~20 hrs/week)	4 cr/20cont	16 weeks

Part-Time Option Three

Fall-Year 1		**Credit/Contact**	**# Weeks**
CTI 100	CT Physical Principles (hybrid)	3 cr/4 cont	2nd 8 weeks
CTI 101	CT Procedures I (hybrid)	3 cr/4 cont	1st 8 weeks
AMI 110	Advanced Sectional Anatomy I (online)	2 cr/3 cont	16 weeks
Ami 102	Patient Care and Safety (Hybrid)	2 Cr/3 Cont	16 Weeks
Spring-Year 1			
CTI 200	CT Physical Principles II	3 cr/4 cont	2nd 8 weeks
CTI 201	CT Procedures II	3 cr/4 cont	1st 8 weeks
AMI 210	Advanced Sectional Anatomy II (online)	2 cr/3 cont	16 weeks
Fall-Year 2			
CTI 103	CT Clinical Practicum I (~15 hrs/week)	3 cr/15 cont	16 weeks
Spring-Year 2			
CTI 204	CT Clinical Practicum II (~20 hrs/week)	4 cr/20 cont	16 weeks

**Highlighted courses are only offered in the odd years (ie starting in Fall 2019)

Magnetic Resonance Certificate Program

Elgin Community College's Magnetic Resonance Program is designed around an R.T.'s busy work schedule. Students can elect to complete the program FULL-TIME or PART-TIME. Typically, it takes twice as long to complete the program if enrolled part-time.

Courses are either ONLINE or HYBRID (depending on the course). Online courses are delivered 100% online with no face-to-face sessions required. Hybrid courses deliver the content online but 50% of the class is face-to-face (often those sessions include lab activities). Those class times are scheduled in the evenings.

Clinical assignments are typically 20 hours/week. Students schedule themselves into available slots at assigned clinical site(s) around the student's work schedule.

The MR Program is a 3-semester long program if enrolled as a full-time student (starts in the fall, ends in the summer). Full-time enrollees take all of the courses offered each of the 3 semesters including clinical. It takes 3 semesters to complete the program. Part-time enrollees take the didactic courses the first year and the clinical courses the second year. It takes 6 semesters to complete the program as a part-time student). The program has 27 total credits and 720 total clinical hours. **Highlighted courses are only offered in the EVEN years (i.e. starting in Fall 2018)

Full-Time Option

Fall Semester		**Credit/Contact**	**# Weeks**
MRI 100	MR Physical Principles I (hybrid)	3 cr/4 cont	2nd 8 weeks
MRI 101	MR Procedures I (hybrid)	3 cr/4 cont	1st 8 weeks
AMI 110	Advanced Sectional Anatomy I (online)	2 cr/3 cont	16 weeks
AMI 102	Patient Care and Safety	2 cr/3 cont	16 weeks
MRI 103	MR Clinical Practicum I (~15 hrs/wk)	3 cr/15 cont	16 weeks
Spring Semester			
MRI 200	Clinical Aspects in MR (hybrid)	3 cr/4 cont	2nd 8 weeks
MRI 201	MR Procedures II (hybrid)	3 cr/4 cont	1st 8 weeks
AMI 210	Advanced Sectional Anatomy II (online)	2 cr/3 cont	16 weeks
MRI 204	MR Clinical Practicum II (~20 hrs/wk)	4 cr/20 cont	16 weeks
Summer Term			
MRI 205	MR Clinical Practicum III (~16 hrs/wk)	2 cr/10 cont	10 weeks

A part-time student has THREE options, depending on the year of initial enrollment.

Part-Time Option One

Fall-Year 1		**Credit/Contact**	**# Weeks**
AMI 110	Advanced Sectional Anatomy I (online)	2 cr/3 cont	16 weeks
AMI 102	Patient Care and Safety (hybrid)	2 cr/3 cont6	16 weeks
Spring-Year 1			
AMI 210	Advanced Sectional Anatomy II (online)	2 cr/3 cont	16 weeks
Fall-Year 2			
MRI 100	MR Physical Principles I (hybrid)	3 cr/4 cont	2nd 8 weeks
MRI 101	MR Procedures I (hybrid)	3 cr/4 cont	1st 8 weeks
MRI 103	MR Clinical Practicum I (~15 hrs/week)	3 cr/ 15cont	16 weeks
Spring-Year 2			
MRI 200	Clinical Aspects in MR (hybrid)	3 cr/4 cont	2nd 8 weeks
MRI 201	MR Procedures II	3 cr/4 cont	1st 8 weeks
MRI 204	MR Clinical Practicum II (~20 hrs/week)	4 cr/20 cont	16 weeks
Summer-Year 2			
MRI 205	MR Clinical Practicum III (~24 hrs/week)	3 cr/15 cont	10 weeks

Part-Time Option Two

Fall-Year 1		**Credit/Contact**	**# Weeks**
MRI 100	MR Physical Principles I (hybrid)	3 cr/4 cont	2nd 8 weeks
MRI 101	MR Procedures I (hybrid)	3 cr/4 cont	1st 8 weeks
Spring-Year 1			
MRI 200	Clinical Aspects in MR (hybrid)	3 cr/4 cont	2nd 8 weeks
MRI 201	MR Procedures II (hybrid)	3 cr/4 cont	1st 8 weeks
Fall-Year 2			
AMI 110	Advanced Sectional Anatomy I (online)	2 cr/ 3 cont	16 weeks
AMI 102	Patient Care and Safety (hybrid)	2 cr/ 3 cont	16 weeks
MRI 103	MR Clinical practicum I (~15 hrs/wk)	3 cr/15 cont	16 weeks
Spring-Year 2			
AMI 210	Advanced Sectional Anatomy II (online)	2 cr/3 cont	16 weeks
MRI 204	MR Clinical Practicum II (~20 hrs/wk)	4 cr/20 cont	26 weeks
Summer-Year 2			
MRI 205	MR Clinical Practicum III (~16 hrs/wk)	2 cr/10 cont	10 weeks

Part-Time Option Three

Fall-Year 1		**Credit/Cont**	**# Weeks**
MRI 100	MR Physical Principles I (hybrid)	3 cr/4 cont	2nd 8 weeks
MRI 101	MR Procedures I (hybrid)	3 cr/4 cont	1st 8 weeks
AMI 110	Advanced Sectional Anatomy I (online)	2 cr/ 3 cont	16 weeks
AMI 102	Patient Care and Safety (hybrid)	2 cr/3 cont	16 weeks
Spring-Year 1			
MRI 200	Clinical Aspects in MR (hybrid)	3 cr/4 cont	2nd 8 weeks
MRI 201	MR Procedures II (hybrid)	3 cr/4 cont	1st 8 weeks
AMI 210	Advanced Sectional Anatomy II (online)	2 cr/3 cont	16 weeks
Fall-Year 2			
MRI 103	MR Clinical Practicum I (~15 hrs/week)	3 cr/15 cont	16 weeks
Spring-Year 2			
MRI 204	MR Clinical Practicum II (~20 hrs/week)	4 cr/20 cont	16 weeks
Summer-Year 2			
MRI 205	MR Clinical Practricum III (~16 hrs/week)	2 cr/10 cont	10 weeks

Mammography Course Descriptions

MAM 101 Fundamentals of Breast Imaging, 1 CR 1Lec/0 Lab

This introductory course emphasizes the importance of patient care and education in the mammographic environment. Incidence and risk factors, signs, and symptoms associated with breast cancer for male and female patients are discussed. Tumor staging of breast cancers and treatment options for the patient with breast cancer are summarized including the surgical, non-surgical, and reconstructive aspects of the patient.

MAM 102 Instrumentation and QA, 2 CR 1Lec/2 Lab

This course covers the basic design of the mammography equipment and introduces the student to the role of technical components utilized in mammography and their effect on the mammographic image. Both analog and digital imaging equipment and the use of computer-aided detection (CAD) is also discussed. The MQSA regulations and the various agencies that govern mammography including their purposes, processes, and frequency of inspection are included in this course, as well as the quality control testing required to maintain accreditation and the roles that technologists and the physicists play in performing these tests.

MAM 103 Breast Anatomy and Pathology, 2 CR 2 Lec/0 Lab

This course introduces the student to the basic terminology associated with the breast anatomy. Also defined are the aspects of the internal and external breast anatomy, cellular components, and the TDL (Terminal Ductal Lobular Unit) identifying their role in the breast anatomy. The student is also introduced to breast imaging terminology associated with mammography, the role of the pathologist, and how breast pathology is correlated to breast cancer.

MAM 104 Mammographic Imaging Techniques, 2 CR 1 Lec/2Lab

This course introduces the student to the technical factors that influence the mammographic image allows the student the opportunity to evaluate and critique mammographic images. Also discussed is the required labeling required for mammograms and the acceptable abbreviations.

MAM 105 Breast Imaging Procedures, 3 CR 2 Lec/2.5 Lab

This course introduces the standard views required for obtaining a mammogram, and any additional views and positioning techniques associated with obtaining the required images. The course also discusses special patient situations which the mammographer may encounter during the mammographic exam and offers the student the opportunity to apply critical thinking skills. The

course will also define and discuss the differences between a screening and diagnostic mammogram. Alternative imaging options and diagnostic procedures associated with the breast will also be reviewed.

Mam 106 Clinical Practicum in Mammography, 3 CR 0 Lec/15 Lab

This course allows the student to apply the knowledge gained in the previous courses and practice positioning and quality control testing under the supervision of a registered mammographer in a clinical setting. This course also provides the opportunity to document clinical competence as required by the ARRT to apply for the advanced certification in mammography.

Computed Tomography (CT) Course Descriptions

AMI 102 Patient Care and Safety, 2.0 CR 1Lec/2Lab

This course provides the student with patient care knowledge and skills related to specialized imaging procedures. The roles of the MR and CT Technologists are defined as well as behavioral standards, and ethics and law related to the position. Medical records management concerns, including privacy and regulatory issues, are examined. This course will provide the student with patient assessment skills as it relates to advanced imaging procedures, a review of infection control, and special considerations within these imaging environments. Contrast pharmacology, the theory and practice of basic techniques of venipuncture, and administering diagnostic contrast agents and/or intravenous medications will be discussed. Course content will provide basic emergency medicine and management of medical emergencies related to adverse contrast reactions.

AMI 110 Advanced Sectional Anatomy I, 2.0 CR 1Lec/2Lab

This course will enhance the student's knowledge of gross radiographic anatomy through the observation of the human body from multiple orthogonal planes. The following anatomical regions of interest included in this course are Brain, Face, Neck, Spine, Upper and Lower Musculoskeletal regions. This course also familiarizes the student with the common pathologies found in magnetic resonance imaging and computed tomography through the appearance of normal and abnormal pathologies in various imaging planes. Pathological and traumatic disease processes associated with the Skeletal, Endocrine, and Hematopoietic systems will be discussed to help the student identify these disease processes in common practice and make the associated imaging changes required to adequately demonstrate the patient's anatomy and pathology.

AMI 210 Advanced Sectional Anatomy II, 2.0 CR 1Lec/2Lab

This secondary anatomy and pathology course will further enhance the student's knowledge of gross radiographic anatomy and increase understanding of this anatomy through the observation from a three-dimensional perspective. The student will be introduced to gross anatomy from a cross-sectional perspective including the following regions/systems: Thorax, Abdomen, and Pelvis. Pathological and traumatic disease processes associated with the Respiratory, Cardiovascular, Abdomen, Gastrointestinal, Hepatobiliary, Urinary, and Reproductive Systems. Anatomical structures and the plane that best demonstrates anatomy are discussed as well as signal characteristics of normal and abnormal structures will be discussed.

CTI 100 CT Physical Principles, 3.0 CR 2Lec/2Lab

This course introduces the student to physical principles and image acquisition parameters of computed tomography, surveys instrumentation, and digital processing parameters, and discusses scanning techniques as applied to single and multi-slice spiral CT. Imaging protocols for the head, neck, thorax, abdomen, pelvis, and spine are emphasized.

CTI 101 CT Procedures I, 3.0 CR 2Lec/2Lab

This course provides detailed coverage of procedures for CT imaging. Procedures include, but are not limited to, indications for the procedure, patient education, preparation, orientation and positioning, patient history and assessment, contrast media usage, scout image, selectable scan parameters, filming, and archiving of the images. CT procedures will be taught for differentiation of specific structures, patient symptomology, and pathology. CT images studied will be reviewed for quality, anatomy, and pathology.

CTI 103 CT Clinical Practicum I, 3.0 CR 0Lec/15Lab

Content and clinical practice experiences should be designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice, and professional development are discussed, examined and evaluated.

Clinical practice experiences should be designed to provide patient care and assessment, competent performance of radiologic imaging, and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during, and following the radiologic procedure.

CTI 200 CT Physical Principles II, 3.0 CR 2Lec/2Lab

This course introduces the student to the principles of a single slice, multi-slice, and volume scanning computed tomography as they pertain to radiation dose in adults and pediatrics. It will also cover post-processing techniques, PET/CT, and quality control.

CTI 201 CT Procedures II, 3.0 CR 2Lec/2Lab

Content provides detailed coverage of procedures for CT imaging. Procedures include, but are not limited to, indications for the procedure, patient education, preparation, orientation and positioning, patient history and assessment, contrast media usage, scout image, selectable scan parameters, filming, and archiving of the images. CT procedures will be taught for differentiation of specific

structures, patient symptomology, and pathology. CT images studied will be reviewed for quality, anatomy, and pathology.

CTI 204 CT Clinical Practicum II, 4.0 CR 0Lec/20 Lab

Content and clinical practice experiences should be designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice, and professional development are discussed, examined, and evaluated. A comprehensive “mock” registry will be given at the conclusion of the course.

Magnetic Resonance Imaging Course Descriptions

AMI 102 Patient Care and Safety, 2 CR 1Lec/2Lab

This course provides the student with patient care knowledge and skills related to specialized imaging procedures. The roles of the MR and CT Technologists are defined as well as behavioral standards, and ethics and law related to the position. Medical records management concerns, including privacy and regulatory issues, are examined. This course will provide the student with patient assessment skills as it relates to advanced imaging procedures, a review of infection control, and special considerations within these imaging environments. Contrast pharmacology, the theory and practice of basic techniques of venipuncture and administering diagnostic contrast agents and/or intravenous medications will be discussed. Course content will provide basic emergency medicine and management of medical emergencies related to adverse contrast reactions.

AMI 110 Advanced Sectional Anatomy I, 2 CR 1Lec/2Lab

This course will enhance the student's knowledge of gross radiographic anatomy through the observation of the human body from multiple orthogonal planes. The following anatomical regions of interest included in this course are: Brain, Face, Neck, Spine, Upper, and Lower Musculoskeletal regions. This course also familiarizes the student with the common pathologies found in magnetic resonance imaging and computed tomography through the appearance of normal and abnormal pathologies in various imaging planes. Pathological and traumatic disease processes associated with the Skeletal, Endocrine, and Hematopoietic systems will be discussed to help the student identify these disease processes in common practice and make the associated imaging changes required to adequately demonstrate the patient's anatomy and pathology.

AMI 210 Advanced Sectional Anatomy II, 2 CR 1Lec/2Lab

This secondary anatomy and pathology course will further enhance the student's knowledge of gross radiographic anatomy and increase understanding of this anatomy through the observation from a three-dimensional perspective. The student will be introduced to gross anatomy from a cross-sectional perspective including the following regions/systems: Thorax, Abdomen and Pelvis. Pathological and traumatic disease processes are associated with the Respiratory, Cardiovascular, Abdomen, Gastrointestinal, Hepatobiliary, Urinary, and Reproductive Systems. Anatomical structures and the plane that best demonstrates anatomy are discussed as well as signal characteristics of normal and abnormal structures will be discussed.

MRI 100 MR Physical Principles, 3 CR 2Lec/2Lab

This course will introduce the fundamental principles that lend themselves to the creation of the magnetic resonance images through the understanding of basic quantum physics, instrumentation, and the manipulation of basic technical factors. This courses topics will cover magnetic molecular principles, image weighting and contrast, tissue characteristics, spatial localizations, MR system components, data collection, and image formation, imaging parameters, and their trade-offs, and MR safety.

MRI 101 MR Procedures I, 3 CR 2Lec/2Lab

This course will help the student begin to apply their knowledge of MR physical principles, MR safety, sectional anatomy, MR instrumentation and image formation, and patient care within the MR environment. The student will be introduced to intravenous puncture techniques and contrast administration. This course also provides the student with slice and patient positioning, proper coil selection and positioning, imaging protocols, and techniques related to the central nervous system (CNS), neck, and spine.

MRI 103 MR Clinical Practicum I, 3 CR 0Lec/15Lab

This course encompasses the clinical application of technical and professional aspects of magnetic resonance imaging within a healthcare setting. Content is presented as a progression in competency levels through clinical performance objectives and competency exams. Students will be rotated through different MR facilities and be exposure to MR personnel, examinations and educational materials necessary to competently achieve content objectives. The student will be required to demonstrate clinical competency in a number and variety of procedures as required by the American Registry of Radiologic Technologist (ARRT). Activities include demonstration and observation, after which the student assists in performing the activity. When a satisfactory degree of proficiency is apparent, the student can perform the activity under direct supervision. When both the student and instructor are satisfied with the student's proficiency, the student performs studies under indirect supervision to gain experience and expertise in MR imaging and meet the clinical procedural examination requirements outlined in this course.

MRI 200 Clinical Aspects in MR, 3 CR 2Lec/2Lab

This course will introduce the student to clinical aspects of Magnetic Resonance Imaging. Topics include pulse sequences, vascular imaging, artifacts, and their compensation, contrast agent and their effects on the overall image, advanced imaging techniques, and quality assurance.

MRI 201 MR Procedures II, 3 CR 2Lec/2Lab

This procedures course will help the student begin to apply their knowledge of MR physical principles, MR safety, sectional anatomy, MR instrumentation and image formation, and patient care within the MR environment. The student will be introduced to intravenous puncture techniques and contrast administration. This course also provides the student with slice and patient positioning, proper coil selection and positioning, imaging protocols and techniques related to the muscular skeletal system, thorax, abdomen, pelvis, vascular examinations, and special procedures.

MRI 204 MR Clinical Practicum II, 4 CR 0Lec/20Lab

This clinical course provides the student with additional clinical experience necessary to comply with the ARRT clinical experience requirements in order to be eligible to take the ARRT Advanced Certification Examination. It will encompass many of the same technical and professional aspects as the prerequisite course, MRI 103; however, the focus here will be to increase the student's knowledge and confidence with more repetition within a healthcare setting. Technologists performing magnetic resonance imaging must competently apply basic protocols, recognize when and how to appropriately alter the standard protocol, and recognize equipment and patient considerations that affect image quality. The technologist is responsible for maintaining a safe MRI environment. This course provides the necessary supervised clinical education to become proficient in these skills.

MRI 205 MR Clinical Practicum III, 2 CR 0Lec/10Lab

This clinical course provides the student with additional clinical experience necessary to comply with the ARRT clinical experience requirements in order to be eligible to take the ARRT Advanced Certification Examination. It will encompass many of the same technical and professional aspects as the prerequisite courses, MRI 103 and 204.

MRI Textbooks

Course	Author	Title
Fall		**All textbooks should be the latest edition
AMI 110	Kelley and Peterson	Sectional Anatomy for Imaging Professionals
	Kelley and Peterson	Sectional Anatomy Study Guide
	Gray and Ailinani	CT/MRI Pathology
	Eisenberg & Johnson	Comprehensive Radiographic Pathology
	Eisenberg & Johnson	Comprehensive Radiographic Pathology Workbook
MRI 100	Westbrook, C. Roth, J Talbot	MRI in Practice
	McRobbie, Moore	MRI from Picture to Proton
	Bushong	Magnetic Resonance Imaging
MRI 101	Catherine Westbrook	Handbook of MRI Technique
	Meacham	MRI Simulator Lab Book
	Anne Bright	Planning and Positioning in MRI
AMI 102	Ehrlich & Coakes	Patient Care in Radiography
	Towsley-Cook	Ethical and Legal Issues for Imaging Professionals
MRI 103	Moeller, Reif,	MRI Parameters and Positioning
Spring		
MRI 200		Same as MRI 100
MRI 201		Same as MRI 101
AMI 210		Same as AMI 110
MRI 204	Roth and Faulkner	Review Questions for MRI
Summer		
MRI 205		Same as MRI 204

CT Textbooks

Course	Author	Title
Fall		**All textbooks should be the latest edition
AMI 110	Kelley and Peterson	Sectional Anatomy for Imaging Professionals
	Kelley and Peterson	Sectional Anatomy Study Guide
	Gray and Ailinani	CT/MRI Pathology
	Eisenberg & Johnson	Comprehensive Radiographic Pathology
	Eisenberg & Johnson	Comprehensive Radiographic Pathology Workbook
AMI 102	Ehrlich & Coakes	Patient Care in Radiography
	Towsley-Cook	Ethical and Legal Issues for Imaging Professionals
CTI 100	Euclid Seeram	Computed Tomography: Physical Principles, Clinical Applications and Quality Control
CTI 101	Meacham	CT Simulator Lab Book
	Romans,	Computed Tomography for Technologists
CTI 103		None
Spring		
CTI 200		Same as CTI 100
CTI 201		Same as CTI 101
AMI 210		Same as AMI 110
CTI 204		Mosby's Exam Review for Computed Tomography

Mammography Textbooks

Course	Author	Title
Fall		**All textbooks should be the latest edition
MAM 101	Andolina & Lille	Mammographic Imaging A Practical Guide
	Cardenosa	Breast Imaging Companion
	Lee, Strickland, Wilson & Evans	Fundamentals of Mammography
MAM 102		Same as MAM 101
	Peart	Mammography and Breast Imaging Prep
	Peart	Lange Q & A Mammography Examination
	Wagner & Wight	Mammography Exam Review
	printed off ACR's website	ACR Mammography QC Manual
MAM 102		Same as MAM 101 & 102
MAM 103		Same as MAM 101 & 102
MAM 104		Same as MAM 101 & 102
MAM 105		Same as MAM 101 & 102

Advanced Medical Imaging Expenses

Estimated Preadmission Expenses

Expenses			**Total**
Physical Exam*or documentation from your employee health records			$48
Titers/Immunizations* or documentation from your employee health records			
	MMR injection		$99
OR	MMR Screen		
	Rubella		$25
	Rubeola		$25
	Mumps		$25
	Varicella injection (2X injections)		$140
OR	Varicella titer		$25
	Tdap		$50
	Hepatitis B vaccine (booster only)		$70
OR	Hepatitis B titer		$40
	TB test*		$40
	Flu shot COVID vaccine recommended		$30
Finger printing/Background check 10-Panel Drug testing*	CASTLEBRANCH FEE (also covers medical document management & record review)	up to	$118
		could be less	
Your Preadmission Subtotal (approximate depending on immune status - could be less)			$745

Program Expenses			**Fall**	**Spring**	**Summer**	**Total**
Tuition	Based on "in district resident" $132/credit hour	MR	$1,584	$1,584	$396	$3,564
		CT	$1,716	$1,584		$3,300
		MAM	$1,716			$1,625
Registration Fee		MR	$5	$5	$5	$15
		CT	$5	$5		$10
		MAM	$5			$5
Lab Fees		MR	$300	$225	$75	$600
		CT	$184	$138		$322
		MAM	$136			$136
Textbooks	Prices are approximate & subject to change w/o notice	MR	$1,235	$57	$0	$1,292
		CT	$1,022	$55		$1,077
		MAM	$674	$0	$0	$674
Scrubs		All programs				$300
Graduation fee					$15	$15
ARRT Certification Exam Fee					$200	$200
Subtotal MR						$5,986
Subtotal CT						$5,224
Subtotal MAM						$2,955
**The student is responsible for transportation between clinical sites and ECC campus activities and all expenses associated with this travel. **Cost of any of the above is subject to change without notice.						

Medical Imaging Student (Tops White Logo, Pants blank, Lab Coat)

Item Number	Description	Size (circle)	Price	Color	Qty	Total
4700	Women's V-neck scrub top	XS , S , M , L , XL	$21.99	Royal Blue		
4700	Women's V-neck scrub top	2X , 3X	$23.99	Royal Blue		
4700	Women's V-neck scrub top	4X, 5X	$23.99	Royal Blue		
4200	Women's Athletic Scrub pant	XS , S , M , L , XL	$15.99	Royal Blue		
4200	Women's Athletic Scrub pant	2X , 3X	$17.99	Royal Blue		
4200	Women's Athletic Scrub pant	4X, 5X	$17.99	Royal Blue		
4350	Women's Warm Up Jacket	XS , S , M , L , XL	$22.99	Royal Blue		
4350	Women's Warm Up Jacket	2X , 3X	$24.99	Royal Blue		
4350	Women's Warm Up Jacket	4X, 5X	$24.99	Royal Blue		
1446	Long Lab Coat	XS , S , M , L , XL	$25.99	White		
1446	Long Lab Coat	2X , 3X	$27.99	White		
1446	Long Lab Coat	4X, 5X	$27.99	White		
4777	Men's V-neck scrub top	XS , S , M , L , XL	$19.99	Royal Blue		
4777	Men's V-neck scrub top	2X , 3X	$21.99	Royal Blue		
4777	Men's V-neck scrub top	4X, 5X	$21.99	Royal Blue		
4100	Unisex scrub pant	XS , S , M , L , XL	$14.99	Royal Blue		
4100	Unisex scrub pant	2X , 3X	$16.99	Royal Blue		
4100	Unisex scrub pant	4X, 5X	$16.99	Royal Blue		
310707	Lead Marker Set		$26.99			
	*Initials: First_____ Middle_____ Last_____					

**Uniforms must be ordered through the ECC bookstore office to ensure the correct, color, style and stitching to identify the student as an ECC Radiography Student. Samples are available for sizing.

Elgin Community College

Section 3

Resources & Services

Academic Services

Renner Learning Resources Center

- ECC's library on the main campus maintains reference books, periodicals, and audio-visual aids related to radiography and are available for student use. The hours of operation are Monday through Thursday from 7:45 a.m. to 10 p.m. and Fridays from 8 a.m. to 4 p.m. The library is closed Fridays and Saturdays from June through August.
- The Program also maintains a reference library in the faculty's offices.

Computer Resources

Students have access to computers, located in the Medical Imaging classroom and laboratory (A 124) and also in A119. Computer-assisted instructional (CAI) modules are assigned to supplement the curriculum in many of the courses. CT and MRI simulator software is available for lab activities to supplement the curriculum.

Copy Services

Students who wish to make copies of printed materials while on campus should purchase a copy card from one of the card dispensers. A copier is available for student use in the library.

Tutoring/Remedial Instruction

- Tutoring and remedial instruction in the radiation sciences is available to all radiography students on an individual basis, as needed by requesting assistance of the program faculty.
- Instructors may initiate remedial instruction when deemed to be in the best interest of the student.

Retention

Health Professions Advisor & Retention Specialist
Sarah Buzzelli
B120.17-Student Success Center
P: 847-214-7286
sbuzzelli@elgin.edu

Office Hours
Student Success Center
Building B, Room B120
847-214-7390

advising@elgin.edu
Monday through Thursday: 8 a.m. to 7 p.m.
Friday: 8 a.m. - 4 p.m.

Walk-ins are always welcome. If you need to schedule an appointment, please contact the Student Success Center at 847-214-7390. You can also email me at sbuzzelli@elgin.edu with any questions, or even for scheduling an appointment. I look forward to working with everyone!

Advising and Student Wellness

The Advising Center (B Building) provides advising and counseling services for all ECC students. See the College Catalog for additional information on the services provided.

Wellness Services provides services about psychosocial issues that impact academic performance.

Program officials are available for assistance with advising for registration of courses.

Medical Imaging Program faculty provide students with a written progress report at midterm and at the end of each semester. Program faculty may schedule a private conference with students if deemed necessary. Students should seek assistance from any of the instructors as needed.

Health Insurance

Students enrolled in the Advanced Imaging Programs are covered by accident insurance that covers student injuries that occur during participation in on-campus activities and during the clinical experience. This plan does not provide any other coverage. **It is mandatory that students maintain adequate health insurance during enrollment.** Students' medical insurance coverage serves as the primary coverage and the college's accident insurance serves as the student's secondary coverage for injuries that occur on ECC campus or on site at any of the clinical affiliates.

Health Services

At this time, there are no health services on ECC Campus. In case of injury while on ECC campus, please review information on Emergency Response included in the College Catalog.

Career Planning and Graduate Placement

- The Program Director is available to provide assistance with resume writing and interviewing skills as requested.

- Job postings are typically communicated to students and graduates via email from your instructors. Students are encouraged to request letters of reference from instructors, clinical supervisors, and Program officials. Official copies of transcripts will be forwarded by the Records Department upon completion of a written request.

See College Catalog for additional information regarding Resources and Services available to Elgin Community College students.

Elgin Community College

Section 4

Program Policies & Procedures

Admission Process

The Advanced Imaging Certificate Programs are limited-enrollment programs. Applicants will be accepted into a program on a first-come-first-served basis according to time and date on the completed Health Professions application.

Applicants should indicate preference of Full-time or Part-time status on the application. Priority will be given to full-time students for clinical placement. Clinical placement for part-time students will be guaranteed the following year.

For CT and MR certificate programs:

Candidate must be ARRT registered in radiography **OR** radiation therapy **AND** a graduate of a JRCERT-accredited imaging program; **OR** ARRT **OR** NMTCB registered in nuclear medicine technology **AND** a graduate of a JRCNMT accredited nuclear medicine technology program **OR** ARRT **OR** ARDMS registered in sonography **AND** a graduate of a JRCDMS accredited sonography program. (This applies to MRI only, not CT.) In addition, candidates for the MR program must possess the minimum of an associate degree.

For Mammography certificate program:

Candidate must be ARRT registered in radiography **AND** a graduate of a JRCERT-accredited imaging program.

****Documentation consisting of an official transcript and a copy of ARRT certification (and IL state license for CT and Mammography programs) should be sent directly to the Medical Imaging Department (NOT Records). You do NOT have to request that the transcript be evaluated. Application is complete once all supporting documents are received.

Admission Steps

1. Submit completed ECC application for admission
2. Submit completed Health Professions application
3. Submit documentation of successful completion of an appropriately accredited educational program (see above) **
4. Submit documentation of current certification (as listed above) **

- All information MUST be turned in by the application deadline (June 15th) in order to be considered as a candidate. Late applications will be only considered if space is still available.

- Health Professions applications are time and date stamped at the time of submission. Acceptance is on a first-come-first-served basis. Full-time candidates are given priority for clinical placement.
- Acceptance letters will be sent out as applications are received until all seats are filled. All others will be placed on a waiting list and notified.
- It is the applicant's responsibility to ensure that the contact information in the student record is up-to-date and correct. (**Notifications will be sent to the email address indicated on the Health Professions Application.)**
- Candidates will be asked to confirm status via email. Failure to send confirmation by the stated deadline will result in forfeiture of the position. **It is the applicant's responsibility to check emails on a regular basis in order to confirm acceptance by the deadline stated in the acceptance notification.**
- Accepted students will be sent an orientation packet outlining additional documentation to comply with affiliation contracts as follows:

Next Steps (After orientation)

- Submit pre-clinical medical forms showing evidence of required immunization (titers) and proof of health/fitness
- Submit to criminal background checks and drug testing
- Provide proof of health insurance coverage
- Provide proof of CPR certification prior to starting the program.
- The above documentation is to be uploaded into the Castlebranch portal.
- Register for classes (Classes begin in August for programs starting in the Fall semester)

Attendance Policy

One of the goals supporting the mission of our Medical Imaging Programs is to graduate technologists who will conduct themselves in a professional manner by demonstrating professional values and behavior in clinical practice. Employers of our graduate's value dependability, reliability and a strong work ethic. As such, the Program faculty expect students to strive to achieve these qualities in order to ensure employability in the profession after graduation.

Students must be familiar with and comply with all policies and procedures of Elgin Community College, the Medical Imaging Programs, and affiliating Medical Imaging Departments and clinics. Failure to comply with these policies would make the student subject to Disciplinary Procedures, as outlined in this *Handbook*.

Class Attendance Policy

For All Didactic Radiography Courses

On-time attendance is required.

For every 3 occurrences in lecture &/or lab, your grade for that class will be lowered by 1 full letter grade.

An "occurrence" is:

- Unexcused absence from class or lab
- Incomplete class or lab: 15 minutes late or leaving 15 minutes early.

Excused absences may include but are not exclusive of:

- A written Doctor's excuse for the day(s) missed
- Military Active obligations (ex. reserves)
- Determined on a case-by-case basis at the discretion of the Instructor &/or Program Director.
- Refer to each course's syllabus for the instructor's specific attendance requirements.

Student Schedule

- Student clinical and didactic schedules do not exceed forty hours per week. Regular and prompt attendance is expected.
- Clinical schedules will be provided through Google docs. The advanced imaging clinical coordinator and/or program director will provide each student with guidance in scheduling clinical assignments
- Clinical assignments:
- Shift times for clinical assignments will vary including day, evening, and night shifts as available including various weekday and weekend rotations. A student must have the approval of the designated clinical instructor to leave the assigned clinical area (this includes coming in or leaving early/late.)
- The student is allowed a 30-minute lunch break unless otherwise notified.

Time and Attendance System

- Students are expected to clock in and out at the assigned clinical site using the E*Value electronic system. Students can clock in and out via a designated facility computer or the student's own smart phone or tablet. If a student forgets to clock in or clock out, the clinical coordinator must be notified immediately via email or text message.

- Any time record cheating will result in automatic clinical probation for all students involved. A second incident will result in immediate dismissal.

Clinical Attendance Policy

- For clinical absences: The student must place **TWO** phone calls when absent. The student must speak to either the Program Director or Clinical Coordinator at the College **AND** the Clinical Instructor (or designate) at the clinical site OR leave a message on voice mail at each facility.
    - **ECC** (847-214-7691 PD) **OR** (847-214-7829 CC) or via cell phones (voice messages and/or text messages are acceptable)
    - **Clinical Instructor at the assigned clinical site** (see Clinical instructor contact information sheet available in the Handbook, on D2L and in E*Value)
- The student must notify program faculty at least 15 minutes prior to the scheduled clinical or class time.
- The student must call in on each successive day she/he is absent.
- Clinical absences must be made up. Make-up days are scheduled at the discretion of the program faculty in order to assure the availability of appropriate supervision.
- Violation of any of the provisions of the attendance policy will result in reduction in the clinical grade. For repeated offenses, the student may also be subject to disciplinary action, up to and including dismissal from the program.
- Habitual absenteeism (resulting in more than 24 hours of clinical makeup time) impacts the ability of the student to demonstrate clinical progress and demonstrate professional growth. The consequence of habitual absenteeism is **Clinical probation**. Clinical Probation negatively impacts the clinical grade.
- Continued unauthorized absences may also result in dismissal from the program.

Snow Day Policy

If the college is closed, students are not required to attend practicum; however, any missed days deemed a unique or limited assignment may be re-assigned. Site visits will not occur when the campus is closed.

The following radio and TV stations will report college closings: WGN, WBBM, WRMN, FOX, STAR, CBS TV, NBC TV, ABC TV, WGN TV, FOX TV, and CLTV. Students may also call the college at 847-697-1000 or log on to the college website. It is recommended that students register for ECC's emergency alert system. Students, faculty, and staff receive text messages if there is a campus emergency or cancellation of classes due to inclement weather.

1. Log on to emergency.elgin.edu

2. Enter your name, cell number & email address
3. Click to register

Excused Absences

- **Jury duty** and **funeral leave** are the only other excused absences.
- Funeral leave is only excused for members of the immediate family. Immediate family is considered: spouse, children, mother, father, brother, sister, grandparents, and in-laws.
- Documentation must be provided for either type of leave for those days to be excused.

Emergency Leave

- Due to emergency or special circumstances, a student may have up to three days of leave. The student must submit a written request to the program faculty or obtain approval from program officials.
- The student must make up missed clinical time and/or class assignments during the emergency leave.

Leave of Absence/Temporary Disability Policy

Purpose: This policy is to accommodate the student who is temporarily unable to maintain required attendance in the program, due to unforeseen circumstances beyond his/her control. **A student may not use a leave of absence to avoid dismissal from the Program for disciplinary reasons**.

- Any student absence in excess of two weeks requires that the student request a Leave of Absence, in writing, to the Program Director.
- The Program Director must approve all requests for Leave of Absence. All information concerning student leave of absence is confidential.
- Student Leave of Absence for medical or personal reasons may not exceed one year.
- The "Student Pregnancy Policy" outlines Student Leave of Absence due to pregnancy (see Section 4).
- When a Leave of Absence is granted, a written LEAVE OF ABSENCE AGREEMENT is prepared. The student signs this agreement and receives a copy. The agreement will outline the terms of the student's leave; including the requirements, the student must meet to stay eligible for return to the program.
- A student granted a leave must complete all clinical and didactic requirements of the program within one year of the original graduation date, or be subject to dismissal from the program.
- Ineligibility: Denial of approval of leave of absence results when the student has:
    - Failed to maintain the required clinical or didactic grade point averages.

- Accumulated make-up clinical hours in excess of 40 hours.
- Been placed on probation.

- Any student who fails to meet the requirements of the Leave of Absence Agreement and/or the Attendance Policy will be subject to dismissal. The student may not re-enter the program at a later date.
- Examples of a valid leave of absences request may include but are not limited to military deployment; surgery; injury resulting in a temporary disability; family death or illness requiring a temporary leave of absence).

Radiation Protection Policy

(Applies to CT and Mammography Curricula only)
One of the goals in support of the Medical Imaging Program's mission is for its students to practice effective radiation safety for the patient, him or herself, and others. As such, the Program faculty advocate strict adherence to the principle of **ALARA**, that all radiation exposures be kept "As Low As Reasonably Achievable" and students must comply with the Program's Radiation Protection Policy. Infractions of radiation protection policy and procedures place both students and patients at risk and will result in disciplinary procedures including clinical probation, and for more serious infractions, dismissal.

Radiation Dosimeters

- If the student does not already have a dosimetry badge, one will be provided to monitor radiation exposure.
- The student must wear the dosimeter at all times while in the clinical area AND during laboratory experience when exposures are made. The student must report lost or damaged badges.
- Students are responsible for exchanging dosimeters in a timely manner. Failure to do so may result in a reduction in the student's clinical grade. Lost badges will result in a $54 charge to the student for each occurrence so that a new badge can be ordered.

Radiation Dosimetry Reports

- For students wearing a badge provided by the College, reports of student radiation exposure are available for review quarterly or upon request. Students should initial the report by his/her reading to document his/her review.
- The Program Director monitors these reports. Students may address questions about the report to either the Program Director or the Clinical Coordinator.

- A student who receives a reading of 125 mRem or greater during a quarter will be required to meet with the Program Director to determine the cause.
- Student dosimetry reports are part of the permanent student record. Students are often responsible for forwarding a personal record of their cumulative radiation exposure to an employer upon graduation. The Program Director will forward the student's dosimetry record to employers upon written request of the student, at no charge.

Radiation Protection Guidelines

The following guidelines are set forth to protect the student from excessive radiation exposure. Failure to follow the guidelines will result in disciplinary action including clinical probation, and for repeated offenses, dismissal.

- Radiation exposure to any human requires a physician's order; therefore, no student will perform procedures without the consent of a physician.
- No student will ever be exposed to DIRECT radiation of the beam. The practice of students holding patients is **not allowed under any circumstances.**
- Dosimetry badges will be worn at all times while assigned to the clinical area and on ECC campus while in the energized lab making exposures.

Pregnancy Guidelines and Policies

During orientation, each female student must sign a statement of understanding of the program's pregnancy policy to ensure her understanding of the risk and the student's rights. **In the event that a student becomes pregnant during her enrollment in the Programs, she has the option to declare or not declare her pregnancy.**

Federal regulations require that ECC's Medical Imaging Programs ensure that the dose to an embryo/fetus, due to occupational exposure of a declared pregnant woman, does not exceed 0.5 rems during the entire pregnancy. A limit of 0.05 rems per month of a declared pregnancy is also enforced. The student can refer to the Nuclear Regulatory Agency's website for additional information:

The Program, in order to comply with these lower dose limits, has adopted the following policy concerning student pregnancy. The purpose of this policy is to:

- Allow the pregnant student to make an informed decision regarding voluntary declaration of pregnancy.
- Provide for the well-being of the unborn embryo/fetus and reduce the risk of adverse effects.
- Provide for the fair treatment of the pregnant student and maintain the quality of her clinical education.

Exposure to any level of radiation is assumed to carry with it a certain amount of risk. As a conservative assumption for radiation protection purposes, the scientific community generally assumes that any exposure to ionizing radiation may cause undesirable biological effects and that the likelihood of the effects increases as the dose increases. At the occupational dose limit for the whole body of 5rem (50mSv) per year, which applies to occupationally exposed individuals, the risk is believed to be very low.

The Nuclear Regulatory Commission (NRC) has reviewed the relevant scientific literature and has concluded that an exposure of 0.5 rem (5mSv) provides an adequate margin of protection for the embryo/fetus. (Reference Nuclear Regulatory Commission (NRC) Regulatory Guide 8.13)
Through proper instruction, strict adherence to safety precautions and through personnel monitoring, it is possible to limit occupational exposure to under 0.5 rem during the period of gestation.

(Applies to MRI only)
Health care practitioner pregnancies: Pregnant health care practitioners are permitted to work in and around the MR environment throughout all stages of their pregnancy. 24 Acceptable activities include, but are not limited to, positioning patients, scanning, archiving, injecting contrast, and entering the MR system room in response to an emergency. Although permitted to work in and around the MR environment, pregnant health care practitioners are requested not to remain within the MR scanner bore or Zone IV during actual data acquisition or scanning. These recommendations are based on the preponderance of data on 3 T magnetic fields. There is a paucity of data available to date regarding human pregnancy exposures to 7 T magnetic fields.

Declaration of pregnancy is at the discretion of the student.

- To take advantage of the lower exposure limit (0.5 rem) and additional dose monitoring provisions, the pregnant student **must declare her pregnancy in writing** to the Program Director.
- If the pregnant student elects **not** to declare her pregnancy, normal occupational exposure limits will continue to apply.
- Whether or not pregnancy is declared, the pregnant student is advised to consult with her physician and may select one of the following options:
    - **Continued full-time status:** The student must be able to meet the academic requirements and clinical objectives to continue in the program.
        - Class time missed due to pregnancy/maternity leave will be treated as any sick time (See Attendance guidelines and procedures in this Manual and attendance policy in the ECC catalog).
        - Clinical time missed due to pregnancy/maternity leave will be treated as any clinical sick time. (See clinical attendance guidelines and procedures in this Manual).

        - Due to College policy, if an incomplete grade is given due to illness, temporary disability, or any other reason, the student is given 120 calendar days into the next semester in which to complete assignments or the "incomplete" will convert to an "F".
    - **Withdrawal from clinical rotations with continued participation in didactic instruction: A** student may choose to continue in the didactic courses, but to withdraw from the clinical courses.
        - In this instance, the student must be able to meet the academic requirements to continue in the program.
        - Class time missed due to pregnancy/maternity leave will be treated as any sick time (See Attendance guidelines and procedures in this Student Manual and attendance policy in the ECC Catalog)
        - Due to College policy, if an incomplete grade is given due to illness, temporary disability or other reasons, the student is given 120 calendar days into the next semester in which to complete assignments or the "incomplete" will convert to an "F".
        - After delivery, the student's continuation of the clinical component of the program will be at the Program Director's discretion based on which clinical semesters that were missed, and the availability of space in the clinical schedule (ie. Student capacity).
    - **Leave of Absence ("Stopping Out"):** Upon learning that she is pregnant, a student may opt to "stop out" of both the didactic and clinical components of the program until after she has delivered.
        - Because radiography courses are only taught once a year and during the same semester every year, this may mean that the student must sit out for an entire year before the student may re-enter the program and re-enroll in the semester's courses at the point where she withdrew (See Readmission Guidelines and Procedures in this Manual).

Any student who elects not to declare her pregnancy will be considered to be in continued full-time status. Any student who elects to withdraw from the clinical component of the program or to take a leave of absence should refer to the Readmission Guidelines and Procedures in Section 5 of this Handbook. **In addition, once a student has provided a written notice of declaration of pregnancy, the student can withdraw the declaration at any time. As with the declaration of pregnancy, the withdrawal of declaration must also be in writing.**

Cell Phone/Pager Policy

Students should <u>not</u> bring cell phones/pagers onto the floor in the clinical site. You may not carry cell phones with you during clinical duty. Cell phones must be kept in the locker area only and must be

silenced so as not to disturb the work environment. In the classroom, cell phones/pagers must be kept out of sight and silenced so as not to disturb the learning environment. Students who must answer a call/page must step out of the classroom/lab to do so or wait until an appropriate break time. (See Social Media Policy in Appendix)

Markers, Badges and Name tags

Photo ID Badge (Clinical site)

Some clinical facilities may require that students wear a photo ID during the clinical practicum. In clinical facilities where this applies, the following applies:

- Each student receives a photo identification badge. The student must wear the ID at all times while in the clinical area or when in the hospital.
- The ID badge is the official form of identification within the hospital and is an important security measure.
- A security code in the ID badge allows entry into restricted areas (for example, the Emergency Department). Some facilities provide a "prox reader" in place of an ID badge.
- The badge is worn facing forward and clearly visible.
- The badge must not be obscured.
- The student must immediately report a lost ID badge to the Safety and Security Office of the clinical facility and the Program Director.
- The ID badges are property of the Hospital and must be returned to a Program official upon leaving the program.

Dosimetry badges

See Radiation Protection Policy in this section of the *Handbook*. Lost badges must be reported to the Program Director. A $54 fee/occurrence will be changed in order to defray the cost of ordering a replacement badge.

Student Health and Safety

The clinical setting is an essential part of the education you receive in the Medical Imaging Programs. In order to comply with the affiliation contracts that the Programs have with each of its clinical partners, students enrolled in a Program must provide documentation to ensure that s/he has met the conditions set forth in the agreement in order to protect patients. The following statements outline the requirements necessary to attend clinical education prior to enrollment, or in some cases, annually.

- A criminal background check and drug test are mandatory prior to enrollment. These must be conducted by a facility contracted with ECC to perform these procedures.
- Students must have a physical examination prior to enrollment, including documentation of immunization to specified diseases as listed in the Health Professions Health Form.
- Students are strongly advised to undergo a hepatitis B vaccination, as exposure to blood and body fluids during the course of clinical education is common. Students refusing the vaccination must sign a declination form to release the Program and clinical setting from responsibility.
- Annual Flu shots are required. Documentation of compliance is expected.
- Pneumonia shots are strongly recommended.

Students currently employed at a healthcare facility may submit employee health records that document compliance with any of the health-related requirements listed above.

Student Illness or Injury

- Student absence due to illness or injury must comply with the Attendance Policy.
- Any student who contracts a communicable disease must comply with the appropriate Infection Control and Communicable Disease policies of the clinical site where the student is assigned as well as the Infection Control and Communicable Diseases and/or Life Threatening Illnesses 3.601/4.601.
- In cases of injuries that occur during regularly scheduled hours on ECC's campus or on the property of a clinical affiliate, the student must complete an incident report in consultation with the clinical supervisor or program faculty.
- If a student becomes ill while in the clinical area, the student is to report to the supervising technologist and/or the program faculty.
- Student illness or injury that results in an absence in excess of three days requires that the student obtain a physician's clearance to return.
- Any temporary or permanent restriction on the student's ability to perform clinical assignments requires a physician's release.

Student Safety and Incident Reports

- Students must comply with hospital policies for reporting unusual occurrences. Hospital orientation/student clinical orientation presents information about safety issues, hospital security, and incident reporting.
- A student with any concern or problem relative to safety issues should seek assistance from the supervising radiographer or the program faculty.

- The student must immediately report any unusual occurrence or incident to the department supervisor and program faculty.
- Students should also refer to the Health Professions Safety Statement in the Appendix of this *Handbook*.
- Students in the Magnetic Resonance Program must complete the Magnetic Safety Screening form prior to program entry. (Form can be found in the Appendix of this Handbook)
- Refer to the following Administrative Procedures for student safety:
    - Administrative Procedure 3.902 Firearms Weapons and Concealed Carry Procedure
    - Administrative Procedure 3.403 Sex Discrimination, Sexual Misconduct and Interpersonal Violence Policy and Procedure
    - Emergency Management
    - ECC Police Department

Infection Control Policy

Standard Precautions prevent the transmission of communicable diseases and provide for the safety of students, staff and patients.
Administrative Procedure 3.601/4.601 Communicable Diseases And/or Life-Threatening Illnesses

Student Records

During enrollment, the Program's student record includes but is not limited to:

- Clinical and didactic grades
- Attendance records
- Clinical education records
- Records of student conferences
- Health record
- Radiation dosimetry record (as applicable)

After completion of the program (through either graduation or termination), the permanent record includes:

- School transcript (including attendance record)
- Registry result (pass/fail)
- Health record
- Radiation dosimetry record (as applicable)

The College and the Program maintain the confidentiality of student records in compliance with the Family Educational Rights and Privacy Act. A locked file in the office of the Program Director houses all program student records. Information from student records is released ONLY after receipt of a

written request from the student. The College mails official transcripts directly to other institutions, upon written request by the student. The College will send unofficial transcripts directly to the student.

Parking and Transportation

- Parking on ECC's Main Campus, parking lots A & B provide close access to the medical imaging classroom. ECC's Main Campus has restricted parking which requires the display of a parking permit or tag. Refer to the link for additional information
- Any parking fines or traffic citations are the sole responsibility of the student.
- Some clinical sites may require students to park in designated parking spaces only. This should be discussed during clinical orientation at each clinical site.
- Students reported as parking in unauthorized parking spaces at any clinical site could be restricted from that clinical site permanently if the student fails to abide by facilities parking guidelines.

Smoke-Free Campus

ECC is a Smoke-Free Campus. Students must comply with this policy. Smoking is only allowed in designated areas outside the buildings. Many of the Program's clinical affiliates prohibit smoking on all properties (including in personal vehicles). Violation of affiliates' smoking policies may result in permanent restriction from that clinical site.

It is the goal of the Program to ensure that students present themselves professionally, as they represent the Program, the College and the clinical facility. Personal hygiene is an important part of projecting a professional image to patients, families, clinical staff and supervisors.

Students who exhibit a strong odor of cigarette smoke on his/her body which is determined to be offensive to staff and/or patients will be sent home. Time missed will be considered unexcused and will be made up at double time. Repeat offenses are considered unprofessional behavior and will result in a reduction in the clinical grade, clinical probation, and if it continues, clinical failure resulting in program dismissal.

Drug-Free Campus

ECC is a Drug Free Campus. Students accepted into the program must submit to a drug test prior to enrollment and at the beginning of the summer term of the second year. Program officials can request a random drug test be done at any time if a student's behavior becomes problematic and characteristic of drug use.

- Administrative Procedure 3.401 Drug-Free Campus

Student Handbook

Each student receives an electronic copy of the *Student Handbook* during orientation. Students are expected to familiarize themselves with its contents and abide by all policies and procedures. Faculty reserve the right to include questions regarding the contents on quizzes or tests in any AMI, MRI, CTI or MAM prefix courses. Students are required to sign off on the signature page of the *Handbook*.

Academic Policies

Academic Standards

The Medical Imaging Programs are unique in that they provide a comprehensive education in a healthcare profession. The desired outcomes of the Programs include graduating competent professionals who can successfully pass the national certification examination and become employed as a valuable addition to the clinical staff in the facilities of our healthcare community. The Medical Imaging Programs are academically challenging and require of its students, motivation, self-discipline, and a genuine desire to succeed. As such, some of the academic guidelines are stricter than any other programs offered at Elgin Community College.

Grading Policies

Academic and Clinical Course Grades

For each didactic course, a course syllabus outlines the method of student evaluation and grading. Instructors may include any or all of the following in calculating and weighting the course grade: homework assignments, quizzes, unit examinations, final examinations, class participation, written papers, presentations, group projects, laboratories, and attendance. The Unit Objectives and/or course calendar included in the course syllabus outline required assignments and learning objectives for each segment of a course.

Section 5 of the *Student Handbook*, "Clinical Education Plan" describes the programs' grading policy.

The following grading scale will be the one used for didactic and clinical performance:
93 – 100= A; 86 – 92 = B; 80 – 85= C; 70 – 79=–D; below 70 = F

- A student MUST maintain a MINIMUM of an 80% (C) average in all AMI, MRI, CTI and MAM prefix courses in order to remain in the program. This includes both didactic and clinical courses.

Retention and Promotion

The Program faculty are committed to your success! If you are struggling, let us know! We can help! The Health Professions Division is fortunate in that we have a Retention Specialist who can also provide support and assistance to students! ECC's Spartan Success is a system in place to promote retention and student success. See "Retention" in Section 3 of this Handbook.

Progress Reports

As previously stated, students must maintain a minimum 80% average in all AMI (includes AMI, MRI, CTI, and MAM) prefix courses to complete in the program. Students receive a progress report for each course for which they are enrolled at midterm and at the end of each semester (or at other times as needed!). The Program Director or faculty member meets with students individually as needed and may include the Health Professions Retention Specialist to provide support. All students are provided with regular feedback concerning academic and clinical progress and professional development including identification of student strengths and areas for improvement. Coaching may occur at any time deemed necessary by the faculty, or upon the request of the student. Instructors periodically calculate a course grade for the purpose of monitoring student progress.

Failure of an AMI Course (includes MRI, CTI, and MAM)

Any failed MRI, CTI, or MAM prefix course will result in the student being withdrawn from the program. If space is available, the student may re-enroll in the program the next time it is offered. A failed course may be repeated **once**. If the course is failed, withdrawn from, or incomplete the second time, the student will not be allowed to continue in the program and will not be allowed to re-enter again. If a student fails more than one course with an MRI, CTI, or MAM prefix, the student will be withdrawn from the program and will not be allowed to re-enter. If a student fails an AMI prefix course, the course can be repeated the following year.

Withdrawal & Re-entry Policy

Students must follow the college withdrawal policy. Refer to the College Catalog for this policy. In addition, Medical Imaging students shall inform the individual instructor and/or the Program Director of withdrawal from a course and/or the program. A student who withdraws must return all program/clinical site property (including ID badges, dosimeters, etc.) and meet any outstanding debts. The student is responsible for applying for any refunds that may be due (see College catalog).

Students who wish to re-enter must submit his/her intent in writing to the program director. Placement in the course is determined on a space available basis. The program director will notify the student in writing as soon as it is determined that a seat will be available for the semester of re-entry.

Readmission Policy

First Semester

- First semester re-admission is based on space availability

All Other Semesters

Students who have been accepted and enrolled in an Advanced Medical Imaging Program at Elgin Community College within the past year and who wish to be considered for readmission into the Program must:

- Submit a letter/email of intent to the Program Director for readmission to the specific program.
- Meet all admissions requirements for entry into the Program for the academic year in which reinstatement is requested.
- Meet the following additional requirements prior to the first day of classes:
    - Submit evidence of a satisfactory physical examination taken within the year preceding the requested term of re-entry, this will require updated PPD test.
    - Submit documentation of current CPR certification.
    - Submit to another drug test
    - Complete re-orientation procedures for all clinical education sites as they may require.

The following additional criteria will apply to students repeating a clinical course during the term of re-entry:

- Students withdrawing from the program and wishing to re-enter the following year OR students changing from full-time status to part-time status must repeat the previous clinical course so that competencies already achieved can be re-validated.
- All procedure repetitions on the student's clinical experience documentation that had been attained in the previous year require validation in order to be retained. Validation will be conducted during the re-entry term in order to monitor and ensure student progress.
- Any procedure repetition that cannot be re-examined during the re-entry term will be removed from the student's clinical experience documentation.
- If the student fails to pass the re-examination, it will be removed from the student's clinical experience documentation. When the student successfully passes the re-examination, it will be reinstated on the student's clinical experience documentation. The student will be required to meet all course requirements of the course(s) to be repeated.

Final Decisions for Readmission into the Program

The decision to grant readmission into the Radiography Program will depend upon:

- There being **space** available in the requested re-entry radiography course.
- The completion by the student of all criteria for readmission into the Radiography Program.
- Students will be readmitted on a first come, first served basis according to the date all criteria for readmission are met.

All students who meet the criteria for consideration for readmission into the program will be notified of the status of their request as soon as space becomes available. Students who are not granted

readmission in a specific term and who wish to continue to be considered for readmission must reapply and meet all criteria for consideration for readmission into the program.

Transfer Guidelines and Procedures for Transfer Students
The Advanced Imaging Programs do not accept transfer students.

Graduation Requirements

ECC's Medical Imaging Programs are competency-based. An AMI student is eligible for graduation only after meeting the following criteria:

- **Candidates for graduation must complete a formal "Notice of Intent to Graduate" during the semester in which they will intend to complete graduation requirements** regardless of whether the student intends to participate in the commencement ceremony. This is necessary in order for your certificate of completion of the program to be noted on your official transcript.
- Successful completion by attaining a minimum 80% grade of all required didactic and clinical courses.
- Completion of all required clinical education requirements, including the number and variety of procedures as specified on the master list of competencies for the appropriate curricula.
- Completion of any make-up clinical hours.
- Payment of all tuition, graduation, and other fees and/or fines.
- Return of any hospital ID badges and/or dosimeters.

General Disciplinary Policy

- While enrolled in the Medical Imaging Programs, all students must conduct themselves professionally. Students must abide by American Registry of Radiologic Technologists' Code of Ethics, and comply with the policies and procedures of Elgin Community College and the clinical affiliates of the Program.
- Any student who does not comply with policies and standards is subject to disciplinary action.
- The Program Director and the Clinical Coordinator determine the type and severity of disciplinary action employed.
- The program officials are responsible for all decisions regarding student dismissal.
- Students who have grievances regarding the program should discuss them first with the faculty member or clinical instructor involved. A problem that is not resolved at this level should then be brought to the Program Director's attention. If a problem is not resolved informally at this level, the student should follow the Administrative Procedure 4.408 Appeal for Complaint Procedure (also outlined in the College Catalog).

Coaching/ “Notice”/Clinical Probation

Medical Imaging is a professional discipline in which appropriate behavior should be displayed at all times by every student. Those who display unsafe, irresponsible, or unprofessional behavior while enrolled in one of the Advanced Medical Imaging Programs will be placed on probation. The student will remain on probation until the completion of the course.
Listed below are some, but not all, of the offending infractions.

- Fails to show up for clinical as scheduled.
- Fails to contact instructor with regards to expected tardiness or absences.
- Repeatedly arrives to clinical late (2 or more per rotation).
- Displays unprofessional manner of dress and/or unkempt appearance.
- Displays disregard for patient safety.
- Fails to meet clinical objectives and obligations consistently.
- Fails to take initiative during clinical opportunities/experiences.
- Performs skills that have not been validated.
- Failure of second skill validation attempt.
- Fails to validate by the deadline.
- Violates professional or ethical behavior with regards to patient (HIPAA) and peer confidentiality.
- Displays inconsistency with compliance on agency policies.
- Fails to take accountability for one's actions.
- Displays inappropriate behavior, incivility, or communication while enrolled in the Medical Imaging Program.
- Displays insubordinate behavior.
- Other:

Coaching is an immediate remedy, utilized by the faculty or staff to correct a student's conduct, performance, or attendance. All coaching sessions are confidential and conducted in a positive and constructive manner. The student receives goals and solutions for the problem(s) that prompted the coaching session. Documentation of each coaching session becomes a part of the confidential file.

If, after coaching, the problem(s) is (are) not corrected, the student will be subject to additional discipline (ie clinical probation), the severity of which will depend on the student's violation(s). Students can be placed on clinical probation for a period ranging from one semester to the remainder of the program. After clinical probation has been assigned, the student must correct misconduct, poor attitude, and/or failure to demonstrate adequate progress. When a student is placed on clinical probation, the Program Director or Clinical Coordinator has a coaching session with the student and documents the student’s probation in writing. The program official discusses the reason for the

probation and the length of time provided to correct the problem. The student is provided with goals that must be accomplished by the end of the probation period. The student and the program official sign the written probation notice. The student receives a copy of the probation document, with the original placed in the student's confidential file. Five (5) points are automatically deducted from the final clinical grade when a student is placed on clinical probation. At the end of the probation period, the student has a second coaching session with the program official. If the student has met his/her goals, the probation period ends. If the student has failed to meet these goals, dismissal from the program can result.

Health Professions Dismissal Policy

By signing the signature page of this Handbook, the student agrees to abide by the policies, procedures, and regulations of the College and the Program. Students are responsible for maintaining appropriate standards of conduct as described in this Student Handbook and the Administrative Procedure 4.402 Student Code of Conduct found in the ECC College Catalog. Students are expected to comply with Radiography Program regulations and meet professional standards as outlined in the American Registry of Radiologic Technologists' Code of Ethics,

- A written warning will be issued for infractions of program regulations or professional standards. If the issue is clinically related, the written warning may be in the form of Clinical Probation.
- A copy of the written warning will be kept on file by the Program Director and/or Clinical Coordinator, and a copy sent to the Dean.
- Students who continue to violate program regulations or professional standards in which they have previously been given a written warning are subject to dismissal from the Radiography program.
- When behavioral/affective reasons are egregious and warrant an immediate action, a student may be dismissed from the Radiography program immediately without a written warning.
- In the event that a clinical site requests removal of a student from participation in clinical education at that facility, the student is subject to dismissal from the program (at the Program Director's discretion).
- If a student appeals a clinical grade, clinical probation, or clinical dismissal, the ECC's Interim Suspension Policy (Administrative Procedure 4.401 Complaint Procedure) shall be enforced. During the appeal process, the student will be permitted to continue participation in didactic courses, however clinical participation will not be permitted. Once the appeal has been resolved, the outcome of the appeal will determine if the student can return to clinic.
- Students who have been dismissed from the Radiography program due to behavioral/affective or unprofessional conduct will not be allowed enrollment in any of the Health Professions Division at ECC.

Causes for dismissal include, but are not limited to:

1. Unprofessional or dishonest behavior
2. Actions which jeopardize patient safety
3. Infractions of clinical facility policy
4. Academic or clinical failure
5. Abusive treatment of classmates, patients, or visitors.
6. Discrimination against anyone associated with the hospital because of race, color, national origin, gender, handicap, creed, or disabilities.
7. Willful damage of college or hospital property.
8. Threatening, intimidating, harassing, or coercing other persons.
9. Unauthorized possession of any weapon on hospital or college premises.
10. Being under the influence of drugs, narcotics, or intoxicants on hospital or college property.
11. Insubordination or refusal to perform assigned duties.
12. Disorderly conduct or fighting on hospital premises.
13. Malicious gossip or derogatory attacks concerning anyone associated with the clinical facilities or College.
14. Unauthorized disclosure of hospital-acquired confidential information (i.e., HIPAA violations), including information regarding physicians, fellow students, and employees.
15. Accumulation of three reprimands
16. Excessive absenteeism

Dismissal Procedure

1. Program officials will review all facts and documentation related to the student's violation of program regulations or professional standards.
2. If warranted, the program official will prepare a Notice of Dismissal that outlines the specific reasons for the dismissal.
3. The program official will meet with the student to present the Notice of Dismissal.

Due Process / Student Appeal

Students have the right to file a complaint regarding issues that they feel require a resolution. Students should follow the appropriate Administrative Procedure 4.408 Appeal for Complaint Procedure or Administrative Procedure 4.403 Appeal of Final Grade Policy as outlined in the ECC College Catalog. If a student appeals the dismissal, the ECC's Interim Suspension Policy (Administrative Procedure 4.401 Complaint Procedure) shall be enforced. During the appeal process, the student will be permitted to continue participation in didactic courses, however, clinical participation will not be permitted. Once the appeal has been resolved, the outcome of the appeal will determine if the student can return to clinic. After all appeals have been exhausted, and the

decision to dismiss is upheld, the student will be withdrawn from all enrolled radiography courses and a grade of "F" will be assigned.

Complaint Resolution Procedures (applies to MR Program only)

The Joint Review Committee on Education in Radiologic Technology (JRCERT) accredits the Magnetic Resonance Program. This accreditation is important because it indicates that the program is committed to academic excellence, health care quality, and patient and professional safety. JRCERT accreditation demonstrates that a program adheres to the national educational standards that have been accepted by the profession. The Standards for an Accredited Educational Program in Magnetic Resonance (STANDARDS) are available upon request in the Program Director's office. Students who have concerns regarding the program's compliance with the STANDARDS should follow the procedures outlined in the program's Due Process/Student Appeals Policy. If the student does not feel that the Program and the College have satisfactorily addressed the complaint, the student may contact the JRCERT with the concern. The JRCERT can be contacted at:

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive
Suite 2850
Chicago, IL 60606-3182
Phone: 312-704-5300
Email: mail@jrcert.org

Student Rights and Responsibilities

- **Students have the right** to institutional policies and procedures safeguarding the freedom to learn.
- **Students are responsible** for knowledge and application of the policies and procedures.
- **Students have the right** to admission without discrimination on basis of race, creed, national origin, gender, marital status or handicap.
- **Students have the responsibility** to accept others without discrimination on the basis of race, creed, national origin, gender, marital status or handicaps.
- **Students have the right** to take reasonable exception to the data or view offered in any course of study and to reserve judgment.
- **Students are responsible** for knowing material offered in any course of study.
- **Students have the right** to orderly procedures of academic evaluation without prejudice.
- **Students are responsible** for maintaining standards of academic performance for each course.
- **Students have the right** to confidentiality by all Program/College employees.
- **Students have the responsibility** to respect the confidentiality of others.
- **Students have the right** to a carefully considered policy regarding the information that is part of the student's permanent educational and financial record and the conditions of records disclosure.
- **Students are responsible** for maintaining confidentiality of their records.
- **Students have the right** to discuss appropriate issues and to express opinions.
- **Students are responsible** for maintaining positive public relations for Elgin Community College and the Radiography Program and its clinical affiliates.
- **Students have the right** to printed institution clarification of standards of behavior that are considered essential in appropriate situations.
- **Students are responsible** to know these policies for disciplinary action may result from violations of these policies.
- **Students have the right** to adequate safety precautions within the hospital and its facilities.
- **Students are responsible** for practicing safety measures within the College and its clinical affiliates.
- **Students have the right** to participate with faculty in periodic review of the grading system.
- **Students are responsible** for seeking clarification or assistance from faculty regarding academic status.

Elgin Community College

Section 5

Clinical Education Plan

Clinical Education

The process of becoming an advanced imaging technologist (MR, CT, Mammography) is a complex one involving a combination of mastery curricular content (cognitive), of patient care and technical skills (psychomotor), and the development of professional behaviors and attitudes (affective). To facilitate this adjustment, the student must develop an awareness of the expectations of the educational program. This section of the *STUDENT HANDBOOK* is dedicated towards the goal of providing guidelines and standards for accepted behavior and providing incentive for the student radiographer to develop into a mature, responsible, competent radiographer.

MR

- Advocate Sherman Hospital-Elgin
- Northshore Highland Park Hosp; Glenbrook Hospital; Vernon Hills Radiology; Northbrook Court Radiology
- NW Medicine CDH-Winfield & Cancer Center-Warrenville
- NW Medicine McHenry Hospital
- CDI – Geneva & Lake in the Hills
- NW Medicine Physician Group (Ortho)-Warrenville
- Elmhurst Hospital
- Amita Resurrection-Chicago
- NW Medicine Delnor Hospital-Geneva
- Advocate Outpatient Center - Algonquin
- Amita St. Alexius Medical Center, Hoffman Estates
- Amita St. Joseph Hospital-Chicago

CT

- Advocate Sherman Hospital-Elgin
- Northshore Evanston Hospital
- Amita St. Alexius Medical Center (Hoffman Estates)
- Mercyhealth Woodstock
- NWM Huntley Hospital
- CDI – Geneva & Lake in the Hills
- Elmhurst Hospital
- Edward Hospital (Naperville)
- Amita Mercy Medical Center -Aurora
- St. Bernard Hospital- Chicago
- NWM McHenry Hospital
- Advocate Outpatient Center - Algonquin

MAMM

- Advocate Sherman Hospital-Elgin
- Advocate Outpatient Center - Algonquin
- Advocate Good Shepherd- Barrington
- CDI- Geneva
- Advocate Good Shepherd Hospital (Barrington, Crystal Lake, Lake Zurich)
- NWM Gavers Breast Center
- NWM McHenry Hospital
- NWM Huntley Hospital
- NWM Woodstock Hospital

Certification

Graduates of the Advanced Imaging Programs are eligible to take the national certification examination in Magnetic Resonance (MR), Computed Tomography (CT) and/or Mammography (M) (as applicable) administered by the American Registry of Radiologic Technologists (ARRT). Graduates who successfully pass the advanced ARRT examination may use the initials RT(MR), RT(CT) and/or RT(M) (as applicable) behind his/her name and are eligible for employment in all but a few states without additional licensing examination requirements.

Professional Behavior

As a student enrolled in an Advanced Imaging Program at Elgin Community College, you have the unique responsibility of representing the College and the Program as an AMI student gaining the necessary clinical experience at the facilities of our clinical partners. It is a distinct privilege and should be treated with respect and appreciation. It is a unique opportunity. "Excellence in customer satisfaction" is a theme carried out in every clinical facility these days, as the healthcare business is a competitive one. The quality of your interactions with patients and their families, clinical staff and department administrators are a direct reflection on the facility, ECC's Medical Imaging Programs – and you! Consider your clinical education as a preliminary interview! First impressions count!

Many of our clinical partners subscribe to the AIDET principles when communicating with patients. Guidelines are as follows:

When communicating with patients follow the five fundamentals of patient communication by following AIDET: It is a simple acronym that represents a very powerful way to communicate with people who are often nervous, anxious and feeling vulnerable. It allows us as trained health care professionals to share our experience, knowledge and training.

- ACKNOWLEDGE the patient

- INTRODUCE yourself to your patient
- DURATION let the patient know approximately how long the procedure will last.
- EXPLAIN what you are going to do.
- “THANK YOU” for allowing X hospital to meet your health care needs.

Advantages of using AIDET:

- Reduced patient anxiety
- Increased patient compliance
- Improved clinical outcomes
- Increased patient satisfaction

Communications

All AMI courses are web-enhanced using the *D2L* platform. Course information can be found in *D2L* and/or *E*Value*. Messages of interest and calendar changes are also posted in D2L and/or E*Value. Student clinical schedules are posted in *D2L* and *E*Value* for each clinical course and a copy is maintained by each clinical instructor on site. Online bulletin board messages/calendars through *D2L and E*Value* should be checked regularly for updates and deadline notifications. It is the student’s responsibility to check for updates. Changes in clinical schedules or updates will be communicated via email.

Smoking

- All clinical affiliates are "Smoke-Free" institutions; therefore, **smoking is not permitted during clinical hours** (This includes personal vehicles).
- On ECC campus, smoking is allowed only in the student’s car in the parking lot with the windows rolled up.

Dress Code

The ECC Royal Blue scrubs are to be worn during clinical assignments. They must be purchased through the ECC bookstore. The ECC picture ID must be worn when on duty. The following outlines the guidelines for appropriate professional appearance required by our clinical partners: Failure to adhere to these guidelines will result in removal from the clinical assignment.

Jewelry

Our clinical partners require that jewelry should be kept to a minimum as it places the patient at risk of injury, and it places the student at risk for potential infection. In addition, jewelry can get caught on equipment. The following rules apply to jewelry:

- NO hoop earrings
- NO GATED EARRINGS ALLOWED.
- NO FACIAL PIERCINGS
- NO bracelets other than a wristwatch (one with a second hand is recommended)
- NO large rings

Grooming

- Nail polish is permitted, but should be well kept (non-peeling). Nails must be short to moderate in length. **NO ACRYLIC NAILS ARE PERMITTED DUE TO HOSPITAL INFECTION POLICIES.**
- Wear make-up in moderation.
- NO PERFUMES, COLOGNES, OR AFTERSHAVE in the clinical setting.
- Students should also be aware of offensive odors such as smoke on clothing. Patients who are not feeling well may be sickened by odors such as perfume or smoke.
- Severe hairstyles or colors, ornamental clips, ribbons, or bows in your hair are not acceptable.
- Facial hair should be neat & trim. This is not only an aesthetic issue, it is necessary in order for facemasks and respirators to fit properly.
- NO FACIAL TATTOOS ARE ALLOWED IN THE CLINICAL SITES. Any tattoos that are visible must not contain inappropriate language or images that may be offensive to others. If a student has such a tattoo which is visible, it must be covered while in the clinical setting.

ID Badges

The student's hospital ID badge will be worn at all times while on duty. Badges will be worn within 10" of the shoulder with the picture clearly visible. Some clinical sites may require that you wear that facility's ID badge as well.

Employment Guidelines and Procedures

In the event that a medical imaging student is placed on the payroll to perform related work in the Imaging Department at any of the clinical education centers, the following guidelines shall apply:

- Employment of medical imaging students by the clinical education centers shall be left to the student's discretion and remains independent of the Advanced Medical Imaging program and its requirements.
- A student's employment shall not interfere with class or clinical schedules or the quality of performance in the educational program.
- Students shall not be used to substitute regular staff while participating in the clinical education component of the program.
- Students participating in the clinical education component of the program should not be supervised by other students employed in the department.
- Students shall not wear the program/ECC uniform or student nametag while on duty as a hospital employee. Students shall adhere to the appropriate hospital dress code as determined by that facility.
- Students shall not wear the film badge provided by ECC while on duty as a hospital employee. Students should be provided with a separate dosimeter provided by the hospital. The student will be responsible for wearing the correct dosimeter according to their respective role(s).
- Time for hospital in-service/orientation required of the employee must not conflict with clinical education assignments. In other words, time missed counts as clinical absence, and time exceeding allowed sick time must be made up during the semester break.
- Under no circumstances should a student make exposures while working as paid hospital staff without proper licensing.

A student's hours of employment in their clinical modality (CT/MRI/Mammography) may not serve as fulfilling Clinical Education course requirements**.**

Student Clinical Supervision Policy

Each student is assigned to a supervising registered technologist on every clinical assignment.

- The student must report to the supervising technologist or clinical instructor of the assigned clinical area at the beginning of each clinical shift.
- The student must obtain permission from the supervising technologist or the clinical instructor before leaving the assigned clinical area for any other reason. (Please refer to the Attendance Policy, Section 4 of the *Student Handbook*)

For the MR Program, the following student supervision guidelines are based on the JRCERT Standards for an Accredited Educational Program in Magnetic Resonance (2013).

- The ratio of staff to students prior to student competency in a given examination or procedure shall not exceed 1:1.
- **Direct supervision** by an ***ARRT MR certified technologist*** is required before a student proves competence in a particular exam. Competence for the purpose of this policy is defined as the student completing the required number of repetitions for a particular procedure. Direct supervision is defined as the supervising ***ARRT credentialed MR technologist*** being **in the room** with the student ***while the student performs the procedure.***
    - ALL students must also have an ***ARRT credentialed MR technologist*** evaluate the request and the patient's condition before attempting to image a patient.
    - The student should never attempt an examination without the supervising ***ARRT credentialed MR technologists***' knowledge.
    - ALL students must have an ***ARRT credentialed MR technologist*** approve their images in compliance with the facility's procedure.
    - Students that fail to comply with the guidelines and procedures above will be reprimanded by being placed on clinical probation, or for repeat offenses, dismissed from the program.
    - In the event that a student must work directly with a non-certified MR clinical staff member (this includes ARMRIT certified staff), the student may only observe the procedures and may not be evaluated/supervised by a non-certified MR clinical staff member.
- A student is permitted to perform procedures under indirect supervision ONLY after demonstrating competency in a specific procedure (see competent as defined under **Direct supervision)** AND after an ***ARRT credentialed MR technologist*** has evaluated the patient request. After demonstrating competency as defined previously in this document, students are allowed to perform examinations under ***INDIRECT supervision*** -- meaning that an ARRT credentialed MR technologist is ***immediately available*** to assist the student, regardless of the level of student competency.
    - The ARRT credentialed MR technologist must be in close proximity (adjacent) to the room in which the examination is being performed.
    - Telephones, beepers, and electronic devices **do not** constitute immediate availability.
    - A qualified technologist reviews the images with the student before approving them.
    - Any student who performs a procedure without proper supervision is subject to disciplinary procedures and a ten-point deduction in the clinical grade. Repeated infractions will result in dismissal.

Clinical Education Plan

- The Clinical Education Plan outlines the systems, methods, and instruments used to develop, evaluate, and document student clinical progress. The Plan integrates clinical and didactic education to maximize student achievement of program objectives.
- The Clinical Education Plan was designed using the JRCERT Standards for an Accredited Educational Program in Magnetic Resonance – for MR only, the ASRT Professional Curriculum for Magnetic Resonance, ASRT Professional Curriculum for Computed Tomography and the ASRT Professional Curriculum for Mammography (as appropriate) and the ARRT Radiography and Clinical Competency Requirements for MR, CT and/or Mammography (as appropriate)..
- The method used for clinical education involves the use of the following methods/instruments:
    - Documentation of Procedure Performance,
    - Clinical Performance Evaluations
    - Documentation of Clinical Hours of Attendance

The Clinical Coordinator, clinical instructors and the supervising technologists are responsible for the evaluation of student achievement of clinical objectives. Overall progress and affective behaviors are evaluated on an ongoing basis, and achievement of all program objectives is audited periodically and verified prior to completion of the program.

Clinical Plan Orientation

- Student Orientation
    - Student orientation to the Clinical Education Plan occurs prior to the beginning of each clinical course
- Staff Orientation
    - The Clinical Education Plan is available for review on E*Value. The Program encourages the imaging departments of all clinical affiliates to include technologist supervision and evaluation of radiography students in the staff radiographer position descriptions so that the effectiveness of these duties are evaluated during the annual performance review of each staff technologist to ensure a quality of the clinical experience.

Clinical Education Sequencing

The following outlines the step-by-step progression of the student through the Clinical Education Plan. Clinical rotation objectives follow a logical sequence of increasingly complex assignments and are closely correlated to the didactic curriculum. This allows the student to progress from observation of imaging procedures, to assisting, and finally to performing examinations under direct, and later,

under indirect supervision with increasing independence. The student gains a level of knowledge and competency that allows for successful performance as a technologist in an advanced imaging modality.

1. Didactic Evaluation

A written test evaluates student cognitive learning relating to the procedures or concepts studied.

2. Performance of Patient Examinations Under Direct Supervision

Following successful demonstration of achievement of learning objectives, the student may perform procedures on patients **under the direct supervision** of a registered technologist.

3. Performance of Patient Procedures Under Indirect Supervision:

Following successful completion of each procedure according to the procedure outlined above, the student may then perform that exam on patients **under indirect supervision**, in compliance with the Clinical Supervision Policy.

4. Documentation of Clinical Experience

Following successful completion of didactic and clinical instruction, the student observes, participates in and assists in the performance of a variety of procedures with the supervising technologist.

Candidates for all modalities (MR, CT and Mammography) must document clinical experience requirements according to ARRT requirements. CT and Mammography procedures are documented, verified and submitted when complete via an online tool accessible through an R.T.'s "My ARRT Info" account on arrt.org. MRI procedures are documented, verified, and submitted when complete via the E-value electronic management system.

Completion of each procedure must be verified by an ARRT Registered Technologist, supervisor or licensed physician.

The verification process is described within the online tool.

Each student must complete and hand in documentation of completion of clinical requirements and assessment activities. A portion of the clinical grade depends on the student's timely completion of all required documentation.

See more specific information regarding documentation of clinical experience requirements under each clinical course syllabus (MRI 203, 204, 205; CTI 103, 204; MAM 106)

Clinical Performance Evaluations

- Each clinical rotation is scheduled in 8-week blocks. During each 8-week clinical rotation, one Clinical Performance Evaluation must be completed by a supervising credentialed technologist or preceptor for evaluation of the student's overall clinical and affective performance. During a 16-week (semester) clinical rotation, 2 Clinical Performance Evaluations must be completed.
- Each evaluation document should be submitted in the E*Value system by the student to a supervising technologist who has supervised him/her.
- The technologist then completes the evaluation and submits it in the E*Value system.
- The Clinical Coordinator reviews and releases the evaluations for the student's review in order to provide timely feedback.

Clinical Grade Policy

- Students will receive a clinical grade for each clinical course.
- Each student receives a progress report at midterm and at the end of each term.

Clinical Probation

- Students must maintain a minimum 80% at the midterm progress report. Any student not maintaining an 80% at midterm is placed on Clinical Probation. The Clinical Probation period typically extends through the end of the term and results in a 5-point grade deduction of the final grade. At the end of this probation period, the student must have attained a minimum 80% average and demonstrated improvement in the area of concern after any point deductions.
- Any student failing to attain the 80% clinical grade at the end of the term is subject to failure of the clinical course and subsequent dismissal from the program.
- A student is allowed only two clinical probationary periods during enrollment. If new circumstances arise that require the need to place the student on probation again, the student will be dismissed from the program. Please refer to the Retention and Promotion Policy (Section 4) of the *Student Handbook*.

Clinical Grade Calculation

Refer to each clinical course syllabus for information regarding the grading for each specific course

MRI Clinical Experience Requirements

Semester	**Number of Procedure Comps Required**

Fall	All General Patient Care, Safety, and QC Procedures
Spring	8 “Mandatory” MRI Procedures
	5 “Elective” MRI Procedures
Summer	9 “Mandatory” MRI Procedures
	5 “Elective” MRI Procedures

- Must document a minimum of 3 practice exams and one competency exam for each of the 17 mandatory procedures.
- Must document a minimum of 1 practice exam and one competency exam for each of the 10 elective procedures.
- All gender-sensitive exams (i.e., breast MR) must be coordinated by the clinical instructor for that site.

CT Clinical Experience Requirements

Semester	**Number of Comps Required**
Fall	9 “Mandatory” CT procedures (5 reps each)
	6 “Elective” CT procedures (3 reps each)
Spring	9 “Mandatory” CT procedures (5 reps each)
	6 “Elective” CT procedures (3 reps each)

- Must document a minimum of 5 reps of each of the 18 mandatory procedures and a minimum of 3 reps on each of the 12 elective procedures for a total of 126 reps.
- No more than one procedure may be documented on one patient.

Mammography Clinical Experience Requirements

Semester	**Requirements**
Fall	Perform and Document 25 Supervised Mammographic Examinations
	Perform and Document 75 Mammographic Examinations
	Perform and Document 11 Digital QC Tests
	Perform and Document 4 Of 7 Interventional/Special Examinations
	Review and Document 10 Mammographic Examinations with A MQSA-Qualified Interpreting Physician

Must document a total of 100 mammographic examinations + 11 QC Tests + 4 Interventional/Special mammographic examinations + participation of 10 interpretations with qualified physician.

Master Plans of Clinical Education

MR Program

Fall Semester (17 Weeks) **240 Clinical Hours**	**Spring Semester (17 Weeks)** **320 Clinical Hours**	**Summer Term (10 Weeks)** **160 Clinical Hours**
MRI 103–MR Clinical Practicum I	**MRI 204-MR Clinical Practicum II**	**MRI 205–Clinical Practicum III**
From the categories listed below, students will be assigned to ONE 16-week rotation	From the categories listed below, students will be assigned TWO different 8-week rotations	From the categories listed below, students will be assigned TWO different 5-week rotations
Hospitals	Hospitals	Hospitals
Alternative Sites (includes Clinics, Ortho or Mobile)	Alternative Sites (includes Clinics, Ortho or Mobile)	Alternative Sites (includes Clinics, Ortho or Mobile)

Mammography Program

Spring Semester (17 weeks)
240 Clinical Hours
MAM 106 – Mammography Clinical Practicum

Students will be assigned to hospitals/clinics over the span of the 17-week semester in order to provide opportunities to meet the objectives and gain clinical experience in procedures as listed in the ARRT requirements.

CT Program

Fall Semester (17 weeks) **240 Clinical Hours**	**Spring Semester (17 weeks)** **320 Clinical Hours**
CTI 103 - CT Clinical Practicum I	**CTI 204 - CT Clinical Practicum II**
Students will be assigned to hospitals/clinics over the span of each 16-week semester in order to provide opportunities to meet the objectives and gain clinical experience in procedures as listed in the ARRT requirements.	

Elgin Community College

Section 6

Educational Outcomes

Elgin Community College Mission Statement

To improve people's lives through learning

Health Professions Mission Statement

The Health Professions Division will be recognized as a leader in providing quality education using innovative teaching strategies. Our students will develop confidence in their discipline through training in simulated and clinical settings. We will utilize interdisciplinary activities to instill a sense of professionalism in our graduates and nurture an appreciation for lifelong learning.

Advanced Imaging Programs' Mission Statement

Elgin Community College's advanced imaging programs in Magnetic Resonance, Computed Tomography, and Mammography provide accessible and relevant education in accordance with the highest professional standards. The Programs, in partnership with their clinical affiliates, will provide the healthcare community with competent advanced imaging technologists that provide high-quality images and excellent patient care.

Advanced Imaging Programs' Goals

1. Graduate competent practitioners of advanced medical imaging modalities.
2. Develop proficiency in problem-solving and critical thinking skills.
3. Practice effective communication skills in the clinical setting.
4. Demonstrate professional conduct
5. Provide excellent patient care for a diverse population of patients
6. Provide the healthcare community with qualified practitioners of advanced medical imaging modalities.

Advanced Imaging Programs' Goals and Expected Outcomes

1. The Program will graduate competent technologists

Expected Outcomes:

- Graduates will produce high quality images
- Graduates will practice safety for the patient, him or herself, and others
- Graduates will demonstrate overall competence in clinical practice

2. The student (graduate) will demonstrate proficiency in problem-solving and critical thinking skills

Expected Outcomes:

- Graduates will demonstrate proficiency in problem-solving and critical thinking skills by **modifying procedures** to accommodate patient condition and other variables
- Graduates will demonstrate proficiency in problem-solving and critical thinking skills by determining the need and **adapting exposure factors and/or protocol** for various patient conditions, equipment, accessories and contrast media to maintain appropriate image quality.
- Graduates will demonstrate proficiency in problem-solving and critical thinking skills by **evaluating images** quality and make appropriate adjustments to obtain diagnostic images.

3. The student (graduate) will practice effective communication skills in the clinical setting.

Expected Outcomes:

- Graduates will practice effective communication skills in the clinical setting by demonstrating effective oral and written communication skills.

4. The student (graduate) will demonstrate professional conduct.

Expected Outcomes:

- Graduate(s) will demonstrate professional conduct by demonstrating professional values and behavior in clinical practice.

5. The student (graduate) will provide excellent patient care for a diverse population of patients

Expected Outcomes:

- The student (graduate) will provide excellent patient care for a diverse population of patients by demonstrating increased understanding of the importance of cultural competence in clinical practice.

6. The Program will provide the healthcare community with qualified MR, CT, and mammography technologists.

Expected Outcomes:

- A retention rate of 75% or higher
- The 5-year average employment rate of graduates within one year of graduation will be 75% or greater. A positive outcome is defined as employment in the field for those graduates who declare they are actively seeking employment in the field or pursuing continued education in the field.

- First time pass rates of the cohort of graduates on the ARRT credentialing exam will be consistent with or above the national passing rates each year of the exam, with a minimum pass rate of 75%.
- Mean scores of cohort of graduates on the ARRT credentialing exam will be consistent with or above the national mean scores each year.

Assessment Plan Review and Reporting

1. **The Program Director** provides leadership for the development of the program's assessment plan. The Clinical Coordinator and other program faculty provide input into the development and revision of the program's *Assessment Plan*, gathering of data and writing the *Annual Outcomes Assessment Report*.

2. **The Program Advisory Committee** meets a minimum of once a year and is responsible for providing input into the assessment process and making recommendations for program improvement.

3. **The Clinical Education Committee for each modality** meets annually and is responsible for providing input into the assessment process by participating in student assessment activities in the clinical setting and providing input into the development of assessment tools and measures of student learning outcomes. Each Clinical Education Committee makes recommendations for program improvement as it relates to clinical education outcomes.

MR Program Outcomes

Program Effectiveness Data

CT Program Outcomes

Program Effectiveness Data

Mammography Program Outcomes

Program Effectiveness Data

Elgin Community College

Appendix

A1 Health Professions Division Statement on Safety

Adopted/Revised February 2014

Health Professions students are expected to practice safe techniques, remain drug and alcohol free, maintain a clean criminal background check, and demonstrate professional behavior at all times while on campus or in the clinical setting.

Program directors or faculty may immediately remove a student from an educational experience and recommend to the Dean of Health Professions a failing grade for a student for unsafe behavior, drug or alcohol use, background check violation, or the demonstration of unprofessional behavior (such as but not limited to: physical or verbal threats, inappropriate comments, physical abuse, offensive touching or use of force on a person without the person's consent, verbal abuse, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person). The recommendation for removal may result in permanent dismissal from the Health Professions Division.

A student may choose to appeal a failing grade through the Grade Appeal Process as stated in the college catalog. A student may choose to appeal a permanent dismissal from the Health Professions Division through the Disciplinary Procedures as stated in the college catalog.

A2-4 ECC Procedures

- Administrative Procedure 3.406 - Criminal Background Checks And Drug Testing Of Health Professions Program Students
- Administrative Procedure 4.403 – Appeal of Student Grades
- Administrative Procedure 4.408 – Appeal for Complaint Procedure

A5 Administrative Procedure 4.402

References Board of Trustees Policy: EP1

Subject: Student Code of Conduct
Adopted: January 20, 1996
Amended: January 31, 1997; January 30, 2001; August 3, 2006; August 23, 2010, August 21, 2013; April 9, 2015; August 3, 2017; June 4, 2018
Review: This procedure will be reviewed by the Vice President for Teaching, Learning, and Student Development by June 30 of every even-numbered year.

1. Definitions

Elgin Community College herein referred to as "College".

College Premises includes all land, buildings, facilities or other property in the possession of or owned by, leased by, used, or controlled by the College, including adjacent streets and sidewalks. **[In Health Professions this also includes off-campus instructional sites.]**

College Official includes any person employed by the College, performing assigned administrative or professional duties. **[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]**

College Community includes any person who is a student, faculty member, College official, visitor or any other person employed by the College or on College premises. A person's status in a particular situation shall be determined by the Vice President for Teaching, Learning, and Student Development.

Organization means any number of persons who have complied with the formal requirements for recognition, through the Office of Student Life.

For more detailed information regarding Administrative Procedures, please go to elgin.edu.

2. Student Obligations to the College

Registration at Elgin Community College entitles each student to the rights and privileges as a member in the college community. As in other communities, students must assume the responsibilities and obligations accompanying these freedoms. The responsibility for maintaining appropriate standards of conduct, observing all College regulations, and complying with all federal, state and local laws rests with the student. Behavior for which a student is subject to disciplinary sanctions by the College, fall into these categories:

A. Acts of dishonesty, including but not limited to the following:

1. Cheating, plagiarism, or other forms of academic dishonesty-second or multiple offenses (Refer to Administrative Procedure 4.407 Academic Integrity)

[In Health Professions this also includes behavior that extends beyond the student role as well as failure to self-limit when appropriate. Also refer to Administrative Procedure 4.407 Academic Integrity with Health Professions Interpretations.]

2. Providing false information to any College official, faculty member or office

[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]

3. Forgery, alteration, or misuse of any College document, record, equipment, or instrument of identification.

[In Health Professions this also includes clinical or program documents, records, or instruments of identification.]

4. Tampering with the election of any College recognized student organization.

B. Intentionally disrupting the orderly processes and operations of the College:

1. Interfering with the educational opportunities of other students through classroom or other disruption or inappropriate behavior, including foul language.
   [In Health Professions this also includes off-campus instructional sites.]
2. Intentionally obstructing or denying access, either pedestrian or vehicular, to facilities or services by those entitled to use such services or facilities, on campus or while attending off-campus events.
3. Intentionally interfering with the lawful rights of other persons on campus
   [In Health Professions this also includes the rights of other persons at off-campus instructional sites.]
4. Inciting others to perform acts prohibited by paragraphs (a), (b) or (c) of this section.

C. Intentional participation in demonstrations within the interior of any College building, structure or any other portion of the premises of the College which have not been approved through appropriate administrative procedures. (See Administrative Procedure 6.202 Use and Rental of Campus Hallways and Atriums and Grounds and Administrative Procedure 6.208 Facilities Usage Regulations)

[In Health Professions this also includes off-campus instructional sites.]

D. Unauthorized entry into or occupation of any room, building or premises of the College, including unauthorized entry or occupation at an unauthorized time, or any unauthorized or improper use of any College property, equipment or facilities. (See Administrative Procedure 6.208 Facilities Usage Regulations)

[In Health Professions this also includes off-campus instructional sites.]

E. Physical abuse, bullying, verbal abuse, threats, intimidation, harassment, stalking, coercion and/or other reckless conduct which threatens or endangers the health or safety of self or others, including but not limited through the use of social media and electronic communication.

F. Sexual harassment, sexual assault, sexual abuse, or stalking on College premises or at College sponsored or supervised activities. Refer to Administrative Procedure 3.403 Sex Discrimination, Sexual Misconduct and Interpersonal Violence Policy and Procedure for more detailed information.
[In Health Professions this also includes off-campus instructional sites.]

G. Discrimination or harassment on the basis of race, color, national origin, ancestry, sex/gender, age, religion, disability, pregnancy, veteran status, marital status, sexual orientation (including gender-related identity), order of protection status, or any other status protected by applicable federal, state or local law. Refer to Administrative Procedure 3.402 Notice of Non-Discrimination for more detailed information.

H. Attempted or actual theft and/or damage to property of the College or property of a member of the College community or other personal or public property.
[In Health Professions this also includes off-campus instructional sites.]

I. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.

J. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to those persons when requested to do so.
[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]

K. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to College premises.
[In Health Professions this also includes off-campus instructional sites.]

L. Violation of published College policies, administrative procedures, rules or regulations.
[In Health Professions this also includes policies in student handbooks and published policies, rules or regulations at off-campus instructional sites.]

M. Violation of federal, state or local law on College premises or at College-sponsored or supervised activities.
[In Health Professions this also includes off-campus instructional sites.]

N. Use, possession, distribution or manufacture of illegal or controlled substances on College premises or at College-sponsored events except as permitted by law.
[In Health Professions this also includes off-campus instructional sites.]

O. Use, possession or distribution of alcoholic beverages on College premises or at College-sponsored events except as expressly permitted by the law and College regulations.
[In Health Professions this also includes off-campus instructional sites.]

P. Smoking in areas which are not designated by the College refer to Administrative Procedure 3.801 Smoking and Tobacco Use on Campus.
[In Health Professions this also includes off-campus instructional sites.]

Q. Possession or use of firearms, explosives, firearm ammunition, incendiary devices or other weapons except as authorized by the College. Possession of dangerous chemicals with intent to do harm.

R. Conduct which is disorderly, reckless, lewd or indecent; a breach of peace; or aiding, abetting or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College. This includes use of electronic devices with intent to cause injury or distress.
[In Health Professions this also includes off-campus instructional sites.]

S. Theft or other abuse of computer time or services, including any violation of the Administrative Procedure 7.101 Information Technology Acceptable Usage, which can be found in all computer labs.
   1. Use of computing facilities to view or share pornography or send obscene or abusive messages.

   [In Health Professions this also includes off-campus instructional sites.]

T. Abuse of the Disciplinary Hearing Process, including but not limited to:
   1. Failure to obey the summons of a judicial hearing committee or College official

   [In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]
   2. Falsification, distortion, or misrepresentation of information before a disciplinary hearing committee
   3. Disruption or interference with the orderly conduct of a disciplinary proceeding
   4. Request of a disciplinary proceeding knowingly without cause
   5. Attempting to discourage an individual's proper participation in, or use of, the disciplinary system
   6. Attempting to influence the impartiality of a member of a disciplinary committee prior to, and/or during the course of, the judicial proceeding
   7. Harassment (verbal or physical) and/or intimidation of a member of a disciplinary committee. or witness prior to, during, and/or after a judicial proceeding.
   8. Failure to comply with the sanction(s) imposed under the Student Discipline Procedure
   9. Influencing or attempting to influence another person to commit an abuse of the disciplinary hearing.

3. Disciplinary Procedures

Complaints:
Any member of the college community may file charges against any student for misconduct using Administrative Procedure 4.401 Complaint Procedure.
[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]

4. Appeal

Following the adjudication of the complaint, the student or group or organization has the Right to Appeal to the Vice President of Teaching, Learning & Student Development using Administrative Procedure 4.408 Appeal for Complaint Procedure.

5. Record of Complaint and/or Appeal

After the Complaint and/or Appeal Processes have been concluded, all records of that process will be placed in a confidential file in the Dean of Student Services and Development office for a period of 5 years.

A6 Health Professions Division Statement on Safety

Adopted/Revised February 2014

Health Professions students are expected to practice safe techniques, remain drug and alcohol free, maintain a clean criminal background check, and demonstrate professional behavior at all times while on campus or in the clinical setting.

Program directors or faculty may immediately remove a student from an educational experience and recommend to the Dean of Health Professions a failing grade for a student for unsafe behavior, drug or alcohol use, background check violation, or the demonstration of unprofessional behavior (such as but not limited to: physical or verbal threats, inappropriate comments, physical abuse, offensive touching or use of force on a person without the person's consent, verbal abuse, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person). The recommendation for removal may result in dismissal from the Health Professions Division.

A student may choose to appeal a failing grade through the Grade Appeal Process as stated in the college catalog. A student may choose to appeal a dismissal from the Health Professions Division through the Disciplinary Procedures as stated in the college catalog.

A7a MR Recognized Clinical Education Settings/Clinical Instructors

Northshore HealthSystems
Highland Park Hospital
777 Park Avenue West
Highland Park, IL 60035
Phone: (847) 480-3874
Clinical Instructor:
kditgen@norshore.org

Northshore HealthSystems
Glenbrook Hospital
22100 Pfingsten Road
Glenview, IL 60026
Phone: (847) 657-5910
Clinical Instructor: TBD

Northshore HealthSystems
Northbrook Court Radiology
1182 Northbrook Court
Northbrook, IL 60062
Phone: (847) 480-3874
Clinical Instructor: Valerie Cecil, RT(R)(MR)
vcecil@northshore.org

Northshore HealthSystems
Vernon Hills Radiology
225 N Milwaukee Avenue
Vernon Hills, IL 60061
Phone: (847) 657-5910
Clinical Instructor: Reid Sanders, RT(R)(MR)
rsanders@northshore.org

Advocate Sherman Hospital:
1425 N. Randall Road
Elgin, IL 60123
Phone: (224) 783-8577 (Work Area)
Clinical Instructor: Matt Rederer, RT(R)(MR)(CT)(ARRT), MRSO
Matthew.rederer@advocatehealth.com

Center for Diagnostic Imaging (2)
4 Cedar Ridge Drive
LITH, IL 60156
Phone: (847) 458-6736
Clinical Instructor:
Shelley Logston, RT(R)(M)(MR)(CT)
Shelley.logston@cdirad.com

1416 S. Randall Road
Geneva, IL 60134
Phone: (630) 208-9325
Clinical Instructor:
Mark Roath, RT(R)(CT)(MR)(ARRT)
Ragemark2003@yahoo.com

Northwestern Physician Group Orthopedics:
27650 Ferry Road
Warrenville, IL 60555
Phone: (630) 225-2517
Clinical Instructor: Lisa Garza, RT(R)(MR)(ARRT)
Lgarza712000@yahoo.com

AMITA Resurrection Medical Center
7435 W. Talcott Avenue
Chicago, IL 60631
Phone: (773) 792-5131
Clinical Instructor: Ankit Gandhi, RT(R)(MR)(ARRT)
Devin.Mikal@amitahealth.org

Northwestern Medicine McHenry Hospital
4201 W Medical Center Drive
McHenry, IL 60050
Clinical Instructor: Bhavini Patel
Bhavini.Patel@NM.org

Northwestern Medicine Huntley Hospital
10400 Haligus Road
Huntley, IL 60142
Clinical Instructor: Deanne Terzo, RT(R)(MR)

deanne.terzo@nm.org

Northwestern Medicine Woodstock Hospital
3701 Doty Road,
Woodstock, IL 60098
Clinical Instructor: Patricia Seery, RT(R)(MR)
patricia.seery@nm.org

Northwestern Medicine Crystal Lake Medical Arts
360 Station Drive,
Crystal Lake, IL 60014
Clinical Instructor: Patricia Seery, RT(R)(MR)
patricia.seery@nm.org

AMITA St. Alexius Medical Center
1555 Barrington Road
Hoffman Estates, IL 60169
Clinical Instructor: Elizabeth Hauck
Elizabeth.hauck@amitahealth.org

Elmhurst Hospital
155 E Brush Hill road
Elmhurst, IL 60126
Clinical Instructor: Melissa Lavin
Melissa.Lavin@EEHealth.org

Loyola University Medical Center
2160 1st Avenue.,
Maywood, IL 60153
Clinical Instructor: Philip Villasin, RT(R)(MR)
pvillas@lumc.org

Amita St. Joseph Hospital-Chicago
2900 N Lake Shore Drive
Chicago, IL 60657
773-665-6268
Clinical Instructor: Edward Pisarek, RT(R)(CV) (MR)
edward.pisarek@amitahealth.org

A7b CT Recognized Clinical Education Settings/Clinical Instructors

Advocate Sherman Hospital:
1425 N. Randall Road
Elgin, IL 60123
Phone: Main: (224) 783-8214
ER: (224) 783-2086
Clinical Instructor: Barbara Taylor, RT(R)(CT)(ARRT)
barbara.taylor@advocatehealth.com

Advocate Sherman Outpatient Imaging:
600 South Randall Road
Algonquin, IL 60102
Phone: (224) 783-4375
Clinical Instructor: Carrie Haertel, RT(R)(CT)(ARRT)
carrie.haertel@advocatehealth.com

Center for Diagnostic Imaging (2)
4 Cedar Ridge Drive
LITH, IL 60156
Phone: (847) 458-6736

1416 S. Randall Road
Geneva, IL 60134
Phone: (630) 208-9325
Clinical Instructors:
Mark Roath, RT(R)(CT)(MR)(ARRT)
Ragemark2003@yahoo.com

AMITA Mercy Medical Center
1325 N. Highland Avenue
Aurora, IL 60506
Phone: (630) 801-5881
Clinical Instructor: Tracy Arand
Tracy.Arand@amitahealth.org

AMITA St. Alexius Medical Center
1555 Barrington Road
Hoffman Estates, IL 60169

Clinical Instructor: Rhonda Schultz
Rhonda.Schultz@amitahealth.org

Northwestern Medicine Huntley Hospital
10400 Haligus Road
Huntley, IL 60142
Clinical Instructor: Peter Jedrzejewski
Peter.Jedrzejewski@nm.org

Northwestern Medicine McHenry Hospital
4201 W Medical Center Drive
McHenry, IL 60050
Clinical Instructor: Kelley Zirkel
Kelley.zirkel@nm.org

St. Bernard Hospital
326 W. 64th Street
Chicago, IL 60621
Phone: (773) 746-5584
Clinical Instructor: Marion Anderson, RT(R)(M)(QM)(ARRT)
meanderson@stbh.org

A7c Mammo Recognized Clinical Education Settings/Clinical Instructors

Advocate Sherman Hospital
1425 N. Randall Road
Elgin, IL 60123
224-783-8466 Work Area
Clinical Instructor: Faith DiMaria, RT(R)(M)(ARRT)
faith.dimaria@advocatehealth.com

Center for Diagnostic Imaging
1416C-1 South Randall Road
Randall Square Shopping Center
Geneva, IL 60134
Phone: (630) 208-9325
Clinical Instructor: TBA

Advocate Good Shepherd Hospital
450 West Highway 22
Barrington, IL 60010
Clinical Instructor: Holly Kurpius
holly.kurpius@advocatehealth.com
847-842-4811

Northwestern Medicine Gavers Breast Center
360 Terra Cotta Road
Crystal Lake, IL
Clinical Instructor: Megan Hanson
Megan.hanson@nm.org
815-354-6045 (cell)

Northwestern Medicine McHenry Hospital
4201 W Medical Center Drive
McHenry, IL 60050
Clinical Instructor: Megan Hanson
Megan.hanson@nm.org
815-354-6045 (cell)

Northwestern Medicine Huntley Hospital

10400 Haligus Road
Huntley, IL 60142
Megan.hanson@nm.org
815-354-6045 (cell)

Northwestern Medicine Woodstock Hospital
3701 Doty Road
Woodstock, IL 60098
Megan.hanson@nm.org
815-354-6045 (cell)

A8 Administrative Procedures 4.407 Academic Integrity

References Board of Trustees Policy: G 1
Subject: Academic Integrity
Adopted: September 5, 2007
Amended: August 9, 2011; September 25, 2014; April 9, 2015; May 4, 2017; June 4, 2018
Review: This procedure will be reviewed by the Vice President for Teaching, Learning and Student Development by June 30 of every odd-numbered year.

I. Statement on Academic Integrity

Elgin Community College is committed to providing a learning environment that values truth, honesty, and justice. Academic integrity means being honest and responsible regarding any work submitted as one's own while in a college course. Failing to do so is considered academic dishonesty. Acts of academic dishonesty include cheating, plagiarism, fabrication, complicity, submitting same work in multiple courses, and/or misconduct in research. [In Health Professions this includes the professional code of ethics for each discipline.] The purpose of academic assignments is to help students learn. The grade received shows students' own understanding and effort. It also indicates how well they have met the learning goals in a course. In order to demonstrate that learning, the work done must always be their own and if students consult others' work, this must be properly cited. Students who commit any act of academic dishonesty will be subject to sanctions imposed by their instructor, up to and including failure in the course. See the ECC website for more information on ECC's Academic Integrity policy.

For information on how to avoid academic integrity violations, see the Plagiarism Modules available from the main menu on your D2L homepage (under the Student Support tab) or visit the ECC Library Tutorials Research Guide. Students may also seek assistance from Librarians as well as the Write Place staff.

II. Acts of Academic Dishonesty include, but are not limited to the following:

A. Cheating

At its most basic level, cheating is the unauthorized use of outside assistance. Cheating includes use of notes, study aids, or other devices that are expressly forbidden by the instructor for the completion of an assignment or an examination. In addition, cheating occurs when a student copies another individual's work or ideas.

B. Plagiarism

Plagiarism is the presentation of another person's written words or ideas as one's own. Students are guilty of plagiarism if they submit as their own work:

- the sequence of ideas, arrangement of material, pattern of thought of someone else, even though it is expressed in the student's own words; plagiarism occurs when such a sequence of ideas is transferred from a source to their work without the processes of digestion, integration, and reorganization in the writer's mind, and without acknowledgement in their work.
- part or all of a written assignment copied or paraphrased from another person's work without proper documentation; paraphrasing ideas without giving credit to the original author is also plagiarism.
- reusing or modifying a previously submitted work for a present assignment without obtaining prior permission from the instructors involved.

C. Fabrication

Fabrication is the invention or counterfeiting of data and/or research. **[In Health Professions this includes patient data.]**

D. Complicity

Complicity occurs when a student provides assistance in any act that violates the integrity policy. Students are guilty of being accomplices to academic dishonesty if they: **[In Health Professions talking during an exam/quiz is considered sharing information, and failure to report knowledge of other students cheating is also considered an act of complicity.]**

- allow their work to be copied and submitted as the work of another
- prepare work for another student and allow it to be submitted as that student's own work
- keep or contribute materials with the clear intent that they will be copied or submitted as work of anyone other than the author
- purchase work from another source
- fail to report acts of plagiarism to their instructor; students who know their work is being copied are presumed to consent to its being copied

E. Multiple Submissions

Multiple submission occurs when a student submits the same (or largely unaltered) work in multiple courses without instructor approval. Multiple submission does not include coursework in linked courses (in which instructors develop assignments together), nor shall it cover those situations in which a student has received approval to expand or develop previous work.

F. Misconduct in Research

Misconduct in research occurs when a student violates professional guidelines or standards in research, including college standards and the Student Code of Conduct.

III. Instructor Initiated Sanctions

If an instructor identifies an act of academic dishonesty, the instructor shall determine the appropriate sanction(s) for the particular offense. If the instructor chooses one of the sanctions listed below, they must document the violation using the Academic Integrity Violation form. The form must be sent to the student via the ECC student email account, the Academic Dean, and the Dean of Student Services and Development. This enables the Dean of Students to monitor multiple offenses. **[In Health Professions these sanctions may include dismissal from the program depending on the severity of the offense. Refer to the Student Code of Conduct which lists behavior for which a student may be subject to disciplinary sanctions by the College.]**

- Completion of "Writing with Integrity" course through the Write Place
- Reduced grade on assignment
- Failing the assignment
- Reduced final course grade
- Failing grade for course

Instructors have the discretion to use the offense as a "teachable moment," which may include a verbal warning or re-doing an assignment when responding to issues related to missed or partial citations, incorrect formatting, etc. In these instances, the instructor does not need to submit the Academic Integrity Violation form.

Students are informed of their right to appeal the violation through the information contained in the Academic Integrity Violation form. The student must appeal within ten (10) days of receiving the violation form from their instructor. While an appeal is in progress, the student must be allowed to continue actively participating in the class as long as the student is in compliance with the College's Student Code of Conduct Administrative Procedure 4.402.

All students who receive the Academic Integrity Violation form will be required to meet with the Director of Student Success & Judicial Affairs. The student will be notified by mail and email to attend the meeting. The meeting may or may not impose further sanctions at the discretion of the

Director. Students will remain restricted from registration until they have met all sanctions. If a student does not attend the meeting with the Director, the case will be immediately referred to the Student Disciplinary Committee for a hearing to determine further sanctions.

A documented subsequent violation of the Academic Integrity procedure recorded with the Dean of Student Services & Development shall result in administrative sanctions as outlined in the Administrative Procedure 4.402 Student Code of Conduct, which may include but is not limited to:

1. Disciplinary warning or probation
2. Participation in non-credit "Writing with Integrity" course
3. Suspension
4. Expulsion

IV. Appeal Process

A student charged with an act of academic dishonesty may appeal the violation charge, but not the sanction. If the appeal is approved, the sanction would change accordingly. Students should continue active participation in the course while appeals are under review. The steps outlined below shall be followed. All dates will extend from the date of the email the student receives from their instructor with the violation form. If an extension is required, it may be granted by the Vice President.

Step 1: Division Review
The purpose of step 1 is to allow for independent review of the student's appeal:

1. To formally appeal the Academic Integrity charge, the student must submit a written statement with documentation (e.g. relevant syllabus sections, drafts, emails, research notations, etc.) to the appropriate Academic Dean for review within ten (10) days of receiving the Academic Violation form from their faculty member.
2. Within five (5) days of receiving the appeal, the Dean will review the documentation and confer with the faculty member, if available, and student to determine if the appeal has merit.
3. If the Dean determines the appeal has merit, they will work with the faculty member, if available, and the student in an effort to resolve the problem in a manner that is agreeable to both the faculty member and student. If such a solution is determined, the Dean and faculty member, if available, will work together to implement the change in sanction.
4. If the Dean denies the appeal, the student will be notified of the decision and rationale via ECC email. The faculty member will be copied on this email.
5. If either the student or faculty member are dissatisfied with the Dean's decision, they may submit an appeal via ECC email to the Vice President of Teaching, Learning and Student Development within five (5) days of the notification. The appeal must include all necessary documentation.

Step 2: Vice President/Committee Review

The purpose of this step is to provide due process for students and faculty:

1. Within five (5) days the Vice President will review the violation, documentation, Dean's recommendation, and the written appeal sent in by the faculty or student in reference to the Dean's decision. The Vice President will use a rubric to determine if the appeal has merit.
2. If the appeal is denied by the Vice President, the student, instructor, and Dean shall be notified within five (5) days and the matter shall be at an end.
3. If the Vice President determines that the appeal has merit, within five (5) days of receiving that written appeal, the Vice President will notify Elgin Community College Faculty Association (ECCFA) of the need to appoint and convene an Academic Integrity Appeal Advisory Committee. The Vice President, in consultation with ECCFA, is responsible for ensuring that those designated to serve are not directly involved with the concern nor have any other conflict of interest. The committee will be comprised of the president of the student government or that person's designee and three faculty members from three different academic disciplines, including one from the course discipline or closely related field and two from outside of the course discipline.
4. ECCFA will consult with the Vice President and will select these members within ten (10) days of receipt of the request. If for any reason ECCFA is unable to do so, the Vice President will appoint the committee members by the end of the ten (10) days. The faculty members will elect the chair of the committee.
5. The committee will hold formal hearing(s) at which the student and the faculty member may provide documentation. The student must be advised of his or her right to be accompanied by an advisor (who may be an attorney but may not participate in the hearings except as an advisor to the student). The faculty member may also bring an advisor (who may be an attorney but may not participate in the hearings except as an advisor to the faculty member). All committee hearings shall be confidential.
6. The committee shall review the evidence and make a written recommendation to the Vice President of Teaching, Learning, and Student Development within three (3) days of the last hearing. The Vice President may accept or modify the Academic Integrity Appeal Advisory Committee's recommendations and may determine additional sanctions or responses, as necessary. The Vice President will notify the faculty member, the student, the appropriate Academic Dean, and the chair of the Academic Integrity Appeal Advisory Committee of his or her decision within five (5) days of receiving the Committee's recommendation.
7. If the Academic Integrity Appeal is upheld, the faculty member, if available, can be given the opportunity by the Vice President to change the student's grade. If the appeal has been upheld and the faculty member refuses to change the grade, the Vice President of Teaching, Learning, and Student Development will change the grade administratively. If needed, the final course grade may also need to be recalculated based on the course syllabus.

A9 Health Professions Dismissal Policy

Developed by HP Program Directors
Adopted/Revised February 2013

Students are responsible for maintaining appropriate standards of conduct as described in this student handbook and the Student Code of Conduct/Discipline procedure found in the ECC college catalog. Students are expected to observe Medical Imaging program regulations and meet professional standards as outlined in the American Registry of Radiologic Technologists code of ethics.

A written warning may be issued for infractions of program regulations or professional standards. A copy of the written warning will be kept on file in the Dean of Health Professions office.
Students who continue to violate program regulations or professional standards in which they have previously been given a warning will be subject to disciplinary action up to and including dismissal from the Medical Imaging program.

When behavioral/affective reasons warrant an immediate action, a student may be dismissed from the Medical Imaging program without a written warning.

Students who have been dismissed from the Medical Imaging program are dismissed from the Health Professions division at ECC.

Causes for dismissal include, but are not limited to:

1. Unprofessional or dishonest behavior
2. Actions which jeopardize patient safety
3. Infractions of clinical facility policy

Dismissal Procedure

I. Program officials will review all facts and documentation related to the student's violation of program regulations or professional standards.
II. If warranted, the program official will prepare a Notice of Dismissal that outlines the specific reasons for the dismissal.
III. The program official will meet with the student to present the Notice of Dismissal.

Due Process / Student Appeal

Students have the right to file a complaint regarding issues that they feel require a resolution. Students should follow the appropriate Administrative Procedure 4.408 Appeal for Complaint

Procedure or Administrative Procedure 4.403 Appeal of Final Grade Policy as outlined in the ECC College Catalog. If a student appeals the dismissal, the ECC's Interim Suspension Policy (Administrative Procedure 4.401 Complaint Procedure) shall be enforced. During the appeal process, the student will be permitted to continue participation in didactic courses, however clinical participation will not be permitted. Once the appeal has been resolved, the outcome of the appeal will determine if the student can return to clinic. After all appeals have been exhausted, and the decision to dismiss is upheld, the student will be withdrawn from all enrolled radiography courses and a grade of "F" will be assigned.

A10 Social Media Conduct

Developed by HP Program Directors
Adopted/Revised June 2013

In exchange for the educational opportunities provided to me by the clinical agencies, I agree to comply with all state, local, and federal requirements governing the privacy of medical information. Those privacy requirements have been explained to me, and I have had training in complying with these requirements. I agree to uphold all HIPPA and other privacy requirements during my clinical rotations.

I understand that I am bound to comply with all privacy requirements when I am not at the clinical rotation, including in my conversations with family, friends, and peers. I will be held accountable for maintaining the privacy of any information I obtain, see, or am given during my clinical rotations. To uphold the privacy of such information, I agree to not post or discuss any clinical experience or information regarding my experience with the clinical agency, its staff, or its clients/patients on any internet social media. I will be prohibited from returning to the clinical site if I violate any privacy requirement in any regard. Video/audio recording is only permitted with faculty/staff approval. If not approved, students are prohibited from all forms of video/audio recordings. Video/audio recording is also prohibited from being shared with individuals or any internet social media. Such violation may also result in a delay in completing my degree requirements or in further disciplinary action against me by Elgin Community College

A11-13 Certification Requirements

A11 Magnetic Resonance Imaging Program

Elgin Community College's Magnetic Resonance Program is considered a "Primary Pathway" for certification purposes. As such, follow the links outline the requirements needed to qualify to sit for the ARRT Magnetic Resonance Imaging certification examination.

MRI students will be required to maintain documentation of procedures using the E-value electronic management system. It will be the student's responsibility to provide copies of this document periodically and at the end of each rotation through a clinical site.

- Educational Requirements Overview
- Mri Didactic and Clinical Competency Requirements

A12 Computed Tomography Program

Computed Tomography is considered a Post Primary Pathway for certification purposes. Computed Tomography students will be required to maintain documentation of procedures using the online tool described below by the ARRT.

- Educational Requirements Overview
- Structured Education Requirements
- Clinical Experience Requirements

A13 Mammography Program

The Mammography Program is considered a Post Primary Pathway for certification purposes. Mammography students will be required to maintain documentation of procedures using the online tool described below by the ARRT.

- Educational Requirements Overview
- Structured Education Requirements
- Clinical Experience Requirements

MRI Program Clinical Competency Masterlist

Head and Neck

EXAM	E/M	#1	#2	#3	#4	#5	COMP
Brain	M						
IAC	M						
Orbit	E						
Pituitary	M						
Head MRA	M						
Face/soft tissue neck (ie. parotids, thyroid)	E						
Neck MRA	M						

Spine

EXAM	E/M	#1	#2	#3	#4	#5	COMP
Cervical	M						
Thoracic	M						
Lumbar	M						
Sacrum/ coccyx	E						
Brachial plexus	E						

Thorax

EXAM	E/M	#1	#2	#3	#4	#5	COMP
Chest	E						
Breast	E						
Thoracic MRA	E						

Abdomen and Pelvis

EXAM	E/M	#1	#2	#3	#4	#5	COMP
Abdomen	M						
MRCP	M						
Abdominal MRA	E						
Soft tissue Pelvis	E						

Musculoskeletal

EXAM	E/M	#1	#2	#3	#4	#5	COMP
Elbow	E						
Hand/Wrist	M						
Finger/ Thumb	E						
Hip	M						
Bony Pelvis	E						
SI Joints	E						
Ankle/Hind Foot	M						
Shoulder	M						
Scapula	E						
Sternum/SC	E						
Fore Foot	M						
Humerus	E						
Forearm	E						
Femur	E						
Lower Leg	E						
Knee	M						
TMJ	E						
MR Arthrography	E						

Special Imaging Procedures

EXAM	E/M	#1	#2	#3	#4	#5	COMP
MRV	E						
Image Post-Processing	M						
Extremity MR angiography	E						
Spectroscopy	E						

17 mandatories and the student picks 10 from the elective list
A minimum of 3 practice repetitions on the mandatories and 1 practice repetition on the electives prior to comping
Please input the date for each practice repetition.

A15 CT Master List of Procedures

Head, Spine and Musculoskeletal (MSK)

EXAM	M/E	1	2	3	4	5	COMP
Head w/o contrast	M						
Head w/ contrast*	E						
Trauma Head	M						
Vascular Head (CTA)*	E						
Brain perfusion*	E						
Pituitary fossa*	E						
Temporal Bones/IAC's	E						
Orbits	E						
Sinuses	M						
Facial Bones/ Mandible	M						
Cervical Spine	M						
Thoracic Spine	E						
Lumbar Spine	E						
Spinal Trauma	E						
Upper extremity	E						
Lower extremity	E						
Shoulder and/or Scapula	E						
Bony pelvis and/or Hips	M						
MSK Trauma	E						
Vascular Extremity/ Runoff (CTA/CTV)*	E						

Neck and Chest

EXAM	M/E	1	2	3	4	5	COMP
Soft Tissue Neck	M						
Vascular Neck (CTA/CTV)*	E						
Chest w/o contrast	M						
Chest with contrast	M						
HRCT	E						
Lung nodule study	E						

EXAM	M/E	1	2	3	4	5	COMP
Low dose screening	E						
Chest Trauma	M						
Vascular Chest (ie. PE< CTA/CTV, aorta)*	M						
Heart (ie. Ca scoring, coronary angio)*	E						

Abdomen and Pelvis

EXAM	M/E	1	2	3	4	5	COMP
Abd/pelvis w/o contrast	M						
Abd/pelvis w/ contrast	M						
Liver (multiphase)	E						
Kidneys (multiphase)	E						
Pancreas (multiphase)	E						
Adrenals	E						
Enterography Study	E						
Appendicitis Study	E						
Renal stone protocol w/o contrast	M						
Abdominal Trauma	E						
Vascular abdomen (CTA/CTV)*	M						
IV Urogram/IVU	E						
Bladder	E						
Pelvic Trauma	E						
Vascular Pelvis (CTA)	E						
Colorectal Studies (rectal contrast)	E						

Additional Procedures

EXAM	M/E	1	2	3	4	5	COMP
Biopsies	E						
Drainage	E						
Aspirations	E E						
Pediatric (12 & under)	E						
Arthorography	E						

EXAM	M/E	1	2	3	4	5	COMP
Discography	E						
Myelography	E						

Image Display and Post Processing

EXAM	M/E	1	2	3	4	5	COMP
Geometric, distance or ROI measurement	M						
Multiplanar Reconstruction	M						
3D Rendering MIP SSD VR	E						
Retrospective reconstruction in a new DFOV	E						

Quality Assurance

EXAM	M/E	1	2	3	4	5	COMP
Calibration checks	E						
CT # & Std Deviation (Water Phantom)	M						

*The use of iodinated contrast is mandatory to document this procedure

5 repetitions on the mandatories and 3 on the electives = 125 repetitions required by arrt 18 mandatories and the student picks 12 from the elective list

A16 Mammography Clinical Experience Master list

MQSA 25 Supervised

EXAM	E/M	#1 DATE	#2 DATE	#3 DATE	#4 DATE	#5 DATE
EXAMS 1-5	M					
EXAMS 6-10	M					
EXAMS 11-15	M					
EXAMS 16-20	M					
EXAMS 21-25	M					

Mammographic Procedures – 75 total any Modality

EXAM	E/M	#1 DATE	#2 DATE	#3 DATE	#4 DATE	#5 DATE
EXAMS 1-5	M					
EXAMS 6-10	M					
EXAMS 11-15	M					
EXAMS 16-20	M					
EXAMS 21-25	M					
EXAMS 26-30	M					
EXAMS 31-35	M					
EXAMS 36-40	M					
EXAMS 41-45	M					
EXAMS 46-50	M					
EXAMS 51-55	M					
EXAMS 56-60	M					
EXAMS 61-65	M					
EXAMS 66-70	M					
EXAMS 71-75	M					

Quality Control (QC) - 32 Total

EXAM	E/M	#1 DATE	#2 DATE	#3 DATE	#4 DATE	#5 DATE
Interpretation Workstation (5)	M					

EXAM	E/M	#1 DATE	#2 DATE	#3 DATE	#4 DATE	#5 DATE
Monitor Cleaning (5)	M					
Phantom Images (5)	M					
Artifact Evaluation (5)	M					
SNR, CNR, MTF as required by manufacturer (5)	M					
Compression Force (2)	M					
Repeat Analysis (2)	M					
Visual Checklist (2)	M					
Review of Physicist's Annual Survey Report (1)	M					

RADIOGRAPHIC CRITIQUE/ INTERPRETATION 10 TOTAL

EXAM	E/M	#1 DATE	#2 DATE	#3 DATE	#4 DATE	#5 DATE
EXAMS 1-5	M					
EXAMS 6-10	M					

Special/Interventional Procedures (Electives) **

EXAM	E/M	#1 DATE	#2 DATE	#3 DATE	#4 DATE	#5 DATE
Needle Localization	E					
Breast MRI	E					
Breast Ultrasound: Imaging, biopsy, FNA or cyst aspiration	E					
Stereotactic Procedure	E					

EXAM	E/M	#1 DATE	#2 DATE	#3 DATE	#4 DATE	#5 DATE
Breast Implant Imaging	E					
Ductography / Galactography	E					
Tissue Marker Clip Placement	E					
Diagnostic Mammogram	E					
Recall for a Screening mammogram	E					

25 MQSA supervised and 75 procedures (diagnostic and/or screening) from any modality.

** The candidate must observe, assist with or participate in at least four of these procedures.
please input the date for each exam performed

A17 HP Bloodborne Pathogen Exposure Policy

Scope: Applies to all students enrolled in ECC Health Professions programs
Policy Statement: In accordance with the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogen Standard, all students who have an exposure incident to bloodborne pathogens while engaged in Elgin Community College's sponsored health professions programs will benefit from prompt medical attention, including baseline and follow-up laboratory testing as necessary.

Definitions:

Blood: human blood, human blood components, and products made from human blood.
Bloodborne pathogens: pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Other potentially infections materials include:

- Amniotic fluid
- Body tissues
- Organs from a human
- Semen
- Cerebrospinal fluid
- Pericardial fluid
- Peritoneal fluid
- Pleural fluid
- Saliva (in dental procedures)
- Vaginal secretions

Contaminated: The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Contaminated sharps: any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes and exposed ends of dental wires.

Exposure Incident: a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material that results from the performance of a student's duties.

Parenteral: Piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts and abrasions.

Personal Protective Equipment: Specialized clothing or equipment worn by a student for protection against a hazard. General work clothes (e.g. uniforms pants, shirts or blouses) not intended to function as protection against a hazard are not considered personal protective equipment. Examples include but are not limited to:

- CPR barrier
- Face shields/masks/goggles: are to be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.
- Gloves: to be worn when it can reasonably be anticipated that the student may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures and when handling or touching contaminated items or surfaces. Disposable gloves such as surgical or examination gloves must be replaced as soon as practical when contaminated or as soon as feasible when they are torn or punctured or when their ability to function as a barrier is compromised. Disposable (single use) gloves are not to be washed or decontaminated for re-use.
- Gowns/aprons and other protective body clothing: to be worn as a barrier between general clothing and a potential exposure hazard.

Standard Precautions: An approach to infection control. According to the concept of Standard Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

Procedure:

Clinical/Lab Practices

1. All students will be presented current Blood Borne pathogen educational information per program policies. Additional training will be provided for any changes or updates.
2. Students who do not complete Blood Borne Pathogen training will not be allowed in the clinical or lab area.
3. All students will apply the practice of Standard Precautions and Infection Control in each task they perform. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.
4. Contaminated sharps must be disposed of immediately after use in a puncture resistant container, labeled with a biohazard warning and leak-proof on the sides and bottom.
5. Contaminated needles or sharps are not bent, recapped, or removed. If recapping or needle removal is necessary, it is accomplished through the use of a medical device or a one-handed technique under the direct supervision of a healthcare practitioner or instructor.
6. The needle or sharps safety device must be activated immediately after use according to the manufacturer's intended guidelines.

7. Students should notify the supervising healthcare practitioner or instructor of any sharps containers that are overfilled.
8. The student shall never attempt to retrieve any item that has been disposed of in a sharps container.
9. Broken glassware that may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means, such as a brush and dustpan, tongs, or forceps.
10. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses is prohibited in clinical areas where there is potential for exposure to blood borne pathogens.
11. If the student brings food and/or drink to the clinical site, it is not to be kept in refrigerators, freezers, on countertops or in other storage areas when blood or potentially infectious fluids are present. It may be stored in the refrigerator or area for facility employee food/drinks. It may not be stored in the same areas as patient food or drink.
12. All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.

Personal Protective Equipment

1. The student will wear appropriate personal protective equipment provided by the facility such as, but not limited to: gloves, gowns, laboratory coats, face shields or masks and eye protection, mouthpieces, resuscitation bags, pocket masks, or other ventilation devices.
2. Personal protective equipment will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the student's uniform, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time, which the protective equipment will be used.
3. All personal protective equipment shall be removed prior to leaving the work area.
4. When personal protective equipment is removed, it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.
5. Gloves shall be worn when it can be reasonably anticipated that the student may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures; and when handling or touching contaminated items or surfaces.
6. Disposable (single use) gloves, such as surgical or examination gloves shall be replaced as soon as practical when contaminated or as soon as feasible if, they are torn, punctured, or when their ability to function as a barrier is compromised.
7. Disposable (single use) gloves shall not be washed or decontaminated for re-use.
8. Masks in combination with eye protection devices, such as goggles or glasses with solid side shields or chin length face shields, shall be worn whenever splashes, spray, spatter or

droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.

9. Appropriate protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets or similar outer garments shall be worn in occupational exposure situations. The type and characteristics will depend on the task and degree of exposure anticipated.

Post-Exposure Practices

Working in the health field involves an assumption of risk.

1. Students shall follow the correct protocol, procedures, and policies of host facility and OSHA to keep the risk for injury or illness at a minimum.
2. In the event that an exposure occurs, the student assumes the responsibility for testing, treatment, and any other expenses.
3. Following any contact of body areas with blood or any other infectious material, students shall thoroughly wash the exposed area.
4. Students must notify their clinical instructor immediately of any exposure or possible exposure.
5. The student should seek medical attention immediately to determine what type of follow-up is necessary. Post exposure care for Hepatitis B and HIV should be administered as soon as possible (within the first few hours) after the exposure incident for maximum effectiveness.
6. Follow-up documentation will be submitted to the appropriate ECC Program Director, which includes the route of exposure and the circumstances related to the incident. Refer to attached Exposure/Incident Report Form.

Reporting of Clinical Exposure Incidents

The report of the clinical incident documents events that are breaches of professional practice. A clinical incident occurs when there is a violation of professional standards or requirements, or if there is unsafe patient care or medication administration procedures; and the clinical agencies require an institutional specific “incident report”. Safety practices at the clinical agencies and at Elgin Community College are the responsibility of health professions faculty and students. All incidents must be reported immediately to the appropriate persons.

Procedure:

Clinical incidents involving a Health Professions student and/or a clinical patient:

1. The student will notify clinical instructor, health practitioner or program faculty at once.
2. The student will, under the supervision of a clinical instructor, health practitioner or program faculty, notify the manager/coordinator of the department/unit.

3. The student and clinical instructor, health practitioner or program faculty, under the direction of the manager/coordinator, will follow the procedure at the clinical agency at which the incident occurred and complete appropriate “incident report” forms.
4. The student, under the direction of the program faculty/director, or clinical staff, will complete the ECC Exposure/Incident Report Form.
5. Once signed by all parties, a copy will be submitted to the Dean of Health Professions.
6. Financial obligations incurred as a result of the incident will be the responsibility of the student.

Reference: Occupational Safety and Health Administration (OSHA) Standard Number 1910.1030