



SOUTH SUBURBAN COLLEGE MAGNETIC RESONANCE IMAGING PROGRAM

Student and Clinical Education Handbook

Magnetic Resonance Imaging Program
Student Handbook
©Magnetic Resonance Imaging Program
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Student Handbook

Magnetic Resonance Imaging Program Faculty and Administration

The faculty and administration would like to extend their congratulations on your acceptance into the South Suburban College (SSC) Magnetic Resonance Imaging (MRI) Program and wish you high levels of success in the semesters to come.

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Introduction

This handbook has been designed as a guide to provide the student with the necessary information regarding the policies, procedures, and expectations that govern enrollment in the Magnetic Resonance Program at South Suburban College. This handbook should not be considered a complete statement of all MRI Program or South Suburban College policies. It is meant to assist the student in reaching their goal of gaining expertise in the specialty area of Magnetic Resonance Imaging.

As a student at SSC, you are subject to all policies, procedures, rules, and regulations established by SSC. You are, therefore, advised to refer to the current [South Suburban College Catalog](#) for further information on SSC policies.

Please read through this Student and Clinical Handbook thoroughly, as you are expected to be familiar with its contents and to abide by the stated policies and procedures. If you have any questions about any part of this handbook or need information that is not given, do not hesitate to contact the Program Coordinator.

This handbook is subject to change or may be amended at the discretion of the Magnetic Resonance Imaging Program Coordinator. Students will be informed through email of any significant updates. Please read the following pages and ask for further explanation on points you feel need clarification.

[South Suburban College Mission Vision and Goals](#)
[Follow this link to explore SSC Mission Vision and Goals](#)

Magnetic Resonance Imaging Program Mission Statement

The mission of the Magnetic Resonance Imaging (MRI) Program at South Suburban College is to provide a comprehensive education to prepare students to become entry-level MRI technologists. The Program is designed to provide an environment that promotes stimulation of intellectual discover both didactically and clinically.

Goals

The goals of the MRI Program are to prepare students to assume the role of MRI technologists, provide quality care, participate actively in the profession, and to encourage students to pursue lifelong learning. These goals are the foundation of the imaging professions and are realized through our commitment to the advanced education of radiographers in the community.

Student Learning Outcomes

With faith in both faculty and the Advisory Committee, we set forth the following student learning outcomes for the Magnetic Resonance Imaging Program:

- MRI Program students will become clinically competent and able to perform appropriate patient care practices and employ equipment skill techniques.
- MRI Program students will have the ability to apply critical thinking and problem-solving skills in decision making processes related to MRI examinations. Students will demonstrate appropriate image evaluation and protocol optimization techniques.
- MRI Program students will demonstrate effective work habits and professional values.
- MRI Program students will develop the skills necessary to function as a professional in the healthcare setting.
- Successful MRI Program students will be prepared for the American Registry of Radiologic Technologists (ARRT) Magnetic Resonance (MR) national credentialing exam.

Program Description

The Magnetic Resonance Imaging Program at South Suburban College is a rigorous part-time Program that combines in-person didactic instruction, clinical education, and the flexibility of online learning. The MRI Program prepares credentialed American Registry of Radiologic Technologists (ARRT) registered radiographers to function effectively as staff-level magnetic resonance imaging technologists. After completing the required prerequisites, qualified individuals are selected to begin the magnetic resonance imaging (MRI) course sequence. The MRI courses are sequenced as a continuous, part-time Program of study and must follow the order published in the current college catalog.

The curriculum involves fifteen credit hours of didactic coursework in magnetic resonance imaging technology and nine credit hours of clinical course work. A total of twenty-four credit hours are required for graduation. Graduates are awarded a Certificate in Magnetic Resonance Imaging Technology and may be eligible to apply for admission to the certification examination administered by the American Registry of Radiologic Technologists (AART) in MRI.

The curriculum, clinical and didactic education, is designed following the guidelines established by the American Society of Radiologic Technologists (ASRT). The assessment procedures include written and oral examinations, assignments, laboratory experiments, performance evaluations, and a competency-based clinical education system utilizing a checklist format for evaluating psychomotor and professional skills.

Academic courses, labs, and seminars are held on the South Suburban College campus, the virtual classroom, or asynchronously online. Clinical education takes place at the affiliated health care centers. All classes are scheduled during the late afternoon or evening except for some clinical education rotations that must be arranged between the student, the clinical education center, and the Program Coordinator. Although each student is ultimately responsible for the extent of their own learning, standards of achievement must be maintained. To this end, a grading scale on which a "C" (78%) is the lowest acceptable grade for any didactic course. Clinical education courses must also be passed with a "C" (78%) to continue in and graduate from the Program.

Accreditation

The Higher Learning Commission accredits South Suburban College. Also, the Illinois Community College Board, the Board of Higher Education, and the Board of Vocational Education and Rehabilitation approve the college. The State of Illinois Approving Agency approves South Suburban College for veterans' education.

Admission to the MRI Program

Students applying to the Magnetic Resonance Imaging Program must be registered as an RT(R) in good standing with the American Registry of Radiologic Technology (ARRT) and must possess either an AAS or BA/BS degree in Radiologic Technology. Graduates of AMA approved hospital-based radiologic technology Programs will be evaluated on an individual basis. Candidates pursuing certification in Magnetic Resonance Imaging must be registered with the ARRT in Radiography, Nuclear Medicine Technology (registration through NMTCB is also accepted), Radiation Therapy, or Sonography (registration through ARDMS is also accepted). No students will be considered for admission to the Magnetic Resonance Imaging Program unless they possess a minimum cumulative GPA of 2.50 (where A=4.0).

MIR Admissions Process

1. Submit an [SSC Application Form](#) and high school and college transcripts directly to the SSC Admissions Office no later than April 1.
2. Submit a completed online [MRI Program Admission Application](#) to the Magnetic Resonance Imaging Program by April 1.
3. Admission will be given to the most qualified candidates as determined by their cumulative grade point average (GPA) ranking and other admission criteria.
4. Applicants will be notified in writing of their admission status no later than April 30.

Admissions to the MRI Program will be determined by the following criteria:

1. Cumulative grade point average of 2.5 or better on Program prerequisites
2. Preference will be given for individuals with B.S. or M.S. college degrees in radiologic technology or other areas, military, completion of MRI 210 and 211, and/or related work experience.
3. Admission to the college does not guarantee admission to the Program. Applicants will be notified in using the email address supplied on the application of their admission status no later than April 30.

Curriculum

The full Magnetic Resonance Imaging Technology curriculum as published in the South Suburban College catalog requires three part-time semesters to complete.

Magnetic Resonance Imaging Technology Curriculum Master Plan

Summer		Credits
MRI 200	Patient Care and Safety	3
Fall		Credits
MRI 201	MRI Principles I	3
MRI 202	MRI Clinical Education I	3
MRI 210	Sectional Imaging Anatomy I	3
Spring		Credits
MRI 203	MRI Principles II	3
MRI 205	MRI Clinical Education II	3
MRI 211	Sectional Imaging Anatomy II	3
Summer		Credits
MRI 206	MRI Clinical Education III	3
Total Credit Hours		24

Course Descriptions

MRI 200 – Patient Care and Safety

Prerequisites: Admission to the MRI Program or MRI Fast Track Program

This hybrid course provides an introduction to the history of nuclear magnetic resonance. Medical ethics, patient care, and health informatics are discussed. The role of the MR technologist and scope of care is presented. The hazards of the MRI environment to the patient, staff and public are examined.

MRI 201 – MRI Principles I

Prerequisites: MRI 200, concurrent with MRI 202, MRI 210 (Unless previously completed by student)

This hybrid course provides an introduction to the theories, and concepts of magnetic resonance properties, the types of magnet utilized, and the NMR signal generation. MR terminology, pulse sequencing, and basic principles of magnets will be introduced.

MRI 202 – MRI Clinical Education I

Prerequisites: MRI 200, concurrent with MRI 201, and, MRI 210 (Unless previously completed by student)

This course provides an introduction to practical clinical experience of the MRI department. A weekly seminar is included. MR scanning of anatomy and common pathologies will be explored. Clinical assignment is by Program Coordinator. A total of 160 clinical hours required. Students are awarded a letter grade.

MRI 210 – Sectional Imaging Anatomy I

Prerequisites: AAS in Radiologic Technology or equivalent, or BIO-185 and BIO 186

Online study of human anatomy in the transverse, longitudinal, and coronal planes. Emphasis on the organs in the abdomen, pelvis, thorax, and head. Demonstration of how these structures appear on ultrasound scans, computerized tomography, and MRI. Completion of Sectional Imaging and Anatomy I does not guarantee admission into the MRI Program.

MRI 203 – MRI Principles II

Prerequisites: MRI 200, MRI 201, MRI 202, MRI 210, or MRI Fast Track students having successfully completed MRI 200, MRI 201, and MRI 210. Concurrent with MRI 205, and MRI 211 (Unless previously completed by student)

Spatial encoding, k-space, MRI protocol optimization and advanced imaging techniques and MR angiography will be presented in this hybrid course. Imaging parameters and artifact techniques will be introduced, as well as MRI contrast agent's effects on MR images.

MRI 205 – MRI Clinical Education II

Prerequisites: MRI 200, MRI 201, MRI 202, and MRI 210. Concurrent: MRI 203 and MRI 211 (Unless previously completed by student)

This course provides the continuation to practical clinical experience and education in the MRI department. A weekly seminar is included. MR scanning of anatomy and common pathologies will be explored. Clinical assignment is by Program Coordinator. A total of 256 clinical hours required.

MRI 211 – Sectional Imaging Anatomy II

Prerequisites: MRI 210

Online study of human anatomy in the transverse, longitudinal, and coronal planes. Emphasis on the organs in the pelvis, extremities, and vascular system. Demonstration of how these structures appear on ultrasound scans, computerized tomography, and MRI. Completion of Sectional Imaging and Anatomy II does not guarantee admission into the MRI Program.

MRI 206 – MRI Clinical Education II

Prerequisites: MRI 200, MRI 201, MRI 202, MRI 210, MRI 203, MRI 205, and MRI 211.

The seminar will include a review and discussion of MRI principles, sequences and methods. Emphasis is placed on the interdependence of theory and principles in preparation of the ARRT examination. 128 hours (16 hours per week for 8 weeks) of advanced clinical experience in assigned MRI department. Clinical assignment is by Program Coordinator. Students are awarded a letter grade.

MRI Program Policies and Procedures

The following policies and procedures have been developed by the Magnetic Resonance Imaging Program at South Suburban College. The purpose of these policies and procedures is to provide the student with the best possible educational environment and foundation on which the student may develop characteristics essential to a professional health care team. These policies and procedures serve as a guide in helping to maintain efficient operation in the clinical education center, affording the highest quality medical care for the patient.

MRI Safety Policy

The MRI environment presents serious safety concerns for patients, support persons, MRI technologists, and student MRI technologists. Due to the nature of the MRI environment anyone entering Zones 3 and 4 are carefully screened and understand the potential for injury or death. All SSC MRI Program students are required to complete the [South Suburban College Magnetic Resonance Imaging Program Student Safety Screening Form](#). The MRI Program Coordinator or designated credentialed MRI faculty must review and sign the required safety screening form before the MRI Program student attends clinical education. Further all students must demonstrate competency in the following level two personnel MRI safety considerations before entering the clinical education:

- Screening patients, personnel, and non-personnel for MR safe, MR conditional, and MR unsafe devices and objects
- Identify MR safety zones
- Static magnetic field (*e.g., translational and rotational forces)
- Radiofrequency field (e.g., thermal heating [SAR], coil positioning, patient positioning, insulation)
- Gradient magnetic fields (e.g., induced voltages, auditory considerations)
- Communication and monitoring considerations (e.g., sedated patients, verbal and visual contact, vital signs)
- Contrast media safety (e.g., NSF, renal function)
- Other MRI safety considerations (e.g., cryogen safety, fire, medical emergencies, laser alignment lights)

MRI Program students are to conform to all clinical affiliate site MRI safety rules and regulations. Failure to follow the MRI Program or clinical site MRI safety policies will result in a grade of “F” in the clinical education course (MRI 202, MRI 205, and MRI 206).

Transfer of Credit Policies

Due to the rigorous and ever advancing nature of nuclear magnetic resonance imaging it is the policy of the SSC MRI Program not to accept MRI transfer credits from other institutions.

Grading

All MRI Program academic courses shall be determined in accordance with a fixed percentage scale. In each academic course, students accumulate points during the semester through scores on tests, quizzes, assignments, etc. The number of points achieved by each student is converted to a percentage of total points possible for the course. Grading is in accordance with the following scale:

A	93.00 – 100.00
B	85.00 – 92.99
C	78.00 – 84.99
D	70.00 – 77.99
F	0.00 – 69.99

Academic Standing

To be considered in good standing in the MRI Program, students shall not receive less than a “C” (78%) level grades in all courses required by the Program, meet the Program courses’ co or prerequisites and maintain a GPA not lower than 2.5 on a 4.0 scale. All courses must be passed with a minimum of “C” (78%) in order to meet the graduation requirements of the Program. This means that the MRI course(s) completed with grades less than a “C” (78%) must be repeated before further MRI courses can be taken.

Academic Professionalism

As participants in a professional education Program, MRI students shall conduct themselves in a professional manner during all classes, labs, seminars, and clinical rotations. Procedure: Academic professionalism includes respect for the faculty and rights of other students, prompt attendance for all classes, labs, seminars and clinical rotations, avoidance of any behavior that disrupts or interferes with

academic proceedings. Professionalism also requires adherence to ethical principles such as not cheating on tests and assessment. The American Registry of Radiologic Technologists (ARRT) [Standards of Ethics states](#) that attempting to subvert or subverting the ARRT's education requirements is strictly prohibited by the [Rules of Ethics](#). Thus, any MRI Program student(s) found cheating on any examination will receive a grade of "F" on the assessment and in the course.

Childcare

Students with dependent children shall arrange for appropriate childcare while attending classes, labs, seminars, and clinical assignments. No children are allowed in the classroom at any time. Children are not allowed to accompany parents to classes, labs, seminars, or clinical assignments. The faculty understand the problems associated with childcare but cannot be expected to extend special or extraordinary privileges to parents. The policies and procedures established by the MRI Program must be applied equally to all students.

MRI Program Status and Incident Reporting

Good academic standing within the MRI Program necessitates consistent demonstration of exemplary academic performance and professional conduct. Students are expected to maintain a 78% in all MRI classes, exhibit active engagement in coursework, clinical practicum, and uphold ethical standards in all academic and clinical interactions. Continuous self-assessment, receptivity to feedback, and a proactive approach to addressing academic challenges are encouraged to foster a supportive learning environment conducive to individual and collective success. The following MRI status, incident reporting, and disciplinary policies are designed to provide students with the guarantees of due process and procedural fairness, to ensure equal protection for all students, and to provide for the imposition of similar sanctions for similar acts of misconduct.

Extended Illness Policy

Students with an extended illness, who incur an injury during the MRI Program, or with extenuating circumstances that may limit their abilities to fully perform the functions required in the clinical education course. Illnesses of longer than 5 clinical days will need to have appropriate medical documentation. Extended illness will not require extra clinical days. However, all students must meet the total attendance requirements and accomplish the stated objectives. Students who do not meet these requirements within the semester have two options.

1. Receive an Incomplete (I) grade in the clinical education course for the semester in which the illness/injury occurred. All course requirements and objectives must be made up by the midterm of the following semester. Failure to complete all requirements and objectives may result in the failure of the clinical education course. In addition, a physician's completed release of the student must be granted for the student to return and continue in the Program. Documentation from an appropriate medical professional must be filed with the clinical preceptor and responsible program faculty member.
2. Withdraw from the program and re-enter later. Students considering this option should be aware that voluntary withdrawal from the program holds no guarantee for re-entry or former clinical assignment.

Pregnancy

The student has the right to declare or not to declare a pregnancy at any time. A pregnancy must be declared to the program coordinator in order to activate the pregnancy policy options. Once declared, and depending on the option the student chooses, specific government regulations are activated. If the student decides to declare a pregnancy, the student is required to present to the program and clinical coordinators a written statement from her physician indicating the expected date of delivery and her fitness level for clinical education. The clinical coordinator will issue the student a fetal dosimeter. A student may un-declare a pregnancy at any time.

Option 1

The student may continue in the MRI Program without restriction.

Option 2

The student may continue in the MRI Program with restrictions being imposed on clinical rotations. The pregnant student will not participate in activities that a medical professional has prohibited for the health and safety of mother and child. Substitute clinical rotations will not be provided. All clinical rotations missed by the students will be made up by the end of the program. This may result in the delayed completion of the program.

In addition to the clinical restriction, the pregnant student will be expected to complete all requirements for didactic courses in which she is enrolled prior to enrolling in the next sequential semester course work. This is necessary since the course in which the student is enrolled may be a prerequisite for the following class. A student will be allowed to make up any clinical time missed due to pregnancy or immediate post-partum care. Make up time will be structured to compensate for loss of clinical experiences during pregnancy. Students are allowed to bank time in anticipation of missing clinical time due to pregnancy.

Option 3

A pregnant student may request a leave of absence not to exceed one year and either withdraw from or attempt to complete the course she is currently enrolled in. There would be a place reserved for the student in the next accepting class. It would be necessary to submit another application for admission to the program.

Option 4

A pregnant student may request to withdraw from the program for an indefinite period of time. If she wishes to be reinstated, she must submit an application for admission and compete for admission to the program. Any previous course work would be reevaluated at the time of readmission to assure competency has been maintained.

Disciplinary or Dismissal Appeals

Students shall have the right to appeal any action taken against them by the MRI Program. Please see the [South Suburban Catalog](#) for the grade and disciplinary appeals process.

Mandatory Reporting

As an ARRT credential radiologic and magnetic resonance imaging technologists the SSC MRI Program Coordinator follows the mandatory reporting of ethics violations outlined in the ARRT [Standards of Ethics](#) document. The MRI Program Coordinator will report the following ethics violations to the ARRT in

a timely manner after student acknowledgment of the incident or after the resolution of the appeals process:

- Fraud or deceptive practices
- Subversion
- Unprofessional conduct
- Scope-of-practice violations
- Being unfit to practice
- Improper management of patient records
- Violation of state laws, federal laws, or regulatory rules
- Failure to report violations or errors

Withdrawal

Students have the right to withdraw from the MRI Program at any time. Students may withdraw from MRI Program courses for any reason by following the SSC procedures for [withdrawal](#) outlined in the SSC Catalog. Before taking such action, students considering this option are strongly advised to discuss their plans with the Program Coordinator.

Readmission Petition

This policy aims to outline the procedure for students seeking readmission to the Magnetic Resonance Imaging (MRI) Program after withdrawal or unsatisfactory academic standing. Students who are reapplying for the MRI Program and whose coursework is less than one year old may continue with the MRI Program curriculum where they left off. These students should submit an online MRI Program [Readmission Petition Form](#) at least one semester before their anticipated re-entry to the Program.

The MRI Program Readmission Petition Form is a formal document designed for students seeking reenrollment into the Magnetic Resonance Imaging (MRI) Program after withdrawal or failure to meet academic or clinical expectations. This comprehensive form serves as a structured platform for students to articulate their reasons for the original withdrawal, outline a clear plan for addressing any issues that led to the withdrawal, and express their interest in returning to the program for a specific semester.

The Program Coordinator will respond in writing to all petitions for readmission to the MRI Program. Students may be denied readmission due to a lack of clinical experience affiliate sites. Students will be notified of their MRI Program status no later than the semester's midterm before the one seeking readmission. For students whose coursework is more than one year old, they must use the general MRI Admissions Process. Readmission to the MRI Program is considered on a case-by-case basis.

Clinical Education Handbook

Introduction to Clinical Education

To insure effective clinical education in the Magnetic Resonance Imaging Program at South Suburban College, each student participating in clinical education must have a full understanding of the responsibilities and considerations involved with a competency-based system of evaluation. It is the intent of the competency-based system to provide an objective and uniform method of evaluating the clinical performance of students in the Program.

This handbook has been designed to provide the student with the necessary information regarding policies, procedures, and expectations which govern the students enrolled in clinical education. This handbook may not be considered a complete statement of all policies at South Suburban College or the Division of Allied Health Sciences. More complete information is provided in the [South Suburban College Catalog](#). The Student Clinical Education Handbook is meant to be a guide to assist the student in reaching their goal to become a competent MRI technologist.

Overview of Clinical Education

Clinical education course work helps to integrate the cognitive aspect with the psychomotor and affective skills required of a student technologist in the Magnetic Resonance Imaging Program. Clinical education involves three phases: observation, assistance, and performance. The student begins clinical education by assisting an MRI technologist in the execution of duties. This participation moves from a passive mode of observation to a more active mode of assisting the technologist in MRI examinations. The rate at which the student progresses is dependent upon the ability of the student to comprehend and perform the various assigned tasks.

As experience is gained in the various examinations, the student moves to an independent clinical performance stage. At this point, the student is performing the examination under direct supervision of an MRI technologist. Direct supervision means that the qualified MRI technologist:

- Reviews the request for the examination in relation to the student's achievement.
- Evaluates the condition of the patient in relation to the student's achievement.
- Is present during the conduct of examination.
- Review and approves the MRI examination.

After demonstrating competence in performing a specific MRI procedure, the student may be permitted to perform procedures under indirect supervision. Indirect supervision means that the qualified MRI technologist reviews, evaluates, and approves the procedure as indicated above and is immediately available to assist the student regardless of the level of student achievement. During clinical education, the student's performance is evaluated primarily by the clinical instructors on an ongoing basis. The student is evaluated on specific examination competencies proficiencies, film critiques, clinical seminar, and case studies which will be discussed later.

Clinical Rotations

During the three clinical semesters of the Program (two clinical semesters if assigned to Advocate High Tech), students attend clinical education an average of sixteen hours per week. Students' clinical

schedules will be arranged in cooperation with SSC clinical affiliate partners. Advocate High Tech students still need to obtain the required 544 total clinical hours.

This handbook has been designed to provide the student with the necessary information regarding policies, procedures, and expectations which govern the students enrolled in clinical education. This facilitates understanding and scheduling for students and the clinical education centers. Failure to accumulate the required clinical hours will result in a failure in the clinical education course.

Clinical Master Plan

A Clinical Rotation Master Plan exists which is intended to provide the student with a variety of clinical experiences at the clinical education centers affiliated with the Magnetic Resonance Imaging Program. The Plan includes both semesters of clinical education course work and consists of a series of specific rotation as outlined below.

Term	Course	Credit Hours
Fall Semester	MRI Clinical Education I (MRI 202)	3
Spring Semester	MRI Clinical Education II (MRI 205)	3
Summer Semester	MRI Clinical Education III (MRI 206)	3
Total:		9

MRI Clinical Education I (MRI 202)		
Assignment	Weeks	Hours
MRI Department	10	160
Seminar	16	16
Final	1	1
MRI Clinical Education II (MRI 205)		
Assignment	Weeks	Hours
MRI Department	16	256
Seminar	16	16
Final	1	1
MRI Clinical Education III (MRI 206)		
Assignment	Weeks	Hours
MRI Department	8	128
Seminar	8	8
Final	1	1
Total MRI Clinical Education Hours:		544

Assignment of Clinical Sites:

Students will request and prioritize their top two choices of clinical education centers. Every possible attempt is made to accommodate these choices. Students are informed as soon as possible of their clinical site. The final decision of clinical education center assignment is made at the discretion of the Program Coordinator. Each student may be assigned to a minimum of one, maximum of two clinical education centers during the three-semester Program. This procedure is designed to increase learning experiences by exposing the student to a wide variety of administrative styles, diagnostic procedures, and imaging equipment.

The Magnetic Resonance Imaging Program and South Suburban College will determine the length and nature of the clinical rotations. Also, the MRI Program will determine the total number of clinical hours required of each student for each rotation and/or academic semester.

Clinical Education Matriculation

As previously mentioned, the clinical education of the students in the Magnetic Resonance Imaging Program is distributed over the three semesters that the student is enrolled in the Program. Clinical course expectations can be divided into three clinical experience courses. The first clinical semester includes an orientation to the MRI Department and requires students to demonstrate competency in the performance of routine MRI procedures. The final semester may be used to experience more complex and specialized procedures.

To continue in the Program, students are expected to achieve a minimum level of performance each semester to progress to the next clinical course. The minimum requirements are published on the clinical course syllabus distributed at the beginning of each semester. This matriculation plan was designed for the average student enrolling in the Magnetic Resonance Imaging Program. The faculty recognizes that students do not all progress at the same rate. Guidelines have been set to assist the student in matriculating through clinical education and to facilitate graduation in May of the spring semester.

Clinical Education Schedules

Day-to-day scheduling as well as technologist assignments will be made by the clinical preceptor at each clinical education center as best meets the educational needs of the student. Clinical education is arranged between the student, the MRI Program, and the clinical education center. A clinical shift is typically completed in four- or eight-hour time slots. All changes in clinical schedules must be cleared with the Coordinator of the MRI Program at SSC and the clinical instructor at the appropriate institution in advance. Clinical schedules may be changed to accommodate required courses at the College when advance notice of at least two weeks is given to the Program Coordinator.

Extensions for clinicals will result in an incomplete "I". Requests for extensions will be handled on an individual basis. Please note that no extensions will be given to students that did not attend clinicals at their scheduled times. The clinical assignment times are expected to be fulfilled by the student and are necessary to obtain the required exams needed to sit for the ARRT MRI exam.

Record of Clinical Education Time

Time records are used at all clinical education centers. All students will record their clinical time via the Trajecsys Program. All students are required to be present in their assigned areas for clinical education during the hours established with the clinical instructor. Students may not leave the MRI Department or clinical education center without notifying the clinical instructor or the clinical instructor's designee.

Time of arrival and departure must be recorded appropriately. Students are limited to 10 clinical hours per 24-hour period. Students are not to attend clinicals any later than 23:00 or earlier than 06:00. Clinical instructors will require students to make up time that is not accurately recorded. Students may not schedule clinical attendance during scheduled SSC MRI class times. Students who falsify time records will be subject to dismissal from the MRI Program and reported to the ARRT for clinical education subversion, as outlined in the [ARRT Standards of Ethics](#) document.

Clinical Attendance

Students are expected to report promptly for clinical education on all scheduled clinical days. Regular attendance is an essential expectation of an MRI technologist to provide quality patient care. Students are expected to report promptly for clinical education on all scheduled clinical days. In the event a student cannot attend clinical education, that student must call in to the clinical education center and speak to the clinical instructor or the clinical instructor's designee. All students must obtain the required number of clinical hours for each clinical semester to receive a passing grade in clinical classes.

Banking of Clinical Hours

The banking of clinical hours may be used to complete clinical education requirements in advance of missing clinical education. Banked hours plus required weekly clinical hours may not exceed 40 educational contact hours in any one week. The regular clinical is 16 hours per week, therefore an additional 24 hours may be banked per week. Further clinical time may be banked during the Program and applied to future clinical education courses. Students may obtain clinical experience over semester breaks as long as they are in good academic standing and are registered for the next semester.

Clinical Education Conduct

Students are expected to always conduct themselves in a professional manner during clinical education. These rules simply indicate the exact elements of professional behavior and conduct for South Suburban College MRI Technology Students.

The clinical education experience is designed to encourage responsibility in a professional and ethical environment, and this includes behavior such as cooperation, accepting constructive criticism and dependability. Students are expected to consider all aspects of the MRI Program Handbook in the clinical education center and the patient to be totally confidential. These aspects are not to be discussed with other students, friends or family outside of the clinical education center. Violation of this professional trust will result in corrective action.

Refrain from making personal telephone calls on institutional telephones except in the case of an emergency. No smoking by students is permitted in the clinical education centers; clinical education centers are considered to be smoke free environments. Visiting friends and family who are patients must be according to hospital rules and regulations during non-clinical education hours unless visiting according to hospital policy. Remember that students are not permitted in hospitals during non-clinical education hours unless visiting according to hospital policy. MRI students are to adhere to all clinical site policies and procedures.

Name Badge

Each student is required to wear an official South Suburban College student ID as their name badge. The name badge will identify the student by their picture and name. The South Suburban College student ID/name badge must be always worn while at the clinical education center. The student ID is never to be worn outside of the assigned clinical education center for employment or any other reasons. Student will secure an SSC student identification card at the [Office of Student Life](#) located in room 2329. The clinical affiliate sites may have additional identification requirements. MRI students will comply with all hospital or outpatient site requirements.

Grooming

As MRI technologists are in close proximity with patients, personal hygiene must be maintained at all times. A clean and wrinkle-free uniform/ scrubs should be worn. Cosmetics should be worn in moderation. Long hair should be tied back or put up. Facial hair should be kept neat and trimmed. Inappropriate undergarments visible through the uniform are prohibited. Loud or flashy jewelry should not be worn with the uniform at any time. All jewelry should be moderate at all times, as it can cause injury to the student and/or to the patient. Students may be required to cover visible tattoos, remove, or cover piercings in accordance with clinical site policies. Students' nails must be natural (no artificial nail or gel nail polish) and less than one quarter inch long. No strongly scented soaps, lotions, or perfumes will be used by students before or during clinical experience.

Electronic Device Use

A student shall not have a cell phone or any other electronic device during clinical activities. These devices are disruptive to the environment and should only be utilized during breaks and in allowable areas per the clinic's policies. Failure to follow this policy may result in dismissal from the clinical site and could result in a disciplinary action.

MRI Student Practice Standards

All South Suburban College MRI Program students are expected to apply evidence-based and ethical patient care practices and demonstrate professionalism. All student MRI technologists are required to adhere to the guidance of the American Registry of Radiologic Technologists Standards of Ethics and the American Hospital Association's Patient's Bill of Rights.

ARRT Standards of Ethics

PREAMBLE

The Standards of Ethics of The American Registry of Radiologic Technologists (ARRT) shall apply solely to persons that are either currently certified and registered by ARRT or that were formerly certified and registered by ARRT, and to persons applying for certification and registration by ARRT (including persons who submit an Ethics Review Preapplication) in order to become Candidates. Radiologic Technology is an umbrella term that is inclusive of the disciplines of radiography, nuclear medicine technology, radiation therapy, cardiovascular-interventional radiography, mammography, computed tomography, magnetic resonance imaging, quality management, sonography, bone densitometry, vascular sonography, cardiac-interventional radiography, vascular-interventional radiography, breast sonography, and radiologist assistant. The Standards of Ethics are intended to be consistent with the Mission Statement of ARRT, and to promote the goals set forth in the.

STATEMENT OF PURPOSE

The purpose of the ethics requirements is to identify individuals who have internalized a set of professional values that cause one to act in the best interests of patients. This internalization of professional values and the resulting behavior is one element of ARRT's definition of what it means to be qualified. Exhibiting certain behaviors as documented in the Standards of Ethics is evidence of the possible lack of.

The Standards of Ethics provides proactive guidance on what it means to be qualified and to motivate and promote a culture of ethical behavior within the profession. The ethics requirements support ARRT's mission of promoting high standards of patient care by removing or restricting the use of the credential by those who exhibit behavior inconsistent with the requirements.

ARRT Code of Ethics

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which Registered Technologists and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers, colleagues, and other members of the healthcare team. The Code of Ethics is intended to assist Registered Technologists and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients.

1. The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, gender identity, veteran status, age, or any other legally protected basis.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing radiation exposure to the patient, self, and other members of the healthcare team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.
11. The radiologic technologist refrains from the use of illegal drugs and/or any legally controlled substances which result in impairment of professional judgment and/or ability to practice radiologic technology with reasonable skill and safety to patients.

ARRT Rules of Ethics

The Rules of Ethics form the second part of the Standards of Ethics. They are mandatory standards of minimally acceptable professional conduct for all Registered Technologists and Candidates. ARRT certification and registration demonstrates to the medical community and the public that an individual is qualified to practice within the profession. The Rules of Ethics are intended to promote the protection, safety, and comfort of patients. Accordingly, it is essential that Registered Technologists and Candidates act consistently with these Rules.

The Rules of Ethics are enforceable. Registered Technologists are required to notify ARRT of any ethics violation, including state licensing issues and criminal charges and convictions, within 30 days of the occurrence or during their annual renewal of certification and registration, whichever comes first. Applicants for certification and registration are required to notify ARRT of any ethics violation, including state licensing issues and criminal charges and convictions, within 30 days of the occurrence. Registered Technologists and Candidates engaging in any of the following conduct or activities, or who permit the occurrence of the following conduct or activities with respect to them, have violated the Rules of Ethics and are subject to sanctions as described hereunder: The titles and headings are for convenience only, and shall not be used to limit, alter or interpret the language of any Rule.

Fraud or Deceptive Practices

Fraud Involving Certification and Registration

- Employing fraud or deceit in procuring or attempting to procure, maintain, renew, or obtain or reinstate certification and registration as issued by ARRT; employment in radiologic technology; or a state permit, license, or registration certificate to practice radiologic technology. This includes altering in any respect any document issued by ARRT or any state or federal agency, or by indicating in writing certification and registration with ARRT when that is not the case.

Fraudulent Communication Regarding Credentials

- Engaging in false, fraudulent, deceptive, or misleading communications to any person regarding any individual's education, training, credentials, experience, or qualifications, or the status of any individual's state permit, license, or registration certificate in radiologic technology or certification and registration with ARRT.

Education Requirements Subversion

- Subverting, attempting to subvert, or aiding others to subvert or attempt to subvert ARRT's Education Requirements for Obtaining and Maintaining Certification and Registration ("Education Requirements"), including but not limited to, continuing education (CE), clinical experience and competency requirements, structured education activities, and/or Continuing Qualifications Requirements (CQR). Conduct that subverts or attempts to subvert ARRT's Education Requirements or CQR Requirements includes, but is not limited to:
 - providing false, inaccurate, altered, or deceptive information related to CE, clinical experience or competency requirements, structured education or CQR activities to ARRT or an ARRT recognized recordkeeper; and/or
 - assisting others to provide false, inaccurate, altered, or deceptive information related to education requirements or CQR activities to ARRT or an ARRT recognized recordkeeper; and/or
 - conduct that results or could result in a false or deceptive report of CE, clinical experience or competency requirements, structured education activities or CQR completion; and/or

- conduct that in any way compromises the integrity of ARRT’s education requirements, including, but not limited to, CE, clinical experience and competency requirements, structured education activities, or CQR Requirements such as sharing answers to the post-tests or self-learning activities, providing or using false certificates of participation, or verifying credits that were not earned or clinical procedures that were not performed.

Unprofessional Conduct

Failure to Conform to Minimal Acceptable Standards

- Engaging in unprofessional conduct, including, but not limited to:
 - a departure from or failure to conform to applicable federal, state, or local governmental rules regarding radiologic technology practice or scope of practice; or, if no such rule exists, to the minimal standards of acceptable and prevailing radiologic technology practice.
 - any radiologic technology practice that may create unnecessary danger to a patient’s life, health, or safety. Actual injury to a patient or the public need not be established under this clause.

Sexual Misconduct

- Engaging in conduct with a patient that is sexual or may reasonably be interpreted by the patient as sexual, or in any verbal behavior that is seductive or sexually demeaning to a patient; or engaging in sexual exploitation of a patient or former patient. This also applies to any unwanted sexual behavior, verbal or otherwise.

Unethical Conduct

- Engaging in any unethical conduct, including, but not limited to, conduct likely to deceive, defraud, or harm the public; or demonstrating a willful or careless disregard for the health, welfare, or safety of a patient. Actual injury need not be established under this clause.

Scope of Practice

Technical Incompetence

- Performing procedures which the individual is not competent to perform through appropriate training and/or education or experience unless assisted or personally supervised by someone who is competent (through training and/or education or experience).

Improper Supervision in Practice

- Knowingly assisting, advising, or allowing a person without a current and appropriate state permit, license, registration, or ARRT certification and registration to engage in the practice of radiologic technology, in a jurisdiction that mandates such requirements.

Improper Delegation or Acceptance of a Function

- Delegating or accepting the delegation of a radiologic technology function or any other prescribed healthcare function when the delegation or acceptance could reasonably be expected to create an unnecessary danger to a patient’s life, health, or safety.
- Actual injury to a patient need not be established under this clause.

Fitness to Practice

Actual or Potential Inability to Practice

- Actual or potential inability to practice radiologic technology with reasonable skill and safety to patients by reason of illness; use of alcohol, drugs, chemicals, or any other material; or as a result of any mental or physical condition.

Inability to Practice by Judicial Determination

- Adjudication as mentally incompetent, mentally ill, chemically dependent, or dangerous to the public, by a court of competent jurisdiction.

Improper Management of Patient Records

False or Deceptive Entries

- Improper management of records, including failure to maintain adequate patient records or to furnish a patient record or report required by law; or making, causing, or permitting anyone to make false, deceptive, or misleading entry in any patient record and/or any quality control record.

Failure to Protect Confidential Patient Information

- Revealing a privileged communication from or relating to a former or current patient, except when otherwise required or permitted by law, or viewing, using, releasing, or otherwise failing to adequately protect the security or privacy of confidential patient information.

Knowingly Providing False Information

- Knowingly providing false or misleading information that is directly related to the care of a former or current patient.

Duty to Report

Failure to Report Violation

- Knowing of a violation or a probable violation of any Rule of Ethics by any Registered Technologist or Candidate and failing to promptly report in writing the same to ARRT.

Failure to Report Error

- Failing to immediately report to the Registered Technologist's or Candidate's supervisor information concerning an error made in connection with imaging, treating, or caring for a patient. For purposes of this rule, errors include any departure from the standard of care that reasonably may be considered to be potentially harmful, unethical, or improper (commission). Errors also include behavior that is negligent or should have occurred in connection with a patient's care, but did not (omission). The duty to report under this rule exists whether or not the patient suffered any injury.

The Patient's Bill of Rights

Students are expected to cooperate with the American Hospital Association's Patient's Bill of Rights.

The Patient's Bill of Rights was designed to inform patients of their rights while in a hospital. As a student radiographer who will be experiencing clinical education in several hospitals, you are obligated to respect these rights.

1. The patient has the right to considerate and respectful care.
2. The patient has the right to and is encouraged to obtain from physicians and other direct caregivers relevant, current, and understandable information concerning diagnosis, treatment, and prognosis.
3. Except in emergencies when the patient lacks decision-making capacity and the need for treatment is urgent, the patient is entitled to the opportunity to discuss and request information related to the specific procedures and/or treatments, the risks involved, the possible length of recuperation, and the medically reasonable alternatives and their accompanying risks and benefits.

4. Patients have the right to know the identity of physicians, nurses, and others involved in their care, as well as when those involved are students, residents, or other trainees.
5. The patient also has the right to know the immediate and long-term financial implications of treatment choices, insofar as they are known.
6. The patient has the right to make decisions about the plan of care prior to and during the course of treatment and to refuse a recommended treatment or plan of care to the extent permitted by law and hospital policy and to be informed of the medical consequences of this action. In case of such refusal, the patient is entitled to other appropriate care and services that the hospital provides or transfer to another hospital. The hospital should notify patients of any policy that might affect patient choice within the institution.
7. The patient has the right to have an advance directive (such as a living will, health care proxy, or durable power of attorney for health care) concerning treatment or designating a surrogate decision maker with the expectation that the hospital will honor the intent of that directive to the extent permitted by law and hospital policy. Health care institutions must advise patients of their rights under state law and hospital policy to make informed medical choices, ask if the patient has an advance directive, and include that information in patient records. The patient has the right to timely information about hospital policy that may limit its ability to implement fully a legally valid advance directive.
8. The patient has the right to every consideration of privacy. Case discussion, consultation, examination, and treatment should be conducted so as to protect each patient's privacy.
9. The patient has the right to expect that all communications and records pertaining to his/her care will be treated as confidential by the hospital, except in cases such as suspected abuse and public health hazards when reporting is permitted or required by law. The patient has the right to expect that the hospital will emphasize the confidentiality of this information when it releases it to any other parties entitled to review information in these records.
10. The patient has the right to review the records pertaining to his/her medical care and to have the information explained or interpreted as necessary, except when restricted by law.
11. The patient has the right to expect that, within its capacity and policies, a hospital will make reasonable response to the request of a patient for appropriate and medically indicated care and services. The hospital must provide evaluation, service, and/or referral as indicated by the urgency of the case. When medically appropriate and legally permissible, or when a patient has so requested, a patient may be transferred to another facility. The institution to which the patient is to be transferred must first have accepted the patient for transfer. The patient must also have the benefit of complete information and explanation concerning the need for, risks, benefits, and alternatives to such a transfer.
12. The patient has the right to ask and be informed of the existence of business relationships among the hospital, educational institutions, other health care providers, or payers that may influence the patient's treatment and care.
13. The patient has the right to consent to or decline to participate in proposed research studies or human experimentation affecting care and treatment or requiring direct patient involvement and to have those studies fully explained prior to consent. A patient who declines to participate in research or experimentation is entitled to the most effective care that the hospital can otherwise provide.

14. The patient has the right to expect reasonable continuity of care when appropriate and to be informed by physicians and other caregivers of available and realistic patient care options when hospital care is no longer appropriate.
15. The patient has the right to be informed of hospital policies and practices that relate to patient care, treatment, and responsibilities. The patient has the right to be informed of available resources for resolving disputes, grievances, and conflicts, such as ethics committees, patient representatives, or other mechanisms available in the institution. The patient has the right to be informed of the hospital's charges for services and available payment methods (American Hospital Association, 1992).

Dismissal from a Clinical Education Site

Any request by a clinical site to remove (temporary or permanently) a student from the site because of the student's behavior or performance will be evaluated on a case-by-case basis. The MRI Program faculty will investigate the situation and render a decision on the outcome. Depending on the nature of the clinical dismissal, actions may range from placement at a new clinical site, required make-up time, clinical probation, failure of the clinical class, or program dismissal. If a student is removed from the clinical site, immediate and/or future clinical placement is not guaranteed. A student's clinical experience may be delayed for several months or a full academic year depending on clinical availability. Due to the variety of circumstances that involve the affective and psychomotor domains of learning, no one disciplinary standard can apply to all incidents. The nature and degree of disciplinary action taken will be based on the type and seriousness of the infraction, the student's academic and clinical record, and previous history of warnings/ disciplinary actions. Incidents that compromise patient safety, violate patient confidentiality (HIPAA), or ARRT professionalism standards will have serious consequences.

Student Clinical Responsibilities

All students are subject to the rules and regulations established by the affiliate clinical education center, Radiologic Technology Program and South Suburban College policies and rules as outlined in the [South Suburban College Catalog](#).

Infectious Diseases

Due to concern about the care of patients with infectious diseases, students are strongly advised to be educated about and responsible for their interactions with infectious patients. Infectious diseases of primary concern in today's health care environment include Hepatitis B, acquired immune deficiency syndrome and tuberculosis. Students are advised to follow the exact procedures established by the clinical education centers, primarily isolation techniques, in caring for patients. Students should report any contact with communicable disease in accordance with the policies of the clinical education center in which the contact occurs.

Additionally, Occupational Safety and Health Act (OSHA) amendments suggest that all individuals who are involved in clinical education in acute-care or long-term care facilities should be vaccinated for Hepatitis B. The exception is for pregnant individuals. After delivery, the student should seek vaccination as soon as a physician gives permission. Prior to the start of clinical education, the student must do one of the following:

1. Seek Hepatitis B vaccination from a physician or other primary source of health care and submit documentation to the program coordinator.

2. Prove previous Hepatitis B vaccination and submit documentation to the program coordinator.
3. Sign a waiver of liability form provided by the program coordinator, declining Hepatitis B vaccination and submit to the program coordinator.
4. In addition, prior to the start of clinical education, students must show documentation of TB testing.

Students with an infectious disease, other than a common cold, may not attend clinical education. The student should inform the clinical instructor and the program coordinator immediately upon diagnosis. They may not return to clinical education until a doctor's release has been presented to the radiologic clinical coordinator.

Health Services

All students must have a current South Suburban College physical examination on file with the Radiologic Technology Program prior to beginning clinical education. Emergency medical services will be provided by the clinical education centers when needed but students are responsible for payment for all services rendered by the institution.

Health Insurance

Neither the clinical education center nor South Suburban College assumes responsibility for medical expenses that may be charged for incidents occurring during clinical education (i.e. puncture wounds from contaminated needles, contagious diseases, etc.). It is recommended that the student obtain some type of health insurance coverage prior to attending clinical education. Verification of health insurance or a signed waiver must be on file prior to clinical education.

Limited Liability Insurance

All students must be covered under a limited liability insurance policy prior to beginning clinical education. South Suburban College provides professional liability insurance for students while engaged in student clinical learning activities. The College limited liability insurance plan does not cover a student who may work in institutions outside of scheduled clinical education time.

Transportation

Students are responsible for their own transportation to and from the clinical education center, as well as all personal needs while at the institution.

Americans with Disabilities Act

The Radiologic Technology program acknowledges and adheres to the Americans with Disabilities Act (ADA) of 1990. It is the responsibility of the student to contact the SSC Services for [Student with Disabilities office](#). Any student requiring accommodation must have a documented disability.

Criminal History Background Check

A criminal history check is required prior to beginning clinical experience. A positive background check may make a student ineligible for clinical course work, and therefore, for continuing in the program. If the student is flagged on a background check the student will be responsible for completing the [ARRT pre-application ethics review process](#). Students must not have any Illinois Department of Public Health

[\(IDPH\) health care worker disqualifying convictions](#). Waivers for disqualifying offences must be obtained by the IDPH to be considered clinical education placement.

CPR/ BLS for Healthcare Providers

All MRI students are to maintain current cardiopulmonary resuscitation/ basics life support credentials for healthcare providers. The credentials should include an examination and practical skills demonstrations and must be approved by the American Heart Association or the American Red Cross.

MRI Program Required Paperwork

All students are required to have the following within a clinical binder taken daily to SSC clinical affiliate sites and on file at SSC during clinical education:

- MRI Student and Clinical Handbook Receipt
- MRI Student Safety Form
- Allied Health Physical Form
 - MMR (Measles, Mumps, Rubella) Varicella, COVID-19 Vaccination
 - Hepatitis B Vaccine or Declination Form
 - Flu Vaccination documentation (Due October 1)
- Proof of Health Insurance Form and copy of Health Insurance Card
- Background Consent Form
 - www.castlebranch.com/SJ16 Package Code: OU82
- Drug Screening
 - www.castlebranch.com/SJ16 Package Code: OU82dt
 - Drug Testing Form to Quest Diagnostics
- American Heart Association or American Red Cross accredited Basic Life Support (BLS) Healthcare Provider CPR and AED documentation
- ARRT (RT) documentation
- SSC Student ID Badge
 - Badges are picked up/ requested by student at student life on the second floor. Please have a copy of your printed student schedule handy.
- Available in MRI 202
 - SSC MRI Procedure Log
 - SSC MRI Clinical Tally Sheet
 - Clinical Tech Verification ID Page
 - SSC Clinical Site Orientation Form

Clinical Evaluation Program

MRI technologists must be competent in both the art and science of imaging technology. The art of this technology is the ability of the MRI technologist to accurately and consistently image and care for the patient. It is practiced in the clinical setting. South Suburban College Magnetic Resonance Imaging Program will evaluate the student's skill in this art through a clinical evaluation system. The concept of competency-based education is firmly established in the MRI Program's clinical evaluation system. According to a student's demonstration of clinical competency, a student may complete clinical requirements either earlier, on time, or later than the projected date of graduation or completion of didactic classes.

Students must successfully complete all required clinical assignments prior to graduation from the Magnetic Resonance Imaging Program and are strongly encouraged to complete as many assignments as possible beyond the minimum requirement for graduation. MRI technologists must have the ability to care for patients in a professional and ethical manner. To assist you in developing these skills, the South Suburban College Magnetic Resonance Imaging Program conducts a clinical advising system in conjunction with the clinical evaluation system. Clinical grades are not affected by the advising results; however, students may be subject to corrective action due to failure to comply with advising suggestions.

Direct Supervision

Until a student achieves and documents competency in any given procedure, all clinical assignments shall be carried out under direct supervision of a qualified technologist. The parameters of direct supervision:

1. Reviews the request for the examination in relation to the student's achievement.
2. Evaluates the condition of the patient in relation to the student's achievement.
3. Is present during the conduct of examination.
4. Review and approves the MRI examination.

Indirect Supervision

After demonstrating competence in performing a specific MRI procedure, the student may be permitted to perform procedures under indirect supervision. Indirect supervision means that the qualified technologist reviews, evaluates, and approves the procedure as indicated above and is immediately available to assist the student regardless of the level of student achievement. Immediately available is interpreted as the presence of a qualified MRI technologist adjacent to the room or location where a procedure is being performed.

Clinical Course Syllabi

The specific objectives and requirements of each clinical course are stated in each clinical course syllabus. The syllabus will be distributed at the beginning of each clinical semester during the first meeting of the clinical seminar. Students should refer to these documents for course content and objectives. Successful completion of MRI 202, MRI 205, and MRI 206 is required for graduation. Also, each clinical course must be successfully completed in this stated order to continue and successfully complete the Magnetic Resonance Imaging Program.

Seminar

Clinical seminars are conducted on a weekly basis. An overall score of 78% must be achieved in order to successfully complete this portion of the clinical evaluation. Any combination and/or all of the following components of clinical education may be required each semester, competencies, film critiques, seminar, proficiencies, and case studies.

MRI Competency Repetitions

Clinical competency repetitions are achieved by performing MRI procedures on patients at the clinical education center. A student must continue to attempt each specific procedure until that procedure is mastered. The number of attempts before master does not affect the clinical grade.

Students are responsible for arranging for an evaluator to be present during the competency. Clinical instructors, registered staff technologists, or college faculty may do the observation and evaluation of the student's procedural skills during the competency. The faculty, if deemed necessary due to failure of evaluators to not errors during competency, may reject competencies. Each semester the minimum number of competencies required for passing the semester will be printed in the clinical syllabus. Students are encouraged to complete more competencies than required per semester so as to gain graduation requirements as soon as possible.

In order for MRI students to receive an approval for an ARRT repetition from any clinical technologist they must show competence according to the following criteria:

- Patient Skills Including
 - Evaluation of requisition and /or medical record
 - Identification of patient
 - Documentation of patient history including allergies
 - Safety screening
 - Patient education concerning the procedure
 - Patient care and assessment
 - Preparation of examination room
 - Stand precautions
 - Preparation and/ or administration of contrast media
 - MRI Safety procedures and precautions
- Technical and procedural skills including:
 - Selection of optimal imaging coil
 - Patient positioning
 - Protocol selection
 - Parameter selection
 - Image display, networking, and archiving
 - Post processing
 - Documentation of procedure and patient data in appropriate records
 - Completion of acquisition
- Evaluation skills including:
 - Analysis of the image for technical quality
 - Demonstration of correct anatomy regions
 - Proper identification on images and patient data
 - Recognition of relevant pathology
 - Exam completeness

Incident Reporting

The purpose of MRI Program clinical incident reporting is to establish a systematic and transparent mechanism for students, clinical preceptors and technologists, and faculty to document and communicate any events that do not align with expectations that occur during student clinical experience. This reporting process serves as a vital component of continuous student clinical practice improvement. By encouraging the open disclosure of incidents, the goal is to identify root causes, analyze contributing factors, and implement corrective measures to prevent recurrence. Incident

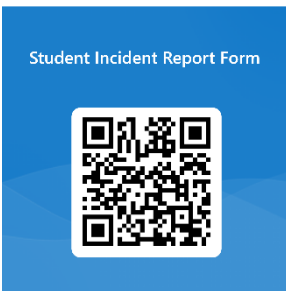
reporting fosters a culture of accountability, emphasizing the importance of learning from mistakes to enhance patient safety and overall clinical competence. This proactive approach not only benefits students as individual practitioners by promoting ongoing professional growth but also contributes to the broader enhancement of healthcare delivery in radiologic technology settings.

Patient Care Student Report Form



Patient care and safety are a priority of the MRI Program. **Any major or minor patient care incident must be reported by submitting this form to the MRI Program Coordinator within 24 hours of the incident's occurrence.** The student should email the Coordinator to alter them of the documentation. Students can follow the hyperlink in this document, scan the provided QR code, or find the link to reporting in the learning management system (LMS): <https://forms.office.com/r/5Bt2tsv6G0>

Student Incident Report Form



The Student Incident Report Form is used to document occurrences or situations that is not with the normal standards of operations. This form is used by students to document incidents that do not align with SSC, the Radiologic Technology Program or clinical site policies. The form will be filed by students, reviewed and signed by Radiologic Technology Program faculty, and the faculty will determine the appropriate follow up actions per the Radiologic Technology Program policies and procedures. Students can follow the hyperlink in this document, scan the provided QR code, or find the link to reporting in the learning management system (LMS): <https://forms.office.com/r/wm45nFN1Tq>

Incident Report Form for Clinical Preceptors and MRI Technologists



An incident is any occurrence or situation that is not within normal standards of operation. Please use this form to document any student incident that does not align with SSC or clinical site policies. Upon completion of this form this information will be reviewed by the SSC clinical coordinator, forwarded to the program coordinator, and a copy will be placed in the student's SSC file. The SSC program faculty will follow up with the student and may reach out to the email provided if further details are needed. Clinical preceptors and radiographers can follow the hyperlink in this document, scan the provided QR code: <https://forms.office.com/r/FMwKWaWuRk>

Documented Minor Incident

A Minor Incident Report Form is used to document occurrences or situations that are not within the normal standards of operations. This form is used to document minor student incidents that do not align with SSC, the MRI Program or clinical site policies. The form will be filed by SSC faculty, reviewed by the student, and placed in the SSC MRI Program student file.

Documented Significant Incident

The Significant Incident Report Form is used to document occurrences or situations that are not within the normal standards of operations. This form is used to document more serious student incidents that do not align with SSC, the MRI Program, or clinical site policies. This form is also used after repeated minor incidents have been filed. The form will be filed by SSC faculty, reviewed, and signed by the student, and placed in the SSC MRI Program student file.

MRI Program Probation Form

The MRI Program Probation Form is used to document and communicate programmatic probationary status. This form is used to document noncompliance with SSC, the MRI Program, or clinical site policies. Any further failure to adhere to prescribed policies may result in failing grades or the disciplinary removal of the student from the MRI Program. The form will be filed by SSC faculty, reviewed and signed by the student, and placed in the SSC MRI Program student file.

Immediate Dismissal

Serious incidents such as those involving a threat to patient safety, MRI safety policy violations, personal misconduct, harassment, neglect of duty, gross insubordination, the disclosure of confidential information, falsifying student or hospital records, cheating, theft of property, willful damage to hospital or SSC property, intoxication or being under the influence of drugs or alcohol during clinical or class hours, or possession of a dangerous weapon will result in immediate removal from all MRI Program classes/ clinical affiliate and dismissed from the MRI Program. Documentation of the serious incident will occur immediately by the Program faculty and the Program Coordinator will be notified. The MRI Program Coordinator will notify student(s) of their dismissal in writing.