



College of Health Professions  
Department of Medical Imaging and Radiation Sciences

**Magnetic Resonance Imaging (MRI) Program**

Academic Policies and Clinical Education  
Student Handbook

2024-2025



## **Equal Opportunity**

Thomas Jefferson University is committed to providing equal educational and employment opportunities for all persons without regard to race, color, national or ethnic origin, marital status, religion, sex, sexual orientation, gender identity, age, disability, veteran's status or any other protected characteristic. The consideration of factors unrelated to a person's ability, qualifications and performance is inconsistent with this policy. Any person having inquiries or complaints concerning Thomas Jefferson University's compliance with Title VI, Title IX, the Age of Discrimination Act of 1975, the Americans with Disabilities Act, or Section 504 of the Rehabilitation Act is directed to contact their Student Affairs Dean, the Title IX Coordinator, or Human Resources—Employee Relations, who have been designated by Thomas Jefferson University to coordinate the institution's efforts to comply with these laws. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, D.C. 20202, or the Director, U.S. Department of Education, Office for Civil Rights, Region Three, Philadelphia, Pennsylvania, regarding the University's compliance with the equal opportunity laws.

## **Required Background Check**

Students who are offered admission to Jefferson in a health-related program are generally required to pass a criminal background check and child abuse clearance. Please consult with the Program Director of the Office of Admissions for clarification on the required paperwork for admission. Additionally, some departments and/or programs within the College, as well as some clinical sites may require students to be fingerprinted and/or drug tested. The Office of Admissions, along with your academic program, will provide you with the appropriate information to complete these requirements.

Clinical rotation, fieldwork, and residency sites that require a criminal background check, child abuse clearance and/or fingerprinting may deny a student's participation in the clinical experience, rotation, fieldwork, or residency because of a felony or misdemeanor conviction or a record of child abuse. Clinical sites may also deny participation in clinical experiences for other reasons, including but not limited to failure of a required drug test, or inability to produce an appropriate health clearance. As participation in clinical experiences, rotations, fieldwork, or residencies is a required part of the curriculum and a requirement for graduation, denial of participation by a clinical site may result in delay of graduation or the inability to graduate from the program.

Regardless of whether a student graduates from Jefferson, individuals who have been convicted of a felony or misdemeanor may be denied certification or licensure as a health professional. Information regarding individual eligibility may be obtained from the appropriate credentialing bodies.

## **Disclaimer Statement**

The Department of Medical Imaging and Radiation Sciences reserves the right to amend, modify, rescind, or implement any policies, procedures, regulations, fees, conditions and courses described herein as circumstances may require without prior notice to persons who might thereby be affected. The provisions of this handbook are not and may not be regarded as contractual between or among the College, its students or its employees or agents.

## **Diversity Statement**

Jefferson holds itself accountable, at every level of the organization, to nurture an environment of inclusion and respect, by valuing the uniqueness of every individual, celebrating and reflecting the rich diversity of its communities, and taking meaningful action to cultivate an environment of fairness, belonging, and opportunity.

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## **UNIVERSITY MISSION**

We Improve Lives.

Thomas Jefferson University is a national leader in professional education, preparing students for the future of work, while also engaging in groundbreaking research and creative discovery. Dedicated to inclusive and experiential learning, Jefferson fosters transdisciplinary collaboration, embraces social responsibility, and celebrates the value of diverse identities and perspectives.

## **VISION**

Reimagining health, education and discovery to create unparalleled value.

## **VALUES**

Put People First  
Be Bold and Think Differently  
Do the Right Thing

## **COMMITMENT TO DIVERSITY, EQUITY & INCLUSION**

Jefferson holds itself accountable, at every level of the organization, to nurture an environment of inclusion and respect, by valuing the uniqueness of every individual, celebrating and reflecting the rich diversity of its communities, and taking meaningful action to cultivate an environment of fairness, belonging & opportunity.

## **MISSION OF THE DEPARTMENT & MRI PROGRAM**

The mission of the Department of Medical Imaging & Radiation Sciences and the MRI Program is to provide a comprehensive education preparing students for entry-level practice in medical imaging and radiation sciences as competent, caring members of the health care team, cultivating professionalism and lifelong learning.

## **PROGRAM GOALS AND STUDENT LEARNING OUTCOMES**

### **Goal # 1: Clinical Performance and Clinical Competence:**

*MRI Program students will be clinically competent.*

#### **Student Learning Outcomes:**

**1-A.** MRI Program students will demonstrate appropriate patient care techniques.

**1-B.** MRI Program students will demonstrate appropriate equipment skills and techniques.

### **Goal # 2: Problem Solving Skills and Critical Thinking:**

*MRI Program students will apply critical thinking and problem-solving skills in making decisions about MRI exams.*

#### **Student Learning Outcomes:**

**2-A.** MRI Program students will demonstrate appropriate image evaluation techniques.

**2-B.** MRI Program students will demonstrate appropriate optimization techniques.

### **Goal # 3: Communication Skills:**

*MRI Program students will master the communication skills necessary to interact successfully with patients and other members of the healthcare team.*

#### **Student Learning Outcomes:**

**3-A.** MRI Program students will demonstrate appropriate oral communication techniques.

**3-B.** MRI Program students will demonstrate appropriate written communication techniques.

### **Goal # 4: Professional Development and Growth:**

*MRI Program students will demonstrate potential for professional development and growth.*

#### **Student Learning Outcomes:**

**4-A.** MRI Program students will develop effective work habits and professional values.

**4-B.** MRI Program students will function as professionals in the healthcare setting.



## **THE HANDBOOK**

The Academic Policies and Clinical Education Student Handbook serves to share with you certain resources, policies, and procedures that may be useful to you during your undergraduate studies in the Department of Medical Imaging and Radiation Sciences in the Jefferson College of Health Professions. While we have attempted to provide you with a comprehensive handbook, it does not stand alone. Students are responsible for understanding academic policies and procedures of Thomas Jefferson University and the Jefferson College of Health Professions (JCHP). Important university wide policies, including the Community Standards and Student Sexual Misconduct Policy, and information on University Services are found on the Thomas Jefferson University Center Student Handbook website at [www.jefferson.edu/handbook](http://www.jefferson.edu/handbook). Students are also directed to the policies and procedures contained in the JCHP Student Handbook, which can be found at <https://www.jefferson.edu/academics/colleges-schools-institutes/health-professions/student-resources.html>.

If you should have any questions throughout your academic career, we encourage you to reach out to your program director, advisor, or department chair.

## **DISCLAIMER STATEMENT**

The Department of Medical Imaging and Radiation Sciences reserves the right to amend, modify, rescind, or implement any policies, procedures, regulations, fees, conditions and courses described herein as circumstances may require without prior notice to persons who might thereby be affected. The provisions of this handbook are not and may not be regarded as contractual between or among the College, its students or its employees or agents.

## **NATIONAL CERTIFICATION EXAMINATION**

Graduates of the one-year and two-year Bachelor of Science degree programs are eligible to take the associated certification examinations upon completion of the Bachelor of Science degree program and award of the Bachelor of Science degree. Students are eligible to take the associated certification examinations of the American Registry of Radiologic Technologists (ARRT), American Registry of Diagnostic Medical Sonographers (ARDMS), Cardiovascular Credentialing International (CCI), and Medical Dosimetrist Certification Board (MDCB), as applicable. Students who pass these examinations receive national certification.

## **PROGRAM ACCREDITATION**

The educational programs of the department are approved by the University administration. Programs are programmatically accredited by their respective accreditation bodies (e.g. JRCERT and CAAHEP). All programs, including the Computed Tomography and Invasive Cardiovascular Technology programs, are covered under the University's accreditation by Middle States Commission on Accreditation.

## **PROGRAM COMPLIANCE**

A student who believes a program is not in compliance with the accreditation standards should submit a written complaint to the Program Director, including documentation for the complaint. The Department Chair, Program Director, and Clinical Coordinator will review the complaint and documentation and respond to the student within three (3) business days of receiving the complaint. If the student is not satisfied with the response, the student has the right to contact the accreditation body <sup>1</sup>.

### **JRCERT**

20 N. Wacker Drive  
Suite 2850  
Chicago, IL 60606-3182  
Phone: (312) 704-5300  
Fax: (312) 704-5304  
<http://www.jrcert.org/>

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<sup>1</sup> Students in the CT or ICVT Program should contact the Dean of JCHP.



## **ACADEMIC POLICIES**

## **POLICIES ON STUDENT PROGRESSION**

### **COURSE REQUIREMENTS**

1. Program curriculum is sequential in nature and each course must be taken in the prescribed semester according to the plan of study.
2. Students are responsible for accessing courses through Canvas, <https://canvas.jefferson.edu/> and downloading all course syllabi, handouts, and assignments for each course every semester.
3. Students must complete course evaluations for each of their courses at the end of the semester. A link will be provided to the students at the end of each semester.
4. Students must complete the University Orientation, Health Insurance Portability and Accountability Act (HIPPA) module, and Safety module prior to matriculation.
5. Students are responsible for checking their Jefferson e-mail accounts daily. All program related correspondence will occur through this account daily.

### **POLICIES ON UNDERGRADUATE STUDENT PROGRESSION IN THE MEDICAL IMAGING & RADIATION SCIENCES MAJOR**

1. Students who earn one course grade of C- or below in the Medical Imaging & Radiation Sciences curriculum in any academic year will be placed on departmental academic probation and will be required to meet with their assigned faculty advisor to monitor academic progress.
2. Students who do not maintain a minimum of a 2.0 cumulative GPA will be placed on university academic probation.
3. Students who earn two or more course grades of C- or below in the Medical Imaging & Radiation Sciences curriculum in any academic year will be dismissed from the Department of Medical Imaging & Radiation Sciences.
4. Students who earn a course grade of F in any Medical Imaging & Radiation Sciences curriculum will be dismissed from the Department of Medical Imaging & Radiation Sciences.
5. Incomplete grades for a Medical Imaging & Radiation Sciences course can be assigned only in the case of extenuating circumstances. These circumstances must be reviewed by the faculty prior to the issuance of an "Incomplete" grade. In all cases, an "Incomplete" grade is assigned only when the work already done has been of a quality acceptable to the instructor.

### **PROBATION/RETURNING TO GOOD ACADEMIC STANDING**

Students who achieve the minimum standards to return to good academic standing (2.0 cumulative GPA, no additional course grades of C-, D, or F in the academic year) will be removed from probation at the end of the academic year. Two-year students who have been placed on departmental academic probation during their junior academic year, but have successfully completed their junior academic year, will be taken off departmental academic probation at the beginning of their senior academic year.

At the end of the probationary period:

1. The student achieves:
  - a. the minimum 2.0 cumulative GPA,

- b. no additional course grades of C-, D, or F in the academic year is reinstated in good standing, or
2. The student fails to achieve:
  - a. the minimum 2.0 cumulative GPA,
  - b. no additional course grades of C-, D, or F in the academic year at the end of the probationary period and is dismissed from the College for academic underachievement.

### **ACADEMIC INTEGRITY POLICY**

Academic Integrity is the foundation of all Jefferson teaching, learning, and professional endeavors and is vital to advancing a culture of fairness, trust and respect. All members of the University community must maintain respect for the intellectual efforts of others and be honest in their own work, words, and ideas. The University Academic Integrity Policy can be found <https://www.jefferson.edu/life-at-jefferson/handbooks/policies/graduate-policies/academic-integrity.html>.

### **GRADUATION REQUIREMENTS**

Requirements for graduation include:

- Completion of a graduation application
- Completion of all clinical and didactic courses in the program's curricular plan of study
- Receiving a passing grade for all clinical and didactic courses in the program's curricular plan of study
- Being in good academic standing at the end of the final semester of the program

### **TIME TO DEGREE RESTRICTIONS**

Students are required to complete their course of study in no more than 150% of the standard time frame required by the academic program.

- The one-year Bachelor of Science program has a standard time frame of 12 months.
- The two-year Bachelor of Science program has a standard time frame of 24 months.
- The undergraduate certificate program has a standard time frame of 12 months.

An extension may be granted in the event of extenuating circumstances. The death of a family member or documented medical illness are examples of unusual and extenuating circumstances.

### **TRANSFER OF CREDITS/CHALLENGE EXAM, CREDIT BY EXAM, COURSE BY APPOINTMENT**

Prerequisites must be completed by the time the student enters Thomas Jefferson University. Credits may be earned through standardized tests, including CLEP for non-science-based courses. Thomas Jefferson University does not accept challenge exams.

## **COURSE REPEAT POLICY**

Programs in the Department follow a sequential prescribed curricular plan of study. Courses are only offered one time in a particular semester. If a course is failed with a grade of “F”, the student is dismissed from the Department. The Department readmission policy should be followed in a student wishes to seek readmission. An individual plan of study would be created, that includes, but not limited to repeating of the full program’s curricular sequence.

## **READMISSION AFTER DISMISSAL**

Matriculated students who have been dismissed from the Department of Medical Imaging & Radiation Sciences may petition, in writing, for readmission within 1 year of dismissal directly to the Department Chair. Students interested in applying for readmission should contact the Department Chair for program-specific readmissions procedures.

Students who have not been enrolled within JCHP for greater than a 1-year period of time must re-apply for admission through the Office of Admissions.

Please note: All readmitted students are subject to the academic and curricular requirements in place at the time of readmission. Additionally, start terms for the readmitted students will be determined by the program and based on the student’s plan of study; readmitted students cannot assume that they will start in the next immediate term after readmission has been granted.

The student’s Department Chair will indicate any requirements that the student must meet upon readmission. The student will be held responsible for fulfilling these special criteria of academic performance established with the program upon readmission, in addition to the overall program and College requirements for achieving good academic standing.

## **RETENTION OF STUDENT WORK**

Student records are maintained by the Department for a minimum period of three years after graduation.

## **CONTINUOUS ENROLLMENT**

The Department of Medical Imaging & Radiation Sciences curriculum was designed to be delivered sequentially, where concepts and skills are introduced, expanded upon, and mastered across the program and where competencies are enhanced at different points across the curriculum. To be most effective at delivering the requisite competencies in accordance with accreditation standards, students must be continuously enrolled from the point of matriculation until graduation unless a leave of absence is approved. If a personal or medical leave of absence is required, the leave must be approved and must not exceed one calendar year.

## **ACCOMMODATIONS – GENERAL**

Thomas Jefferson University is committed to providing equal education opportunities to all students, including students with disabilities, in accordance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Thomas Jefferson University will provide reasonable accommodations to all qualified individuals with disabilities to allow equal access and full participation to all University sponsored activities and programs. More information on disability accommodations can be found at <https://www.jefferson.edu/university/academic-affairs/schools/student-affairs/disability-accommodations/Overview.html>.

To request an accommodation, please contact the [Office of Student Affairs & Career Counseling \(jefferson.edu\)](https://www.jefferson.edu/university/academic-affairs/schools/student-affairs/disability-accommodations/Overview.html)

## **TECHNICAL STANDARDS - ACCOMMODATIONS**

If a student cannot demonstrate the skills and abilities listed in the technical standards for the program, it is the responsibility of the student to request an appropriate accommodation. The University will provide reasonable accommodations provided that such accommodations do not fundamentally alter the nature of the program and/or do not impose an undue hardship such as those that cause significant expense, difficulty or are unduly disruptive to the educational process.

## **TECHNICAL STANDARDS**

A Magnetic Resonance Imaging (MRI) Technologist is typically employed in a hospital or a clinic to provide direct care for patients and must be able to apply verified knowledge and skillfully perform MRI procedures.

Clinical and laboratory assignments for the MRI program require certain physical demands that are the technical standards of admission. These standards are based upon the minimum tasks performed by graduates of the program as recommended by the American Society of Radiologic Technologists.

Listed below are the technical standards that all applicants must meet in order to participate and complete the MRI program:

1. Sufficient visual acuity to accurately administer contrast agents and to monitor imaging equipment as well as provide the necessary patient assessment and care.
2. Sufficient auditory perception to receive verbal communication from patients and members of the healthcare team and to assess the health needs of people through the use of monitoring devices such as intercom systems, cardiac monitors, respiratory monitors and fire alarms.
3. Sufficient gross and fine motor coordination to respond promptly and to implement skills related to the performance of MRI, such as positioning, transporting and imaging patients. MRI technologists must be able to manipulate equipment such as the scan console, power injectors and various RF receiver coils. In addition, MRI technologists must perform venipuncture on a regular basis.
4. Sufficient communication skills (verbal, reading, writing) to interact with individuals and to communicate their needs promptly and effectively, as may be necessary in the patient's/client's interest.
5. Sufficient intellectual and emotional function to plan and implement patient care.



Examples of specific technical standards the MRI student must be able to meet are:

- Lift, transfer and/or move patients from wheelchair/stretchers to scan table. Dock/release and wheel scan table to/from scan room to patient waiting area
- Lift, move, reach or push MRI equipment (lift MRI coils of up to 25 lbs., push/wheel docking table with patient to/from scan room)
- Manual dexterity and ability to bend/stretch
- Distinguish colors and shades of gray
- Demonstrate effective interpersonal relation skills, including patient instruction
- Read and extract information from the medical chart or patient requisitions
- Explain the clinical study verbally and/or in writing

To perform/assist with MRI procedures on patients, students must initially undergo the same screening procedures as patients in order to enter the scan room. The MRI scan room contains a region of intense magnetic field. Objects that display any form of ferromagnetism are therefore of particular concern for MRI. Contraindications for entering the MRI scan room include:

- Certain biomedical implants, materials, and devices (e.g., aneurysm clips, brain clips)
- Certain electrically, magnetically and mechanically activated implants and devices (e.g., cardiac pacemakers, cochlear implants)
- Certain metallic foreign objects (e.g., shrapnel, bullets, metal in eyes).

### **IMPLICATIONS OF PROBATION-CREDENTIALING**

Many accrediting and credentialing bodies require notification that a student was placed on probation. By requesting that the Program complete the appropriate paperwork, a student affirmatively consents to release of such information. This means that if accrediting or credentialing bodies require verification from the University, instances of professionalism probations and academic probations will be reported. This may or may not affect a student's job placement or ability to gain credentialing for a particular institution.

### **STUDENT GRIEVANCE**

All members of the Thomas Jefferson University Community have the right to express concerns when they perceive that they have been treated in a manner not consistent with the standards of conduct at the University. The student grievance procedure is intended to allow students this mode of expression. For academic grievances within the program, students should refer to the Student Grievance Procedure outlined in the JCHP Student Handbook. For grievances external to the academic program, students should consult the Grievance Procedure outlined in the Rights and Responsibilities section of the TJU Student Handbook.

### **STUDENT ADVISEMENT**

All students are required to meet with their faculty advisor at least once during each semester.

**COMPETENCY-BASED CLINICAL EDUCATION**

## COMPETENCY BASED CLINICAL EDUCATION

Competency-based clinical education has been established for the students enrolled in the Department of Medical Imaging & Radiation Sciences programs. It is designed to permit accurate assessment of the knowledge, skills, and attitudes of students in the clinical education component of the program. Evaluation of students' clinical competencies must be completed by registered technologists under the direction of the Clinical Affiliate Supervisor.

All students must attend the scheduled clinical education rotations (see clinical syllabus). All students must complete the minimum number of clinical competencies in accordance with the requirement of their certification and/or accreditation body. Individual clinical course syllabi will detail the clinical competency requirements to successfully pass the clinical course.

## CLINICAL EDUCATION ELIGIBILITY

To be assigned to a Clinical Affiliate, the student must meet the following requirements or obligations:

- Provide and maintain proof of certification in adult, child, and infant cardiopulmonary resuscitation (BLS/CPR/AED for Healthcare Provider).
- Meet program specific technical standards.
- Complete all University immunization requirements prior to commencing or resuming clinical courses.
- Complete any additional requirements mandated by the clinical site, department, or university as indicated at the time of the clinical course.

Failure to meet the clinical education eligibility requirements will result in the delay of clinical practical or the failure of clinical courses. Students not in compliance with the eligibility requirements are not permitted to attend clinical and possibly in-person classes.

## CLINICAL PRACTICES AND POLICIES

1. Attendance at clinical practical is mandatory.
2. A student who does not demonstrate safe clinical practice will be in violation of clinical practices and policies.
3. A student who does not demonstrate professional behavior and professional practice may be removed from their clinical rotation and clinical site.
4. Safe clinical or professional practice is defined as:
  - a. Adhering to the *Patients' Bill of Rights* – **Appendix A**.
  - b. Performing clinical duties consistent with the professional standards of ethics – **Appendix B**.
  - c. Adhering to the code of behavior/conduct outlined in the University, College and Department of Medical Imaging & Radiation Sciences handbooks.
  - d. Adhering to all clinical practices and policies of the clinical site, and as outlined in the University, College, and Department policies and procedures.
  - e. Adhering to the Technologist's scope and practice standards, **Appendix C**.

## **VIOLATIONS OF CLINICAL PRACTICES AND POLICIES**

Violations of Clinical Practices and Policies will typically be addressed through progressive discipline, as follows:

- First violation – written warning and counseling by the Program Director and/or Clinical Coordinator.
- Second violation – possible suspension, at the discretion of the Program Director, or dismissal.
- Third violation – dismissal from the Department.

Depending on particular circumstances, one or more progressive disciplinary steps may be skipped in instances of particularly serious violations of policies and/or practices, and some egregious violations may result in immediate dismissal from the Department.

## **POLICY GOVERNING CLINICAL EDUCATION SCHEDULING**

The purpose of the clinical assignment is to correlate didactic knowledge with practical skills and attitudes. The total number of students assigned to any clinical site shall be determined by the Department of Medical Imaging & Radiation Sciences and approved by program accreditation bodies.

The student is subject to all rules and regulations of the clinical affiliate. The clinical affiliate reserves the right to suspend or terminate from the site a student who does not adhere to established policies of the program or the clinical affiliate. A student who does not maintain appropriate behavior may be suspended or dismissed immediately. (Refer to the section entitled “Responsibilities of the Student” in what follows). Due to the limited number of clinical sites, should a student be asked to leave the assigned clinical site for any disciplinary reason, the Department cannot guarantee the student a new clinical placement. This would result in a failure for the clinical course and dismissal from the Department.

If a student is suspended or dismissed from a clinical affiliate, the Department Chair, Program Director and Clinical Coordinator will review the circumstances for this action. All parties are encouraged to address the issue promptly in writing (within (5) business days whenever possible) so that resolution of grievance should require no more than three (3) weeks. If the decision to dismiss is upheld, the clinical dismissal will result in a final grade of “F”. Students who have reason to believe that the grade has been inappropriately assigned may request a review of the grade in accordance with the provisions of the Grade Appeal Protocol, which is published in the TJU Student Handbook.

## **CLINICAL AFFILIATE ASSIGNMENT**

The Program Director and/or Clinical Coordinator determines student schedules and assignments at clinical affiliates. Assignments at the clinical affiliates are intended to provide the student with a comprehensive clinical education, as deemed appropriate by the faculty and serve to correlate didactic knowledge with practical skills. Students are not guaranteed specific clinical affiliates; however, student input is considered.

Students will have the opportunity to select multiple imaging modalities to observe beginning in the first semester of the program. Students may visit or revisit any modality of their choice during the MRI program.

The program provides equitable learning opportunities for all students regarding learning activities and clinical assignments. Any student requesting changes in the clinical schedule must submit written justification for the changes to the Program Director and/or Clinical Coordinator. A decision will be made based on the student's educational needs and site availability.

### **RESPONSIBILITIES OF THE CLINICAL AFFILIATE SUPERVISOR/PRECEPTORS**

The clinical affiliate supervisors/preceptors are available to students whenever they are assigned to a clinical setting. Responsibilities include:

- Providing appropriate clinical supervision. Refer to the section entitled "Supervision Policy" in what follows.
- Providing student clinical evaluation and feedback.
- Providing orientation to the clinical department.
- Providing feedback to the program director and clinical coordinator.
- Being knowledgeable of program goals.
- Understanding the clinical objectives and clinical evaluation system.
- Understanding the sequencing of didactic instruction and clinical education.
- Providing students with clinical instruction and supervision.
- Evaluating students' clinical competence.
- Maintaining competency in the professional discipline and instructional and evaluative techniques through continuing professional development.
- Maintaining current knowledge of program policies, procedures, and student progress.
- Maintaining safety and confidentiality of student records, instructional materials, and other program materials.

### **RESPONSIBILITIES OF CLINICAL STAFF**

Responsibilities of the clinical staff include:

- Understanding the clinical competency system.
- Understanding requirements for student supervision.
- Supporting the educational process.
- Maintaining current knowledge of program policies, procedures, and student progress.
- Maintaining safety and confidentiality of student records, instructional materials, and other program materials.

### **RESPONSIBILITIES OF THE DEPARTMENT/CLINICAL COORDINATOR**

The Department of Medical Imaging & Radiation Sciences Clinical Coordinator coordinates the daily operations of clinical education. Duties include, but are not limited to:

- Providing clinical education placements.
- Mentoring students.
- Supervising students.

- Advising students.
- Providing guidance to clinical preceptors/staff.
- Reviewing program policies and procedures with clinical affiliate supervisor/preceptor/staff.
- Visiting clinical sites each semester to observe and evaluate student performance.
- Maintaining safety and confidentiality of student records, instructional materials, and other program materials.

## **RESPONSIBILITIES OF THE STUDENT**

The student is responsible for:

- Displaying professional appearance in compliance with the dress code policy.
- Establishing harmonious working relationships and earning the respect of the Medical Imaging & Radiation Sciences personnel and other members of the health care team through a professional and dignified posture and attitude.
- Using all equipment and materials responsibly and safely.
- Embodying the highest standards of civility, honesty, and integrity.
- Respecting and protecting the privacy, dignity, and individuality of others.
- Observing and assisting the clinical staff.
- Attending and participating in all scheduled clinical activities.
- Consulting with clinical affiliate supervisors and/or departmental faculty for help with problems.
- Participating in the development of an individualized clinical education plan.
- Maintaining an accurate record of clinical examinations/competencies.
- Recording the number and types of evaluations required during each academic semester.
- Striving to broaden their knowledge and background on clinical subject matter by reading professional literature and attending conferences and seminars.
- Incurring all travel costs and expenses. Use personal or public transportation to clinical affiliates. Commuting time and costs are not determining factors for clinical assignments. These time and cost factors are borne solely by the student.
- Meeting with their advisor at least once per semester.
- Maintaining safety and confidentiality of student records, instructional materials, and other program materials.
- Providing safe and quality patient care including safe radiation practices for patients, self, and the healthcare team.
- Demonstrating clinical progression.
- Corresponding in a timely fashion with all program faculty and administration.
- Adhering to all policies and procedures of the clinical affiliate, the Department, the College, and the University.
- Report any clinical incidents, unprofessional clinical behaviors, or adverse events to the Program Director/Clinical Coordinator.

## **CLINICAL POLICIES**

## DEPARTMENT POLICY ON CONDUCT

Students must comply with the rules and regulations of the Department of Medical Imaging & Radiation Sciences. Deviation constitutes misconduct. This includes, but is not limited to:

- Sleeping during a clinical assessment.
- Failure to actively participate in clinical education.
- Leaving a clinical assignment or room/area assignment without qualified staff's permission.
- Failure to notify Clinical Affiliate and the Program Director/Clinical Coordinator of absence, lateness and/or leaving clinical early.
- Failure to accurately document completion of scheduled clinical rotations (time of start of day's rotation, lunch break, time of end of day's rotation).
- Failure to accurately document competencies in accordance with department regulations.
- Using any personal electronic devices in the patient care/clinical education setting.
- Using the hospital computer for any reason EXCEPT hospital business.
- Violation of the supervision policy.
- Violation of any duly established rules or regulations.

### FAMILY MEMBERS/FRIENDS WORKING AT CLINICAL AFFILIATE POLICY

It may be deemed a conflict of interest for a student to be supervised or evaluated by family members or friends employed at his/her clinical affiliate. If this situation arises, the student should inform his/her Program Director/Clinical Coordinator so that alternative arrangements can be considered.

### FAMILY MEMBERS/FRIENDS CLASSROOM, LAB, & CLINICAL POLICY

#### At the Clinical Affiliate

- Family and friends are not permitted to visit the student at the clinical affiliate during clinical hours. Unsupervised children are not permitted.
- Family and friends must wait in a public area and are **not** permitted in scanning or treatment rooms.
- It is not acceptable for students to entertain their family and friends and neglect their professional duties.
- Students may not ask clinical affiliate staff to baby-sit for them.
- Thomas Jefferson University's liability insurance does not extend to students' family and friends.

#### In the Medical Imaging & Radiation Sciences (MIRS) Department

- The University teaching and learning environment is not an appropriate setting for children.
- Faculty and students shall refrain from bringing children to classrooms, studios, laboratories and other institutional settings except in the event of unanticipated emergencies and in those instances, only with appropriate approval.
- When unanticipated emergencies do arise and an exception is being sought, the procedure for seeking approval can be found at <https://www.jefferson.edu/university/academic-affairs/schools/student-affairs/student-handbooks/university-policies/children-in-instructional-settings.html>.



### **In the Medical Imaging & Radiation Sciences (MIRS) laboratories**

- Only Medical Imaging & Radiation Sciences students with proper Jefferson ID are permitted in the laboratories.
- The students are not permitted to bring family members or friends into the laboratories at any time.
- Scanning or performing any procedures on family members or friends is not permitted.
- Other Jefferson students or employees who are not part of the Medical Imaging & Radiation Sciences department are not permitted in the MIRS laboratory unless they have a signed waiver to be used as a student volunteer.
- Thomas Jefferson University's liability insurance does not extend to students' family and friends.

Failure to comply with the above policy may result in disciplinary action up to and including dismissal from the department.

### **PERSONAL ELECTRONIC DEVICES POLICY**

Students may not carry or use any type of personal electronic device during clinical hours. These devices must be placed with your personal belongings. The use of any type of recording device (camera, video, etc.) is strictly prohibited. Students in violation of this policy may be asked to leave the clinical affiliate and will be marked absent for that day. It is the students' responsibility to notify the Program Director and/or Clinical Coordinator of any absence.

For exceptional circumstances necessitating immediate personal communication by phone or text, students should ask the Clinical Affiliate Supervisor to be excused, attend to the personal business, and return to duty as quickly as possible.

### **COMPUTER POLICY**

Students may not use computers for personal business during clinical hours. Personal business includes (but is not limited to) internet surfing, shopping, emailing, instant-messaging, texting, and printing. Personal storage devices (USB, flash drives, CDs) are not permitted in the clinical setting.

Students in violation of this policy may be asked to leave the clinical affiliate and will be marked absent. It is the student's responsibility to notify the Program Director and/or Clinical Coordinator of any absence.

## STUDENT WORK POLICY

If a student is employed at any clinical setting, they must abide by the following policies:

- Students must notify Program officials that they are working in the clinical setting.
- Students are not permitted to work during scheduled clinical hours.
- Students may **not** wear student uniforms or Jefferson ID.
- Students may not accrue competencies during non-clinical hours.
- Students may not apply work time to make-up time.
- Students are not covered by Thomas Jefferson University's liability insurance during non-clinical hours.

**Non-Compliance:** Students who do not maintain compliance with the clinical policies are subject to disciplinary action, including removal from the clinical affiliate and potential dismissal from the department.

Any clinical time missed due to a violation of these policies will be made up by the student at a later date. The Program Director and/or Clinical Coordinator in cooperation with the Clinical Affiliate Supervisor will determine make-up time. Further disciplinary action may be taken for habitual violations of policies. Refer to the previous section entitled "Violations of Clinical Practices and Policies."

## VENIPUNCTURE POLICY

The ARRT clinical competency requirements/CAAHEP JRCDS standards include performance of venipuncture for injection of contrast agents. To participate in the performance of venipuncture on patients, students must:

- Have completed a venipuncture training course, as required by the Department of Medical Imaging & Radiation Sciences.
- Attend and complete venipuncture training, as required by clinical affiliates.

## HEALTH INSURANCE CONFIDENTIALITY POLICY:

### HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPPA)

Students must maintain strict confidentiality of all health information of patients at clinical affiliate sites during and after the course of their clinical rotations. Students may neither use nor disclose health information of patients to which they have access, other than as expressly authorized by the clinical affiliate. Students may not record any patient-identifiable information on their personal documents (e.g. clinical logs). Students must be familiar with and adhere to their clinical affiliate's HIPAA policy. Refer to Jefferson policy #134.01 – Privacy and Confidentiality of Health Information Policy. "Jefferson's HIPPA/Privacy and Confidentiality of Health Information Policy can be found at, [tjuh3.jeffersonhospital.org/policy/index.cfm/universitypnp/view/id/262636](http://tjuh3.jeffersonhospital.org/policy/index.cfm/universitypnp/view/id/262636). Please note that this link will only function from within the University's intranet."

## **PREGNANCY POLICY**

A student who becomes pregnant during a component of the program may voluntarily inform the Program Director, in writing, of their pregnancy.

- Option 1: The student may continue in the program if they choose, without modifications to any component of the program.
- Option 2: The student may take a leave of absence from clinical education but continue their didactic studies. Clinical assignments will be completed when the student returns.
- Option 3: The student may withdraw from the program and reapply in accordance with college policies.
- Option 4: The student, in writing, may withdraw their declaration of pregnancy at any time and/or for any reason.

Due to the need for special radiation protection education, counseling by the Radiation Safety Officer (RSO) is available.

## **MAGNETIC RESONANCE IMAGING (MRI) SAFETY POLICY**

An MR room has a very strong magnetic field that may be hazardous to individuals entering the MR environment if they have certain metallic, electronic, magnetic, mechanical implants, devices, or objects. Therefore, all Medical Imaging and Radiation Sciences students are required to undergo an MRI Safety lecture and MRS Safety Screening prior to MRI rotations or observations.

1. Students will attend an MRI Safety lecture and be screened for MRI Safety clearance in the fall semester by the MRI Program Director/Clinical Coordinator.
2. Students will abide by the clinical affiliate MRI Safety Protocols during the clinical rotations and/or observations.
3. Students will notify the MRI Program Director/Clinical Coordinator and be re-screened for MRI Safety clearance, should their status change during the academic year, with regard to any potentially hazardous implants, devices, or objects, prior to MRI rotations or observations.

## **N95 RESPIRATOR POLICY**

Medical Imaging & Radiation Sciences students will be fit tested for an N95 respirator mask. Although students will be fit tested for a N95 respirator mask, the following patient care restrictions must be followed:

- Jefferson students participating in clinical education may engage in the direct care of patients suspected of and confirmed to be infected with COVID-19.
  - Jefferson is NOT REQUIRING students to participate in the direct care of patients suspected of and confirmed to be infected with COVID-19.
  - If a clinical site says that students cannot engage in the direct care of patients suspected of and confirmed to be infected with COVID-19, students must continue to follow the clinical site instruction.
  - If a clinical site says that students must engage in the direct care of patients suspected of and confirmed to be infected with COVID-19, and students do not want to engage in the direct care of patients suspected of and confirmed to be infected with COVID-19 immediately contact the MIRS Department Chair, the program director and clinical coordinator.
  - The MIRS Department is stocked and can and will provide all students with PPE that includes ear loop masks, face shields, and N95 respirators, in addition to any other needed and required PPE.
- Such care shall be provided in accordance with federal, state, and local health and safety requirements. This includes, but is not limited to, ensuring that students have appropriate personal protective equipment and are advised of necessary precautions.
- Students who have concerns about engaging in the treatment of COVID-19 positive patients should inform their college or program and the Office of Student Affairs.
- If a student requires an accommodation pursuant to the Americans with Disabilities Act, the Office of Student Affairs can facilitate the accommodation process.
- Students shall be advised that if they are unable to engage in the care of COVID-19 positive patients, their academic progress may be impacted.
- Students will not participate in high-risk aerosol-generating procedures (such as endotracheal intubations), even if proper PPE is available.

## **INCIDENT REPORTS AT THE CLINICAL AFFILIATE**

Students who become ill, injured, or involved in an incident during a clinical rotation must:

1. Report immediately to their Clinical Affiliate Supervisor and follow departmental protocol.
2. Immediately contact the Program Director and/or Clinical Coordinator.
3. Students must contact Jefferson Occupational Health Network (JOHN) for Employees & Students as soon as possible (215-955-6835) and follow all instructions given to them by JOHN.
4. Present a note to the Program Director and/or Clinical Coordinator from the Emergency Room Physician, Jefferson Occupational Health Physician, or family physician stating the date the student may resume normal duties.

If a patient is injured while in the student's care, the student must:

1. Make sure that the patient is safe.

2. Report the incident immediately to the Clinical Affiliate Supervisor and follow departmental protocol.
3. Immediately contact the Program Director and/or Clinical Coordinator.

### **COMMUNICABLE DISEASES**

Should students be diagnosed as having an infectious disease, they must report such a diagnosis to the Program Director and/or Clinical Coordinator and the Clinical Affiliate Supervisor. The student may be asked to leave clinical until cleared by his/her physician and Jefferson Occupational Health Network for Employees & Students. The student must present a physician's note to the Program Director and/or Clinical Coordinator stating that the student may resume normal duties.

### **OCCUPATIONAL EXPOSURES TO INFECTIOUS DISEASE AND/OR BLOOD BORNE PATHOGENS**

#### **Needlesticks**

Get more information on occupational exposures from needlesticks, sharp injuries, splashes, etc. ([accessible by Jefferson staff and students only](#))

#### **What to do for an Occupational Exposure to Body Fluids (Needlestick or Splash)**

If you have sustained an exposure to a body fluid from one of your patients, please follow the instructions below.

1. Wash the exposed area with soap and water. **DO NOT USE BLEACH.**
2. If a fluid splashes in your eye, rinse with tap water or with sterile saline.
3. If a fluid splashes in your eye, remove your contacts immediately.
4. Advise your supervisor that you have been exposed.
5. Complete the accident report online through PeopleSoft Employee Self-Serve System if you are an employee. Students will complete an accident report in JOHN.
6. Report to JOHN at 833 Chestnut Street, Suite 204 (when JOHN is closed report to the Emergency Department) as soon as possible.
7. Know your patient's name, DOB and MR# as well as the name of the attending physician of the source patient.
8. Source patient testing (hospitalized) can be ordered through Epic by selecting: "Needlestick Inpatient Evaluation" on the drop-down menu. (Includes STAT HIV antigen/antibody, hepatitis C antibody, hepatitis B surface antigen)
9. Source patient testing (outpatient population) should include STAT HIV antigen/antibody, hepatitis C antibody, hepatitis B surface antigen.

JOHN will discuss the risks of your exposure and advise whether further treatment or evaluation is necessary. A student's insurance may be billed for services resulting from occupational exposure. Please call 215-955-6835 with any questions.

If you are a Jefferson student at an affiliate, please call our office as soon as possible. You may opt to be seen at an emergency department, and the visit will be billed to your insurance. Follow up in JOHN is recommended on the next business day. Questions may be directed to JOHN's medical director.

Detailed information on Occupational Health Network for Employees & Students may be viewed on the JOHN website: <https://hospitals.jefferson.edu/departments-and-services/occupational-health-network.html>

Contact Occupational Health Network from Employees & Students

- Phone: 215-955-6835
- Fax: 215-923-5778
- E-mail: [jeffuhs@jefferson.edu](mailto:jeffuhs@jefferson.edu)

Hours of Operation:

- Monday through Friday, 7:30 a.m. to 4:00 p.m.
  - Closed every Thursday from noon to 1 p.m.

Office Location:

- 33 South 9<sup>th</sup> Street, Suite 205, Philadelphia, PA 19107

## **ATTENDANCE REGULATIONS**

## **DIDACTIC/LABORATORY INSTRUCTION**

Each course syllabus details the individual course's attendance policy.

## **CLINICAL ATTENDANCE RECORDS**

Clinical management software and/or time sheets will be used for the documentation of clinical attendance. Each student must personally document the required attendance "in" and "out" time. Students must document the time and have the designated program official (clinical coordinator, clinical preceptor, or clinical staff) approve the documented time. Time not documented must be made up. Under no circumstances is it permissible to document clinical attendance for another student. Any student found guilty of such an offense is subject to disciplinary action including dismissal from the department.

## **CLINICAL EDUCATION HOURS**

Total clinical assignments will not exceed 40 hours per week. Assignments on any one day will not exceed 8 hours, unless otherwise requested by the student and approved by the Program Director and/or Clinical Coordinator in conjunction with the Clinical Affiliate Supervisor, or if patient care responsibilities dictate otherwise. No student will be permitted to leave a patient during the course of an examination, even if such completion requires remaining on duty beyond the end of the shift.

Students will be assigned a lunch period each day, which they are required to take. The lunch break will be commensurate with the practice of the department and area/rotation assignment. The lunch break may not be used to make-up or accrue time.

Clinical Affiliate Supervisors may re-schedule students (within an assigned eight hours) to provide complete exposure to the unique learning opportunities in Medical Imaging & Radiation Sciences. The Clinical Affiliate Supervisor must notify the Program Director and/or Clinical Coordinator of these changes.

Students will participate in designated procedures during their clinical assignments under the guidance of a supervising technologist in the areas to which they are assigned.

## **PERSONAL DAYS**

Students are allocated one personal day each semester. This time cannot be taken in half-days. Time off must be taken in full days (8.5 hours [8 clinical hours plus 30-minute break]). It is not accruable nor is it transferable. A personal time request form must be submitted to the Program Director or Clinical Coordinator via clinical management software or other designated method. The Clinical Affiliate Supervisor and Program Director and/or Clinical Coordinator must be notified with a student is out of clinical. This notification must occur via email or phone call per the Clinical Affiliate, Program Director, and Clinical Coordinator instructions.



## **ABSENCE POLICY**

Attendance is required for all scheduled clinical education sessions. The standard clinical day rotation for students is eight (8) hours of clinical activity and a half hour meal break. The start time and end time of the clinical shift will be determined by the Clinical Affiliate, Program Director, and Clinical Coordinator to be beneficial to the student's clinical education. Any change in an individual students' start time and end time must be discussed and approved by the Clinical Affiliate and the Program Director and Clinical Coordinator prior to any change.

Students absent from a clinical assignment, for any reason, must call or email the Clinical Affiliate Supervisor and call or email the Program Director and/or Clinical Coordinator prior to the start of the shift. An individual clinical education plan will be coordinated between the Program Director, Clinical Coordinator, Clinical Affiliate Supervisor and student to support the completion of missed time and clinical requirements.

If an emergency arises requiring an early departure from the clinical affiliate, the student must notify both the Clinical Affiliate Supervisor and the Program Director and/or Clinical Coordinator. It is the responsibility of the student to make these calls. An individual clinical education plan will be coordinated between the Program Director, Clinical Coordinator, Clinical Affiliate Supervisor and student to support the completion of missed time and clinical requirements. The attendance record must accurately reflect the early departure time from the clinical setting.

Students receive one personal day per semester. Requests must be submitted via the mechanism set up by the Clinical Coordinator. Requests for a personal day should be pre-approved by the Clinical Coordinator. Students are responsible for informing the Clinical Affiliate Supervisor of personal days. Personal days are per semester and do not accrue.

For time out of clinical, other than the one personal day, an individual clinical education plan will be coordinated between the Program Director, Clinical Coordinator, Clinical Affiliate Supervisor and student to support the completion of clinical requirements.

Students who are feeling generally unwell, who are symptomatic of COVID-19 (e.g., fever, cough, shortness of breath, loss of taste or smell), who believe they have had recent possible exposure to COVID-19, or who have a confirmed diagnosis of COVID-19 should not attend clinical.

Students must maintain contact with the Program Director and Clinical Coordinator and all parties must be kept up to date with any absences and requirements and recommendations for the return to clinical.

Students who have any symptoms that are associated with infectious diseases (e.g., cold, flu or viral infection) should not attend in-person classes, clinical experiences or other activities that put them in close contact with other students, faculty, staff or patients. These symptoms can include but are not limited to sneezing, coughing, fever, gastrointestinal pain, and diarrhea. Students with these types of symptoms should contact Student Health Services (East Falls campus) or Jefferson Occupational Health Network (JOHN) (Center City campus) if these symptoms are present, before participating in any classroom, clinical, lab, or studio sessions, or any activities in which other students, faculty, staff or patients are present.

Students who have these symptoms are responsible for notifying their instructors, program or college using the usual mechanisms before missing any scheduled course/clinical education activity, for staying current with course/clinical requirements, and for complying with any other course/clinical attendance

policies. Students may be asked to provide documentation that they are under the care of a medical provider (without disclosure of any medical condition).

Students may be asked to utilize other methods of learning while not in clinical such as, but not limited to, completing assignments that support the clinical course objectives.

Students may also consult the Medical Leave of Absence policy as a certain level of absenteeism will disrupt the continuity of learning and achievement of clinical requirements, including, but not limited to the completion of clinical competencies. Students may be assigned a grade of “I” incomplete in extenuating circumstances.

### **PUNCTUALITY**

Students not in the assigned clinical area at the assigned time will be considered late. Three late arrivals in one semester count as one day’s absence. Habitual lateness could lead to dismissal from the Department.

It is the policy of the Department of Medical Imaging & Radiation Sciences that any student who is going to be late must notify both the Clinical Affiliate Supervisor and the Program director/Clinical Coordinator prior to the start of the assigned time. All lost time due to lateness from the clinical area must be made up by the student. Failure to abide by these policies could lead to dismissal from the department.

Students will be advised in writing concerning their habitual lateness or violation of the Department of Medical Imaging & Radiation Sciences lateness policies by the Clinical Coordinator and/or Program Director.

Disciplinary actions, including suspensions from the clinical affiliate or dismissal from the Department, may be taken against students who persist in habitual lateness or violations of the Department of Medical Imaging & Radiation Sciences lateness policies, after previously having been counseled in writing by the Clinical Coordinator and/or Program Director and/or Department Chair at an advisement conference.

### **MAKE-UP TIME**

Arrangements must be made with the Clinical Affiliate Supervisor and approved by the Program Director and/or Clinical Coordinator. Make up time may not be assigned to clinical settings on holidays that are observed by the sponsoring institution. Make up time may not be assigned during non-traditional hours of clinical assignments such as weekends. Jefferson’s liability insurance covers students during make up time assignments. All clinical absences must be made up at the clinical affiliate where the time was missed, consistent with the room assignments in effect when the absence occurred.

The make-up time form is signed upon fulfillment of the time missed. The form will be submitted via clinical management software or other means to the Program Director/Clinical Coordinator as required.

**The lunch break may not be used to make-up or accrue time.**

### **POLICY CONCERNING DEATH IN THE FAMILY**

Upon notification of the Program Director, students will be allowed up to three (3) days of leave of absence for death in the immediate family. Immediate family members include parents, grandparents, spouse, brother, sister or child. Time off requests because of the death of someone other than an immediate family member may be granted by special permission.

### **HOSPITAL JOB ACTIONS OR STRIKES**

Whenever a strike or job action occurs at an assigned clinical site, students must contact the Program Director or Clinical Coordinator for further directions. Missed clinical time must be made up. At no time should a student attempt to cross a picket line to enter a Clinical Affiliate.

### **JURY DUTY**

Being selected for jury duty is a civic responsibility in which the Department encourages students to participate. Please be advised that the College cannot intervene on the student's behalf should a student be summoned for jury duty.

## **STUDENT ACTIVITIES**

## **STUDENT ACTIVITIES**

Students are encouraged to participate in campus activities, e.g., orientation programs, recruitment functions, social and cultural events, interprofessional activities and the Pinning Ceremony. Students have the opportunity to represent the students' viewpoints on Department, College, and University committees. The University and Thomas Jefferson University Hospital sponsor many volunteer and mentoring programs. Professional organizations, Jefferson Alumni Association, and the College sponsor many programs that focus on career and professional development.

## **PINNING CEREMONY**

Graduating students are invited to participate in the Department's Pinning Ceremony. During the ceremony, graduating students' names are announced and a pin is given to each graduate by their program faculty. The pin symbolizes welcoming the graduate into the profession. Honors and awards of the graduates, along with clinical educators, are also announced. Friends and family of the graduates are invited to participate in the celebration. The Pinning Ceremony is a special time to celebrate and acknowledge the hard work and achievements of the Department graduates, faculty, and administrative personnel.

## **HONORS AND AWARDS**

Students are eligible for:

- Department awards for outstanding overall performance
- Awards for clinical excellence

Awards are presented during the Pinning Ceremony.

## **PROFESSIONAL SOCIETIES**

Students are strongly encouraged to participate in professional activities and to seek memberships in national, state, and local societies. These organizations sponsor competitions for students and several offer scholarships and educational grants.

## **PROFESSIONAL ORGANIZATIONS**

- American Society of Radiologic Technologists (ASRT) <https://asrt.org>
- Philadelphia Society of Radiologic Technologists (PhilaSRT) <http://philasrt.org/>
- International Society for MR Radiographers and Technologists (ISMRT) of the International Society for Magnetic Resonance in Medicine (ISMRM) <https://www.ismrm.org/smrt/>
- Association of Collegiate Educators in Radiologic Technology (ACERT) <https://acert.org/>

## HONOR SOCIETIES

- Lambda Nu Society (Honor Society for radiologic and imaging science professionals)  
<https://www.lambdanu.org>
  - Information to join Jefferson's PA Gamma Chapter of Lambda Nu is posted in the Canvas page, STUDENTS-Department of Medical Imaging and Radiation Sciences

**ADDITIONAL POLICIES**

## **SUPERVISION POLICY**

Until the student achieves and documents competency in any given procedure, that procedure must be carried out under the direct supervision of a registered technologist.

### **DIRECT SUPERVISION**

All student MRI procedures are performed under the direct supervision of a qualified practitioner until the student achieves competency. Direct student supervision is defined as student supervision by a qualified practitioner who reviews the procedure in relation to the student's achievement, evaluates the condition of the patient in relation to the student's knowledge, is present during the procedure, and reviews and approves the procedure. Students must be directly supervised until competency is achieved.

### **INDIRECT SUPERVISION**

All student MRI procedures must also be performed under the indirect supervision of a qualified practitioner after a student achieves competency. Indirect supervision is defined as that supervision provided by a qualified practitioner immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where an MRI procedure is being performed.

## **CONFIDENTIALITY OF STUDENT RECORDS**

Appropriately maintaining the security and confidentiality of student records and other program materials protects the students' right to privacy. Student records are maintained in accordance with the Family Education Rights and Privacy Act (Buckley Amendment). Student records at the clinical sites are maintained by the student/and or clinical supervisor and are not to be placed in open, public areas of the department.



## DRESS CODE AND APPEARANCE POLICY

Dress and appearance standards promote a consistent professional image and help patients and employees feel safe, confident, and comfortable. One must always present a professional appearance. The following charts list the acceptable and unacceptable dress and appearance standards.

### Dress Standards

	<b>Acceptable</b>	<b>Unacceptable</b>
<b>Tops</b>	<p>Navy scrub top. Jefferson branded embroidery.</p> <p>Tops must be in good condition, wrinkle-free and fit appropriately.</p> <p>A solid color white or black crew tee shirt may be worn under the scrub top. Sleeves should not extend beyond the scrub top sleeves.</p>	<p>Tight, clingy, over-sized, or excessively baggy-fitting tops.</p> <p>Wrinkled, shrunk, faded, stained (including under arms), worn-out tops.</p> <p>Tops that reveal the abdomen when standing, lifting or bending over. Tops that expose the cleavage, bra, back, shoulder, chest, lower back or under garments are not allowed.</p> <p>Shirts under the scrub top that extend beyond the scrub top sleeve. Shirts under the scrub top that are not solid white or black or have graphics or other patterns.</p>
<b>Jackets</b>	<p>Navy scrub jacket. Jefferson branded embroidery.</p> <p>The jacket must be in good condition, wrinkle-free and fit appropriately.</p> <p>This jacket is optional, but it is the only approved jacket.</p>	<p>Tight, clingy, over-sized, or excessively baggy-fitting jacket.</p> <p>Wrinkled, shrunk, faded, stained (including under arms), or worn-out jacket.</p> <p>Sweatshirts, hoodies, fleece jackets, or any other type of covering.</p>

<b>Pants</b>	<p>Navy scrub pants.</p> <p>Pants must be in good condition, wrinkle-free and fit appropriately.</p>	<p>Tight, clingy, over-sized, or excessively baggy-fitting pants. Baggy pants worn below the hips or that expose underwear.</p> <p>Wrinkled, shrunk, faded, stained, or worn-out pants.</p> <p>Pants that reveal the lower back or undergarments when standing, lifting or bending over.</p> <p>Pant hemlines that touch or drag on the ground.</p>
<b>Undergarments</b>	Must be worn at all times.	These items are not to be visible or show through clothing.
<b>Footwear</b>	<p>Solid white or solid black leather or low-top sneaker footwear. Closed toe and closed heel with a solid upper covering (no holes on the top or side of the shoe).</p> <p>Shoestrings should be properly tied.</p> <p>Shoes and laces must be clean and in good condition with no holes or tears.</p>	<p>Clogs, sandals, flip-flops, slippers or open-toed shoes are not permitted.</p> <p>Colors other than solid white or solid black.</p> <p>Dirty or odor-ridden footwear.</p>
<b>Socks</b>	<p>Must be worn at all times.</p> <p>Socks should be solid color in black or white.</p>	<p>Colors other than solid black or white. Print styles other than solid color.</p> <p>Ornamentation such as beads, bells, etc.</p> <p>Dirty or odor-ridden socks.</p>
<b>Jewelry</b>	ALL JEWELRY SHOULD BE REMOVED FOR MRI STUDENTS	
<b>Body Piercings</b>	BODY PIERCINGS SHOULD BE REMOVED FOR MRI STUDENTS	
<b>Tattoos</b>	Any visible tattoos must be appropriately covered.	Visible tattoos on the body.
<b>Identification badges</b>	MRI COMPATIBLE IDENTIFICATION BADGES SHOULD BE WORN BY MRI STUDENTS	Badges worn at or below the bottom of the sternum or that

	<p>ID badges must be free from distracting stickers, pins, etc.</p> <p>Photo ID must be always legible and visible.</p>	<p>are not visible to staff and patients.</p> <p>Pins, stickers and other distracting adhesives.</p>
<b>Radiation dosimeter</b>	RADIATION DOSIMETERS ARE NOT WORN BY MRI STUDENTS	
<b>Operating room (OR) attire</b>	<p>MRI STUDENTS WOULD REQUIRE SPECIAL APPROVAL FOR ANY OPERATING ROOM ROTATIONS</p> <p>Specific operating room scrubs, hair, face, and shoe attire will be provided by the operating room/radiology department. The OR attire is to be worn ONLY when physically present in the OR.</p> <p>The full Jefferson clinical uniform is required at all other times.</p>	Wearing hospital approved OR attire outside of the OR.

**Grooming Standards**

<b>Body odor</b>	Must practice personal hygiene and be free of offensive odor.	Perfume, lotion, or cologne that may interfere with those who are ill or allergic to such odors or fragrances.
<b>Hair – head</b>	Must practice personal hygiene and be free of offensive odor.	<p>Extreme trends are not acceptable.</p> <p>Non-natural colors such as pink, blue, green, orange etc. is not acceptable.</p>
<b>Hair – face</b>	<p>Nose and ear hair must be trimmed and maintained.</p> <p>Facial hair including mustache and beard must be neatly maintained.</p> <p>Facial hair is not permitted when fit testing for or wearing a N95 respirator mask. Consult JOHN for further advisement.</p>	Excessive beard or mustaches styles.

<b>Makeup</b>	<p>Makeup should be worn conservatively.</p> <p>If worn, makeup must appear professional and natural and should be conservative in styles and colors.</p>	<p>Frosted, bright colored eye shadow (i.e., bright green, purple, pink, etc.).</p> <p>Bright or excessively dark, thick eye liner worn under the eye or on top of the eyelid.</p>
<b>Hair accessories</b>	Solid white, black or navy-blue hair bands or ties.	Ornamentation such as beads, bells, excessive bows, etc.
<b>Fingernails</b>	<p>Nail length must be less than ¼ inches.</p> <p>No artificial nails.</p> <p>No nail polish.</p>	
<b>Gum</b>	Chewing gum is not permitted.	

### **Non-compliance**

Students not complying with the dress code and appearance policy will be removed from the clinical affiliate. Any clinical time missed due to a dress and appearance standards violation will be made up by the student at a later date. The Program Director and/or Clinical Coordinator in cooperation with the Clinical Affiliate Supervisor will determine make-up time if the site is willing to resume the clinical experience.

## Appendix A

### PATIENTS' BILL OF RIGHTS

<https://www.americanpatient.org/aha-patients-bill-of-rights/>

*We consider you a partner in your hospital care. When you are well informed, participate in treatment decisions, and communicate openly with your doctor and other health professionals, you help make your care as effective as possible. This hospital encourages respect for the personal preferences and values of each individual.*

*While you are a patient in the hospital, your rights include the following:*

- You have the right to considerate and respectful care.
- You have the right to be well informed about your illness, possible treatments, and likely outcome and to discuss this information with your doctor. You have the right to know the names and roles of people treating you.
- You have the right to consent to or refuse a treatment, as permitted by law, throughout your hospital. If you refuse a recommended treatment, you will receive other needed and available care.
- You have the right to have an advance directive, such as a living will or health care proxy. These documents express your choices about your future care or name someone to decide if you cannot speak for yourself. If you have a written advance directive, you should provide a copy to your family, and your doctor.
- You have the right to privacy. The hospital, your doctor, and others caring for you will protect your privacy as much as possible.
- You have the right to expect that treatment records are confidential unless you have given permission to release information or reporting is required or permitted by law. When the hospital releases records to others, such as insurers, it emphasizes that the records are confidential.
- You have the right to review your medical records and to have the information explained except when restricted by law.
- You have the right to expect that the hospital will give you necessary health hospital services to the best of its ability. Treatment, referral, or transfer may be recommended. If transfer is recommended or requested, you will be informed of risks, benefits, and alternatives. You will not be transferred until the other institution agrees to accept you.
- You have the right to know if this hospital has relationships with outside parties that may influence your treatment and care. These relationships may be with educational institutions, other health care providers, or insurers.
- You have the right to consent or decline to take part in research affecting your care. If you choose not to take part, you will receive the most effective care the hospital otherwise provides.
- You have the right to be told of realistic care alternatives when hospital care is no longer appropriate.
- You have the right to know about hospital rules that affect you and your treatment and about charges and payment methods. You have the right to know about hospital resources, such as patient representatives or ethic committees that can help you resolve problems and questions about your hospital stay and care.
- You have responsibilities as a patient. You are responsible for providing information about your

health, including past illnesses, hospital stays, and use of medicine. You are responsible for asking questions when you do not understand information or instructions. If you believe you can't follow through with your treatment, you are responsible for telling your doctor.

- This hospital works to provide care efficiently and fairly to all patients and the community. You and you visitors are responsible for being considerate of the needs of other patients, staff, and the hospital. You are responsible for providing information for insurance and for working with the hospital to arrange payment, when needed.
- Your health depends not just on your hospital care but, in the long term, on the decisions you make in your daily life. You are responsible for recognizing the effect of life-style on your personal health.
- A hospital serves many purposes. Hospitals work to improve people's health; treat people with injury and disease; educate doctors, health professionals, patients, and community members; and improve understanding of health and disease. In carrying out these activities, this institution works to respect your values and dignity.

## Appendix B

### ASRT/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 Certificate Holders 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 Certificate Holders and Candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

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.



## Appendix C

### *PROFESSIONAL SCOPE OF PRACTICE & PRACTICE STANDARDS*

The ASRT Practice Standards for Medical Imaging and Radiation Therapy define the practice and establish general and specific criteria to determine compliance. The document includes a number of professional practice resources and can be found at <https://www.asrt.org/main/standards-and-regulations/professional-practice/practice-standards>

Practice standards are authoritative statements established by the profession for judging the quality of practice, service and education. Professional practice constantly changes as a result of a number of factors including technological advances, market and economic forces, and statutory and regulatory mandates.

Scopes of practice delineate the parameters of practice, identify the boundaries for practice and typically are formatted as lists of tasks that are appropriate to include as part of the work of an individual who is educationally prepared and clinically competent for that profession.

Each scope of practice is limited to that which the law allows for specific education, experience and demonstrated competency. Many states have laws, licensing bodies and regulations that describe requirements for education and training and define scopes of practice for professions.

Advisory opinion statements are interpretations of the practice standards. They are intended for clarification and guidance for specific practice issues.

Appendix D

MRI PROGRAM 2024-2025  
DEPARTMENT OF MEDICAL IMAGING AND RADIATION SCIENCES  
JEFFERSON COLLEGE OF HEALTH PROFESSIONS

FALL, 2024

Date	Location	Event
Monday August 26	Hamilton Auditorium	MIRS Dept. Orientation
Monday August 26	Edison 1100	RSM 412 & N-95 Mask Fitting
Tuesday August 27	JAH M-24	MRI Program Orientation
Tuesday August 27	JAH M-24	MRI Safety Orientation
Wednesday August 28	Edison 1101	Body Mechanics Lab
Wednesday August 28	JAH M-24	RSM 411 – 1 <sup>st</sup> Class
Thursday August 29	TBD	MRI Clinical Site Orientation
Friday August 30	On-Campus	RSM 401 & 431 – 1 <sup>st</sup> Classes
Sunday September 1	Fall 2024	Last Day to Add Online
Monday September 2	Vacation	Labor Day
Tuesday September 3	On-Campus	RSM 400, 411 & 321
Wednesday September 4	Clinical Sites	1 <sup>st</sup> Clinical Day
Wednesday September 4	Online Registration	Last Day to Drop w/out “W”
TBD	TBD	Venipuncture Training Class
Monday October 7	Clinical Sites	Clinical Packet #1 Due
Wednesday October 9	Online Registration	Last Day Course Withdrawal
Monday November 4	Spring 2024	Online Registration Starts
Monday November 11	Clinical Sites	Clinical Packet #2 Due
Wed. – Fri. November 27-29	Vacation	Thanksgiving Break
Thursday December 12	Clinical Sites	Final Fall Clinical Day
Friday December 13	MIRS Department	Clinical Packet #3 Due
Friday December 13	MIRS Department	End of Fall Classes
Sat. – Mon. Dec. 14 – Jan. 1	Vacation	Winter Holidays

**SPRING, 2025**

Tuesday	January 2	On-Campus	Start of Spring Classes
Sunday	January 5	Spring 2024	Last Day to Add Online
Wednesday	January 8	Online Registration	Last Day to Drop w/out “W”
Monday	January 20	Vacation	MLK Day
Monday	February 3	Clinical Sites	Clinical Packet #1 Due
TBD	TBD	TBD	TeamSAFE – IPE Event
Sunday	February 16	Online Registration	Last Day Course Withdrawal
Mon. – Fri.	March 10-14	Vacation	Spring Break
Monday	March 17	Clinical Sites	Clinical Packet #2 Due
Monday	March 31	Online Registration	Summer & Fall 2025
Friday	April 25	MIRS Department	End of Spring Classes
Friday	April 25	MIRS Department	Clinical Packet #3 Due

**SUMMER, 2025**

Monday	April 28	Clinical Sites	Start of Summer Classes
Wednesday	May 7	Online Registration	Last Day to Drop w/out “W”
TBD	TBD	TBD	JCHP Commencement
Monday	May 26	Vacation	Memorial Day
Monday	June 2	Clinical Sites	Clinical Packet #1 Due
Wednesday	June 18	Summer 2025	Last Day Course Withdrawal
Friday	July 4	Vacation	Independence Day
Monday	July 7	Clinical Sites	Clinical Packet #2 Due
TBD	TBD	TBD	Class Day/Pinning Ceremony
Friday	August 15	MIRS Department	End of Summer Class/Finals
Friday	August 15	MIRS Department	Final Clinical Packet #3 Due
Sunday	August 31	University	Degree Conferral for Seniors