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Radiography - Bridge

STUDENT HANDBOOK

2022



- **Introduction**

This handbook applies to the Radiography - Bridge Program. Procedures specific to the program will be identified within.

The purpose of this handbook is to define the mission of the Radiography Program and to explain the procedures of the program.

This handbook, in conjunction with the Pima Medical Institute Academic Catalog: <http://pmi.edu/catalog/index.html> should make the transition to becoming a student rewarding.

The procedures in this handbook have been adopted so that the educational process is equitable and that each student has the opportunity to learn in a safe and congenial environment.

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● Radiography Program

A Career as a Radiologic Technologist

Radiologic technologists, better known as radiographers, are the medical personnel who perform diagnostic imaging examinations, including X-rays. Radiographers who perform imaging examinations are responsible for accurately positioning patients and ensuring that a quality diagnostic image is produced. They work closely with radiologists, the physicians who interpret medical images to either diagnose or rule out disease/injury. For the images to be interpreted correctly by the radiologist, the imaging examinations must be performed properly and competently by the imaging experts, the radiographer(s).

They may specialize in specific imaging techniques such as bone densitometry, cardiovascular-interventional radiography, computed tomography, mammography, magnetic resonance imaging, nuclear medicine, sonography or general diagnostic radiography. Hospitals are the primary employer of radiologic technologists, but a greater number of new jobs will be found in physicians' offices and diagnostic imaging centers.



Radiography - Bridge Program Description

As students in Pima Medical Institute's Radiography - Bridge program, you will learn the necessary skills to accurately position patients, ensuring that a quality diagnostic image is produced. You will also be educated in anatomy, examination techniques, equipment protocols, radiation safety, and basic patient care.

Job Outlook for Radiologic Technologist



The U.S. Bureau of Labor Statistics states that job opportunities for radiographers are expected to be favorable, and employment of radiologic technologists is expected to increase by about 9 percent through 2024, faster than average for all occupations.*

Note: Job opportunities will vary from state to state, and city to city. It is advisable for applicants to research the job opportunities in the area they expect to seek employment.

*Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, **Radiologic Technologists**, on the Internet at <http://www.bls.gov/ooh/healthcare/radiologic-technologists.htm>

● Radiography Bridge Program Mission Statement

It is the mission of our program to graduate students with the entry-level employment skills required of a Radiologic Technologist. Students will graduate to be successful radiographers who can safely and competently perform radiographic exams as specified by ARRT guidelines.

● Radiography Program Goals & Student Learning Outcomes

Goal 1: Students will demonstrate clinical competence.

SLO 1: Students will demonstrate technical and radiographic procedures skills.

SLO 2: Students will practice radiation safety in accordance with the ALARA principle.

Goal 2: Students will apply critical thinking skills in problem solving

SLO 3: Students will determine positioning and technical factors for uniquely challenging examinations.

SLO 4: Students will evaluate radiographic images for diagnostic quality

Goal 3: Students will communicate effectively.

SLO 5: Students will implement effective communication skills in writing.

SLO 6: Students will apply effective communication skills in the healthcare environment.

Course Outline and Calendar

The program is four semesters in length and takes approximately 5 semesters and 21 months to complete.

Radiography – Bridge Accreditation

This radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

The Joint Review Committee on Education in Radiologic Technology

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

The Joint Review Committee on Education in Radiologic Technology - www.JRCERT.org

Pursuant to the JRCERT Standard One, Objective 1.5, students shall be made aware of the JRCERT Standards for an Accredited Educational Program in Radiography and the avenue to pursue allegations of non-compliance with the standards.

Graduates are eligible to sit for the national certification examination administered by the [American Registry of Radiologic Technologists \(ARRT\)](#).

ARRT - 1255 Northland Drive, St. Paul, MN 55120 Phone: (651) 687-0048.

Note: Felony convictions, charges involving drugs or alcohol, charges regarding crimes against a minor, military court-martials, disciplinary actions taken by a state or federal regulatory authority or certification board, and honor code violations (a suspension, dismissal, or expulsion from an educational program attended in order to meet ARRT certification requirements) may affect a graduate's ability to sit for the ARRT certification examination or attain state licensure. Applicants to the program who have any of the above violations are encouraged to complete the ARRT Pre-ethics review (cost \$100) and provide documentation to the Radiography - Bridge Program Director stating that all violations have been resolved to the satisfaction of the ARRT. Regardless of any documentation provided, acceptance into the radiography program is dependent on successfully meeting the admissions and acceptance requirements.

After successful completion of this exam, the individual will be a Registered Radiologic Technologist R.T. (R). In addition, most states also require state licensure in order to practice. For more licensure information on a particular state refer to information from the [American Society of Radiologic Technologists \(ASRT\)](#).

● Texas State Licensure

To work as a registered radiographer within Texas, you are required to hold a valid license granted by the Texas state. The Texas Medical Board is responsible for the Medical Radiographer Technologist licenses. Potential Graduates are encouraged to apply for their Texas license 3 months before graduation. Graduates are required to submit the following:

- Texas Medical Board online application
- Fingerprints
- National Practitioner Databank/Health Integrity Data Bank Self-Query Response
- Certified Transcript from Program or a letter of Graduation from the Program Director
- Proof of Identify – copy of birth certificate or passport

Texas Licensure is in two stages, Pre-licensure where all the documents are collected. Once all the required documents are obtained, the application is processed. A licensure analyst will be assigned to each Graduate, who will be in contact with the Graduate by email or mail. Be sure to respond quickly with any requests.

● Key Personnel

Radiography - Bridge Program Director

Paula Dietz MSRS RT(R)(M)

520-759-5808 office

pdietz@pmi.edu

Radiography - Bridge Clinical Coordinator

Donna Steele M.Ed., RT (R)(M)

520-429-7280 office

dsteele@pmi.edu

Radiography – Bridge Associate Program Director

Dr. Theresa Roberts-Hollaway PsyD, RT(R)(MR)

520-283-4982 office

troberts@pmi.edu

Faculty instructors may be reached via Pima Medical Institute email through your Blackboard courses.

● Student Holidays and Vacations

The students at Pima Medical Institute have been assigned vacation time by the school. This vacation time is scheduled so that students can receive breaks from their training at times that are most beneficial to the students and the school. The students receive a one-week break between each semester.

Consistent with the JRCERT Standard Four, Objective 4.4 – Programs may permit students to make up clinical time during term or scheduled breaks; however, they may not be assigned to clinical settings on holidays that are observed by the sponsoring institution.

The students at Pima Medical Institute are off on all holidays recognized by the institution, as stated in the Academic Catalog.

The following are the holidays observed:	
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Thanksgiving Day	4 th Thursday in November
Veterans Day	4 th Friday in November
Winter Break	Dates will be announced
Martin Luther King Jr. Day	3 rd Monday in January

● Admissions Program Procedures

The application procedure for the Radiography – Bridge Program is as follows:

Step 1: The inquiring applicant is directed to one of our Online Admissions Advisors and the program details are discussed and a brief interview conducted to determine basic eligibility into the program. Applicants must be experienced in five of the eight categories listed below. Experience must be verified by an ARRT registered technologist, supervising physician, or other suitable representative.

- Head
- Chest
- Upper Extremities
- Mobile (bedside or surgical)
- Spine
- Fluoroscopy
- Lower Extremities
- Bony Thorax

Step 2: Once initial eligibility is determined; screened applicants are then set up for the Wonderlic Scholastic Entrance Level Exam (SLE) and Math Admissions Test. The applicant is sent test directions via email and confirmation of receipt is required before the applicant can begin the assessment.

Step 3: Clinical Assessment Interview

Knowledge assessment will be conducted with the Clinical Director by phone to gauge current level of experience in radiography and readiness for the accelerated academics of the Rad-Bridge program.

Step 4: Smarter Measures Proctored Reading and Writing Assessment

The applicant will have 48 hours after finishing the clinical assessment interview to complete Smarter Measures testing. The web link and password will be emailed to the applicant. Two Smarter Measures tests will be required: Reading Comprehension and Writing. The tests have a 90-minute limit and must be done in one sitting. The applicant will need to show ID to prove their identification and the applicant will be recorded during the testing session.

Step 5: Scored Interview with Program Director and a Faculty member.

This will be a formal phone interview to assess prior academic background and dedication to degree completion

● Entrance Exams

Wonderlic Test

- Applicants for degree programs are required to take the Wonderlic SLE and receive the minimum scores indicated on separate Wonderlic Cut Score Matrix. Exceptions to standard cut scores require signed authorization from the Corporate Director of Education. The minimum score for Radiography is 20.
- The use of a calculator is not allowed
- Time limit of 12 minutes; time limit can only be waived if a learning disability can be documented
- The test can be taken up to 4 times using a different version for each attempt
- SLE versions must be given in the following order: T-51, T-71, Form IV, and Form V
- All attempts are scored using the same scoring guidelines. The highest score achieved is used to determine if the standard cut score is met

Math Admission Test

- Applicants for degree programs are required to take a Math Admission Test and receive a minimum of 80% (24 out of 30 correct)
- The use of a calculator is allowed
- No time limits
- The test can be taken up to 3 times using a different version for each attempt; it is suggested applicants wait 24 hours between testing sessions
- A math refresher course or Math Self-Help Guide is available

Acceptance in to the Program

Procedure

After interviews are conducted, students will be either accepted or not accepted.

A. Acceptance criteria:

1. Completed admissions documentation
 - a. Documentation includes: Government issued ID, completed application sheet, program
2. Application, verification of high school education, and completed enrollment agreement.
3. Successful completion of pre-admissions testing
4. Submission of college transcripts (Official transcripts must be submitted within one week of starting the program.)
 - a. Up to 100% of required credits may be derived from professional experience.
5. Appropriate prior clinical experience
6. Successful Interview with program faculty
7. Timely completion of online orientation
8. Completed background check (must be submitted before beginning classes)

Note: The number of applicants accepted is based on the number of seats available in the program. If the program is filled, applicants have the opportunity to be placed on an alternate list.

B. Not Accepted

1. Applicants not meeting acceptance criteria into the program will be notified by their admissions advisor or program official.

● Attendance - Didactic Courses

Procedure

Students in the Radiography - Bridge Program must follow these steps:

Online classes at Pima Medical Institute are conducted asynchronously. This means you are not required to be online at any set time. Online class attendance is recorded based on classroom activity such as submitting an assignment, taking a quiz, posting to a discussion board, etc. Simply logging in to a course does not constitute attendance. There must be activity. If no activity is recorded within 14-day period students will be terminated.

Failed Courses

Please read the Program Progression Policy.

Students who return to repeat a semester for any reason must start from the beginning of the semester and not from the point at which the student dropped.

● Attendance - Clinical Externship 252 Hours

Procedure

- Students enrolled in RAD 256 Clinical Externship IV are expected to complete seven consecutive 36-hour weeks for a total of 252 externship hours; all hours must be documented to receive a passing grade for each externship semester
- Combined didactic hours and scheduled externship hours may not exceed 10 hours per day, and students must take at least a 30-minute meal break. Meal breaks do not count toward clinical hours.
- Students may not be assigned to externship settings on holidays observed by Pima Medical Institute
- Students must plan to be available for the entire length of the program's scheduled externship semester
- Students may not exchange scheduled externship hours for time during semester breaks, nor work extra hours during a week in order to complete the externship rotation early
- Students may not change externship hours without prior approval of the Clinical Instructor and either the Clinical Director or the Program Director
- If a student voluntarily chooses to work more than 10 hours per day or 40 hours per week, prior to the start of the clinical assignment they must seek approval by the Clinical Director and submit the appropriate form

Attendance

- Students are required to call both the Clinical Director and the Clinical Instructor at the healthcare facility prior to the required start time if they will be absent, late or must depart early
- All absence time, including late arrivals and early departures, regardless of reason, is recorded and becomes part of the student record
- All missed externship hours must be made up or students will not be eligible to complete the program
- All make up hours for externship must be arranged with the Clinical Director
- With the permission of the Clinical Director and Clinical Instructor, students may be allowed to make up externship time during term or scheduled breaks

Prolonged Absence

- The student is required to notify the Clinical Director prior to a prolonged absence
- Prolonged absence will be granted by the Clinical Director on a case by case basis; however, students are required to complete the clinical portion of the semester within the time frame defined in the Pima Medical Institute Absence policy:
- Students absent for fourteen (14) consecutive calendar days (including weekend and holidays) from the last date of academically related activities, including externships, will be terminated
- Any student unable to meet the above requirements may be required to withdraw from the program and apply for re-entry when they are ready to return. See the re-application/re-enrollment policy for more information.

Communicable Disease and Infection Control

Radiography - Bridge students are not to report to campus or a clinical site with contagious communicable diseases such as mumps, chicken pox, measles, influenza, and strep throat. Students who have been diagnosed as having a communicable disease are to notify the program or clinical director. The student will not report to campus or clinic until a signed statement from their physician is given to the Program or Clinical Director, which states they are no longer contagious.

● Dress Code

Procedure

Students in the Radiography - Bridge Program must follow these steps:

1. Appearance and grooming should always be at a professional level. The school ID and medical facility ID badge (if required), and dosimeter badge (if student is in semesters of clinical rotation) must be worn at all times. These items will identify you as a student and are for your protection. If you are not wearing the radiation dosimeter, you will be sent home by the Clinical Instructor and expected to make up the time missed.
2. Facial piercing to include tongue piercing should not be visible and artificial or exceedingly long fingernails are not allowed, per OSHA regulations. Fingernails must not be longer than 1/4" from the tip of the finger. Gauges need to be covered with a flesh-colored disc.
3. Jewelry should be limited to one watch and only wedding or engagement rings are acceptable. Bracelets are not permitted, unless it is a medical alert bracelet. Necklaces and chains should be limited to 2, medium to small in size, and worn under scrub top.
4. Hair color must resemble natural color, fluorescent hair color including blue, pink, purple, or green is not acceptable.
5. Facial hair (mustache, goatee, beard etc.) must be kept neat and trim, otherwise the face should be clean shaven daily.
6. Students must wear scrubs deemed appropriate by their clinical site. Cleavage, abdomen/mid-section, and body parts/clothing below the waist should not be visible.
7. Shoes are to be clean and neat. Shoes are to be closed, solid white or neutral in color and soft soled. Examples of unacceptable shoes include canvas, sandals or flip flops, crocs, slippers, open toed or sling back styles. NO solid neon colored shoes will be permitted.
8. Hats and head coverings of any sort are not allowed at any time. An exception is made for religious head coverings.
9. As per OSHA regulations, students can only wear post type earrings; any other hoop style or large earrings are not acceptable. Only one pair of earrings per ear lobe may be worn. Gauges should be covered by a flesh-colored disc.
10. Scrubs provided by the hospital are intended to be worn only in the surgical suite(s) or other situations where personal scrubs are not permitted.
11. Students should not use any scented products (e.g. scented perfumes, colognes, hairspray, powder or lotions). These may aggravate allergic conditions or cause discomfort to patients, visitors and/or fellow employees/students.
12. Short or long sleeve shirts may be worn under scrub tops, if permitted by the clinical site. They must be a solid color in white, black, or navy blue only. Short sleeves should not extend more than 1 inch below the hem of the scrub top sleeve, and shirt tails should not extend more than 1 inch below the bottom hem of the scrub top. White lab coats may be worn in clinicals.

● Testing and Assignments

Procedure

- All assigned course content, including tests and quizzes, shall be taken by the due date and time. Late submissions will be accepted according to the following rules:
 - Written assignments and quizzes will be accepted late up to 48 hours. If you are 1-24 hours late, you will receive a penalty of 10% deduction. If you are 25-48 hours late, you will receive a penalty of 20% deduction. Submissions past 48 hours will receive a zero score.
 - Final assignments will be accepted late up to 24 hours. If you are 1-24 hours late, you will receive a penalty of 10% deduction. Submissions past 24 hours will receive a zero score.
 - Discussion board assignments and some auto-graded assignments are exempt from this policy. Deductions for those assignments are detailed in the assignment rubrics or in the course itself. It is important to note that there is no credit granted for discussion posts made after the final day of the discussion.
- Late penalties may be waived if you can provide documentation of extenuating circumstances, such as a medical emergency, natural disaster, or a bereavement of an immediate family member.
- Extra credit is not offered in any course.

The weighting of examination scores is described in the syllabus for each course.

Grading		
Grade	Standing	Percentage
A	Excellent	93-100%
B	Good	85-92%
C	Average	77-84%
F	Failing	76% or lower

Procedures

- The curriculum sequence is defined in the Radiography - Bridge Program Outline, which is provided to all students, faculty and administrators via the Pima Medical Institute Academic Catalog and the Radiography - Bridge Student Handbook
- The student must pass all required prerequisite courses, as specified in the catalog
- Passing lab skills and/or competencies are required in order to pass respective RAD designated courses (technical core courses)
- Students must proceed through RAD designated courses by passing all courses with a minimum of 77% earned in each course
- Opportunities to repeat a course are limited and in order to continue in the program the student may be required to take a leave of absence until the student can be reassigned into a new cohort of Pima Medical Institute students. If no opportunity exists, the student may be required to withdraw and re-apply/re-enroll in the program. Space availability is limited
- All coursework in the curriculum must be successfully completed with a 77% or greater in order to qualify for graduation

● Program Re-application / Re-enrollment

Procedure

1. Initial Procedures

- Re-application/re-enrollment is limited by availability of student openings in the program
- A student who has been terminated from or withdrawn from the program is required to submit a letter of intent to the Program Director prior to re-application/re-enrollment in the Radiography program
- The letter must include a written plan detailing how the student has addressed the issues which led to the termination or withdrawal from the Radiography program
- The Program Director will review the letter and request Radiography faculty input
- The Program Director will submit and present the candidate's request to the Online Education Director and/or designated committee

2. Procedures Pertaining to Request of Withdrawn Student for Re-enrollment

- Upon re-application, the Program Director will reach a decision which may include: approved to re-enroll, approved to re-enroll upon specific conditions to be met, or denied re-enrollment

3. Procedures Pertaining to Terminated Student's Request

- The Program Director and/or committee will review the candidate's request and all supporting documentation including, but not limited to the candidate's academic file and transcripts
- The Program Director and/or committee will reach a decision which may include: approved upon specific conditions to be met or denied re-enrollment
- If a candidate is granted re-enrollment upon specific conditions to be met, the specific conditions must be acknowledged and signed by the candidate, the Program Director and the Online Education Director and/or designated committee

Additional Procedures

- After receiving approval to re-enroll upon specified conditions, the student must meet with an admissions representative and financial aid to update paperwork and review programmatic changes. At this time, a new enrollment agreement will be signed
- Pima Medical Institute courses with the same course number expire three (3) years from the course end date
- If re-enrolled, the student must complete all requirements of the current curriculum prior to graduation
- Upon re-enrollment or re-entry, the student may be required to demonstrate lab skill competencies from designated courses (technical courses) he/she received credit for during past enrollment. These laboratory skill competencies must be passed prior to the student participating in a Clinical Externship
- Upon re-enrollment or re-entry, the student may be required to repeat/redo clinical externship competencies; dependent on the length of time from original completion date, this includes mandatory, elective and patient care competencies
- Students may be required to audit previously completed courses as defined by the Program Director

● **Complaints and Grievances**

Procedure

Students in the Radiography - Bridge Program must follow these steps for **complaints**:

- The student shall submit a written statement describing the problem to either the Clinical Coordinator or Program Director within 7 days of a specific incident. If the problem is primarily related to clinical training the request shall be submitted to the Clinical Coordinator
- If a problem primarily related to clinical training cannot be resolved by the Clinical Coordinator within 10 business days, the student shall contact and request to meet with the Program Director
- The Program Director or designee will meet with the student within 10 business days of being contacted by the student
- If the problem is not resolved within 10 business days, the student shall contact and request to meet with the Online Education Director
- The Online Education Director or designee shall meet with the student within 10 business days of being contacted by the student
- Correspondence between parties may be through voice-to-voice or email exchange

If a problem cannot be solved by program faculty, students in the Radiography – Bridge Program must follow these steps to file a **formal grievance**:

- a. Student must submit the substance of the grievance in written form to the campus director, associate director, or the Pima Medical Institute Title IX Coordinator, Liby Lentz, at TitleIXCoordinator@pmi.edu
- b. An appointment will be made to meet with the campus director, associate director, or Title IX coordinator
- c. The campus director, associate director or Title IX coordinator will respond to the complaint within 10 working days of the meeting

- d. If the grievance is still unresolved after meeting with one of the above-named individuals, the student may telephone or write the CEO, Andy Andress, at 888-412-7462 or 40 N Swan Road, Suite 100, Tucson AZ 85711. The student must submit the substance of the grievance in written form to the CEO
- e. The CEO will respond to the written complaint within 30 days of receipt, if possible. The CEO or representative will conduct an impartial investigation that will include a review of relevant documents. The complainant will have an opportunity to provide relevant information and evidence prior to the investigation
- f. During or after the investigation, at the request of the complainant, Pima Medical Institute will consider various options to protect the complainant as appropriate, including but not limited to:
 - A no-contact order (complainant may go to local law enforcement)
 - health and mental services
 - academic support
 - opportunity to retake the class
 - withdraw without penalty
- g. Further, Pima Medical Institute states that retaliation is absolutely forbidden and will discipline any person engaging in retaliatory conduct
- h. If an actual hearing is convened at the request of the CEO, then both parties will have access to all the evidence at least 10 days before the hearing
- i. One or both parties may be represented by a duly licensed attorney at the hearing
- j. However, the formal rules of evidence shall not apply. Cross examination of the parties may only be done by a party's attorney. No party to the hearing shall directly cross-examine another party
- k. Documentation will be kept of all steps of the process by the Title IX coordinator
- l. Pima Medical Institute will take all necessary steps to train the investigators, Title IX coordinator, adjudicators, etc., on the applicable laws and these procedures
- m. Once the outcome of the complaint or grievance has been determined, written correspondence will be provided to all parties involved as assurance that corrective measures will be taken to prevent reoccurrence of a complaint related to discrimination of any kind
- n. If the investigation determines that discrimination has occurred, corrective action will be taken, including consequences imposed on the individual found to have engaged in the discriminatory conduct, individual remedies offered or provided to the subject of the complaint, and/or staff or student training or other systemic remedies as necessary to eliminate discrimination and prevent it from reoccurring
- o. If the complaint cannot be resolved after exhausting Pima Medical Institute's grievance procedure, the students may file a complaint with the appropriate state or accrediting agency listed in this catalog. Each agency has specific procedures for filing a grievance. Student is advised to contact the agency directly to ensure proper filing of concern
- p. There shall be no conflict of interest or the appearance of a conflict of interest during any stage of the grievance process
- q. If the investigation will take longer than 30 days, all parties will be kept apprised of the steps being taken

- r. Sanctions can range from a written reprimand to expulsion from the school in the case of a student, or termination from employment in the case of an employee, depending on the nature and severity of the charges
- s. Pima Medical Institute will keep the student's identity confidential as much as possible. However, it may be necessary to release the student's name to the accused in order to fully investigate the grievance or charge
- t. Evidence of past relationships will not be allowed as evidence in this process

● Student Expectations

As a student in the Radiography - Bridge program at Pima Medical Institute, you are a member of an academic community. The benefits of this community come in many forms, such as critical communication with faculty, collaborative learning with peers and access to support services. While the program faculty and staff are here to facilitate this experience, you are expected to play an active role in your educational journey.

The Radiography - Bridge Program's courses are based on interactive teaching, learning, and communication. Faculty and students actively contribute to one another's learning through effective communication and collaborative learning. In order to take full advantage of the experiences the program offers, students are expected to manage their academic progress with support and guidance from faculty. To acquire knowledge and build skills, students are expected to:

- Read and become familiar with the course syllabus and expectations
- Keep up with assignments and readings
- Ask for clarification about material or course expectations
- Analyze assigned readings and offer thoughtful interpretations
- Respond to communication from faculty in a timely manner
- Engage other learners by sharing thoughts, ideas, and individual perspectives in discussion boards
- Be respectful of the diverse perspectives of others and refrain from making inappropriate comments in course discussions and personal interactions
- The dress code shall be followed at all times during clinical externship

Ensure an effective study environment. Before logging into the classroom to study, make sure you are in a quiet location with minimum distractions. Ways to ensure an effective study environment include: (1) minimize distractions, (2) notify family and friends of your time set for studying.

Academic Honesty

Students are expected to be the sole authors of their work. The disciplinary consequences of cheating, plagiarism, falsification of records, and other forms of dishonesty include but are not limited to non-acceptance of work submitted (an opportunity to resubmit work may be given at the discretion of the instructor), a failing grade on the assignment, a failing grade in the course, written warning, and termination from the program.

Maintaining the Integrity of Online Courses

Before beginning the program, students will be given a secure log-in to the Blackboard learning management system. It is expected that each student will be the only person accessing information and courses within Blackboard. It is further expected that all course items such as discussion boards, assignments, and exams are accessed and completed only by the student. Students must not share their log-in information with any other person. Any violation of this policy will be considered a violation of academic honesty and subject to the same disciplinary consequences: a failing grade on the assignment/test, a failing grade in the course, written warning, and termination from the program

Plagiarism

Plagiarism is presenting someone else's ideas or work as your own. Plagiarism includes not only copying verbatim, but also rephrasing the ideas of another without properly acknowledging the source. Students must take great care to distinguish their own ideas and language from information acquired from outside sources. Sources include published primary and secondary materials, electronic media, and information and opinions gained through other people.

Code of Conduct

Pima Medical Institute's students are expected to conduct themselves in a manner guided by mutual respect, honesty, and ethical behavior as part of their academic development. Conduct that infringes on the quality of another individual's educational experience is not acceptable. Violations of the following can result in formal conduct warnings, probation, or termination from the program.

Unethical Conduct

Unethical conduct includes but is not limited to lying, cheating, derogatory comments, plagiarism, and falsifying documents. This applies to communication, behavior, messages, online postings toward faculty, peers, other students, clinicians, patients, or anyone else connected with the program and/or school.

Disruptive Conduct

Disruptive conduct is engaging or participating in an activity that interferes with learning. Examples of disruptive conduct include, but are not limited to:

1. Threatening or belligerent language, posturing, physical acts, or gestures;
2. Vulgar or offensive language or gestures;
3. Bullying or intimidation;
4. Lewd or indecent language or behavior;
5. Inciting others to engage in disruptive conduct

This list of examples of disruptive conduct is not exhaustive, and the Radiography - Bridge Program faculty reserves the right to determine whether behavior constitutes disruptive conduct on a case-by-case basis.

Student Rights and Responsibilities

You have the right to:

- Receive professional service and be treated in a respectful manner
- Request and gain access to your academic and clinical records
- Request disability accommodations

Harassment

It is the practice at Pima Medical Institute to ensure that employees, students, and outside vendors enjoy an environment that is based upon mutual respect, trust, and dignity. Pima Medical Institute is committed to providing a learning environment that is free of harassment. Harassment of any kind will not be tolerated and includes the following:

- a. Actions, words, jokes, or comments based on an individual's gender, race, ethnicity, age, religion, disability, or any other protected status,
- b. Actions intended to intimidate or cause fear; and
- c. Any form of unwelcome behavior of a sexual nature including verbal, nonverbal, written, and physical actions.

An individual who has reason to believe that he or she is the victim of sexual or another form of harassment should immediately report the incident to his or her Campus Director or Associate Campus Director in written form. An investigation will be initiated no later than five working days and corrective action taken when warranted. No action will be taken against those reporting harassments, regardless of the investigation's outcome. Those found to be engaging in any form of harassment will be subject to termination.

Technical Standards

Successful completion of the Radiography program at Pima Medical Institute requires that the graduate demonstrates the knowledge, skills, professionalism, work ethic, and other applicable skills and behaviors necessary to safely and competently deliver patient care. Accordingly, applicants and matriculating students must be aware that certain technical standards are required to fulfill the job duties of a radiographer.

Essential Skills for the Radiographer

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National Center for O*NET Development. 29-2034.00 - Radiologic Technologists. O*NET OnLine. Retrieved May 2, 2019, from <https://www.onetonline.org/link/summary/29-2034.00>

Communication (oral and written comprehension, expression)

- Explain procedures to patients/ family and gather patient information
- Talk to others to convey information effectively, listen and understand information and ideas presented through spoken words and sentences
- Document patient encounter, including data collection, patient status, observations, etc.
- The ability to read and understand information presented in writing, such as medical records

Observation / Equipment Operation / Physical Activity (near vision, visual discrimination, perception, fine motor skills, gross motor skills, trunk strength, and touch)

- Check quality of diagnostic images, visual color discrimination, identify images and data on monitors
- Monitor patient during treatments, procedures, or activities, assess response
- Detect changes in circumstances or events; recognizing similarities and differences
- Verify equipment is in correct working order
- Maintain medical equipment or instruments
- Position patients for treatment or examination
- Assist patients with hygiene or daily living activities; use abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing
- Ability to exert maximum muscle force to lift, push, pull, or carry objects

Cognition (social perceptiveness, critical thinking, judgment and decision making, complex problem solving)

- Check quality of diagnostic images
- Operate diagnostic imaging equipment
- Being aware of others' reactions and understanding why they react as they do
- Ability to arrange things or actions in a certain order or pattern

● Radiation Safety Policy

OSHA and other pertinent safety guidelines are followed regarding radiation safety in the classroom and on externship. Personnel Whole Body Radiation Dosimeters for radiation monitoring are furnished for Radiography students. The dosimeter is to be worn at all times, and is monitored on a regular basis. The Radiation Safety Office (RSO) and the Radiography Program Director review compliance and monitor radiation exposure.

Procedure

Radiation Monitoring

1. Personal Radiation Dosimeters for radiation monitoring are furnished for Radiography faculty.
2. Personal Radiation Dosimeters for radiation monitoring are furnished for Radiography students and are to be part of their uniform; students must follow these guidelines / requirements:
 - a. The dosimeter must be worn during all exposure activities
 - b. The dosimeter is to be worn at all times while at the clinical externship site
 - c. Dosimetry reports will be distributed quarterly, or in the case of declared-pregnant students, monthly
 - d. The RSO and/or the program director will review the dosimetry report and within thirty (30) school days of report receipt will distribute it for review by students and faculty members
 - e. Social Security Numbers and birthdates are removed from the report prior to the distribution of the report

ALARA Program For Student Exposure Limits

- The following levels of exposure for the ALARA program have been established and are listed below.

Region	Level I	Level II
Whole body (quarterly)	125 mrem (1.25mSv)	250 mrem (2.5mSv)
Pregnancy monitor (monthly)	12.5 mrem (0.125mSv)	25 mrem (0.25mSv)

- If a student exceeds the Level I exposure limit in a quarter (or month for the declared-pregnant student):
 - The student will receive verbal advising of that exposure by the Radiation Safety Officer or program director
 - The verbal advisement will be documented and placed in the student file
- If a student exceeds the Level II exposure limit in a quarter (or month for the declared-pregnant student):
 - The Radiation Safety Officer will meet with the student to determine the cause of the high exposure

Excessive Radiation Exposure

- The Radiation Safety Officer will monitor all dosimetry reports.
- If a student's dosimeter reading exceeds the limit, the Radiation Safety Officer will investigate the causes for the excessive exposure reading.
- The investigation may include interviews with the student, the student's clinical instructor, the clinical education facility supervisor, the clinical director and/or other relevant individuals.
- Previous exposure readings for the student and any other applicable personnel will be evaluated.
- The objective of the investigation is to learn why the student received the excessive exposure and to determine what type of corrective action may be required.
- A report of the information obtained from the interviews, other sources, and subsequent recommendations will indicate the corrective action.
- The corrective action will be implemented and the results of the investigation and corrective action will be placed in the student's file.

Radiation Safety Procedures for the Declared-Pregnant Student

- The following prescribed radiation safety procedures must be followed:
 - Continue to wear your whole-body dosimeter on the outside of your collar
 - Wear a second dosimeter (fetal dosimeter), at the waist level
 - If wearing a lead apron, the fetal dosimeter should be worn under the apron at the waist level
 - When performing fluoroscopy or portable exams, wear a wrap-around apron. In the event this type of apron is not available, wear a full apron anterior, and a half apron to cover the posterior aspect of the body

- e. Maintain the maximum distance possible between yourself, the x-ray tube and the patient
- f. Turn in the fetal dosimeter monthly
- g. Review the monthly fetal dosimeter exposure reading with the Radiation Safety Officer or program director

Joint Review Committee on Education in Radiologic Technology Compliance:

To demonstrate compliance with JRCERT Standard Five, students enrolled in the Radiography - Bridge Program may at no time hold patients or Image Receptors during a radiologic examination when ionizing radiation is being utilized. This policy is in place to assure the health and safety of students and guard them from unnecessary exposure to ionizing radiation when the exposure button is activated.

● **MRI Safety Policy**

Procedure

Education

1. Students are provided with information concerning MRI and safety concerns associated with MRI and radiofrequency systems.
 - a. The “missile effect” refers to the capability of the fringe field of the static main magnetic field to attract ferromagnetic objects into the MR system with considerable force.
 - b. These objects effectively become missiles that fly into the bore (center hole) of the MRI magnet and pose significant risk to the patient and personnel and anyone in the path of the ferromagnetic object being attracted.
2. Prior to entering the MRI environment, all metallic objects should be removed.
 - a. See the waiver for a list of common objects that are representative, but not inclusive of all possible objects of concern.
3. Prior to the first externship rotation, students are counseled on the safety considerations of MRI, with discussion to include the effects of MRI on any metals and related products present in the patient, healthcare worker and medical devices and equipment that may accompany the patient.
4. The following reading material is made available to students and to faculty:
 - a. “Magnetic Resonance Imaging” from Merrill’s Atlas of Radiographic Positioning and Procedures, Elsevier.
5. The FDA website provides information on safety considerations for patients and healthcare workers in the use of MRI.
 - a. Students can access this website for more information or request this information from the program director or clinical director.

Screening

1. Students are provided with information concerning MRI and given the opportunity to ask questions.
2. Students are provided with a screening/disclosure form which must be completed before externship attendance.
3. Some of the questions asked of the students include, but are not limited to, details concerning:
 - a. any type of operation that involved the use of screws, surgical clips, or any kind of prosthetic devices or surgical implants
 - b. related surgical procedures and approximate dates related to any operations
 - c. working on tasks related to the fabrication or alteration of metal products (as machinist, grinder, welder or similar)
 - d. any injury to the eye related to a metal object
 - e. any injury from a metallic foreign body (bullet, BB, shrapnel, etc.)
 - f. permanent coloring technique (i.e. tattooing) applied to any part of the body, including eyeliner, lip liner, surgical markers, or decorative designs
4. Students are responsible for accurate disclosure of information.
5. Information on the screening/disclosure form includes a list of some of the many metallic objects that are not permitted in the MRI environment.
6. Students sign that they have read and understood the information presented in the MRI screening form.
7. The program director and/or clinical director will discuss the information provided by the student on the form.
 - a. Depending upon information listed on the form, students may be permitted or restricted from entering the MRI environment during clinical externship
8. Students are required to notify the program should their present screening status change at any time during the program and will be required to complete a new screening form.

Procedures prior to entering an MRI Environment

1. The Magnetic Resonance Imaging System magnet is always on and precautions must be respected prior to the entry of staff, patients and equipment in that environment.
2. No standard oxygen tanks, wheelchairs or gurneys are ever permitted into the MRI environment.
3. Prior to entering the MRI environment, all metallic objects should be removed from patients and members of the healthcare team. Those objects include, but are not limited to the following:
 - a. hearing aids
 - b. beepers
 - c. cell phones
 - d. keys
 - e. eyeglasses
 - f. hair pins & barrettes
 - g. jewelry, including all body piercings
 - h. watch

- i. safety pins, paperclips
 - j. money clips, credit cards, bank cards and other magnetic strip cards
 - k. coins
 - l. small tools such as pocket knives or nail clippers
 - m. pens
 - n. steel-toed boots or shoes
4. If the student has any questions or concerns, they should be brought to the attention of the MRI Technologist or Radiologist prior to entering the MRI environment

● Pregnancy Policy

Procedure

Informed Consent

1. Prior to participating in the program, Radiography students are informed of the potential health risks associated with participation in the program during pregnancy.
2. Radiography students sign the Pregnancy Health Awareness Form prior to participating in the program.
3. Written disclosure of pregnancy to Pima Medical Institute school officials is voluntary.
4. Voluntary disclosure of pregnancy provides the student with three options:
 - a. Option One: To waive liability, choose not to voluntarily withdraw from the program, and opt to not be assigned to participate in fluoroscopy
 - b. Option Two: To waive liability, choose not to voluntarily withdraw from the program, and opt to participate in all procedures, including fluoroscopy
 - c. Option Three: To temporarily withdraw from the program if and when the pregnancy interferes with her education
5. Following a written disclosure of pregnancy, students also have the option to submit a written withdrawal of their declaration of pregnancy.
6. The following document is made available to students and faculty:
 - a. The US Nuclear Regulatory Commission Technical Bulletin: “Instruction Concerning Prenatal Radiation Exposure”
7. The following reading material is made available to students and faculty:
 - a. Pregnant Technologist/ Radiologist, from Bushong, S., Radiologic Science for Technologists, Physics, Biology and Protection. Elsevier

Clinical Education

1. The Pima Medical Institute Radiography Clinical Director will make every effort to place the student at an available clinical site.

Withdraw from the Program and Graduation Requirements

1. Students who are pregnant maintain the right to withdraw from the Radiography program at any time during their pregnancy.
2. Students who withdraw after the completion of a semester may re-enroll for the subsequent semester the next time classes are offered, and students are advised to meet with the financial aid officers to determine the effect a withdrawal will have on financial aid status.
3. Students who choose to withdraw partway through a semester will not receive credit for those classes and will have to reenroll the next time the classes are offered.
4. Students must satisfactorily complete all classroom and externship credits necessary to fulfill the program requirements.
5. Students must demonstrate all essential skills and competencies as set forth by the Radiography program in order to complete program coursework with a passing grade. During a pregnancy, students may not be able to complete all skills/competencies required, which may delay graduation.

Radiation Safety Procedures for the Declared-Pregnant Student

1. The following prescribed radiation safety procedures must be followed:
 - a. Continue to wear your whole-body dosimeter on the outside of your collar.
 - b. Wear a second dosimeter (fetal badge), at the waist level.
 - c. If wearing a lead apron, the fetal badge should be worn under the apron at the waist level.
 - d. When performing fluoroscopy or portable exams, wear a wrap-around apron; if this type of apron is not available, wear a full apron as usual and a half-apron posterior.
 - e. Maintain the maximum distance possible between yourself, the x-ray tube and the patient.
 - f. Turn in the fetal dosimeter monthly.
 - g. Review and sign the monthly fetal dosimeter exposure reading with the Radiation Safety Officer.

● Program Online Courses and Resources

For all online courses, students must have access outside the campus setting to a computer with the appropriate system specifications. In order to determine if your computer meets these requirements, visit the [online student center](#) and use the [system check](#) located under the resources to examine your system.

Please note – You will need access to a computer with a microphone and webcam that meets the system requirements for HESI (Windows and MAC) and ProctorU which are used in the final semester.

Library

Access to Pima Medical Institute's online library is accessed through Blackboard. URL: www.online.pmi.edu

Tutoring

The Radiography - Bridge Program instructors are always willing to assist with tutoring. Please contact instructors for availability. If an instructor is unable to accommodate tutoring, please contact the Program Director.

Program Requirements

The Radiography-Bridge Program will collect the following information from students to be shared with their clinical sites. Please note - Students who fail to provide proof of medical insurance, proof of immunizations or a titer showing positive immunity, proof of a current TB test/CXR, or valid prescription to explain positive drug screen results may not attend clinical externship. This may result in a withdrawal or termination from the program.

Note: May include, but is not limited to the following:

- Proof of medical insurance
- Copy of immunizations
- TB test/CXR results
- Proof of Influenza vaccination
- Urine drug screen results
- Proof of CPR certification
- Background check
- Signed notifications and agreements
- Physical examination results (if requested by the facility)

1. Medical Insurance:

No medical insurance is offered by Pima Medical Institute but is required for clinical externships. Students who are injured while at their clinical extern site and require medical attention may do so at their expense using their own medical insurance. Proof of medical insurance must be provided to the Clinical Director upon request and before clinical externship.

2. Immunizations:

No immunizations are offered by Pima Medical Institute but are required for clinical externships. Proof of immunization must be provided to the Clinical Director upon request and before clinical externship.

- MMR (Measles, Mumps, Rubella) – evidence of 2 immunizations or a titer
- Varicella (Chicken Pox) – evidence of 2 immunizations or a titer
- TDaP (Tetanus, Diphtheria, Pertussis) – evidence of an immunization given in the last 10 years.
- Hepatitis B - evidence of 3 immunization series or a titer.

Many clinical sites now require the Covid-19 Vaccine, it cannot be guaranteed that a site will be provided that does not require the Covid-19 Vaccine. Failure to comply with a clinical site's protocol for accepting students may result in loss of a clinical seat and withdrawal or termination from the program.

3. Tuberculosis Testing:

Students will be required to have a current annual test for exposure to tuberculosis (TB test/CXR).

Students who work in a facility that requires annual TB tests/CXR may provide copies of these results from their employer to fulfill the requirement. Current TB documentation must be provided to the Clinical Director upon request and before clinical externship.

4. Influenza Vaccinations:

Students may be required to get a seasonal flu shot prior to starting their clinical externship. The flu vaccine needs to be within 12 months of the extern start date. The cost of the flu vaccine will be at the expense of the student.

5. Urine Drug Screen:

Students will be required to submit to an initial 10-panel urine drug screen 30 days before starting their clinical rotation. The cost of drug screens will be at the expense of the student. Results of drug screens will be reviewed by the Program and Clinical Director and used as a factor to determine eligibility to attend clinical externship. All positive results will be discussed with the student, at which time the student will be required to provide valid proof of a current prescription to explain the positive results. Students will also be required to submit to random urine drug screens if requested anytime throughout the subsequent semesters by either the Radiography Program Director or clinical affiliate. Students who are unable to provide valid proof of a current prescription to explain positive results may be terminated from the program at the discretion of the Program and Campus Director.

6. CPR Certification:

Students will be required to complete training in cardiopulmonary respiration (CPR). The cost of CPR training is at the expense of the student and must be current before they are assigned to a clinical site. Students who work in a facility that requires annual CPR training may provide a copy of their CPR card to fulfill the requirement. Students who cannot provide proof of current CPR training may be dropped from the semester. Student's CPR certification must be valid for the entire duration of the clinical training and provided to the Clinical Director upon request. **Please note: Your CPR training must be a Basic Life Support (BLS) course for Healthcare Providers approved by the American Heart Association Documentation provided to clinical extern sites (when requested by Clinical Director).**

7. Criminal Background Check

Applicants are required to submit to a criminal background check after acceptance into the Radiography - Bridge Program. All criminal background checks will be conducted through Certified Background at <http://compliancepmi.com> at the expense of the applicant. Students who have violations appearing on their background check are encouraged to contact the ARRT Ethics Board to receive an early ethics review of the violation(s) however; acceptance into the program is still dependent on meeting the admissions and acceptance requirements. An applicant who denies the criminal background check results may contest American Data Bank for resolution. **Be aware that prior criminal convictions may interfere with clinical placement based on the policies of the clinical site.**

● Student Evaluations

Policy

Program faculty will evaluate student's academic and clinical performance each semester.

Purpose

To evaluate a student's professional performance throughout the program to identify possible areas of concern and determine a course of corrective action if needed.

Procedure

1. Academic Evaluations:

- a. Students will be evaluated for the didactic portions of the program through assignments and exams.
Exams may be in the form of multiple choice, matching, essay completion, fill-in-the-blank, or true/false. Each test may consist of one method or any combination of these methods.
- b. Students' professionalism during engagement with others will be evaluated through discussion boards. Discussion boards are designed with practical situational questions and are used to evaluate students' interaction with other classmates and instructors. It allows students to read other perspectives and carefully respond. Students' netiquette is also assessed.
- c. Testing for clinical portions will involve evaluation of the students positioning on patients and interactions with personnel at the clinical setting.

2. Clinical Evaluations:

Technical and Professional evaluations (TPE) will be completed by the clinical instructors and technologists at the facility in which the student is assigned each semester. A minimum of one TPE will be completed at the mid-term and at the end of the clinical rotation.

These evaluations will grade the student's clinical performance based on the following criteria:

- Critical Thinking
- Organizational factors
- Radiation Protection and Safety
- Equipment Manipulation
- Attendance
- Ethics
- Appearance
- Patient Care
- Peer and Staff Interactions
- Initiative / Dependability
- Problem Solving

The Radiography - Bridge program faculty will provide the facility with the TPE form to fill out for each student. When the form is completed, the facility will notify the Clinical Director. The Clinical Director will make arrangements for the form to be collected, at which time the Clinical Director or other program faculty will discuss the scores and comments provided on the form with the clinical faculty. This will help to ensure the accuracy and confidentiality of the information provided and allows the program and clinical faculty to provide feedback to the student in the areas they excel and areas of deficiencies. The Clinical Director will be responsible for reviewing the TPE with each student and obtaining their signature. Signatures on the form confirm that the student has been provided with the evaluation and its contents have been reviewed. The student may have a copy of their TPE if desired. A copy of the TPE will be placed in the student's clinical file, and the original will be placed in the student's permanent file.

3. Resolution of Discrepancies:

The student is required to bring discrepancies to the attention of the program faculty at the time the evaluation is provided. The program faculty will be responsible for reviewing the discrepancies with the student and provide a resolution. The student will be advised to follow the grievance policy for any unresolved issues.

● Clinical Assignments

Policy

The Clinical Director will be responsible for assigning students to various clinical facilities during Semester V.

Purpose

To ensure the equitable distribution of clinical experiences, learning opportunities, and competency achievement for all students enrolled in the program.

Procedure

1. The Clinical Director is responsible for placing students in clinical externship rotations.
2. Radiography - Bridge clinical sites are distributed nationally; students are made aware they will have to travel to their clinical assignment during the admission process. Students sign the Radiography – Bridge Required Travel Notification Form. Prospective students are referred to the Pima Medical Institute Website to review the clinical sites and additional cost considerations.
3. Proximity to the student's home and student's clinical site preferences may be considerations in determining clinical site placement; however, no particular site can or will be guaranteed.
4. It is the student's responsibility to have reliable transportation to and from their assigned clinical site.
5. When a student performs an examination that they have not already earned a competency on, or is repeating an examination, the student will perform the examination under **direct supervision of a qualified technologist**.
6. It is the student's responsibility to call the Clinical Instructor at the facility and the Radiography – Bridge Clinical Director if they expect to be late or absent.
7. Students must notify clinical personnel if they are going to leave their assigned area.
8. Students may not use their personal electronic devices while at their clinical site unless they are on a designated break or lunch period. These devices are never permitted in a patient area.
9. Students may have their textbooks/electronic devices, and/or study materials with them in their assigned clinical area unless it is prohibited by clinical personnel.
10. Students are expected to adhere to all clinical facility rules, guidelines, policies, and procedures.
11. Radiography - Bridge program instructors may come to the student's assigned clinical site at any time without prior notification to assess the student's progress.
12. Students may be removed from the clinical facility for disruptive behavior and/or not following the facility rules, guidelines, policies, and procedures.
13. Students may be removed from the clinical facility for failure to effectively demonstrate continued ability to apply didactic knowledge in the clinical setting.
14. Placement into another available facility is not guaranteed and will be at the discretion of program faculty and the Campus Director.

Clinical Documentation Requirements:

It is the student's responsibility to keep accurate and complete records of clinical hours. Students will be provided with a clinical time sheet to record clinical hours completed each week.

1. Students are required to record the time they arrived and left the facility and obtain the initials of a supervising technologist* at that respective time.
2. Students are required to record the time spent on their meal break (a minimum of 30 minutes is required for 6+ scheduled hours). Time during lunch break does not count toward the total clinical hours.
3. Students are required to obtain the signature of a supervising technologist* at the end of each week they are scheduled at the clinical facility.
4. It is the student's responsibility to turn in all required clinical documents to the Clinical Director by the instructed due date. These documents include clinical time records, image/exam repeat logs, rotation schedule, and competencies.
5. It is the student's responsibility to ensure that all clinical documents are complete and accurate prior to being turned in.
6. Incomplete clinical time records that are turned in may result in the loss of clinical hours that may need to be made up. This may also result in a recorded absence or tardy. Disputes over clinical records must be resolved prior to semester end. No changes will be made to records after the next semester has started.
7. Points will be deducted from the Clinical Technical and Professional Evaluation for failure to demonstrate responsibility in this area.

*The supervising technologist can either be the designated CI or any other available technologist if the CI is not present.

● Student Disciplinary Action and Procedure

Policy

Radiography - Bridge program faculty will initiate corrective actions for students when inappropriate behavior or infractions of the program policies are observed.

Purpose

To improve or modify unacceptable behavior through discussion and/or corrective actions.

Procedure

Initiation of corrective action will be at the discretion of Pima Medical Institute faculty. Corrective actions may be taken for repeated tardiness and/or absences, and substandard performance in the clinical or didactic portion of the program. Corrective action will follow this sequence:

- Upon notification of substandard or inappropriate behavior, the Clinical Director will schedule a meeting with the student to discuss the nature of the problem. The discussion will be documented with a description of inappropriate behavior, methods to improve the behavior and a time schedule to demonstrate the improvement.

- Failure to correct the behavior within the allotted time may result in the student's termination from the Radiography Program.
- A student may be removed from a clinical education setting for reasonable cause. If the clinical faculty requests in writing that the student be removed, the student may have one more opportunity for clinical placement at the discretion of the program director. If asked to be removed from a clinical site, the student may be terminated from the Radiography Program.
- Due to the limited availability of clinical extern sites, the student will not be guaranteed immediate placement in another clinical site.

The student may be immediately terminated from the Radiography Program for demonstrating any of the following:

1. Unethical, or unprofessional conduct.
2. Carelessness, or negligence in the safety of the patient and/or fellow personnel.

● Radiation Safety Policy Acknowledgment

Student Information

Name:		
Address:		
City:	State:	Zip Code:

Students enrolling in the Radiography - Bridge Program receive instruction in laboratory and clinical settings that involve radiation. The Radiation Safety Policy discusses policies and procedures in place to ensure radiation safety through proper use and monitoring of radiation exposure.

Signing below indicates that I have been informed of and have received a copy of the Pima Medical Institute Radiation Safety Policy. Additional information and reading materials may be requested of the Radiography -Bridge Program Director at any time.

I understand that after signing this form, I must submit it through the designated Blackboard course as directed by the Clinical Director or Program Director.

Student Name (please print)

Signature

Date

● Radiography - Bridge Program Pregnancy Policy Acknowledgment

Student Information

Name:		
Address:		
City:	State:	Zip Code:

Female students enrolling in the Radiography – Bridge Program are not required to report their pregnancy to any Pima Medical Institute school official. Information regarding pregnancy can be found in the Student Regulations section of the *Pima Medical Institute Catalog* and in the Radiography – Bridge Program Pregnancy Policy. Students may seek additional information regarding the effects of radiation and pregnancy, radiation effects to the fetus, or as it relates to the demands of the Radiography - Bridge Program by contacting their personal physician and the Program Director.

Signing below indicates that you have been informed and received a copy of the Radiography – Bridge Program Pregnancy Policy and the Voluntary Declaration of Pregnancy and Withdrawal of Declaration Form. Additional information, reading materials and forms may be requested from the Radiography - Bridge Program Director or Radiation Safety Officer at any time.

I understand that after signing this form, I must submit it through the designated Blackboard course as directed by the Clinical Director or Program Director.

Name of Enrolled Student

Signature of Enrolled Student

Date

● Radiography - Bridge Program Voluntary Declaration of Pregnancy

Student Information

Name:		
Address:		
City:	State:	Zip Code:

Option One:

I acknowledge that on _____ I have received counseling from the Program Director and/or Faculty at Pima Medical Institute regarding my responsibilities during my declared pregnancy. I have voluntarily declared my pregnancy and have chosen to proceed in the program. I understand I will be provided with a second radiation monitor that needs to be changed monthly, and ***I opt not to be assigned to participate in fluoroscopy.*** The reading material listed below has been made available to me:

1. The US Nuclear Regulatory Commission Technical Bulletin: "Instruction Concerning Prenatal Radiation Exposure."
2. Pregnant Technologist/ Radiologist, from Bushong, S., *Radiologic Science for Technologists, Physics, Biology and Protection*. Elsevier.

Signature: Student	Date	Print Student Name
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Signature: Program Director	Date	Print Program Director Name
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Option Two:

I acknowledge that on _____ I have received counseling from the Program Director and/or Faculty at Pima Medical Institute regarding my responsibilities during my declared pregnancy. I have voluntarily declared my pregnancy and have chosen to proceed in the program. I understand I will be provided with a second radiation monitor that needs to be changed monthly and ***I opt to participate in all procedures, including fluoroscopy.*** The reading material listed below has been made available to me:

1. The US Nuclear Regulatory Commission Technical Bulletin: “Instruction Concerning Prenatal Radiation Exposure.”
2. Pregnant Technologist/ Radiologist, from Bushong, S., *Radiologic Science for Technologists, Physics, Biology and Protection.* Elsevier.

Signature: Student

Date

Print Student Name

Signature: Program Director

Date

Print Program Director Name

● Notification for Random Drug Screening & Background Check

Student Information

Name:		
Address:		
City:	State:	Zip Code:

I understand that my education at Pima Medical Institute includes a clinical externship sequence. I also understand that clinical externship sites require drug testing prior to beginning a clinical externship. I further understand and acknowledge that my clinical externship site or Pima Medical Institute may require random drug testing at any point during my education.

In addition, I understand that my clinical externship requires a background check. This background check may include but is not limited to areas such as criminal, legal lawsuits, and financial. I understand that prior criminal convictions may interfere with my placement at a clinical site based on their institutional policies.

By signing this “Notification for Random Drug Screening & Background Check” I hereby consent to have a specimen taken for a determination of the presence of illegal or controlled substances. I freely agree to submit to one or more drug screenings as may be requested by clinical externship site(s) or Pima Medical Institute. I also agree and consent to a background check as outlined above by my clinical externship site, if requested.

The costs of all background checks and random drug screenings are the responsibility of the student. Pima Medical Institute will bear the responsibility of drug screening for cause.

I understand that after signing this form, I must submit it through the designated Blackboard course as directed by the Clinical Director or Program Director.

Student Name (please print): _____

Signature: _____

Date: _____

● Radiography - Bridge Program Acknowledgment of Understanding

Student Information

Name:		
Address:		
City:	State:	Zip Code:

I have read the policies and procedures outlined in the Radiography - Bridge Student Handbook for Pima Medical Institute. I agree to abide by and follow the aforementioned policies and procedures. I understand that if I require clarification on any portion of this handbook it is my responsibility to seek out a Radiography - Bridge faculty member. I understand that failure to follow the policies and procedures as outlined in this handbook may result in disciplinary action or termination from the program.

Student Name (please print)

Signature

Date

● MRI Acknowledgment and Screening

Student Information

Name:		
Address:		
City:	State:	Zip Code:

Magnetic Resonance Imaging (MRI) uses a powerful magnetic field to produce images of the human body. While one is in the scan room, any metallic objects on or within the body could be affected by the magnetic field. Students, during their externship training are not expected to perform any MRI procedures, but as part of the healthcare team, may be requested to assist with the transfer or transport of patients within the MRI suite, and become subject to the magnetic field.

Please answer all the following questions completely. The responses provided will assist the Program Director and Clinical Director in safeguarding you and others in the MRI environment.

1. Have you ever had a surgical procedure related to metal insertion, including but not limited to: surgical clips, holding devices (i.e., screws and brackets), or implant of a medical device? If yes, please list all surgical procedures and give approximate dates:

_____ Yes _____ No

2. Have you ever worked on any tasks related to the fabrication or alteration of metal products such as a machinist, grinder or welder? If yes, please describe:

_____ Yes _____ No

3. Have you ever experienced an injury to the eye involving a metallic object? If yes, please explain:

_____ Yes _____ No

4. Have you ever been injured by a metallic foreign body such as a bullet, BB or shrapnel? If yes, please describe:

_____ Yes _____ No

5. Do you have, or ever had, any type of permanent coloring technique (i.e., tattooing) applied to any part of the body? Tattooing includes cosmetic applications such as eyeliner, eyebrows, lip liner, surgical markers or any decorative designs that are on the skin.

_____ Yes _____ No

Signing below indicates that you have been informed, understand, and have received a copy of the Pima Medical Institute Magnetic Resonance Imaging Safety Policy. Additional information, reading materials and forms may be requested from the Radiography Program Director at any time.

Name of Enrolled Student

Signature of Enrolled Student

Date: _____