

Revised: April 25, 2018

# CNM RADT STUDENT HANDBOOK

## Table of Contents

<b>VISION, MISSION, AND VALUES</b> .....	1
<b>GOALS AND OBJECTIVES</b> .....	1
<b>PROGRAM EFFECTIVENESS MEASURES</b> .....	2
<b>PROGRAM PERSONNEL</b> .....	2
<b>ACCREDITATION</b> .....	3
<b>RADIOLOGIC TECHNOLOGY PROGRAM</b> .....	3
.....Program Description.....	3
.....Program Curriculum and course descriptions.....	3
.....Information for Transfer of Credit.....	4
.....Program Competency Goals.....	4
.....Terminal Performance Objectives.....	4
<b>PROFESSIONAL BEHAVIOR</b> .....	5
.....Clinical Code of Conduct.....	5
.....Professional Conduct.....	7
.....Student Work Policy.....	7
<b>CLINICAL EDUCATION</b> .....	7
.....Clinical Competency.....	7
.....Student Age Restrictions.....	8
.....Clinical Scheduling.....	8
.....Schedule Change Requests.....	9
.....Uniforms: Policy and Uses.....	9
.....Clinical Attendance/Absences/Call-off Policy.....	10
.....Clinical Supervision.....	11
.....Clinical Hours.....	12
.....Clinical Evaluation.....	12
.....Electronic Device Policy.....	12
.....Radiation Safety.....	12
.....Pregnancy Policy.....	13
.....Radiology Energized Lab Access.....	15
.....Student Suspected of Impairment.....	15
<b>PROGRAM COMPLETION</b> .....	15
.....Eligibility Requirements.....	16
<b>PROGRAM RE-ENTRY</b> .....	16
<b>CLINICAL AFFILIATES</b> .....	19
<b>APPENDIX</b> .....	20
.....Program Non-Compliance.....	20
.....Grievance Procedure.....	22
.....Pregnancy Declaration.....	23
<b>CLINICAL FORMS</b> .....	24
.....Weekly Student Performance Evaluation.....	24
.....Clinical Expectation of Students.....	26
.....Student Self-Assessment.....	27
.....Clinical Site Attendance Log.....	28
.....Professional Behavior Advising Record.....	31

---

## VISION, MISSION AND VALUES

---

### *Our Vision*

The Radiologic Technology Program vision is to be a foremost information resource and educational provider for medical imaging sciences at the community and state level through a commitment to quality education and ongoing communication within a dynamic health care society.

### *Our Mission*

The mission of the Radiologic Technology Program is to create educational opportunities, through a high level of instruction and community partnerships, which will prepare qualified and ethical graduates to enter the workforce as entry-level radiographers.

### *Our Values*

The Radiologic Technology Program is committed to:

- Adherence to the CNMCC mission statement
- Achieving the standard of quality established by the Health Care Community
- Continual assessment and evaluation of the community needs to maintain a program consistent with changes in the Radiologic Technology profession

---

## GOALS & OBJECTIVES

---

### **Goal 1: Students will be clinically competent**

**Objectives:** Students will demonstrate accurate positioning skills.  
Student will select appropriate technical factors.

### **Goal 2: Students will demonstrate communication skills**

**Objectives:** Students will demonstrate effective oral communication.  
Students will demonstrate effective written communication.

### **Goal 3: Students will employ critical thinking and problem solving skills**

**Objectives:** Students will perform non-routine procedures.  
Students will evaluate images.

### **Goal 4: Students will demonstrate professionalism**

**Objectives:** Students will practice professional behavior.  
Students will understand the importance of professional development.

---

## ***PROGRAM EFFECTIVENESS MEASURES***

---

1. Students will pass the ARRT national certification on the 1<sup>st</sup> attempt.
2. Of those pursuing employment, students will be gainfully employed within 12 months' post-graduation.
3. Students will complete the program.
4. Students will be satisfied with their education.
5. Employers will be satisfied with the graduates' performance

---

## ***PROGRAM PERSONNEL***

---

### **Program Office**

Tamra Mason, PhD - Dean

[tmason@cnm.edu](mailto:tmason@cnm.edu) 505-244-4000 x52523

Erin Johnson-Kruft, MA - Associate Dean

[ejohnsonkruft@cnm.edu](mailto:ejohnsonkruft@cnm.edu) 505-244-4000 x 52481

Deborah Hernandez MSRS, RT(R) – Program Director

[dhernandez124@cnm.edu](mailto:dhernandez124@cnm.edu) 505-244-4000 x 53522

Lori O'Leary, MHA, RT(R) – Clinical Coordinator

[loleary1@cnm.edu](mailto:loleary1@cnm.edu) 505-244-400 x53263

### **Program Faculty**

#### **Full-time Faculty**

Deborah Hernandez, MSRS, RT(R)

Lori O'Leary, MHA, RT(R)

#### **Part-time Faculty**

Paul Jackson Wilder, B.S., RT(R) (T) (QM)

Andrew Griner, RT(R)

James McGowan, BSRS, RT(R)

Kathlynn K. Roberts, BSRS, RT(R) (CT)

Bernadette Riley, BSRS, RT(R)

Therese A. Italiano, BSRS, RT(R) (CT)

Joseph Pena, RT(R)

Robert Bicknell, BSRS, RT(R)

Dolores Melancon, RT(R)

Ryan Lewis, RT (R) (CT)

## Advisory Board

Board meets semi-annually. The membership includes clinical affiliates', radiology department directors, clinical preceptors, student representatives from each cohort within the program, Program Director, program Clinical Coordinator, HWPS Dean and Associate Dean, and other CNM employees as requested by the meetings' agendas.

---

## ACCREDITATION

---

CNM Radiologic Technology is fully accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). For information regarding program non-compliance concerning any JRCERT standard, please see page 20.

20 N. Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
Phone: (312) 704-5300  
Fax: (312) 704-5304  
[mail@jrcert.org](mailto:mail@jrcert.org)  
[www.jrcert.org](http://www.jrcert.org)



Additionally, the program meets the American Registry of Radiologic Technologists (ARRT) accreditation requirements through the NCACS-HLC institutional accreditation of Central New Mexico Community College.

---

## RADIOLOGIC TECHNOLOGY PROGRAM

---

### Program Description

<https://www.cnm.edu/programs-of-study/all-programs-a-z/radiologic-technology>

### Program Curriculum and course descriptions

[http://catalog.cnm.edu/preview\\_program.php?catoid=29&poid=6784&returnto=3188](http://catalog.cnm.edu/preview_program.php?catoid=29&poid=6784&returnto=3188)

Program curriculum meets the standards established by the American Society of Radiologic Technologists (ASRT) and accepted by the ARRT and JRCERT.

### Functional Abilities for Program Students (Technical Requirements) Link to O\*net info

<http://www.onetonline.org/link/summary/29-2034.00>

## **INFORMATION FOR TRANSFER OF CREDIT** (if applicable and easily accessible):

To receive transfer credit for career and technical courses, the student must request that the CNM's Records Office refer the transcript(s) to the appropriate academic division for review. An interview and/or demonstration of competence may be required before the decision regarding credit is made. Demonstration of competence is required for all transfer credit more than ten years old.

## **PROGRAM COMPETENCY GOALS** (Cognitive, Psychomotor, and Affective)

The Cognitive, Psychomotor, and Affective goals of the CNM Radiologic Technology Program in training and preparing students:

### **Cognitive:** mental skills (*Knowledge*)

- Students will integrate and/or apply critical thinking skills for non-routine patients & procedures (trauma, age-specific, etc.)
- Students will demonstrate knowledge of patient care principles consistent with the ARRT Code of Ethics & ASRT Standards of Practice

### **Psychomotor:** manual or physical skills (*Skills*)

- Students will develop technical skills to demonstrate clinically competent and professionalism
- Students will demonstrate entry level skills and expertise in the field of radiography and be able perform multiple exam studies in the most efficient manner

### **Affective:** growth in feelings or emotional areas (*Attitude*)

- Students will communicate effectively while affirming the dignity and worth of all patients, family members, & staff
- Students will demonstrate the importance of professional growth, development, and acquire the skills for life-long learning

## **TERMINAL PERFORMANCE OBJECTIVES**

### ***Radiologic Technology Degree Competencies***

In each of the following areas, upon completion of the CNM Radiologic Technology Program, graduates will be able to:

**Radiation Safety:** Demonstrate an understanding of basic x-ray production and interactions by practicing radiation safety in the operation of medical imaging equipment and accessory devices.

**Procedures:** Demonstrate knowledge of human structure, function, pathology, and equipment operational principals by exercising independent judgment and discretion in

the technical performance of medical imaging procedures (relative to positioning the patient and operating medical imaging equipment/systems) to produce diagnostic images.

**Patient Care / Professionalism:** Demonstrate professional values in the documentation of relevant aspects of patient care and the provision of basic patient care and comfort, by anticipating and/or determining patient needs and providing the appropriate patient education.

**Diversity:** Interact with patients, families, and other health care providers and competently perform radiologic procedures on children and adults in a manner, which provides the desired psychosocial support, including the recognition of cultural and socioeconomic differences.

**Quality Control:** Demonstrate an understanding of the safe limits of operating medical imaging equipment systems by evaluating medical images for technical quality and taking the steps necessary to affect corrections and improvements.

---

## *PROFESSIONAL BEHAVIOR*

---

### **CLINICAL CODE OF CONDUCT**

We are pleased that you have chosen the field of Radiologic Technology as your profession. We look forward to accepting you as a member of this chosen profession upon completion of your training. As professional members of the health care team, you are expected to uphold the professional responsibilities inherent in this field. As trainees of this profession, you have accepted the same professional responsibilities as a registered technologist.

Your ability to fulfill these responsibilities will be observed and evaluated throughout your training to aid in your professional development. The Code of Ethics of the American Registry of Radiologic Technologist reflects the rules and standards that govern the conduct of the professional technologist. Student radiographers should strive to appreciate and value these standards. To this end, program faculty has outlined the standards of conduct required for all radiography students. Violations of published standards may result in disciplinary action and/or dismissal from the Program.

As is the case with all health-related areas, patient care, comfort and safety are the primary concerns. The primary responsibilities of health care workers, whether registered technologists or students, lie in assuring at all time that these patient concerns are fulfilled. In order to enhance your entrance into the patient oriented clinical settings, the following considerations inherent in basic professional conduct and good patient care are hereby offered:

1. Be on time; report to the clinical setting 10 minutes prior to the scheduled time so that you are ready to begin your clinical experience at the assigned

time.

2. Report to the clinical preceptor or designated supervisor upon arrival, and then proceed to your assigned work area.
3. Any departure from the assigned work area should be cleared with the clinical instructor.
4. Of utmost importance are patient comfort and safety. Basic steps for good patient care procedures include the following:
  - a. Check patient's 2 positive identifiers prior to bringing the patient to the department and/or x-ray room.
  - b. Make certain that the patient is properly dressed before bringing into an x-ray room.
  - c. Examine all transportation equipment prior to using for patient transport, with particular emphasis regarding safety and cleanliness. That is:
    - Use of safety straps and rails is imperative
    - Cover stretcher patients with a sheet; cover the knees of wheelchair patients
  - d. Make certain while accompanying the patient from the waiting area to the radiographic room, that physical assistance of the patient is always maintained.
  - e. The patient should not be allowed to hold or view any patient charts, records and/or radiographs at any time.
  - f. Assist the patient to and from the exposure site, maintain safety and comfort of the patient at all times.
  - g. At no time should a student leave a patient **unattended** in the radiographic room. Lawsuits have sometimes resulted from negligence, and student technologists may be sued.
  - h. No patient should be allowed to enter a radiographic room until proper sanitary procedures have been completed. That is:
    - Soiled linens must be removed from the premises and replaced with clean ones
    - Any barium, contrast, or residual materials must be cleaned up
    - Bathrooms in the radiographic area should be checked and attended to following any usage
  - i. Radiographic rooms to which students are assigned must be restocked daily before going off assignment.
  - j. All property must be returned to the patient before dismissing the patient from the radiographic room.
  - k. Any accident or incident involving a patient in the radiographic room must be reported immediately to the clinical instructor. Written accident and/or incident reports must be filed at once by persons witnessing the event.
  - l. No unnecessary conversation should be held within the hearing of a patient.

This includes conversations about patient conditions, coffee breaks, lunch plans, dates, etc.

- m. Always exhibit friendliness – “Be friendly but not familiar.”
- n. Obtain a complete medical history on each patient **BEFORE** proceeding with any examination.
- o. Do not discuss or diagnose any patient’s illness or condition with the patient or with others.
- p. Doors to the radiographic rooms must remain closed during a procedure.
- q. Offer immediate assistance to anyone entering the department Always address the patient by their last name; that is: “Mr. Smith.”
- r. Follow all recommended infection control policies to ensure the safety of the patient and to protect yourself. Report any variations of the policy to your clinical instructor.
- s. Students must adhere to their assigned clinical site’s policies regarding smoking, dress code, and parking. **NO** smoking is allowed by students while at the clinical facilities.

### **PROFESSIONAL CONDUCT**

ARRT Standards of Ethics <https://www.arrt.org/pdfs/governing-documents/standards-of-ethics.pdf>

ASRT Code of Ethics <https://www.asrt.org/docs/default-source/practice.../codeofethics.pdf>

ASRT Practice Standards [www.asrt.org/main/standards-regulations/practice-standards](http://www.asrt.org/main/standards-regulations/practice-standards)

### **STUDENT WORK POLICY**

On occasion, when a student is employed by an affiliate institution, the record of hours accumulated for clinical education must be kept distinctly separate from employment hours. Clinical education hours and employment hours cannot be accumulated concurrently.

---

## ***CLINICAL EDUCATION***

---

### **CLINICAL COMPETENCY**

Students enrolled in the CNM Radiologic Technology Program will be assigned a specific clinical site each term. Transportation to and from all clinical sites is the responsibility of the student.

There are core clinical competencies that all individuals must demonstrate to establish eligibility for ARRT certification. These requirements are in addition to graduation from an



educational program accredited by a mechanism acceptable to ARRT.

The requirements listed are the **MINIMUM** core clinical competencies necessary to establish eligibility for participation in the ARRT Radiography Examination. ARRT encourages individuals to obtain education and experience beyond these core requirements. This will be periodically updated to reflect changes in the requirements of professional practice.

*Students are not permitted to receive a final competency from a radiologic technologist who has been working in the field as a radiologic technologist for less than 1 year. The tech's years of experience must be documented on the competency form.*

As part of the educational program, candidates must demonstrate competence in the clinical activities identified below:

- Ten (10) MANDATORY general patient care activities
- 37 MANDATORY imaging procedures
- 15 ELECTIVE imaging procedures selected from a list of 34 procedures
  - One of the 15 elective imaging procedures must be selected from the head section
  - Two of the 15 elective imaging procedures must be selected from the fluoroscopy studies section, one of which must be either Upper GI or a contrast enema.

ARRT recommends that educational programs include a mechanism of continuing and terminal competency evaluation to assure students maintain proficiency during the course of the program. Competency demonstration should incorporate patient-specific variations such as age and pathology.

The checklist should be used to record completion of competencies. The checklist should **NOT** be sent to ARRT. Only the Program Director's signature in the Verification Section of the Application for Examination attesting to completion of these requirements is needed.

### **STUDENT AGE RESTRICTIONS**

A student **MUST** turn 18 years of age prior to or on the first day of his/her clinical experience. This includes any clinical lab associated with a didactic course.

### **CLINICAL SCHEDULING**

Clinical site schedules drastically vary. Students are expected to be available, in any given semester for a day, evening, night, or weekend shift Sunday through Saturday. Examples of shifts include, but are not limited to: 7:00 AM to 4:00 PM, 2:30 PM to 11:30 PM, 11:30 PM to 6:30 AM. Schedules are determined well in advance to give the students ample time to make necessary arrangements to attend their assigned clinical times. Students are responsible for their own travel arrangements to and from their assigned clinic sites.

**\*\*The farthest clinical site from CNM Main Campus is 33 miles away.\*\***

Students will be scheduled a specific number of clinical hours based on the term they are in.

Semester 3 (spring): 300 hours/term

Semester 4 (summer): 300 hours/term  
Semester 5 (fall): 300 hours/term  
Semester 6 (spring): 360 hours/term

## **SCHEDULE CHANGE REQUESTS**

Any deviation from the assigned schedule must be made in writing by the student's assigned clinical site directly to the Program Director and/or Clinical Coordinator. Authorization may then be granted to the student to work the requested hours at the discretion of the Program Director or Clinical Coordinator. Schedule changes must be approved in advance by Program Director or Clinical Coordinator prior to the date(s) involved.

## **UNIFORMS: POLICY AND USES**

Also refer to the HWPS Handbook -

<http://www.cnm.edu/programs-of-study/health-wellness-public-safety/hwps-student-handbook>

- a. Students are expected to be neat and clean in appearance and appear professional at all times in the clinical setting. Uniforms should adhere to CNM Radiologic Technology which is maroon/burgundy scrub top and khaki scrub bottoms with a CNM Radiologic Technology patch on the left shoulder. Uniform scrubs are worn in clinical and in all RADT courses and labs. "Uniform" includes: CNM student ID worn at the collar level, RADT shoulder patch, radiation monitoring badge worn at the collar level, and positioning markers (**right red** and **left blue**) with student's initials.
- b. Closed-toe/closed-back shoes and socks in good repair are to be worn by all RADT students in the clinical setting. Clogs and open-toed sandals are not permitted, unless specifically ordered for an orthopedic problem.
- c. Jewelry to be worn with the uniform is limited to a conservative band on the watch, wedding ring or a single ring on one finger. Earrings should be no longer than the ear lobe and should be limited to no more than 3 adornments per ear.
- d. NO Facial Piercings. Nose rings, eyebrow rings, tongue rings, cheek rings, dermal implants/piercing, etc will not be worn— LEAVE AT HOME. Other body piercing with ornamentation cannot be visible. If student is unable to remove piercing(s), they must be covered.
  - e. Gages must be filled with a solid plug. No patterned design; must be a solid, conservative color.
  - f. All visible tattoos from the neck to the wrist must be covered with black, white, or flesh colored material. If visible tattoos on the head or the hands are deemed offensive by program faculty or clients/members of the clinical institutions, those tattoos may be requested to be covered or the student may be removed from said clinical setting.

- g. Students will not wear artificial nails of any type including tips, acrylic and gel overlay; nails will be cut short (not longer than ¼” in length). If polish is worn, it must be clear.
- h. Extremes in make-up, hair styles, hair ornaments are not permitted. Non naturally-occurring hair color is not permitted. Hair must be pulled back at/or above the line of the collar. Perfume/cologne, aftershave lotion or scented lotions may be offensive to patients and should not be used. Hair, to include facial hair and long sideburns, must be neatly trimmed at all times.
- i. For colder weather, only a khaki (sandstone) or burgundy/maroon lab coat with the RADT patch on the left shoulder may be worn **over** the scrub shirt. A white, black, grey, navy, maroon or khaki long sleeve shirt worn **under** the uniform scrub top is also permitted. Undershirt hem may not be visible by hanging lower than the scrub top.

### **CLINICAL ATTENDANCE/ABSENCES/CALL-OFF POLICY**

It is the expectation that you are present for each and every clinical shift. However; students are permitted to miss two (2) shifts per semester without academic penalty. Students missing *more than* two (2) shifts will received a full letter grade reduction. Students missing more than three (3) shifts will receive advising and will be placed on a student success plan. Further clinical absenteeism may result in removal from the program. Clinical attendance will be reflected in the clinical grade. The following procedures will apply to clinical attendance:

1. Students must initiate contact by **emailing** their assigned clinical instructor, clinical preceptor and Clinical Coordinator ([loleary1@cnm.edu](mailto:loleary1@cnm.edu)) at least thirty (30) minutes before the beginning of the scheduled shift if they will be late or absent or immediately when they know they will be leaving early. A no call/no show will result in a referral to the Program Director.
  - a. No call/no show
    - i. Students who do not show up to a clinical rotation without **emailing** the clinical preceptor, their clinical instructor and the clinical coordinator will automatically drop to a “C” as the highest possible grade for their clinical course. Students who do this more than once in a semester will fail their clinical course.
2. A student who misses more than 30 minutes of their scheduled shift will be counted absent for the entire clinical day. This is exclusive of the scheduled lunch break.
3. Students may **not** work through lunch in order to leave clinic early; a lunch break is required.
4. A student who fails to return on time from break or lunch may be sent home at the discretion of the clinical preceptor and will not be credited with time for that day.
5. Schedule changes must be *initiated by the clinical site* and approved in advance by Program Director or Clinical Coordinator prior to the date(s) involved, and all procedures listed above apply to any new schedule approved.

6. Due to the nature of the clinical assignments and the limited access to those clinical sites, missed clinical time may NOT be made up!
  - a. As stated above, students may not come in early or leave late to make up missed time.
7. For a third or subsequent absence, when a student must be absent due to an injury or illness, a note from his/her physician requesting an excused absence will be accepted for replacing the unexcused absence. The student MUST use his/her 2 allotted clinical absences prior to a physician's note being accepted. It is important to note that the student, although excused, is still responsible to complete all course requirements during the particular semester.

### **CLINICAL SUPERVISION**

*Any and all exposures to a living being made by a student with ionizing radiation, regardless if it is the initial exposure or repeated exposure, must be made with **direct** supervision of a qualified radiographer RT(R) per the state of New Mexico, regardless of the student's level of competency.*

<http://www.nmcpr.state.nm.us/nmac/parts/title20/20.003.0020.htm>

**20.3.20.7 DEFINITIONS:** As used in this part (20.3.20 NMAC).

"Student" means a person enrolled in and attending a school or college of medicine, osteopathy, chiropractic, podiatry, dentistry, dental hygiene, or a department-approved program or school of radiologic technology who applies ionizing radiation to humans while under the supervision of a licensed practitioner or the direct supervision of a radiologic technologist.

"Direct supervision" means in the physical presence of a licensed practitioner or radiologic technologist who assists, evaluates and approves of the individual's performance of the various tasks involved with application of ionizing radiation.

Direct supervision requires that a qualified RT(R) (ARRT):

- Checks the physician order/examination request and reviews it with the student
- Is physically present either assisting or directly observing the student performance
- Critiques and makes final approval of all radiographic images before the patient is released.

Per JRCERT Standard 1.3, the staff technologist to student ratio shall not exceed one (1) student to one (1) staff technologist.

According to the aforementioned, **no** student will expose a patient to ionizing radiation unless they are **directly supervised** (supervisor must be in the physical presence of the student) by a licensed practitioner or a registered radiologic technologist. Physical presence is interpreted to mean in the same room as the student; being in an adjacent room or simply in the radiology department does not qualify.

Should you the student choose to violate this NM State Administrative Code, you will be

immediately pulled from your clinical rotation and will not be able to return until after a meeting with the Clinical Coordinator, Program Director, and the Associate Dean. Please refer to the HWPS Student Handbook for details regarding removal (<https://www.cnm.edu/programs-of-study/health-wellness-public-safety/documents/StudentRemovalPolicy020614.pdf>). The cause for immediate removal from a clinical site is referenced in II D (page 1-2) of the Student Removal Policy.

It is the responsibility of the student to understand this code and adhere to its rule. The clinical sites have been informed of this code as well; all department managers and registered radiographers are aware of this enforcement.

### **CLINICAL HOURS**

Per JRCERT Standard 1.4, a student may not have more than 40 hours between scheduled Clinical and Didactic education. Clinical assignments beyond 10 hours/shift is at the sole discretion of the program, the applicable clinical site.

### **CLINICAL EVALUATION**

Advisement, counseling, assessment, and critique serve the purpose of promoting, facilitating, and maintaining optimal student performance. The main purpose is to provide feedback to the student relative to his/her performance and progress as a radiologic technology student.

Each term, the clinical and college faculty evaluate areas of achievement and specific needs that each student demonstrates. An as-needed advisement session is scheduled with each student to discuss the pertinent elements of these evaluations so that student academic needs may be addressed at a suitable time.

### **ELECTRONIC DEVICE POLICY**

Students are expected to turn their cell phones to silent or on vibrate when entering a clinical site. Cell phones may be used for personal use ONLY during assigned break periods or at lunch, otherwise phones must remain with student's belongings in the designated storage area. In case of an emergency, the Imaging Department telephone number should be given to those who might need to contact the student while in clinical, e.g., daycare personnel. **At no time** may an electronic device be used to take a picture or video recording of a patient, a patient's chart, a patient's radiograph, or anything related to a patient.

### **RADIATION SAFETY**

The CNMCC Radiologic Technology Program is committed to following the concepts of ALARA "As Low As Reasonably Achievable" and the ORP "Optimization of Radiation Protection".

No student will be exposed to ionizing radiation before receiving basic instruction and demonstrating knowledge of the risks, exposure limits, radiation monitoring practices, and radiation safety precautions. These topics will be introduced during the second term in the courses RADT 1070, RADT 1092 and RADT 2410, as well as reinforced throughout the remainder of the program.

Students will be assigned a personal radiation monitor, which must be worn while on duty at any classroom lab activity and any scheduled clinical assignment. The monitor is to be worn at the thyroid level (collar), outside the lead protection (apron). A quarterly monitoring report reading of  $\geq 100$  mrem (1 mSv) results in a Program Radiation Monitoring Report and a discussion with the Program Director / Radiation Safety Officer regarding Radiation Safety and the Cardinal Principles of Radiation Protection. For Pregnancy, a fetal monitor is ordered at the time of **voluntary written** declaration of pregnancy. It is worn throughout the pregnancy at the level of the waist, under the lead protection (apron).

The students are required to wear a protective (lead) apron anytime they are participating in a portable and fluoroscopic study and if they must remain in a radiographic room during an exposure. The student is encouraged to stand as far back as possible from the radiation source and must never stand directly within the primary beam. Per JRCERT Standard 4.3, students **must not** hold image receptors during any radiographic procedure and **should not** hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.

The Program Director/Radiation Safety Officer receives the dosimeter reports quarterly. An email will be sent within 30 school days following receipt of data out to all students/faculty informing them that their dosimeter reports are available in the Program Director/Radiation Safety Officer's office. The students/faculty are able to schedule a private meeting to view their individual report.

All high readings will be investigated by the Program Director and Clinical Coordinator. Findings and recommendations will be discussed with the student, documented and placed in the Program Director's report. If the student is found to be grossly negligent in following prescribed radiation safety protocols, he/she will be required, at a minimum, to complete radiation safety training with the instructors.

### **PREGNANCY POLICY**

*The Nuclear Regulatory Commission rules and regulations give the radiography student the option of disclosing or not disclosing a pregnancy while enrolled in a Radiologic Technology Program.*

*Disclosure is strictly voluntary. If no disclosure is made, the student will continue to be subject to the same radiation dose limits that apply to non-pregnant students.*

*If disclosure is made, the following steps will be taken and options will be available for the student. Disclosure may be withdrawn by the student at any time. Upon disclosure of suspected or*

confirmed pregnancy to the Program Director the following will occur:

**Recommendations to Student:**

1. Attend an advising session with the Program Radiation Safety Officer
2. Select an option
3. Utilize all protective devices available
4. Wear an additional radiation badge at waist level to monitor fetal exposure

**Program Responsibilities:**

1. Pregnant students will be provided with an additional radiation badge to monitor exposure to the fetus.
2. Pregnant student radiographers will have the following options:
  - a. The student may elect to complete the program without any modifications of her clinical and didactic requirements.
  - b. The student may continue academic course work only. This option is at the discretion of the faculty and will depend on the placement of the student within the program. Students who choose this option must have the approval of the program faculty. All missed clinical education requirements will be made up at the completion of the program prior to receiving her diploma.
  - c. The student may take an unofficial leave of absence of one year duration. Such a student will be granted a leave of absence with a place reserved in the following class. Any college work previously completed at that time will be granted credit. The need to repeat any previously completed program course work will be reviewed on a case by case basis.
  - d. The student may elect to withdraw from the Program entirely. In this case, the student must reapply to the program as required. No reservations will be made for the student in future classes.
  - e. The student may elect to provide written withdraw of pregnancy declaration. This may be provided to the program at any time. Once a written withdraw of pregnancy has been received by the program, all previous accommodations provided to the student will be removed, including the fetal radiation monitor, and the student must adhere to the same policy standards as all other students in the program.
3. Once pregnancy is declared, the Radiologic Technology Program will adhere to the following recommendation limits for radiation exposure to a pregnant worker. This is based on the NCRP Report 116, issued in 1993.
  - a. Student limit – 0.05 rem (0.5 mSv) per month
  - b. Fetus-0.005 rem (0.05 mSv) per month; 0.05 rem (0.5 mSv) for the entire pregnancy.

Revised: April 25, 2018

## **RADIOLOGY ENERGIZED LAB ACCESS**

The radiology labs will remain locked at all times. Program officers have access via key entry. Students must request from program personnel and schedule any extra time to be spent in the lab. Only currently enrolled students are allowed in the lab. Energized equipment cannot be used to produce radiographs without the program faculty in the JS building. All radiation safety precautions apply. The energized lab will NOT be used to expose another person/animal. If this event occurs, the student(s) involved will be subject to immediate dismissal. **No student shall be in the energized lab during an exposure.**

## **STUDENT SUSPECTED OF IMPAIRMENT**

Drug or alcohol use, either while on campus or in a clinical, practical or laboratory setting, can seriously endanger the safety of patients and students, as well as render it impossible to provide safe healthcare and service. Impairment, or potential impairment, of judgment in the clinical, practical or laboratory setting places the safety of students, patients, faculty and the general public at an unacceptable risk. The purpose of the policy is to:

- A. Provide clear guidelines and consistent procedures for handling incidents of student use/abuse of alcohol, drugs or controlled substances that affect or are likely to affect judgment in the clinical, practical or laboratory setting.
- B. Inform students of their responsibility to conform to all state and federal laws and regulations and CNM policies, rules and regulations regarding alcohol, drugs or controlled substances.
- C. Provide substance abuse prevention/detection education for all faculty regarding problem recognition and implementation of this policy.
- D. Balance the need to safeguard the public with the student's rights.

This policy demonstrates the School of Health, Wellness and Public Safety's commitment to safeguard the health of students and the public and provides a safe place for students to learn.

HWPS Student Handbook – Impairment Policy

<http://www.cnm.edu/programs-of-study/health-wellness-public-safety/suspected-impairment>

---

## ***PROGRAM COMPLETION***

---

Upon satisfactory completion of the final competency evaluation and a five term minimum training experience, a student may apply for graduation from the CNM Radiography Program, provided the following eligibility requirements are met and the termination procedure is followed.



## **ELIGIBILITY REQUIREMENTS**

1. No less than five terms in the Radiologic Technology educational program.
2. Successful completion of the final competency evaluation within the clinical affiliate setting.
3. Successful completion of all required general education college courses of the CNM Radiologic Technology program. If a student has an impending college course he/she must submit a written formal agreement to complete said course to his/her best effort.
4. Provide proof of clinical competency for all patient care, routine and non-routine radiographic procedures (must be completed regardless of clinical hours).

Upon successful completion of the CNM RADT Program, graduates are eligible to sit for the American Registry of Radiologic Technologists (ARRT) national registry exam. Once the exam is successfully completed, the graduate is authorized to use the title Registered Technologist in Radiography or RT(R) (ARRT).

The CNM RADT program traditionally has a program completion ceremony at the end of the final term (in addition to the CNM commencement ceremony).

---

## ***PROGRAM RE-ENTRY***

---

### **Definitions:**

*Cohort:* a group of students taking the same set of courses at the same time and progressing through more than one semester of coursework together

*Course withdrawal:* the student chooses to drop enrollment in a required program course.

*Course failure:* the student achieves a grade of less passing as defined by the course syllabus.

*Program failure:* the student fails and/or withdraws from one or more required program courses during a single semester. This would not include any supplemental lab courses or other coursework not required for degree or certificate completion.

*Program re-entry:* the student is allowed to re-enter to continue program progression in the semester following the last set of semester courses successfully completed.

- Example: the student last successfully completed all term 2 courses, then had a program failure during term 3. The student would be allowed program re-entry for term 3.

### ***Cohort program progression requirements***

Students are expected to complete all courses within a given term successfully. This satisfies the prerequisites of the subsequent term and allows students to progress within a cohort towards the goals of

graduating, taking registry boards, and entering the workforce. Students who fail and/or withdraw from one or more courses during a single semester do not demonstrate program progression and thus constitute a program failure.

### **Cohort program reentry**

Students who experience a program failure may have the opportunity to re-enter a program provided they satisfy one of the following conditions:

#### ***Re-register for courses (first term failure of a cohort program):***

Students who experience a program failure during the first term of a cohort program must re-register for credit for all first term RADT courses. This involves following the current processes in place for CPE programs, if applicable.

#### ***Request for Re-entry (first program failure after successful completion of the first term):***

1. Students who experience a program failure after the first term may Request for Re-entry via a written request to the Program Director. The request for re-entry must include:
  - a) Student's full name, mailing address, email address and telephone number.
  - b) Description of student strengths they will leverage to be successful in the program
  - c) Description of the challenges and/or circumstances that contributed to a program failure
  - d) A plan for success which should include:
    - Positive changes that occurred since the program failure that the student now believes will allow them to be successful going forward.
    - Strategies they will use to overcome the barriers to success they have experienced in the program.
    - A list of outcomes/measures that would demonstrate future success

Request for re-entry must be submitted to the Program Director and will only be considered if the student submits it within 5 business days from the posting of final grades in the term which program failure occurred. Re-entry to the program is considered on a space available basis. Request for Re-entry students have priority over Re-entry Appeals (see below). Request for Re-entry students are ranked by:

- The number of courses successfully completed during the term that the program failure occurred.
- Tiebreaker 1: Calculated GPA of courses successfully completed during the term of the program failure.
- Tiebreaker 2: Cumulative CNM GPA

#### ***Re-entry Appeal (second program failure or did not meet Request for Re-entry deadline):***

Re-entry appeal requires the following procedures:

1. The written request for Re-entry Appeal must be made to the Program Director within one year of the most recent program failure. A program failure is officially recorded at the time of course withdrawal or entry of a failing grade, whichever occurs first.
2. Students are encouraged to request the assistance of an Achievement Coach for guidance in drafting the letter of appeal. Students are also encouraged to meet with a School Advisor explore other careers that may be a good fit for their perceived strengths.
3. The letter of appeal must include:
  - a) Student's full name, mailing address, email address and telephone number.
  - b) Description of student strengths they will leverage to be successful in the program
  - c) Description of the challenges and/or circumstances that contributed to a second program failure or not meeting the Request for Re-entry deadline
  - d) A plan for success which should include:
    - Positive changes that occurred since the most recent program failure that the student now believes will allow them to be successful going forward.
    - Strategies they will use to overcome the barriers to success they have experienced in the program.
    - A list of outcomes/measures that would demonstrate future success
4. The Re-entry Appeal will be reviewed by an Administrative Review Committee (ARC). The ARC for a Re-entry Appeal is composed of:
  - a) the program director and/or their designee(s) within the discipline;
  - b) one (1) program director (or their designee) from a different discipline than the student requesting the appeal, and;
  - c) an Associate Dean (or their designee)
5. The ARC will meet and render a decision within ten (10) business days of receipt of the request for appeal. The ARC meeting may be delayed if the CNM campus is closed (snow days, etc) or during the semester break.
6. The ARC reviews all written requests for Re-entry Appeal and either grants or denies the request for re-entry. The decision of the ARC is final.
7. A written decision on behalf of the ARC will be drafted by the Associate Dean and will be given to the student and Program Director via e-mail.
8. Successful appeals will be granted re-entry on a first-come, first-serve basis and placement is based on didactic and clinical space available. Request for Re-entry students have priority over Re-entry Appeals. Students must accept the seat when it comes available or the appeal will be null and void. If there has been a break in enrollment within the cohort, students requesting a re-entry appeal will be drug tested and are subject to background check, at the student's expense.

Students who have their appeal denied are restricted from re-enrolling in the program for a period of three (3) years from the date of the appeal decision. Should the student chose to continue this program after the waiting period, the student must restart the program following the current entry process in place at that time.

---

## CLINICAL AFFILIATES

---

Albuquerque Indian Health Care	801 Vassar Dr. NE, Albuquerque, NM 87106
Davita Medical Group- Journal Center	5150 Journal Center Blvd.NE Albuquerque, NM 87109 505-262-7000
DaVita Medical Group- Juan Tabo North	2121 Juan Tabo Blvd NE Albuquerque, NM 505-237-8800
DaVita Medical Group- Rio Rancho Center	1721 Rio Rancho Blvd SE Rio Rancho, NM 505-262-7000
DaVita Medical Group- Sunport Healthcare Center	2901 Transport St SE Albuquerque, NM 505-262-7000
Lovelace Medical Center	601 Martin Luther King Jr Avenue NE Albuquerque, NM 87102
Lovelace Westside Hospital	10501 Golf Course Rd. NW, Albuquerque, NM 87114
Lovelace Women's Hospital	4701 Montgomery Blvd. NE, Albuquerque, NM 87109
Presbyterian Hospital	1100 Central Avenue SE, Albuquerque, NM 87106
Presbyterian Rust Medical Center	2400 Unser Blvd SE , Rio Rancho, NM 87124
Presbyterian Kaseman Hospital	8300 Constitution NE, Albuquerque, NM 87110
Presbyterian Medical Group – POB Constitution	8120 Constitution Pl. NE, Ste 120, Albuquerque, NM 87110
Presbyterian Medical Group- Wyoming	5550 Wyoming Blvd. NE, Albuquerque, NM 87109
Presbyterian Medical Group- Isleta	3436 Isleta Blvd. SW, Albuquerque, NM 87105
Presbyterian Medical Group- Atrisco	3901 Atrisco NW, Albuquerque, NM 87120
Presbyterian Medical Group- Northside	5901 Harper Dr. NE, Albuquerque, NM 87109
Presbyterian Medical Group- Belen	609 S. Christopher Belen, NM 87002
Presbyterian Medical Group – High Resort (4005)	4005 High Resort Blvd., SE Rio Rancho, NM 87124
Presbyterian Medical Group – High Resort (4100)	4100 High Resort Blvd., SE Rio Rancho, NM 87124
Presbyterian Medical Group- Los Lunas Clinic	200 Emilio Lopez Rd. Los Lunas, NM 87031
The University of New Mexico Health Sciences Center- UNM Hospital	2211 Lomas Blvd NE, Albuquerque, NM 87106
The University of New Mexico Hospital- Outpatient Surgery and Imaging Services	1213 University Blvd NE, Albuquerque, NM 87102
The University of New Mexico Hospital- Family Health Clinic - UNM Area	1209 University Blvd. NE, Albuquerque, NM 87102
The University of New Mexico Hospital- Carrie Tingley (Hospital) Clinic	1127 University Blvd. NE, Albuquerque, NM 87102
The University of New Mexico Hospital- University Orthopedics Clinic	1101-5 Medical Arts Blvd., Albuquerque, NM 87102

The University of New Mexico Hospital-Southwest Mesa Center for Family and Community Health	301 Unser Blvd. NW, Albuquerque, NM 87121
Raymond G. Murphy VA Medical Center	1501 San Pedro SE, Albuquerque, NM 87108

---

## *PROGRAM NON-COMPLIANCE*

---

Joint Review Committee on Education in Radiologic Technology (JRCERT) standards can be found on the links provided on all clinical class canvas home pages for easy access by the students. It can also be found on the program webpage.

If a student believes there is noncompliance with these standards and is unable to resolve the complaint with the institution/program officials or believes that the concerns have not been properly addressed, he/she **may submit allegations of non-compliance directly to the JRCERT.**

Joint Review Committee on Education in Radiologic Technology  
 20 N. Wacker Drive, Suite 2850  
 Chicago, IL 60606-3182  
 www.jrcert.org  
 Email: [mail@jrcert.org](mailto:mail@jrcert.org)  
 Phone: (312) 704-5300  
 Fax: (312) 704-5304

It will be the goal of the Program faculty to resolve an issue as soon as possible. For this to be accomplished the student must notify the proper personnel no more than 7 days after initial occurrence. In each step of the process every attempt will be made to resolve the issue in 10 days.

The entire process can be found at:

<https://www.jrcert.org/students/process-for-reporting-allegations/report-an-allegation/>

---

## APPENDIX

---

### **Joint Review Committee on Education in Radiologic Technology**

20 North Wacker Dr., Suite 2850  
Chicago, IL 60606-2901  
312-704-5300  
[mail@jrcert.org](mailto:mail@jrcert.org)  
<http://www.jrcert.org>

### **American Registry of Radiologic Technologists**

1255 Northland Dr.  
St. Paul, MN 55120-1155 612-687-  
0048  
<http://www.arrrt.org>

### **American Society of Radiologic Technologist**

15000 Central Ave., SE  
Albuquerque, NM 87123-3909  
505-298-4500  
<http://www.asrt.org>

### **International Society of Radiographers and Radiologic Technologists**

ISRRT Secretary-General  
143 Bryn Pinwydden, Cardiff, CF23 7DG, Wales,  
United Kingdom  
<http://www.isrrt.org>

### **Radiation Control Bureau- *Medical Imaging & Radiation Therapy Program***

New Mexico Environment Department  
PO Box 5469  
Santa Fe, NM 87502 505-476-  
8633  
<https://www.env.nm.gov/nmrcb/radtech.html>

## **CNM Radiologic Technology Program GRIEVANCE PROCEDURE**

CNM's Radiologic Technology Program (Program) is committed to compliance with the Joint Review Committee on Education in Radiologic Technology (JRCERT) Standards for an Accredited Educational Program. Students shall be treated fairly at all times while enrolled in the Program. Any student who suspects or perceives that these Standards are not being followed can submit a grievance\* in accordance with the following procedure:

### **Step 1**

- Submit the grievance, in writing, to the individuals directly involved in the grievance issue. If a satisfactory resolution is reached, inform the clinical instructor of the grievance issue and the resolution that was reached between all parties involved.

If a satisfactory resolution is not reached or if the student has received no response within five (5) business days of the grievance, the student may proceed as follows:

### **Step 2**

- Submit the grievance, in writing, to the program director. The Program Director will review the grievance with the Associate Dean and render a decision to the parties directly involved in the complaint within five (5) business days.

If the student does not accept the decision or no decision is reached within five (5) business days, the student may initiate an appeal as follows:

### **Step 3**

- Submit the appeal, in writing, to the Dean. Appeals should be as specific as possible and shall not indicate general dissatisfaction with prior decisions as the sole basis for appeal. The Dean will consult with the Vice President of Academic Affairs or designee and render a final decision within five (5) business days. Designees shall, in all cases, reside outside the School of Health, Wellness & Public Safety.

All student grievance records and resolutions shall be maintained until the next JRCERT site accreditation visit.

**\*Any grievance that includes a claim of sexual misconduct (as defined by CNM policy) must be forwarded to CNM's Title IX Coordinator for adjudication under Section IV(C), (D) of the [Student Code of Conduct](#).**

**CNM RADIOLOGIC TECHNOLOGY PROGRAM**  
**STUDENT DECLARATION OF PREGNANCY**

I, \_\_\_\_\_, the undersigned student, voluntarily declare through this written notice to CNM's Radiologic Technology Program ("Program") that I am pregnant. The estimated date of conception is \_\_\_\_\_ and the anticipated due date is \_\_\_\_\_.

Furthermore, I fully understand and agree with the following statements:

- I am fully aware of the radiation risks associated with radiation exposure.
- I acknowledge and understand the risks associated with radiation exposure. I will receive a fetal radiation monitoring badge to record radiation exposure during the pregnancy and agree to wear the monitoring badge as prescribed by the Radiologic Technology Program.
- I acknowledge that I have received a copy of 10 C.F.R. § 20.1208 which specifies the maximum radiation dose equivalent to an embryo/fetus during the entire pregnancy and a copy of U.S. Nuclear Regulatory Commission Regulatory Guide 8.13 concerning prenatal radiation exposure.
- I understand that it is my responsibility to comply with all radiation safety rules required by the Program which are in place to minimize radiation exposure to myself and my unborn child.
- I understand that I may revoke this declaration at any time during the pregnancy by providing a written revocation.
- **I understand and acknowledge that my education as a student radiographer may put my unborn child and myself at risk of exposure to radiation and, as such, agree to hold harmless Central New Mexico Community College, the School of Health, Wellness & Public Safety or any clinical affiliate for any defects or injury to myself or to my unborn child that may result from exposure to radiation as a result of my participation in the Program.**

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Program Director: \_\_\_\_\_

Date: \_\_\_\_\_



---

## CLINICAL FORMS

---

CNMCC Radiologic Technology Program  
**Weekly Student Performance Evaluation**  
Completed by Clinical Instructor each visit

Term: Sp Su Fa      Eval#: **1 2 3 4 5 6 7** Date \_\_\_\_\_ Points earned: \_\_\_\_\_

Student signature \_\_\_\_\_ Student name (print) \_\_\_\_\_

Facility \_\_\_\_\_ Clinical Instructor \_\_\_\_\_

Exam(s) observed by CI: \_\_\_\_\_

*This evaluation should take into consideration the level of the student in the progression of the program. Each category is graded upon knowledge, skills and patient interaction as observed by the Clinical Instructor.*

**Soft Skills (20 pts; max of 4 for each item):** This evaluation is a culmination of observations/interactions/communication between the student, radiology personnel, patients, and instructors. To be completed on visits 1, 3, 5, and 7; calculate grade separate from exam evaluation

- \_\_\_\_\_ maintains a level of professionalism and demonstrates consistent ethical behaviors
- \_\_\_\_\_ shows an eagerness to learn the profession; has a receptive attitude to correction
- \_\_\_\_\_ communicates, through verbal AND non-verbal skills, effectively with patients and radiology personnel
- \_\_\_\_\_ demonstrates self-confidence, appropriate to their level of training
- \_\_\_\_\_ demonstrates appropriate quantity and quality of work (takes initiative/prioritizes tasks, takes pride in their work)
- \_\_\_\_\_ **TOTAL Points**

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Guidelines for Grading Weekly Student Performance:**

**2 points-meets standards    1 point-needs *minor* adjustment    0 points- needs *major* improvement**

**(10 pts) Room ready**

- \_\_\_\_\_ prepares the room and cleans/straightens it before escorting in patient
- \_\_\_\_\_ has all equipment/supplies readily available before escorting in patient
- \_\_\_\_\_ able to manipulate all radiographic equipment with ease and centers CR to IR
- \_\_\_\_\_ adjusts the tube to proper SID
- \_\_\_\_\_ selects an IR of the appropriate size or selects appropriate initial collimation size

**(10 pts) Patient ready**

- \_\_\_\_\_ identifies the correct patient/examination while establishing a good patient rapport
- \_\_\_\_\_ obtains/documents patient's history prior to exam
  - \_\_\_\_\_ If required, determines possibility of pregnancy
- \_\_\_\_\_ thoroughly explains procedure to patient to include number of images to obtain and duration of exam
- \_\_\_\_\_ removes all foreign bodies/artifacts that may interfere with procedure
- \_\_\_\_\_ respects patient's modesty and provides ample comfort

**(10 pts) Perform the exam**

- \_\_\_\_\_ correctly positions the patient for the stated projection while conversing with patient
- \_\_\_\_\_ correctly positions the CR for stated projection while conversing with patient
- \_\_\_\_\_ correctly angles the tube and collimates for stated projection while conversing with patient
- \_\_\_\_\_ correctly chooses the technical factors for stated projection; employs ALARA
- \_\_\_\_\_ adheres to radiation protection standards while conversing with patient

**(10 pts) Evaluate the exam**

- \_\_\_\_\_ correctly recognize proper technique/optimal density/recorded detail
- \_\_\_\_\_ correctly recognize proper tube/part/IR relationship
- \_\_\_\_\_ correctly recognize proper marker placement /IR placement
- \_\_\_\_\_ correctly recognize demonstrated anatomical structures
- \_\_\_\_\_ evidence of proper collimation/radiation protection

**Clinical Instructor comments:**

---

---

**Student comments:**

---

---

---

**CHECKLIST OF CLINICAL EXPECTATIONS FOR STUDENTS**

<i>Students will be expected to:</i>	YES	NO	N/A	COMMENTS / OTHER EXPECTATIONS NOT LISTED
1. Show up 10 minutes prior to shift				
2. Show up exactly at start of shift				
3. Transport patients on their own				
4. Obtain patient's full medical history				
5. Set up fluoro procedures independently				
6. Set up the C-Arm independently				
7. Perform portables with direct supervision but no assistance				
8. Stock linens daily				
9. Stock medical supplies (barium, syringes, gloves, etc) daily				
10. Dispose of linen bags when full				
11. Obtain pregnancy declaration				
12. Know all exam protocols or where to find them				
13. Set up exam room and control panel prior to retrieving patient				
14. Clean up exam room after every patient				
15. Know manual techniques for all exams				
16. Know hospital/clinic layout and can find all departments independently				
17. Recognize all anatomy on images				
18. Recognize pertinent anatomy on images				
19. Recognize common pathology on images				
20. Know anatomical requirements on acceptable images				
21. Know when an image is not acceptable and needs repeating				
22. Know where to be and what to do when there are no patients				
23. Know where to look when an exam is ordered				
24. (computer order vs. paper order)				
25. Know <i>where</i> they are assigned each shift OR know <i>who</i> they are assigned to each shift (...without having to ask)				
26. Know the names of all key personnel in the department				
27. Know what to remove and NOT to remove from pt regarding leads/O2, IVs				
28. Stay over shift if a patient has arrived before shift ends				
29. Techs must approve every image before study is sent to PACS				
30. Complete the patient in RIS/PACS/EMR				
31. Students will be DIRECTLY supervised for EVERY exposure				Per NMAC 20.3.20.7 part V and AO

**CLINICAL PRECEPTOR SIGNATURE:** \_\_\_\_\_

**CLINICAL PRECEPTOR PRINTED NAME:** \_\_\_\_\_

# CNM Radiologic Technology Program

## CLINICAL SELF-ASSESSMENT

Student name:

---

Clinical site:

---

Clinical Shift (days/hours):

---

Clinical Term (circle one):    I        II        III        IV

Number of Required comps per term	
Clinical Education I	10
Clinical Education II	14
Clinical Education III	14
Clinical Education IV	14
<b>TOTAL</b>	52

Competencies Completed	
Mandatory (max 37)	
Electives (min 15)	
<b>TOTAL (min 52)</b>	

List any areas that you feel you would like to improve on (i.e. positioning, anatomy, image analysis, patient care, procedure protocols, etc):

---



---



---



---



---



---



---

By signing, I verify that the RADT student has reviewed their semester goals with me.

**X**

---

Clinical Preceptor

**CNMCC Radiologic Technology Program  
Clinical Site Attendance Log**

**\*All time in and time outs need to be the *exact* time and filled out and signed by a registered tech on shift  
(clocked in and currently working)**

**\*\*Absences/holidays must be date documented on the correct week and day**

	Date	Time In	Tech initials/signature	Time out	Tech Initials/signature	Tech/Preceptor comments and highlights
1 <sup>st</sup> wk						
2 <sup>nd</sup> wk						
3 <sup>rd</sup> wk						
4 <sup>th</sup> wk						

Optional comments:						
	<b>Date</b>	<b>Time In</b>	<b>Tech Signature</b>	<b>Time out</b>	<b>Tech signature</b>	<b>Tech/Preceptor comments and highlights</b>
5 <sup>th</sup> wk						
6 <sup>th</sup> wk						
7 <sup>th</sup> wk						
8 <sup>th</sup> wk						
Optional comments:						

	Date	Time In	Tech Signature	Time out	Tech signature	Tech/Preceptor comments and highlights
9 <sup>th</sup> wk						
10 <sup>th</sup> wk						
11 <sup>th</sup> wk						
12 <sup>th</sup> wk						
13 <sup>th</sup> wk						

# Professional Behavior Advising Record

Student: \_\_\_\_\_

Date of Advising: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Reason for Advising: (check below)

Integrity

Empathy

Self-Motivation

Appearance/Personal Hygiene

Self-Confidence

Time Management

Teamwork

Diplomacy

Respect

Patient Advocacy

Delivery of Service

Other

Explanation:

---

---

---

---

Follow-up:

Future Advising Date: \_\_\_\_\_

Specific Expectations:

---

---

---

---

---

Positive Behavior:

---

---

---



Consequences for continuing unacceptable behavior:

\_\_\_\_\_  
\_\_\_\_\_

**I HAVE READ THIS ADVISING AND UNDERSTAND ALL THAT PERTAINS.**

Faculty Signature \_\_\_\_\_

Faculty Print \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

Student Signature \_\_\_\_\_

Student Print \_\_\_\_\_ Date \_\_\_\_\_

Program Director Review Signature \_\_\_\_\_

\_\_\_\_\_ Program Director

Review Print \_\_\_\_\_ Date \_\_\_\_\_