Our mission is to improve the quality of people’s lives by providing the best value in medical career education.
This handbook applies to the

**Online Advanced Placement Track Radiography (APTR) Program**

Policies and 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 policies and procedures of the respective program options. This handbook, in conjunction with the Pima Medical Institute Academic Catalog: [http://pmi.edu/catalog/index.html](http://pmi.edu/catalog/index.html) should make the transition to becoming a student rewarding.

The policies 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 Program Description
As students in Pima Medical Institute's Radiography 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 Technologists
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.

Radiography 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: Student will demonstrate positioning competence.
SLO 2: Students will demonstrate comprehension of technical and radiographic procedures skills.
SLO 3: Students will demonstrate radiation safety.

Goal 2: Students will demonstrate critical thinking skills.
SLO 4: Students will use problem solving and critical thinking skills to determine safe and effective transfer methods for patients in given scenarios.
SLO 5: Students will demonstrate ability to modify positioning and technical factors for uniquely challenging examinations in the clinical setting.
SLO 6: Students will demonstrate the ability to evaluate and critique images for technical and positioning factors.

Goal 3: Students will demonstrate effective communication skills.
SLO 7: Students will demonstrate oral and written communication skills in the classroom.
SLO 8: Students will demonstrate effective communication skills with peers.
SLO 9: Students will demonstrate effective communication skills with patients.

Goal 4: Students will grow and develop professionally.
SLO 10: Students will demonstrate effective professional development by obtaining membership in state or national society OR advanced training OR pursuing additional post-secondary education.
SLO 11: Students will demonstrate knowledge and understanding of ethical decision making processes in given scenarios in the classroom
SLO 12: Students will demonstrate professional and ethical decision making in the clinical setting.
Course Outline and Calendar

The program is four semesters in length and takes approximately 15 months to complete.

Advanced Placement Track Radiography Program

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

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

JRCERT  The Joint Review Committee on Education in Radiologic Technology

Pursuant to the JRCERT Standard One, Objective 1.7, 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. Students are able to contact the JRCERT via the address below or the website above at any time, with questions, concerns, or allegations of non-compliance for the Pima Medical Institute Radiography Program.

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 that 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 APTR Program Director stating that all violations have been resolved to the satisfaction of the ARRT. Additionally, individuals who have outstanding warrants must provide documentation to the program director stating that the warrants have been quashed prior to beginning the radiography program. 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. 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

Online APTR Program Director & Instructor
Ryan McCormick M.M., RT (R)CT
(520) 909-0111 office
(520) 202-5831 fax
rmccormick@pmi.edu

Online APTR Clinical Coordinator
Donna Steele M.Ed., RT (R)(M)
(520) 429-7280 office
dsteele@pmi.edu

Online APTR Education Director
Deborah Ayers
(520) 318-2460 office
dayers@pmi.edu

Faculty instructors may be reached via PMI email through your Blackboard courses.
Student Holidays and Vacations

The students at PMI 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 One, Objective 1.3 – 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 PMI are off on all holidays recognized by PMI, 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 – 4th Thursday in November
- VETERANS DAY – 4th Friday in November
- CHRISTMAS AND NEW YEAR’S VACATION – dates will be announced
- MARTIN LUTHER KING DAY – 3rd Monday in January
Admissions Policy

Policy
Applicants must go through an admissions process that will determine eligibility for enrollment and selection for an interview with the APTR Program Director and APTR Clinical Director.

Purpose
To ensure the equitable selection of prospective students

Procedure
The application procedure for the Advanced Radiography 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 OR)
☐ 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:** Applicants are scheduled for a 30 minute interview with the Program Director and a 30 minute interview with the Clinical Director based on the following criteria:

1. Passing scores on the math and Wonderlic placement entrance exams.
2. High School or GED verification.
3. Receipt of unofficial college transcripts.
   a. College transcripts are evaluated by the APTR Program Director for transfer credit. Only those courses completed with a letter grade of “C” or better will be considered for transfer.
   b. Official transcripts must be received within one week of starting the program or students risk forfeiting their place in the cohort.
4. Verification of clinical experience.
   a. Applicants with no work experience in diagnostic imaging must begin the program within one year of their graduation from a previous radiography program.
   b. Applicants with prior work experience in diagnostic imaging will be evaluated on a case by case basis.
Entrance Exam Policy

Policy
Applicants must take an entrance exam(s) and pass with a minimum score. Successful completion of the Wonderlic Scholastic Level Exam (SLE) and Math Admissions Test is a requirement for degree programs.

Purpose
Measure the cognitive, general and algebraic math ability of prospective students.

Procedure

Wonderlic Test
Degree Programs:
• 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 consideration for Radiography is 20.
• The use of a calculator is not allowed.
• There is a time limit of 12 minutes.
• The test can be taken using a different version for each attempt.
• SLE versions must be given in the following order: T-51, T-71.

Math Admission Test
Degree Programs:
• Applicants for degree programs are required to take a Math Admission Test and receive a minimum of 80%.
• The use of a calculator is allowed.
• No time limit.
• The test can be taken up to 2 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 for applicants.
Acceptance Policy

Policy
Qualified students will interview with the APTR Program Director and APTR Clinical Director to determine final acceptance into the program.

Purpose
To ensure the equitable selection of qualified applicants.

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

A. Acceptance criteria:

1. Completed admissions documentation
2. Successful completion of preadmissions testing
3. Submission of college transcripts (Official transcripts must be submitted within one week of starting the program.)
4. Appropriate prior clinical experience
5. Successful Interview with program faculty
6. Timely completion of online orientation
7. 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 or Program Director
Attendance Policy - Didactic Courses

Policy
Students are required to complete a minimum number of scheduled class hours to effectively progress through the program.

Purpose
To ensure that students acquire the number of academic hours required for program completion and licensure.

Procedure
Students in the Advanced Placement Track Radiography 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 a 14 day period students will be terminated.

Failed Courses:
Please read the Radiography 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 Policy - Clinical Externship

Policy
Students are required to complete a minimum number of scheduled externship hours in order to complete program requirements.

Purpose
To inform students, faculty, and administrators of externship attendance requirements.

Procedures

• Students must complete seven 36-hour weeks for a total of 252 externship hours (students starting before 8/31/2016 need 240 total hours); all hours must be documented to receive a passing externship grade.

• Students are required to call both the Clinical Director and the Clinical Instructor at the health care 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.

• Any externship absences in excess of 15% of the scheduled clinical hours may result in termination.

• All missed externship hours must be made up prior to graduation.

• 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.

• Students must complete externship hours during assigned weeks in Semester IV as scheduled by the Clinical Director.

• Students' evening and/or weekend assignments may not exceed 25% of the total externship clock hours; as defined by JRCERT, operational hours are Monday through Friday, 5:00AM to 7:00PM.

• Students may not be assigned to externship settings on holidays observed by Pima Medical Institute.

• Combined didactic hours and externship hours may not exceed 10 hours per day or 40 hours per week, and students must take at least a 30-minute lunch break.

• 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.

• 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.
Dress Code Policy

Policy
Students are required to be in uniform at all times when on campus and at their assigned clinical facility.

Purpose
To ensure that students are dressed in appropriate and professional attire.

Procedure
Students in the Radiologic Technology 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.

3. Jewelry should be limited to one watch and no more than one ring per hand. 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 face should be clean shaven daily.

6. Students must wear scrubs deemed appropriate by their clinical site.

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.

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.

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. 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.

13. ID badges and dosimeter badges must be visible at all times. Cleavage, abdomen/mid-section, and body parts/clothing below the waist should not be visible.

14. No visible tattoos are allowed.
Testing and Assignment Policy

Policy
Students are required to complete tests, quizzes, and assessments for each course in the program.

Purpose
This policy will allow program faculty to measure the level of student’s acquired knowledge, comprehension, and competency of program didactic and clinical material.

Procedure
- All assigned course content, including tests and quizzes, shall be taken by the due date and time. If a student does not submit on the day a quiz is given, the student must make up the quiz within 24 hours past the deadline for a 10% reduction in grade.
- Submissions past 24 hours will receive a zero score, unless an Oops pass is granted - see below
- Students may request one Oops Pass per course for a written assignment or quiz
- The Oops pass allows a student to submit up to 72 hours past a deadline without a grade penalty.
- There will be no make-up quizzes given for midterm and final examinations. If the student does not take a midterm or final examination at the scheduled time, he/she will automatically receive a zero for the exam.
- Extra credit is not offered in any course.
- (Exceptions to the above policies may be made for dire circumstances at the discretion of the Program Director).

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Standing</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>93-100%</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>85-92%</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>77-84%</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>76% or lower</td>
</tr>
</tbody>
</table>

Pima Medical Institute does not award pass/fail grades for courses.
APTR Program Progression Policy

Policy
Successful completion of coursework, competencies, and examinations is required for progression through the program.

Purpose
To inform students, faculty, and administrators of program progression requirements.

Procedures

• The curriculum sequence is defined in the Radiography Program Outline, which is provided to all Radiography students, faculty and administrators via the PMI academic catalog and the Radiography Student/Applicant Handbook.
• The student must pass all required prerequisite courses, as specified in the catalog, prior to proceeding to the subsequent semester.
• Passing lab skills and/or competencies is required in order to pass respective Radiography courses.
• Students must proceed through Radiography designated courses (technical core courses) by passing all courses in each respective sequence 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 withdraw until the student can be reassigned into a new cohort of PMI students. If no opportunity exists, a student may be required to re-apply/re-enroll in the program. Space availability is limited.
• All coursework in the Radiography curriculum must be successfully completed with a 77% or greater in order to qualify for graduation.
Program Re-application / Re-enrollment Policy

Policy
If a student is terminated or has withdrawn from the Radiography Program, he/she maintains the right to reapply to the program provided that requirements below have been met.

Purpose
To inform faculty, students and administrators of program re-application/re-enrollment requirements.

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 faculty input.
   • The Program Director will submit and present the candidate’s request to the Campus Director or Associate Campus Director and/or designated committee.

2. Procedures Pertaining to Request of Withdrawn Student for Re-enrollment
   • The Program Director will submit and present the candidate’s request to the Campus Director or Associate Campus Director and/or designated committee.

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 Campus Director.
Additional Procedures

• After receiving approval to re-enroll upon specified conditions, the student must meet with an admissions representative and financial aid advisor to update paperwork and review programmatic changes. A new enrollment agreement will be signed.
• Re-enrollment Credits earned for non-Radiography designated courses (general education courses) taken in the Radiography program are valid for 7 years from original enrollment date.
• Credits earned for Radiography designated core courses are valid for 2 years from date of completion.
• 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 clinical externship competencies; dependent on the length of time from original completion date. This includes mandatory, elective and patient care competencies.
• Should the student fail any Radiography designated core course after re-enrollment, he/she will be terminated from the program and will not be eligible for re-enrollment.
• If a student is required to retake a course for credit, he/she may be required to attend or audit other courses as defined by the Program Director.
Grievance Policy

Policy
Student will follow the grievance policy to resolve concerns that cannot be resolved through discussion with the program faculty.

Purpose
To ensure the concerns and problems of students are resolved in a timely and equitable manner.

Procedure
Students in the APTR Program must follow these steps:

- The students must submit the substance of the grievance in written form to the Campus Director, Associate Director or the PMI Title IX Coordinator, Liby Lentz, at TitleIXCoordinator@pmi.edu.
- An appointment will be made to meet with either the Campus Director, Associate Director or Title IX Coordinator.
- The Campus Director, Associate Director or Title IX Coordinator will respond to the complaint within 10 working days of the meeting.
- If the grievance is still unresolved after meeting with one of the above-named individuals, the student may telephone or write the CEO, Fred Freedman 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.

The CEO will respond to the written complaint within 30 days of receipt, if possible. The CEO or representative will conduct an impartial investigation, which may include an opportunity for the complainant to provide relevant evidence and may have relevant information, and review of relevant documents.

During or after the investigation, at the request of the Complainant, PMI will consider various options to protect the Complainant as appropriate, including but not limited to:
- a. a no-contact order (Complainant may go to local law enforcement)
- b. health and mental services
- c. academic support
- d. opportunity to re-take the class, or
- e. withdraw without penalty

Further, PMI states that retaliation is absolutely forbidden and will discipline any person engaging in retaliatory conduct.

If an actual hearing is convened, at the request of the CEO, both parties will have access to all the evidence at least 10 days before the hearing.

One or both parties may be represented by a duly licensed attorney at the hearing.

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.

Documentation will be kept of all steps of the process by the Title IX Coordinator. PMI will take all necessary steps to train the investigators, Title IX Coordinator, adjudicators, etc. on the applicable laws and these procedures.
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.

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 recurring.

If the complaint cannot be resolved after exhausting the Institution’s grievance procedure, the students may file a complaint with the appropriate state or accrediting agency listed on pages 14-18. Each agency has specific procedure for filing a grievance. Student is advised to contact the agency directly to insure proper filing of concern.

There shall be no conflict of interest or the appearance of a conflict of interest during any stage of the grievance process. If the investigation will take longer than 30 days, all parties will be kept apprised of the steps being taken.

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.

PMI 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. Evidence of past relationships will not be allowed as evidence in this process.
Student Expectations

As a student in the APTR 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 APTR 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.

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.

Unethical Conduct
Unethical conduct includes but is not limited to lying, cheating, plagiarism, and falsifying documents.

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 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 Policy
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 harassment, regardless of the investigation’s outcome. Those found to be engaging in any form of harassment will be subject to termination.
Radiation Safety Policy

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.

Purpose
To inform students, faculty, and administrators of procedures that must be followed to ensure radiation safety through the proper use and monitoring of radiation exposure.

Procedure

Radiation Monitoring
- Personal Radiation Dosimeters for radiation monitoring are furnished for APTR students and are to be part of their uniform.
- The dosimeter must be worn during all exposure activities.
- The dosimeter is to be worn at all times while at the clinical externship site.
- Dosimetry reports will be distributed after students have submitted the dosimeter to the vendor and the vendor has provided a dose report. The report is reviewed by the RSO and sent to the student electronically. The students must review and sign the report. By signing the report, the student indicates that they have read and acknowledge their exposure dose. The student will upload the signed report into their Blackboard course for confirmation.
- 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.
- If a student exceeds the exposure limit during their clinical assignment, the student will receive verbal advising of that exposure to determine the cause of the high exposure, and be advised on how to minimize their occupational dose.
- This advisement will be documented in writing by the Radiation Safety Officer or Program Director.

<table>
<thead>
<tr>
<th>Region</th>
<th>Limit</th>
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<tbody>
<tr>
<td>Whole body</td>
<td>125 mrem</td>
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<tr>
<td>Pregnancy monitor (monthly)</td>
<td>25 mrem</td>
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</table>

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, and/or other relevant individuals.
- Previous exposure readings for the student and for the clinical facility 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.
Radiation Safety Procedures for the Declared-Pregnant Student

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

Joint Review Committee on Education in Radiologic Technology Compliance:

The following is an addendum to the above policy: To demonstrate compliance with JRCERT Standard Four, students enrolled in the Radiography Program may at no time hold or restrain a patient 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

Policy
Students are made aware of safety issues and guidelines related to Magnetic Resonance Imaging and radiofrequency hazards, and complete and sign the MRI screening form prior to participating in any clinical experiences.

Purpose
To inform students, faculty, and administrators of education, screening and preparation processes that must be followed to ensure safety and avoid adverse events, injuries or problems associated with using an MRI or radiofrequency system. When one is in the MRI environment, any metallic objects in the room or on or within a 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, which would require them to enter the scan room and become subject to the magnetic field.

Procedure
Education
- Students are provided with information concerning MRI and safety concerns associated with MRI and radiofrequency systems.
- 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. These objects effectively become projectiles 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.
- Prior to entering the MR environment, all metallic objects should be removed. See the waiver for a list of common objects that are representative, but not inclusive of all possible objects of concern.
- 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.
- The FDA website provides information on safety considerations for patients and healthcare workers in the use of MRI: [http://www.fda.gov/Radiation-EmittingProducts/RadiationEmittingProductsandProcedures/MedicalImaging/ucm200086.htm](http://www.fda.gov/Radiation-EmittingProducts/RadiationEmittingProductsandProcedures/MedicalImaging/ucm200086.htm).

Screening
- Students are provided with information concerning MRI and given the opportunity to ask questions.
- Students are provided with a screening/disclosure form which must be completed before externship attendance.
- Some of the questions asked of the students include, but are not limited to details concerning:
  - any type of operation that involved the use of screws, surgical clips, or any kind of prosthetic devices or surgical implants.
  - related surgical procedures and approximate dates related to any operations.
  - working on tasks related to the fabrication or alteration of metal products (as machinist, grinder, welder or similar).
  - any injury to the eye related to a metal object.
  - any injury from a metallic foreign body (bullet, BB, shrapnel, etc.).
  - permanent coloring technique (i.e. tattooing) applied to any part of the body, including eyeliner, lip liner, surgical markers or decorative designs.

- Information on the screening/disclosure form includes a list of some of the many metallic objects
that are not permitted in the MRI environment.

- Students sign that they have read and understood the information presented in the MRI screening form.
- The Program Director and/or Clinical Director will discuss the information provided by the student on the form. Depending upon information listed on the form, students may be permitted or restricted from entering the MRI environment during clinical externship.

**Procedures prior to entering an MRI Environment**

- 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.
- No standard oxygen tanks, wheelchairs or gurneys are ever permitted into the MRI environment.
- 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:
  - Hearing aids
  - Beepers
  - Cell phones
  - Keys
  - Eyeglasses
  - Hair pins & barrettes
  - Jewelry, including all body piercings
  - Watch
  - Safety pins, paperclips
  - Money clips, credit cards, bank cards and other magnetic strip cards
  - Coins
  - Small tools such as pocket knives or nail clippers
  - Pens
  - Steel-toed boots or shoes

- 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

Policy
Instruction concerning prenatal radiation exposure and its risks to the embryo/fetus are provided to radiation workers before they will be allowed to work in a restricted area. Radiation protection regulations allow a pregnant woman to decide whether she wants to formally declare her pregnancy, thereby taking advantage of the special dose limits provided to protect the developing embryo/fetus. Students indicate that they have been made aware of this policy by signing an awareness form.

Purpose
To inform students of health risks associated with participation in the Radiologic Technologist program during pregnancy and the procedures that must be followed once the pregnancy is declared.

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

Clinical Education
• The PMI APTR Clinical Coordinator will make every effort to place the student at an available clinical site.

Withdraw from the Program and Graduation Requirements
• Students who are pregnant maintain the right to withdraw from the APTR program at any time during their pregnancy.
• 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 advisors to determine the effect a withdrawal will have on financial aid status.
• Students who choose to withdraw partially through a semester will not receive credit for those classes and will have to re-enroll the next time the classes are offered.
• Student must satisfactorily complete all classroom and externship credits necessary to fulfill the program requirements.
• 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

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

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

Tutoring
The APTR 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

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

3. Urine Drug Screen:
   Students will be required to submit to an initial 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.
4. 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.

5. 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.

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)

Note: May include, but is not limited to the following:
- Copy of immunizations
- Proof of Influenza vaccination
- TB test/CXR results
- Proof of medical insurance
- Proof of CPR certification
- Urine drug screen results (if requested by the facility)
- Background check
- Signed notifications and agreements

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.

Communicable Disease and Infection Control
APTR 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.

Online Program Option Students: Criminal Background Check
Applicants are required to submit to a criminal background check after acceptance into the APTR 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.
Student Evaluations Policy

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

Purpose
To evaluate 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 written exams.
      Written 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 APTR 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 obtain 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

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

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. Advanced Placement Track clinical sites are distributed nationally; students are made aware they will have to travel to their clinical assignment during the admission process. Students sign an Advanced Placement Radiography Required Travel Notification Form. Prospective students are referred to the PMI 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 APTR 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 the work 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. APTR 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

Policy
APTR 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 PMI 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 request 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

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Students enrolling in the Radiography 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 PMI Radiation Safety Policy. Additional information and reading materials may be requested of the Radiography Program Director at any time.

________________________________________
Student Name (please print)

________________________________________
Signature

________________________________________
Date
Female students enrolling in the Radiography Program are not required to report their pregnancy to any PMI school official. Information regarding pregnancy can be found in the Student Regulations section of the *Pima Medical Institute Catalog* and in the Radiography 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 Program by contacting their personal physician and the Radiography Program Director.

Signing below indicates that you have been informed and received a copy of the PMI Radiography Program Pregnancy 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
# Radiography Program Voluntary Declaration of Pregnancy

## Student Information

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### Option One:
I acknowledge on 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 want to be assigned to low exposure areas. The reading material listed below has been made available to me:


_____________________________    __________ ____________________________
Signature: Student             Date              Print Student Name

_____________________________     __________ ____________________________
Signature: Program Director  Date     Print Program Director Name

### Option Two:
I acknowledge on 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 have chosen not to be assigned to low exposure areas. The reading material listed below has been made available to me:


_____________________________ __________ ____________________________
Signature: Student              Date  Print Student Name

_____________________________ __________ ____________________________
Signature: Program Director                Date  Print Program Director Name
Option Three:
I acknowledge on 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 wish to temporarily withdraw from the program. I understand that I may re-enroll to complete required coursework and externship(s) following the guidelines of the PMI Pregnancy and Program Re-enrollment Policies. The reading material listed below has been made available to me:


_________________________________________ __________ ____________________________
Signature: Student              Date  Print Student Name

_________________________________________ __________ ____________________________
Signature: Program Director  Date  Print Program Director Name

Withdrawal of Declaration of Pregnancy:
I withdraw my declaration of pregnancy as of (date) _________________________________.

_________________________________________ __________ ____________________________
Signature: Student              Date  Print Student Name

Revised • 3/3/2016
Notification for Random Drug Screening & Background Check

Student Information

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I, ______________________________________, understand that my education at Pima Medical Institute includes clinical externship. I also understand that clinical externship sites require drug testing prior to beginning my 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.

By signing this “Notification for Clinical 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.

Student Name (please print): ___________________________________________________

Signature: ________________________________________________________________

Date: _______________________________
Radiography Program Acknowledgment of Understanding

Student Information

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I, _____________________________________________ have read the policies and procedures outlined in the Radiography 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 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

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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, grader 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 PMI 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: _________________________________