



**Metro Technology Centers**  
Preparing for Life



# Radiologic Technology

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**Student Guidebook**

2020-2021

June 31, 2020

# Welcome

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The faculty of the Metro Technology Centers Radiologic Technology program would like to welcome you to one of the most challenging and rewarding educational opportunities of your life. We look forward to helping you grow from fledgling students to Registered Technologists (R.T.) in Radiography (R).

This book is designed to be a resource for you, containing information regarding policies and procedures to follow.

It is our mission that you become competent practitioners, as you embody the art and science of radiography, utilizing both skill and caring compassion as you assist your patients in meeting their needs.

We are here to guide and assist you toward that goal. Welcome to Metro Tech!

## **Faculty Members**

Jennifer Daniels, M.S.H.S., R.T.(R)(CT), Program Coordinator/Instructor

Alison Beckner, B.S., R.T.(R), Clinical Coordinator/Instructor

Linda Nguyen, BS., R.T.(R)(CI) Instructor

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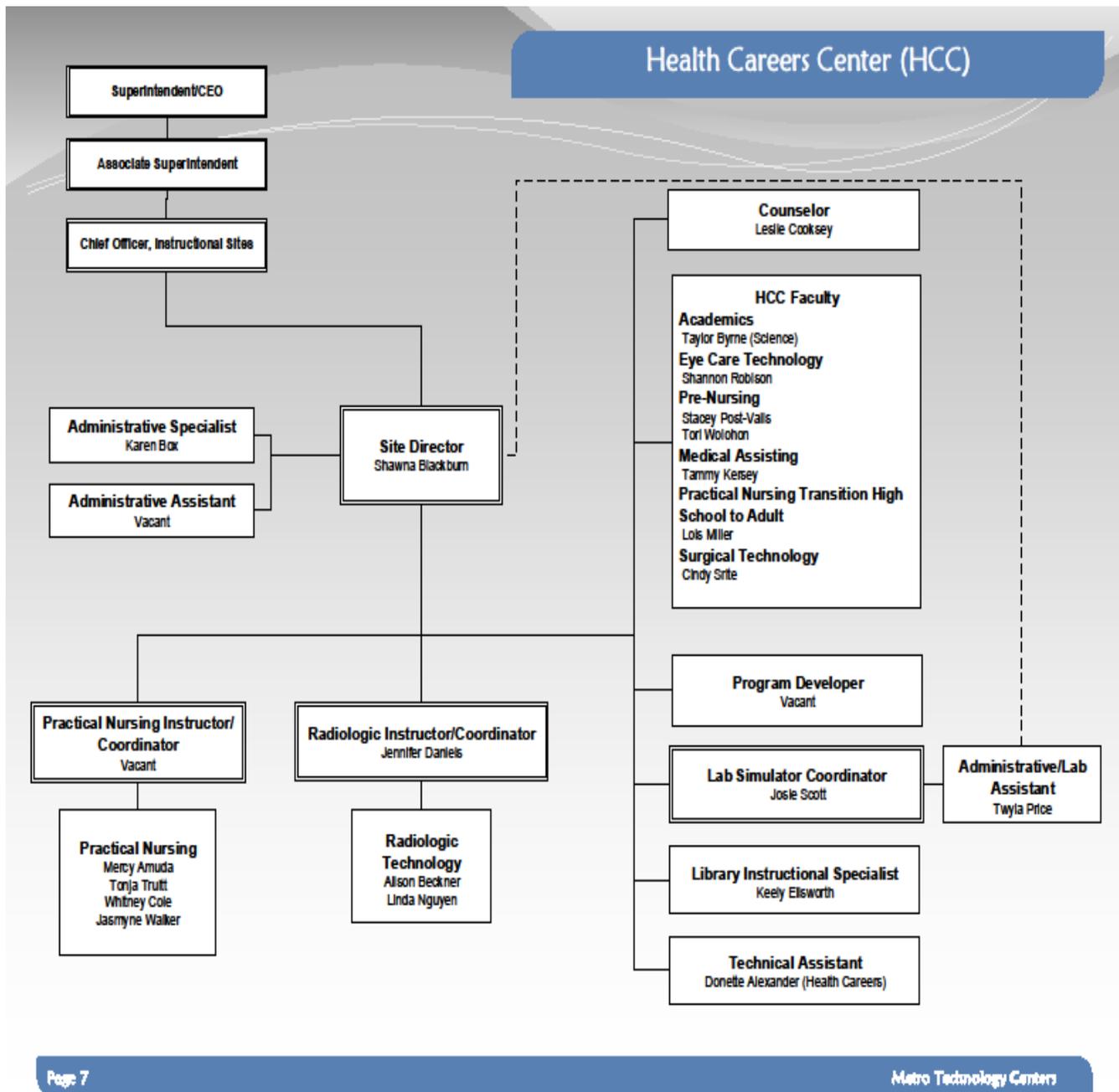
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# Health Careers Center Organizational Chart



# Radiologic Technology Faculty

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# History

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## **History of Metro Tech**

The Metro Technology Centers Springlake Campus is located at the site of what used to be an Oklahoma City landmark - Springlake Amusement Park. This historic fun park was opened in 1922 and for more than 60 years generations of Oklahomans looked to Springlake as the ideal spot for entertainment, dancing and breathtaking rides, such as the legendary “Big Dipper” roller coaster.

The amusement park was plagued with numerous fires over its many years of operation. In 1981, after yet another devastating fire, Springlake Amusement Park was closed. But, one bright note still remains in the final chapter of Springlake’s history. The passing of the old park has made it possible for future generations to build the skills that will bring more lasting happiness and security than all the cotton candy, thrilling rides and concerts the world could hope to hold.

The Springlake property (95 acres) was purchased in June 1982 for \$1.1 million by the Metro Technology Centers Board of Education. It is now known as the Springlake Campus. Metro Technology Centers is now a career and technology education district with five campuses serving the greater Oklahoma City metropolitan area. We offer a variety of training and career programs to high school students, adults and business and industry. Over 80 full-time programs and hundreds of short-term and online classes are available, as well as customized training for business and industry.

Metro Technology Centers received its 13th consecutive Gold Star School Award in 2014. The Gold Star School Award recognizes technology centers that have met rigid and demanding criteria, demonstrating a high level of excellence.

## **History of Radiologic Technology**

Metro Technology Centers Radiologic Technology Career Major was first established as a hospital based program at Oklahoma City’s Wesley Hospital. It is unclear when the program was originally begun but student records date back continuously to 1967. Wesley Hospital’s name eventually changed to Presbyterian Hospital (and in 2001, became OU Medical Center Presbyterian Tower). In December 1974 the hospital moved to the current location at 13<sup>th</sup> and Lincoln Boulevard at which time the program name became Presbyterian Hospital School of Radiologic Technology. The program was nationally accredited and has maintained JRCERT accreditation since that time.

In 1994, due to economic reasons, Presbyterian Hospital’s corporate owner decided to phase out the program and July 1, 1995, ownership was transferred to Metro Technology Centers. Metro Tech provided funds for the development of the lab and through the years more funds were allocated to purchase additional and up to date equipment including a computerized radiography system.

# Mission, Vision and Core Values

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## **MISSION**

Metro Technology Centers prepares people for successful employment and life in a global society.

## **OUR VISION**

Metro Technology Centers enables students' success in the workplace and in life by providing high quality instruction in design, flexible in delivery and adaptable to changing markets and requirements. We are recognized as a vital partner in creating individual, community and economic development in Oklahoma City. We manage our financial resources to ensure growth and sustainability of the district. We positively impact our community through a systematic commitment to public service and social responsibility. Our people are engaged, growing professionally and are valued for their ongoing contributions to student success, their own growth and sustainability of the organization. We model ethical behavior and focus on continuous and breakthrough improvement of processes and work systems.

## **OUR COMMITMENT**

To be the very best we can be at serving our students and stakeholders and to be recognized and respected as an engaging environment that fosters relationships for success.

## **OUR CORE VALUES**

- Customer-focused
- Learning-centered
- Ethical in practice
- Innovative in delivery
- Dedicated to continuous quality improvement
- Willing to persevere

## **HEALTH CAREER CENTER MISSION STATEMENT**

The HCC prepares people to be successful in Health Sciences and Life through continuous quality improvement.

# **Radiologic Technology Mission and Goals**

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## **PROGRAM MISSION**

The Radiologic Technology career major provides an accredited plan of study within the framework of the career and technology education system that prepares individuals for employment in the performance of medical imaging procedures along with their accompanying responsibilities.

## **GOALS**

Achievement of the program's mission is assessed by the degree to which the following goals have been met:

1. Students will be clinically competent.
2. Students will demonstrate communication skills.
3. Students will develop critical thinking skills.
4. Students will model professionalism.
5. The program will provide competent, qualified entry-level Radiologic Technologists to serve in the community.

## **OUTCOMES**

Achievement of the program's mission is also assessed by the following outcomes:

- Program Completion Rate
- ARRT Exam Pass Rate
- Employment Rate
- Graduate Satisfaction
- Employer Satisfaction

# Radiologic Technology Profession

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**Radiologic Technology** is the technical science that deals with the use of x-rays or radioactive substances for diagnostic or therapeutic purposes in medicine. There are five distinct primary disciplines. Patient care and contact with people is inherent in each specialty area. Technologists work independently or as team members, exercising critical thinking, judgment, and initiative in performing imaging exams or treatments ordered by a physician. The disciplines are **radiography, radiation therapy, nuclear medicine, sonography, and magnetic resonance imaging.**

**Radiography is the Radiologic Technology discipline** in which highly skilled professionals, qualified by education, perform imaging procedures using ionizing radiation. These procedures may result in two-dimensional static radiographic film or digital images of various areas of the body. They may be dynamic studies of the body in motion utilizing fluoroscopy, or they may be complex sectional images of the human body. These images are then used by the radiologist to diagnose and treat disease. Individuals who are qualified by education and certification are called **Radiographers or Radiologic Technologists.**

**Radiation therapy is the Radiologic Technology discipline** in which radiation is applied to various areas of the body in the treatment of life threatening diseases such as cancer. **Radiation Therapists** provide physical and psychological care to the patient during the course of therapy. They also assist the oncologist in the treatment planning and dose calculations of patients.

**Nuclear medicine is the Radiologic Technology discipline** in which radioactive pharmaceuticals are administered to patients. Images are made of body organs, or tests are performed on blood or body fluids to determine the concentration of radiation within them. This information is then used by physicians in the diagnosis and treatment of disease. Individuals who perform these studies are **Nuclear Medicine Technologists.**

**Sonography is the Radiologic Technology discipline** in which highly skilled professionals perform medical imaging procedures using ultrasound. These images are interpreted by a physician to diagnose and/or treat medical conditions. Individuals who are qualified by certification are called **Sonographers.**

**Magnetic Resonance Imaging is the Radiologic Technology discipline** in which radio waves are applied within a magnetic field to image anatomic and/or physiologic conditions of the body to assist physicians in the diagnosis and treatment of disease. Individuals who are qualified by certification are called **Magnetic Resonance Technologists.**

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The **American Registry of Radiologic Technologists (ARRT)** is the world's largest credentialing organization that seeks to ensure high quality patient care in Radiologic Technology. The ARRT tests and certifies technologists. The ARRT also specifies continuing education and ethics requirements for the annual registration of certified technologists.

Each Radiologic Technology discipline has an accompanying certification exam offered by the ARRT. Passing one of these registry exams gives the individual the right to use the initials, R.T. and (R), (T), (N), (CT), (S), or (MR) following their name.

In addition, the ARRT administers **post primary** exams in Bone Densitometry, Cardiac-Interventional Radiography, Computed Tomography, Magnetic Resonance Imaging, Mammography, Quality Management, Sonography, Vascular Sonography, Vascular-Interventional Radiography, and Radiologist Assistant. Post primary exams have initially qualifying requirements.

Additional information regarding the ARRT may be found at [www.arrt.org](http://www.arrt.org).

# Radiologic Technology Program

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## Program Description

Metro Tech's Radiologic Technology program is a twenty-two month full time certificate program for adult students who desire to learn imaging procedures with radiation. Students are instructed in theory and application in the classroom and laboratory located at Metro Tech. They receive extensive clinical experience at several sites in the greater Oklahoma City and outlying areas. Graduates are prepared for entry-level employment in the imaging areas of routine diagnostic procedures, fluoroscopy, surgery, portables, and trauma. They have observed or participated in the post-primary areas of computed tomography, magnetic resonance imaging, cardiac-interventional and vascular-interventional procedures. They have also been introduced to ultrasound theories in the classroom.

The program is competency-based and follows the American Society of Radiologic Technologists curriculum guide and, that established by the Oklahoma Department of Career and Technology Education. Graduates are eligible to take the Radiography certification exam offered by the American Registry of Radiologic Technologists (A.R.R.T.). A.R.R.T. certification is the standard for entry-level employment in most hospitals and medical facilities throughout the United States.

Metro Tech's Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology, the national accrediting agency for radiography programs. The accreditation process has been developed to ensure radiography programs follow education standards that promote academic excellence. A copy of the "Standards for an Accredited Educational Program in Radiologic Sciences" is available for review in the classroom or on-line at [www.jrcert.org](http://www.jrcert.org).

Questions regarding accreditation matters may be directed to the:

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

In the event there are allegations of non-compliance with the JRCERT **STANDARDS** students should follow the school's conflict resolution procedure detailed in the Student Handbook. A record of complaints and ultimate resolutions will be maintained in a locked file in the program coordinator's office.

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## **Program Philosophy**

The Radiologic Technology program functions within the Metro Technology Centers and reflects the mission, vision, commitment, core values, core competencies and organization strategies of Metro Tech and of career and technology education.

The program focuses on the preparation of individuals in the delivery of appropriate patient care and the use of ionizing radiation to produce medical images for diagnoses. This preparation encompasses all the skills of an entry-level practitioner certified by the American Registry of Radiologic Technologists. The practice of those skills according to the A.S.R.T.'s code of ethics is stressed as a necessary part of the education.

The strength of a technology education lies in the clinical component that enhances what is taught in the classroom and practiced in the laboratory. The program promotes the belief that students will be prepared for a variety of job opportunities. Clinical experiences are provided in all areas of general diagnostic radiography as well as the specialty areas of computed tomography, magnetic resonance imaging, and cardiac and vascular interventional studies. Students complete clinical assignments at a variety of health care sites during daytime as well as evening hours.

The program maintains a strong relationship with those in industry and representatives from industry are encouraged to serve on the program's advisory committee.

The program promotes the belief that flexibility is a key factor in achieving success in the world of work. With resources becoming more limited and the delivery of health care being redesigned, we believe a proactive approach to preparing students for successful careers in radiography is essential.

The Radiologic Technology program faculty also promotes the development of a strong work ethic by encouraging regular attendance, promptness, dependability, critical thinking, problem solving and initiative, as well as promoting caring, ethical, and professional behaviors.

# ASRT Code of Ethics

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

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

Revised: August 1, 2010  
Published: August 1, 2010

# Professional and Student Organizations

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Professional organizations perform a vital function in offering continuing education opportunities mandated by the A.R.R.T. They also provide a collective voice for our profession at the national, state and local levels. Students are encouraged to actively participate in their professional organizations.

The **American Society of Radiologic Technologists (ASRT)** is the national professional organization for professionals in the imaging sciences. Several times a year the ASRT publishes its journal, *Radiologic Technology*, and their official newsletter, *The Scanner*. The ASRT's website is [www.asrt.org](http://www.asrt.org).

**Health Occupations Students of America (HOSA)** is the recognized career and technology education organization for Health Occupations Education students. HOSA's mission is to enhance the delivery of compassionate, quality health care to all people.

Faculty members serve as advisors for the HOSA student organization. They work closely with student members in planning the chapter's program of work, which includes a balance of community/civic projects, fund raising projects, professional activities, and social functions.

Through participation in HOSA, students develop leadership skills that enhance technical skills and prepare them for participation in professional organizations. HOSA's website is [www.HOSA.org](http://www.HOSA.org).

## **National Technical Honor Society (NTHS)**

The National Technical Honor Society is a nonprofit, honor organization for outstanding students enrolled in occupational, career, or technical programs. The goal of the National Technical Honor Society is that deserving career and technical education students be recognized; and that people of the community become aware of the talents and abilities of the young people and adults who choose career and technical education pathways to a successful future. The Society promotes characteristics in the following areas:

- Leadership
- Scholastic Achievement
- Service
- Honesty/Integrity
- Skill Development
- Citizenship
- Individual Responsibility

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Honor Society membership develops individual self-esteem and pride. All candidates for membership must be approved by the local administration and must meet local and national membership standards.

**Metro Tech Health Careers Center National Technical Honor Society Membership Requirements are:**

- 3.5 grade point average
- 96% attendance rate
- Career and Technology Student Organization participation
- Demonstration of the characteristics listed above
- Demonstrates a positive attitude with Instructors, Staff, Students, and Clinical Staff.
- Faculty recommendation

There are seven attributes of membership listed on the insignia to represent the characteristics of the Honor Society. They are: *Skill; Honesty; Service; Responsibility; Scholarship; Citizenship; and Leadership.*

***Success favors the prepared mind.***

A member is provided a membership card, official NTHS certificate, and a membership pin. In addition, the national office will, upon request, send a letter of recommendation to three business, industries, or post-secondary at the time of graduation.

# Curriculum Plan

COURSE #	CURRICULUM	FIRST YEAR	SECOND YEAR
HCC 1000	Academic Life Skills	15	
RAD 1000	Introduction to Radiologic Science & Health Care	48	
RAT 1010	Ethics and Law in the Radiologic Sciences	32	
RAD 1010	Patient Care in Radiologic Sciences	64	
RAT 1060	Pharmacology and Venipuncture	32	
RAT 1180	Radiographic Procedures I	76	
RAT 1220	Radiographic Procedures II	74	
RAT 1160	Image Analysis I	48	
RAT 1030	Principles of Imaging	60	
RAT 1050	Digital Image Acquisition and Display	64	
RAT 1100	Radiation Production and Characteristics	48	
RAT 1300	Radiographic Procedures III	38/50	12/50
RAT 1310	Radiographic Procedures IV		100
RAT 1200	Image Analysis II	10/48	38/48
RAT 1040	Imaging Equipment	16/72	56/72
RAT 1070	Clinical Practice I	645	
RAT 1210	Clinical Practice II	267/645	378/645
RAT 1090	Radiation Biology		48
RAT 1110	Radiation Protection		48
RAT 1230	Advanced Imaging		48
RAT 1240	Clinical Practice III		199
RAT 1120	Radiographic Pathology		32
RAT 1190	Career Preparation for Radiography		16
RAT 1140	Comprehensive Program Review for Radiography, Senior Orientation & Exit Interview		64
	<b>TOTALS</b>	<b>1537</b>	<b>1039</b>
	<b>Programmatic Total Hours</b>		<b>2576</b>

# Expectations

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## **STUDENT EXPECTATIONS**

Students need to practice good employability skills in the classroom, lab, and at clinical sites. Employability skills include but are not limited to the following:

1. Be on time and prepared for class and at clinicals.
2. Sign your name and time of day on the timesheet. (Don't sign in for anyone else.)
3. Follow the established attendance policy/ procedures of Metro Tech and the Rad Tech Program.
4. Dress appropriately for the classroom and at clinicals.
5. Assume responsibility for your learning by: asking questions, participating in discussions, demonstrating a positive attitude, and completing assignments in a timely manner.
6. Respect school property and equipment.
7. Clean your work area. Return all supplies to their proper location.
8. Keep cell phones and other communication devices on mute & out of sight during class-time.
9. Use school computers and other equipment appropriately.
10. Obey all safety rules and report all accidents to the Instructor.
11. Wait until break time to use the restroom or use cell phone.

## **FACULTY EXPECTATIONS**

Students can expect the following:

1. Class will begin on time.
2. Classes will be planned and instruction provided that will prepare students for success as a Radiologist Technologist.
3. Rules will be applied to all students in a fair manner.
4. Assignments and tests will be graded objectively and fairly.
5. Individual assistance is available, if needed but should be scheduled with the instructor.
6. Instructors maintain an "open door" policy.

# Grading Policy

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The following grading policy will be enforced:

Letter Grade	Percentage
A	94 – 100
B	87 – 93
C	80 – 86

Minimum passing grade: **80%**

Grades are earned based on the competencies demonstrated during assessments. Clinical grades are based on the student's achievement of objectives while in the clinical assignment.

## General Information

1. Progress reports will be issued to students periodically. At any point the instructor deems necessary, he/she will request a conference with a student who is having difficulty with his/her grades. Students shall be responsible for tracking their own progress.
2. Any fraction of a grade point will be rounded off as follows (excluding mock exams):
  - .5 or above will be rounded up to the next whole number.  
Example: 79.5 = 80%
  - .4 or below will be rounded down to the next whole number:  
Example: 79.4 = 79%
3. Students who do not take an exam at the scheduled time due for **any reason** might be given an alternate test form and a 7 point deduction. Make up exams are scheduled **after** class hours and must be taken upon the student's return to class/clinical, unless other arrangements have been approved by the Instructor. Failure to make up an exam in the allotted time frame may result in a zero. **It is the student's responsibility to contact the Instructor to schedule the make-up exam.**
4. Students failing to maintain course averages at 80% or higher may be placed on academic and/or clinical probation, and required to develop and implement a plan for improvement.
5. **Students must achieve a final minimum grade average of 80% in each course in order to continue in the program.**
6. Anyone found cheating in the **classroom or involving any clinical assignment** will receive a written warning and no credit for the first offense. A second offense will result in dismissal from the career major.

# Program Hours

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**CLASS DAYS:** 8:00 a.m. – 2:30 p.m. (45 minute lunch)

**CLINICAL DAYS:** 7:00 a.m. – 3:00 p.m. (30 minute lunch break) - Hospitals

8:00 a.m. – 4:00 p.m. (30 minute lunch break) - Clinics

3:00 p.m. – 11:00 p.m. (30 minute dinner break) – Evenings

Students will be assigned to a **minimum** of one 4-week evening assignments.

Students will be assigned to a **minimum** of one out-of-town clinical assignments throughout the program.

**Any changes in the clinical schedule MUST be approved by the Clinical Coordinator in advance.**

**IMPORTANT:** Any time a student is going to be late, leave early, or be absent for the day, that student must text the following faculty members **before that action occurs.**

**If the above mentioned action occurs on a clinical day, that student must also notify the clinical site, in advance.**

Mrs. Beckner (580) 478-6005

*For clinical site phone numbers, refer to your clinical handbook.*

# Attendance Procedures

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The following guidelines have been established for all students enrolled in an accredited full-time adult Health Occupations Education program. Students receiving financial assistance must meet the attendance requirements established by the funding institution.

1. Students may be absent for a total of 105 hours approximately 15 during the program (22 months). Absences are not considered “excused” or “unexcused”.
2. “Excessive” absences are considered as more than 52.5 hours approximately 7.5 days during an 11 month period. Excessive absences are grounds for attendance probation and possible dismissal.
3. If students miss three (3) consecutive days without any notification to the Coordinator, they will be dismissed.
4. A physician’s release must be submitted before returning to class and/or clinical assignments when a student is absent due to surgery or other treatments. A release is also required following a personal illness of three (3) or more days.
5. Students are expected to be on time. Each tardy is recorded at minute intervals.
6. Prior to being absent or tardy or leaving early, students are required to notify the Program Coordinator. Failure to comply will result in attendance counseling and the possibility of dismissal from the program.
7. Students may apply for a “Leave of Absence” for five (5) or more days. Arrangements for a leave of absence must be recommended by the Instructor, and approved by the Site Director. Upon their return, students will be allowed an appropriate amount of time to make up their work. Make-up time begins after the final date of the program. Agency students may not be paid during a leave of absence.
8. Any exception to the attendance policy will be dealt with on an individual basis.
9. Students are expected to make up academic work missed while they are absent. It is the responsibility of the students to contact the Instructor and arrange to complete the work missed in the required time frame. The normal time frame is one (1) school day for each day absent.

# Attendance Counseling Procedures

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To assist student employees in achieving success within their chosen programs, Metro Tech has established an attendance counseling procedure.

## **Level 1: Faculty Conference**

When a student employee has accumulated 33% of his/her allowed absences, the student employee will meet with the instructor and notified in writing of the amount of absences. A copy of the notification will be kept in the student's file.

## **Level 2: Counselor Conference**

When a student employee has accumulated 66% of his/her allowed absences, the student employee will meet with the HCC Counselor. Notification will be made as described in Level 1. A copy of the notification will be kept in the student's file.

## **Level 3: Final Written Notification**

When a student employee has accumulated 75% of his/her allowed absences, the student employee will meet with the Program Coordinator and receive written notification that he/she is approaching maximum allowable leave. A plan for Improvement will be made at this time. Notification will be made as described in Level 1 and a copy of the notification will be kept in the student's file.

## **Level 4: Administrator Conference**

When a student employee has 100% of his/her allowable absences, a conference will be held with the student employee, and the site administrator. The meeting may also include a counselor and the Program Coordinator. Possible actions include, but are not limited to, attendance probation or immediate termination of the student employee from the program.

Any exception to the attendance procedure will be dealt with on an individual basis. The Site Administrator may consider extenuating circumstances and emergencies.

# Appearance Expectations

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An appropriate standard of dress for persons in the health care profession is required. Students in the Radiologic Technology program are being prepared for the workplace; therefore, they are expected to dress and behave in a professional manner. Each clinical site's dress code must be followed if it is stricter than that of the program.

## **Class Days:**

Follow Metro Tech Dress Code to include the following:

- Scrub bottoms and scrub top or appropriate t-shirt is required
- No gang wear.
- No halter tops, strapless tops, or spaghetti straps.
- No midriffs showing.
- No T-shirts with references to alcohol, drugs, sexual inferences, or generally crude statements, slogans or phrases.
- No hats/ball caps, head coverings of any kind.
- Close-toed shoes **MUST** be worn in the lab.

## **Clinical Days:**

The student uniform is designed to provide a neat, comfortable attire appropriate for wearing while involved with patient care and which identifies you with the Metro Tech Radiologic Technology program. Students are required to wear the uniform to all their clinical assignments. The uniform must be clean and free from stains, wrinkles, tears and worn with appropriate undergarments.

Uniforms consist of:

- scrub shirt and pants in program color (with program patch affixed to shirt sleeve)
- all tattoos must be covered
- No visible piercings including tongue rings except for earrings (maximum of 2 per ear and no plugs, tapers, or long, dangling earrings)
- soft-soled, comfortable, low-top shoes with enclosed toes
- visible Metro Tech student name tag hanging at the collar or breast pocket level
- radiation monitoring badge worn at collar level
- protective apparel as appropriate

In the clinical facility, the student should have in their pocket:

- R & L Mitchell markers
- small notebook
- pen

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The student is expected to maintain an appearance that is clean, neat, and professionally appropriate at all times. Please adhere to the following guidelines in class and at the clinical site:

- bathe regularly and use deodorant/antiperspirant.
- maintain good oral hygiene
- **wear conservative hair styles appropriate for a health care setting** (hair pulled back from eyes/face and of a natural hue)
- **wear conservative jewelry – (no long dangling, multiple or gauged earrings)**
- **no visible body piercing or tattoos – including face or tongue rings**
- no more than two (2) ear rings in each ear
- keep fingernails short and clean (long fingernails can be unsanitary and harmful to the patient and to you)
- no artificial nails
- keep beards neatly trimmed
- conservative use of cosmetics and perfumes
- no head coverings of any kind

*Any student who is **not** in proper school attire and/or prepared for his/her clinical assignment will be sent home and marked absent for the day.*

# Energized Lab Rules

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Students will be expected to adhere to the following rules/guidelines when utilizing the program's energized lab facility:

1. Do not use the x-ray equipment in a way that is unintended by the manufacturer.
2. Students are not allowed to make a radiation exposure unless an instructor is present.
3. Students must verify that the room is all clear and all persons involved are safely behind the leaded wall at the console before making an exposure.
4. Metro Tech radiation equipment is NEVER to be used to x-ray a person.
5. Dress appropriately for the lab. You will be a patient for your classmates to practice positioning.
6. Closed toe shoes must be worn in the lab at all times. Flip flops are not allowed.
7. Assume responsibility for your learning by: asking questions, participating in discussions, demonstrating a positive attitude, and using the time designated for lab efficiently.
8. It is your responsibility to observe the instructor during demonstrations in the lab. The instructor will not redo the demonstration due to an absence or the inability to see from where you are sitting or standing.
9. Respect school property and equipment.
10. Clean your work area. Return all supplies to their proper location.
11. Keep cell phones and other communication devices out of the lab. iPads are allowed in the lab for educational purposes only.
12. Food and drinks are not permitted in the lab.
13. Obey all safety rules and report all accidents to the instructor.
14. Do not mark on the phantom with pen or leave printed materials contacted on its surface. Ink marks on phantom will be irremovable.
15. Do not take off the plastic protector attached to the hands of the phantom. The protector prevents breakage in the phantom fingers.
16. Do not allow the phantom to be in a position unintended by the manufacturer. It may cause the phantom to break if the joints are forced to bend or rotate to the directions or degrees of angles outside of the designated movable range.
17. The phantom is very heavy and could cause damage not only to itself but to people or other objects. When you need to handle the assembled phantom, always do it by two or more people with utmost care.
18. Do not carry the phantom while it is assembled. Have one of the instructors detach the joints before moving to avoid the excessive force on joints.
19. Do not fasten the phantom screws too tight.

# Student Expectations and Procedures

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## Requirements For Progress Through The Program

1. All didactic classes must be completed with an 80% or higher average.
2. The following clinical requirements must be documented:
  - Complete each clinical assignment with a minimum score of 80%.
  - Complete 55 clinical competency exams (test-outs).
  - Documentation of a minimum of 2500 exams participated in or performed by the student.
3. All program requirements must be completed before August 1st of the second year to avoid additional tuition assessment or being dropped from the program.
4. Complete the exit interview and check out procedures.

## Completion Ceremony

**All students are expected to participate in Metro Tech's completion ceremony.** Students with incomplete grades may participate if the student will meet completion requirements within a designated period of time. The completion ceremony is traditionally held in May. Following the completion ceremony students will continue with courses and/or clinical assignments as scheduled.

## Certification Procedure

Upon completion of the program, and after all school obligations are met, the student will receive a completion certificate. The graduate has then met the educational component required by the American Registry of Radiologic Technologists (A.R.R.T.) to take the Radiography certification exam. **All school obligations, e.g. tuition/fees, library fees, etc., must be paid before a student can receive a completion certificate or be reported as complete to the ARRT.**

Submitting an application for the A.R.R.T. certification exam and paying the required fee is the responsibility of the graduate.

## Late Completer

Any student who has not completed the didactic and/or clinical requirements may continue in the program providing he/she is making satisfactory progress toward completion. The program completion certificate will be retained and the student will not be reported as complete to the ARRT until all didactic and clinical competencies have been satisfied and all financial obligations have been met.

All requirements for program completion must be finished prior to August 1<sup>st</sup> of the second year to avoid the assessment of additional tuition.

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### **Voluntary Withdrawal**

A student withdrawing from school shall state in writing his/her intent to withdraw, the reason he/she is withdrawing, and include the date the withdrawal becomes effective. An exit interview with the Health Careers Center Director and/or Coordinator of the Radiologic Technology program will be conducted. The student will return his/her name tag, radiation monitoring badge, and any other property of Metro Tech or of the clinical site(s) which may be in the student's possession. The Coordinator of the Radiologic Technology program shall notify the Counselor and Attendance Clerk of the student's withdrawal.

The student will be counseled regarding his/her options for returning at a later date.

A final progress report will be completed up to the last day of attendance and will be kept in the student's file. The student may receive a copy of the progress report upon request.

### **Dismissal from the Program**

In the event a student is being dismissed from the program he/she will be notified during a counseling session/exit interview with the Coordinator, an administrative representative of the Health Careers Center, and any other involved Instructor, if necessary.

The student will receive written documentation of the school's decision to dismiss him/her from the program.

The student's name tags, radiation badge, parking permit, library books, and any other property of Metro Tech or the clinical site(s) which may be in the student's possession must be returned when a student is dismissed from the program.

A final progress report will be completed up to the last day of attendance and will be kept in the student's file. The student may receive a copy of the progress report upon request.

### **Student Tech Positions**

Clinical facilities offer student technologist positions to students. The decision to employ students is strictly that of the clinical facility. Student accountability during paid time is to the clinical facility and paid time is entirely separate from school obligations.

**Students will not be scheduled at clinical sites where they are employed.**

**Students may not apply any paid work experiences to the required clinical hours, competencies, or to the record of procedures performed.**

Violation of any of the above will result in the student being terminated from the program.

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## **Student Records/Files**

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law designed to protect the privacy of a student's education records. The law applies to all schools which receive funds under an applicable program from the U.S. Department of Education.

**Eligible student** - a student who has reached 18 years of age attending Metro Tech as a postsecondary student.

**FERPA** affords parents and eligible students certain rights with respect to the student's education records. They are:

1. Inspect and review information contained in the student's education records;
2. Request the correction of records to ensure that they are accurate, not misleading, or otherwise in violation of the student's privacy or other rights;
3. Have a hearing if the outcome of the request for correction is unsatisfactory;
4. Submit an explanatory statement for inclusion in the education records if the outcome of the hearing is unsatisfactory;
5. Prevent disclosure, with certain exceptions, of personally identifiable information from their education records;
6. Secure a copy of the Metro Tech policy, which includes the location of education records; and,
7. File complaints with the U.S. Department of Education alleging failure of Metro Tech to comply with the requirements of FERPA.

A copy of Metro Tech Board Policy 10.6.7, Student Records, can be obtained from the Site Director at each campus. (See BP-10014).

## **Discipline Procedure**

Disciplinary action may be initiated for failure to adjust to the student role, unsafe practice, or unprofessional conduct. The first time a student's behavior warrants disciplinary action, a conference will be held with the student and a warning issued. The student will be given adequate time to correct the behavior. If the behavior is not corrected or another offense occurs, the student will be issued a second warning and placed on probation with a specific corrective action plan. If the behavior continues or additional offenses occur, the student may be suspended\* with a specific corrective action plan upon his/her return, or terminated from the program.

Examples of such conduct include, but are not limited to:

1. failure to turn in assigned work on time.
2. excessive absences or tardies.
3. sleeping in class.
4. failure to be in complete appropriate attire as described in the policy.
5. being improperly groomed and/or careless in appearance.
6. abuse of lunch or break period (overstaying break or lunch period).

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7. unnecessary talking or using disruptive behavior during class.
  8. displaying improper attitude such that the team concept of patient care suffers.
  9. failure to adapt to clinical policies and procedures.

The following examples are more serious actions and, therefore, warrant stricter action. Violation of any of the following will result in a documented counseling session with the student being placed on probation with possible suspension\*. A second violation of any of the following will result in termination from the program.

Examples include, but are not limited to:

1. deliberate destruction, tampering or defacing Metro Tech property or the property of others (i.e., institutions or individuals).
2. falsification of any medical, business or personal record, whether written or verbal.
3. reporting to school/clinical in an unfit condition due to drugs, alcohol, lack of sleep or any other reason that reflects an unfit condition.
4. stealing or defrauding (whether actual or attempted) from Metro Tech, the hospital, clinical areas, fellow students, employees or patients.
5. possession of any illegal weapon or drugs while at school, clinical assignment, or participating in any school-related activity.
6. abusive and/or threatening language to anyone during school/clinical time or when working on school assignments.
7. carelessness and/or negligence in job performance (i.e., that which threatens the well-being of patients, visitors, co-workers, professional staff and/or hospital or clinic property).
8. fighting or provoking a fight, or threatening professional staff, patients, fellow students, or visitors.
9. showing disrespect toward instructors, administrative staff or staff, visitors, and other students at Metro Tech and in the clinical areas.
10. failure to adhere to the Code of Ethics for Radiologic Technologists.
11. failure to text in absences/tardies, before schedule start time, to faculty and/or clinical site.
12. taking x-rays on another person without a physician's order.
13. using the energized lab at Metro Tech to x-ray another person with or without a physician's order.
14. using vulgar or inappropriate language in class or in the clinical areas.
15. failure to observe appropriate radiation protection practices.
16. changing clinical hours/schedules without prior arrangement.
17. leaving a clinical assignment without notifying the proper individual(s).
18. confronting clinical staff or an Instructor regarding evaluations or behavioral reports.
19. confronting an Instructor regarding classroom or academic issues.
20. cheating in any form or manner whether class or clinical assignment. This also includes cyber cheating.\*\*

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### **\*SUSPENSION**

A student can be suspended from clinicals only or from classes and clinicals together. Suspensions will occur for an appropriate period of time to be determined by the program faculty. Suspensions will likely result in a delay of program completion and registry eligibility for the student.

### **\*\*CHEATING**

Cheating in any form or manner will result in a written warning and a zero for the first offense. A second cheating offense of any kind will result in dismissal from the program.

### **Wireless Communication Devices**

(cell phones, iPads, personal computers, etc.)

In order to maintain an environment conducive to learning, Metro Tech requests that students turn “off” all cell phones during class. No cell phones or ear pieces are to be used during class time. **Students with cell phones or ear pieces accessible during testing will receive zero on exams unless they are permitted access to a calculator or other exceptions as deemed appropriate by the Instructor.** Students are not to be texting, emailing, or answer phones during class. Wait until breaks to check phone messages or missed calls.

If you must have a wireless device for emergency purposes, visit your Site Director and complete a Permission and Agreement on Wireless Communication Device Usage form. This allows for you to carry the phone but not to answer or use during class.

### **Grievance Procedure/ Conflict Resolution**

In any organization with a variety of jobs and many people, different points of view will develop and potential conflicts may arise. Discuss the complaint regarding the conflict informally with the person involved and try to resolve the problem. Be sure to explain how you perceived the situation and try not to blame the other person. Often disagreements are simply miscommunications.

If you are not able to come to a resolution, a student or witness may file a written complaint using the official Complaint/Compliance Form (HR-F-0030). This form may be submitted to a counselor, site administrator, campus compliance officer or complaint investigator for students. The compliance officer will arrange a district-approved mediator and schedule a mediation session between the students to resolve the conflict in an orderly and fair manner.

### **STUDENT COMPLAINTS OF DISCRIMINATION, HARASSMENT, AND/OR RETALIATION**

This policy applies to any high school or adult student of Metro Technology Centers. Any

student who may be subjected to discrimination, harassment or retaliation or who witnesses such actions is encouraged to report such alleged actions to the Site Director, or the Campus Liaison posted at each site or to the:

Title IX Coordinator  
Metro Technology Centers  
1900 Springlake Drive

## STUDENT COMPLAINTS OF DISCRIMINATION, HARASSMENT AND/OR RETALIATION (cont'd.)

Oklahoma City, OK 73111  
(405) 424-8324  
TitleIX@metrotech.edu

### **Submitting, Receiving, & Investigating a Complaint**

A student or any witness of discrimination, harassment, disability harassment, sexual harassment, threatening behavior, or retaliation may make a verbal report or may file a written complaint using the official Complaint/Compliance Form (HR-F-0030) available at the site or found on the Metro Technology Centers website under the Contact Us link. Complainant rights and options during the investigation and appeal process are provided on the website at the complaint link.

Complaint/Compliance Form is submitted to the Site Director or the Campus Liaison to be forwarded to the Title IX Coordinator. If the complaint is against the Site Director or the Campus Liaison, the complaint may be submitted directly to the Associate Superintendent, Dean of Instruction, or Title IX Coordinator.

If the complaint is based upon potential harm to any person or sexual misconduct, security should be notified immediately. Complaints of potential harm, sexual misconduct or discrimination should be referred to the site administrator, parents (if student is a minor), and Title IX Coordinator within 24 hours and the investigation shall begin immediately.

Complaint investigations at all District levels will be conducted in a thorough and impartial manner within ten (10) school days of receiving the complaint, to the extent reasonably possible. The complainant and respondent will be provided opportunity to provide witnesses and other evidence.

During the investigation process, the center may take interim measures as deemed necessary to meet the immediate needs of parties to the complaint investigation, such as, but not limited to, scheduling/academic adjustments, no contact orders, transportation adjustments, counseling services and outside referrals.

### **Investigation Findings**

For all findings and decisions, the investigator shall notify all parties in writing of the decision and their right to appeal within 5 days of completing the investigation, to the extent reasonably possible. The Site Administrator shall monitor and provide any needed support to involved parties.

If the investigator finds that discrimination, harassment, disability harassment, sexual harassment, threatening behavior, or retaliation has occurred, then the respondent will be disciplined following school procedures up to and including suspension and/or dismissal in accordance to District policy for non-academic misconduct. It may also be recommended and required that the respondent be placed in training and/or counseling that correlates with the found misconduct before 1) returning to school or 2) concurrently while attending school. On-site counseling and/or academic support will be offered to the complainant.

If the investigator finds that discrimination, harassment, disability harassment, sexual harassment, threatening behavior, or retaliation did not occur, then written notice to the parties of the outcome of the investigation will be provided to the extent permitted by law.

Individuals who make reports that are later found to have been intentionally false or made maliciously without regard for truth may be subject to disciplinary action up to and including suspension or dismissal. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

### **Appeal Process**

All parties have the right to appeal investigation decisions.

The appeal must be made in writing to the Associate Superintendent within 10 days of written notice of the outcome of the investigation.

Upon receiving an appeal request, the District will provide the appellant a written explanation of the appellant rights and options within two days.

Within five days of receipt of an appeal request the Associate Superintendent shall appoint an impartial panel for a hearing of the appeal. Such panel will consist of five persons with a minimum of one member of District leadership, one professional level staff member and one faculty member. No person will serve on the panel who was a witness or has such close ties to the parties to the complaint that the individual could not be impartial.

The hearing will take place within ten days of receipt of the appeals request, to the extent reasonably possible. The appellant has the right to bring witnesses and other evidence. The hearing will be conducted in an impartial manner.

In the event the recommendations arising from the investigation are overturned by the hearing panel, appropriate measures will be taken in compliance with Metro Tech Board Policy.

The decision of the hearing panel is final.

### **Retaliation**

Retaliation is any negative conduct which is taken in response to an individual's complaint of harassment or discrimination or participation in any investigation of such harassment or discrimination complaint. At no point will retaliation of any type be permitted.

*Reference: Metro Tech School Board Policy, BP-5026 and Metro Tech School Board Policy, BP-10015*

All complaint information will be kept in a separate file in the Radiologic Technology Coordinator's office.

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### **Complaints Involving an Accreditation Issue**

The decision of the Assistant Superintendent is final unless the complaint involves an accreditation issue, in which case, the student may file a complaint with the Joint Review Commission on Education in Radiologic Technology.

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

### **Emergency Preparedness Plan**

Metro Technology Centers has an emergency preparedness plan in place. Information is available to you as an enrolled student via the eLearn website – under the “Student Information” section. In addition, posters are displayed throughout the school (including the classroom) indicating protocols to follow in emergency situations. Students will be notified via e-mail, text and phone calls should an emergency arise. Announcement banners are placed on the external website, there is a public address system in each building for general communication as well as a dedicated crisis communication system. VOIP phones are available that have a broadcast function for communication during crisis situations. Regular drills are conducted. The school follows NIMS guidelines for responding and communicating in emergency situations.

# Student Health Procedures

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The following student health procedures will be enforced:

1. The District does not provide medical care for students. The District employs a safety officer, and there is a designated first responder at each site.
2. Students are encouraged to seek health counseling or medical care when indicated. Students should make medical and dental appointments after school hours if possible.
3. Students are expected to practice principles of personal health as learned during the course of the program.
4. Students are not to discuss health problems about themselves or their families with physicians and/or employees in the clinical areas.
5. All cases of illness or infection must be reported to the Instructor or the Program Coordinator. Depending on the nature of the illness, students may be required to submit written statements from physicians to be able to return to school or the clinical area.
6. If students become ill while in the clinical area, they should report to the Instructor and/or the Clinical Supervisor. Students may be asked to leave the clinical area.
7. **Students are responsible for their own medical expenses for illnesses or injuries.** Students are encouraged to carry health and hospitalization insurance. The school does not have a physician assigned to the care of students. In case of illness or emergency, students must be able to call upon their own physicians.
8. The District does not accept any liability in the clinical area, in the event that students are injured while participating in clinical activities. If at school, students should report to the first responder. In the clinical area, students should report to the Instructor and/or the Clinical Supervisor, and follow the policies of the clinical facility. **Students will be responsible for any costs incurred.**
9. If students exhibit symptoms of illness or inappropriate behavior that would affect their own safety or the safety of others, they may be asked to leave the clinical area. Students may be asked to bring “return to work” statements from their physicians.
10. Due to the nature of clinical experience, **students returning to school following surgery, communicable disease or health problems that limit skill performance, will be required to provide “return to work” statements from physicians describing any limitations.**
11. Students requiring classroom or clinical accommodations must submit written documentation to the Instructor/Coordinator promptly upon entering the program.

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12. The Metro Technology Centers Board of Education believes that all students have the privilege to receive public education and to take part in activities offered by the school, regardless of marital or parental status.
  13. Because of the exposure of students to various health risks including ionizing radiation, we request that the faculty be informed if a student becomes pregnant so these risks can be minimized. Notification of pregnancy is **voluntary**, but if given, must be in writing, signed, and dated by the student.
  14. Because Tuberculosis continues to be a viable disease, Metro Tech has established procedures to protect employees and students in high-risk settings.
  15. Students will not be assigned to perform high-risk procedures on patients who have suspected or confirmed cases of Tuberculosis without appropriate precautions.
  16. Students are required to complete the first two Hepatitis B vaccine injections prior to beginning clinical assignments. The third Hepatitis B injection must be taken at the appropriate time to complete the series. Students may decline the HBV series by signing declination forms. This could result in the student(s) being denied clinical experience at some clinical facilities.
  17. Students **must** provide documentation of required immunizations before beginning any clinical assignment.

# Miscellaneous Policies and Procedures

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## **Pregnant\* and/or Married Students**

The Board believes that all students have the privilege to receive a public education and to take part in activities offered by the school, regardless of their marital, maternal or paternal status.

\*See Student Health Information and Declared Pregnancy Procedure

## **Drug-free Schools: Student Responsibilities**

Each student has the following responsibilities to the District and the public:

- a. Students are expected to arrive at school in a physical/mental state that is conducive to learning. Arrival at school with substances in their system or in their possession which may impair their performance or that of others is prohibited.
- b. Students taking prescription medication that may affect class or clinical performance must report this information to their instructor before beginning their school day.
- c. It is mandatory that students perform their job training activities in a safe physical and mental state. Use or possession of a controlled dangerous substance, including intoxicants that would interfere with personal learning, or required shop activities or that of others is prohibited\*.
- d. Students are expected to conduct themselves in a legal and lawful manner while on District property or on District activities. The unlawful manufacture, distribution, dispensation, consumption, possession or use of a controlled dangerous substance, including intoxicants, is prohibited in the District's schools and on the District's property.

\* See Drug Screening Procedures.

## **Tobacco Use**

Metro Tech is a tobacco free campus.

In the clinical facilities, tobacco use is regulated by institutional policy. Students who choose to use tobacco must be cognizant of other's rights to freedom from that exposure.

## **Search of a Student, Student Property, and Lockers**

The Board recognizes its responsibility for the safety and welfare of the students of the District. Guidelines for the search for dangerous weapons or controlled dangerous substances on any student shall be developed, and such guidelines will include notification of the local law enforcement agency if the search reveals items suggestive of criminal conduct.

A search of a student, student property, or lockers may be conducted to safeguard the educational process, preserve discipline and good order, and promote the safety and

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security of persons and their property. A student and student property may be searched when he/she is reasonably suspected of having violated a school regulation or State Criminal Statute.

School property, including desks and lockers, may be searched at any time by school officials. Because students do not have privacy rights in school property, lockers and desks may be searched without reasonable suspicion of any violation of state law or school regulation. Items which violate state law or school regulations should not be stored in lockers or desks. At least one witness must be present during the search of student property or a locker.

If a personal search is required, the student will be detained and law enforcement officials will be called in to conduct such search.

In any type of search conducted, each student's constitutional rights will be protected. Except that: A personal search by school personnel shall be authorized if there is reasonable suspicion to believe a student has a weapon. If such weapon search is done, a witness should be present, the searcher should be of the same sex, and an incident report shall be forwarded immediately to the assistant superintendent for instruction, which report shall include the facts giving rise to the reasonable suspicion.

Adopted: 10/8/84

Revisited: 10/23/89

Legal Reference: 70 O.S.A. 24-102

Metro Tech

### **Law Enforcement Contact with Students**

The Board agrees that District officials should cooperate with law enforcement officers who come to the school for purposes of questioning, taking into custody students who are enrolled in Metro Tech. This cooperative relationship will be governed by procedures to protect the legal rights of the students.

### **Communication**

The bulletin board is an important means of communication in the classroom. Students will be held responsible for all new information that is posted on the board. Students are responsible for maintaining their classroom Data Center.

### **Library**

The library is intended for the use of all students and faculty members. Students are asked to cooperate in keeping the library orderly. In order to provide full utilization of library resources, any materials that are marked or defaced in any manner will be charged to the last person using them. Students will be charged the replacement value for damaged, defaced, or lost materials. Students will be assessed a penalty for any materials that are overdue. The current assessment is \$0.10 (ten cents) per day, per item.

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Library hours are 7:30 a.m. – 4:00 p.m. Monday -Friday.

Use of the computers in the library is limited to currently enrolled students for school-related purposes only.

### **Telephone Calls**

Phone calls are permitted during breaks only. Cell phone use during class is prohibited. Cell phones must be kept out of sight and turned off, or on mute. A phone that “vibrates” during class-time is disruptive and therefore, not allowed. Students are not permitted to use school phones for personal calls except for an emergency. Students are not allowed to make or receive telephone calls in the clinical facility except in case of emergencies.

### **Transportation – Parking and Grounds**

Since some of the classes are held at the Health Careers Center and others in various health agencies, the student is responsible for furnishing his/her own transportation to the clinical facilities and/or on field trips. Students are encouraged to form car pools. However, student assignment in the clinical area cannot be scheduled on the basis of car pools.

Students are expected to drive with care and caution in the parking lot and on the Springlake campus. The campus speed limit is fifteen (15) miles per hour. Students who exceed the speed limit or drive recklessly on campus will lose campus driving privileges. Students should park in the student parking lot. Parking is not permitted in handicapped or visitor parking spaces.

### **School Buildings, Grounds, and Equipment**

Students should take pride in maintaining the pleasing appearance of the Health Careers Center and school grounds. School equipment should be handled carefully to prevent damage. Students should report any broken or malfunctioning equipment to the instructor immediately.

Board policy states that students shall be responsible for the proper use and care of District property. Adult students and/or parents or legal guardians of secondary students will be responsible for the payment of damages to District property when it is determined that the damage was of a deliberate nature.

### **Hazing**

The Board does not approve of hazing in any manner or form, while students are under the supervision of school authorities.

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## **Weapons**

A firearm is any instrument which issues a projectile by using force, whether gunpowder, air or tension, which could injure another person. Any student employee or staff member found in possession of a firearm shall be suspended permanently.

A lethal weapon is any instrument that is commonly thought of as a method of injuring others, including, but no limited to, knives, crossbows, ninja gear, other martial arts gear, metal knuckles, etc. Any student employee or staff member found in possession of a lethal weapon shall be suspended until the end of the next succeeding semester.

*References: Titles 70 O.S. 24-101, 70 O.S. 24-101.1, 70 O.S. 24-101.2.*

# Declared Pregnancy Procedures

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## **DECLARED PREGNANCY PROCEDURES** **INVOLVING AN OCCUPATIONALLY EXPOSED STUDENT**

Special consideration is important when a student is exposed to ionizing radiation during pregnancy. A developing fetus is more sensitive to the effects of radiation than is a fully developed adult. Therefore, the National Council on Radiation Protection and Measurements (NCRP) recommends that the effective dose equivalent limit to the fetus from occupational exposure to the mother should not exceed 0.5 rem for the entire gestational period. (Exposure should not exceed 0.05 rem per month during the 10 lunar months of the gestational period.) The Metro Tech Radiologic Technology program advises the highest level of caution possible and recommends that a student who becomes pregnant notify the program coordinator.

**A declaration of pregnancy by the student is VOLUNTARY and may be WITHDRAWN at any time. However, declaration of, or withdrawal of declaration of pregnancy must be in writing. The following procedures will go into effect only after a signed declaration is received by the program coordinator.**

1. The Coordinator will review the student's previous radiation monitoring records with her.
2. The student will be informed of the potential risks of radiation exposure and the NCRP recommendations. She will be given options for continuing her education with or without accommodations, taking a leave until after the baby is born, or withdrawing from the program.

### **FOR THE STUDENT WHO DECIDES TO CONTINUE HER EDUCATION**

1. The student will document that she has been informed of the potential risks of ionizing radiation and has chosen to continue her education in the radiography program.
  2. An additional radiation badge, to be worn at waist level, will be ordered for the student. This film badge should be exchanged monthly and closely monitored for exposure levels.
  3. The student may opt to continue in the program without changes in her clinical assignments.
- or-
4. A special clinical schedule may be devised to accommodate the pregnancy; however, all clinical assignments must be completed before the student receives a completion certificate.
  5. The student may change her initial decision to continue the program without any clinical schedule adjustments, to taking a leave of absence, or to withdrawing from the program.
  6. All didactic and clinical requirements must be completed to receive a completion certificate.

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## **FOR THE STUDENT WHO DECIDES TO TAKE A LEAVE OF ABSENCE**

The student will document that she has been informed of the potential risks of continuing in the program during the pregnancy; and, she has chosen to take a leave of absence with re-entry possible under the following conditions.

1. The student will have up to one year to return to the program.
2. **Re-entry will be based upon the clinical competencies and cognitive abilities of the student at the time she wants to re-enter.**
3. All didactic class work must be made up.
4. Re-entry may have to be with the next incoming class for remediation purposes.
5. The student demonstrates continued competency in previously completed clinical work.
6. All missed clinical assignments must be made up.
7. After one year's time, the former student would follow the normal application and acceptance procedures for the next class.

## **FOR THE STUDENT WHO DECIDES TO WITHDRAW FROM THE PROGRAM**

The student will document that she has been informed of the potential risks of continuing her training during the pregnancy and has chosen to completely withdraw from the program. She understands that re-entry would only be possible if she followed the normal application and acceptance procedures for the next class.



**RADIOLOGIC TECHNOLOGY PROGRAM**  
**HEALTH CAREERS CENTER**

1720 SPRINGLAKE DRIVE • Oklahoma City, OK 73111 • (405) 595-4634

**DECLARED PREGNANT STUDENT FORM**

I verify by my signature below that:

1. I **voluntarily** notified the Metro Tech Radiologic Technology Coordinator of my pregnancy.
2. I have been advised by the Program Coordinator regarding protective measures and the risks associated with radiation exposure to the fetus. I have also been advised to read, or already have read the U.S. Nuclear Regulatory Commission Guide 8.13.
3. I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 0.5 rem (500 millirem or 5 millisievert). I also understand that meeting the lower dose limit may require a change in clinical responsibilities during my pregnancy, and that my completion of the program may be delayed.
4. I will wear a fetal radiation monitor at all times during clinicals.
5. It has been explained to me that wearing a 0.5 mm lead apron can reduce radiation exposure to the abdominal/pelvic area by more than 88% at 75 kVp.
6. I have had the opportunity to discuss questions concerning radiation safety during my pregnancy with the Program Coordinator. Furthermore, I understand that should additional questions arise, I may again consult with her.
7. I understand the importance of to myself and the fetus regarding pregnancy-related radiation safety.

\_\_\_\_\_ I elect to remain in the Program with the following changes:

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

\_\_\_\_\_ I elect to take a leave of absence with the knowledge that I have up to one year to return to the program and that placement will be based upon my knowledge and skills at the time of re-entry.

\_\_\_\_\_ I elect to withdraw from the program. I understand that re-entry is possible by following the normal application and acceptance procedures of a new student.

\_\_\_\_\_  
Student's Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature



**RADIOLOGIC TECHNOLOGY PROGRAM**  
**HEALTH CAREERS CENTER**  
1720 SPRINGLAKE DRIVE • Oklahoma City, OK 73111 • (405)  
595-4634

**VOLUNTARY DECLARATION OF PREGNANCY**

To my Instructor:

In accordance with the Nuclear Regulatory Commission's (NRC) regulations, 10CFR 20.1208, "Dose to an Embryo/Fetus", I am voluntarily declaring that I am pregnant. I believe I became pregnant in \_\_\_\_\_ (month, year) and my estimated date of confinement (EDC) is \_\_\_\_\_ (month, day, year).

I understand the accumulative radiation dose to my embryo/fetus from this day forward during the pregnancy will not be allowed to exceed 0.5 rem (500 millirem or 5 millisievert) as a result of exposure in the lab or at the clinical sites.

I also understand that this voluntary declaration can be revoked in writing by me at any time. If I choose to do so, it will eliminate any and all accommodations that may be in place prior to the revocation.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name (printed)

**WITHDRAWAL OF DECLARATION OF PREGNANCY**

I have decided to withdrawal my Declaration of Pregnancy effective today's date as written below. I understand all my program requirements and/or assignments will revert to a "non-pregnant" status.

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

\_\_\_\_\_  
Date

# HCC Background Check Procedure

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Many of our clinical sites require Metro Technology Centers Radiologic Technology Program to have level 1 background check results on file for all students assigned to their facilities.

**Several sites require a copy of the background check itself.**

A level 1 background check includes:

- ✓ 7 year criminal history
- ✓ nationwide sexual offender search
- ✓ social security verification
- ✓ 7year employment history
- ✓ residence history
- ✓ OIG list of excluded individuals/entities
- ✓ GSA list of parties excluded from federal programs
- ✓ U.S. Treasury
- ✓ Office of foreign assets control (OFAC)
- ✓ List of specially designated nationals (SDN)
- ✓ Applicable state exclusion list

Background information is required after individuals have completed the application process and have been accepted into the program. Adverse information on the background check is used to advise students regarding the potential that they may not be allowed at the clinical site(s).

Students with a misdemeanor, a felony record, or previous ethical violations are advised to contact the American Registry of Radiologic Technologists.

# Drug Screening

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## Drug Screening Procedure Statement

The mission of Metro Technology Centers is to prepare people for successful employment and life in a global society. We accomplish this by providing a caring, engaging environment for the empowerment of student learning potential. Therefore, in order to uphold the highest standards for student success, Metro Technology Centers has adopted a drug-free policy (*Metro Tech School Board Policy, BP-10007 – refer to student handbook*). As a condition of enrollment in applicable career majors, students may be required to submit to a drug screen. Students in ALL applicable career majors will sign a statement of understanding to be kept on file throughout the length of the career major.

## Notification

Initial notification of drug screening will be included in acceptance letters sent to those enrolling in applicable career majors. Specific details of the procedure will be announced during the first day of class.

## Procedure

Drug screenings will be conducted on-site by an independent testing agency responsible for the testing, as well as notifying individual students and faculty of results. Students may be selected for testing any time on a random basis throughout the program. If a student is absent on the day of screening, upon return to class, they will immediately report to the assigned clinic for screening.

- A “negative” report will allow the student to continue enrollment.
- A “non-negative” report will result in dismissal from the career major.

If at any time, reasonable suspicion of chemical use is determined, the student will be directed to submit to a drug screening within 24 hours at the student’s expense.

Reasonable suspicion is defined as the belief that a student is using or is under the influence of alcohol or drugs based on observable phenomena including but not necessarily limited to:

1. Physical signs/manifestations of chemical use and/or the direct observation of such use
2. Evidence that a student has tampered with a drug screening test
3. Evidence that a student is involved in the possession, use, sale, solicitation or transfer of alcohol or drugs while on Metro Technology Centers premises or while participating in any activity associated with or sponsored by Metro Technology Centers

FORM(S): Drug Screening Statement of Understanding; Faculty Procedure for Reasonable Suspicion of Drug/Alcohol Use by Students; Faculty Report of Reasonable Suspicion of Drug/Alcohol Use (see Instructor)

# Tuition and Fees

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## TUITION PAYMENT INFORMATION

Payment schedule is found online at [www.metrotech.edu](http://www.metrotech.edu).

Payment are handled through the BURSAR's office in the Business Conference Center  
Bursar's phone number is (405) 595-4490

## REFUND POLICY

Refund policy is found online at [www.metrotech.edu](http://www.metrotech.edu).

## MISCELLANEOUS COSTS NOT INCLUDED IN TUITION

*Prices may vary and are subject to change without notice.*

Calculator (must include the square root function).....	\$ 5.00 and up
Two-three 3-ring binders, one with 18 dividers.....	\$ 20.00 and up
Additional Scrubs/Lab Coats .....	\$ 50.00 and up
Comfortable (soft-soled) Shoes .....	\$ 60.00 and up
HOSA Activities (per year).....	\$50.00
ARRT examination application fee.....	\$200.00

# Admissions

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## Admission of Persons Who Have Been Arrested and/or Have Previous Convictions

The following information is **not** part of the point system on applications to the program.

Individuals who complete the educational requirements will be required to answer the following questions on the certification exam application:

AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS  
1255 Northland Dr., St. Paul MN 55120 - 1155

### APPLICATION

**Have you ever been convicted of a misdemeanor, felony, or a similar offense in a military court-martial?    YES    NO**

- You are required to report charges or convictions that have been withheld, deferred, stayed, set aside, suspended, or entered into a pre-trial diversion, or involved a plea of guilty or no contest (nolo contendere).
- DO NOT report juvenile convictions processed in juvenile court.
- DO NOT report traffic citations unless drugs or alcohol was involved.
- If “Yes” provide an explanation of the events that occurred and all documentation relevant to the matter. Offenses previously reported and formally cleared by the ARRT should be indicated “No”.

**Have you had any license, registration, or certification denied, revoked, suspended, placed on probation, or subjected to discipline by a regulatory authority or certification board (other than ARRT)?    YES    NO**

- If “Yes” provide an explanation of the events that occurred and all documentation relevant to the matter.

**Have you ever been suspended, dismissed, or expelled from an educational program that you attended in order to meet ARRT certification requirements?    YES    NO**

- If “Yes” provide all necessary documentation relevant to the matter, along with a detailed explanation of the events that occurred.
- All applicants must read and sign the “Written Consent under FERPA” on the reverse side of this application.

*Further information regarding reporting requirements may be accessed on the ARRT website at [www.arrt.org/handbooklinks](http://www.arrt.org/handbooklinks) or by phoning ARRT at (651) 687-0048, ext. 8580.*

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## **Re-Admission Policy**

**Readmission is always subject to space availability.**

1. The student withdrawing from the program before completion may be reconsidered for admission with a subsequent class provided the student left in “good standing”.
2. Following an absence of 1 year or less, a former student in good standing may be considered for readmission to the beginning of the program.
3. The student seeking reinstatement will be subject to policies, procedures, and program requirements in place at the time of readmission. This includes current tuition and fees.
4. A student dropped from the program for academic reasons may be considered for readmission one time provided the student can provide substantial supporting documentation that the previous problems or obstacles have been resolved. Readmission is based upon space availability and faculty and administrative approval.
5. The student requesting readmission must submit a new application and supportive information, meet current admission requirements, and request an interview with the Program Coordinator.
6. In all instances, readmission is subject to space availability in the program.

# Student Services

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## Academic Centers

The Academic Center is a multi-delivery educational system formulated to meet the needs of students through individual remediation and the development of basic and accelerated skills to prepare individuals for the job market. The goal of the Academic Center is to provide a positive atmosphere to promote learning while striving to improve confidence and self-esteem in the students served.

### Services Available

- Reading, math, spelling, vocabulary, and writing skill building
- Advanced math concepts for skill area programs
- Basic computer literacy and keyboarding skills
- Job readiness skills
- ACT and GED preparation
- Research materials (encyclopedia, dictionary, almanac, etc.)
- Supplementary materials for teachers and students
- Auditory materials for classes/oral testing
- Assessment
- Study skills, test-taking skills
- Career Technology Student Organization (CTSO) contest preparation

### Helpful Attributes and Abilities

- Willingness to cooperate
- A desire to improve skills
- Respect for self and others
- Ability to solve problems in a reasonable manner

### Assessment Center

The Assessment Center offers insight and direction to individuals as they face career decisions. Whether the need is for additional training in a current career, direction of a career choice, development of a plan of study for educational excellence, or confirmation of a career choice, the Assessment Center provides evaluation and counseling to assist in every phase of career planning.

This service is based primarily on a 'direction-giving,' computerized system, but other tests/assessments are also available. They include achievement, aptitude, learning styles, and personality inventories. The test/assessment fee is determined by the service(s) provided.

*For more information, please call (405) 595-2240.*

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### **Authorized Prometric Testing Center**

Metro Technology Centers is an Authorized Prometric Testing Center (APTC). Metro Tech students may save time and money by testing at the Metro Technology Centers Prometric testing site located at the Business Conference Center, 1900 Springlake Drive, on the Springlake Campus.

#### **Certification tests available for:**

- Adobe certification exams
- Apple certification exams
- CompTIA A+, Network+ and Security+ certification exams
- Microsoft Certified Professional (MCP)
- Microsoft Certified Systems Engineer (MCSE)
- Novell Certifications
- Most types of certification exams may be scheduled

### **Child Care**

Enroll your child in the Child Development Center

Located at: 3901 Martin Luther King Ave. in Oklahoma City

Program Features:

- 7:00 am-6:00 pm
- DHS approved, NAEYC guidelines
- Experienced, qualified staff
- Ages 6 weeks through 5 years
- After school program for K-6th grade. Transportation from schools provided in northeast area. (Call 405-427-1034 for more information.)
- Affordable rates, VISA/MasterCard/American Express accepted
- Financial assistance available
- Breakfast, lunch and snack included
- No registration fee
- Priority enrollment given to Metro Technology Centers students and staff

*For more information or to enroll your child in the Child Care Training Center, please call 405-595-4751.*

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## **Disability Services**

Metro Tech provides reasonable accommodations and support for students with disabilities and special education needs covered by the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and Individuals with Disabilities Education Act (IDEA).

Disability Services - Notice of RIGHTS

Student Request for Accommodation in Full-Time programs

Student Request for Accommodation in Short-Term classes

If you have questions or need accommodations contact:

Jade Carter

Title IX Coordinator

(405) 595-4418

## **Student Job Placement Services**

The Metro Tech Student Employment Services Office offers the following services to our students:

- Latest job posting in our Job Bank
- Examples on how to write a resume and cover letter
- Interviewing techniques
- How to post your resume or view jobs online
- Occupational information
- Oklahoma occupational outlooks

To schedule an appointment contact:

Aaron Walker

Student Services Center

1900 Springlake Drive

Oklahoma City, OK 73111-5238

Phone: (405) 595-4804

Email: [aaron.walker@metrotech.edu](mailto:aaron.walker@metrotech.edu)



**Metro Technology Centers**  
Preparing for Life

## Student Confirmation and Consent Form

*You must complete this form and return to your teacher.*

### **POLICIES AND PROCEDURES**

I have been given and I agree to abide by the policies, procedures, and statements presented in the Radiologic Technology student guidebook.

*If you are under the age of 18, your parent or guardian must sign.*

\_\_\_\_\_  
Student Full Name (please print)

\_\_\_\_\_  
Parent/Guardian Name (please print)

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

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

After completing, please return this form to your instructor.