City College MSUB Radiologic Technology Program General

Attendance

The Radiologic Technology program will follow the regular MSU Billings City College academic calendar. Summer courses start and end dates will vary from the college calendar to meet the clinical components of the program and obtain the required amount of clinical hours. Excessive absences or tardiness makes it impossible for the student to successfully complete the objectives of the Radiologic Technology Program.

Students are required to attend lecture classes, as missing course lectures will hinder your understanding of the material. Attendance in the classroom will be addressed in each course syllabus. Excessive absences from lectures will result in a deduction in your grade as stated in your course syllabus. Taking time away from classes for family vacations may factor into your grade as addressed in the syllabus.

Clinical Education

Students attend clinical education courses during the program. The ARRT requires mastery of specific skills that can only be gained through a hands-on education. A clinical rotation schedule for each clinical site will be provided to the student at the beginning of each term. These schedules are designed to provide the student the best opportunity to learn in a hands-on clinical environment working with patients and certified radiologic technologists.

The clinical education will follow the regular MSU Billings City College vacation schedule. The start and finish of the intersession between fall and spring semesters and summer courses may vary from the usual session dates in order to provide the student with the proper amount of clinical time. Other than regularly scheduled school holidays and semester breaks, students are not allowed vacation time during spring and fall semester. However, each student may take one week vacation during summer sessions with the pre-approval of the program director and program clinical coordinators. Requests for vacation time must be made in writing to the clinical coordinators no less than 2 weeks in advance of the requested time off. All missed clinical attendance must be made up by the end of the summer session. See the attendance policy for further information.

The clinical rotation schedules between the hospital clinical sites are similar but will vary due to the different structure of each radiology department. Rotation schedules will vary with starting times and may include evening and weekend rotations. All students will rotate to each clinical site within the program.

Students are required to complete rotations as assigned within each clinical setting. Students are expected to meet the objectives of the clinical rotations. Students are responsible for furnishing their own transportation to clinical sites.

The program recognizes, and encourages the hospitals and clinics to hire students to work as limited permit holders. The Radiologic Technology Program takes no responsibility for any
student while he/she is working outside of the program. The student should be aware that the liability insurance provided by the college only covers them while they are participating as a student in the educational program and does not cover a student while employed by a facility or organization. MSU Billings name badges are not to be worn while a student is working as a limited permit technologist.

Students CANNOT be paid by a clinical site while performing their clinical education rotations for the MSU Billings City College Radiologic Technology Program. Failure to follow this policy will constitute fraud and falsification of attendance and will result in immediate dismissal from the program. The student clinical ID badge cannot be worn while working as a limited permit technologist.

Clinical education is graded just as other radiographic courses are. A grade of C or better must be maintained in clinical as in other radiography courses. A syllabus will be provided to all students prior to the start of the clinical assignment of each semester. The syllabus will outline the clinical requirements for each semester.

## Clinical Site Attendance

Attendance at the clinical site is critical to your success in the Radiologic Technology program and therefore mandatory. Clinical time is scheduled between the hours of 6 am and 10 pm and will vary with the scheduled rotations. Shifts may include evenings or weekends as clinical skills progress. Students are required to be punctual for all clinical assignments. If you are going to be late to your clinical assignment you must call the hospital clinical instructor (or designee) at the hospital AND the college clinical coordinators. Arriving 1 minute after the start time of your clinical assignment is considered being late. You should be at your work-station at your start time, not just arriving at the lounge to hang up your coat or put away your back pack.

You are required to provide the college clinical coordinators with proof of your attendance. This will be signed by your clinical instructor at the hospital and will be turned in to the clinical coordinator at the end of the semester. You should keep a copy for your records.

### Absences:

1. If you will be absent, you must contact your hospital clinical instructor (or designee) AND the college clinical coordinators by phone each day of the absence. Emails and text messages are not acceptable forms of communicating that you will be absent.
2. Failure to call both places will affect your clinical grade.
3. Any and all absences must be made up.
4. Absences must be made up before the end of the semester in which the illness occurred. The make-up time must be at a time must be approved by the clinical instructor at the facility.
5. Failure to make up missed clinical time by the end of the semester will result in a grade of incomplete in that clinical course. The incomplete will cause the letter grade for the course to be one letter grade LOWER than the earned grade. The student is cautioned that this may result in a failing grade. The incomplete grade must be changed to a letter grade
for the course before the student can register for and/or attend any subsequent courses in
the program.
6. Emergency absences will be handled on an individual basis
7. Students who are absent due to medical work restriction by a physician, nurse practitioner
or physician assistant must present a return to work release by the same physician, nurse
practitioner or physician assistant. A copy must be given to both the clinical coordinator
and the hospital clinical instructor.
8. Excessive absence is defined as 4 days absence in the clinical setting. This does not have
to be consecutive days. Excessive absences will require you to meet with the clinical
coordinator and the program director to determine your ability to remain in the program.
However, the clinical grade will be affected.
9. Students may NOT take time off from regularly scheduled clinical time for other
academic courses. All personal appointments must be scheduled outside of clinical time
if at all possible.
10. Leaving the clinical assignment for any reason without notifying the clinical instructor
and Clinical Coordinator will affect your clinical grade.

**Make-up Time:**

1. Make up of clinical education time must be scheduled in advance and with the approval
of the clinical instructor at the clinical education site.
2. The student must submit to the clinical coordinator a signed “Intent to Make up Clinical
Time Statement” within 5 days of the absence.
3. Within 5 days of the completion of make-up time, the student must submit to the clinical
coordinator the signed “Completion of Make-up Clinical Time Statement”.
4. A minimum of 2 hours must be made up at a time. The makeup time must be under the
proper supervision of a registered radiographer.
5. Makeup time can be scheduled at any time between the hours of 6 am and 6 pm from the
second day of the semester through the last day of finals week.
6. The makeup time will be completed in the rotation in which the absence occurred.
7. Make-up time cannot be made up on holidays or during college breaks without the
written pre-approval of the program director.
8. Failure to make up time by the end of the current semester final examinations may result
in an incomplete grade for the course, program probation or suspension from the
program. Makeup time not completed will affect the clinical grade that may result in a
failing grade in the course.