City College at Montana State University Billings

Associate of Applied Science (AAS) Radiologic Technology Program JRCERT # 0670

Student Handbook

Effective August 2026

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Radiologic Technology Program Contact List

Program Director:	Jenna Jones, MHA, R.T.(R), (ARRT) jenna.jones3@msubillings.edu	406-896-5957
Clinical Coordinator:	Weston Jensen, BS, R.T.(R), (ARRT) weston.jensen@msubillings.edu	406-247-3086
Lab Assistant:	Heather Daffin, M.S., R.T.(R)(T) (ARRT) heather.daffin@msubillings.edu	

Program Radiation Safety Officer (RSO):

Christopher Fitz, RSO Chrisfitz65@hotmail.com	406-672-6756

Clinical Site Contacts:

Big Horn County Memorial	Angela Regalado, (CP)	406-665-9210
Billings Clinic	Hospital Radiology Department	406-435-1310
	Clinic	406-238-2724
	Ortho & Sports Med	406-238-5244
	Michelle Walker (CP)	406-435-1385
Roundup Memorial	Radiology Department	406-323-4908
	TBD (CP)- **on hold for 2026**	
Intermountain (St. Vincent Healthcare)		
	Hospital Radiology Department	406-237-4358
	Ortho Montana	406-237-5050
	Justine Schleining (CP)	406-237-4358
Intermountain Broadwater Family Medicine/Urgent Care		
	Sara Hutzenbiler (CP)	406-237-5267

Radiologic Technology Program
Student Handbook Policies Acknowledgment Form

I have received the student handbook for the Radiologic Technology Program beginning_____, 20_____.

I have read this student radiography handbook and understand that I am expected to conduct myself in accordance with these policies, procedures, rules and recommendations as a student radiographer. By signing this form, I understand my didactic and clinical hour requirements and can attend clinical hours ranging anywhere from 5:00am-11:00:pm, seven (7) days a week, based on my scheduled clinical rotations throughout this five (5) semester program.

I have read and been informed of the policies contained herein. I have received the policy of radiation protection as it applies to pregnant and non-pregnant students. Furthermore, I hereby acknowledge receipt of the Ethics and Professional Conduct Policy and the Impaired Student policy. I understand that I am expected to adhere to the ethical standards and professional behavior outlined in these policies, as well as those established by the American Registry of Radiologic Technologists (ARRT) Code of Ethics (https://www.arrt.org/pages/resources/ethics-information). I recognize my responsibility to uphold these principles as part of my commitment to professional conduct within the Radiologic Technology program. I understand that I may be requested to be tested for alcohol or drugs when there is reasonable suspicion. I also fully understand the consequences of my actions regarding this policy. This handbook also describes JRCERT Programmatic Accreditation and how to report JRCERT non-compliance.

Signature: _____

Printed Name: _____

Date: _____

Introduction

This document is designed to explain the roles and responsibilities of all those involved in the Radiologic Technology Program at Montana State University Billings City College. It should be consulted whenever questions arise concerning the issues covering program policies and procedures. Every effort is made to notify everyone involved when these guidelines are altered in any way. All students will be subject to policy changes after the effective date. For policies not listed in this manual including harassment issues, consult the City College at MSUB student handbook.

Purpose

The Radiologic Technology Program of Montana State University Billings City College provides quality-learning opportunities for its students to accomplish its mission. It also encourages and supports lifelong learning. The radiography program will prepare students to meet the demands of the profession. This includes technical skills as well as the ability be intellectually adaptive, to communicate well, to think analytically, to integrate knowledge, and to appreciate cultural and social diversity. It is the intent of this program to encourage high ethical values and standards of practice regarding patient care in the healthcare field.

Program Mission

The mission of the Radiologic Technology Program at City College at MSUB is to provide a comprehensive didactic and clinical education that will produce quality entry-level radiologic technologists to meet the needs of the students, community, state, and nation.

Program Goals & Student Learning Outcomes (SLOs)

Goal #1: Graduates of the program will demonstrate CLINICAL COMPETENCE.

Student Learning Outcomes in support of goal #1-

Students/graduates will employ proper positioning skills.

Students/graduates will generate diagnostically useful radiographs.

Goal #2: Graduates of the program will effectively utilize problem-solving and CRITICAL THINKING skills.

Student Learning Outcomes in support of goal #2-

Students/graduates will integrate critical thinking skills in the practice of diagnostic radiography.

Students/graduates will adapt routine positioning protocols to accommodate patient conditions.

Goal #3: Graduates of the program will COMMUNICATE effectively with patients and healthcare teams.

Student Learning Outcomes in support of goal #3-

Students/graduates will utilize effective oral communication skills with patients and healthcare staff.

Students/graduates will apply effective written communication skills with peers and program faculty/staff.

Educational Outcomes

Program Effectiveness Data for City College at MSUB Radiologic Technology Graduates (*JRCERT defined) and 5 Year Averages (2020-2025)			
City College Montana State University, AAS Radiologic Technology	Program Completion Rate (%)	ARRT 1st Time Pass Rate (%) CC MSUB/ National 6 Months After Graduation	Job Placement Rate 12 Months After Graduation (%)
2025	92 (12/13)	76.9 (10/13)/ 85.8	92 (12/13)
2024	100 (13/13)	92.3 (11/12)/ 85.1	100 (12/12)
2023	100 (12/12)	100 (12/12)/ 84.4	100 (12/12)
2022	100 (14/14)	78.5 (11/14)/ 83.5	100 (14/14)
2021	100 (13/13)	76.9 (10/13)/ 83.8	100 (13/13)
City College Montana State University, AAS Radiologic Technology	5 Year Average: (2021-2025) **98.5 (64/65)**	5 Year Average: (2021-2025) **84.3 (54/64)**	5 Year Average: (2021-2025) **96.9 (63/65)**

Note: ***{Numerical data located in parenthesis indicate; 1) Completion Rate, the number of students who complete the program within 150% of the stated program length; 2) ARRT 1st Time Pass Rate % CC MSUB/National 1st Time Pass Rate indicates the number of students whom passed the ARRT exam the first time divided by the number of students whom took the exam in the program within a 6 month period from graduation as compared to National ARRT 1st Time Pass Rate (i.e.: 92.9 (13/14)/89) in the same 6 month time period, and 3) Job Placement Rate, which is defined as the number of graduates employed in the radiologic sciences 12 months after graduation as compared to the number of graduates actively seeking employment in the radiologic sciences. The JRCERT has defined not actively seeking employment as: 1) graduate fails to communicate with program officials regarding employment status after multiple attempts, 2) graduate is unwilling to seek employment that requires relocation, 3) graduate is unwilling to accept employment due to salary or hours, 4) graduate is on active military duty, and/or 5) graduate is continuing education}.***

1. **Completion Rate**: JRCERT defines completion rate as the number of students who complete the program within 150% of the stated program length. The program must establish a benchmark for its program completion rate. There is no distinction between students who failed and students who decided to change majors for any reason.
2. **Examination Pass Rate**: JRCERT defines the credentialing examination pass rate as the number of student graduates who pass, on the first attempt, the American Registry of Radiologic Technologists (ARRT) certification examination compared with the number of graduates who take the examination within six months of graduation.

3. **Job Placement Rate**: JRCERT defines job placement rate as the number of graduates employed in the radiologic sciences 12 months after graduation as compared to the number of graduates actively seeking employment in the radiologic sciences. JRCERT has defined not actively seeking employment as: 1) graduate fails to communicate with program officials regarding employment after multiple attempts, 2) graduate is unwilling to seek employment that requires relocation, 3) graduate is unwilling to accept employment due to salary or hours, 4) graduate is on active military duty, and /or graduate is continuing education.

JRCERT Program #0670 Accreditation

The **Joint Review Committee on Education in Radiologic Technology** (**JRCERT**) promotes excellence in education and elevates quality and safety of patient care through the accreditation of educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. In addition, the JRCERT is the only agency recognized by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA), for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry.
Visit the JRCERT website (http://www.jrcert.org) to learn more about program accreditation.

The Joint Review Committee on Education in Radiologic Technology (JRCERT) follows due process upon receipt of a written, signed complaint containing allegations which indicate that an accredited program, or programs seeking accreditation, may not be in substantial compliance with the relevant accreditation standards or may not follow JRCERT accreditation policies.

To Contact JRCERT:

20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone: (312) 704-5300
Fax: (312) 704-5304

The program's current accreditation award is 8 years. General program accreditation information and the current accreditation award letter can be found by visiting Montana State University Billings - JRCERT.

City College at Montana State University
Radiologic Technology Program Information

Policy Publications
Policies related to admission policies, tuition and fees, refund policies, academic calendars, clinical obligations, grading system, graduation requirements, and the criteria to transfer credit are made known to the general public in the 2022-2023 Montana State University General Bulletin and the following City College MSUB websites.

Much of this information is also available in the Montana State University Radiologic Technology Student Handbook and on the City College Montana State University Radiologic Technology Program website at http://www.msubillings.edu/citycollege/Programs/ProgRadTech.htm

Accreditation Information
-Institutional Accreditation:

Northwest Commission on Colleges and Universities (NWCCU)
8060 165th Ave., N.E., Suite 100
Redmond, WA 98052
Phone: (425) 558-4224

-Programmatic Accreditation:

Joint Review Committee on Education in Radiologic Technology (JRCERT # 0670)
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
www.jrcert.org
mail@jrcert.org
Phone: (312) 704-5300
Fax: (312) 704-5304

JRCERT Standards as of 2021 available at:
https://www.jrcert.org/accreditation-information/accreditation-standards-2021/

Admission Policies
Admissions policies and related items can be found at
http://www.msubillings.edu/reg/admission.htm

Tuition and Fees
Tuition and Fee items can be found at
http://www.msubillings.edu/finaid/CostOfAttendance.htm

Refund Policy
A copy of the refund policy and dates for receiving refunds are found at http://www.msubillings.edu/boffice/refund_withdraw_policy.htm

College Catalog
The current term College Catalog is found at https://catalog.msubillings.edu/cc/

Montana State University Billings Student Handbook
The Montana State University Billings Student Handbook is found at http://www.msubillings.edu/VCSA/StudentHandbook.htm

City College Radiologic Technology Program Student Handbook
The City College Radiologic Technology 2020-2021 Student Handbook can be found at http://www.msubillings.edu/citycollege/programs/pdf/RadTech-Handbook.pdf

Academic Calendars
Academic calendars are found at https://catalog.msubillings.edu/undergraduate/calendar/

Student Clinical Obligations
Clinical Obligations are made known to prospective students in the General Bulletin for the current term, in course descriptions and the degree plan, and on the Radiologic Technology Program degree plan. Additional information related to clinical obligations is noted in the Radiologic Technology Program Student Handbook and within the Clinical Course syllabi each semester.

Grading System
Grading system items can be found at https://catalog.msubillings.edu/undergraduate/academic-affairs/

Graduation Criteria:
Course and Graduation criteria can be found at https://www.msubillings.edu/future/degrees.htm and at https://www.msubillings.edu/reg/forms/Application%20for%20Graduation%20Instructions.pdf

Transfer Credit
The transfer credit policy for City College Montana State University Billings is available at http://www.msubillings.edu/future/myinfotransfer.htm

Course Syllabi
Each course syllabus lists the course expectations and grading system and is provided by the course instructor.

Website and Program Brochure:
An overview of the Radiologic Technology Program, application instructions and deadlines, program length, curriculum and employment data can be found on the Radiologic Technology Program website at:
http://www.msubillings.edu/citycollege/programs/ProgRadTech.htm

Program Structure

The Radiologic Technology Program is composed of a Program Director (PD)/Assistant Professor, one Clinical Coordinator (CC)/Instructor, and one classified hourly Lab Assistant. In the clinical education setting there are staff radiographers who have committed to give their time and expertise to the education of the students. These are known as clinical preceptors (CPs). Each department has staff radiographers, lead technologists, radiology administrators, radiology physician assistants and radiologists. There are receptionists, transporters, quality assurance technologists, sanitation engineers, and a host of other indispensable individuals that keep the radiology department and hospital running smoothly. Each class of students will be represented by one or two of their elected peers to provide an avenue of communication between faculty, clinical instructors and other students in the Radiologic Technology Program. Student representatives are often invited to faculty/clinical instructors' meetings and may request attendance at these meetings at any time. Student representatives are also asked to sit on the Radiologic Technology Advisory Committee. The advisory committee meets annually as defined by the committee. The goals of the committee are as follows.

1. Maintain contact between the community and the Radiologic Technology program to ensure the program is meeting the needs of the community.
2. Improve communication lines between the administration of the clinical sites, the program faculty and students with respect to meeting the goals and the objectives of the program
3. Assist the program with obtaining equipment, educational opportunities, development of policy, create ideas for program improvement and curricular changes.

Chain of Command:

The Radiologic Technology Program requires students to follow the established chain of command when addressing questions, concerns, or issues related to the program or clinical education, ***except*** in matters involving a formal student grievance (see the **Student Grievance Policy**). All communications regarding concerns, requests, or issues must be submitted as a **formal, professional email** to the appropriate individual in the order outlined by the chain of command. Students are expected to communicate

respectfully, use appropriate professional language, and allow a reasonable timeframe for a response before advancing the matter to the next level in the chain of command:

1. Hospital Based Radiologic Technology Program Clinical Preceptor(s),
2. City College Radiologic Technology Program Clinical Coordinator(s),
3. City College Radiologic Technology Program Director,
4. City College Nursing, Health & Public Safety Department Chair,
5. City College Dean
6. MSUB Vice-Provost of Student Affairs

General Program Policies and Procedures

Ethics and Professionalism

Policy: The American Registry of Radiologic Technologists (ARRT) has established a Code of Ethics as part of the Standards of Ethics to serve as a guide for student RTs (ARRT Code of Ethics available here: https://youtu.be/Bmm6j9mk3fw?si=0PLfTa--s7czGQRA). In addition, the Radiography Program adheres to the City College at MSUB Integrity Code and Student Behavior Code to assure that an environment is conducive for student learning, free of unethical and/or unprofessional behavior. In this spirit and towards those ends the following rules have been developed.

Rules: The following are examples of unacceptable conduct for students enrolled in the Radiologic Technology program at City College at MSUB:

1. Failure or inability to perform radiologic technology with reasonable skill and safety (ARRT Rules of Ethics #5)
2. Actual or potential inability to practice radiologic technology with reasonable skill and safety to patients by reason of illness: use of alcohol, drugs, chemicals, or any other material; or because of any mental or physical condition (ARRT Rules of Ethics #8)
3. Engaging in unprofessional conduct including but not limited to the following:

a. Academic misconduct includes all acts of dishonesty in any academically related matter and any knowing or intentional help or attempt to help, or conspiracy to help, another student commit an act of academic dishonesty. Academic dishonesty includes but is not limited to each of the following acts when performed in any type of academic or academically related matter, exercise, or activity.
b. Students enrolled in the Radiologic Technology Program are expected to maintain the highest standards of ethical and professional behavior in both didactic and clinical settings. Any violation of the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), or instances of unprofessional conduct—whether verbal, behavioral, or ethical—may result in disciplinary action, up to and including immediate dismissal from the program.

c. Students must demonstrate appropriate behavior, communication, and attitude at all times—whether in the classroom, laboratory, or clinical setting. Unprofessional or disrespectful conduct includes, but is not limited to:
    a. Insubordination or refusal to follow directions from faculty or clinical staff
    b. Disruptive behavior or inappropriate language
    c. Harassment, intimidation, or discrimination of any kind
    d. Failure to adhere to established dress code or conduct expectations
    e. Negative or inappropriate use of social media regarding the program, faculty, clinical sites, or peers
    f. Such behavior undermines the integrity of the educational environment and the profession. Documented instances of unprofessional or disrespectful conduct may result in disciplinary action, including probation, suspension, or dismissal from the program, in accordance with institutional policies and procedures.
d. Cheating-using or attempting to use unauthorized materials, information, study aids, or computer-related information.
e. Plagiarism-representing the words, data, works, ideas, computer program or output, or anything not generated in an authorized fashion as one's own.
f. Fabrication presenting as genuine any invented or falsified citation or material.
g. Misrepresentation-falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites, transcripts, and/or misrepresenting personal identification in an online course, which includes, but is not limited to another person completing course requirements.
h. Assault, battery, or any threat or force or violence upon a student, college personnel, or any other person
i. Possession of concealed electronic devices for recording in a classroom or laboratory situation or in a meeting without the permission of the instructor
j. Failure to abide by these rules will result in probation or dismissal from the

Physical Demands and Essential Functions

Radiologic Technology is a physically demanding healthcare profession. Students admitted to the program must be capable of performing the essential functions required to safely and effectively provide patient care in classroom laboratories and affiliated clinical education settings, with or without reasonable accommodation, in accordance with applicable federal and state laws.

Essential physical and functional requirements included, but are not limited to:

- Standing and walking for extended periods, often for much of an 8- to 12-hour clinical shift.
- Frequently bending, stooping, kneeling, squatting, reaching, and twisting while positioning patients and operating imaging equipment.
- Lifting, transferring, pushing, and pulling patients and equipment. Students may be required to assist in moving patients weighing 50 pounds or more with appropriate assistance and mechanical lifting devices when available.
- Safely maneuvering portable radiographic equipment and other imaging accessories in confined patient care environments.

- Demonstrating sufficient upper and lower body strength, balance, coordination, and manual dexterity to position patients, manipulate imaging equipment, and perform radiographic procedures.
- Possessing adequate visual acuity to accurately identify anatomical landmarks, monitor patient condition, read equipment displays, evaluate image quality, and distinguish variations in grayscale.
- Possessing sufficient hearing and verbal communication skills to effectively communicate with patients, physicians, and healthcare personnel, respond to alarms, and follow verbal instructions in potentially noisy environments.
- Demonstrating the cognitive ability to exercise sound clinical judgment, make timely decisions, maintain patient confidentiality, and respond appropriately during routine and emergency situations.
- Tolerating exposure to a variety of environmental conditions, including infectious diseases, blood and body fluids, ionizing radiation, latex, cleaning agents, and other healthcare-related hazards while utilizing appropriate personal protective equipment and following established safety protocols.

Students who have a physical, psychological, or medical condition that may affect their ability to safely perform these essential functions are encouraged to contact the University's Disability Support Services Office as early as possible to request reasonable accommodations. Requests for accommodation are evaluated on an individual basis. The Radiologic Technology Program will provide reasonable accommodations that do not fundamentally alter the nature of the program or compromise patient safety or the student's ability to meet required clinical competencies. Students are responsible for maintaining the physical and mental ability to safely perform the essential functions of the profession throughout the duration of the program. Any significant change in health status that may affect clinical performance, or patient safety, must be promptly reported to the Program Director.

Disciplinary Actions

Violations of the ARRT Code of Ethics, College policies and procedures, program expectations outlined in course syllabi, and unethical or unprofessional behaviors may be subject to disciplinary action. Disciplinary action is based on the severity of the violation and ranges from a verbal warning, write-up, write-up with a full letter grade drop, and even termination/dismissal from the program.

The program utilizes a Performance Improvement Plan (PIP) to outline and document factual information specific to any violation. This process will be used for both the didactic and clinical education setting, allowing the student the opportunity to correct unacceptable behavior(s) or issue(s). Any violation of City College at MSUB policies, Program policies, student handbook expectations and policies, program attendance, or Clinical Site violations may be evaluated for disciplinary action at the discretion of but not limited to the Program Director, Program Faculty/Instructors, or Clinical Coordinators & Clinical Preceptors. An overview of the action in question will be discussed with the student and the student will be counseled on how to improve their performance. The student will be given the opportunity to receive any additional tools that

the program can assist with to help resolve the issue. There will be a timeline in which the student will be given the opportunity to improve upon their performance and reevaluated for the event/violation**. PIPs carry over to each semester and additional infractions that occur within subsequent semesters will count as additional offenses**. The following will outline the chain of disciplinary actions and consequences taken in order of offense(s):

First offense-Verbal Warning documented on Performance Improvement Plan (PIP).

Second offense-Performance Improvement Plan (PIP) with Timeline

- Improvement within timeline-No further action required.
- Failure to improve within timeline-Write up with a full letter grade drop.

Third offense- Additional write up (PIP) with one full letter grade drop and 1-week suspension from program. All time missed must be made up and coordinated with Program Director and Clinical Coordinator(s) and will not negatively impact the rest of the program cohort(s).

Fourth offense- additional written documentation (PIP) with an automatic "F" in corresponding course in which the event occurred, which will result in dismissal of the program.

Radiologic Technology Program
Performance Improvement Plan (PIP)

Performance Improvement Plan (PIP) Notice

On the following date _____, program faculty _____ met with the student, _____to discuss an issue of concern.

Directions: Complete the form using additional paper if necessary. Identify if PIP is pertaining to Didactic or Clinical Performance and reason for PIP (i.e. unprofessionalism, attendance, unsafe behavior, etc.). After reviewing and signing, give a copy of the PIP to the student and place the original in the student's file.

1. **Circle one:** Didactic Clinical

2. **Circle one:** 1st Offense 2nd Offense 3rd Offense 4th Offense

3. ***Verbal warning*** given to student on (Date): _____ by (Faculty Initials): _____

4. Overview of the Incident(s):

5. Performance improvement goals:

6. Needed training and direction

7. Timeframe for improvement

8. Consequences

9. Student input/acknowledgment

_____ I have read and understand this Performance Improvement Plan Notice.

_____ I agree to the terms of this plan. _____ I disagree with this notice/plan.

PROBLEM SOLVING CONCLUSION

Upon review of the documented infraction(s), clarification was provided to the student regarding program expectations, and an action plan was devised to meet all

parties' needs.

1. This individualized plan includes the following:

2. It is understood by the student and faculty members that in addition to this plan the student must meet the didactic/clinical objectives of each Radiology Course for the current and subsequent semesters.

Student Signature:_____ Date:_____

Faculty/Staff Signature:_____ Date_____

Faculty/Staff Signature:_____ Date_____

1 copy – student
1 copy –student file
1 copy – attach to clinical evaluation

Clinical Site Orientation and City College Safety/Standard Precautions Training

Pursuant to current American College of Radiology (ACR) safety guidelines, all Radiologic Technology students will undergo a Program Orientation to be delivered the first day of the Fall semester at the City College campus. This ensures that students are appropriately screened for magnetic field or radiofrequency hazards. It will include, but is not limited to: review of the Student Handbook, PowerPoint lecture that covers safeguards in place to assure proper student safety practices and policies, Hazard Communication, MSDS Data Sheets, Patient Confidentiality (HIPPA), COVID-19 Precautions, Fire and Electrical Hazards, Standard Precautions, Radiation Safety (with the Program RSO, Chris Fitz), MRI and Magnetic Wave Hazard and Safety Training with completion and review of MRI screening forms, and the completion of a standardized safety checklist to be reviewed with the program faculty. Students will complete an initial mandatory MRI screening prior to entering the clinical sites in the first semester and then again prior to performing modality rotations in the fifth semester of the program, ensuring all students are screened at least twice while in the program. All students are mandated to notify the program should their MRI screening status change. The program's MRI training and review of screening forms every Fall will be performed by a Lead MRI Tech from one of the program's clinic site partners, while the second MRI training/screening will be performed by the Lead MRI Techs at the clinical site the student is assigned to prior to any modality rotations in the final Spring semester. Once the Program Orientation is completed at the College, the students will undergo Clinical Orientation Training at the clinical sites, the second day of the Fall semester, and the Critical Access Hospital sites (Seniors only) on the third day of the Fall semester.

The Patient Care Course content will provide more in depth coverage of safety policies/procedures related to: General Radiation Safety, Safety, Chain of Infection, Infection Control, OSHA Bloodborne Pathogens, Hazard Communication, MSDS Data Sheets, Patient Confidentiality, Patient Rights, COVID-19 Precautions, Handwashing, Fire and Electrical Hazards, Slips and Falls, Patient Hazards, Standard Precautions, Radiation Safety in Radiography, Fluoroscopy, Computed Tomography (CT), Nuclear Medicine (NM) and Safety in Magnetic Resonance Imaging (MRI), respectively.

Radiologic Technology Program

Radiofrequency Hazard Policy

Purpose: The purpose of this policy is to inform the student on Magnetic Wave and Radiofrequency/MRI Safety information.

Policy:

Magnetic Resonance Imaging (MRI) is a diagnostic tool that utilizes a powerful magnet and radio waves to generate images of the body. All students enrolled in the Radiography Program have the choice to observe in an MRI rotation.

The magnet used in MRI **is always turned on** and certain implanted devices are considered incompatible with this technology. Implanted devices like pacemakers, neurostimulators and some infusion pumps should not be exposed to the magnetic field. All students considering a career in medical imaging should be aware of the potential hazards of exposure to the MRI scanner and the need for careful metal screening. For safety reasons, all students will receive basic MRI safety training prior to entering clinical practicum. Additional information can be found at www.mrisafety.com.

MRI Metal Screening Form

Students who choose to rotate through MRI must complete an MRI Screening Form prior to beginning their scheduled MRI clinical rotation. Students that choose to participate in an MRI rotation, may be asked by a clinical facility if they have a history of metal implants. Certain implanted devices are contraindicated and should not be exposed to the magnetic field. Examples of these devices include:

- Pacemakers
- Neuro stimulators/Biostimulators • Implanted Infusion Pumps/Pain pumps
- Aneurysm Clips
- Certain Stents, Coils and Filters
- Metallic Foreign Bodies
- Intraorbital Metallic Foreign Bodies

MRI Screening Policy

1. Students who choose to rotate through MRI must complete an MRI Screening Form prior to beginning their scheduled MRI clinical rotation.

2. Students who answer "yes" to any of the questions on the MRI Screening Form may be required to undergo additional screening to ensure their safety. Students with verified

contraindications to entering MR Zones III and IV will be advised not to progress past MR Zone II unless screened by an MR Level II Technologist at each clinical site.

3. Additional screening may consist of further questions, documentation of metal implants, or making sure metal in the eyes was removed.

Pregnancy Notice: The declared pregnant student who continues to work in and around the MR environment should not remain within the MR scanner suite or Zone IV during actual data requisition.

Please check the circle next to each statement you agree with:

o I have read the MRI Safety Policy, understand the policy and have been given the opportunity to ask questions.

o I understand that the MRI rotation is not a required rotation of the program.

o I have been counseled by program faculty about the dangers associated with the magnetic field used in MRI and understand the importance of metal screening.

Student Printed Name: _____

Student Signature: _____

Date: _____

Faculty Signature: _____

CITY COLLEGE
MONTANA STATE UNIVERSITY BILLINGS

Radiologic Technology Program

Radiofrequency Hazard Policy

MRI Student Screening Form

Student's Printed Name: _____ Date: _____

MRI utilizes a powerful magnetic that is always turned "on". For safety reasons, anyone who enters the scan room must complete a metal screening history form. All students must complete a screening form prior to a rotation in MRI or clinical practicum. MRI safety screening forms will be kept on file with the program. Do you have or have you ever had any of the following?

Do you have or have you ever had any of the following?

Yes No Cardiac Pacemaker

Yes No Heart Surgery/Heart Valve

Yes No Implanted Cardiac Defibrillator (ICD)

Yes No Brain Aneurysm Clips/ Brain Surgery

Yes No Shunts/Stents/Filters/Intravascular Coil

Yes No Eye Surgery/Implants/Spring/Wires/Retinal Tack

Yes No Injury to the Eye Involving Metal or Metal Shavings

Yes No Orthopedic Pins/Screws/Rods/Joints/Prosthesis

Yes No Neurostimulator/Biostimulator

Yes No History of Cancer or Tumors

Yes No Radiation Therapy/Chemo Therapy

Yes No Previous Back Surgery (Lumbar/Thoracic/Cervical)

Yes No Ear Surgery/Cochlear Implants/Hearing Aids/Stapes Prosthesis

Yes No Vascular Access Port/Catheter

Yes No Metal Mesh Implants/Wire Sutures/Wire Staples, Clips/Internal Electrodes

Yes No Electrical/Mechanical/Magnetic Implants?

Yes No Tattoo's/Permanent Make-up/Body Piercing/Patches

Yes No Dentures/Partials/Dental Implants

Yes No Gunshot Wounds/Shrapnel/BB

Yes No Do you have pins in your Hair/Clothes/Hair Extensions/Hair Pieces/Wig

List Any Previous
Surgeries:_____
_____

If you answered YES to ANY of the questions above, please explain:

_____
_____
_____
_____
_____
_____

I attest that the above information is correct to the best of my knowledge. I have had the opportunity to ask questions related to MRI safety and I understand the information presented to me. I understand that I may be asked to complete an additional MRI screening form at my assigned clinical agency.

Student Signature: _____ Date: _____

Reviewer Signature: _____ Date: _____

Criminal Background & Urine Drug Screen

To promote patient safety and decrease institutional liability, most clinical institutions also require students to have cleared a criminal background and a urine drug check before they will permit the students in the clinical setting. To meet these requirements, City College requires that the check be done prior to placement in any clinical agency. The background check is conducted via the student's online account with **COMPLIO** ***(instructions for setting up the COMPLIO account will be provided to students accepted in the program, by the Clinical Coordinator)***. The criminal background and urine drug check is required to be done **before the start of school and on a yearly basis at the student's expense**. The Drug Screening can be done at any of the listed Labs on the COMPLIO website. Students with criminal background and/or urine drug checks that reveal a record and/or positive result will be evaluated individually by a faculty committee and the director to determine whether they will be admitted to the clinical sites.

Failure to be admitted to clinical sites results in the inability to meet program objectives.

PROCEDURE:

1. Prospective students will be informed in college publications and web information that a criminal background check and urine drug testing will be required prior to beginning any clinical work. ***Students will repeat a drug screen when switching base clinical sites at the beginning of the fourth semester.***

2. Criminal Background Check and Urine Drug Testing:

   a. **Follow the instructions on how to create the student COMPLIO account on www.msubillingscompliance.com.**

   b. Your cost for each test, plus the processing fee, will be included in your student account (total of **$110** for COMPLIO account). The director of the program will be able to access your results.

3. Students with background checks and/or urine checks that reveal a record and/or positive result will be evaluated individually by a faculty committee and the director to determine whether they will be admitted to the clinical sites. If the drug screening results in evidence of illegal drugs, the policy of the clinical institution's drug screening policies and practices shall determine the follow-up and consequences of such findings. Failure to be admitted to clinical sites results in the inability to meet program objectives.

   a. The faculty committee and director's evaluations shall include, but not be limited to, the following factors:

   b. Number of offenses or misconduct and the circumstances of each.

   c. Length of time since the offense or misconduct occurred.

   d. Other relevant history.

e. Evidence of applicant's rehabilitation efforts.

f. Severity of the offense or misconduct; and

g. The relevance of the offense or misconduct to responsibilities of the clinical position.

Impaired Student Policy

Any drug that impairs your mental or physical abilities is not appropriate in the clinical setting. The MSU Billings Radiologic Technology Program has a zero (0) tolerance for alcohol and/or drugs in any student's system during any course. All students of the RT program are expected to report for clinical, school and laboratory assignment with no alcohol or drugs or their metabolites in their bodies.

Compliance with this policy is a condition of continued enrollment in this program. Failure or refusal of a student to cooperate fully, sign any required document, submit to any inspection, or test or follow any prescribed course of substance abuse treatment will be grounds for dismissal.

Alcohol/Drug Screening
When the program (clinical or college) officials have a reasonable suspicion that illegal drugs or their metabolites are, or may be, present in a student's body, the student will be required to submit to a urine alcohol/drug test immediately upon demand by the college or clinical education site. No testing of the student will be conducted without the student's consent. HOWEVER, a student's consent to urine drug/alcohol testing is required as a condition of continued enrollment. Refusal of the student to submit to such a test shall be treated as a failed drug test and shall be sufficient reason for termination from the Radiologic Technology Program. Any student failing such a test will be subject to dismissal from the program. Test results that indicate a violation of the policy will be considered a failure of the alcohol/drug test.

A reasonable suspicion may arise from the circumstances of a particular accident or injury occurring at the clinical site; from a physical altercation between student, instructors, clinical personnel, and patient; from obvious impairment of physical or mental abilities such as slurred speech or difficulty in maintaining balance; from unexplained significant deterioration in clinical performance or behavior, such as excessive absenteeism, from reports by instructors or clinical personnel of alcohol or drug use or impairment while at the clinical site; from student's admissions regarding drug use; or from any other reasonable evidence giving rise to suspicion of impairment from or use of alcohol or illegal drugs. In addition, random drug screening is a policy.

Attendance/Vacation Policies

The Radiologic Technology program will follow the regular MSU Billings 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 number of clinical hours. Excessive absences or tardiness make it impossible for the student to successfully complete the objectives of the Radiologic Technology Program and any student who displays a pattern of poor attendance didactically or clinically will be placed on a PIP.

Students are required to attend lecture classes, as missing course lectures/labs will hinder the student's understanding of course content. Attendance in the classroom will be addressed in each course syllabus. **Excessive absences from didactic/clinical courses will result in a full letter grade deduction as stated in the course syllabi and outlined in the PIP**. Taking time away from classes for vacations may also negatively impact the student's grade as addressed in the syllabi.

- One vacation request will be considered for the entirety of the 2-year program. The request must be submitted in writing (or via email) to the Clinical Coordinator and Program Director 30 days in advance, for approval. The vacation request may not affect more than 3 consecutive clinical days in a row and if approved, all missed time from didactic and/or clinical hours must be made up. Arrangements must be made for make-up time prior to the approved vacation.

Any special accommodations pursuant to Title VII of the Civil Rights Act of 1964 will be handled on a case-to-case basis and considered for approval by the Program Director as long as there is no undue hardship to the integrity of the student's educational experience and/or the program's policies and procedures. All students shall receive fair and equitable experiences in the didactic and clinical settings, including but not limited to attendance in each course. Students wishing to request accommodation must submit written documentation detailing the request directly to the Program Director and work with City College Disability Support Services (DSS), and maintain interactive communication regarding the special accommodation. The Program Director and DSS may request further reasonable verification prior to approving the request.

Attendance in the clinical setting is also addressed in the Clinical Component section of this handbook.

Grading

The City College Radiologic Technology Program Grading Scale is as follows:

A= 100%-93%

B = 92%- 84%

C = 83%- 75%

D = 74%- 60%

F= <60%

All radiography students are required to maintain a specific level of didactic and clinical education quality throughout their educational period. Above average grades in education correlate positively with increasing the chances for having a passing score on the registry examination and more importantly succeeding in the profession.

Students must obtain a "C" (i.e.: 75%) or better in all courses to remain in the program. A grade of "C-"is not a passing grade. A grade of "D" will not transfer to another institution.

Failure of any didactic or clinical education course will lead to dismissal from the program. Readmission to the program is dependent on qualifications of the individual and space available. Failure of two radiography courses in the entire program will disqualify a student for readmission.

AI Policy

Radiologic Technology Program – Syllabus & Student Handbook Statement

As part of your academic journey and preparation for a professional role in healthcare, the use of Artificial Intelligence (AI) tools must be approached with integrity and responsibility. The Radiologic Technology Program allows the use of AI tools under the following conditions:

Acceptable Use:

- AI may be used for brainstorming, idea generation, or editing (e.g., grammar, clarity, organization).
- AI tools may support study and review, provided this use does not violate exam or assignment integrity guidelines.

Unacceptable Use:

- Submitting AI-generated content (e.g., essays, reflections, or assignments) without meaningful personal input or context.
- Using AI to complete work intended to measure individual experience, critical thinking, or personal understanding, such as:
    - Personal essays
    - Site visit narratives
    - Reflective writing
- Using AI during quizzes, exams, or assessments marked as individual or closed-resource.
- Fabricating site visit experiences or reflections with the help of AI tools.

Essays and Site Visit Narratives

While AI may assist in early stages of writing, the final work must reflect your own voice, insights, and lived experiences. These assignments are designed to evaluate your authentic

engagement with the profession and your personal motivations. Submissions that are overly reliant on AI and lack personal depth may receive lower scores or be flagged for academic review.

Academic Integrity

Improper use of AI tools is a violation of the program's academic integrity policy. Consequences may include:

- Grade penalties
- Assignment resubmission
- Referral to the Academic Integrity Committee
- If AI tools are used during the creation of any assignment, **you must clearly acknowledge their use**. A simple note in your submission (e.g., "ChatGPT was used to help revise sentence structure" or "AI assistance was used to outline initial ideas") is sufficient.
- If you use AI to support any portion of your work, **you must include a brief acknowledgment or citation** (in-text or footnote). Failure to disclose AI assistance may be considered a violation of the program's academic integrity policy.

Examples of acceptable disclosures:

- *"Initial outline developed with the assistance of ChatGPT."*
- *"Grammar suggestions provided by Grammarly AI."*

If in doubt, ask your instructor or the Program Director/Instructor before submitting AI-assisted work.

Probation

It is the desire of the program to assist all students to achieve their educational goals; however, when a student willfully violates the program policies and procedures, action will be taken to ensure quality, equity, and safety.

A student may be placed on probation for, but not limited to, the following violations:

- Failure to follow college and program policies and procedures.
- Failure to meet program objectives.
- Failure to maintain clinical proficiency.
- Performing in a manner which jeopardizes safety to self, peers, faculty and/or patients.
- Failure to maintain acceptable attendance standards.

- Violating patient confidentiality and HIPAA.
- Failure to follow professionally acceptable radiation protection practices during the radiology lab and/or at the clinical education setting.
- Failure to maintain a professionally acceptable code of ethics regarding patient care and co- workers (inappropriate conduct befitting the profession).
- Falsification of records in the clinical education setting.
- Excessive absences or tardiness in the didactic (classroom or lab)/clinical setting(s).

Students may be placed on probation for policies not inclusive in this list when they are identified and are violations of program policies or of safety standards put forth by the program and/or clinical education setting.

Students placed on probation will receive one letter grade lower than the grade earned in the course for which the probation was issued. Students are cautioned that this may result in a failing grade.

Violation of any policy that would result in a second probationary status will result in the immediate and automatic dismissal of the student.

Program Progression (Academic and Clinical) and Graduation in the Rad Tech Program

To progress from one semester to the next and to graduate from the radiologic technology program:

1. **All required prerequisite/pre-rad tech courses must be passed with a grade of a "C" (i.e.: 75%) or better**. Students who receive a grade of a "C-", "D," "F," or "W" in any course will extend the length of the program and will be subject to the competitive enrollment process to resume coursework.
2. All required radiologic technology courses and co-requisite academic foundation courses must be passed with a grade of "C" or better.
    a. Radiologic Technology courses must be taken in sequence. Example: Third Semester students who do not pass AHXR 160 cannot take AHXR 181 or AHXR 195C in the following semester for example.
    b. Students who receive a grade of "D," "F," or "W" in any Radiologic Technology course will extend the length of the program. Students must follow the Radiologic Technology Program readmission policy guidelines outlined below.

3. The Student Record must demonstrate progressive growth and development in professional behaviors across the curriculum. (Source of documentation: Student Code of Ethics, Academic probation, and suspension; student clinical evaluation; and performance improvement plan record).
    a. Students who do not demonstrate growth in professional behaviors may be placed on Performance Improvement Plan (PIP). See the policy for Problem-Solving Process.

In situations of a serious and critical nature, students may be removed immediately from the classroom, clinical site, or program related activity and may receive a course grade of "F" or "W" and dismissal from the Program. Patient safety is top priority at the clinical setting and unsafe behavior and conduct will not be tolerated.

Termination/Dismissal

Termination (Withdrawal): Whenever a student decides to withdraw or terminate association from the program, for whatever reason, the student shall do so in writing to program director. The notification must include the date of withdrawal.

Future reinstatement in the program will be denied if the director has not received written notification of the student's intent to withdraw. It is the student's responsibility to withdraw from all radiography program courses at the registrar's office. Failure to do so will result in an "F" in all courses. Instructors will not drop a student who wishes to withdraw.

Dismissal/Failure: The program has a duty to uphold certain standards regarding the academic and clinical setting. For this reason, a student can be immediately dismissed from the program when a policy or procedure is broken or when the standards of the program have been jeopardized.

Any student in the Radiologic Technology Program can be immediately dismissed from the program for the following reasons:

1. Cheating.
2. Failure of a drug test.
3. Grade of **"D"** from any didactic or clinical program course.
4. Failure to maintain a cumulative **2.5 GPA** while in the program.
5. Being placed on probation more than one time in the 2-year (5-semester) program.
6. Falsification of records.
7. Performing in an unsafe manner in the clinical setting that would jeopardize the health and safety of patients, self and other health care team members.

8. Unwarranted conduct as a student radiographer in didactic or clinical courses (see **Ethics and Professionalism pp. 14-15**).
9. Misuse of college or clinical property.
10. Being under the influence while in class or clinical.
11. Committing a felony while in the program.
12. Dishonesty.
13. Unprofessional behavior toward other students, faculty, staff, clinical preceptors, staff technologists, and patients.
14. Requested removal from any clinical site placement at the discretion of the Radiology Management Team or clinical site HR Department.
15. Noncompliance of HIPPA policies and procedures.
16. Noncompliance of FERPA.
17. Any misuse of the energized Lab. **NO X-rays will be performed or allowed on live subjects.** Any violation of this will result in **immediate dismissal** from the program.

A student may be dismissed from the program for policies and procedure violations not included in this list when they are identified and would violate the quality, safety or ethical standards put forth by the program. Students will be informed of dismissal/failure in writing and will be required to meet with the program director and/or clinical coordinator.

Reinstatement

The Radiologic Technology Program recognizes that students may encounter academic, personal, or health-related challenges that affect their progression. While every effort is made to support student success, reinstatement into the program following withdrawal or dismissal is ***not guaranteed*** and is subject to the following criteria and procedures:

Eligibility for Reinstatement

A student may request reinstatement to the program under the following conditions:

- The student **withdrew in good standing** or was dismissed due to non-disciplinary reasons (e.g., medical, personal hardship, academic challenges).
- The student submits a formal **written request for reinstatement** to the Program Director within **[30–60] days** of the intended return semester.

- The student's request is supported by documentation addressing the original cause for withdrawal or dismissal and outlining steps taken toward resolution.
- Reinstatement is requested within **one academic year** of the last date of attendance. Requests beyond this period may require reapplication to the program.

Reinstatement Considerations

The Program Admissions Committee will evaluate the request based on:

- Previous academic and clinical performance
- Attendance and professionalism records
- Space ***availability*** in both didactic and clinical settings
- Compliance with institutional and program policies
- No history of violations related to **FERPA, HIPAA, ARRT Code of Ethics**, or other major professional standards

The Committee may require the student to:

- **Demonstrate competency** through written and/or clinical evaluations with a 75% or higher
- Complete **remedial coursework or clinical refreshers** as determined by the Program Director
- Meet with faculty or advisors for a **re-entry interview or plan of action**

Conditions of Reinstatement

- Students reinstated into the program must adhere to all **current program policies, procedures, and curriculum requirements**, which may differ from those in effect during their original enrollment.
- Reinstated students will be placed on **academic and professional probation** for a defined period during which their performance will be closely monitored.
- Students are allowed **only one reinstatement** opportunity during the course of the program. A second dismissal or withdrawal will result in **permanent removal** from the program without option for return.

Reinstatement will be *denied* for the following reasons:

1. Failure of two or more courses.
2. Re-applying after more than 1 year has passed.
3. Demonstrated violations of professional ethics, unprofessionalism, and standards of practice.

4. Not maintaining a cumulative 2.5 GPA.
5. Space is not available in the clinical setting or if a clinical site denies onboarding due to previous clinical performance and/or unprofessionalism.

Appeal Process

If a reinstatement request is denied, the student may appeal the decision in accordance with the institution's academic grievance policy.

Academic Due Process

When academic dishonesty is alleged to have occurred, the instructor has the right and obligation to take appropriate action, which may include a verbal or written reprimand or warning, a grade of "F" (failure) for the assignment or test involved or a grade of "F" for the course.

Grievance Procedure

Recognizing that City College and our hospital clinical sites collaborate in the education of the student radiologic technologist, any issues that may arise in the clinical setting, must be discussed with hospital officials and the hospital based Clinical Instructor before involving the college. In the event the issue is not resolved, City College/MSUB in conjunction with hospital administration will conduct further investigation. Please access https://www.msubillings.edu/vcsa/student_grievance_procedures.htm for more detail about the City College/MSUB Grievance Policy/Procedures. The City College Radiologic Technology Program Grievance Policy/Procedures are indicated below:

City College Montana State University Billings Radiologic Technology Program Student Grievance Policy

These procedures are designed to provide the student with a specific avenue of grievance regarding the decisions or actions of the City College Montana State University Billings Radiologic Technology Program Officials and serve to address any problem or concern that the student believes needs addressed and/or reviewed.

Grievance Definition:

A grievance shall be defined as any concern, complaint, or dissatisfaction with any aspects of the Program that a student believes is not resoluble by normal informal means of communications.

The following represents the process for a formal grievance:

1. First, attempt to resolve the problem with the Course Instructor within five business days after the event being grieved has occurred.
2. If there is a problem with the Course Instructor and it is a Clinical Course, the student should attempt a resolution with the hospital based Clinical Instructor within five business days after the event being grieved has occurred.
3. The next level of Communication is with the City College Clinical Coordinator(s) within 5 business days after communication about the event being grieved with the Clinical Course Instructor has occurred.
4. The next level of Communication is with the Program Director within five business days after communication about the event being grieved has occurred with the Course Instructor if it is a Non-Clinical Course or the Clinical Coordinator(s) if it is a clinical course.
5. The next level of Communication is with the Nursing, Health, and Public Safety Chairperson within five business days after communication about the event being grieved has occurred with the Program Director.
6. The next level of Communication is with the City College Dean within five business days after communication with the Nursing, Health and Public Safety Chairperson has occurred.
7. The final level of Communication is with the Vice-Provost of Student Affairs after they have been contacted about the event being grieved by the student or the City College Nursing, Public Health, and Safety Chairperson. The Vice-Provost Grievance Process/Procedures/Timelines supersede the City College Radiologic Technology Program Grievance Policy/Procedures/Timelines, and can be found at https://www.msubillings.edu/vcsa/student_grievance_procedures.htm

JRCERT Report of Non-Compliance

If the individual is ***unable to resolve the complaint with program/institution officials or believes that the concerns have not been properly addressed***, he or she may submit allegations of non- compliance to the JRCERT: Chief Executive Officer Joint Review Committee on Education in Radiologic Technology 20 North Wacker Drive, Suite 2850 Chicago, IL 60606-3182 Phone: (312) 704-5300 Fax: (312) 704-5304 e-mail: mail@jrcert.org

Chain of Command:

The City College Radiologic Technology Program observes the following Chain of Command **regarding Student Grievances because of the addition of the Student Resource Officer (SRO) per MSUB:**

1. Hospital Based Radiologic Technology Program Clinical Preceptor (s) (MSUB allows a Student Resource Officer (SRO) to initiate a grievance on the student's behalf at this level),

2. City College Radiologic Technology Program Clinical Coordinator(s),

3. City College Radiologic Technology Program Director,

4. City College Nursing, Health & Public Safety Department Chair,

5. City College Dean

6. MSUB Vice Chancellor for Student Affairs and Enrollment Management.

Transfer Policy

Pursuant to JRCERT accreditation standard and student to tech ratio requirements, the City College at MSUB Radiologic Technology Program does not currently accept transfer students directly into the program. Individuals with questions should contact the program director Jenna Jones at (406) 896-5957 or at jenna.jones3@msubillings.edu. Students may transfer from other Colleges or programs in the ***prerequisite stages*** of the program **only**. Any transfer students should contact the Assistant Director of Jacket Student Central, Kirtlye Schuman at (406) 247-3020 or at kirtlye.schuman@msubillings.edu.

Students who wish to transfer from MSU-Billings City College Radiologic Technology Program into another radiography program must meet with the MSU-B program director who will help facilitate transferal into the other program if possible.

Clinical Component

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 with the best opportunity to learn in a hands-on clinical environment working with patients and certified radiologic technologists. It is **MANDATORY** that all students accepted into the Program purchase access to the ***COMPLIO American Database*** tracking system to successfully **provide current documentation of immunizations, vaccinations/exemptions, MRI Screening, Drug Screening, and a**

Background Check. **There is a one-time fee** for the duration of the program of **$110.00 (*Complio fees are subject to change each year*)** that is the responsibility of the student. Students will not be allowed to onboard clinical sites without purchasing access to COMPLIO and maintaining compliance with all required documentation.

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 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 the hospitals and clinics may 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 student I.D. 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 and student dosimeter ***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.

Attendance

Attendance at the clinical site is critical to your success in the Radiologic Technology program and therefore ***mandatory***. Didactic and Clinical competency requirements per the American Registry of Radiologic Technologists (ARRT) can be found at: Radiography Didactic and Clinical Competency Requirements 2027

It is the prerogative of the program to dictate the number of required clinical hours to graduate and achieve the ARRT required competencies ensuring students are eligible to sit for the Radiologic Technology Board exam. Additionally, it is the discretion of the program to choose if clinical hours are calculated as actual clocked hours or at a credit hour ratio which is set by each state and university system (compliant with NWCCU accreditation standards). This program is based on the credit hour ratio, as recommended per JRCERT, where ***1 credit hour is equivalent to 45 clinical hours.*** Ultimately, students in this program achieve more than 1700 required clinical hours, over a span of five semesters, with various clinical rotations anywhere from Critical Access Hospitals (CAHs) to Level I Trauma Centers. Any student who does not achieve the required clinical competencies of the ARRT will **NOT** be eligible to graduate and any student who does not achieve the clinical hour requirement of the program will earn a lower grade, as ***clinical attendance is mandatory.*** Additionally, any volunteer clinical hours are not calculated into the program's clinical hour requirements. Any missed clinical hours must be made up within the semester that they are missed and will be arranged through the Clinical Coordinator.

Clinical time is scheduled between 5 am and 11 pm and will vary with the scheduled rotations. Shifts may include evenings or weekends and Critical Access Hospital (CAH) rotations, 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 late. You should be at your workstation at your start time, not just arriving at the lounge to hang up your coat or put away your backpack.

(*As of Fall 2026) All students beginning the program **must** purchase access to the **Trajecsys Tracking App** that can be downloaded onto their individual smart phones. The 2027 graduating cohort will remain using Platinum Planner. This is a GPS clock-in/out tracking system that will be used for the duration of the program and will cost the student a **ONE-TIME FEE of $150.00 (fees subject to change annually)** for full access. This is **MANDATORY**, as the app will track required hours, comps, log sheets, and provide proof of any other important clinical documentation. Further instructions regarding Trajecsys will be provided prior to the Program Orientation in the Fall semester. The Lab Instructor will sign-off on students' pre-competencies and other ARRT required competencies in Trajecsys. The Clinical Coordinator will monitor and sign-off on students' clinical hours, competencies, log sheets, and other required clinical documentation. These hours are subject to audit and any falsified hours or attempts to falsify will result in disciplinary actions.

Absences:

- If you will be absent, you must contact your hospital clinical instructor (or designee) **AND** the college Clinical Coordinator by phone each day of absence. Emails and text messages are ***only*** considered acceptable forms of communication for absences, ***if prior confirmation and response from the Clinical Coordinator/Preceptor(s) is given.*** Clinical schedules and syllabi will outline appropriate procedures for calling out specifically. Failure to call **both** places will affect your clinical grade.
- One vacation request will be considered for the entirety of the 2-year program. The request must be submitted in writing (or via email) to the Clinical Coordinator and Program Director 30 days in advance, for approval. The vacation request may not affect more than 3 consecutive clinical days in a row and if approved, all missed time from didactic and or clinical hours must be made up. Arrangements must be made for makeup time prior to the approved vacation.
- All absences must be made up. This is to be arranged with the Clinical Coordinator first and accompanied by the "Make-up Hours" form (signed and uploaded to Platinum Planner). The Clinical Coordinator and student will then communicate the schedule changes to the appropriate clinical site preceptor.
- Absences must be made up before the end of the semester in which the illness occurred. The make-up time must be arranged and approved by the Clinical Coordinator who will then communicate the make-up time with the Clinical Preceptor.
- 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 (I)" 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.
- Emergency absences will be handled on an individual basis.
- 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 Program Director and Clinical Coordinator. This information will be shared in confidence, with the appropriate hospital Clinical Preceptor so they are aware of any restrictions or accommodations.
- Excessive absence is defined as 4 days absence in the clinical setting. This does not have to be consecutive days. Excessive absences will lead to being placed on a PIP(s) and 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.

- 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 when possible.
- Leaving the clinical assignment for any reason without notifying the clinical preceptor and Clinical Coordinator will affect your clinical grade.
- Students may stay past the designated clinical shift to participate in or finish exams that they have started, with the approval of the clinical preceptor or supervising staff technologist; however, this time may not replace any other required clinical hours and must be communicated to the Clinical Coordinator.
- Staff Technologists DO NOT reserve the right to allow students to be dismissed from clinical hours unless authorized by the Clinical Coordinator or Program Director.

Make-Up Time:

- Make up of clinical education time must be scheduled in advance and with the approval of the clinical instructor at the clinical education site.
- The student must submit to the clinical coordinator a signed "Intent to Make up Clinical Time" form ***within 5 days*** of the absence.
- ***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" form.
- 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.
- Makeup time will be scheduled for the shift/rotation that was missed when possible. Otherwise, makeup time may be scheduled between the hours of 5am-11pm within the semester the missed time occurred, through the appropriate coordination and discretion of the Clinical Coordinator(s).
- Make-up time ***cannot*** be made up on holidays or during college breaks, period.
- Failure to make up time by the end of the current semester final examinations week may result in an incomplete grade for the course, program probation, or even suspension from the program. Makeup time not completed will negatively impact the clinical grade and may result in a failing grade for the course.

INTENT OF MAKE-UP FOR CLINICAL EDUCATION ABSENCE

___________________________	___________________________	______________
Printed Student Name	Signature of Student	Absence Date

I intend to make-up______ hours of clinical education on_________/________/ _________

I have scheduled these hours from__________am/pm to___________am/pm. I will be under

the supervision of____, ARRT

I agree to this schedule.________________________________/ _________________
Clinical Instructor   Date

- -

(Cut here and return top portion to the Clinical Coordinator within 5 days of absence.)

COMPLETION OF MAKE-UP FOR CLINICAL EDUCATION ABSENCE

___________________________	___________________________	______________
Printed Student Name	Signature of Student	Absence Date

I made up_______hours of clinical education on________/________/________between the

hours of____________am/pm and________am/pm.

Signature of the supervising technologist:_________________________________, ARRT

The verification of completion of this time must be made in writing by the supervising RT immediately upon completion. The student is responsible for submitting this verification of completion to the clinical coordinator within 5 days of completion of the make-up time.

Dress Code

While in the clinical setting, students will wear only uniforms approved by the clinical site and the City College at MSU-B program officials. The following requirement must be adhered to:

1. **The use of cell phones and personal electronic devices during clinical time is inappropriate and will not be tolerated**. **This includes any smartwatch or electronic accessory that has communication/internet capabilities**. These devices must be stored away and not carried on your person during hours of patient contact. You may use them ***ONLY*** during your lunch break or other times when officially on a "break".
2. The student's ID badge(s) must be worn at all times and be visible. Lead image markers must be used on all radiographic images performed.
3. Students will wear solid Gray (Cherokee gray scrubs) or Black scrubs (alternating each year with each cohort). No colored piping or colored striping will be allowed.
4. No lightweight or see-through fabric is allowed.
5. Clothing must fit properly. (No baggy pants or pants that drag on the floor. Pants must not fall below your waist.) Your uniform must be clean, neat and in good repair. Torn clothing must be mended before wearing it into the clinical site. Uniform tops worn over a white, black, or dark blue "T" shirt or long-sleeved t-shirts are acceptable if the bottom shirt is tucked in and not allowed to hang out from under the uniform. Uniform tops should not be skin-tight, but rather appropriately form fitting or of a looser fit.
6. Lab coats may be worn over a proper uniform only. They are not a replacement for a uniform.
7. Mustaches and beards are always to be kept trimmed. Long hair should be tied back or worn so that it does not fall forward of the shoulders. Unconventional hair color and styles are not permitted. Headwear is not permitted (scarves, caps etc.) except in the surgery areas or sterile procedures.
8. Personal hygiene is a must. Body odor will not be tolerated. Uniforms smelling of cigarette smoke are not acceptable.
9. Makeup and lotions/perfumes/colognes may be worn with professionalism in mind. As fragrances can be injurious to others, all fragrances (men and women) are prohibited in the clinical setting.
10. All nails should be kept short and neatly groomed. Due to the danger of transmitting disease, the student **may not wear acrylic nails in the clinical setting**.

11. All tattoos must be appropriate and tasteful or must be always covered.
12. Body piercings that are visible must be removed and they are not permitted while in the clinical setting. (i.e.: lip, tongue, eyebrow, cheek, chin etc.). An exception to this is the allowance of a single nose piercing which must hold a small stud or hoop. No large or excessive facial jewelry is permitted.
13. Small stud-type earrings are allowed if no health/safety issue arises. The student must comply with the multiple ear-piercing policies set forth by the clinical site.
14. The use of tobacco in any form (smoking/smoke-less/vaping) is prohibited at the clinical site. Students must comply with tobacco use policy set forth by the clinical site.

All students must adhere to this policy. You will be sent home to remedy the situation if you are not dressed appropriately according to policy. A second violation of this policy will result in disciplinary action and negatively impact the clinical grade.

Emergency Preparedness, Medical Emergencies, Hazards, Accidents & Safety

When a City College at MSUB Radiologic Technology student is injured at a clinical site during educational time, injures a patient or another staff member, or a piece of equipment, the following procedure is to be adhered to:

A. As soon as possible and before the end of your clinical shift, you must fill out the hospital clinical site's incident occurrence report form.
B. Make 3 copies and submit the original form to the lead radiologic technologist or technologist in charge.
C. Submit a copy of the clinical site incident report to the clinical preceptor at the site and the final copy to college Clinical Coordinator.
D. Present the third copy to the program director and then fill out a separate injury report at City College to fulfill any requirements of the college insurance. See the program officials for help in filling out this form.

If immediate medical attention is required, the student should go immediately to the emergency department at the clinical site. If the injury is minor, the student should immediately visit a clinic or physician of their choice. Students are not covered by Workers Compensation at the clinical sites and are limited by insurance coverage from the City College at MSUB.

Confidentiality and HIPAA Laws

It is unlawful to discuss the condition of any patient with **anyone** except the attending radiologist or requesting physician, nurse practitioner or physician assistant. Regardless of requests by family members, even a "little hint" of what you may see on the radiographic images is unlawful and will violate program policy and affect your clinical grade. Oral and written reports (including faxed and electronic reports) must never be given over the phone or to any unknown person(s). **A verified HIPPA violation will result in immediate dismissal from the Radiologic Technology Program.** All students will read and sign the HIPAA, Patient Privacy, and Confidentiality Acknowledgement (available on Canvas course shell- AHXR 150) during the Program Orientation held at City College on the first day of the Fall semester. This document will be submitted to the AHXR 150 course shell on Canvas.

FERPA

The Family Educational Rights and Privacy Act of 1974 affords students certain rights with respect to their educational records. No one outside the institution shall have access to nor will the institution disclose any information from students' educational records without the written consent of the students except to personnel within the institution, to officials of other institutions where students seek to enroll, to persons or organizations providing students with financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act. Within the Montana State University-Billings community, only those members, individually or collectively, acting in students' educational interests are allowed access to student educational records. These members include personnel in the Offices of Admissions and Records,

Financial Aid, Business Services, and academic personnel within the limitations of their need to know. At its discretion the institution may provide student directory information in accordance with the provisions of the Act to include the following: name, local and permanent addresses, local and permanent telephone numbers, e-mail address, date and place of birth, dates of attendance, class, college, major, most recent school attended, full-time or part-time status, honor roll, participation in officially recognized activities and sports, weight and height of members of athletic teams, degree(s) and honors conferred, and commencement program information. Students may withhold directory information by notifying the Registrar in writing within two weeks after the first day of class for the Fall Term. The institution honors requests for non-disclosure for only one academic year; therefore, authorization to withhold directory information must be filed annually in the Office of Admissions and Records. The law provides students with the right to inspect and review information contained in their educational record. More information about FERPA can be found at:
http://www.msubillings.edu/reg/ferpa/FERPA%20Policy%20.pdf

Any student who is found to violate FERPA and the confidentiality/rights of another student may face immediate dismissal from the Radiologic Technology program.

Ethics

When, as a student, you are unsure of your capabilities in any clinical situation, you must seek the assistance and direction of a certified radiologic technologist or the hospital clinical instructor who must be consulted prior to continuing. If, after the fact, you are unsure of your actions, please consult with the college Clinical Coordinator/Instructor and/or the Program Director.

Professionalism

As stated in the dress code policy, the use of cell phones during clinical time is prohibited. In a like manner, the use of hospital phones for personal use during clinical hours is prohibited. Students may use personal phones or allowable hospital phones ONLY during breaks and lunch.

Clinical education is like a 2-year job interview. Students are required to be pleasant, courteous, modest, and empathetic at all times, with faculty/staff, fellow students, patients, co-workers, and all health professionals during clinical education. Additionally, students should take considerable initiative in seeking out learning opportunities that coincide with educational objectives in both didactic and clinical education. Any unprofessional behaviors or attitudes while in the clinical or didactic setting will follow the disciplinary actions under the Performance Improvement Plan (PIP) (See PIP and Disciplinary Actions sections above).

If a clinical site refuses to accept or requests the removal of a student from clinical rotations due to unprofessional behavior, insubordination, or a breach of HIPAA or FERPA regulations, the student will be immediately dismissed from the Radiologic Technology Program and deemed ineligible for readmittance.

City College MSUB General Radiation Safety Policy

It is the responsibility of the student radiographer to ensure that proper radiation protection techniques are utilized in all clinical settings. Radiography students are required to gain knowledge in basic radiation protection techniques prior to performing any radiographic procedure on patients in the clinical setting.

The Radiologic Technology Program monitors student radiation exposure in accordance with applicable institutional, state, and federal requirements and the JRCERT Standards. Students are monitored while participating in energized laboratory and clinical activities as required by program policy. Individual radiation exposure reports received from the program's dosimetry provider are considered confidential student records and are maintained in accordance with institutional policies regarding the confidentiality and security of student records.

Upon receipt of radiation exposure reports, the Program Director or designee reviews the reports and provides each student with access to their individual report within thirty (30) school days of the program's receipt of the data, in accordance with JRCERT requirements. Reports are provided through a secure method that restricts access to the individual student's information. Students are required to review their individual radiation exposure report and acknowledge receipt and review through the program's designated documentation process. The program maintains documentation of the date reports were received, the date reports were provided to students, and confirmation of student receipt and review.

Any student dosimeter reading that exceed the program threshold of **1 millisievert (mSv)** (100 mrem) per quarter will warrant a counseling session with the student, the program RSO, and the Program Director, helping to ensure the student follows the Radiation Safety Counseling Policy outlined in the Student Handbook. Upon completion of the program, students will be given a generated report outlining their total radiation dose accumulated throughout the 5-semester program. Any student who declares pregnancy while enrolled in the program will receive a fetal dosimeter that will be monitored monthly. The Pregnancy Policy and Declaration of Pregnancy/Revocation of Pregnancy forms are found in this handbook.

Any student who is employed as a Limited Permit Holder must obtain an additional dosimeter from his or her place of employment and will be monitored separately from their student program dosimeter. It will be the responsibility of the student to obtain their dosimeter reports from the employer and to monitor the monthly radiation dose.

Overexposure to a radiation monitor is presumptive evidence of exposure to the individual. In such cases, The **Accidental or Excessive Radiation Exposure Policy for City College MSUB** form must be completed and submitted to the program director within five (5) days of notification of over exposure. Additionally, the overexposure must be reported to the clinical preceptor of the clinical education site and to the student. The student will be counseled and advised on the NCRP's limits for radiation doses. **The actual dose limit is no more than 1 Millisievert (1 mSv) (**or 100 mrem**) of radiation exposure in any given quarter. This level is far below the 50 mSv (**or 5 rem**) total effective dose equivalent allowed per year by the NRC. If a student receives 1 mSv** (or 100 mrem) **or more of radiation exposure in any given quarter, they will be advised and counseled regarding their radiation safety practices and A.L.A.R.A. (As Low As Reasonably Achievable).**

For students under the age of 18 years when they start the clinical portion of the program, the Dose Limit is 1 mSv/year (or 100 mrem/year). Dose Limits Recommended by NCRP for Student Education and Training Exposures (annual) for students under age 18 years of age include an Effective Dose limit of 1 mSv (100 mrem), lens of eye is 15 mSv (1500 mrem), skin, hands, and feet are 50 mSv (5000 mrem). **If a student under the age of 18 has a whole-body exposure total of or exceeds 30 mrem in any given month, the student will be counseled by the City College RSO on safe radiation practices and A.L.A.R.A.**

The following rules shall be observed daily in terms of radiation protection:

i. Wear the radiation dosimeter at the level of the thyroid, on the upper left-hand collar at all times and on the outside of lead aprons when using them.

ii. Monitors shall be left in a designated area at the clinical education site daily and not be removed from the site.

iii. A voluntarily "declared" pregnant student shall wear an additional radiation detection monitor (fetal monitor) at the waist.

iv. Always shield patients and co-workers during any radiation exposure if this does not interfere with diagnostic quality, and shielding is placed correctly (see Shielding guidelines per ASRT).

v. Maximum distances should be observed between the operator and the radiation source.

vi. Practice proper radiation protection when assisting with patient care during fluoroscopic procedures.

vii. As consistent with the principle of ALARA, use exposure factors that produce minimum radiation dose to patient and co-workers (high kVp and low mAs)

viii. Use appropriate immobilizing devices to avoid repeat exposures due to patient motion.

ix. All women of childbearing age shall be asked if they are pregnant before a radiograph is taken.

x. Keep all doors of a radiographic room closed during radiographic exposures.

Pregnancy Policy

All students in the City College/MSUB Radiologic Technology Program will be informed of the recommendations of the NRC relative to radiation exposure limits established for the "***declared***" pregnant woman.

Declaration/Revocation of Pregnancy:

Pregnant students may "declare" their pregnancy in writing to the Program Director/Radiation Safety Officer (RSO) at any time, however, ***declaring pregnancy is completely voluntary***. The student is not under any regulatory or licensing obligation to declare pregnancy. The student also has the right to revoke the declaration at any time for any reason by signing the Revocation Portion of the Pregnancy Policy Form.

The NRC defines the "declared" pregnant woman as:

A woman who is an occupational radiation worker and has voluntarily informed her employer, in writing, of her pregnancy and the estimated date of conception (see 10 CFR 20. 1003 and 20.1208).

Details can be found in the NRC Regulatory Guide 8.13. A copy of this document will be provided to, and reviewed with, the student.

The signed declaration of pregnancy, if made, must include the estimated date of conception. This document will become a permanent part of the student's records. The student, the Hospital Clinical Preceptor, College Clinical Coordinator and Program Director/RSO shall plan a rotation that is mutually acceptable. **Students whom "declare" their pregnancy shall have no changes made in their educational plan and/or clinical rotations and radiation monitoring unless they request it in writing. Under ADA guidelines, pregnancy is not recognized as a disability.**

Radiation Dose Limits for Occupationally Exposed Pregnant Students:

The City College Radiologic Technology Program Director/RSO has no requirements to restrict the dose to the embryo/fetus to the lower limit of radiation exposure until the written declaration is made. Once written declaration has been made, the Program /RSO and Clinical Coordinator shall ensure that the dose to the embryo/fetus during the entire pregnancy, due to student exposure does not exceed 0.5 rem (5 mSv).

When a female student declares pregnancy, a separate radiation monitor shall be issued and referred to as a "fetal monitor (badge)". This monitor will be worn at waist level under any available shielding. If the embryo/fetus receives 0.05 rem (.5 mSv) or more during a month, reassignment or restrictions may be necessary.

City College/MSUB Radiologic Technology Program Responsibilities:

1. Provide training to the student on "declared" pregnant category including the NRC's prenatal radiation exposure limits, and the specific steps that must be taken by the Program once a student declares her pregnancy. The following information shall be emphasized:
2. According to the NRC, if the student voluntarily declares her pregnancy, she grants consent to the program to limit her dose as measured on her radiation monitoring device to 5 mSv (0.5rem) to the embryo/fetus throughout the entire pregnancy. If no declaration is made to the program, the occupational dose limits to the student remain unchanged.
3. The National Council on Radiation Protection and Measurements (NCRP) recommends the monthly reading not exceed 0.5 mSv (0.05 rem)/ month to the embryo/fetus for each month after the pregnancy has been declared in writing. A monthly dose greater than 1 mSv (0.1 rem) should be recognized as a substantial variation above a uniform monthly dose rate.
4. If the dose equivalent to the fetus/embryo is found to have exceeded 5 mSv (0.5 rem) or is within 0.5 mSv (0.05 rem) of this dose, by the time the student declares pregnancy to

the Program faculty, the program shall be deemed to be in compliance with NRC regulations if the total additional dose equivalent to the embryo/fetus does not exceed 0.5 mSv (0.05 rem) during the remainder of the pregnancy.

5. Provide a copy of the Declaration of Pregnancy form for the student to sign. The original will kept permanently in the student's program file.
6. Instruct the student in correct use of the additional radiation monitoring device for fetal exposure monitoring.
7. Collect and electronically stored monthly in the student's program file.

Responsibilities of "Declared" Pregnant Student:

1. Complete and sign the Declaration of Pregnancy form and give it to the Clinical Coordinator and Program Director/RSO.
2. Receive additional, focused instruction for a declared pregnant student from faculty. Including any additional and necessary steps to following ALARA and radiation safety/exposure while continuing the clinical component of the Radiologic Technology Program ***without modification of any clinical rotation, with the exception of the first trimester of pregnancy.***
3. Obtain an additional radiation dosimeter for fetal monitoring from the City College RSO and Program Director. Ensuring appropriate placement of the fetal monitor is always adhered to during clinical and Lab rotations, as well as review precautions to be followed to limit radiation exposure to the embryo/fetus:
    - to below 5 mSv (0.5 rem) for the entire pregnancy
    - to under 0.5 mSv (0.05 rem) / month for each month following declaration of the pregnancy
    - using protective devices (such as a lead apron) and following standard ALARA (As Low As Reasonably Achievable) principles

Program/Clinical Completion Options

1. Decide to continue in the Radiologic Technology Program– including clinical education requirements– ***without modification of any clinical rotation (following A.L.A.R.A and the above guidelines)***.
2. Decide to withdraw from the Radiologic Technology Program.
3. Alternately, during the ***first trimester of pregnancy only***, the student may choose to continue in the Radiologic Technology Program but with the following modifications arranged with the Clinical Coordinator(s) and Program Director:
    a. Excused from Fluoroscopic Procedures in the Imaging Dept.

b. Excused from Surgical Portable X-Ray/C-Arm Procedures.

c. Excused from the Pain Clinic/Fluoroscopy Procedures.

d. A "declared" pregnant student who wishes to remain in the program but becomes medically unable to perform the clinical duties of a student in the program may request the clinical portion of training be extended beyond the normal 21-month AAS in Radiologic Technology degree completion period to allow completion of competencies and procedures. This request **may or may not be granted due to clinical site availability and compliance of JRCERT Standards.**

Attendance Policy

The attendance policy (including excessive absence and makeup policy) will apply during pregnancy and **any modifications to clinical rotations during the first trimester *MUST* be made up in the second and third trimesters for clinical competency purposes**. A student is ineligible to graduate if competencies requirements are not completed. Pregnancy may cause a student to be unable to obtain certain competencies in a timely manner and therefore not meet program graduation requirements. Under ADA guidelines, pregnancy is ***not*** considered a disability and the college/program is not required to provide special accommodations for pregnant students or daycare for students who have children. However, any accommodation given to pregnant students or students with children, per the discretion of the program/director, must maintain compliance with the fair and equitable policies and standards of the college. It is the decision of the Radiologic Technology program/director to comply with Montana State Laws regarding employee maternity leave, when considering maternity leave for students within the program. Under this law, pregnant students are entitled to a "reasonable" leave of absence for maternity. "Reasonable" in the case of a normal pregnancy and delivery is deemed to be ***six (6) consecutive calendar weeks***, which will be granted after the birth of the child, if requested.

Radiologic Technology Program
Declaration/Revocation of Pregnancy Form

I, _____, do hereby make this voluntary declaration/revocation of pregnancy. My estimated date of conception was _____.

Under the provisions of 10CFR Parts 20.1003 and 20.1208;

- I will be required to obtain an additional radiation monitoring device for fetal exposure monitoring, and to turn in monthly reports to the Program Director/RSO/Clinical Coordinator.
- My exposure will not be allowed to exceed 5 millisieverts (mSv) (0.5 rem) to the embryo/fetus during my entire pregnancy from occupational exposure to radiation.
- This limit includes exposure I have already received since conception.
- If my estimated exposure has already exceeded 5mSv (0.5 rem), I will be limited to no more than 0.5 mSv (0.05 rem) for the remainder of my pregnancy, spread evenly over the remaining pregnancy. I may revoke this declaration at any time, for any reason, by signing the *Revocation of Declaration of Pregnancy* at the bottom of this form.
- I have received a copy of NRC Regulatory Guide 8.13, and instructions from faculty.
- Program Director/Radiation Safety Officer (RSO) acknowledges that the above individual has submitted a Declaration/Revocation of Pregnancy statement.
- The Program Director/RSO acknowledges their responsibility to ensure that this individual is properly trained regarding radiation protection, proper fetal exposure monitoring, and potential exposure risks to her unborn child.

I, _____, understand that I may continue my clinical experience without modification, unless otherwise requested, and may, with my signature below, revoke this declaration at any time for any reason.

Voluntary declaration of pregnancy:

Student: _____ Date: _____
Program Director: _____ Date: _____
Program RSO: _____ Date: _____

Revocation of voluntary declaration of pregnancy:
Student: _____ Date: _____

Accidental or Excessive Radiation Exposure Policy for City College at MSUB

Proper radiation safety protocols are always followed in the Radiologic Technology Program at City College at Montana State University Billings. All faculty, staff and students adhere to As Low as Reasonably Achievable (A.L.A.R.A.) and the cardinal radiation protection rules of Time, Distance and Shielding. If accidental radiation exposure does occur from an x-ray machine (i.e.: Radiography and Fluoroscopy (R & F) unit, portable unit, mobile unit, DXA unit, CT unit and/or fluoroscopy/C-Arm unit) it will be treated as an unusual occurrence and an incident/unusual occurrence report shall be filled out by the individual accidentally exposed to ionizing radiation.

Nuclear Regulatory Commission (NRC) Occupational/Student Doses Limits

(1) An annual limit, which is the more limiting of:

- The total effective dose equivalent being equal to 0.05 mSv (5 rem); or
- The sum of the deep-dose equivalent and the committed dose equivalent to any individual organ or tissue other than the lens of the eye being equal to 0.5 Sv (50 rem).

(2) The annual limits to the lens of the eye, to the skin of the whole body, and to the skin of the extremities, which are:

- A lens dose equivalent of 0.15 Sv (15 rem), and
- A shallow-dose equivalent of 0.5 Sv (50 rem) to the skin of the whole body or to the skin of any extremity.

(3) Doses received in excess of these annual limits, including doses received during accidents, emergencies, and planned special exposures, must be subtracted from the

limits for planned special exposures that the individual may receive during the current year (see § 20.1206(e)(1)) and during the individual's lifetime (see § 20.1206(e)(2)).

MSUB' Student Radiation Exposure Policy is such that a student (18 years and older), while enrolled in the MSUB Radiologic Technology Program, **should not attain a dose level of 1 millisievert (mSv)** (100 mrem) **or more in any given quarter or the student will be counseled by the Program Director and City College RSO on safe radiation practices and A.L.A.R.A.** The student's radiation dosimeter reading will be used to allow the RSO to calculate student exposure from the received dose using appropriate formulas and protocols. A copy of the unusual occurrence report and the approximate dosage based on a phantom exposure using the same technique and machinery with a phantom and radiation detector in place of the person accidentally exposed may also be performed.

All documentation and reporting of this incident shall go to the Clinical Affiliate and their RSO, the City College Radiologic Technology Program Director, and Program RSO at City College at MSUB.

Proper radiation safety and operation of equipment is covered in Technical Imaging and Radiobiology. In addition, a radiation safety-training course shall be conducted for all faculty, and staff using x-ray equipment in the City College MSUB Radiologic Technology Program as needed to reduce the likelihood of such occurrences. The City College Radiologic Program Director will conduct the training.

The Radiologic Technology Program at City College MSUB does not include radioisotopes or radiation therapy equipment, so such exposures are not possible, and hence are not covered by this policy.

Radiologic Technology Program
Accidental/Excessive Radiation Exposure Incident Notification Form

If an incident of accidental and/or overexposure of ionizing radiation occurs at a City College Radiologic Technology Program Clinical Site or in the City College Radiology Laboratory, the Program Director and Radiation Safety Officer (Clinical Facility and City College) must be notified in writing using this form.

If 1 mSv (100 mrem) or more in any given quarter the student will be counseled by the City College RSO on safe radiation practices and A.L.A.R.A.

Radiation Exposure Level: _____

Date of Accidental/Excessive Exposure: _____

Location of Accidental/Excessive Exposure: _____

Description of event:

Student: _____ Date: _____

Program RSO: _____ Date: _____

Program Director: _____ Date: _____

Radiologic Technology Program Radiographic Repeat Policy

All radiographs taken by a student must be approved by the supervising or lead technologist, a certified staff radiologic technologist or the clinical instructor before the patient is dismissed from the radiology department.

If a radiograph must be repeated for any reason, the following procedure must be followed:

1. The student must discuss with the supervising technologist the purpose for the repeat exposure.
2. The student must repeat the radiograph in the presence of a radiologic technologist who understands the reason for the repeat exposure. This ensures that the student made the proper corrections.
3. All radiographic images that are repeated must be recorded as a "Repeat" on the daily exam log sheet, with a brief description/reason for the necessary repeat exposure. The radiographer who directly supervised the repeat shall initial the log sheet. The exam logs shall be retained by the students and program via the Platinum Planner secured online tracking platform.
4. The logging of repeat exposures is required to help the student, program faculty, and clinical preceptors identify recurring repeat patterns. The student may be required to perform additional study if a pattern is established.

Although repeat exposures are not punitive, and at times required, violation of the repeat policy shall affect the clinical grade and possibly dismissal from the program.

Supervision Policy

The clinical education settings are required to have the capacity for operating without relying on student manpower. There must be a minimum of one technologist for each student at the facility (1:1 ratio), per JRCERT Standards.

All radiography students shall always have the appropriate supervision during clinical education. The level of supervision will be determined by the completion of competency evaluations of the students. All students must have direct supervision for every procedure performed until a successful competency evaluation has been achieved.

Upon successful completion of a competency evaluation, students may perform procedures under indirect supervision.

Students must have all radiographic images approved and documented by a qualified certified technologist before those radiographic images are sent to the radiologist for diagnosis.

Direct supervision is defined as a student under the following parameters:

a. A qualified radiographer reviews the procedure in relation to the student's achievement.

b. A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge.

c. A qualified radiographer is present **during** the performance of the procedure.

d. A qualified radiographer reviews the procedure and images with the student and approves the procedure.

e. A qualified radiographer is present **during** the student performance of any **repeat** of any unsatisfactory radiograph.

Indirect supervision is defined as supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. It does NOT mean that the radiographer is available by phone or pager. This availability applies to all areas where ionizing radiation equipment is in use.

Supervision: Mobile Radiography, Surgery, and Fluoroscopy Exams

Radiography students **must be accompanied by a qualified radiographer at all times during mobile, surgery, or fluoroscopic procedures to follow direct supervision policy**. Appropriate protective apparel must be worn during the performance of all mobile procedures. Refer to the safety, protection, and radiation monitoring policy.

Supervision: Make up Time

All clinical time which is assigned as make-up time for a previous absence shall be under direct supervision of a licensed, registered radiographer. A student shall not take the place of a radiographer.

Supervision: Repeat Exposure

All repeat radiographs must be performed under the direct supervision of a licensed, registered radiographer regardless of the student's level of competency. All repeat exposures will be logged on the daily exam log sheets with a brief description of the reason for the repeat exposure and initialed by the supervising Technologist. Daily exam logs are monitored by the Clinical Coordinators. Students showing trends of repeat errors will be counseled and require additional training in the simulation Lab at the College under the instruction of the Lab Instructor.

Violation of the supervision policy will result in probation, which will affect the clinical grade, as well as ultimately lead to dismissal from the program.

Holding of Patients and the Image Receptor (IR)

City College Radiologic Technology students MUST NOT hold patients or the image receptor (IR) at any time for any reason during their laboratory/clinical experience while performing radiographic examinations.

Performance Evaluations

A performance evaluation is performed at least three times per semester by the technologists and the clinical instructors at the clinical education settings. These evaluations are a mechanism to allow the student to be aware of their performance while in the clinical education setting.

Additional performance will be performed by the students' Clinical Coordinator(s) when calculating final clinical grades each semester. Final clinical grades consist of an accumulation of exam competencies, exam log sheets, attendance, and clinical performance evaluations and are calculated at the discretion of the respective Clinical Coordinator.

Students are being monitored and evaluated during the entire semester and are graded as such. The performance evaluation is not a snapshot of any one day but rather a compilation of: (1) Integrity, (2) Empathy/Patient Advocacy, (3) Self-Motivation, (4) Self-Confidence, (5) Critical Thinking, (6) Respect, (7) Teamwork, (8) Communication, (9) Time Management, and (10) Appearance/Personal Hygiene while in the clinical education setting. Each of these 10 areas of the Student Performance Evaluation are evaluated as either:

Exceeding Expectations (3 points); Meeting Expectations (2 points) or Not Meeting Expectations (1 point).

While a student should strive for the highest grade, he/she must understand that meeting expectations is what is expected and is a normal grade. The student evaluation forms are electronically sent to the clinical preceptors (CP's) at each clinical site, via Qualtrics, to disperse to random technologists who have worked closely with each student. The submitted Qualtrics forms are then automatically sent to a secured online collection system and the Clinical Coordinators and Program Director are the only individuals with password protected access to the student evaluations and are notified of the completed submissions via email. The student

evaluation forms are kept safe and confidential, and the Clinical Coordinators share the scores and recorded comments with each student, maintaining privacy and confidentiality.

Clinical Evaluation Due Process Policy and Procedure

It is the policy of the radiography program to provide all students with the opportunity to comment on their clinical evaluation. The student's signature is not an indication of agreement but a validation of discussion with the Clinical Coordinator. In the event the student disagrees with the evaluation, to the extent of non-acceptance, the student shall abide by the following procedure:

1. Within 3 days after receiving the evaluation, the student shall discuss with the Clinical Coordinator, the reasons for the dispute.
2. If the issue has not been resolved after discussing the evaluation with the Clinical Coordinator, the student shall meet with the Clinical Coordinator and Clinical Preceptor (CP) together within 5 days of the evaluation issue date.
3. Within 2 weeks (10 days) of the evaluation issue date the student; Clinical Coordinator and CP shall jointly review the evaluation. In the event of faculty or CP absences, a mutually agreed upon date shall be set in a timely fashion so as to facilitate the student's education.
4. Immediately following the review, the student may request a re-evaluation performed jointly by the CP and the Clinical Coordinator.
5. In the event of a re-evaluation, the new evaluation will supersede the original and become a portion of the clinical grade.
6. All discussion and applicable re-evaluations must be completed within 1 month of the initial evaluation.
7. If the issue has not been resolved following the joint re-evaluation, the student is referred to the college grievance procedure.
8. All evaluations and re-evaluations will become a part of the program's student records.

Student and Program Faculty Evaluation of the Clinical Sites and the Clinical Preceptors

The students and program faculty will evaluate the Clinical Preceptors (CP's) and clinical sites on a regular basis. Students will be given the opportunity to evaluate the Program Faculty each

semester via an online evaluation sent out by the College. Students will also evaluate their respective CP's and clinical sites, conducted as needed, but at a minimum of at least once per year for all CP's and clinical sites that will be sent out via Qualtrics surveys. The results of this data will be used by program faculty to make improvements in clinical education and overall program efficiency and will be shared with clinical site CP's and management teams during monthly Clinical Instruction meetings (via Microsoft Teams Meetings onine or in-person at the clinical sites), and with members of the Advisory Board at the annual Advisory Board Meetings held in June, or as needed.

The Qualtrics surveys will be sent to each student via email and results will be securely stored electronically. The Clinical Coordinators and Program Director will be the only individuals with permission and access to the resulting surveys. The students will have the option to include their name, but it is not required. Results may be submitted anonymously.

Each **Clinical Site** will be rated on the following scale:

5= Excellent, 4= Very Good, 3= Good, 2= Needs Improvement, 1= Poor

The categories rated will consist of the following with room for subjective and constructive comments:

1. Overall Clinical Experience
2. Knowledge and teaching ability of technologists at the site(s)
3. Ability to learn radiographic skills within the department, such as encouraging performance and assistance during exams.
4. Recognition of any Technologist(s)/CP(s)/Radiologist(s)/RPA(s)/Management that had a ***positive*** impact on clinical education/experience.
5. Recognition of any Technologist(s)/CP(s)/Radiologist(s)/RPA(s)/Management that had a ***negative*** impact on clinical education/experience.

Each **Clinical Preceptor** will be rated on the following scale:

5= Strongly Agree, 4= Agree, 3= Neither Agree/Disagree, 2= Disagree, 1= Strongly Disagree

The categories rated will consist of the following with room for subjective and constructive comments:

1. The clinical preceptor made the objectives and criteria of the clinical rotation clear.
2. The clinical preceptor assigned/approved patient exams which promoted learning.
3. The clinical preceptor was available to work with individual students during assigned clinical hours.
4. The clinical preceptor demonstrated competency in her/his field of knowledge.
5. The clinical preceptor encouraged students to apply theory to the clinical situation.

6. The clinical preceptor used clinical time effectively by stimulating problem solving and critical thinking.
7. The clinical preceptor provided encouragement to all students.
8. The clinical preceptor facilitated critical thinking by asking appropriate questions of students.
9. The clinical preceptor was supportive of students when dealing with staff personnel at the clinical sites.
10. The instructor encouraged reflection when discussing problems that may have impeded learning.

Disciplinary Action

The program utilizes a Performance Improvement Plan (PIP) to outline and document factual/objective information specific to any violation (see PIP Form previously mentioned in Handbook). This process will be used for both the didactic and clinical education setting, allowing the student the opportunity to correct unacceptable behavior(s) or issue(s). Any violation of City College at MSUB policies, Program policies, student handbook expectations and policies, program attendance, or Clinical Site violations may be evaluated for disciplinary action at the discretion of but not limited to the Program Director, Program Faculty/Instructors, or Clinical Coordinators & Clinical Preceptors. An overview of the action in question will be discussed with the student and the student will be counseled on how to improve their performance. The student will be given the opportunity to receive any additional tools that the program can assist with to help resolve the issue. There will be a timeline in which the student will be given the opportunity to improve upon their performance and reevaluated for the event/violation. If at any time a Clinical Site makes a formal/written request to remove a student in the program from the clinical site due to patient safety issues/concerns, insubordination, unprofessional behavior, unethical misconduct, or violation of program and clinical policies and procedures, this will result in an immediate "F" for the clinical course associated and immediate dismissal from the program. The following will outline the chain of disciplinary actions and consequences taken in order of offense(s):

First offense-Verbal Warning documented on Performance Improvement Plan (PIP).

Second offense-Performance Improvement Plan (PIP) with Timeline

- Improvement within timeline-No further action required.
- Failure to improve within timeline-Write up with a full letter grade drop.

Third offense- Additional write up (PIP) with one full letter grade drop and 1-week suspension from program. All time missed must be made up and coordinated with Program Director and Clinical Coordinator(s) and will not negatively impact the rest of the program cohort(s).

Fourth offense- additional written documentation (PIP) with an automatic "F" in corresponding course in which the event occurred, which will result in dismissal of the program.

Pre- & Competency Evaluations

The philosophy of the program is founded on competency-based education. The student progresses from theory and foundations in the classroom and lab to hands on work with patients in the clinical setting. In the first clinical semester of the program, initially the student should be assisting the radiographer in the performance of procedures that have been studied in class. Clinical objectives have been designed to help the student learn and assist as clinical education progresses. The objectives are stated in the syllabus for each clinical course. Students will achieve Pre-Competencies of all exams in the Lab setting under the instruction of program faculty. These will be uploaded and logged in Trajecsys. Once the student receives the Pre-Competency, they can attempt to perform a Competency at the Clinical site on real or simulated patients under the direct supervision of a licensed Radiologic Technologist. Students are encouraged to achieve Competencies on real patients when feasible.

ARRT Procedure Tracking

Students are required to keep track of all radiography procedures that they perform while in an educational setting. Clinical forms to help students log all examinations under the categories that are set by the ARRT, Course syllabi, Pre-competency and Competency Forms, and a General Patient Care Tracking Form are available to students in the corresponding Canvas didactic and clinical course shells. Students will submit these forms to Platinum Planner for documentation of completed tasks and skills for grading purposes. This will help in determining your readiness for evaluation and competency. It is suggested that a minimum of 5 procedures be completed prior to asking for a competency evaluation in any category. A variety of patient types will ensure that the student is indeed capable of performing procedures in any circumstance. All clinical documentation and competency skills are logged and tracked in the secure Trajecsys online tracking platform. All other forms will be tracked and graded in Canvas.

ARRT (R) Imaging Procedures Tracking

ARRT (R) Candidates must demonstrate competence in all 35 procedures identified as mandatory. Procedures should be performed on patients whenever possible. Elective procedures should be performed on patients whenever possible. If demonstration on patients is not feasible, electives may be simulated. Institutional protocol will determine the positions and projections used for each procedure.

Demonstration of competence must include:

1) Patient Identity Verification

2) Examination Order Verification
3) Patient Assessment
4) Room Preparation
5) Patient Management
6) Equipment Operation
7) Technique Selection
8) Patient Positioning
9) Radiation Safety
10) Imaging Processing
11) Image Evaluation

Students must demonstrate competence in all eight (8) patient care activities listed in the general patient care tracking form (ARRT 4.2.1). These activities should be performed on patients; however, simulation is acceptable if regulations prohibit students from performing the procedures on patients. These skills will be covered in the Patient Care Course and signed off by the Instructor of the course.

There are core competencies that all individuals must demonstrate to establish eligibility for the national ARRT certification. These requirements are in addition to graduation from an educational program accredited by a mechanism acceptable to ARRT. The requirements listed are the minimum core clinical competencies necessary to establish eligibility for participation in the ARRT Radiography Examination. ARRT encourages individuals to obtain education and experience beyond these core requirements. This document will be periodically updated to reflect changes in the requirement of professional practice.

Students must demonstrate the following competencies per ARRT (2026) criteria**:**

- **35** mandatory imaging procedures (Demonstration of competence should include variations in patient characteristics such as age, gender, and medical condition)
- **17** elective imaging procedures selected from a list of 36 procedures
- **One of the 17 elective** imaging procedures must be selected from the **head section**; and
- **Two of the 17 elective** imaging procedures must be selected from the **fluoroscopy studies section**.

One patient may be used to document more than one competency. However, each individual procedure may be used for only one competency (e.g.,* a portable femur can only be used for a portable extremity or a femur but not both). The candidate cannot perform more than three competencies per day on the same patient (ARRT.com, 2026).

Simulated performance must meet the following **ARRT (2026)** criteria:

• Simulation of imaging procedures requires the use of proper radiographic equipment without activating the x-ray beam.

• **A total of ten (10)** imaging procedures may be simulated. Imaging procedures eligible for simulation are noted within the chart (see section 4.2.2).

• If applicable, the candidate must evaluate related images.

• Some simulations are acceptable for General Patient Care (see section 4.2.1). These do not count toward the ten imaging procedures that can be simulated

Competency skills are logged and tracked in the secure TRAJECSYS online tracking platform and reviewed by the Clinical Coordinator.

******Pre-competency and Competency forms are available on Canvas (LMS) for each corresponding course that requires them. ******

ARRT Limited Permit Exam & Program Policies

All students in the City College MSUB Radiologic Technology program are eligible to sit for the Montana Limited Scope of Practice in Radiography Exam administered by the ARRT (https://www.arrt.org/news/article/2019/09/20/clarification-added-to-arrt-documents-for-limited-scope-of-practice-in-radiography) after they have achieved 450 clinical hours, verified by the Program Director. It is not mandatory that students take this test; however, there are employment opportunities ***outside of the program*** for students who successfully pass and apply for these positions. Successful completion of the exam is achieved with a score of 70 or higher on the ***CORE exam only***. Students within the program are not required to take the additional body part positioning exams because they are still in an accredited Radiologic Technology Program. Should the student withdraw or become expelled from the program, the program Director will notify the MT State Board of Radiologic Technologists and the student must sit for the additional exams to maintain their Limited Permit Holder license. Failure to do so may result in termination of the license obtained while in the program.

Students who become employed as Limited Permit Holder Techs while in the program must adhere to specific program policies. This includes but is not limited to the following:

1. Limited Radiologic Technologist's onboarding and hours worked by the student ***must not conflict or interfere*** with scheduled clinical hours required to graduate from the City College at MSUB Radiologic Technology Program.
2. Clinical hours and program requirements are top priorities, and any Limited Tech hours must be scheduled on the student's own time, outside of the program.

3. Students are not permitted to work as Limited Techs while performing clinical hours in the capacity of a student.
4. Students working as Limited Techs are not permitted to supervise or comp any other student while working as a Limited Tech and are not permitted to comp any exam for themselves while in the working capacity. Any exams performed while working as a limited do not count for logged exams as a student and do not count toward the student's grade.
5. Student Dosimeters are not permitted to be worn while working as a Limited Tech. Limited Techs must have separate badges that are supplied and monitored by the employer. It is the responsibility of the student to combine any dosimeter reports between the College and the employer at the completion of the program.
6. Limited Techs are not licensed or permitted to perform any Fluoroscopic or C-Arm exams. Anyone who is observed to be practicing outside the scope of the Limited License will be reported to the MT State Board for review and possible fines or consequences.

***Any student who violates this policy will be placed on a PIP with immediate disciplinary actions and possibly face program dismissal based on the extent of the violation.**

State of Montana Board of Allied Healthcare (formerly the MT State Radiologic Technology Board)- Limited Permit X-Ray License

Students who successfully pass the ARRT Limited Scope of Practice in Radiologic Technology and plan to work as a Limited Tech must apply and pay for a MT State License. For specific information on filing an application, obtaining the license application, and a detailed listing of the requirements go to MT State Board of Allied Healthcare at: https://boards.bsd.dli.mt.gov/Allied-Health/.