Radiologic Technology

Student Handbook

2026 - 2027

Meridian Technology Center
1312 South Sangre Road
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Phone: (405) 377-3333

2026-2027
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WELCOME

We, the faculty of the Radiologic Technology Program at Meridian Technology Center, welcome you. We have a sincere interest in you as an individual and look forward to working with you in pursuit of your goal for becoming an ARRT certified radiologic technologist. Your primary responsibility during the months ahead is to learn to be a safe, effective, and a dependable radiologic technologist.

This handbook has been designed for the Radiologic Technology Program to answer many of the questions which will arise during the time you are enrolled in this program. Please keep it handy as a reference. Policies are reviewed annually. Revisions will be reviewed and approved by the Meridian Technology Center Superintendent and the Board of Education. Students are responsible for understanding and complying with the policies and procedures of the Radiologic Technology program, Meridian Technology Center, and the affiliate clinical sites.

We welcome you to the Meridian Technology Center Radiologic Technology Program and wish you the best in your chosen career. Upon successful completion of the Radiologic Technology Program, graduates will satisfy the educational requirements necessary to be eligible candidates for certification administered by the American Registry of Radiologic Technologists (ARRT). Candidates for the ARRT certification examination must also meet the ARRT ethics requirements (Appendix C). Once the student successfully passes the ARRT certification examination, the student will hold the credential "R.T.(R)(ARRT)" (meaning Registered Technologist in Radiography from the American Registry of Radiologic Technologists). This is the most respected professional credential in radiology and is considered essential by most employers of medical imaging departments.

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Accreditation/Credentialing Organizations

The certificate Radiologic Technology Program is accredited by the following agency:

Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 N. Wacker Drive
Suite 2850
Chicago, IL 60606-3182
312-704-5300
e-mail: mail@jrcert.org
Website: https://www.jrcert.org/

The program's current length of accreditation is 8 years. The next programmatic site review is scheduled in the 4th quarter of 2032.

Meridian Technology Center is accredited by the following agency:

Oklahoma State Board of Career and Technology Education
1500 West 7th
Stillwater, OK 74074
405-377-2000
Website: https://www.okcareertech.org/

The following credentialing organization administers certification examinations and issues registration:

American Registry of Radiologic Technologists (ARRT)
1255 Northland Drive
St. Paul, Minnesota 55120-1155
(651) 687-0048
Website: https://www.arrt.org/

Revised 05/21, 04/2025

Articulation Agreement

Effective January 1, 2024

Meridian Technology Center's Radiologic Technology Program has established an articulation agreement with Northern Oklahoma College (NOC). NOC will award the Associate of Applied Science Degree in Applied Technology-Industry Certifications to students who successfully complete both the Radiologic Technology Program and the general education requirements at NOC. If you have any questions or would like more information about our articulation with NOC, please feel free to contact the program director.

06/2024

MERIDIAN TECHNOLOGY CENTER
RADIOLOGIC TECHNOLOGY PROGRAM

Organization

Organization 1.0 Meridian Technology Center Mission and Vision

Organization 1.1 Mission
Educate. Enrich lives. Secure economic futures.

5/08, 5/10; 5/16

Organization 1.2 Vision
An extraordinary experience for learning. A passionate partner for success.

Revised 5/10; 5/16

Organization 2.0 Non-discrimination Policy
Meridian Technology Center does not condone nor will it tolerate any form of discrimination based on of race, color, sex, pregnancy, national origin, religion, disability, veteran status, age, or genetic information in its programs, services, activities and employment. The technology center also provides equal access to the Boy Scouts of America and other designated youth groups.

The following person has been designated to handle inquiries regarding the technology center's nondiscrimination policies and any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact:

Coordinator for Title VI, VII, IX/504/ADA, Age Act
Meridian Technology Center
1312 South Sangre Road
Stillwater, OK 74074
405-377-3333

Outside Assistance may be obtained from:

U.S. Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
(816) 268-0550
(816) 268-0599 (Fax)
(877) 521-2172 (TTY)
E-mail: OCR.KansasCity@ed.gov

Created 6/06, Revised 5/10, 5/15, 5/18, 05/21, 03/25

Organization 3.0 Radiologic Technology Program Mission

The purpose of the Meridian Technology Center Radiologic Technology program is to prepare competent, well trained radiographers for a career in the field of diagnostic imaging.

Created 1996; revised 2002, 07/04, 5/08, 5/14, 5/15, 06/2023

Organization 4.0 Radiologic Technology Program Goals

Goal 1 Students will demonstrate clinical competence.

Goal 2 Students will communicate effectively with patients and healthcare professionals.

Goal 3 Students will develop critical thinking skills.

Goal 4 Students will model professionalism.

Revised 1998, 2007, 2012, 5/14, 5/15, 11/24
Reviewed Annually

Organization 5.0 Radiologic Technology Program Philosophy

Our philosophy of instruction fosters individual learning styles in an environment that emulates a "real world" approach to learning. We believe our role as radiologic technology educators is to lead the student radiographer from where they are to where the medical imaging industry needs them to be.

Revised 7/04, 6/06, 5/09, 5/14, 5/15, 11/24

Organization 6.0 Curriculum Organization/Curriculum Plan

The curriculum is based on the recommendations from the American Society of Radiologic Technologist (ASRT) in compliance with the Standards for an Accredited Educational Program in Radiologic Sciences as established by the Joint Review Commission on Education in Radiologic Technology (JRCERT). Both didactic and clinical competencies fulfill the educational eligibility requirements as set forth by the American Registry of Radiologic Technologist (ARRT). The Oklahoma Department of Career and Technical Education (ODCTE) establishes the minimum number of clock hours for our career major. Clock hours are the total number of actual hours a student spends attending class (didactic hours), laboratory, and clinical that count toward completing a program of study. One clock hour correlates to one hour of our career major.

Meridian Technology Center
Curriculum Plans
2025-2027 & 2026-2028 Cohorts

Career Major: Radiologic Technology
Prerequisite Courses

1. Degree Completion

Qualified applicants must hold an associate degree or higher from an institution accredited by an agency that ARRT recognizes. A list of acceptable accreditation mechanisms may be accessed through the ARRT website (www.arrt.org). Check to see if your degree will meet the ARRT certification eligibility requirements.

Consideration may be given to program applicants participating in the articulation agreement between Northern Oklahoma College (NOC) and the MTC Radiologic Technology Program. Applicants must have completed the general education and allied health focus courses in NOC's AAS Degree in Applied Technology-Industry Certifications before the Radiologic Technology Program's application due date. Completion of an accredited educational program **and** degree completion are an eligibility requirement to sit for the ARRT certification examination.

And

2. Anatomy & Physiology (must complete with a C or higher)

If your degree did not include an Anatomy and Physiology course you must take the course independently. Anatomy and Physiology course(s) may be taken separately or as one course at a college or university. Courses HL00454/ HL00046 from an Oklahoma Career and Technology Education Center may substitute for this course.

And

3. Medical Terminology (must complete with a C or higher)

If your degree did not include a Medical Terminology course you must take the course independently. Course HL00054/HL00342 from an Oklahoma Career and Technology Education Center may substitute for this course.

Revised 05/21, 06/24, 4/26

Courses

2025-2027 and 2026-2028 Cohorts

Course Title	Clock Hours
1st Year Curriculum	
Introduction to Radiological Sciences & Health Care	48
Patient Care in Radiologic Sciences	64
Radiation Protection	48
Ethics and Law in the Radiologic Sciences	32
Radiographic Procedures I	248
Radiographic Procedures II	248
Digital Image Acquisition and Display	64
Clinical Practice I	600
2nd year Curriculum	
Imaging Equipment	72
Radiation Production and Characteristics	48
Principles of Imaging	60
Pharmacology and Venipuncture	32
Additional Concentrations	48
Radiation Biology	64
Clinical Practice II	752
Career Preparation for Radiography	16
Comprehensive Program Review for Radiography	64
Total	**2508**

(Total hours do not include the prerequisite course work in Medical Terminology and Human Anatomy & Physiology identified in the Career Tech instructional framework).

Revised 7/99, 11,99, 1/00, 8/00, 4/01, 2/02, 5/02, 7/02, 5/03, 8/04, 5/05, 6/06, 05/07, 05/08 3/09, 5/10, 5/11, 5/13,5/14,5/15,5/16,5/19, 6/22, 02/2025

Curriculum Organization 6.1 Course Descriptions

Introduction to Radiological Sciences & Health Care
Content is designed to provide an overview of the foundations in radiologic sciences and the practitioner's role in the healthcare delivery system. Principles, practices, and policies of healthcare organizations are examined and discussed in addition to the professional responsibilities of the radiographer.

Patient Care in Radiologic Sciences
Content is designed to provide the concepts of optimal patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described, as well as infection control procedures using standard precautions. The role of the radiographer in patient education is identified.

Radiation Protection
Content is designed to present an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel, and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies, and heath care organizations are incorporated.

Ethics and Law in the Radiologic Sciences
Content is designed to provide a foundation in ethics and law related to the practice of medical imaging. The student will examine a variety of ethical and legal issues found in clinical practice. An introduction to terminology, concepts, and principles will be presented.

Radiographic Procedures I
Content provides the knowledge base necessary to perform standard imaging procedures and special studies. Content introduces concepts related to disease and etiological considerations with emphasis on radiographic appearance of disease and impact on exposure factor selection. Content provides a basis for analyzing radiographic images. Included are the importance of optimal imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images will be included for analysis.

Radiographic Procedures II
Content provides the knowledge base necessary to perform standard imaging procedures and special studies. Content introduces concepts related to disease and etiological considerations with emphasis on radiographic appearance of disease and impact on exposure factor selection. Content provides a basis for analyzing radiographic images. Included are the importance of optimal imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images will be included for analysis.

Digital Image Acquisition and Display
This course contains content designed to impart an understanding of the components, principles, and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving, and retrieval are discussed. Principles of digital system quality assurance and maintenance are presented.

Clinical Practice I
Content and clinical practice experiences should be designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development is discussed, examined and evaluated. Clinical practice experiences should be designed to provide patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient prior to, during and following the radiologic procedure.

Imaging Equipment
Content is designed to establish a knowledge base in radiographic, fluoroscopic, and mobile equipment requirements and design. The content also provides a basic knowledge of quality control.

Radiation Production and Characteristics
Content is designed to establish a basic knowledge of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production, and the fundamentals of photon interactions with matter.

Principles of Imaging
Content is designed to establish a knowledge base in factors that govern and influence the production and recording radiologic images.

Pharmacology and Venipuncture
Content is designed to provide basic concepts of pharmacology, venipuncture and administration of diagnostic contrast agents and intravenous medications. The appropriate delivery of patient care during these procedures in emphasized.

Additional Concentrations
Content is designed to provide a brief overview of other imaging modalities and patient treatments. This course emphasizes advanced skills and specific career knowledge for the health care professional. To broaden their knowledge of primary radiographic procedures, the student will be involved in the exploration of specialized diagnostic and/or therapeutic procedures that may include, but not limited to, the study of advanced imaging procedures and related associated imaging modalities.

Radiation Biology
Content is designed to provide an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues, and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation.

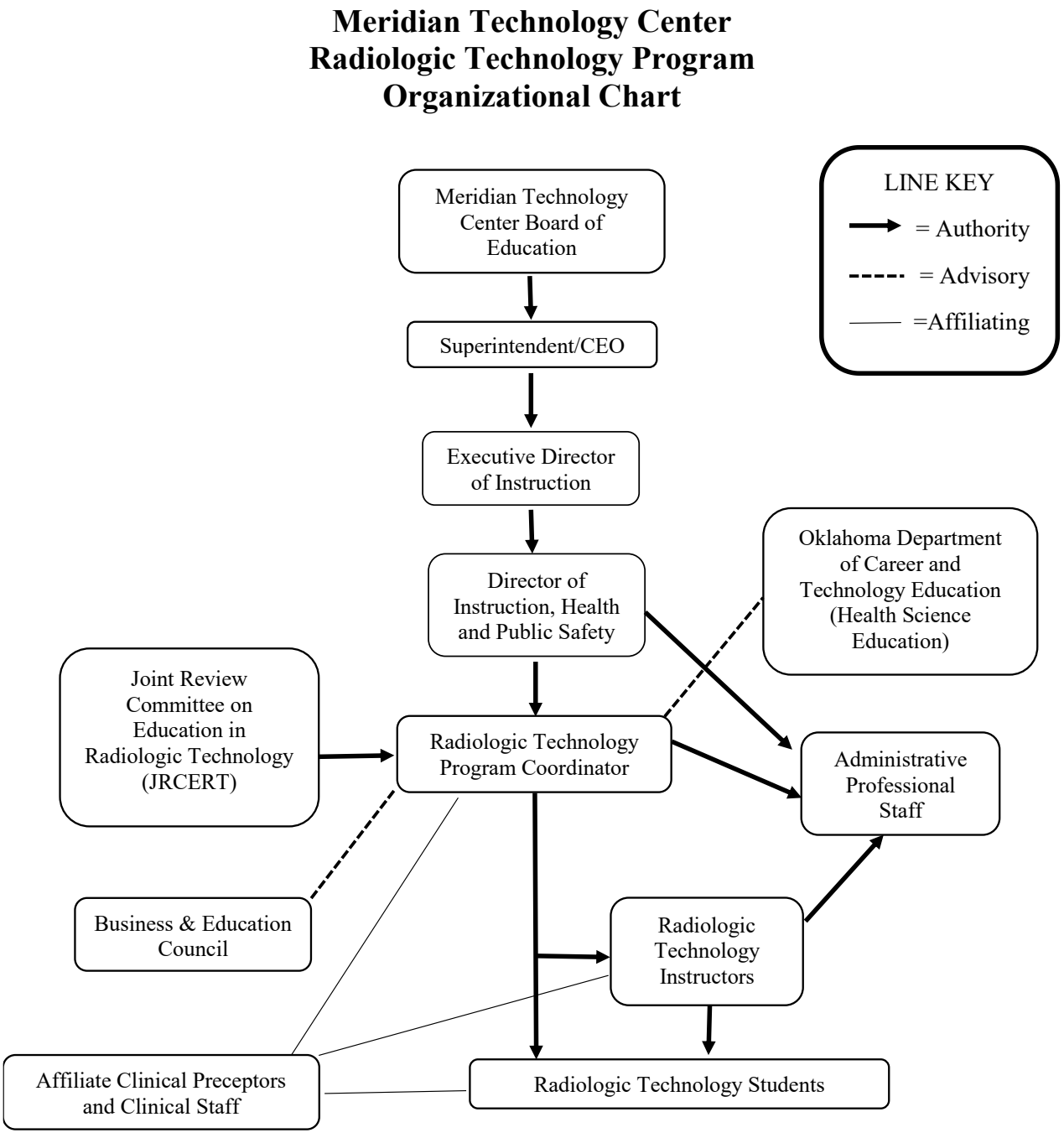
Clinical Practice II
Content and clinical practice experiences are a continuation of Radiologic Clinical Practice I. Leadership skills are developed through peer teaching activities.

Career Preparation for Radiography
This course emphasizes the steps involved in securing employment and exploring different career opportunities.

Comprehensive Program Review for Radiography
This course provides a comprehensive review of the radiography curriculum in preparation for taking the certification exam given by The American Registry of Radiologic Technologists (ARRT). Identified areas of weakness will help the student focus on the curriculum items that need concentrated study. The computerized testing format of the ARRT exam will be emphasized.

Revised: 6/99; 5/03; 8/04; 5/05, 6/06, 5/07 5/08, 5/09, 5/13 5/17, 5/19, 6/20, 6/22, 4/25, 4/26

Organization 7.0 Program Organizational Chart



Revised 5/11 5/14; 5/16;5/19;8/19, 6/20, 5/21, 6/2023, 4/25

Program Policies:

All policies of Meridian Technology Center will be followed. Refer to the Meridian Technology Center student handbook. Additionally, the radiology program will have the following requirements.

If any provisions of the policies and procedures are deemed inconsistent with one another, the Radiologic Technology Student Handbook shall supersede other publications.

Program Policy 1.0 Program Attendance

All scheduled lectures, lab sessions, assigned clinical rotations, and class meetings are mandatory. Class meetings may be called during or outside of class times. Optional community service and professional society meetings may be held during or outside of class hours. Students are responsible for the content of all coursework presented in each course of study.

It is recognized that during the two years of the program, situations may arise that could cause a student to be tardy or absent from a class or a clinical rotation. Healthcare providers are expected to provide service to individuals regardless of personal conditions in their own lives, therefore absences and tardiness should be kept to a minimum. A professional sense of responsibility in such matters is required from the outset of the program to develop the professional behaviors expected by employers.

School attendance policies establish precedence for students receiving state or federal financial aid. Makeup time, due to inclement weather or other unforeseen changes in the program calendar, will be scheduled at the discretion of the program coordinator and/or school administration. Makeup time may alter the expected program completion date. Program officials reserve the right to make alternate assignments, curriculum sequencing, and/or opt to not count students absent if a catastrophic event or inclement weather may jeopardize the student's safety (e.g. pandemic; floods). The radiologic technology program has a contingency plan in place, in case normal program operations or the primary teaching method becomes affected.

Vacation, school breaks and holidays are determined by Meridian Technology Center (MTC) and/or the Radiologic Technology Program. Program calendars will be provided annually. Students are restricted from attending clinical practice, even on a voluntary basis, when MTC is closed.

<u>Jury Duty</u>
The student must notify the Program Coordinator and provide dates of their release. The student will be marked as "jury duty" or "not expected" and not marked "absent". The student is responsible for completing all missed tests, quizzes, and assignments while they are released for jury duty. The student will need to make up any clinical time missed. If a student is on financial aid, they will need to meet with the financial aid officer on campus.

Program Policy 1.1 Didactic Course Attendance Policy

Didactic classes may be scheduled between the hours of 8:00 a.m. to 3:00 p.m. Class times are identified in each cohort calendar. A minimum of 90% attendance must be maintained for each didactic course.

Attendance is taken in all courses. Excessive tardiness and absenteeism from a course will affect a student's academic performance, which may reflect a reduction in course grades. In the event an instructor recognizes excessive tardiness (arriving late, leaving at any time throughout the day or leaving class early) and/or absenteeism (an absence is defined as missing the entire class period in one day), the instructor and/or program coordinator will consult with the student to discuss corrective measures and provide written documentation to the student. If excessive tardiness and/or absences continue after the consultation, the student may be placed on probation or dismissed from the program in accordance with the appropriate policy.

Failure to contact a faculty member of a tardy or absence may result in program probation. Three occurrences of failure to contact a faculty member while enrolled in the program will result in program dismissal. If a student is absent 3 consecutive days without notifying their instructor or program coordinator, the student will be dismissed from the program.

The following procedure identifies the required guidelines for tardiness and/or absence from a didactic course.

- A student should contact or leave a message for the instructor in which course(s) the student will be absent or tardy at least 30 minutes in advance.
- If an absence will last 3 or more days, the student should contact the program coordinator to provide an explanation for the situation. The program coordinator may request documentation to support the student's explanation.
- It is the student's responsibility to be familiar with the absence policy and to make arrangements to complete missed assignments, labs, tests, or quizzes with their instructor.
- Makeup time due to a leave of absence will be scheduled at the discretion of the program coordinator. Makeup time will be scheduled by program faculty and approved by the program coordinator.

To assist students in meeting their required program didactic clock hours, Meridian's evening Flex Lab is available to current Radiologic Technology students. All students can participate and must follow the Flex Lab Procedures. Copies of the Flex Lab Procedures may be requested from program faculty.

6/06, 5/08, 5/11,5/19, 6/20, 05/21, 06/22, 06/23, 4/25, 06/26

Program Policy 1.2 Clinical Course Attendance

Clinical training may be scheduled between the hours of 7:30AM-4:00PM. Scheduled times are identified on the clinical site's monthly clinical calendar. Short term specialty rotations may be assigned in advanced modalities, other disciplines in the radiologic sciences, and nontraditional schedules (e.g. evenings) to enhance the student's clinical experience. A 90% attendance must be maintained for each clinical course.

Any clinical hours missed during your clinical training will be scheduled as makeup time upon completion of the Clinical Practice II course. The program coordinator and/or clinical instructor will assign all makeup schedules.

In the event the program's clinical instructor recognizes excessive tardiness (arriving late, leaving at any time throughout the day or leaving clinical training early) and/or absenteeism (an absence is defined as missing the entire class period in one day), the clinical instructor and/or program coordinator will consult with the student to discuss corrective measures and provide written documentation to the student. If excessive tardiness and/or absences continue after the consultation, the student may be placed on program probation or dismissed from the program in accordance with the appropriate policy.

Failure to contact the program coordinator or program clinical instructor of a tardy or absence may result in program probation. Three occurrences of failure to contact a faculty member while enrolled in the program will result in program dismissal. If a student is absent 3 consecutive days without notifying their clinical instructor or program coordinator, the student will be dismissed from the program.

The following procedure identifies the required guidelines for tardiness and/or absences from a clinical course.

- A student should contact or leave a message for the program's clinical instructor at least 30 minutes in advance. Planned absences should be communicated to the clinical instructor as early as possible.
- If an absence will be 3 or more days, the student should contact the program coordinator to provide an explanation to the situation. The program coordinator may request documentation to support the student's explanation.
- Clinical time missed will be made up upon completion of the last regularly assigned clinical day in Clinical Practice II.
- Makeup time due to a leave of absence will be scheduled at the discretion of the program coordinator. Makeup time will be scheduled by program faculty and approved by the program coordinator.

6/06, 5/08, 5/11,5/19, 6/20, 05/21, 6/22, 6/23, 4/25

Program Policy 2.0 Leave of Absence (LOA) (MTC Policy I-449-A)

A student, for legal, medical, military service, or personal/family reasons, can apply for an extended leave of absence. Except as otherwise provided, in this policy, a student is not

eligible for more than one extended leave of absence during the academic year.

To be eligible for a leave of absence the student must:

1. Complete the leave of absence application form, sign and date it before the leave begins.
2. Not have had a prior leave of absence during the current academic year.
3. Have maintained a minimum of a "C" average on current course work.
4. A student may apply for a second leave of absence in the event the student can show extenuating circumstances, beyond the student's control, that warrant a second extended leave. Extenuating circumstances that would qualify for a second leave are those that involve catastrophic medical conditions of a student or their immediate family or involuntary military service.

Extended Leave Procedure:

1. Student shall meet with the student's program coordinator. The coordinator will, if appropriate, sign the extended leave form.
2. Student shall meet with the Executive Director of Career Planning/Career Development for a review of the leave application and supporting documentation and to receive final approval of the leave or an explanation for the denial of leave.
3. The leave shall, to qualify as an extended leave of absence, be no less than one (1) week and no more than nine (9) weeks.
4. The dates of leave must be consecutive and not intermittent.
5. The student must return to the program at the end of the extended leave of absence. If the student fails to return to the program at the end of the approved leave period, an automatic dismissal will be recorded for the student. Also, failure to return from an approved leave of absence may result in the student owing repayment of financial aid previously received by the student.
6. During an approved leave, attendance hours earned are placed on hold. Therefore, the program completion date may need to be extended in order to account for time missed. The extension will be based on the length of the student's extended leave and the nature of the program. The appropriate Director of Instruction, Career Planning Center, program faculty, and/or the Financial Aid Officer will communicate with the student if a program extension is necessary.
7. Copies of the leave form will be made for the following: Finance, Financial Aid, student, student file, and the program coordinator. Copies of supporting documentation shall be located in the student file and will only accompany the form furnished to departments and the program coordinator if the documents represent essential information for the department or program coordinator.

Students who have physical restrictions, as ordered by a healthcare provider, may not be allowed to attend clinical rotations but may be able to continue with in-person theory classes. These circumstances will be considered on a case-by-case basis and would not require a leave of absence. Students with ordered physical restrictions preventing them from attending both in-person theory courses and clinical rotations will need to consider taking a leave of absence.

Any delay in the completion of clinical rotations or theory coursework may delay the student's program completion date.

Failure to comply with any of the above conditions and procedures may result in automatic dismissal from the program. A leave of absence is available to all eligible students. An approved leave of absence has the effect of placing the student's aid and tuition on hold for the period of time the student is on approved leave. However, students receiving financial aid should meet with the Financial Aid Officer to discuss any effect the leave could have on disbursement dates. A student who violates the terms of an approved leave risks automatic dismissal as well as liability for the repayment of financial aid received by the student.

Upon the students return from an approved leave of absence, the program coordinator, instructor(s), and student will develop a makeup calendar to complete missed hours, assignments, labs, quizzes, or tests as outlined in each course syllabus and/or course calendar.

Revised 05/21, 06/22, 06/23, 06/26

Program Policy 3.0 Withdrawal Policy

Any student who decides to withdraw from the Radiologic Technology Program must complete an exit interview with the program coordinator. Students must bring the following items to the exit interview: ID badges(s), dosimeter, and clinical manual. Students must complete an official withdrawal form or submit a letter to their respective director of instruction to be eligible for any tuition refund, if applicable. Any student receiving Title IV funds and withdrawing before the 60% point in a disbursement period must return all of or a portion of Title IV funds received. This may cause the student to owe money to the school and/or Federal Government. Students withdrawing during the semester must return all books, checked out equipment, and unused supplies owned by the school. Adult students with an unpaid balance on their student account or unreturned books, equipment or unused supplies will not be able to obtain copies of their transcripts until all outstanding charges have been paid or equipment and unused supplies are returned. This policy must be followed in order to maintain status in good standing. Students who are not in compliance with the withdrawal policy will not be eligible for re-admission to the program.

Students who voluntarily withdraw from the program should be aware that this action will require them to answer "Yes" to Question 3 of the ethics section on the application for certification and registration with the American Registry of Radiologic Technologists (ARRT), as well as on applications for any future ARRT-recognized educational program they may attend, including Meridian Technology Center's Radiologic Technology Program. Students are encouraged to review the ARRT Ethics Requirements for additional information.

6/2000; 5/16; 05/21, 06/22, 06/26

Program Policy 4.0 Transfer Credit

Transfer credit will be considered on an individual basis and contingent upon available resources. Credit may be awarded through:

- Credit of transfer of courses from another JRCERT accredited radiography program
- Credit by prerequisite

Revised 06/2021

4.1 Credit by Transfer (nontraditional entrance)

Applicants who have completed prior education at another JRCERT accredited radiography program may be able to enter the radiologic technology program outside the traditional enrollment dates.

A transfer student is defined as one that has not graduated from an educational program in radiography, but has received some coursework for which the student has received credit/clock hours towards the certificate/degree sought AND they wish to seek enrollment into a different educational program while having the program recognize credit/clock hours earned through prior education. If a student has been out of a program for longer than one year, the student must apply to the program using the traditional application process.

In order to be considered, the potential transfer student must submit their wishes to transfer to Meridian Technology Center's Radiologic Technology Program, in writing, to the program coordinator. The request will be subject to space availability for the program and clinical sites. If it is determined by the program coordinator that there is space available to accept a transfer student, then the candidate will be informed to proceed with the transfer process for non-traditional entrance consideration. The candidate must provide evidence of course completion from the previous radiography program by submitting an official transcript and course syllabi. Clinical hours must be verified by a letter of attestation from the previous program director or designated program official. Candidates must submit a statement of good standing from their previous program to be considered for transfer. Candidates who exited their previous program not in good standing would need to apply to the program using the traditional application process. Additional documentation may be requested for clarification. If accepted as a transfer student, the transfer student will need to submit a copy of their most recent radiation monitoring report from their previous program.

A committee composed of program officials and faculty will review the evidence. The committee will determine which didactic courses are considered equivalent to Meridian Technology Center's radiography program course work. Those didactic courses deemed measurable and equivalent may be challenged by exam. No more than forty-nine percent of the program's total hours may be awarded as transfer credit. All committee decisions are final.

Challenge exams are developed, administered, and scored by program officials and faculty. Challenge exams are comprehensive of all course content. The committee will let

the candidate know, in writing, which didactic courses can be challenged by exam. Challenge exams are intended to measure knowledge and skills comparable to the expected outcomes when completing the course. Candidates may request course review materials. Fees may apply to course materials. Any fees required for the challenge exams will be the responsibility of the student and paid prior to testing.

Transfer candidates will be required to successfully pass the final comprehensive exam(s), if applicable, for each didactic course challenged with a 77% score or higher. Failure to successfully pass the challenge exam on the first attempt will indicate a need for the candidate to repeat the course. If multiple challenge exams are attempted, the student will start the program at the earliest point of a failed challenge exam, then repeat any course after that in our program's sequence of courses. Upon completion of the exam(s), the candidate will receive notification of their score(s), and which challenge exams were passed. After completing the challenge exam(s), the committee will determine placement in the program and what course(s) the student will be allowed to transfer to our program. The challenge exam score will represent the final course grade in accordance with program grading policies. The grade will be entered on the student's transcript and maintained by school policy only if the candidate is admitted to the radiography program. Admission dates for candidates accepted will correlate with the program's current curriculum alignment and course schedules.

The student will be required to complete all program clinical competency requirements even if they have completed them at their previous educational program. This will establish foundational radiologic science principles on the ARRT's national certification exam in radiography and assure educational success. The committee will decide, if any, clinical hours would be waived for the transfer student while still maintaining that no more than forty nine percent of the program's total hours may be awarded as transfer credit. The Clinical Practice II course must be completed in its entirety.

Candidates should seek financial aid information regarding transfer credit from our financial aid officer by scheduling an appointment in the Career Planning Center.

If a candidate is accepted as a transfer student, all entrance requirements to the program and Meridian Technology Center must be met before their first day of class. Tuition and fees will be determined based on the number of hours needed to complete the program. A deposit to hold their slot may be required following school polices. Transfer students will also be asked to attend a program orientation session with the program coordinator.

All program and clinical requirements must be completed to be eligible for graduation.

Revised 06/21, 06/22, 06/23

4.2 Credit by Prerequisite

Credit for Medical Terminology and Anatomy and Physiology, prerequisites identified by the Oklahoma Department of Career and Technology Education as part of the career

major, is applied to the student's Meridian Technology Center transcript. The course grade is transferred from the student's official transcript(s) from an ARRT-recognized accreditation agency. Other documentation may be requested to prove the course(s) are equivalent to Meridian Technology Center's radiography program coursework. The courses may be substituted by course HL00342/HL00054 and HL00046/HL00454 approved by the Oklahoma Department of Career and Technology Education.

Revised 5/10; 5/11; 6/14; 5/15; 5/16; 6/20; 06/23

Program Policy 5.0 Health and Safety Regulations

- The safety and security of Meridian Technology Center's students and staff is paramount; therefore, appropriate fire, tornado, and security drills will be conducted each year (MTC Policy S-505-A). Instructors are responsible for facilitating each safety plan. On campus, students and staff are notified by audible signal. An automated notification system will alert students and staff to inclement weather. Meridian Technology Center provides an Emergency Response Team (ERT) on campus. In the event of an emergency, the ERT may be activated by dialing 3333 on any campus phone.
- Clinical preceptors, or designated personnel, will coordinate workplace safety education for program faculty and students. Clinical preceptors submit documentation of the workplace safety education to program officials.
- Students are encouraged to carry health insurance. Students may be required to carry health insurance as an eligibility requirement to participate in clinical training at various clinical affiliates.
- Emergency care will be provided for injuries occurring in the clinical area. Students are responsible for any costs incurred. It is the responsibility of the students to seek the services of their individual physician for any other injury or illness.
- Absence of three consecutive days may require verification from the physician to determine whether or not a student is in an acceptable condition to carry out responsibilities required by the program.
- Students may be asked to contact their physicians regarding appropriate measures to be taken in the event of exposure to infectious and communicable disease while on campus or in the clinical area when deemed advisable by the faculty. Meridian Technology Center Policy I-437-C Hygiene and Sanitation (Bloodborne Pathogens) will serve as guidance for any action taken in the event of faculty or student exposure. Students are responsible for any cost incurred. Students are also expected to report any exposure to communicable diseases that have occurred outside the clinical area. It is our responsibility to ensure that the health and safety of students, faculty, and patients are adequately safeguarded.
- If an incident occurs involving a student or faculty, contact the program coordinator immediately. Program faculty will complete a MTC accident/incident form and submit it to the program coordinator. The program coordinator will file the accident/incident in the office of administration as soon as possible.
- Students may request counseling in regard to personal matters from the Radiologic Technology faculty or Meridian Technology Center counselors.

Revised 05/21; 06/23, 4/25, 06/26

Program Policy 6.0 Contagious or Communicable Disease Policy (MTC Policy I-437-A)

Short-Term or Transitory Diseases or Conditions

Any employee or student with a contagious or communicable disease or condition of short-term or transitory duration may be prohibited from having contact with others at Meridian Technology Center when such contact presents a significant risk of communicating the disease or condition. The prohibition may continue until the employee or student no longer presents a significant risk to others. For example, this temporary prohibition could cover employees or students with the flu, head lice, chicken pox, etc. whose continued contact with others while infected/contagious would present a substantial risk of infection.

Long-Term Diseases or Conditions

If the Superintendent has cause to believe that an employee or student has a contagious or communicable disease or condition of long-term duration that presents a significant risk of substantial harm to others, the Superintendent may require the individual to be examined by a physician licensed by the State of Oklahoma and selected by the Superintendent, to consent to having the results of that examination forwarded to the Superintendent as soon as such results are available, and to consent to the release of medical information of the employee or student to the examining physician. If the physician concludes that the individual poses a significant risk of substantial harm to the health of others in the workplace, the Superintendent or designee will determine whether the employee or student is an "individual with a disability" as defined by the Americans with Disabilities Act and, if so, whether reasonable accommodations may eliminate or reduce the risk to others to a safe level. If reasonable accommodations are proposed, the Superintendent may ask the examining physician to issue a medical opinion stating whether or not such contemplated accommodations would eliminate the risk of communicating the disease or condition to others in the workplace or classroom or reduce such risk to a safe level. If reasonable accommodations cannot be made to address a significant risk of substantial harm to the health of others in the workplace or classroom, then the employee may be placed on appropriate leave, with or without pay, or terminated, or the student may be removed from the classroom environment. For example, this process could cover employees or students with drug-resistant tuberculosis, etc.

The cost of such medical examination and review will be borne by Meridian Technology Center.

Revised 5/11, 05/21

Program Policy 7.0 Program Completion

Upon successful completion of the program, the student is eligible to apply to The American Registry of Radiologic Technologists (ARRT) for certification and registration as a Registered Technologist in Radiography.

Program completion is based upon the following criteria:

Completion of didactic course work is determined by completion of all ARRT

certification eligibility requirements for didactic competencies, objectives, and assessments with a minimum of 77% achieved in each final course grade.

Completion of clinical education is determined by completion of all ARRT certification eligibility requirements for clinical competencies, objectives, and assessments with a minimum of 77% achieved in each final clinical course grade.

Provide official documentation of completing an academic degree (associate's or higher) that is accredited by an ARRT-approved mechanism to the program coordinator.

Provide official documentation of completing the prerequisite courses of Medical Terminology and Anatomy & Physiology with a grade of "C" or higher (see Curriculum Plan in Organization Policies).

ALL students graduating from Meridian Technology Center must either earn a minimum ACT Composite Score of 19 OR achieve minimum WorkKeys Assessment scores required for the Career Major in Applied Mathematics, Graphic Literacy, and Workplace Documents.

All probationary terms must be met before completion status will be granted.

All tuition and fees due to Meridian Technology Center must be paid in full before the program coordinator will validate program completion.

Once all program requirements are met, the student will schedule an exit interview with the program coordinator to verify complete and accurate records. The student will at this time be given an opportunity to evaluate the program and provide suggestions for program improvements.

A completed application for the certification examination administered by the American Registry of Radiologic Technologist must be submitted electronically with all applicable fees. Students will provide a copy of the receipt to the program coordinator prior to validation of program completion.

Created: 1983, Revised 2001; revised 11/03, 07/04 06/06 7/11; 5/16; 5/18; 6/20, 05/21, 06/23

Program Policy 8.0 Methods of Evaluation

Participation is a major component of the learning process and therefore, all students are expected to participate in class discussions, demonstrations, lab activities, and clinical assignments. Academic progress is provided periodically by faculty throughout each course and may be solicited at any time by the student. Anecdotal records will be kept on all students. These records will document mastery of knowledge in didactic classes and demonstrated skills during clinical classes.

Judgment of satisfactory progress of each student is vested in the faculty and program coordinator. Students will be notified in writing at any time their course grade average is at or below 77%. Unsatisfactory progress will result in counseling and the development of a written academic improvement plan which may include but is not limited to remediation of coursework, supplemental assignments or activities, and/or counseling in test taking techniques.

Students are encouraged to attend all lectures, laboratory, and clinical sessions. Excessive absences may lower the student's grade by missing information that is being presented. Students are responsible for completing all required tests, quizzes, and assignments, regardless if they are absent. Makeup course work must be completed as published in each course syllabus as determined by each course instructor. Students who fail to complete makeup assessments and assignments upon returning to class or by the time designated by the course instructor will receive a grade deduction.

Program Policy 8.1 Program Grading Scale

The grading scale for this program is as follows:

- A 93% - 100%
- B 92% - 85%
- C 84% - 77%
- D 76% - 70
- F 69% and below

Program Policy 8.2 Didactic Course Method of Evaluation

Course grades are based upon the following criterion:

- Assignments and Quizzes 20%
- Tests 80%

Extra credit may be given for any course at the discretion of each course instructor.

Program Policy 8.3 Clinical Course Method of Evaluation

The clinical training will be assessed as outlined in the clinical course syllabus. The following criterion illustrates each weighted component used to calculate a student's grade average for each clinical course:

- Competency Evaluations 60%
- Clinical Evaluations 20%
- Clinical Objectives 5%
- Equipment Manipulation 5%
- Records Management 5%
- Clinical Assignments and Competency Exam 5%

Program Policy 8.4 Program Promotion

All didactic and clinical courses must be completed with a minimum grade of 77% in order to progress to the next course of study. All clinical competencies must receive a minimum score of 90% to be considered complete as outlined in the respective clinical course syllabus. Students will be counseled regarding deficiencies and appropriate action must be taken by the student to correct the deficiency. Students with less than a 77% average at the end of a course, within the clinical or didactic educational plan of study, will not be allowed to continue on to the next level of training. Only one course during the two-year program can be repeated. To complete a course with less than a 77% average would indicate failure to satisfactorily complete the objectives identified in the course outline.

Non-continuance in the didactic educational plan of study would result in administrative withdrawal from the program until such time that the course is made available following the program's curriculum sequence.

The course instructor and the program coordinator may elect to offer the course through independent study allowing for continuance in the program without interruption. This option would require the student to complete a minimum of two didactic courses simultaneously in addition to any required clinical training. A decision to offer an independent study course will be considered only when it is least disruptive to the instructor's and program coordinator's responsibilities to the program.

Created: 1983; Revised 2002; 6/02; 7/03, 07/04, 5/05 06/06, 05/21, 06/22, 06/23

Program Policy 9.0 Professional Behavior

The Standards of Ethics of The American Registry of Registered Technologists (ARRT) should influence all actions. Students are expected to conduct themselves as professionals at all times.

All regulations concerning safety, behavior, language, appearance, smoking, discipline, and attendance (as specified in the Meridian Technology Center Student Handbook) must be observed. Unacceptable conduct will first be handled by the instructor and then follow the chain of authority to the superintendent of the school. Such conduct may result in suspension and/or dismissal from the program and Meridian Technology Center. Unprofessional conduct as outlined in the Meridian Technology Center Handbook, the Radiologic Technology Student Handbook, the ARRT Standard of Ethics, or Clinical Affiliate Policy and Procedures will not be tolerated.

Students shall refrain from any discussion concerning the contents of quizzes and exams.

Students shall refrain from social contact with patients.

If a student's behavior results in an incident/accident, the instructor or clinical preceptor must immediately notify the program coordinator. The instructor will facilitate the

completion of a Meridian Technology Center accident/incident form. The program coordinator will file the accident/incident in the office of administration as soon as possible.

Students removed from a clinical rotation at the request of the clinical site will be subject to program dismissal.

Revised 05/16, 05/21, 06/26

Program Policy 9.1 Confidentiality

Students shall refrain from any discussion of patients except as necessary in the classroom for the purpose of educational enhancement or in the clinical area with staff, school faculty, or class members for the purpose of providing quality health care. Students will refrain from discussing private matters associated with the clinical facility and Meridian Technology Center. Program faculty and students will not disclose clinical site policies, procedures, protocols, costs, treatment methods, or anything else that is not available to the public unless it is for the purpose of educational enhancement.

Revised 06/23

Program Policy 10.0 Program Probation

Students may be placed on program probation for the following reasons:

1) The student fails a required course.
2) The student fails to maintain a 77% grade at any phase within a course.
3) If a student fails to notify program officials of tardiness or absence. Absences must be communicated to program officials at least 30 minutes prior to the start of class or clinical training.
4) If a student does not maintain a 90% course attendance, the program coordinator may elect to counsel the student for failing to meet attendance requirements instead of placing the student on probation. Each situation will be considered case by case. 2nd offenses will result in probation.
5) If a student demonstrates excessive tardiness and/or absenteeism after consultation.
6) If a student consistently fails to maintain current and accurate clinical documentation.
7) If a student conducts unprofessional behavior as outlined in the Radiologic Technology Student Handbook, ARRT Standard of Ethics, Clinical Affiliate Policy and Procedures and the Meridian Technology Center student handbook.

If a student is placed on probation for any reason, a counseling session must be set up with the program coordinator to discuss any remedial corrective actions that need to be taken.

Created 8/04, revised 5/05 7/06,7/09; 5/16, 05/21, 4/25, 6/2026

Program Policy 11.0 Program Dismissal

Students may not be allowed to continue enrollment in the program for the following reasons:

- The student has failed more than one of the required courses.
- The student has failed a single course two times.
- The student has failed to maintain a 90% attendance for more than one didactic or clinical course.
- The student has failed to fulfill the terms of any probation.
- If a student is placed on probation twice during the entire program.
- Violation of any act established by Meridian Technology Center's student handbook.
- Violation of any act established in the Radiologic Technology student handbook.
- Violation of any act identified in the dismissal policy established by an assigned healthcare institution serving as a clinical affiliate to the Radiologic Technology Program.
- Violation of any act in the ARRT Standards of Ethics (see Appendix C)
- A student may be dismissed because of unsafe radiologic practices.
- A student failing to report absences for 3 consecutive days will be dropped from the enrollment.
- If the student fails to return to the program at the end of the approved leave of absence (LOA) period, an automatic dismissal will be recorded for the student.
- A student has failed to contact a faculty member three times for an absence during the entire program.
- Any student who leaves during a scheduled clinical assignment without properly informing program faculty and/or their clinical preceptor.
- Any student that is caught cheating will automatically be dismissed from the program.
- Any student who has been dismissed from a clinical education setting may be subject to program dismissal.
- Slander or defamation related to fellow students, affiliate clinical sites, or Meridian Technology Center will result in immediate dismissal.
- Gossip related to fellow students, affiliate clinical sites, or Meridian Technology Center will not be tolerated. Students may be dismissed from the program for excessive gossip.

Students dismissed from enrollment may apply for re-entry into the radiography program using the traditional application process. Prior to consideration for re-entry into the program, these applicants must successfully complete the ARRT ethics review preapplication process. These students, if accepted, will enter the program contingent to meeting probationary terms established by a faculty committee prior to enrollment. Any student granted an opportunity for conditional re-enrollment into the program will be held to the policies, procedures, and program requirements applicable to the program at the time of the student's re-enrollment.

Revised 5/05 7/06, 5/09, 5/11; 5/16, 05/21, 6/22, 06/23

Program Policy 12.0 Grievance Policy

A grievance is a written complaint by a student whereby the individual alleges a violation, misinterpretation, or inequitable application of an established policy governing the person involved individually or collectively.

1. Prior to the filing of a written complaint, the student should first speak with the instructor to make reasonable effort to resolve the problem or complaint.
2. Should the problem or complaint not be resolved after the first meeting with the instructor, the student should prepare a written statement of complaint or problem that occurred, and submit the written complaint to the Coordinator of the Radiologic Technology Program within 3 business days of the discussion with the instructor.
3. Within 10 business days after receiving the student complaint, the Program Coordinator will:
    a) indicate acceptance or rejection of the student's requested action or outline an alternative;

    or

    b) call a hearing before the faculty at which time the student must be present.
4. Should the student feel a conflict is not yet resolved; a written complaint should be prepared by the student and submitted to the school's Coordinator for Title VI, IX, Section 504/Title II and the Age Act within 3 business days of the Radiologic Technology Program Coordinator's last communication with the student.
5. The school's Coordinator for Title VI, IX, Section 504/Title II and the Age Act will then proceed with investigation of the conflict, complaint, or problem as outlined in the Meridian Technology Center Policy and Procedure Handbook (MTC Policy I-433-A). A copy of this policy may be obtained from the office of Program Administration.

The Program Coordinator will maintain a record of all formal grievances and their resolution.

Given the student has a complaint apart from those invoking the grievance procedure but may be perceived to negatively affect the quality of education, the student may:

1. Submit a complaint in writing by discretely placing it in the lockbox provided in the Radiologic Technology classroom, Room B-117.
   OR
2. Submit the complaint verbally to the program coordinator.
3. The program coordinator will investigate the complaint and determine what further action is required and if the complaint should be reported to the appropriate administrator.
4. A follow-up with the person submitting the complaint may occur if the complaint was not submitted anonymously and deemed appropriate.

Revised 5/09; 5/16, 05/21, 06/23, 06/2026

Program Policy 13.0 Accreditation Standards Compliance Reporting

In compliance with state and national legislative directives, accrediting agencies of the radiography program provide public reporting systems for the performance of persons, businesses, or other entities regulated by these agencies. Given a complaint related to non-compliance of Joint Review Committee on Education in Radiologic Technology standards specific to the programmatic accreditation of the radiography program is unresolved through the Meridian Technology Center's due process, the student can report allegations through the JRCERT website at www.jrcert.org.

Created 5/0, Revised 8/08; 06/22

Program Policy 14.0 Sexual or Other Harassment (MTC Policy I-444-A)

Meridian Technology Center is committed to providing all students and employees with a safe and respectful school environment. Both state and federal law specifically prohibit harassment of or by employees and students in connection with Meridian Technology Center ("MTC").

MTC prohibits, discrimination, harassment or retaliation based on real or perceived race, color, sex, pregnancy, national origin, religion, disability, veteran status, age or genetic information.

This prohibition applies to students, employees and board members in any aspect of the technology center's programs, including during school hours, extracurricular activities, school sponsored events, or outside of school hours if the conduct affects the education or working environment.

In accordance with Okla. Stat. tit. 70 § 24-163, the district uses the International Holocaust Remembrance Alliance's Working Definition of Antisemitism, as adopted May 26, 2016, to evaluate harassment and discrimination against Jews.

1. "Employee" for purposes of this policy, includes all technology center employees, board members and volunteers.

2. "Student" means any person who is enrolled in any class or program of MTC.

3. "Discrimination" means unfair treatment which is based on a person's real or perceived race, color, sex, pregnancy, national origin, religion, disability, veteran status, age, or genetic information.

Examples of discrimination include, but are not limited to: Refusing to consider a person for a position or declining to enroll a student in a program based on legally discriminatory factors. Harassment can be a specific form of legally prohibited discrimination.

4. "Harassment" means repetitive, unwelcome conduct which is based on a person's real or perceived race, color, sex, pregnancy, national origin, religion, disability, veteran status, age, or genetic information.

Examples of harassment include, but are not limited to: slurs, epithets, insults, jokes or derogatory comments; verbal or physical abuse; intimidation (physical, verbal or psychological); impeding or blocking a person's movement; unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics,

pressure for sexual activity whether written, verbal or through physical gestures, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person's alleged sexual activities. Demeaning comments about a student's ability to excel in a class historically considered a "boy's" or a "girl's" subject may also constitute harassment.

5. "Sexual harassment" is a type of harassment which includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which:

- is made an explicit or implicit term or condition of an employee's employment, or a student's ability to obtain an education; or
- is used as a basis for employment decisions impacting either an employee's employment or a student's education; or
- has the purpose or effect of unreasonably or substantially interfering with an employee's work performance or a student's education performance, or creating an intimidating, hostile, or offensive environment.

In order to constitute sexual harassment, the conduct at issue must be unwelcome. Sexual conduct between minor students and employees will always be considered unwelcome. Sexual harassment also includes conduct such as rape, sexual assault, stalking, and any other form of sexual violence.
Sexual harassment may occur between persons of the same gender or sex.
Nothing in this policy precludes legitimate, nonsexual physical contact to avoid physical harm to persons or property.

6."Retaliation" is any negative conduct which is taken in response to an individual's complaint of harassment or discrimination, or participation in any investigation of a harassment or discrimination complaint.

Reporting to Meridian Technology Center

A. By Students

Students who have been harassed or discriminated against, or who witness such conduct, are encouraged to report the offensive conduct to any instructor, counselor, technology center administrator, or board member.

B. By Employees

Any employee of Meridian Technology Center who witnesses, suspects or receives a report of harassment or discrimination must immediately report the incident to the superintendent or any board member even if that report must be made after hours to the superintendent or board member's home or cell phone.

Any employee who receives a harassment, discrimination or retaliation report will immediately refer the matter to the superintendent or the Title IX coordinator, unless the superintendent or Title IX coordinator is the alleged malfeasant. In such circumstances, the complaint will be referred to the board president or the district's legal counsel. To ensure impartiality, no person who is the subject of a complaint shall conduct any investigation into the improper conduct.

If possible, reports should be made in person and/or in writing, and be signed by the reporting party. However, in order to encourage full, complete and immediate reporting, any person may report such incidents anonymously in writing by mailing the report to the personal attention of either the superintendent or a board member. All reports should state:

- the name of the alleged harasser;
- the person(s) being harassed;
- the nature, context and extent of the prohibited activity;
- the dates of the prohibited activity, and;
- any other information necessary to a full report and investigation of the matter.

Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act. Individuals may simultaneously report an allegation of this type of misconduct to technology center officials and to the United States Equal Employment Opportunity Commission, the Oklahoma Human Rights Commission, or local law enforcement.

In compliance with Okla. Stat. tit. 70 § 24-163(D)(1), Meridian Technology Center shall electronically report all incidents and complaints of antisemitic discrimination and harassment to the Oklahoma Department of Education's Title VI Coordinator.

Administrative Response
MTC will promptly, thoroughly, and impartially investigate all reports of harassment or discrimination.

This process will, at a minimum, include:

- A statement from the individual who allegedly was harassed.
- Appropriate and reasonable steps to separate and protect the alleged victim pending conclusion of the investigation and necessary remedial action;
- Reasonable updates to the alleged victim of the investigation's progress, subject to federal and state laws and regulations;
- Interviews with the alleged harasser, alleged victim and witnesses; and;
- Review of relevant documents, including technology center files and records.

The technology center will review all relevant facts and take into account the totality of the circumstances - including the nature, extent, context and gravity of the activities. At the conclusion of this process, the superintendent, in conjunction with the Title IX coordinator, will issue findings based on the preponderance of the evidence and take appropriate measures, including but not limited to: education, information on available outside resources, training and counseling, transfer, suspension, removal from a program, and any other appropriate remedy under the circumstances. Employees may also be terminated for engaging in harassment, discrimination or retaliation.

Confidentiality shall be maintained during and after the investigation to the extent reasonably possible. However, public disclosure of personal or confidential employee

information may be made during the course of any suspension, dismissal, non-renewal hearing or resulting litigation.

Penalties

Penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents. Any employee or student engaging in harassment, discrimination or retaliation will be subject to any and all disciplinary action allowed by school policy and Oklahoma law.

Added to RT Handbook 5/16. Revised 05/21, 03/25, 06/26

Clinical Policies:

All policies of Meridian Technology Center will be followed. Refer to the Meridian Technology Center student handbook. In addition, the Radiology Program will have the following clinical requirements.

If any provisions of the policies and procedures are deemed inconsistent with one another, the Radiologic Technology Student Handbook shall supersede other publications.

During clinical training in the participating health agencies, students will have an opportunity to practice as they learn. This experience is planned to enable students to participate in various aspects of radiologic technology.

Planned instruction and informal learning opportunities will be provided daily. In order to become skilled radiographers, students must put forth every effort to make the most of their experiences to gain greater understanding and knowledge in all areas of radiology. Students can learn by their own observations if their minds are active at all times and the observations are discussed with program faculty and/or clinical staff. Initiative and adaptability are seen as important components of a student's learning.

To perform satisfactorily, a student radiologic technologist must establish good relationships with all members of the staff and hospital personnel. A good interpersonal relationship is based upon courtesy and thoughtfulness.

Students are subject to the rules and regulations of the participating affiliate clinical sites. The clinical site may request the removal of a student from that particular clinical site due to unprofessional circumstances or behavior.

Revised 6/06; 5/15; 05/21

Clinical Policy 1.0 Liability

Students will be under supervision of program faculty, designated clinical preceptors and/or qualified staff/supervising technologists. Students are covered by a Meridian Technology Center Liability Insurance Policy while practicing under supervision during assigned clinical training when adhering to the policy, procedure, and protocol of Meridian Technology Center, the Radiologic Technology Program, and the clinical affiliate.

Created 6/06; 05/21

Clinical Policy 2.0 Admission to Clinical

Prior to entering the clinical phase of the program, students must meet all eligibility requirements for admission to clinical education to ensure the safety of the patient, visitors, students, healthcare personnel, and self. The following requirements define the program’s pre-clinical eligibility necessary to participate in clinical training and are

subject to change throughout the school year in order to maintain compliance with standards set forth by the healthcare institution, accrediting agencies of the healthcare institution, and state and federal requirements. The program coordinator and/or clinical instructor is responsible for maintaining documentation for all pre-clinical requirements and ensuring that all students are in compliance with the Clinical Admissions Policy. The program's clinical instructor will immediately remove any student who does not comply with all clinical policies and notify the program coordinator, in writing, of non-compliance. The student will not be able to return to the clinical setting until all requirements are met and the healthcare institution approves the students return.

1) Completion of appropriate coursework and required skill set in good standing.
2) Pass program safety exam with 100% accuracy.
3) Attend the assigned clinical site's departmental orientation provided by the healthcare institution's clinical preceptor or designated personnel. In addition to the department's orientation, a clinical site may require attendance to the institution's employee orientation or other specified institutional in-services.
4) Current BLS (Healthcare Provider CPR) certification
5) Two negative Tuberculosis Skin Test (PPD) documented within the past 12 months prior to entering the first clinical rotation. The second test must be within 7-21 days of the first test. If there is history of a reactive test or active disease, then proof of a negative chest x-ray and physician's clearance will be required. After the initial two-step skin test, annual skin tests are required. (Additional TB test/chest x-ray may be required per clinical affiliate policy and is at the student's expense.)
6) Current tetanus (Tdap) vaccine. To be current it must be within the last 10 years.
7) Complete the student physical exam form.
8) Respirator Fit Testing (may require removal of facial hair). Student must complete the OSHA Respirator Medical Evaluation Questionnaire and have their physician state they are physically fit to complete a respirator fit test (on the student's physical form).
9) Documentation of a series of three Hepatitis B vaccines. A waiver may be signed if you wish to not receive this vaccine, however, the program encourages students to complete this due to the risk involved for a radiologic technologist. If you wish to receive the series, you need to start it immediately. The second dose is given one month after the first dose, and the third dose is given six months after the first injection. Waivers are available from the program coordinator.
10) Documentation of HIPAA, OSHA, and workplace safety training
11) Documentation of varicella (chickenpox) vaccine. This can include the vaccine (which consists of two injections) OR a positive titer.
12) Documentation of measles, mumps, and rubella (MMR) vaccine. This can include the two-vaccine series OR a positive titer.
13) Pass the program's designated criminal background check which may include, but not limited to, sex offenses, credit checks, and sanctions check. Additional background checks may be required.
14) Pass a designated drug screening prior to entering clinical training. Additional drug testing may be required.

15) Obtain appropriate ID from the clinical site as instructed by the clinical preceptor or other healthcare personnel. If the clinical site does not supply an ID badge, students will wear their MTC issued ID.
16) Obtain radiation monitoring device from the program coordinator.
17) Complete the clinical orientation class provided by the program's clinical instructor.
18) Documentation of seasonal influenza (flu) vaccine
19) Provide proof of health insurance (if required)
20) Students will be required to obtain any immunizations, vaccinations, and/or vaccination boosters required of their clinical sites.

Created 7/06, Revised 5/07; 5/14; 5/19; 6/20; 05/21, 6/22, 06/23

Clinical Policy 3.0 Clinical Rotations

Students must accept responsibility to participate in clinical training at any approved clinical education site and for a period of time determined by program faculty in conjunction with affiliate clinical preceptors to successfully complete the clinical requirements of the program. Common practice for reasonable clinical assignments includes 16-24 hrs./week for approximately 16-20 weeks at any given clinical site. Special rotations of interest may be a consideration determined by the student, program faculty, and clinical sites.

Students will be provided equal opportunity in routine procedures, special imaging, and advanced modalities.

Students may request the opportunity to participate in clinical mammography rotations. The program will make every effort to place students in a clinical mammography rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to students. Students are advised that placement in a mammography rotation is not guaranteed and is at the discretion of a clinical setting.

The use of gonadal and fetal shielding should only be utilized when it will not interfere with the purpose of the examination and when it aligns with clinical facility policy.

The school provides guides and forms to assist with learning experiences. Students are responsible for keeping their clinical records accurate and up to date as outlined in each clinical course syllabi.

Revised 06/22, 06/23

Clinical Policy 3.1 Clinical Placement Procedure

Selection of Clinical Education Setting
Students are assigned to clinical education settings based upon the following criteria:

1. JRCERT approved clinical site (i.e. maintains compliance with JRCERT accreditation standards)

2. Number of qualified personnel willing to provide "one to one" supervision for students at various levels of competency.
3. Review of procedural workload and quality.
4. Consider types of modalities.
5. Consider hours of operation.
6. Consider distance from school and applicant pool.
7. Consider out-of-district sites and other career tech radiography programs.

Student Assignments

Students are assigned to specific rotations based upon the following criteria:

1. Documentation and review of the student's clinical experience, competency requirements, and individual development/proficiency.
2. Review of previous clinical site and area assignments.
3. Review of observed performance (e.g. clinical visit reports, anecdotal notes, student clinical evaluations)
4. Verification of appropriate supervision available.
5. Place as close to individual's home as reasonably possible.
6. Consider preparation of site to handle students, i.e., is site undergoing staff/administrative changes that might affect placement and learning environment.

JRCERT Recognition of Clinical Affiliate and Clinical Preceptor

Prior to clinical assignments, each clinical education setting and clinical preceptor must be awarded recognition from the Joint Review Committee on Education in Radiologic Technology. For JRCERT approval the following is needed:

1. Signed affiliation agreement/contract between the clinical site and Meridian Technology Center
2. Contact information for the facility's Department Administrator and Clinical Preceptor(s)
3. Copy of facility accreditation (i.e. The Joint Commission (TJC), DNV Healthcare, Inc. (DNV), Healthcare Facilities Accreditation Program (HFAP), or equivalent.
4. Current x-ray tube permit
5. Information on the number of qualified radiographers, imaging rooms, and mobile units and/or c-arms
6. Clinical preceptor approval requires:
    - Curriculum vitae to show a minimum of two years of clinical experience in the professional discipline and a proficiency in supervision, instruction, and evaluation.
    - Current ARRT certification and registration, or equivalent, in radiography
    - Documentation of in-service training regarding the policies and procedures of the program.

Revised 06/21, 06/26

3.2 Clinical Scheduling Procedures

The following procedure identifies the required guidelines for clinical scheduling:

First year students are required to attend clinical assignments two days per week and second year students attend 3 days per week of clinical training. Schedules may be modified as a result of changes in clinical supervision and/or availability to procedures at a given site by the program coordinator and program clinical instructor.

Clinical courses are in session from 7:30 a.m. to 3:30 p.m. in the medical centers and 8:00 a.m. to 4:00 p.m. in affiliate clinics.

Short term specialty rotations may be assigned in advanced modalities, other disciplines in the radiologic sciences, and nontraditional schedules (e.g. evenings) to enhance the student's clinical experience.

Program officials reserve the right to make alternate assignments, curriculum delivery methods, curriculum sequencing, and opt to not count students absent if any catastrophic event or inclement weather may jeopardize the student's safety (e.g. pandemic; floods; tornadoes; earthquakes). ARRT eligibility requirements will be met prior to graduation.

Revised 5-15, 06/21

Clinical Policy 4.0 Clinical Standards

A student must meet all physical requirements to function safely as a student radiographer.

1. Able to work in a latex burdened environment with reasonable accommodation.
2. Possess strength and stamina for prolonged walking and standing.
3. Manipulate equipment up to six (6) feet off the floor or with assistive devices.
4. Able to effectively communicate in person and by phone or with correctable device.
5. Able to adequately visualize written information, medical images, equipment and monitor patient conditions or with the use of correctable devices.
6. Able to frequently lift up to sixty (60) pounds of weight to waist level, bend, stoop, reach, push, pull, and kneel
7. Able to move immobile patients from a stretcher to the imaging table with assistance from departmental personnel and/or with the use of safe patient handling equipment.
8. Push a patient in a standard wheelchair from other departments to the radiology examining room.
9. Understand and apply clinical instructions given by departmental personnel.
10. Utilize a keyboard for inputting patient and/or technical data into imaging and information computers.
11. Monitor patients via audio monitors during imaging procedures or with corrective device.
12. Ascend and descend stairways in emergency situations.

13. Wear radiation protective apparel weighing 7-20 pounds for extended periods of time
14. Function safely with reasonable accommodation.
15. Nails should be clean and no longer than 1/4" in length.

Revised 5/07, 5/08, 5/21, 06/22, 05/25

Clinical Policy 5.0 Clinical Supervision

Various members of the hospital and clinical staff will contribute to the course of instruction. Appropriate supervision assures patient safety and proper educational practices. The clinical site assumes the responsibility for providing qualified supervision of students during the course of training within the healthcare institution. Qualified supervision is defined as follows:

> Holds current American Registry of Radiologic Technologists (ARRT) certification and registration, or equivalent, in the pertinent discipline.

Created 5/07, Revised 05/21

Clinical Policy 5.1 Direct and Indirect Supervision

The JRCERT defines direct supervision as student supervision by a qualified radiographer who:

- reviews the procedure in relation to the student's achievement,
- evaluates the condition of the patient in relation to the student's knowledge,
- is physically present during the conduct of the procedure, and
- reviews and approves the procedure and/or image.

Indirect Supervision is 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.

Revised 05/21

Clinical Policy 5.2 Repeat Supervision

All repeat images must be completed under direct supervision. The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices.

Revised 05/21

Clinical Policy 5.3 Supervision of Surgical and Mobile Radiography

Students must be directly supervised during surgical and all mobile, including mobile

fluoroscopy, procedures regardless of the level of competency.

Created 08/04; Revised 5/05 7/05, 7/06, 4/08, 6/20, 05/21

Clinical Policy 5.4 Supervision of Fluoroscopy Equipment

Students may assist in the operation of fluoroscopic equipment to include engagement of the "dead man" switch only under the direct supervision of a qualified technologist.

Revised 6/07, moved from Clinical Policy 13.0 to Clinical Policy 5.4 Supervision in June 2023

Clinical Policy 5.5 Supervision of Additional Imaging Concentrations

Students may observe or assist in additional imaging concentrations, but must be under the direct supervision of a qualified technologist during the procedure. Additional imaging concentrations include bone densitometry, cardiac interventional, computed tomography (CT), magnetic resonance (MR), mammography, nuclear medicine, sonography, and vascular interventional.

Created 06/23

Clinical Policy 6.0 Criminal Record Background Check (*MTC Policy I-406-A*)
For Students in Health-Related Occupations

Meridian Technology Center seeks to provide eligible students with clinical opportunities consistent with their occupational choices. These clinical opportunities may be an elective of the student or may be a requirement essential to successful program completion.

In either case, when applicable a national felony search will be required of the student prior to the student's commencement of the clinical experience. The purpose of national felony record search is to ensure the safety and security of patients and the public and to ensure that, upon program completion, the student will meet the requirements for professional certification and/or licensure required by the profession.

In accordance with this requirement MTC has established the following student requirements:

1. To be considered for placement in a clinical site requiring a criminal record search, the student must comply with the request for a national felony record search and must also present a satisfactory search. Any reference to a national felony record search in this policy includes a Sex Offender and Violent Offender Registry check.
2. The cost of and arrangements for the national felony record search are the responsibility of the student.
3. International students are subject to the same criminal history information review as required in paragraph 2 above. It may be necessary for the student to contact his/her embassy, or utilize a commercial investigative service in order to comply with this requirement. International students are responsible for obtaining required record search at the student's expense.

4. Faculty members are required, upon initial hiring, to have a national felony record search that comply with this policy and must obtain a new search following any breaks in employment, if other than the normal summer break or authorized leaves.
5. The student's national felony record search must be dated after their acceptance into their respective program. If the student leaves the program and is later readmitted, another search must be completed at the students' expense.
6. Students may obtain information on how to obtain the national felony record search from the Program Department's secretary or program coordinator. The student is responsible for insuring that the records search that includes a Sex Offender Registry (SOR) search.
7. The national felony record search must be conducted by the designated third party authorized by the health occupations area. No other forms, photocopies, or record searches will be accepted.
8. Students should understand that by enrollment in the program they agree to obtain a national felony record search in accordance with this policy and also understand that information obtained through the national felony record search may be furnished to the clinical site(s).
9. MTC reserves the right to request additional information from its students as needed by an affiliate training site and/or of concerning offenses committed in other states, expunged offenses, municipal offenses and pending offenses.
10. A copy of the national felony record search, copies of court records and related correspondence shall be included in the student's permanent record.

PROCEDURE FOR REVIEWING CRIMINAL RECORD CHECKS

Meridian Technology Center shall ensure that all national felony record searches are examined for the purpose of: (1) ensuring the student's compliance with the District's policy concerning national felony record searches; (2) ensuring the safety and security of patients and the public; and (3) ascertaining the student's eligibility to continue in the health related program and participate in clinical rotations.

Meridian Technology Center personnel assigned to review national felony record searches shall examine the report(s) to determine:

1. Whether the report discloses any criminal history on file.
2. Whether in the sex offenders' section of the report the report shows that there is no sex offender record or registration.
3. If a criminal history is identified, the examiner will determine the criminal offenses and report them to his or her supervisor for the purpose of determining whether the offense is one which will jeopardize the security or safety of others and whether the offense is one which affects the student's ability to successfully complete the program or to participate in clinical rotations.
4. The examiner shall specifically inspect the criminal history to determine felony charges and/or registration as a sex offender and no other charges or convictions.

5. If the review of the report indicates a felony charge or registration on the Sex Offenders Registration list, Meridian Technology Center shall request the student obtain certified copies of court records related to the charge. If the student declines to obtain the records, Meridian Technology Center shall obtain those records from the courthouse in the state and county in which the charges were filed. The purpose of obtaining the records will be to determine whether a charge filed as a felony was reduced to a misdemeanor and to determine the judgment and sentence rendered by the court.
6. If the student has a history of felony charge or charges or registration as a sex offender, the examiner will review the case with the appropriate administrative official and, if relevant, with its clinical facility or facilities to determine whether the student will be able to commence or complete the clinical rotation. This process should also be used to determine whether placement of the student in clinical rotations could jeopardize the safety of others.
7. Based on the information obtained, the evaluation of the criminal history on the safety and security of others, and the student's ability to complete the clinical requirements of the program, Meridian Technology Center will notify the student of the effect of the record and any related information on the student's continuation in the program or any restrictions placed on the student.
8. In the event a decision is made that the student, for reasons arising out of the national felony record search, is not eligible to continue the program, the student will be advised of the determination, the basis for the determination, and opportunities for alternative programs (if any). If the effect of the national felony record search is to disqualify the student from the program the student may appeal the decision using the procedures provided for adult students suspended, dismissed, or removed from school.

In addition to MTC Policy I-406-A, Radiologic Technology students with a conviction/criminal history, felony or misdemeanor, will be required to complete the pre-eligibility application provided by the American Registry of Radiologic Technologist to determine eligibility to take the certification examination.

The contents in a background check for Radiologic Technology students may be revised as needed to maintain compliance with requirements set by the clinical affiliate.

Created 2004, 5/15 Revised 7/06; 5-13, 06/22

Clinical Policy 7.0 Drug Screening

Federal law clearly indicates that medical professions fall under what are considered safety sensitive professions. Given this status, individuals within these professions should refrain from taking any substance that may affect their ability to safely perform essential functions and thereby result in a direct threat to the safety of others. Students are prohibited from using, possessing, or being under the influence of illicit drugs; including, but not limited to, alcohol or any form of medical marijuana, while participating in clinical training.

All students enrolled in Meridian Technology Center's Radiologic Technology program must pass a drug screening panel to participate in clinical training. Only students with a negative result will be able to attend clinical training.

Accepted students will submit authorization allowing a facility, designated by Meridian, to test body fluids for the presence of illicit drugs. The initial drug screening must be completed at least one month before the student begins clinical training. In addition to the initial screening, students may be subject to random testing when requested by program faculty, an affiliated clinical site or upon suspicion for cause; including, but not limited to, slurred speech, impaired physical coordination, inappropriate behavior, or pupillary changes. The student will have until the end of the next business day to submit their specimen or they will be dismissed from clinical training. The student will not be able to attend clinical training while the results are pending.

The program coordinator will provide ordering instructions. Students must sign a waiver allowing program faculty access to their personal results. If the student does not sign that waiver, the student will not be able to attend clinical training. Students will follow the procedures of the designated facility to complete the drug screening process.

Prescription drugs may only be used under the direction of a physician and should not interfere with the student's ability to perform required duties or operate equipment safely. Students who are prescribed medications that may impact their ability to safely perform clinical duties must inform the program coordinator and their clinical preceptor(s) of the medication's potential effects and follow all instructions for use. Students are expected to disclose any possible reason why an unfavorable drug test result may occur.

Students who refuse drug screening, tamper with, contaminate, or otherwise alter the specimen for any drug test will be terminated from the program.

A student who re-enters the program after any lapse in being actively enrolled in the program will be required to obtain an updated drug test.

Students who have a positive drug screen will not be able to participate in clinical training. A diluted result will require a retest within the next business day. Two consecutive diluted results will result in the student being removed from clinical training. Any student who cannot continue in clinical training would not be able to meet the objectives for the clinical course and ultimately the radiologic technology program. Therefore, if the student cannot meet the objectives of the clinical course they would be dismissed from the program.

If a student is dismissed from the program for a positive or two consecutive diluted drug test(s), they may apply for re-entry into the radiography program using the traditional application process. Prior to consideration for re-entry into the program, this applicant must successfully complete the ARRT ethics review process and provide a copy of the ARRT findings to the program director. Readmission into the program is not guaranteed. If a student is readmitted and tests positive on any drug screen during the program, the

student is not eligible for further admission to the program. Any student granted an opportunity for conditional re-enrollment into the program will be held to the policies, procedures, and program requirements applicable to the program at the time of the student's re-enrollment.

Clinical affiliate orientations may be inclusive of drug screening tests.

Students are responsible for any expenses incurred for any drug screens; however, clinical affiliates may elect to incur the expense at the discretion of their institution. If a clinical affiliate chooses to administer their drug test, this drug screening will substitute for obtaining the program designated drug screening. However, the student must sign documentation to waive their right to privacy and allow program faculty to receive those results.

Revised 4/4/2023, 06/2026

Clinical Policy 7.1 Medical Marijuana, Hemp, and Cannabidiol (CBD)

According to 63 OK Stat § 427.8 (2025), any person involved in carrying out tasks or duties within the medical profession are considered to be carrying out "safety-sensitive" job duties and should therefore refrain from being under the influence of marijuana in any of its forms. These duties are defined as any job that includes tasks or duties that the employer reasonably believes could affect the safety and health of the employee performing the task or others including, but not limited to: direct patient care, dispensing pharmaceuticals and operation of equipment which could result in injury. Therefore, students who test positive on their drug screen for marijuana components or metabolites will not be able to continue in the program, even if the student has a medical marijuana card.

Regardless of a student, employee, parent or any individual's status as a medical marijuana licenses holder, marijuana is not allowed on the premises of Meridian Technology Center or in any school vehicle or any vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student, employee, parent or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of Meridian Technology Center and in school vehicles; going to and from and attending Meridian sponsored functions, events, including those technology center sponsored functions, events which occur in a location other than the premises of the technology center; utilizing Meridian equipment or transportation; and in any other instance in connection with Meridian Technology Center where Meridian reasonably deems the possession of marijuana to be illegal.

In the event that a student, employee, parent or any individual is found to possess or to have possessed marijuana in any of the instances stated above, Meridian Technology Center will proceed with all actions and consequences that are afforded under any state or federal law,

employment contract, technology center policy, student handbook provision, or any other authority applicable to or adopted by Meridian.
See "Medical Marijuana, Hemp & Cannabidiol (CBD) Policy (I-458-A)" in the Meridian Technology Center Student Handbook.

If clinical agencies adopt any policies regarding Medical Marijuana, then students would be obligated to follow those policies.

Created 08/04, Revised 7/06, 5/07. 06/22, 06/23, 06/26

Clinical Policy 8.0 Professional Appearance

A student entering the profession of radiologic technology must understand that they are entering a field of medicine that requires certain professional standards that other career choices may not. Professional dress, appearance, and models of communication must be of certain standards in order to maintain the confidence and care of the patient. Patients under the care of a radiographer present themselves to all ages, cultures, and various ethnic origins; therefore, the radiographer shall refrain from trendy modes of dress and appearance.

Students shall exhibit a professional appearance when at school, clinicals, or any school sponsored event. As professionals we must be aware of our appearance. Therefore, personal cleanliness is essential especially when one is in close personal contact with others. It is recommended that as health professionals we use great discretion with regard to personal grooming, cosmetics, dental hygiene, and tobacco usage.
Safety factors should be considered when jewelry is worn so as not to be hazardous to patients or students.

Facial cosmetics should be worn with discretion as well as perfumes and colognes.

Tobacco and nicotine products are not permitted on or visible with the student uniform. This includes cigarettes, cigars, chewing tobacco, e-cigarettes, vape devices, nicotine pouches, and any other tobacco- or nicotine-related products.

Students are to be in uniform at all times while in the clinical area or upon designated outside occasions. It is the responsibility of the student to keep the uniform neat and clean.

<u>Professional Attire at Clinicals</u>
All students will be required to wear a scrub uniform. Each student has a choice of solid colors (no prints, no denim, and no neon colors). Jeans, corduroy, tights or stretch pants are not acceptable. T-shirts can be worn under scrub tops, but not substituted as a uniform top. T-shirts must be solid colors (NO visible printing) and must be tucked in.

- Appropriate undergarments will be worn with the uniform so that undergarments will not be visible when the student is sitting or walking.
- Tattoos are permissible provided they are not offensive, vulgar, unprofessional or

disruptive to patient care. Tattoos that do not meet this requirement will be required to be covered while at clinicals.

- Students will wear white, grey, or black duty or low-top athletic shoes. Shoes must be fluid-resistant and have a non-slid sole. Shoes should be easy to clean.
- Students must be identified as a radiology student by either a cloth patch or a badge holder. The cloth patch must have the Student Radiologic Technologist insignia centered and sewn on the left sleeve. These patches are available on campus. Proper student identification must be displayed during any direct patient care or interaction outside the radiology/imaging department.
- An approved ID badge must be visible on the uniform.
- Dosimeters (a monitoring device to accurately measure radiation exposure) must be worn at all times within the clinical area and our campus laboratory. The student's dosimeter must be on their uniform at all times, worn at collar level, outside any protective devices. Students without a dosimeter will not be allowed in the radiation exposure area until a replacement dosimeter is received.
- The student's personalized right and left anatomical markers are also a part of the required accessories.
- Nails should be clean and no longer than 1/4" in length. Nail polish, nail jewelry, and decals are not permissible. Artificial nails are not allowed in clinical training. Artificial nails are defined as substances or devices applied to natural nails to augment or enhance the nails. These artificial applications include, but are not limited to, bonding, tips, wrappings, and tapes.
- Any student arriving for clinical without the required uniform, to include the student identification shoulder patch or badge holder, left and right anatomical markers, ID badge and dosimeter, will be sent home and counted absent. Repeated neglect of required attire may result in dismissal from clinical.
- Jackets are not allowed unless approved by the program coordinator and the clinical site. Jackets cannot have a hood.
- The contents in the professional attire for Radiologic Technology students may be revised as needed to maintain compliance with requirements set by the clinical affiliate.

Refer to the student dress code in the MTC student handbook (MTC Policy I-416-A) for appropriate dress for the school and if participating in other school activities excluding clinicals. Program faculty may elect to have additional guidelines in class or the lab setting.

Created: 1983 Revised 2000; 6/03 7/06, 6/17, 05/21, 06/22, 06/23, 06/24, 06/25, 06/26

Clinical Policy 9.0 Safety

The responsibility of each student is to:

- Provide safe, effective, and skillful radiologic procedures using radiation protection practices for patients, self, and others of all ages.
- Carry out those procedures that have been assigned by the instructors. Ask for

help if there is any doubt about having information, knowledge, or skill necessary for the procedure.
- Be alert at all times to the needs and safety of patients. Report unusual conditions immediately to the clinical preceptor.
- Follow all directions and procedures as instructed without breach of technique.
- A student must adhere to the supervision policies at all times.
- Report all accidents or errors immediately to the program coordinator and/or the program clinical instructor. Refer to Program Policy 5.0 Health and Safety Regulations for incident reporting.
- Use safe patient handling equipment and techniques effectively.
- Complete safety curriculum, participate in the class to clinical safety classes, and pass the program safety exam with a 100%.

Revised 7/06; 5/15; 5/18; 6/20, 05/21

Clinical Policy 9.1 Standard Precautions

- The principles of Standard Precautions will be taught in connection with other safety measures as a part of the curriculum plan at the beginning of each new cohort.
- A Body Fluid Cleanup kit is available in our classroom.
- Incidence of exposure to a body substance in the clinical area will follow the established protocol of that institution, including all required follow-ups.
- A Meridian Technology Center accident/incident form will be completed and submitted to administration.

Created: 1983; Revised 7/06, 05/21, 06/22

Clinical Policy 9.2 MRI Safety

During the second year of clinical practice, students may choose specialty areas for additional clinical rotations and must complete the "Day in a Life" assignments in advanced modalities and other disciplines.

It is the responsibility of the program's clinical instructor to provide appropriate occupational and patient safety training for any student who may enter Zone III of a MRI department.

Because of the possibilities for any student to render aid in and around an MRI department, all students will be required to complete the MRI Screening Protocol Checklist and MRI safety class prior to entering the clinical phase of the program. The checklist will be completed annually and reviewed by a Level II MRI technologist. The student is responsible for informing the program faculty if there is any change to this document during the school year. Completion and approval of this checklist will ensure that no contraindications exist which would put the student at risk while in the magnetic environment. Affiliated clinical sites may require the student to complete their sites' safety

screening and/or checklist.
Revised 5/15, 5/20, 6/22, 06/23, 06/24, 06/26

Clinical Policy 10.0 Venipuncture

Students within the Meridian Technology Center Radiologic Technology Program are provided with venipuncture education. The required competency will be simulated within a laboratory setting.

Students in the program are prohibited from performing venipuncture procedures during their clinical training.

Students are also prohibited from administering any intravenous contrast media to a patient. Students need to be aware of and follow the procedures designated by each clinical facility.

Created 08/04

Clinical Policy 11.0 Pregnancy Policy

The National Council on Radiation Protection (NCRP) advises that control measures should be taken to avoid or reduce the risk of ionizing radiation exposure to the human embryo or fetus. It should be noted, however, that the risks or probability of detectable effects induced by medical diagnostic exposure are very small. All pregnant students/employees in Meridian Technology Center's Radiography Program must make the final decision as to their acceptance or non-acceptance of this minimal risk.

The "declared pregnant woman" (student/employee) is a woman who has voluntarily informed her school/employer, in writing, of her pregnancy and the estimated date of conception. Formal, voluntary notification is the only means by which the school/employer can ensure that the dose to the fetus can be limited during pregnancy. The student/employee has the option for a written withdrawal of declaration. If the declaration is not withdrawn, the written declaration will be considered expired one year after submission.

Because of the increased radiation sensitivity of the developing fetus, the National Council of Radiation Protection and the U.S. Nuclear Regulatory Commission (NRC) recommends that during the entire gestation period, the maximum permissible dose equivalent to the fetus from occupational exposures of the expectant mother should not exceed 0.5 rem (500 mrem).

The school/employer is required to make an effort to avoid substantial variation above a uniform monthly exposure rate to a declared pregnant woman to ensure that the exposure to the embryo or fetus does not exceed the limits specified. This does not mean that the declared pregnant woman should be removed from duty. It means that upon examination of the student's/employee's previous exposure history, an evaluation of the work environment should be performed to determine the potential of receiving exposures that

would exceed the 0.5 rem (500 mrem) limit and then the student's/employee's work habits should be adjusted to reduce risks.

The declared pregnant student must follow the established program policies and meet the same clinical and educational requirements as all other students for program completion and for the ARRT certification exam.

The declared pregnant student has the option to continue enrollment in the program with or without modifications. If the declared pregnant student chooses to leave the program during her pregnancy, she will have to apply for a leave of absence (see leave of absence program policy).

If the student decides to remain in the Radiology Program during her pregnancy, she accepts full responsibility for her actions and relieves Meridian Technology Center and its faculty of any responsibilities in case of adverse effects.

Exposure to the fetus is less than the dose received by the mother because of absorption by the mother's body. Therefore, steps should be taken to keep the mother's radiation exposure as low as possible and, hence, minimize fetal exposure during the entire gestation period. If the necessary precaution is taken, it is possible to stay within the NCRP suggested exposure limit.

A declared pregnant woman must abide by the following rules regarding the radiation monitoring and radiation protection for both herself and that of her unborn child during her pregnancy.

- The declared pregnant woman will be provided with a fetal dosimeter with instructions to wear it at waist level and under the protective apron (when worn). The dosimetry report associated with this badge should reflect that it is a fetal dose monitor.
- The student's/employee's personal dosimeter is to be worn at the collar outside of the lead apron during exams.
- Both personal and fetal dosimeters must be worn at all times while at clinical and in the campus lab
- Dosimeter reports are to be reviewed with a faculty member in a timely manner.
- ALARA (As Low As Reasonably Achievable) is the policy for exposure levels.
- Students/employees receiving above 50 mrems of exposure in one dosimetry period will be counseled by the program coordinator or designee on radiation safety procedures.
- The declared pregnant woman may have the option not to be assigned to fluoroscopy, surgery, portable radiography, or additional modalities that produce ionizing radiation during the first trimester of her pregnancy. Additional modifications may be considered if requested by the declared pregnant worker and/or her attending physician.

Meridian Technology Center Radiologic Technology Program
Declaration/Withdraw of Declaration of Pregnancy

To: Radiologic Technology Program Coordinator
From: _____(first and last name)

I am declaring that I am pregnant. In consultation with my physician, we estimate my conception date to be: _____ (month and year). By signing below, I give program officials permission to share my conception date with affiliated clinical sites that I am/will attend/attending and with the designed radiation dosimetry company.

I will review the program policy in regard to pregnancy and the U.S. Nuclear Regulatory Commission (NRC) Regulatory Guide 8.13, "Instruction Concerning Prenatal Radiation Exposure." I understand that my occupational radiation dose during my entire pregnancy will not be allowed to exceed 0.5 rem (500 mrem) unless that dose has already been exceeded between the time of conception and submitting this written notification. Further, my radiation dose should not exceed 50 mrem for any dosimetry reporting period during my pregnancy. I understand the program coordinator or designee will provide consultation if my exposure in one dosimetry reporting period exceeds 50 mrem. I also understand that meeting the lower dose limit may require a change in my clinical rotation during my pregnancy. The student/employee may at any time voluntarily withdraw notification of pregnancy, in writing. If the declaration is not withdrawn, the written declaration will be considered expired one year after submission.

Check appropriate box:

- ☐ I am voluntarily making a declaration of pregnancy.
- ☐ I am voluntarily withdrawing a declaration of pregnancy.

_____ _____
Student/Employee Signature Date

_____ _____
Program Coordinator or Designee Signature Date

Revised 05/21, 06/22, 02/2023

Clinical Policy 12.0 Student Employment

Due to the hours required for study, students are not encouraged to hold outside jobs but are not prohibited from doing so. Academic or clinical responsibilities within the radiologic technology program take precedence over work, and no special consideration will be given to students who work. The student uniform and personal dosimeter may not be worn while working in capacities outside the educational program.

Students employed by the training facilities must make available for review their employment timecard, which will verify that they are not receiving wages for clinical training hours. Students must take an absence from class or clinical when attending mandatory orientations, meetings, or requirements for employment purposes.

Students cannot apply any paid work experience to the required clinical competencies or to the record of procedures performed.

Violation of any of the above employment policies will result in the student being recommended for immediate dismissal from the program.

Students must keep in mind the periodic changes in class schedules and clinical rotation assignments when accepting employment opportunities.

(Class schedules should take priority over employment schedules.)
(The faculty will attempt to accommodate students and take into consideration various circumstances, but the education needs of all students will take precedence when establishing clinical schedules)

Revised 05/21, 06/22

Clinical Policy 13.0 Student Use of Personal Electronic Devices

Personal cell phones and other personal electronic devices shall not be used inside any clinical setting. Neglect of this policy will result in a verbal warning from clinical personnel or program faculty. A second offense will result in written documentation by clinical personnel or program faculty. A third offense will result in dismissal from the clinical site. This includes text messaging.

Clinical preceptors reserve the right to grant permission for electronic devices for specific extenuating circumstances.

The student is responsible for providing people with the clinical phone numbers for emergency contact only.

Students must have permission from the clinical preceptor or designee to use the internet at a clinical site. The clinical site is an extension of the Meridian Technology Center campus, and the school internet policy is in effect at all times.

Revised 5/08, 5/09, 05/21, 06/22; changed Policy number from 14 to 13 in June 2023

Clinical Policy 14.0 Radiation Exposure (ALARA)

The intent of ALARA ("as low as reasonably achievable") is to maintain exposure to radiation at levels that are as low as feasible. This radiation safety program is based on the premise that radiation exposure is not risk free and therefore, exposure should be kept to levels below the limits permitted by the State of Oklahoma, The Nuclear Regulatory Commission (NRC) and other regulatory agencies. The Program Coordinator will serve as the radiation safety officer.

Maximum permissible exposure levels for adult students (over the age of 18 years old) enrolled in the Meridian Technology Center's Radiologic Technology program and program faculty are not to exceed the NRC Regulations, Title 10, Part 20, code of Federal regulations dose limits. Radiation monitoring services provide notification to Meridian Technology Center of unusual or excessive exposure accumulated during the reporting period. Investigatory exposure levels for students and program faculty are established by program officials to monitor and regulate the radiation exposure accumulated during clinical and laboratory experiences. Students and program faculty are to wear their dosimetry devices only during assigned clinical and laboratory experiences.

Occupational Exposure Limits	
Whole body deep	5000 mrem/yr.
Investigatory Exposure Levels	
Whole body deep	125 mrem/quarterly

Procedure:

1. Students will be instructed on radiation safety practices prior to entering clinical training. Students will be expected to protect self, patients and other hospital personnel from unnecessary x-ray exposure by consistently following the principles of radiation safety (time, distance, and shielding).
2. Students must wear lead shielding, stand behind a primary barrier, or leave the area during an exposure.
3. Students will wear a lead apron during all mobile radiography exams.
4. Students must not hold image receptors during any radiographic procedure.
5. Students should not hold patients during any radiographic procedure when an immobilization method is the appropriate standard of care.
6. As students progress in the program, they must become increasingly proficient in the application of radiation safety practices.
7. Each student is issued a dosimetry device to be worn in both clinical and laboratory settings. If a dosimeter is lost, the student must notify the Program Coordinator, in writing, as soon as possible. Students may be charged a lost dosimeter fee.
8. Dosimeters are returned to the issuing company for processing and reading in the designated time frame. A report of findings is generated by the company and provided to the Program Coordinator.
9. All readings are reviewed by the Radiation Safety Officer (Program

Coordinator) to see whether or not an individual exceeded predetermined investigatory exposure levels.

10. The report of findings is reviewed with the students and program faculty within 30 days of receipt from the company. Students and program faculty initial and date the report to indicate acknowledgement of findings. The initialed report is saved in the Program Coordinator's files.
11. On the first occurrence investigatory exposure levels are met or exceeded, the program coordinator will provide a written notice to the individual informing him/her of the exceeded level. Counseling will be provided by program officials regarding the exceeded levels in efforts to establish how and where the students or faculty may have received an excessive dosimeter reading and to take corrective actions for the prevention of future occurrences.
12. If a student's investigatory dose is met or exceeded for two consecutive reporting periods, the student will train under direct supervision of a qualified technologist until such time the individual's exposure levels drop to an appropriate level. If a faculty member's investigatory dose is met or exceeded for two consecutive reporting periods, the faculty will be removed from clinical site visits until such time the individual's exposure levels drop to an appropriate level.
13. Students who exceed the investigatory level for any given three reporting periods during the program will be placed under direct supervision for the remainder of the program.
14. It is the responsibility of the student to notify program officials if they know their radiation dosimetry device was inadvertently exposed to radiation outside of their normal student activities.
15. Copies of all notices, investigations, etc. will be maintained in the program and individual's personal file. State and federal regulations for maximum permissible radiation dose levels will determine the participation level of students and faculty in a given clinical environment. Action taken will comply with state and federal laws.
16. Students must safely practice their skills in clinical to prevent repeat exposures. Safe practice includes, but not limited to, positioning skills, proper identification and marker placement, proper collimation and shielding, selection of exposure techniques, artifacts, breathing techniques, and equipment manipulation.

Created 9/09, 7/12; 5/16, 05/21; changed Policy number from 15 to 14 in June 2023; revised 06/23, 06/24, 06/25, 06/26

Laboratory Policies

Laboratory Policy 1.0 Lab Supervision

The laboratory is intended to serve as an extension to clinical training experiences. Students may be allowed to practice with direct or indirect supervision by a qualified radiographer only after completing the laboratory orientation. Students/Faculty will follow all procedures identified in the lab rules and equipment usage agreement.

Students/Faculty must practice radiation safety (e.g. barriers; lead shielding; exposure factors; distance) and wear radiation monitoring devices at all times. Using ionizing radiation on a human being in the school's laboratory is prohibited and considered to be unethical behavior.

The exposure mechanism will be locked to prevent the use of ionizing radiation when qualified supervision is not available. The mobile units are mainly used for equipment manipulation and positioning. The portable exposure mechanism is locked out by key. The key is maintained by the instructor.

Radiographic equipment is to be used in accordance with the manufacturer specifications as directed by faculty.

Revised 5/07; 5/15; 5/16; 6/20, 06/23

Student Services Policies

Student Services Policy 1.0 Checking out Materials

Books or magazines may be checked out of the Radiologic Technology and Nursing libraries by signing the appropriate checkout log. Notify an instructor prior to removing the materials from campus. Software programs may not be removed from the classroom. Electronic resources are made available to students on the campus learning management system. Accessing this information will be provided to students by their instructors. Students may request to check out a student laptop and/or Wi-Fi hotspot with an instructor. An equipment checkout form must be completed by both parties. The student is required to return the equipment at the agreed time in the same condition the equipment was issued to the student, minus normal wear and tear. In the event the equipment is damaged, lost or stolen, the adult student agrees to reimburse Meridian for the replacement cost of the equipment in accordance with Meridian Policy I-415-A.

Created 6/06; 5/15; 05/21, 06/22, 06/23

Student Services Policy 2.0 Student Advisement

Students will be faced with many new situations during their educational experiences and may frequently need help in making adjustments or solving problems. Students should not hesitate to consult program faculty, administration, or trained personnel in these matters. Individual conferences will be arranged as necessary for the purpose of private discussions. MTC's Career Planning Center Staff are trained professionals and all information disclosed to counselors is confidential, with the exception of an immediate threat of serious or foreseeable harm to self or identified others, suspicions of child abuse or neglect, or court-ordered disclosure. The Career Planning Center offers a variety of services to facilitate student development in academic, career and social areas. Staff include certified counselors and career development specialists who are there to support and encourage students by using assessment, academic advisement, career information and planning, college articulation, crisis intervention and community referral, financial aid and scholarships, job readiness assistance, and personal/professional growth workshops. MTC

maintains a referral list of Toll-Free Counseling Helplines for individuals who are struggling personally.

Revised 05/21, 06/22

Student Services Policy 2.1 Advisement of Policy and Procedure

Some policies and programmatic design are discussed during the applicant orientation each spring. Students are sent an electronic copy of program policy and procedures (the Radiologic Technology Student Handbook) prior to entering the program. The handbook is accessible on our program website. Each affiliated clinical site receives an electronic copy of the handbook annually. Students and each affiliated clinical site may request a printed copy of the handbook from the Program Coordinator. Annually, students are advised of program and institutional policies and procedures during orientation and they sign an acknowledgement statement of understanding. Any revisions during the school year will be discussed, documented and signed by each student and faculty member.

Revised 05/21, 06/22, 06/23, 06/26

Student Services Policy 2.2 Advisement of Academics

Students are advised periodically of their grades via verbal or written notification by course instructors. A Progress Report is completed and maintained on file with their instructor. Students are counseled one-on-one with program faculty if their grades fall below the required 77% passing score and a plan of remediation is proposed. The instructor will make a reasonable attempt to personally assist the student. Students may request in writing to the Career Planning Center for a copy of their plan of study or transcript anytime during school business hours.

Revised 05/21, 06/23

Student Services Policy 2.3 Advisement of Clinical

Clinical Preceptors serve as the immediate supervisor for the student at the clinical site. They serve as the liaison between program faculty and the clinical site. If the clinical preceptor is not available, the student is to contact the designated supervising technologist. Depending on the severity of the issue, the clinical preceptor may elect to hold an informal counseling session with the student, or they may choose to include program officials in the meeting. Students are expected to abide by the rules of conduct and expectations set forth by the clinical site during the clinical orientation.

Clinical Preceptors discuss behavioral and clinical skills one-on-one with the student while reviewing the student's monthly clinical evaluation. Both the student and the Clinical Preceptor sign this form. The evaluation is maintained by the program clinical instructor in the student's clinical file on campus. A terminal evaluation is completed by the clinical preceptor at the end of the student's clinical instruction.

Revised 05/21; 06/23

Student Services Policy 2.4 Advisement of College Credit Transfer

Issues related to college credit transfer are directed to the Coordinator of Radiologic Technology and/or a Career Development Specialist in the Career Planning Center at MTC and/or representatives of higher education.

Student Services Policy 2.5 Advisement of Behavioral Issues

Behavioral issues will first be addressed by the immediate instructor. The instructor will provide the program coordinator with written documentation of the inappropriate behavior and action taken in a timely manner. If the behavior does not improve, the program coordinator will consult with the student, program faculty, and/or our Director of Instruction to determine the appropriate course of action. (Refer to MTC Policy I-412-A Adult Student Behavior and/or the ARRT Standards of Ethics document.)

Revised 06/23, 06/26

Student Services Policy 2.6 Advisement of Personal Issues

Trained guidance counselors are available through the Career Planning Center to assist a student experiencing personal issues that may be hindering their success in the program. The school counselors may refer the students to an appropriate agency or professional counselor.

Created 6/06 Revise4d 5/13; 5/15; 5;16; 6/20

Student Services Policy 3.0 Educational Enhancement Center

The Educational Enhancement Center (EEC) is an individualized opportunity for students to focus on basic skills. This service is available to all Meridian Technology Center students to enhance their Work Keys scores. Mock testing for the ARRT certification exam may take place in the EEC to simulate the ARRT testing environment.

Created 6/06, 06/26

Student Services Policy 4.0 Financial Aid Information

All students who enter the Meridian Technology Center Radiologic Technology program have the opportunity to apply for financial aid. Meridian Technology Center (MTC) participates in federal and state programs for financial assistance. Sources of aid include Pell, Oklahoma Promise, OTAG, WIOA, Voc. Rehab, and Tribal Scholarships. MTC does not participate in the federal student loan program or accept Veterans Affairs benefits at this time. Students receiving financial aid must meet specific requirements to remain eligible to receive financial aid. Contact the Financial Aid Office in the Career Planning Center for more details.

Created 6/06, revised 06/23

Student Services Policy 5.0 Tuition Payment

Refer to the Meridian Technology Student Handbook (MTC Policy I-402-A) for policies related to tuition payments.

Tuition payments are due by the first day of each installment quarter of enrollment. Students may not attend classes until tuition is paid or Career Planning Center (CPC) personnel have authorized alternate arrangements.

Students will *not* be invoiced for tuition fees. It will be the responsibility of the student to ensure tuition is paid prior to the beginning of each installment quarter.

The Radiologic Technology program is based on a 24-month completion tuition rate. The tuition is double for out-of-district students. The CPC determines if a student is considered in- or out-of-district (refer to MTC Policy I-402-A).

Created 6/06,5/07; 5/16, 06/23, 06/26

Student Services Policy 5.1 Tuition Refund for Full-Time Programs (MTC Policy I-408-B)

Upon written notification of withdrawal*, a tuition refund less the deposit will be remitted to individuals enrolled in full-time programs according to the following guidelines.

1. A 100% refund, less the deposit, will be remitted to students who officially withdraw within the first five (5) days of a payment period.

2. No tuition will be refunded to a student who has not officially withdrawn within the first five (5) days of a payment period or is dismissed due to breach of MTC policy.

3. A 100% refund, including the deposit, will be remitted only to students who have documented extenuating circumstances that have been approved by the Superintendent or his/her designee.

*Written notice of withdrawal is considered to be the completion and submission of an official withdrawal form or a letter that is dated and signed by the student, and addressed to the Director of the Career Planning Center.

Refund Policies for Recipients of Title IV Financial Aid

A federally-mandated refund must be calculated for all Title IV financial aid recipients who withdraw prior to the completion of the period of enrollment for which he/she has been awarded aid according to the following federal regulations. If a student withdraws on or before the 60% point for the current period of enrollment, a portion of the total of Title IV funds awarded a student (Pell Grant and Oklahoma Tuition Aid Grant) must be returned, according to the provisions of the Higher Education Amendments of 1998. The calculation of the return of these funds may result in the student owing a balance to the school and/or the Federal Government.

Short-Term Enrollment

At the time of enrollment in a short-term course, a non-refundable per course is required. The non-refundable deposit guarantees enrollment in the course and is applied toward the tuition. The balance of tuition is due by the first-class meeting and is non-refundable. Published tuition for short-term courses includes tuition and other costs (unless noted otherwise).

When a student chooses to utilize the online enrollment option, total tuition is due at the time of enrollment.

Deposits and/or tuition are non-refundable except when Meridian Technology Center cancels the course or the student has documented extenuating circumstances that have been approved by the Superintendent or his/her designee.

Created 6/06, Revised 5/09 5/16; 05/21

Student Services Policy 6.0 Student Organizations

All students at Meridian Technology Center (MTC) are provided with the opportunity to become a member of a career tech student organization (CTSO) to provide further leadership and professional development opportunities. MTC has their own chapter of HOSA – Future Health Professionals and will pay for student membership annually. Students may join during the HOSA enrollment period. All HOSA students may compete and participate in HOSA activities. Class officers will be elected by their peers, and the class president serves as a member to the Radiologic Technology Business and Education Council. Annually, our HOSA chapter will host speakers, participate in a community service event or project, attend a field trip or tour that meets program objectives, and display a class project to campus. At least two class meetings must be held per year. Class meetings will be called by the class officers.

Radiologic technology students will be student members of the American Society of Radiologic Technologists (ASRT), a professional society that encourages enhancing patient care and safety through education, research, and advocacy. Student membership fees are due annually and paid for by the student.

Created: 1983, revised 5/05, 6/06,5/08, 05/21, 06/22; 06/2023, 04/2025, 06/2026

Program Effectiveness Data (PED)

Program effectiveness data (e.g. program completion rate, credentialing exam pass rate, job placement rate) is published annually on the program webpage. The data is reviewed with our Business and Education council annually.

Program Effectiveness Data 1.0 Program Completion Rate

JRCERT defines the completion rate as the number of students who complete the program within the stated program length. Calculations are based upon the number of students in a given cohort completing the program at the exit point compared to the number of students beginning the program at the entry point. The completion rate is a one-year data point. The entry point of Meridian Technology Center's radiologic technology program, used in calculating the program completion rate, is the first day of class. The exit point of the program is at the end of twenty-four months and upon completion of all program requirements.

Program Effectiveness Data 2.0 Credentialing Examination Pass Rate

The credentialing examination pass rate is defined, by JRCERT, as the number of graduates who pass, on first attempt, the American Registry of Radiologic Technologists (ARRT) certification examination, compared with the number of graduates who take the exam within 6 months of graduation. The examination pass rate is a five-year average for the most recent five consecutive years of data.

Program Effectiveness Data 3.0 Job Placement Rate

The job placement rate is defined, by JRCERT, as the number of graduates employed in the radiologic sciences compared to the number of graduates actively seeking employment in the radiologic sciences within 12 months of graduating. 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, for example, due to salary or hours, 4) graduate is on active military duty, and/or 5) graduate is continuing education. The job placement rate is a five-year average for the most recent five consecutive years of data.

Revised 05/21; 06/23, 06/26

Appendices

Appendix A: JRCERT Standards for an Accredited Educational Program in Radiography

https://www.jrcert.org/wp-content/uploads/2025/03/2021-Radiography-Standards.pdf

Effective January 1, 2021

Appendix B : ARRT Primary Eligibility Pathway Requirements

https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/primary-requirements

Appendix C: ARRT Standards of Ethics

https://assets-us-01.kc-usercontent.com/406ac8c6-58e8-00b3-e3c1-0c312965deb2/9a769d60-98f4-4c8d-a006-c8478e5b6e04/ARRT_Standards_of_Ethics.pdf

Last revised March 31, 2026

Websites last accessed June 5, 2026

ACKNOWLEDGEMENT OF UNDERSTANDING

This is to acknowledge that I have received an electronic copy of the Radiography Program Student Handbook. The content of this handbook has been presented to me in such a way that I fully understand each policy and practice of the Radiologic Technology program. I am capable of making an informed decision and do hereby agree to adhere with all policies and practices of the Radiologic Technology Program.

I further understand the program has the right to change policies and practices from time to time and I agree to abide by said changes in these policies and practices. Any revisions during the school year will be discussed, documented and signed by each student and faculty member.

Printed Name: _____

Signature: _____

Date: _____