



Harper College

**Mammography Handbook  
and Clinical Lab Manual  
2025-2026**

**HARPER COLLEGE**  
**Mammography Handbook**

Table of Contents

College Mission Statement .....	3
College Accreditation .....	3
Radiologic Technology Program Accreditation .....	3
Mammography Curriculum Course Requirements.....	3
Mammography Admission Requirements .....	3
Functional Abilities.....	4
Fluency in English Language.....	5
Grading Policy .....	5
Grades .....	5
Grading Scale.....	6
Unethical or Unsafe Performance .....	6
Reporting Professional Dishonesty in the Clinical Setting.....	6
Reporting Clinical Incidents .....	7
Incident Report.....	9
Recording of Clinical Occurrences in Which There is a Breach of Standards of Ethics in Radiography.....	10
Procedure for Dismissal from the Mammography Program.....	10
Health Guidelines for Participation in the Clinical Practice Setting.....	11
Pregnancy Policy .....	12
Declaration of Pregnancy Release Form.....	14
Student Conduct and Ethics .....	15
Academic Honesty Policy .....	15
HIPAA .....	16

Recording Policy.....	16
Visitor Policy .....	16
Transportation Policy.....	16
Overdue Assignment Policy .....	17
Equal Opportunity Statement.....	17
Attendance Policy .....	17
Phone Calls During Clinical Experience or Class .....	18
Clinical Attendance Policy .....	18
Clinical Practice Setting Prerequisite Requirements .....	18
CPR Policy.....	18
Regulatory Modules.....	18
Mammography Student Health Requirements.....	19
Title IX/Sexual Misconduct.....	20
Student Code of Conduct and Dispute Resolution Procedure .....	21
Uniform Policy.....	21
Mammography Clinical Site Information.....	22
Non-Smoking Clinical Requirement.....	23
ARRT Requirements for Mammography September 2025 .....	24
Social Media Policy (Appendix 1) .....	25
Harper College Mammography Program Clinical Competency Evaluation Form (Appendix 2) .....	26
Mammography Program Affective Evaluation Form (Appendix 3).....	27
Student MRI Screening Form (Appendix 4).....	29
Acknowledgement of Receipt of Handbook (Appendix 5) .....	30
Clinical Affiliation Evaluation (Appendix 6) .....	31

## COLLEGE MISSION STATEMENT

Harper College enriches its diverse communities by providing quality, affordable, and accessible education. Harper College, in collaboration with its partners, inspires the transformation of individual lives, the workforce, and society.

## COLLEGE ACCREDITATION

Harper College is accredited by the Higher Learning Commission. Since the College is accredited by the Higher Learning Commission, graduates of the Radiologic Technology Program are eligible to sit for the American Registry of Radiologic Technologists exam.

## RADIOLOGIC TECHNOLOGY PROGRAM ACCREDITATION

The Harper College Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology. Graduates of the Program are eligible for certification through the American Registry of Radiologic Technologists (ARRT).

**“Standards for an Accredited Education Program in the Radiologic Sciences”** is found on the JRCert web-site [www.jrcert.org](http://www.jrcert.org). In the event that there is a question or complaint regarding accreditation matters, inquiries may be directed to:

Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 900  
Chicago, IL 60606-2901  
(312) 704-5300

In response to a complaint to the Joint Review Committee, the program will follow the following procedure:

- Try to resolve the issue at the local level.
- Form a college committee to investigate the issue.
- Formulate a response to the Joint Review Committee within 30 days of receipt of complaint.

## MAMMOGRAPHY CURRICULUM

This four credit-hour certificate program will provide the American Registry of Radiologic Technology (ARRT) registered radiologic technologist the opportunity to expand their skills into the study in the theory and practice of mammography. Mammogram is a non-invasive procedure that assists in the detection of breast cancer. Individuals who successfully complete this program are eligible to take the ARRT Mammography registry exam. Because of the nature of clinical experiences and individualized instruction in this certificate, and specialized technology and the equipment necessary to offer this certificate, a higher tuition rate is assessed for career-specific courses. These include courses with the RAD prefix. Tuition for these courses in this certificate is 150 percent of the standard tuition rate.

### Mammography Admission Requirements

For specific admission requirements see the following website:

<https://www.harpercollege.edu/academics/health/radiologic-technology/mammography>.

Required: <sup>1</sup>

RAD 215 Principles and Procedures in Mammography .....	3
RAD 216 Mammography Externship.....	1

\* Mammography is a limited enrollment program. See the Limited Enrollment Programs section of this catalog for details. Requirements subject to change. Contact the Admissions Outreach Office for updated information.

<sup>1</sup> A grade of C or better in all RAD courses is required for all students.

## **FUNCTIONAL ABILITIES FOR MAMMOGRAPHY**

### **Motor Capability:**

1. Move from room to room and maneuver in small spaces.
2. Squat, crawl, bend/stoop, reach above shoulder level, use standing balance, and climb stairs.
3. Lift and carry up to 50 lbs. and exert up to 100 lbs. force or push/pull.
4. Use hands repetitively; use manual dexterity; sufficient fine motor function.
5. **Must be able to walk and stand for extended periods of time.**
6. Perform CPR.
7. **Travel to and from academic and clinical sites.**

### **Sensory Capability:**

1. Coordinate verbal and manual instruction.
2. Auditory ability sufficient to hear verbal communication from clients and members of the health team; includes ability to respond to emergency signals.
3. Discern soft sounds, such as those associated with taking a blood pressure.
4. Visual acuity to acquire information from documents such as charts.
5. Comfortable working in close physical proximity to patient.

### **Communication Ability:**

1. Communicate effectively in English with patients, families, and other health care providers, both verbally and in writing.
2. Effectively adapt communication for intended audience.
3. Interact; establish rapport with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds.
4. Assume the role of a health care team member.
5. Function effectively under supervision.
6. Sufficient command of the English language in order to retrieve information from lectures, textbooks, as well as understand medical terminology.
7. Skills include computer literacy.

### **Problem Solving Ability:**

1. Function effectively under stress.
2. Respond appropriately to emergencies.
3. Adhere to infection control procedures.
4. Demonstrate problem-solving skills in patient care.
5. Use sound judgment and safety precautions.
6. Address problems or questions to the appropriate persons at the appropriate time.
7. Organize and prioritize job tasks.

### **Behavioral Skills and Professionalism**

1. **Follow policies and procedures required by academic and clinical settings.**
2. Adheres to Harper College Academic Honesty Policy (per College catalog) and any additional conduct rules set forth in the Mammography Handbook and Clinical Lab Manual.
3. **Adheres to Harper College Code of Conduct (per College catalog).**
4. Abides by the guidelines set forth in the Health Information Portability and Accountability Act (i.e., the national privacy act).

### **Procedure:**

1. The essential abilities standards are a requirement for admission to the Mammography Program and are identified in the Mammography Handbook and Clinical Lab Manual.
2. **Students will be required to sign a statement indicating that they have read the essential abilities standards and understand that they will be expected to meet the Essential Abilities Requirement with or without accommodations.**
3. Students must contact Access and Disabilities Services if accommodations are needed. Information on Access and Disabilities Services is contained in the Harper College Catalog and Student Handbook.
4. Students failing to meet the essential abilities, as determined by faculty, may have their progress in the Mammography Certificate Program interrupted.
5. Students will be required to demonstrate that they are able to meet all of the essential abilities standards within a reasonable time frame.

## **FLUENCY IN ENGLISH LANGUAGE**

### **Requirement Statement:**

Clinical radiography demands effective and specific communication. All students who are not native speakers must demonstrate an acceptable level of ability to use the English language prior to admission.

## **GRADING POLICY**

### **I. GRADES**

- A. The two courses in the Mammography Program are sequenced. This means that RAD 215 must be completed with a grade of “C” or better before the next Mammography course, RAD 216, can be taken. The student will not be allowed to continue in the Mammography sequence, unless a “C” or better obtained. A final course grade of “F” in any RAD prefix course precludes continuance in the Mammography Program.
- B. GPA  
The minimum Grade Point Average (GPA) for the Mammography Program is 2.0 for certification.

## GRADING SCALE

All Radiologic Technology Courses with the prefix RAD shall be graded on the following scale:

- A – 92-100%
- B – 83-91%
- C – 75-82%
- D- 66-74%
- F – 65% and below

## UNETHICAL OR UNSAFE PERFORMANCE

**Incidents in the clinical setting involving a serious breach of safety or ethics may be cause for immediate dismissal from the Mammography Program.** The decision to dismiss a student would be made by the full-time faculty and part-time faculty that have supervised the student.

- **Reporting Professional Dishonesty in the Clinical Setting**

**Requirement Statement:**

The public interest demands honest and ethical professionals in the health care setting. Mammography students who obtain passing grades through dishonest means may develop habits of unsafe and ethical practice, and may present risks to other individuals and to the reputation of the profession.

During the course of study in the Mammography Program, a student may observe behavior by others that appear to violate standards of academic and/or professional integrity, or actions that have the potential to harm another individual. Mammography students who find themselves in this situation must carefully consider their personal and professional reasonability to report an incident involving suspected dishonestly, as well as any applicable workplace rules in clinic settings, which mandate such reporting. See Requirement “*Reporting of Clinical Incidents*” and Requirement “*Recording of Clinical Occurrences in Which There is a Breach of Standards of Radiography Practice*”.

**Procedure:**

1. A student who observes dishonest or otherwise unethical behavior on the part of another student or health care worker should express concern to the person engaging in the questionable practice, calling attention to its potential detrimental effect upon patient well-being. The student should also report the incident to the clinical faculty member.
2. Examples of dishonest/unethical clinical behaviors include but are not limited to:
  - Falsifying documentation
  - Lying about performance

- Failure to acknowledge a lack of understanding or ability to competently perform a task
  - Failure to follow procedures according to policy (such as taking unauthorized shortcuts)
  - Failure to report clinical care mistakes to clinical faculty member
  - Covering up for the unsafe behavior of another student or health care worker
  - Practicing as a radiologic technology student when under the influence of drugs or alcohol
  - Violations of the Health Insurance Portability and Accountability Act (HIPAA)
  - Violations of **American Registry of Radiologic Technology Ethics**
3. Students are encouraged to discuss questions and concerns, which may arise regarding their responsibilities under this Requirement with clinical faculty or other radiologic technology faculty members.

- **Reporting of Clinical Incidents**

**Requirement Statement:**

The report of the clinical incident documents events that are breaches of professional practice. A clinical incident occurs when there is a violation of professional standards or requirements, or if there is unsafe patient care procedures; and the clinical agencies require an institutional specific “Incident Report.” Safety practices at the clinical agencies and at Harper College are the responsibility of Mammography faculty and students. All incidents must be reported immediately to the appropriate persons.

**Procedure:**

- A. Clinical incident involving a mammography student:
1. The student will notify mammography faculty at once.
  2. Student will, under the supervision of the mammography faculty, notify the manager/coordinator of the department/unit.
  3. The student and mammography faculty, under the direction of the manager/coordinator, will follow the procedure at the clinical agency at which the incident occurs and complete appropriate “Incident Report” forms.
  4. The student, under the direction of the mammography faculty will fill out a and submit to the Radiologic Technology Program Coordinator. (Use back of the form to record additional information as necessary.)
  5. Financial obligations incurred as a result of the incident will be the responsibility of the student. Refer to Requirement “Health Requirements” in the Mammography Handbook and Clinical Manual Program.
- B. Clinical incidents involving a patient:
1. The student will notify mammography faculty at once.



2. Student will, under the supervision of the mammography faculty, notify the manager/coordinator of the department/unit.
3. The student and the mammography faculty, under the direction of the manager/coordinator, will follow the procedure at clinical agency at which the incident occurs and complete appropriate "Incident Report" forms.
4. The student, under the direction of the mammography faculty, will complete a Harper College Incident Investigation Report form and submit to the Radiologic Technology Coordinator. (Use back of the form to record additional information as necessary.)

**HARPER COLLEGE**  
**MAMMOGRAPHY CERTIFICATE PROGRAM**  
**INCIDENT REPORT FORM**

Type of occurrence: Injury/Illness\_\_\_\_\_ Disciplinary\_\_\_\_\_ Other \_\_\_\_\_(Specify)

Date\_\_\_\_\_ Time\_\_\_\_\_ (of occurrence)

Student(s) Involved \_\_\_\_\_

Clinical Site \_\_\_\_\_ Area assigned \_\_\_\_\_

Was there an injury to a student? Yes /No

Was there an injury to a client/patient? Yes/No

If yes to either of the above – was medical care sought?

Please include a summary of what occurred (attach additional documentation as necessary):

If disciplinary in nature, please describe the possible consequences of additional infractions of this or any other rule or policy (i.e. suspension or dismissal from the clinical site, suspension or dismissal from the Mammography Program).

Signature of Clinical Instructor/Faculty\_\_\_\_\_ Date \_\_\_\_\_

Signature of Student\_\_\_\_\_ Date \_\_\_\_\_

Signature of Administrator (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

- **Recording of Clinical Occurrences in Which There is a Breach of Standards of Ethics in Mammography**

**Requirement Statement:**

A record of a clinical occurrence is a communication and educational tool used to enhance the student's ability to improve the mammography practice. A clinical occurrence, which breaches standards of patient care, is when there is unsafe care; or violation of established policies and procedures at the college or clinical agency. The record documents observations of critical behaviors that reflect professional behaviors and ethics. This includes patient safety; ethical behavior; and policy and procedural requirements.

**Procedure:**

1. When there is an occurrence that breaches standards of practice, the faculty or staff observing the occurrence will complete an "Incident Report."
2. A faculty member or the program coordinator will meet with the student to discuss the occurrence and review the written report.
3. The student will be required to submit a written statement regarding the occurrence including corrective or preventive action.
4. Following the completion of the Incident Report:
  - A copy of the report will be given to the student.
  - A copy of the report will be placed in the student's file.
  - The student will be referred to the college counselor, the radiologic technology program coordinator and/or other appropriate resources.
  - The student must supply verification of action taken in response to the report. This is returned to the faculty or staff member initiating the report by the date designated by the faculty.

The report of the occurrence may be used for remedial action or dismissal of the student from the Mammography Program at the time of the incident or at a future date.

**PROCEDURE FOR DISMISSAL FROM THE MAMMOGRAPHY PROGRAM**

**Requirement Statement:**

Admission to the Harper College Mammography Program does not guarantee progression to certification. Certification from the Mammography Program requires that the student achieve the competencies necessary for safe patient care. Evaluation of the student's performance is an ongoing process throughout the Mammography Program. The college has established procedures for appeal of decisions related to academic achievement.

**Procedure:**

1. Dismissal from the Mammography Program is based on established performance criteria as follows:
  - a. Failure to meet the minimum grade of “C” in RAD 215.
  - b. Clinical performance that does not meet professional standards of conduct. Unprofessional conduct is defined as any action inconsistent with the American Registry of Radiologic Technologists Code of Ethics, Requirements of the Mammography Program, or the policies of the clinical agencies.
  - c. Clinical performance that constitutes unsafe practice that endangers the safety or well-being of the patient.
  - d. A student whose clinical performance is evaluated as being unable to meet the criteria established for competence throughout the Mammography course.
  - e. Non-compliance with requirements of the Mammography Program as provided for in the *Mammography Handbook and Clinical Lab Manual*.
  - f. Academic dishonesty, unethical behavior, and/or violation of confidentiality.
2. Review for Dismissal from the Mammography Program includes the following:
  - a. The course instructor will provide timely notice to a student that she or they is failing to meet performance criteria or requirements for progression the Mammography Program.
  - b. Mammography faculty recommendations to dismiss a student must be submitted in writing to the Radiologic Technology Program Coordinator, Health Careers Division, with a copy provided to the student.
  - c. The student may request a review by the Mammography Program Faculty within 10 days of notification of dismissal. The Radiologic Technology Program Coordinator will review documentation provided by the student, instructor, and administration. The student will be offered the opportunity to meet with the faculty and/or the Radiologic Technology Program Coordinator.
  - d. The Radiologic Technology Program Coordinator will make a decision on the final recommendation and notify the student in writing.
  - e. The student may appeal the decision of the Mammography Program within 10 days of the written notification to the Dean, Health Careers Division.
  - f. The student may appeal the decision by Radiologic Technology Program Coordinator and/or the Dean of the Health Careers Division as an “Academic Complaint” as outlined in the “Student Code of Conduct.”

**HEALTH GUIDELINES FOR PARTICIPATION IN THE CLINICAL PRACTICE SETTING****Requirement Statement:**

At all times, patient and mammography student safety will be a priority consideration. It is imperative that the student notify the faculty of the any changes in health status that have an impact on patient or student safety.

**Procedure:**

1. Situations that might have an impact on patient or student safety might include:
  - a. Recent exposure to a communicable disease, Covid or Flu.
  - b. An elevated temperature in the 24-hour period prior to going into the clinical setting.
  - c. Any physical condition that might put the student or others at risk.
2. The faculty will determine whether the patient or mammography student would be at risk if the student participates in the clinical experiences.
3. If the physical condition limits participation in the clinical setting for an extended period:
  - a. The student must provide documentation by a licensed physician and submit a medical release before approval to return to the clinical practice setting.
  - b. The student's ability to complete the clinical requirements of the nursing course will be assessed on an individual basis.
  - c. Failure to submit a medical release or information regarding a health status change is grounds for immediate dismissal from the Mammography Program.
4. Any change in health status as identified in the **Essential Ability Requirement** will require documentation to return to the course.
5. All documentation as outlined must be submitted to the current course instructor and will be placed in the student's file.

### **PREGNANCY POLICY**

Title IX of the Education Amendments of 1972, 20 U.S.C. Sec. 1681, et seq., and its implementing regulations, 34 C.F. R. Part 106 is a federal law that prohibits discrimination on the basis of sex in any federally funded program or activity. In compliance with Title IX, William Rainey Harper College prohibits sex discrimination, inclusive of sexual harassment and sexual assault, towards any person regardless of sex, gender, or gender identity.

1. Any student who is or suspects that she/they is pregnant has the option of whether to notify the Program Coordinator. If the student voluntarily chooses to disclose the pregnancy, the student must do so in writing and indicate the expected date of delivery and complete the "Declaration of Pregnancy Release Form". In the absence of this voluntary, written disclosure, a student is then deemed not pregnant. The student may rescind pregnancy declaration at any time in writing.
2. The possible risks to the embryo and fetus shall be reviewed and documented by the student and Program Coordinator. The student will decide, and the Program Coordinator will document one of the following options:

- A. A leave of absence may be taken until the birth of the child. All Mammography grades will be recorded as withdrawn (W) if the student grades are acceptable at the time. The student will be assured a place in the next year's class should she decide to take a leave of absence. Student acceptance to clinical facilities depends upon availability of sites.
- B. The student may continue in the program without modification, or she/they may choose to continue with modification, but in order to graduate and qualify to sit for the ARRT registry, all competency and clinical attendance requirements must be completed.
- In this case, two radiation monitoring devices will be used, one worn at the collar and on top of the apron during fluoroscopy and one worn on the belt and under the apron during fluoroscopy to record the student and fetal exposure.
  - Either the Radiologic Technology Program Coordinator, Radiation Safety Officer or Clinical Instructor, will counsel the student, if and when the cumulative radiation dose during gestation period reaches 2.5 mSv (250 mrem). Should recorded fetal exposure increase to 5 mSv (500 mrem) or be received at a rate greater than 0.5 mSv (50 mrem) per month at any time during pregnancy, the student will be required to take a leave of absence. See (A) above.
  - All course objectives and rotations shall be equivalent to any and all students enrolled in this particular course. Other counseling on radiation protection procedures shall be done as needed.
- C. The student may withdraw from the program.  
Harper College will not be responsible for any decision made by the student regarding pregnancy.

# HARPER COLLEGE

## MAMMOGRAPHY CERTIFICATE PROGRAM

### PREGNANCY POLICY

#### **Declaration of Pregnancy Release Form**

This document is to certify that I, \_\_\_\_\_, a student of Mammography Program enrolled at Harper College and currently assigned to \_\_\_\_\_ (Clinical Education Center) am voluntarily declaring that I am pregnant. I believe that I became pregnant in \_\_\_\_\_, 20\_\_\_\_\_.

I have read the Pregnancy Policy for the Mammography Program. I understand the implications of my continued presence in the radiology department as part of my clinical education. I will not hold Harper College or the clinical education center(s) liable in case of abnormalities to this pregnancy, which may be caused by radiation exposure.

I ***ELECT*** or ***DO NOT ELECT*** (please circle) to follow my planned clinical rotation. (*if you elect not to follow the clinical rotation plan you will be required to complete your rotations at a later date.*)

I also understand that the lower dose limit is in effect until I have (1) given birth, (2) informed you that I am no longer pregnant, or (3) chosen to revoke this declaration of pregnancy in writing.

Student Radiographer \_\_\_\_\_

Witnessed by \_\_\_\_\_

Witnessed by \_\_\_\_\_

Program Coordinator \_\_\_\_\_

Date \_\_\_\_\_

## STUDENT CONDUCT AND ETHICS

Compliance with the Student Code of Conduct (Harper Student Handbook) is expected of all Radiologic Technology/Mammography students. Any dishonest or undesirable behavior will be subject to disciplinary action by the Radiologic Technology faculty, Radiologic Technology student/Mammography representatives, and/or Harper Student Conduct Committee and may result in dismissal from the Mammography Program. Also refer to ARRT Standards of Ethics, <https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-requirements>

## ACADEMIC HONESTY POLICY

Harper College is strongly committed to the promotion of high ethical standards. Such standards can best be accomplished in an environment where honesty and integrity are practiced. For this reason the College strongly condemns academic dishonesty. Academic dishonesty includes cheating, plagiarism or other improper appropriations of another's work as one's own and falsifying records to advance one's academic standing.

Cheating includes but is not limited to copying answers, stealing and/or disseminating tests or answer keys, using someone else's data in preparation of reports or assignments, and assisting others in such practices.

Plagiarism involves the presentation of another person's words, ideas, or work as one's own. It includes but is not limited to copying any material, (written or non-written) without proper acknowledgment of its source, and paraphrasing another's work or ideas without proper acknowledgment.

Falsifying records includes but is not limited to falsifying or improperly altering college or clinical records and documents, or knowingly supplying false or misleading information to others (e.g. the College, other educational institutions or prospective employers).

### **Procedure:**

1. Students are expected to do their own original work, except when the mammography faculty directs collaboration on assignments.
2. Students who commit any form of academic dishonesty are subject to disciplinary measures including failure of the assignment, project, or test, failure of the course or dismissal from the Radiologic Technology/Mammography Program.
3. Refer to the "Student Code of Conduct and Dispute Resolution Procedures" in the *Harper College Catalog and Student Handbook*.



## **PRIVACY AND CONFIDENTIALITY UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT of 1996 (HIPAA)**

According to the US Department of Health and Human Services:

HIPAA is a broad law dealing with a variety of issues. The aspect of this law that will affect you most as a Mammography Technology student is that patients have a right to privacy and confidentiality. The HIPAA Privacy Rule for the first time creates national standards to protect individuals' medical records and other personal health information.

- It gives patients more control over their health information.
- It sets boundaries on the use and release of health records.
- It establishes appropriate safeguards that health care providers and others must achieve to protect the privacy of health information.
- It holds violators accountable, with civil and criminal penalties that can be imposed if they violate patients' privacy rights.
- And it strikes a balance when public responsibility supports disclosure of some forms of data – for example, to protect public health.

For patients – it means being able to make informed choices when seeking care and reimbursement for care based on how personal health information may be used.

- It enables patients to find out how their information may be used, and about certain disclosures of their information that have been made.
- It generally limits release of information to the minimum reasonably needed for the purpose of the disclosure.
- It generally gives patients the right to examine and obtain a copy of their own health records and request corrections.
- It empowers individuals to control certain uses and disclosures of their health information.

### **RECORDING POLICY**

Students may record lectures only with the specific permission of the Mammography instructor obtained prior to each class period. The instructor will determine whether lecture material is suitable for recording. Due to copyright laws, commercially prepared recording cannot be reproduced.

### **VISITOR POLICY**

Visitors are not allowed in the Radiologic Technology/Mammography classes (class) or Lab without specific permission of the instructor. Children are not allowed in classes (class) or Lab at any time.

### **TRANSPORTATION POLICY**

Transportation to and from Harper College and cooperating clinical agencies must be the individual student's responsibility.

## OVERDUE ASSIGNMENT POLICY

Assignments must be completed and turned in at the beginning of the class period on the due date, otherwise the assignment will be considered one day late.

If an assignment is turned in one (1) day late you will receive 90% of the grade you would have received if the assignment was turned in on time

Two (2) days late, 80% of the grade

Three (3) days late, 70% of the grade

After three (3) days – 0 points.

## EQUAL OPPORTUNITY STATEMENT

In providing educational programs and opportunities, the College will not discriminate against any individual on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, gender-related identity, disability, unfavorable discharge from military service, or any other legally protected category. It is the intent of the Board of Trustees to comply with all applicable local, state, and federal statutes, regulations and ordinances prohibiting such discrimination.

If you believe you have experienced discrimination or harassment (whether on or off campus) that affects your ability to participate in class or any of Harper College's programs, please seek assistance from any of the following resources:

- For gender-based or sexual misconduct (including sexual assault and sexual harassment) by any person, visit the [Harper College Title IX resource page](#) to learn more about your support and reporting options.
- For any other harassment/discrimination by an employee, contact the College's Chief Human Resources Officer at 847-925-6216.

## ATTENDANCE POLICY

### I. Mammography Classes on Campus

**Attendance is required for all scheduled campus labs and classes.**

Repeated absences and tardiness will be subject to progressive disciplinary action, up to and including discharge from the program.

### II. Procedure for Notification of Clinical Absences or Late Arrival

- A. Clinical site supervisor and Mammography instructor should be notified as soon as possible.
- B. If the clinical site supervisor and Mammography instructor are not notified the day before an absence, the clinical setting must be notified on the day of absence, according to the policy for the clinical setting to which the student is assigned (see below).

If you are unavoidably delayed, call, utilizing the same policy. When notifying the clinical setting, the student must identify self by name and clearly indicate the clinical unit to which you are assigned. It is important that notification be made as soon as possible since planning for other students' experience, as well as for the

staff's responsibilities, is affected by absences. Please obtain name of the individual to whom you reported your absence.

III. Specific Hospital Call-in Procedures

See hospital you are assigned to for specific directions

**PHONE CALLS DURING CLINICAL EXPERIENCE OR CLASS**

The hospitals will not process personal incoming calls for students.

Cell phones should be turned off during exams, class, lab and clinical. Cell phone use during clinical time is subject to disciplinary action.

Incoming calls of a personal nature cannot be permitted on the clinical sites. In case of emergency, calls can be directed to the clinical site.

IV. **CLINICAL ATTENDANCE POLICY**

**Absences from clinical days will affect the final course grade as described in the clinical course syllabus, RAD 216.**

The student will be allowed one (1) excused absence for bereavement of immediate family member only (grandparent, sibling, child, or parent). A deduction of five (5) **percentage** points will be made from the student's final grade for each absence in excess of one unless the absence or absence pattern is considered justifiable by the education supervisor and/or college faculty. Any absence must be made up. **Make up time must be scheduled through the mammography instructor.** The student must provide a physician's note regarding absences and/or in other instances, documentation in support of the student's claims of justifiable absences(s).

CLINICAL PRACTICE SETTING PREREQUISITE REQUIREMENTS

- **CPR POLICY**

All Mammography students must have successfully completed an American Heart Association Healthcare Provider CPR course. Students must renew their card by completing a recertification course, if the certification expires before completion of the program. Validation of current CPR certification must be shown to the Health Career Student Support Secretary, **before the first day of clinical training or date designed by radiologic technology program faculty.** You will not be able to attend clinical training without this verification. Students will be expected to upload the CPR card to Complio.

- **Regulatory Modules**

**Requirement Statement:**

Regulatory Modules are required to be completed through Complio an on-line education tool for health care professionals. Students must complete all the required modules before the beginning of RAD 216, by February 28 or September 30, with a grade of 80% or greater. Please upload your completed transcript to Complio.

## STUDENT HEALTH REQUIREMENTS

### Procedures for Health Clearance for Mammography Program Certificate

#### General Information:

**DEADLINE FOR HEALTH CLEARANCE:** **October 1 (for August admission) & March 1 (for January admission).**

**Complio** manages health clearance for students in Health Careers clinical programs. It is the student's responsibility to verify with COMPLIO that all the requirements have been fulfilled and that the health clearance has been issued. <http://harpercollegecompliance.com/>

**Requirements and Steps to Follow to Obtain Health Clearance:** \*\*Students may complete all of the following health requirements either with their own doctor or through Northwest Community Healthcare Care Center at Harper College: <https://www.nch.org/locations/nch-medical-group-primary-and-specialty-care-1200/>. If having titers drawn at private physician, make sure they draw IgG titers for MMR, Varicella and Hepatitis B.

1. **Obtain a Harper ID card and a Harper Healthcare Clinical badge. A clinical badge is required for clinical participation.** You may obtain a Harper ID card and a Harper Healthcare clinical badge by going to Performing Arts Center Box Office Building R. Hours are Monday through Thursday, 10:00 a.m. – 7:00 p.m., and Friday (except summer) 10:00 a.m. – 4:00 p.m. There is no cost for the initial ID card (replacement card costs \$5.00); a clinical badge is \$3.00. The Box Office accepts cash, personal checks and major credit cards. You must bring a photo ID, such as a driver's license, to obtain either the ID card or clinical badge.
2. **Obtain a copy of your immunization record, if possible.** Check with your high school health office or private physician. Students who have not had a Tetanus immunization within the last ten years will be required to get that immunization before they can start the clinical experience
3. **Provide verification of mandatory health insurance coverage.** Insurance coverage must be in effect for the *entire* duration of time in which you are scheduled for clinical experience. **Note: insurance cards are accepted as proof of insurance.** Insurance documentation must have the name of your insurance company, *your name*, and a current date. You may obtain this in one of the following ways:
  - Go to your insurance company's website and print page with name on it, **OR**
  - Obtain letter on letterhead from employer verifying insurance, **OR**
  - Obtain letter on letterhead from insurance company
4. **Get a physical examination**
5. **Complete the 2-step Tuberculin Skin test (TB Test)**

This process involves placement of TB test and subsequent reading of that test 48 to 72 hours later twice in late fall.

  - Complete the placement of the 2-step TB test. You *must* return for each, 48 to 72 hours after your TB is administered, to have your TB test read. **The test must be read in mm of induration.** A negative test must be documented as "0 mm". You

will need to pay for this in advance. **If you do not return for reading, you must repeat the test and pay again**  
**OR**

- Have your health care provider document TB test exactly as directed above. TB tests cannot be self-read. **\*\*Students with a history of positive TB skin test(s) should consult with physician, nurse, or PA before proceeding with any testing.**
6. **Ensure positive Hep B, Measles, Mumps, Rubella antibody titer-vaccination requirements**
    - Have titers drawn at NCH at Harper College. You will need to pay for this at the time of appointment.
    - **NOTE: Students who do not demonstrate immunity to Hepatitis B, MMR or Varicella will be required to begin the vaccination series to receive their health clearance.**
  7. **Annual Flu Immunization for current year by October 1.**
  8. **Complete TDaP (diphtheria, tetanus, and pertussis) vaccination requirement**
    - Proof of TDaP should be uploaded to Complio.
    - **TDaP is required every 10 years.**
    - The vaccination can be provided by NCH at Harper College. You will need to pay for this at the time of the appointment. **Or** Have your health care provider document TDaP.
  9. **Complete CPR Healthcare provider requirement**
  10. **Complete a urine drug screen.**
  11. **Complete Covid Vaccine, upload it into Complio, strongly recommended.**
  12. **Criminal Background Check**

### **Requirement Statement**

The health requirements are mandated by clinical agencies. The Mammography Certificate Program abides by affiliating clinical agencies' regulations for health requirements, which must be completed before a student may attend clinical rotations

### **TITLE IX/SEXUAL MISCONDUCT**

*All members of the Harper College community, including students, employees, guests, and visitors, have the right to be free from gender-based or sexual misconduct in their educational pursuits at Harper.*

This includes students enrolled in clinical courses during their clinical experience. If a student feels as though they are being harassed or discriminated against based upon their sex or gender, the student should report this to a member of the Harper College faculty, staff or administration. What the student must understand, however, is that once they have reported a concern to any Harper College employee, the concern must be escalated to either a member of the Harper Early Alert (HEAT) team or a Title IX coordinator for further investigation if warranted. There is also a reporting mechanism available through the following web link to the Harper College Title IX web page. <https://www.harpercollege.edu/about/consumerinfo/title-ix/campus-policy/index.php>  
If the student wishes to make a confidential report, they can contact NWCASA (Northwest Center Against Sexual Assault at 888-802-8890 or NWCASA.org.

The Harper College radiologic technology program faculty need to ensure that our clinical affiliates are safe and welcoming learning environments for our students. We strongly encourage any student to report any concerns to a member of the faculty, counselor or advisor,

or Title IX coordinator. We hope that a student who feels as though they are being harassed would be comfortable in reporting such concerns so they can be investigated.

## STUDENT CODE OF CONDUCT AND DISPUTE RESOLUTION PROCEDURES

- Student Rights
- Student Academic Complaints (Grade Disputes)
- Student Non-Academic Complaints

If a Mammography Student has a complaint regarding any of the above then the student should refer to the **Harper College Catalog & Student Handbook**. A copy of the handbook is available in the Program Director's office, Health Careers Division Office, and downloaded from the Harper College Website:

<https://www.harpercollege.edu/academics/health/radiologic-technology/mammography.php>

## UNIFORM POLICY

Professional appearance includes dress appropriate for the Mammography situation. Students are required to adhere to the program's uniform dress code during clinical experiences. **All students must wear official Harper College Identification Clinical Badge at all times during clinical assignments.**

The students will be required to wear scrubs, color is not specified. Failure to follow these policies will result in the student being sent home and making up the day at a later time.

- Appropriate hygiene should be adhered to, as well as clean and pressed clothing. **No scented body products are to be used.** Please be aware that consuming certain foods before and during clinical assignments can cause odors that patients may find offensive.
- A neat hairstyle and proper grooming are to be expected. Individuals with long hair are asked to style it so that it remains behind the shoulders at all times.
- The wearing of jewelry should be limited to the following:
  - one ring (or set) per hand, other rings are to be attached under the uniform while giving client care; rings are generally discouraged because of potential loss, theft, potential injury to self or client, and source of microorganisms.
  - Visible body jewelry other than noted above is not allowed while on clinical assignment. This includes, but is not limited to, nose, eyebrow, lip, tongue, and chin jewelry.
- Moderate make-up may be worn.
- Tattoos must be covered.
- Fingernails are to be clean, neatly filed, fingertip length. Sculptured nails are not permitted in clinical setting, as per TJC infection control policy. Nail polish is discouraged, but if worn, must be of muted color, black is not allowed.

\* Please note – this listing is to serve as a guide. The clinical instructor may use her/they discretion to address concerns regarding professionalism and appearance.

## **HARPER COLLEGE MAMMOGRAPHY CLINICAL SITES\***

### **Endeavor HealthCare Systems**

- **Evanston Hospital**  
2650 Ridge Ave  
Evanston, IL 60201
- **Skokie Hospital**  
9600 Gross Point Rd.  
Skokie, IL 60076
- **Glenbrook Hospital**  
2100 Pfingsten Rd.  
Glenview, IL 60026
- **Highland Park Hospital**  
777 Park Ave West  
Highland Park, IL 60035
- **Northwest Community Hospital**
  - **Busse Center**  
800 W. Central  
Arlington Heights, IL 60005
  - **NCH/Breast Center**  
1410 N Arlington Heights Rd  
Arlington Heights, IL 60004
  - **Kildeer Outpatient Care Center**  
21481 N. Rand Rd.  
Kildeer, IL 60047
  - **Buffalo Grove Outpatient Care Center**  
15 McHenry Rd.  
Buffalo Grove, IL 60089

### **Northwestern Medicine**

- **Lake Forest Hospital**  
1000 N. Westmoreland Rd.  
Lake Forest, IL 60045
- **Gavers Breast Center**  
360 Terra Cotta Rd.  
Crystal Lake, IL 60012  
(Rotations may include the following facilities:  
Huntley Hospital- 10400 Haligus Rd., Huntley, IL 60142  
Woodstock Hospital- 370 Doty Rd., Woodstock IL 60098  
McHenry Hospital – 4201 Medical Center Dr., McHenry, IL 60050)

- **Grayslake Outpatient Center**  
1475 E. Belvidere Rd.  
Grayslake, IL 60030
- **Gurnee Outpatient Center**  
6155 W. Grand Ave.  
Gurnee, IL 60031
- **Glenview Outpatient Center**  
2701 Patriot Blvd.  
Glenview, IL 60026

#### **Ascension Health**

- **St. Alexius Medical Center**  
1555 Barrington Rd.  
Hoffman Estates, Illinois 60169
- **Alexian Bros Medical Medical Center**  
800 W. Biesterfield Rd  
Elk Grove Village, IL 60007

#### **Advocate Aurora Health**

- **Good Shepherd Hospital**  
450 W. Highway 22  
Barrington, IL 60010

\*The above list of clinical sites may not be utilized each session.

### **NON-SMOKING CLINICAL REQUIREMENT**

#### **Requirement Statement:**

Smoking is **not** permitted prior to or during a patient care assignment. With the possible health risks of allergy, smoke odors may pose a risk to some patient's safety. Also, it is highly desirable that healthcare professionals demonstrate healthy life style choices to peers, professional colleagues, and patients.

#### **Procedure:**

1. Students are required to take action to eliminate smoking odors prior to clinical. It is recommended that students not smoke within one hour prior to, or during the patient care assignment. This includes breaks and/or lunch breaks. Other methods for reducing the odor of smoke should be identified by the student to address this requirement.
2. Evidence of the odor of smoke or smoking prior to or during clinical will result in dismissal from clinical for the assignment day.
3. Refer to "Smoking Policy" in the Harper College Catalog and Student Handbook.



### **ARRT Requirements for Mammography effective September 2025:**

- ARRT Clinical experience requirements: [Mammography Clinical Experience Requirements](#)
- ARRT Structured Education Requirements: [https://assets-us-01.kc-usercontent.com/406ac8c6-58e8-00b3-e3c1-0c312965deb2/1f6f94a4-07c4-4961-8807-bde2c62c8e94/Mammography\\_Structured%20Education%20Requirements\\_2025.pdf](https://assets-us-01.kc-usercontent.com/406ac8c6-58e8-00b3-e3c1-0c312965deb2/1f6f94a4-07c4-4961-8807-bde2c62c8e94/Mammography_Structured%20Education%20Requirements_2025.pdf)
- ARRT Task Inventory: <https://assets-us-01.kc-usercontent.com/406ac8c6-58e8-00b3-e3c1-0c312965deb2/e40dda32-a467-4094-b259-bc6bd25d0bda/Mammography%20Task%20Inventory%202025.pdf>
- ARRT Examination Content Specifications: [Mammography Content Specifications](#)

## **APPENDIX 1**

### **Harper College Radiologic Technology/Mammography Programs**

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#### **Social Networking and Privacy Policy**

##### **PERSONAL EXPRESSION**

Personal Blogs and social networking (i.e Facebook, Twitter, LinkedIn, etc.) contain the personal viewpoint and/or opinions of a particular student, and in no way express the policies or viewpoints of the college and/or clinical education setting (hospital or clinic). However, this may not be readily apparent to the reader of said media, and the student author may be held liable as representing the views of the college (program) and/or clinical education setting. Therefore, it is highly recommended that students do not document experiences in the clinical setting in social media or blogs.

Discussion of personalities or interactions involving college faculty, clinical instructors, other students, physicians, hospital personnel or patients is not permitted. Students may also not discuss problems, issues or negative experiences encountered either on campus or during their clinical experiences in any online forum. Any concerns experienced in these areas should be discussed with the appropriate college personnel.

##### **PRIVACY/CONFIDENTIALITY/PROPRIETARY INFORMATION**

When posting to blogs or other social media networks, students may not disclose any private medical information, proprietary or trade secrets (intellectual property rights), sensitive information from the clinical education sites or other third parties.

##### **LIMITATIONS**

Any posts to blogs or other social networks must comply with Harper College and Harper College Radiologic Technology/Mammography program policies and procedures, including but not limited to: the Code of Conduct and HIPAA compliance. Photographs of any Harper College Faculty including adjunct instructors and clinical instructors may not be posted on any social networking site without their express permission. In order to maintain an appropriate level of respect between any current students and all faculty, any contact via social networking sites must be considered carefully and is generally discouraged by the Harper College Radiologic Technology/Mammography Program. Current students shall not “friend” (on Facebook) any member of the Harper College Radiologic Technology/Mammography program faculty including adjuncts and clinical instructors. The Harper College Rad Tech Facebook page may be used for contact between students, former students and faculty, but this site is not administered by Harper College or its employees. Posts to this site must follow all of the above guidelines regarding privacy, confidentiality and respect. When posting to a blog or other social networking site, assume faculty, other students, co-workers, clients/patients, hospital personnel and potential future employers may have access to this information, now, or in the future.

## APPENDIX 2

### Harper College Mammography Program Clinical Competency Evaluation Form

Student Name: \_\_\_\_\_

Procedure: \_\_\_\_\_

Date Performed: \_\_\_\_\_

MR# \_\_\_\_\_

Evaluator's Name (Printed) \_\_\_\_\_ Evaluator's Signature \_\_\_\_\_

I.	Patient Care and Communication	0	1	2	3	4	N/A
	1. Verifies Patient ID by two methods.						
	2. Maintains a professional, respectful, and empathetic demeanor.						
	3. Properly introduces him or herself.						
	4. Provides a clear and complete explanation of the exam to the patient in appropriate language.						
	5. Evaluates order, patient history and medical records to determine correct exam/protocol.						
	6. Obtains current information from patient re: reason for study, correct preparation, medical and surgical history.						
	7. Ensures patient safety and comfort throughout the exam.						
	8. Provides post examination instructions.						
	9. Maintains proper infection control procedures, including Covid-19 safety protocols as required.						
	<b>Section I Totals</b>	<b>Pts. Avail. 36</b>		<b>Pts. Earned</b>		<b>% Score</b>	
II.	Technical Requirements and Positioning	0	1	2	3	4	N/A
	1. Correctly enters or retrieves patient demographic information from work list.						
	2. Selects correct exam protocol and adjusts as necessary.						
	3. Properly prepares machine – sets proper settings, chooses correct paddle size.						
	4. Positions patient correctly and considers their comfort.						
	5. Can make corrections as needed to achieve proper positioning technique.						
	6. Uses proper compression.						
	7. Informs patient of breathing instructions when appropriate.						
	8. Correctly labels all images prior to exposure.						
	9. Correctly ends procedure on workstation.						
	10. Has performed some diagnostic procedures, including implants.						
	<b>Section II Totals</b>	<b>Pts. Avail. 40</b>		<b>Pts. Earned</b>		<b>% Score</b>	
III.	Image Evaluation	0	1	2	3	4	N/A
	1. The student can identify anatomy demonstrated on the images.						
	2. Recognizes incorrect positioning or motion.						
	3. Recognizes artifacts on the images.						
	4. Can distinguish between contrast, sharpness, or noise.						
	<b>Section III Totals</b>	<b>Pts. Avail. 16</b>		<b>Pts. Earned</b>		<b>% Score</b>	
IV.	Quality Control	0	1	2	3	4	N/A
	1. The student understands the functions of each QC test.						
	2. The student can perform some QC tests independently.						
	<b>Section IV Totals</b>	<b>Pts. Avail. 8</b>		<b>Pts. Earned</b>		<b>% Score</b>	
	<b>Total points for all sections (80 % is the minimum passing percentage)</b>	<b>100</b>					

Comments \_\_\_\_\_

## APPENDIX 3

### Mammography Program Affective Evaluation Form

<b>I. Initiative: Student's willingness to initiate and accept assignments.</b>	
+2	<b>Superior:</b> Thinks and acts constructively; looks for things to do; hard worker; nearly always productive
+1	<b>Above average:</b> Consistently above average; minimal reminders; utilizes time efficiently
0	<b>Average:</b> Meets minimum requirements; need encouragement
-1	<b>Below Average:</b> Puts forth little effort; frequently has to be told; does just enough to get by
-2	<b>Poor:</b> Puts forth practically no effort.
<b>II. Attendance: Does the student report to the clinical site on time with few absences or tardiness?</b>	
+2	<b>Superior:</b> Consistently prompt and reliable, no days missed or tardy
+1	<b>Above Average:</b> Very prompt; reliable in attendance; 1 occurrence of absent or tardy
0	<b>Average:</b> Usually present and on time; 2-3 occurrences
-1	<b>Below Average:</b> Frequently late or absent; 5 or less occurrences
-2	<b>Poor:</b> Consistently absent or late, with or without excuse; more than 5 occurrences
<b>III. Personal Appearance/Hygiene: Consider cleanliness, neatness, adherence to dress code. Wears name tag.</b>	
+2	<b>Superior:</b> Always follows the program's dress code; is neat, clean and well groomed, wears appropriate name tag.
+1	<b>Above average:</b> Usually well groomed and careful about appearance, dress code is followed, name tag is worn.
0	<b>Average:</b> Satisfactory personal appearance; sometimes needs reminding of dress code and name tag.
-1	<b>Below Average:</b> Occasionally untidy and careless about personal appearance or hygiene, forgets name tag.
-2	<b>Poor:</b> Frequently untidy; personal appearance or hygiene unacceptable, no name tag.
<b>IV. Cooperation &amp; Attitude: Does the student work well with others and accept instruction and constructive criticism?</b>	
+2	<b>Superior:</b> Excellent attitude and spirit of cooperation; excellent leader.
+1	<b>Above Average:</b> Cooperative, good team worker; interacts well with staff
0	<b>Average:</b> Satisfactory; does what is expected
-1	<b>Below Average:</b> Sometimes accepts direction with manner showing displeasure; can be difficult to work with.
-2	<b>Poor:</b> Inclined to be quarrelsome; spirit of cooperation and attitude not satisfactory
<b>V. Judgment: Does the student demonstrate the ability to apply knowledge and skills to practical applications?</b>	
+2	<b>Superior:</b> Handles difficult situations with authority and ease. Outstanding ability to learn and apply knowledge to new tasks.
+1	<b>Above Average:</b> Impressive in thinking things through and making good decisions.
0	<b>Average:</b> Sometimes becomes frustrated or uses poor judgment in stressful situations
-1	<b>Below Average:</b> Frequently uses poor judgment; often becomes frustrated in stressful situations.
-2	<b>Poor:</b> Consistently uses poor judgment or gets frustrated in stressful situations
<b>VI. Professional Ethics: Does the student demonstrate integrity, respect for patients and others; and conforms to HIPAA regulations.</b>	
+2	<b>Superior:</b> Conducts self in a professional manner at all times; conforms to professional standards. Models standards for others.
+1	<b>Above average:</b> Rarely exhibits behavior which could be considered unprofessional.
0	<b>Average:</b> Demonstrates acceptable professional behavior.
-1	<b>Below Average:</b> Sometimes exhibits unprofessional behavior i.e. negative attitude, discrimination in patient care, or careless with protected information.
-2	<b>Poor:</b> Consistent negative attitude, rude, arrogant to patients and fellow technologists; discrimination in patient care exhibited, careless with protected information.

<b>VII. Quantity of Work: Amount of work a student does in a day; offers assistance and keeps self busy.</b>	
+2	<b>Superior:</b> Consistently productive; consistently does more than is required
+1	<b>Above Average:</b> Very industrious; usually does more than is expected.
0	<b>Average:</b> Volume of work satisfactory; meets minimum requirements
-1	<b>Below Average:</b> Does just enough to get by; rarely does more than is expected.
-2	<b>Poor:</b> Does not meet minimal requirements, is unlikely to complete semester requirements at this level of performance.
<b>VIII. Dependability: Can be relied upon to work conscientiously according to instructions, follow procedures, return from breaks on time, and has the ability to meet &amp; exceed objective requirements.</b>	
+2	<b>Superior:</b> Dependable, consistent top performer.
+1	<b>Above Average:</b> Dependable, meets requirements with enthusiasm.
0	<b>Average:</b> Satisfactory performance.
-1	<b>Below average:</b> Needs frequent reminders to follow standard procedure.
-2	<b>Poor:</b> Continuous enforcement necessary.
<b>IX. Quality of Performance: Includes positioning progress, room readiness, radiation protection, patient care and organization of work.</b>	
+2	<b>Superior:</b> Consistently competent; exceptionally high quality of performance in all phases of practical applications.
+1	<b>Above average:</b> Is exact, precise, requires little correction, consistently above average, recognizes mistakes and takes corrective action.
0	<b>Average:</b> Usually accurate; makes only average number of mistakes.
-1	<b>Below average:</b> Careless; makes recurrent errors.
-2	<b>Poor:</b> Makes frequent errors; demonstrates little retention, poor patient care and organization.
<b>X. Documentation: The student gathers and documents a thorough patient history.</b>	
+2	<b>Superior:</b> <u>Always</u> obtains and documents a thorough patient history. Always verifies all patient demographic information; documents risk factors including family history, personal history of surgeries, menses/menopause, previous exam history as per facility protocol.
0	<b>Average:</b> History sometimes incomplete.
-2	<b>Below Average:</b> History/documentation commonly incomplete or undocumented.

Grading: Start with a numerical of 79, then adjust as follows, for each **Superior** add 2 or 4 points as per category, for each **Above Average** add 1 to 2 points as per category, for each **Below Average** subtract one to 2 points as per category. If a student receives all "Superiors" the grade is 100%.

92 – 100 % - A

83 – 91 % – B

75 – 82 % - C

66 – 74 % – D

0 – 65 - F

Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date \_\_\_\_\_

Letter Grade \_\_\_\_\_

Student Name \_\_\_\_\_

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

APPENDIX 4

## STUDENT MRI SCREENING FORM

Student Name \_\_\_\_\_ Clinical Site \_\_\_\_\_



**WARNING:** Certain implants, devices, or objects may be hazardous to you and others in the MRI scan room. **DO NOT ENTER** the room until you have checked in with the MRI Technologist, filled out a safety screening form, and have removed any metal from your person.

**Please indicate if you have any of the following:**

Yes	No	
		Cardiac Pacemaker &/or pacing wires
		Implanted Cardioverter Defibrillator (ICD)
		Electronic Implant or device
		Neurostimulator/spinal cord stimulator
		Dentures/braces/retainer
		Tattoos or Tattoo eyeliner
		Cochlear implant or hearing aid
		Insulin or infusion pump
		Any prosthesis or implant
		Artificial or prosthetic limb
		Any metallic fragment/shrapnel/BB or other foreign body?
		Metal slivers or foreign body in the eyes
		Any possibility of pregnancy or are you now pregnant?
		Aneurysm Clip(s)

**IMPORTANT INSTRUCTIONS:** Remove all metallic objects before entering the MRI scan room(ZONE 4) including hearing aids, cell/Vocera phone, watches, keys, hair pins & clips, barrettes, loose jewelry, safety pins, paperclips, money clip, credit/bank cards, coins, metal pens, pocket knife, nail clipper, employee ID tag, clipboard, calculators, or any other metallic devices.

I attest the above information is correct to the best of my knowledge. I have read and understand the entire contents of this form and have had the opportunity to ask questions regarding the information on this form. I understand the importance of accuracy of information and safety of the MRI environment. Confidentiality of this form is assured.

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

Date: \_\_\_\_\_

MRI Supervisor/

Clinical Instructor Signature \_\_\_\_\_

Date: \_\_\_\_\_

Student Initials: \_\_\_\_\_ Tech Wanded: \_\_\_\_\_ Date: \_\_\_\_\_

Student Initials: \_\_\_\_\_ Tech Wanded: \_\_\_\_\_ Date: \_\_\_\_\_

Student Initials: \_\_\_\_\_ Tech Wanded: \_\_\_\_\_ Date: \_\_\_\_\_

## **Appendix 5**

### **Acknowledgement of Receipt of the Harper College Mammography Handbook**

By signing this page, I acknowledge that I have received the Mammography Program Student Handbook that I am responsible for knowledge of its contents, and I agree to adhere to the rules and procedures it contains.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NAME (PRINT) \_\_\_\_\_

## **APPENDIX 6**

### **Clinical Affiliate Evaluation**

It is vital to the success of the Mammography Program that we evaluate the quality of the clinical education component. We would appreciate your input regarding the clinical education experience you received at this clinical affiliate. The information you provide will be used in an attempt to improve future clinical affiliations.

Clinical Affiliate Name \_\_\_\_\_ Semester \_\_\_\_\_ 20\_\_

Check one : RAD 216 \_\_\_\_\_

**1. The volume of patient exams was sufficient for me to obtain the required objectives of the rotation.**

5 – Strongly Agree   4 – Agree   3 – Undecided   2- Disagree   1 – Strongly Disagree

**Comments:**

**2. The variety of patient exams was sufficient for me to obtain the required objectives of the rotation.**

5 – Strongly Agree   4 – Agree   3 – Undecided   2- Disagree   1 – Strongly Disagree

**Comments:**

**3. I feel that I had the resources required to meet the objectives of the clinical rotation.**

5 – Strongly Agree   4 – Agree   3 – Undecided   2- Disagree   1 – Strongly Disagree

**Comments:**

**4. Hospital personnel were cooperative during the rotation.**

5 – Strongly Agree   4 – Agree   3 – Undecided   2- Disagree   1 – Strongly Disagree

**Comments:**



**5. I received an adequate orientation to the area or institution to which I was assigned.**

5 – Strongly Agree 4 – Agree 3 – Undecided 2- Disagree 1 – Strongly Disagree

**Comments:**

**6. Mammographers and other staff were willing and prepared to work with students assigned to the area or institution.**

5 – Strongly Agree 4 – Agree 3 – Undecided 2- Disagree 1 – Strongly Disagree

**Comments:**

**7. The clinical instructor or a registered technologist was available for competency evaluations.**

5 – Strongly Agree 4 – Agree 3 – Undecided 2- Disagree 1 – Strongly Disagree

**Comments:**

**8. This clinical affiliate met my expectations.**

5 – Strongly Agree 4 – Agree 3 – Undecided 2- Disagree 1 – Strongly Disagree

**Comments:**

In the space provided, please comment upon any item in which you responded either Disagree or Strongly Disagree. We would appreciate any suggestions which might improve the experience you had at this clinical affiliate.