MEDICAL RADIOGRAPHY TECHNOLOGY PROGRAM

STUDENT IMMERSION BOOKLET

Student Name:

_____

Clinical Immersion Site:

_____

Start Date: _____

End Date: _____

Table of Contents

Competency Mapping **4**
ACKNOWLEDGMENT **4**
Immersion **5**
Immersion Site Information **5**
Immersion Guidelines **6**
Immersion Schedule **7**
Checklist for Students **9**
ROLES AND RESPONSIBILITIES **10**
Roles of the Program Clinical Coordinator (CC) **10**
Role of the Preceptor/Clinical Instructor **10**
Role of the Program Faculty and Staff **11**
Role of the Student **12**
Competency in the College 13
While on Immersion Remember 13
SUPERVISION **15**
PRIVACY AND CONFIDENTIALITY **16**
PROGRAM POLICIES **16**
Personal Appearance **16**
Student Dress Code **17**
CODE OF CONDUCT **18**
Code of Professional Conduct 18
MRT Student Code of Conduct 18
Student Responsibilities 18
Student Behaviour 19
Accountability 19
Patient Confidentiality 19
Attire/Dress Code 19
Acceptable Behaviour 19
Student Sexual Abuse Policy 20

What Constitutes Sexual Abuse? 20
Our Zero Tolerance Policy 20
Guiding Principles for Student 20
Support Resources: 21
Conclusion 21
Standard 22
Safety at your Clinical/Host Site 22
Protocol Policy 22
Accident Reporting 22
Clinical Injuries 23
Conflict Resolution/Sexual Violence & Harassment/ Bullying/ Discrimination 23
SAFETY 23
Dosimetry 23
Pregnancy 24
Safety Code 35 Appendix 1 24
N95 24
Appendix I 24
CONFIDENTIALITY STATEMENT 25
MRT STUDENT PLEDGES TO CONFIDENTIALITY AND CODE OF CONDUCT 26
MRT PROGRAM STUDENT ORIENTATION CHECKLIST 27
MRT PROGRAM STUDENT SAFETY CHECKLIST 28
MRT PROGRAM STUDENT SELF EVALUATION 29
Program Preceptor/Clinical Instructor Evaluation 30
RELEASE OF PERSONAL INFORMATION 31
Appendix II 32
IMMERSION WORKBOOK 33
IMMERSION REFLECTIVE JOURNAL 35

Competency Mapping

Competencies have been mapped to the Canadian Association of Medical Radiation Technologists National Competency Profiles March 2020
https://www.camrt.ca/certification-4/current-competency-profiles/

chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.camrt.ca/wp-content/uploads/2021/10/National-Competency-Profile-2019.pdf

ACKNOWLEDGMENT

Congratulations on this incredible achievement and on your readiness to start the Medical Radiography Technology immersion component. Immersion is a unique opportunity for you to integrate theory with practice in a professional setting. Our courses will give you an exciting "hands-on" experience to enhance your skills and broaden your knowledge of Medical Radiography Technology.

The Program Chair and Lead Instructor will be meeting and/or communicating with both you and your clinical site. During these communications we will be asking for feedback. This feedback is an integral and valuable part of immersion. This Student Immersion Booklet contains the information, procedures, and forms you will need to submit to successfully complete immersion.

Please follow the directions and submit all requested forms and documents to Edenbrook College in the time frame requested for course completion. If you need clarification regarding the information, please speak to your course instructor and we will be happy to assist you in the successful completion of this program.

Immersion

Aim of Immersion

Immersion is an opportunity for students to observe, participate and practice skills at clinical practice. Immersion is designed to assist the student to gain practice and skills as identified by specific learning outcomes in their courses.

The purpose of the immersion experience is to provide an opportunity for you to demonstrate competence in the cognitive (knowledge and judgment), psychomotor, and affective skills necessary to practice in your profession. The immersion learning environment is one in which you are expected to progress in level of competence.

Although the student learns their skills in the classroom and labs, an immersion experience allows them to further develop and gain confidence with their skills. Immersion is also a valuable opportunity for the student to apply their skills and knowledge in a practical setting and increase their decision-making capacity under the supervision of a preceptor/clinical instructor.

Immersion Site Information

Immersion Site Information	
Clinical Site(s):	
Site Contact:	
Email:	
Phone:	

Immersion Guidelines

General Guidelines for Immersion

1. The student is accountable for their own actions.
2. The student will abide by the rules and regulations of the agency's policies and perform within the guidelines of the immersion learning outcomes.
3. Each student will have an orientation to the clinical site arranged by the preceptor/clinical instructor and/or educational contact person. The preceptor/clinical instructor is responsible for orienting the student to the workplace.
4. Although one main preceptor/clinical instructor usually maintains responsibility for directing the student, specific job functions and duties may be delegated by the main preceptor/clinical instructor to one or more preceptors/clinical instructors (co-workers). More than one preceptor/clinical instructor may be involved in directing the student in a workplace where a number of staff perform the same job, where preceptors/clinical instructors have expertise in a particular area, or in a case where there is job sharing.
5. The student's clinical experience corresponds to the assigned practice site and the work schedule of the preceptor/clinical instructor. A student's assignment may increase in difficulty as they gain more experience and confidence.
6. The student will work the entire shift and complete the shift's assignment before leaving if applicable.
7. The skills which the student learns and performs in their immersion experience are not intended to replace the duties and responsibilities of the clinical site's regularly scheduled employees. The student's assignment must always come from within the assignment of the preceptor/clinical instructor (or their designate).
8. The student is expected to evaluate their own skill and competency level, including strengths and weaknesses, prior to and throughout immersion. This should be discussed with the preceptor/clinical instructor prior to and during the experience.
9. An initial evaluation and discussion between the preceptor/clinical instructor and student to plan the student's practical learning activities should occur before or at the start of immersion. Ongoing discussions during the immersion experience are encouraged to review progress and ensure the student is meeting the required intents/outcomes and practical skills.

Immersion Schedule

Immersion Schedule
Cohort August 2024

Week	Day	Course	Learning Objectives
Week 7	Friday September 20	APPH 226 Apparatus and Image Management	Creating an exposure – anode and cathode Generator, kVp and mAs, Tube détente and centering to detector SID and OID
Week 8	Friday September 27	APPH 226 Apparatus and Image Management	Creating an exposure – anode and cathode Generator, kVp and mAs, Tube détente and centering to detector SID and OID
Week 9	Friday October 4	APPH 226 Apparatus and Image Management	Collimation and Scatter Contrast and Density Detail and Distortion (body part centered to detector, tube centered to detector and tube centered to body part) Technique Charts (selection on control panel)
Week 10	Friday October 11	APPH 226 Apparatus and Image Management	Grids, AEC PACS and post processing Artifacts Magnification Repeat and Reject Analysis
Week 11	Friday October 18	MRAD 223 Patient Care 1	**SIM lab for nursing, no immersion**
Week 12	Friday October 25	MRAD 223 Patient Care 1	Patient transfers: wheelchair and stretcher Slider board transfer, boost the patient up the bed, and log roll practice. Practice PPE sequence, donning and doffing, hand hygiene. Patient care in clinical environment – introduction to medical accessory equipment and contrast. Accessory equipment: collars, casts, traction, pulse oximetry, urinary catheters, oxygen administration and equipment, suctioning and cleaning agents. Documentation in Medical Imaging
Week 13	Friday November 1	MRAD 204 Radiographic Technique 1	Positioning and image critique for: hand, thumb, radius, ulna, wrist, scaphoid, forearm, elbow and humerus

Week 14	Friday November 8	MRAD 204 Radiographic Technique 1	Positioning and image critique for: elbow, humerus, shoulder girdle, clavicle, scapula and AC joints
Week 15	Friday November 15	MRAD 204 Radiographic Technique 1	Positioning and image critique for: pelvis, hip, femur and knee
Week 16	Friday November 22	MRAD 204 Radiographic Technique 1	Positioning and image critique for: femur, knee, tibia, fibula, patella, IC fossa, ankle, foot and calcaneus
Week 17	Friday November 29	MRAD 204 Radiographic Technique 1	Review of positioning and image critique for all body parts
Week 21	Friday January 10, **2025**	MRAD 256 Radiographic Technique 2	Positioning and image critique for: C Spine, T Spine, L Spine and pelvis
Week 22	Friday January 17	MRAD 256 Radiographic Technique 2	Positioning and image critique for: pelvis, ribs, sternum, chest and abdomen
Week 23	Friday January 24	MRAD 256 Radiographic Technique 2	Positioning and image critique for skull and facial bones
Week 24	Friday January 31	MRAD 256 Radiographic Technique 2	Positioning and image critique for orbits, nasal bones and sinuses
Week 25	Friday February 7	MRAD 256 Radiographic Technique 2	Review of positioning and image critique for all body parts
Week 26	Friday February 14	MRAD 202 Patient Care 2	**SIM lab for nursing, no immersion**
Week 27	Friday February 21	MRAD 202 Patient Care 2	Managing medical emergencies, codes, taking blood pressure, vitals, clean tech/dirty tech, isolation precautions, patient transfers, medical and surgical asepsis, donning and doffing PPE
Week 28	Friday February 28	MRAD 254 Fluoroscopic Imaging	Fluoroscopic medical imaging equipment: orientation to room, equipment and procedures: upper and lower digestive system. Participate in fluoroscopic cases.
Week 29	Friday March 7	MRAD 254 Fluoroscopic Imaging	Fluoroscopic medical imaging equipment: orientation to room, equipment and procedures: upper and lower digestive system. Participate in fluoroscopic cases.
Week 33	Friday April 4	MRAD 240 Specialized Imaging 1	Medical imaging equipment in the OR, C-arm, portables, patient management, sterile field, observe OR cases, patient transfers,

			donning and doffing PPE, medical and surgical asepsis
Week 34	Friday April 11	MRAD 240 Specialized Imaging 1	Medical imaging equipment in the OR, C-arm, portables, patient management, sterile field, observe OR cases, patient transfers, donning and doffing PPE, medical and surgical asepsis
Week 46	Friday July 4	MRAD 285 Radiographic Applied Skills	**Venipuncture lab, no immersion**
Week 47	Friday July 11	MRAD 285 Radiographic Applied Skills	Trauma and adaptive radiography, portables and C-arm

* **Day's off:**
New Year's Day
Family Day
Good Friday
Victoria Day
Canada Day
British Columbia Day
Labour Day
National Day for Truth and Reconciliation
Thanksgiving
Remembrance Day
Christmas Day
Boxing Day

Checklist for Students

	Orientation to Department • Complete the Clinical Orientation Checklist • Complete Safety Checklist forms
	Self-Assessment • Complete required Immersion Workbook and Immersion Reflection Journal
	Review and Practice the Learning Objectives • Complete the Immersion Workbook and Immersion Reflective Journal • Prepare for positioning and image critique sessions

	• Practice positioning the patient for procedures • Select the technical factors and explain the rationale for each selection on the control panel • Practice with the medical imaging equipment and accessory equipment • Review and practice with DR and CR (if CR is applicable at your site) • Practice patient transfers, wheelchair and stretcher • Practice patient care and communication with patients • Discuss case(s) and image(s) with your preceptor/clinical instructor • Practice image critique, why is the image acceptable • Discuss and review workflow and expectation • Discuss immersion experience and ask questions • Review confidentiality and importance of maintaining information private • Learn radiation safety practices • Demonstrate professionalism • Ask questions and be actively involved with your learning goals and needs

ROLES AND RESPONSIBILITIES

Roles of the Program Clinical Coordinator (CC)

The program clinical coordinator is an Edenbrook College employee who is responsible for the overall management of clinical education. The clinical coordinator is aware and provides measures for learner's physical and psychological safety.

Role of the Preceptor/Clinical Instructor

All employees at each clinical site are encouraged to collaborate with the student. However, a Primary Preceptor/Clinical Instructor must be established between Edenbrook College and the site. The primary role of preceptor/clinical instructor includes:

- Administrate and coordinate clinical education
- Act as a liaison between Edenbrook College and the clinical agency
- Coordinate clinical orientation
- Provide a schedule to meet clinical objectives with adequate supervision
- Actively support the student in obtaining clinical requirements
- Maintain confidential records with respect to the student's personal information and performance
- Be aware and provide measures for student's physical and psychological safety
- Establishing and maintaining a positive learning atmosphere

- Teaching by example or experience to enable students to think for themselves
- Providing guidance
- Providing ongoing feedback to the student in relation to the student's work, behavior, interactions, skills, and abilities so the student can evaluate and strive to improve their performance.
- Providing regular feedback to the College about a student's performance and promptly notifying program faculty if problems arise.
- Helping students succeed.
- Sharing knowledge and keeping up to date with best practices
- Being responsible to the student.
- Acting in a professional manner.
- Encouraging teamwork.
- Review and practice skills.
- Review and discuss case(s).

NOTE:

AT NO TIME SHALL STUDENT RECORDS BE COPIED OR KEPT.

All student records must be returned to the College.

Role of the Program Faculty and Staff

The Lead Instructor and Program Chair are responsible for managing the immersion and providing support to the preceptor/clinical instructor and student during the experience.

The College will support the preceptor/clinical instructor and clinical site by

- Providing orientation about immersion and the process either by phone or in person.
- Providing resources to strengthen the preceptors'/clinical instructors' ability to understand the requirements of being a preceptor/clinical instructor.
- Working with the preceptor/clinical instructor or contact person(s) including:
    - maintaining telephone and email contact with preceptor/clinical instructor
    - making on-site visits as required
- Reviewing the student's progress with the preceptor/clinical instructor and the student via scheduled meetings.
- Problem-solving by:
    - understanding the immersion manual and expectations
    - discussing student issues
    - completing forms
    - managing student workload

The College supports the student by

- Orientating the student to practical experience by:
    - reviewing the immersion manual and expectations
    - understanding student expectations and responsibilities
    - stating clear objectives
- Interacting with the student through telephone and personal contact as needed.
- Reviewing the student's progress.
- Ensuring objectives are consistent with the Program's learning outcomes.
- Discussing and resolving issues or problems.

Role of the Student

You are responsible for your own learning. You are to actively participate in your learning experiences. You are expected to ensure all the practical intents/outcomes are met.

You are expected to approach the immersion experience with the same professionalism you would a real job. You are to work their assigned shifts, arrive punctually and adhere to clinical site policies, schedules, and routines. You are to notify the preceptor/clinical instructor of absences according to instructions provided by the preceptor/clinical instructor. In the event of illness, the student in question must be prepared to provide a validated doctor's certificate on the request. The preceptor/clinical instructor and/or student will be advised by the College on how to handle absences. For example, the student may be assigned an additional shift to make up for the absence. If the student is absent for any reason, it is the student's responsibility to ensure both their preceptor/clinical instructor and the program is notified of their absence as soon as possible (preferably before the workday begins).

The student is expected to prepare for their immersion experience by researching and updating themselves on pertinent information and legislation. They should be prepared to explain the reasoning behind their actions and work choices.

The student is to consistently maintain client and placement site confidentiality. This includes signing a Confidentiality Form. A student may be requested to leave the area if client confidentiality has been jeopardized or breached. If an incident should occur, the student will be expected to notify the preceptor/clinical instructor of the incident as soon as possible, and complete the clinical site's Incident Report, if applicable.

The student is responsible for their MRT Immersion Workbook and Immersion Reflective Journal. You are responsible to deliver the MRT Immersion Workbook to the preceptor/clinical instructor for the purpose of reviewing case entries. After the immersion, your MRT Immersion Workbook and Immersion Reflective Journal must be returned to the College.

Competency in the College

Prior to entering an immersion experience, you will have demonstrated in the classroom and in the lab the necessary knowledge and skill required for an immersion opportunity. Your instructor will have deemed you ready for immersion.

Prior to entering the immersion experience, you will have submitted evidence of:

- Current negative TB test
- Current immunizations
- Current CPR certification
- Polio vaccination
- N95 Mask Fit Test
- Completion of SPECO, Student Practice Education Core Orientation, and additional requirements specific to the hospital site including confidentiality commitment documents completed in SPECO for Vancouver Coastal Health, Fraser Health, Providence Health Care and Provincial Health Services Authority.

Your immersion may require additional immunization and/or verification of the above tests. It is your responsibility to provide proof to your preceptor/clinical instructor. Immersion also requires a criminal record check.

You are responsible for maintaining and submitting current documentation to your clinical site course instructor. Should any type of testing and/or certification expire during immersion, you will be suspended from the immersion rotation, thus prohibiting successful program completion.

While on Immersion Remember

It is a privilege to be accepted into an organization where you will be able to further develop your skills. It is important to remember this is a workplace and your behaviour reflects not only you but the college and your instructors.

The points below are gentle reminders of what is expected of you.

- You may not enter the clinical site setting when you have an impairment or illness that is or may be harmful or infectious to others.
- While in the clinical setting, you will:
    - Utilize the "Professional Standards of Practice, Ethics" and/or "Rules and Regulations" relative to your program of study in performing all academic and clinical site immersion work.
    - Demonstrate honesty in all behaviours and communications in the clinical immersion setting.

- Arrive at the clinical site on time, sign in and report to the person responsible for your supervision, and sign out on time when leaving the clinical site.
- Demonstrate responsibility for all personal actions, and rights of the patient and agency, by not failing to report mistakes or problems.
- Demonstrate safety as a priority by taking appropriate steps to ensure injury does not occur to self or others during clinical practice.
- Follow the dress code set forth in the Student Handbook and clinical requirements.
- Demonstrate full understanding of confidentiality by not participating in inappropriate conversations, inappropriate sharing of information, or obtaining information which is not pertinent to the student's current clinical assignment.
- Demonstrate correct, accurate, and timely record keeping and verbal communication.
- Provide safe care to patients, utilizing the level of supervision which has been outlined by your immediate clinical supervisor.
- Attend the clinical immersion hours as scheduled by your preceptor/clinical instructor.
- Be responsible for the costs of your own transportation and parking to and from the host site.

Care of Patients

While in the immersion clinical site you will:

- Demonstrate correct use of all processes ensuring physical, mental and emotional safety of the patient and their property as you provide care.
- Demonstrate a nonjudgmental attitude toward patients regarding race, colour, national origin, religion, socioeconomic status, age, disease process, and sexual preference.
- Provide only care in which you have been deemed competent and can legally perform, while utilizing the level of supervision appropriate to the circumstance outlined in the clinical immersion guidelines.
- Demonstrate a team approach to patient care by communicating all information in a timely fashion, verbally and/or in writing.

Care of Clinical Immersion Environment

While in the immersion clinical site you will:

- Demonstrate respect for the institution through proper use and care of all equipment and property
- Demonstrate understanding of safety by using safety devices and a team approach ensuring safe patient care, and by keeping all potential injury-producing objects out of the patients' access.
- Demonstrate understanding of disease transmission by using routine practices, proper hand washing, etc.

Failure to Meet Clinical Immersion Expectations Standard

Failure by the student to meet any part of the required standards will cause action to be taken by the Lead Instructor, Program Chair, and/or Program Designee. The minimum action to be taken will be a written report and reprimand. The maximum action may be immediate failure and removal/dismissal from the program. The action taken will be dependent on the nature of the incident and the potential or real threat to patient safety and well-being, or risk for the clinical affiliate institution.

Procedure for Removal of Student from the Clinical Site

Removal from the clinical site will occur if a student demonstrates inappropriate behaviour in which he/she:

1. Demonstrates unprofessional behaviour that is disruptive to the environment and interferes with the operation of the setting.
2. Is consistently late or absent during the clinical site.
3. Is a danger to the patient or themselves.
4. Performs skills beyond their scope of practice or abilities.

If any such behaviour occurs, the following procedure will be followed:

1. The Clinical Instructor/Program Chair/Lead Instructor will remove the student from the immediate patient area to an office or other waiting area.
2. The Preceptor/Supervisor/Clinical Instructor will immediately contact the Program Chair/Lead Instructor to inform them of the incident and receive direction for managing the student.
3. If the event involves the student being under the influence of alcohol or drugs, prescription or otherwise, and the emergency contact person is unavailable, the student will be sent home via public transportation or police escort. Any related expenses or criminal charges arising from the incident will be the student's responsibility and may jeopardize the student's continued participation in the program and/or future registration.

NOTE: Disciplinary action for any student who is removed from the clinical site for the above reasons will be addressed as delineated in the standard above.

SUPERVISION

The preceptor/clinical instructor must be available at all times to approve, modify, intervene, or be consulted with or for the procedure, as required.

The preceptor/clinical instructor must also check and approve the images prior to the dismissal of the patient. The preceptor/clinical instructor is ultimately responsible for the procedure and for all phases of the student's involvement with the exam.

Direct supervision means the preceptor/clinical instructor is in the immediate location where the imaging procedure is occurring. Areas that require direct supervision throughout immersion include the OR and trauma.

Indirect supervision means the preceptor/clinical instructor may not be in the immediate location where the medical imaging procedure is occurring but is readily available and accessible at any time to the student.

PRIVACY AND CONFIDENTIALITY

All patient information will be treated as confidential by students. Edenbrook College has informed all MRT students that confidentiality must be maintained at all times. Confidentiality applies to everything hospital personnel and students in the exercise of their duties and refers to both important and seemingly unimportant information. This includes, but is not limited to, the nature of the patient's illness and its cause, the treatment the patient is receiving, and everything the patient discloses with a view to giving a better understanding of their health condition.

Confidentiality also extends to everything learned during the course of the patient examination, e.g., patient reactions and all aspects of their condition.

Failure to comply will result in disciplinary action up to and including termination of participation in the Medical Radiography Technology Program.

All students are required to sign the Edenbrook College MRT Program "Pledge of Confidentiality" at the beginning of the program as a program requirement. Inaddition, students are required to complete a "Confidentiality" requirement in SPECO,Student Practice Education Core Orientation, for each health agency they attend in immersion. These health agencies are Vancouver Coastal Heath, Fraser Health, Providence Health Care and Provincial Health Services Authority. This confidentiality requirement document will confirm that the student has read this policy and fully understands the expectations and consequences of non-compliance of this policy.

PROGRAM POLICIES

Personal Appearance

The MRT program's appearance policy is based on expectations of a reasonable patient and in accordance with CAMRT Best Practice Guidelines. Students must

adhere to this policy. Students are required to demonstrate a neat and professional appearance at all times.
You are required to wear an Edenbrook College approved uniform, scrub top and bottom, and slip-resistant, closed-toe, closed-heel water impervious shoes. A long-sleeved shirt may be worn under the scrub top if it is cold.
Long hair should be tied back and loose clothing and dangly jewelry should not be worn. Clinical practice is a scent free environment, therefore proper hygiene practices are required and no strong scents such as deodorants, perfumes or colognes are to be worn.

All healthcare students are required to wear name badges when at immersion.

- Uniforms should be clean, fit properly, be in good condition and wrinkle-free.
- Good personal hygiene should be maintained at all times as to ensure infection control and safety practices are upheld.
    - Clean hair
    - Hair safely secured
    - Groomed facial hair
    - No artificial nails
- Students are to refrain from using colognes, perfumes, or scented toiletries. This is inresponse to a 'no scent' policy in healthcare environments.
- Jewelry should provide no risk to the wearer or patients.

Student Dress Code

The dress code, resulting in a unified professional look for clinical, is as follows:

- Edenbrook College uniform:
    - Scrub pants
    - Scrub tops
- Plain white warm up jacket/lab coat is permitted (not required)
- Plain long sleeve shirt under scrub top is permitted (not required)
- Slip-resistant, closed toe, closed-heel water impervious shoes
- Shoes must be kept clean.
- Name tag/student identification
- Dosimeter – provided for the student by Edenbrook College
- Right and Left lead x-ray markers

CODE OF CONDUCT

Code of Professional Conduct

As healthcare professionals, student's actions are guided by the codes of conduct set out by the provincial andemployer-based standards. The profession recognizes its obligation to identify and promote professional standards of conduct and performance. The execution of such standards is the personal responsibility of each member. Edenbrook College's MRT program is built on these standards and ethics.

MRT Student Code of Conduct

Students are responsible for adhering to all rules, regulations, and policies at the College. The College expects mature and professional behaviour on the part of its students both in school and while attending College-related activities off campus. Students should demonstrate the same behaviour at school as they would in the workplace.

Student Responsibilities

The following list outlines Student's responsibilities as a student:

- Get and keep informed about course and program requirements and the availability of staff.
- Get informed about procedures respecting class rescheduling or replacement.
- Maintain satisfactory achievement in the course/program.
- Maintain communication with instructional staff.
- Conduct themselves in a manner that reflects a positive image of Edenbrook College when representing Edenbrook College in official and co-curricular activities.
- Observe all health and safety procedures outlined for classrooms.
- Follow all procedures that are in place during the pandemic. Program specific procedures will be provided as well.
- The use of audio devices for lecture recording is at the discretion of the instructor and should be agreed upon with him/her prior to class start.
- Video recording devices are not permitted in the classroom unless they are part of an activity organized and supervised by the instructor.
- All other forms of electronic, should be maintained in the off position unless they are part of an approved student accommodation.

Student Behaviour

It is the student's responsibility to ensure that they are familiar with Edenbrook College's academic policies/regulations including, but not limited to, grades and progression, attendance, grade appeals, drop/add/withdrawals, deficiency clearance, student conduct, and marking system. Students are also responsible for the maintenance of their academic records and assurance that all graduation requirements of the program have been satisfied.

Accountability

Students are directly responsible to the Edenbrook College faculty, clinical coordinators,and Clinical Instructors/preceptors.

Patient Confidentiality

Students must keep confidential any information regarding patients and must complete the Confidentiality Agreement form as per your clinical host's standards.

Attire/Dress Code

Students are required to demonstrate a neat and professional appearance at all times. They are required to wear an approved uniform, scrub top and bottom, and slip-resistant, closed-toe, closed-heel water impervious shoes during lab sessions at Edenbrook College. A long-sleeved shirt may be worn under the scrub top if it is cold. Long hair should be tied back and loose clothing and dangly jewelry should not be worn. Labs are scent free environments, therefore proper hygiene practices are required and no strong scents such as deodorants, perfumes or colognes are to be worn. Required attire during clinical placement will be discussed at each clinical site and the shoes described above are a requirement at all BC sites. All healthcare students are required to wear name badges when on-site either at school or at a clinical placement.

Acceptable Behaviour

Students are expected to perform in an ethical, responsible, professional, and clinically competent manner. They are expected to utilize all opportunities to improve Their knowledge and skills and attitude; and while in the clinical phase, to contribute to the department and clinical site in such a way as to provide the highest quality of patient care.

Student Sexual Abuse Policy

As a student enrolled in the Medical Radiography Technology Program, it's vital to understand and adhere to the policy regarding sexual abuse. This policy addresses the appropriate conduct expected from the MRT student during their educational tenure.

What Constitutes Sexual Abuse?

Providing a safe environment for patients and intervening in circumstances of abuse is stated in the Member Code of Ethics and Professional Conduct, of the Canadian Association of Medical Radiation Technologists (CAMRT).

Sexual abuse includes any behavior or action of a sexual nature without a person's consent, and that goes beyond professional boundaries. This involves, but is not limited to:

- Physical sexual relations with patients.
- Touching a patient in a sexual manner, such as unnecessary contact with intimate body parts during procedures.
- Displaying behavior that suggests a sexual interest in a patient, even through non-physical gestures.
- Making remarks or comments of a sexual nature towards a patient.

Our Zero Tolerance Policy

The Medical Radiography Technology Program has a strict zero-tolerance policy for any form of sexual abuse or misconduct towards students and patients. We emphasize:

- Sexual abuse in any form is never acceptable and will not be tolerated.
- All reported allegations of sexual abuse will be thoroughly investigated by the program.
- Recognizing the impact of sexual abuse on students, patients, and their families, acknowledging diverse perspectives on what constitutes abuse, and respecting patient comfort levels.
- Students should promptly adjust their behavior or language if a student or patient expresses discomfort.

Guiding Principles for Student

During interactions with students and patients, the student is expected to:

- Obtain consent before any procedure involving physical contact.
- Respect personal space and a patient's right to withdraw consent at any time.
- Greet patients and their companions warmly and professionally, introducing themselves and clearly explaining procedures.
- Maintain a respectful, caring attitude, considering individual needs, cultural backgrounds, and autonomy.

- Avoid assumptions or judgments, ensuring non-verbal cues and language remain neutral and respectful.
- Communicate clearly and maintain confidentiality regarding patient information.

Reporting Incidents: Any student who experiences or witnesses' behaviour that may constitute sexual abuse as outlined in this policy is encouraged and expected to report the incident promptly. Reports shall be directed to instructors, the program chair, or the campus director. Confidentiality will be maintained, and measures will be in place to safeguard individuals from any form of retaliation when reporting these incidents.

Investigation Process: Upon receiving a report, Edenbrook College will initiate a thorough and impartial investigation into the alleged incident. This investigation will adhere to established protocols and timelines, involving appropriate authorities, and ensuring the involvement of all relevant parties.

Confidentiality and Support: Confidentiality will be maintained throughout the investigation process to the extent possible, respecting the privacy of all involved parties. Students involved in the investigation will be provided with necessary support resources and assistance.

Resolution and Follow-up: Following the investigation, appropriate actions will be taken based on the findings. This may include disciplinary measures if the reported behaviour is found to violate the Sexual Abuse Policy. Edenbrook College will communicate the resolution to the involved parties and take steps to prevent recurrence.

Non-Retaliation: Edenbrook College ensures that there will be no negative repercussions for individuals reporting incidents of sexual abuse. Protection against retaliation is a fundamental aspect of the reporting and investigation procedures.

Support Resources:

https://www.camrt.ca/mrt-profession/professional-resources/code-of-ethics/

https://www.traumainformedcare.chcs.org/what-is-trauma-informed-care/

Edenbrook-Sexual-Violence-Policy-2022-1.pdf (Edenbrookcollege.com)

https://www.wsps.ca/search-results#q=Workplace%20Violence%20%26%20Harassment%20Awareness&t=Shop&sort=relevancy

Conclusion

This policy serves as a guideline to ensure a safe and respectful learning environment for both students and patients. Any violation of these standards will be treated seriously, leading to necessary disciplinary measures, potentially including dismissal from the program.

Standard

From entry into the immersion setting through to completion, you are expected to practice in a safe and responsible manner regarding the clinical environment. As a member of the healthcare team, you are responsible for contributing to the continuity of care, and maintenance of patient safety and welfare throughout the immersion experience.

Safety at your Clinical/Host Site

Your preceptor/clinical instructor will provide you with an orientation of the host site; you will be required to have the safety check list completed. See Appendix I: Safety Checklist.

If at any time you do not feel safe at your host site, you must contact your Course Instructor/Program Chair or campus immediately.

Protocol Policy

Students are to follow the protocols of the clinical site for each examination. Edenbrook College has stressed flexibility and adaptability as strengths that are required by medical imaging technologists and feel that students should quickly adapt to different protocols from what we have learned at school. We ask, however, that each clinical site has the student follow their site-specific protocols for consistency. If technologists at your facility have the flexibility to complete their protocol, please have the technologist decide on which protocol the student will follow.

Accident Reporting

The student is expected to report any clinical incidents they are involved in during their clinical immersion and any incidents which result in their own personal injury.

- In every instance where there is an incident or injury or if the student has come in contact with a communicable disease, no matter how minor it may seem, the incident must be reported, investigated and documented.
- The student must report the incident to the preceptor/clinical instructor and/or clinical supervisor, and proper forms must be completed and signed in accordance with the clinical site's procedures.
- The preceptor/clinical instructor will complete an incident report for the college.
- A copy of the report will be placed in the student's clinical file.
- Students are responsible to know, understand and agree to abide by the clinical

site's infection control policies and procedures of their clinical education setting.

- In addition, the student must report the incident to the program chair within 24 hours of the incident.

Clinical Injuries

Students involved in an injury during clinical immersion should immediately seek support from their preceptor/clinical instructor. The preceptor/clinical instructor should provide first aid or call 911 depending on how serious the incident may be. The preceptor/clinical instructor should follow the institution's procedures and policies for incident reporting. The college should be notified immediately.

The college will work with the preceptor/clinical instructor to determine next steps and will complete the necessary documentation. The college representative will follow up with both the host site and student.

Conflict Resolution/Sexual Violence & Harassment/ Bullying/ Discrimination

Edenbrook College is committed to the appropriate, respectful, and informal resolution of all conflicts where possible; and to promoting an environment, free from discrimination and harassment, including sexual harassment based on the protective characteristics set out in the British Columbia Human Rights Act. Such discrimination and harassment undermine the mission of Edenbrook College by discouraging individuals from fully participating in academic and professional work. Not only do discrimination and harassment negate the principles of college life, but they are also against the law and will not be condoned at Edenbrook College. It is the responsibility of all members of theCollege community to contribute to a respectful environment for work and study.

The student will contact the college if they feel they have been treated inappropriately.

The Preceptor/Clinical Instructor is to contact the college immediately if they feel the student is acting inappropriately with staff or patients.

SAFETY

Dosimetry

Exposure to radiation for Medical Radiography Technology (MRT) learners participating in immersion must be monitored to ensure that no one receives an exposure that could have a potentially adverse effect. Health Canada's National Dosimetry Services (NDS) provides

equipment, monitors, and records radiation exposure. According to Safety Code 35, all radiation workers (including learners) must monitor radiation exposure with personal dosimeters. All personal dosimeters must be worn and stored by the recommendations of the dosimetry service provider. All personal dosimeter records must be maintained for the lifetime of the facility.

It is the responsibility of Edenbrook College to acquire the dosimeter for each learner and maintain the services necessary. Any personal information required to obtain the dosimeter must be obtained by Edenbrook College directly from the learner.

Pregnancy

According to Safety Code 35, a pregnant radiation worker (including the MRT learner) should immediately notify the employer (Edenbrook College and clinical agency) upon the knowledge of pregnancy in order that appropriate steps may be taken to ensure that work duties during the remainder of the pregnancy are compatible with the recommended dose limits.

Safety Code 35 Appendix 1

N.B. Accommodations can be made to adjust for the individual needs of the pregnant learner. These accommodations may lead to a delay in graduation from the program if the learner is unable to successfully achieve all program requirements.

N95

The use of fitted N95 masks may be used in the clinical setting. All learners are mask-fit tested to a personal fit. It is the responsibility of the learner to disclose personal N95 size to the clinical agency. It is the responsibility of the clinical agency to make appropriate masks available to each learner.

Appendix I

- Statement of Confidentiality
- Orientation Checklist
- Safety Checklist
- Self Evaluation
- Preceptor/Clinical Instructor Evaluation
- Consent to Release of Personal Information

CONFIDENTIALITY STATEMENT

In accordance with regulations regarding confidentiality of information or knowledge concerning the patient, students in Edenbrook College of Health, Business and Technology shall adhere to the following policy:

1. All aspects of the patient's medically related information and/or data shall not be discussed with any person or persons under any circumstances, except in a structured, teaching-learning situation.
2. Under no circumstances is the student to photocopy and/or tape record any part of the patient's medical record/chart or requisition.
3. Failure to honour this basic ethical right of the patient may result in the immediate dismissal of the student from the program.

I understand that all information about the patient's condition is confidential. I hereby acknowledge that I will not discuss such confidential information in ANY public area inside or outside of the educational arena.

_____ _____

Name of Student (PRINTED) Date

_____

Name of Student (SIGNATURE)

_____ _____

Signature of Program Personnel Date

MRT STUDENT PLEDGES TO CONFIDENTIALITY AND CODE OF CONDUCT

Pledge to Confidentiality

As an employee, member of the medical staff, volunteer, other worker, placement student or co-op student associated with the host site, I will have access to information and materials relating to patients, employees, other individuals, which is of a private and confidential nature.

- At all times, I shall respect the privacy and dignity of patients, employees, and all associated individuals.
- I shall treat all administrative, financial, patient, employee and other records as confidential material, and I will protect them to ensure full confidentiality. I shall not read records or discuss, divulge or disclose such information unless there is a legitimate purpose as it relates to my employment.
- I shall ensure that confidential information is not inappropriately accessed, used or released either directly by me, or by virtue of my signature or security access to premises or systems.
- I shall only access, process and transmit confidential information using the Host site hardware, software and other authorized equipment, as required by the duties of my position

Pledge to the Code of Conduct

As a member of the health care community, patient, client, employee, physician, dentist, visitor, guest, volunteer, student and contractor, I share in the vision of the host site I and will strive to create a culture of respect and co-operation by:

- Treat others with respect, dignity, caring and compassion
- Demonstrate courtesy, honesty and integrity
- Respect the rights of others regardless of their race, ancestry, place of origin, citizenship, religion, gender, sexual orientation, age or disability
- Provide an environment that ensures and protects the right to personal dignity and privacy for every individual
- Ensure the physical safety of each individual
- Refrain from the use of offensive and abusive language
- Maintain confidentiality and honour the privacy of health information in all respects including not seeking information of others
- Act in a professional manner that promotes teamwork, communication and accountability
- Display accountability for one's actions and decisions
- Comply with all applicable federal, provincial and municipal laws

I understand and agree to abide by the principals outlined in this document. I also understand that should any of these principals be breached, I will be subject to disciplinary action up to and including termination, loss of privileges or similar action appropriate to my position with the Host Site.

Date: _____

Student Name: _____ **Student Signature:** _____

MRT PROGRAM STUDENT ORIENTATION CHECKLIST

Student Name: _____

Clinical Site: _____

This is a mandatory checklist for all students participating in the Medical Radiography Technology program immersion. This checklist is to be completed within the first week of immersion.

Meet Staff Medical Imaging Technologists	
Meet Staff Radiologist(s)	
Locate Supplies (patient gowns, linen, cleaning supplies)	
Locate Reception/Waiting Area/Medical Imaging Rooms/Workstations/Reporting	
PACS/RIS (Logins, navigation, procedures)	
Requisitions/Clinical Forms	
Medical Imaging and Reporting Protocols	
Department Manuals (MSDS, Safety, Protocols, etc.)	
Site Policies and Procedures	

Preceptor/Clinical Instructor: _____Signature: _____

Date: _____

Student: _____ Signature: _____

Date: _____

MRT PROGRAM STUDENT SAFETY CHECKLIST

Student Name: _____

Clinical Site: _____

This is a mandatory checklist for all students participating in the Medical Radiography Technology program immersion. This checklist is to be completed within the first two sessions of immersion.

1. Fire Safety
   - ☐ Fire extinguishers
   - ☐ Fire exits
   - ☐ Fire blankets (where applicable)
   - ☐ Pull stations

2. First Aid Equipment
   - ☐ Eyewash station
   - ☐ First aid kit
   - ☐ Emergency shower (where applicable)

3. Emergency Code
   - ☐ Code colors (where applicable)
   - ☐ Procedures for codes (where applicable)
   - ☐ Emergency telephone/telephone list

4. Needle stick
   - ☐ Sharps disposable containers
   - ☐ Sharps injury logbook

5. Aseptic Techniques
   - ☐ Sterile gloving
   - ☐ Proper removal of dirty gloves, masks and gowns
   - ☐ Hand wash stations
   - ☐ Proper waste disposal

6. Incident Reporting
   - ☐ Incident report form
   - ☐ Accident/Injury report form

7. Other
   Specify:

Preceptor/Clinical Instructor Signature: _____Date: _____

Student Signature: _____ Date:_____

MRT PROGRAM STUDENT SELF EVALUATION

Student Name: _____

Clinical Site: _____

Date: _____

INSTRUCTIONS: As students you are constantly evaluated by your preceptors/clinical instructors/course instructor in order to monitor your progress during clinical education. However, it is important that your instructors also are made aware of how you perceive your experiences and ability. This evaluation asks you to candidly discuss your current progress. Please check the appropriate column or columns which best describe your assessment about your level of proficiency at this point in your training.

	Excellent	**Good**	**Average**	**Needs Improvement**
Professional Conduct Mannerisms, cleanliness, neatness				
Attitude Enthusiasm for profession interest in Assigned activities				
Communication Skills Interpersonal skills (patients/staff)				
Patient Care Skills Awareness of emotions, modesty				
Cooperation Willingness to assume duties				
Dependability Punctuality & reliability				
Self-control Confidence in personal ability				
Application of Knowledge Use of academic information				
Organization of Duties Logistical & efficient performance				
Adaptability Achievement of routine exams on non-routine patients				
Attendance Punctual and notifies clinical site when not in attendance				

Program Preceptor/Clinical Instructor Evaluation

Clinical Site: _____

Preceptor/Clinical Instructor Name:
_____

Date: _____

INSTRUCTIONS: The purpose of this questionnaire is for the student to evaluate the preceptor/clinical instructor. Please be objective when considering your responses to these questions. Please read each statement and rate your response.

	Strongly Agree	**Agree**	**No Opinion**	**Disagree**	**Strongly Disagree**
Is willing to provide clinical supervision and guidance as required by the preceptor/clinical instructor manual					
Helps me apply classroom knowledge to the clinical situation.					
Discusses my performance with me.					
Corrects me in a constructive and professional manner when necessary.					
Appears interested in me and my learning experience.					
Is a professional role model for me.					
Helps me develop my problem-solving skills.					
Encourages me to perform at an appropriate level ofconfidence.					
Evaluates me according to my clinical performance.					
Assists me in finding answers to my questions.					

Student Name: _____Student Signature:_____

Date: _____

RELEASE OF PERSONAL INFORMATION

As a student in the Medical Radiography Technology program at Edenbrook College of Health, Business and Technology, I consent to the release of the following information for the purposes of receiving information, materials, and/or telephone calls from various recruiters and/or agencies that are interested in employing new program graduates.

Additionally, I agree to sharing any completed evaluations while the program is undergoing an accreditation process. All personal information will be removed and not shared with the accreditation reviewers.

I understand that I may remove my personal information from any published list by contacting the College.

Printed Name: _____

Address: _____

Phone Number: _____Anticipated Graduation Date: _____

_____ _____

Student Signature Date

_____ _____

Signature of Program Personal Date

Appendix II

- Immersion Workbook
- Immersion Reflective Journal

IMMERSION WORKBOOK

Student Information

- Name: _____
- Date: _____

Instructions

- Please use this workbook to log information about the cases you observe and participate in during your immersion at your hospital.
- Fill in the details for each case, including clinical history, procedure details, and any noteworthy observations.

Case Details

Patient's Clinical History_____

_____

_____

_____

Procedure Details

- Procedure: _____
- Body Part: _____
- Positioning:_____
- Exposure Factors (kVp, mAs):_____

Your Role

- Your Role: Observer/Assisted/Unassisted
- Tasks Performed: _____
- Challenges Faced: _____

Observations

- Patient Safety and Comfort: Satisfactory/Needs Improvement
- Positioning: Satisfactory/Needs Improvement

- Image Quality: Satisfactory/Needs Improvement
- Any Artifacts Detected: Yes/No

Clinical Instructor/Preceptor Feedback

- Strengths: _____

  _____

  _____

- Areas for Improvement:
  _____

  _____

  _____

- Additional Notes: _____

  _____

  _____

Reflection and Learning

- **Highlight any significant learning experiences or challenges faced during your immersion.**
  - _____
  - _____
  - _____
  - _____
  - _____
  - _____
  - _____
  - _____

IMMERSION REFLECTIVE JOURNAL

Date:

Today in one word:

How many stars would you rate today? (1-5)

Today's Highlights

1.

2.

3.

What knowledge, skills and/or attitudes did you learn today that you will use in the future?

What are your learning successes today?

What did you find challenging?

Is there anything you would do differently to support your learning tomorrow?