



**The Associate of Applied Science in
Magnetic Resonance Imaging (MRI)
Technology Program**

STUDENT HANDBOOK

2025/2026

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GENERAL INTRODUCTION

This handbook has been compiled to acquaint students with the policies and procedures utilized by the professional program in magnetic resonance imaging. **It is the responsibility of the student to read the entire handbook.**

Students enrolled in the Magnetic Resonance Imaging Program are responsible for observing all policies and procedures stated in this handbook. **Failure to read this handbook does not excuse students from the requirements and regulations contained herein.**

Students are expected to adhere to the highest standards of medical ethics in all periods of attendance in the clinical education centers. All clinical education centers, while separately located, are an integral part of DSDT College's MRI Program. Any infraction of medical ethics in the clinical education center will be dealt with under the appropriate disciplinary policy of the College. It is the student's responsibility to know what the appropriate policies and procedures are at each of the clinical education centers.

The program, established in 2026, is currently accredited by the Commission of the Council on Occupational Education.

The curriculum is based on the MRI Curriculum published by the American Society of Radiologic Technologists, the Association of Educators in Imaging and Radiology Sciences, and the Section of Magnetic Resonance Imaging Technologists. A copy of this document may be found in the MRI Program Director's office.

The Program Faculty of the MRI Program at DSDT College reserves the right to make any additions or changes in program policies as deemed necessary at any time throughout the course of the program.

Students will be notified of new policies and/or changes in program policies in writing.

PROGRAM FACULTY

Jordan Podsiad

RT(R)(MR)

MRI Program Director

MRI Faculty

jordan.podsiad@dsdt.edu

Zach Conrad

R.T.(R)(MR),MRSO

MRI Faculty

zach.conrad@dsdt.edu

Eleasa Norris

DHA, RT(R)(CT)(MR)(QM)

MRI Faculty

eleasa.norris@dsdt.edu

Melissa Luotonen

RT(R)(MR), MRSO

MRI Faculty

melissa.luotonen@dsdt.edu

Eric Weiss

MRI Faculty

eric@dsdt.edu

MISSION, PHILOSOPHY AND GOALS

MRI PROGRAM MISSION

The Associate of Applied Science in Magnetic Resonance Imaging (MRI) Technology program prepares students for entry-level careers in diagnostic imaging through a combination of classroom instruction, laboratory practice, and supervised clinical experience. Students gain knowledge in anatomy, physiology, patient care, MRI physics, and imaging procedures while developing the technical and professional skills necessary to operate MRI equipment, ensure patient safety, and produce high-quality diagnostic images.

PROGRAM PHILOSOPHY

The Associate of Applied Science in Magnetic Resonance Imaging (MRI) Technology program provides students with the knowledge and hands-on training needed to perform MRI procedures in clinical settings. The curriculum emphasizes patient care, anatomy, MRI physics, safety practices, and imaging techniques, preparing graduates to produce high-quality diagnostic images and contribute effectively as healthcare professionals.

PROGRAM MISSION

The mission of the magnetic resonance program is to prepare competent, entry-level magnetic resonance technologists able to function within the healthcare community.

Goal: Students will be clinically competent. [OBJ]

Student Learning Outcomes:

Students will apply positioning skills. [OBJ]

Students will select image parameters.

Students will utilize magnetic field safety measures.

Goal: Students will demonstrate communication skills.

Student Learning Outcomes:

Students will demonstrate written communication skills.

Students will demonstrate oral communication skills.

Goal: Students will develop critical thinking skills.

Student Learning Outcomes:

Students will adapt imaging parameters for non-routine patients.

Students will critique images for diagnostic quality.

Goal: Students will model professionalism.

Student Learning Outcomes:

Students will demonstrate work ethics.

Students will summarize the value of life-long learning.

AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGISTS (ARRT)
CODE OF ETHICS

1. The MRI Technologist conducts himself/herself in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The MRI Technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The MRI Technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination, regardless of sex, race, creed, religion or socioeconomic status.
4. The MRI Technologist practices technology founded upon theoretical knowledge and concepts, utilizes equipment and accessories consistent with the purpose for which they have been designed, and employs procedures and techniques appropriately.
5. The MRI Technologist assesses situations, exercises of care, discretion and judgment, assumes responsibility for professional decisions, and acts in the best interest of the patient.
6. The MRI Technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment management of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The MRI Technologist utilizes equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard or practice, and demonstrates expertise in limiting the radiation exposure to the patient, self and other members of the health care team.
8. The MRI Technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The MRI Technologist respects confidences entrusted in the course of professional practice,

protects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

10. The MRI Technologist continually strives to improve knowledge and skills by participating in educational and professional activities, sharing knowledge with colleagues, and investigating new and innovative aspects of professional practice. One means available to improve knowledge and skills is through professional continuing education.

STUDENT POLICIES

1.0 Academic Advising

Program faculty and the Director of Student Services will advise students throughout the semester and on an as-needed basis.

Instructors will maintain office hours throughout the week. Students may meet with the Director of Student Services by emailing to request an appointment.

If a student plans to seek employment while carrying a full-time academic load, this should be discussed with his or her advisor. A realistic workload is strongly recommended. Under no circumstances should employment schedules interfere with academic or clinical responsibilities.

2.0 Academic Responsibilities and Standards

2.1 Textbooks

Each student is responsible for purchasing the required textbooks before the second meeting of the class.

Because the same textbook may be used again in later courses, students are strongly encouraged to consult with MRI faculty teaching future courses before selling textbooks.

2.2 Assignments

Each student is responsible for completing all reading, writing, and oral assignments assigned by faculty.

If a student is absent from class for any reason, he or she remains responsible for all material presented and discussed during class.

2.3 Teams Etiquette

Students are expected to keep their microphones muted unless speaking and are required to have their video cameras turned on while attending VCS sessions.

2.4 Social Media

Social media can be a valuable way to share life experiences, opinions, and educational content with others. However, the use of social media presents risks and carries certain responsibilities. Social media includes all forms of communication or posting of information and content via the internet or other electronic communication methods. This includes personal blogs, journals,

websites, chat rooms, and social networking platforms such as Facebook, Twitter/X, Snapchat, Instagram, TikTok, and YouTube. Content shared on these platforms may be distributed to others with or without the original author's consent.

Additionally, in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), no information, photographs, videos, or descriptions of patients or their families may be posted on any social media platform.

HIPAA Information: <https://www.hhs.gov/hipaa/for-professionals/privacy/special-topics/deidentification/index.html>

Students are solely responsible for the content they post online. Inappropriate postings regarding patients, classmates, faculty, clinical affiliates, or the institution — including discriminatory remarks, harassment, threats, or violations of professional standards — may result in disciplinary action, up to and including dismissal from the program.

Students should also understand that future employers may review publicly available social media accounts when evaluating candidates for employment. Students are encouraged to review their online presence and remove any unprofessional images, language, or content that could negatively impact employment opportunities after graduation.

Students may use social media platforms for educational and personal purposes. However, students enrolled in the MRI program must not post or contribute to any online discussions or content that could violate patient rights, breach confidentiality, damage the reputation of the MRI program or its clinical affiliates, or create an unprofessional environment.

Cyberbullying, harassment, or inappropriate online conduct by any student within the program will not be tolerated.

As with all forms of social networking, students should be aware that posts may be viewed by others, including content in which the student has been “tagged” by another individual.

Educational institutions and employers reserve the right to discipline, dismiss, or refuse employment based on social media activity deemed inappropriate or unprofessional.

2.5 Course Syllabus

Each instructor is required to provide students with a course syllabus. The syllabus will include:

- A description of the course
- Course goals and/or objectives
- Methods of evaluation and grading
- Make-up policies
- Descriptions of written and/or oral assignments

2.6 Evaluation and Grading

The MRI Program has established grading standards that supersede the College's general grading policy and are designed to align more closely with the minimum passing standards for the certification examination in Magnetic Resonance Imaging.

Grading Scale

Grade	Percentage
A	90% – 100%
B	80% – 89%
C	70% – 79%
D	60% – 69%
F	Below 60%

2.7 Standards of Academic Achievement

Due to the unique nature of the MRI Program and the responsibilities of the MRI technologist, a high level of academic and technical competence is required of all students.

A grade of “C” or better is required in all MRI courses for a student to progress within the professional program.

If a student receives a grade of “D” or lower in a course, the student will be given one opportunity to retake the course in order to achieve a passing grade of “C” or higher.

If a student receives a grade of “D” or lower on the second attempt, the student will be dismissed from the MRI Program.

2.8 Cheating and Plagiarism

The maintenance of academic standards and integrity requires honesty from all students.

A student who uses dishonest or deceitful means to obtain a grade is guilty of cheating. A student who submits another person's work as his or her own without proper attribution is guilty of plagiarism.

The submission of AI-generated content as original student work is also considered plagiarism. Additionally, falsification of clinical hours, competencies, evaluations, or other clinical documentation — including submission of hours or achievements not personally completed — is considered cheating.

In accordance with College policy, cheating and/or plagiarism will result in disciplinary action as follows:

First Offense

- The student will receive a grade of zero on the assignment or examination.
- If the violation occurs in a clinical setting, the student's clinical grade will be reduced by one letter grade.

Second Offense

- The student may be dismissed from the program.

Cheating and/or plagiarism may result in disciplinary action up to and including dismissal from the MRI Program.

2.9 Copyright Violation

It is illegal to reproduce or distribute copyrighted material without permission from the copyright owner.

A student found responsible for copyright infringement may face sanctions from:

- The Magnetic Resonance Imaging Program
- DSDT College
- Federal authorities

3.0 Expenses

In addition to standard College tuition, fees, and textbook costs, students enrolled in the Magnetic Resonance Imaging Program will incur additional expenses. These expenses may include, but are not limited to, the following:

4.0 Transportation

Each student is responsible for transportation to and from assigned clinical sites.

All transportation arrangements and travel-related expenses are the sole responsibility of the student.

A valid driver's license is required prior to the start of clinical rotations.

5.0 Uniforms

Each student is responsible for purchasing and maintaining his or her own uniforms, including appropriate shoes.

Uniforms must include DSDT identification indicating the student's status as a DSDT student.

6.0 Vaccination and Skin Testing Requirements

Students admitted to the MRI Program must provide documentation of the following immunizations, certifications, and screenings:

- 1. Rubella and Rubeola Immunization**
Required in accordance with state regulations.
- 2. Mumps and Varicella Immunization or Titer**
Required by clinical affiliates, particularly when working with infants and children.
- 3. Hepatitis B Vaccination Series**
Students who do not provide proof of Hepatitis B immunization or a positive titer must begin the Hepatitis B vaccine series prior to enrollment in a clinical practicum course.

4. **Tuberculosis (TB) Skin Testing**

Students must complete a TB skin test annually while enrolled in a clinical practicum course.

- a. If the TB test is positive, documentation of treatment status must be submitted.

5. **Influenza (Flu) Vaccination**

Students must provide proof of annual influenza vaccination while enrolled in clinical practicum courses.

6. **COVID-19 Vaccination**

COVID-19 vaccination may be required by certain clinical sites. Some clinical affiliates may allow exemption documentation in accordance with their policies.

7. **Cardiopulmonary Resuscitation (CPR) Certification**

CPR certification is required prior to enrollment in any practicum course.

- a. Students must maintain current certification throughout enrollment in the program.
- b. Updated documentation must be submitted to the appropriate department as required.

8. **Drug Screening**

Drug screening may be required prior to attending site-specific orientation or participating in clinical rotations.

7.0 Liability Insurance

Proof of professional liability insurance is required before a student may begin clinical education.

Students may apply online through HPSO: <http://www.hpso.com/>

When applying through HPSO, students should select: **Profession:** Radiologic Technician/Technologist.

8.0 Background Checks

Criminal background checks may be required by DSDT College and/or individual clinical affiliates.

Appropriate forms, instructions, and applicable fees will be provided to students prior to the start of clinical rotations.

9.0 Clinical Software Fees

9.1 Trajecsys:

DSDT College utilizes a clinical tracking software program called Trajecsys.

Website: <https://www.trajecsys.com/>

Students are charged a one-time fee for annual access to the software. This fee will be attached to the student's first clinical course.

9.2 ScanLab MRI Simulator Subscription

The MRI Program utilizes the ScanLab MRI Simulator for laboratory and clinical education experiences.

Students are charged a one-time fee for sixteen (16) months of access to the online MRI simulation program.

10.0 Health & Safety

10.1 Health Examination

Students are required to submit a completed health form and to have a physical examination prior to entering the clinical site.

10.2 Illness

If the student is ill and unable to attend the clinical rotation, the MRI clinical supervisor and MRI Program Faculty must be notified as soon as possible prior to the scheduled starting time.

10.3 Injury

Should a student become injured or acutely ill during the course of assigned clinical duties, the clinical site to which that student is assigned will provide treatment and emergency care.

10.4 Health Insurance

Students are strongly encouraged to have current health insurance for clinical rotations.

10.5 Pregnancy

In compliance with the Nuclear Regulatory Commission (NRC) regulations, a female student who becomes pregnant has the option of whether or not to inform program officials of her pregnancy.

10.6 Magnetic Field Safety

The magnetic resonance (MR) system has a very strong magnetic field that may be hazardous to individuals entering the MR environment.

10.7 Radiation Safety

Due to the unique concerns and health risks associated with ionizing radiation, students enrolled in the MRI program are not allowed to observe, assist, or hold patients inside any room that is actively conducting an exam utilizing ionizing radiation.

10.8 Campus Safety

Safety is a shared responsibility at DSDT College.

10.9 Physical and Mental Performance Requirements

Because of the nature of the work required in the Magnetic Resonance Imaging Program offered at DSDT College, the applicant must be:

1. Able to reach, manipulate, and operate equipment necessary for exam procedures.
2. Able to move, manipulate, and observe a patient or client as necessary for the profession.
3. Able to visually assess patients, medical test results and the working environment to correctly decide the appropriate action to take for the benefit to the patient/client.
4. Able to clearly communicate, both verbally and in writing, with the patient, client, family members, medical personnel and others.
5. Able to disseminate information relevant to patient care and work duties and also hear clearly enough to gather information relevant to patient care and work duties.
6. Able to make appropriate judgment decisions in an emergency or where a situation is not clearly governed by specific guidelines.
7. Able to demonstrate emotional stability and psychological health in day-to-day interactions with patients/clients, staff, family members, and others in routine and non-routine decision-making processes, and on the daily execution of didactic and clinical assignments.
8. Able to maintain professional demeanor and conduct under extremely stressful circumstances.
9. Able to lift at least 50 pounds.
10. Able to safely work in the MRI suite – Magnetic Resonance Imaging students should wear no implants or have devices surgically implanted that are deemed non-MRI compatible.

11. Standard Precautions Policy Statement

The Magnetic Resonance Imaging Program enforces current CDC policies on communicable diseases. Any student suffering from a contagious infection will be asked to provide medical documentation that the contagious phase has passed prior to continuing in clinical. This is to ensure minimum risk to others.

Because many people who carry highly infectious pathogens (e.g., AIDS virus, hepatitis A & B, etc.) are not aware of it, all students and faculty will strictly adhere to this policy. These safety guidelines are designed to protect the students, faculty, and patients from the spread of infectious diseases.

1. Always wear gloves when working with patients where blood/body fluids are evident or likely. (i.e. open wound trauma and IV injection)

2. Wear gloves when wiping blood/body fluids from equipment. Use appropriate cleaning chemicals.
3. Wash hands after handling any blood and body fluids.
4. Wash hands frequently during patient care activities.
5. Dispose of linens soiled with blood and body fluids in appropriate containers.
6. All infectious needles, tubing, etc., need to be placed in puncture-proof containers. Do not clip needles or recap needles.
7. All injuries and splashes must be reported to faculty and clinical supervisor immediately.
8. Any splash of body fluid entering a mucous membrane (eye, nasal passage, and mouth), open cut or wound shall be reported immediately to the faculty and clinical instructor. An incident report will be completed.

If occurrence at clinical site, students will be sent to the appropriate treatment facility for evaluation and treatment. The student will pay for cost of any treatment.

12.0 Substance Abuse Policy & Procedures

DSDT College is committed to maintaining a safe, professional, and supportive learning environment that prepares students for success in health-related careers. Even in an online learning environment, students are expected to uphold professional standards of conduct consistent with those in the healthcare field.

Students must participate in coursework, labs, and any program-related activities free from the influence of alcohol, illegal drugs, or any substances that may impair judgment, performance, or behavior. Impairment during learning activities may negatively impact the student's ability to safely and effectively meet program expectations and professional standards.

Students are responsible for ensuring that any prescribed or over-the-counter medications they take do not interfere with their ability to participate safely and effectively in academic activities. If a medication may impair cognitive or physical functioning, the student should notify the appropriate program representative and may be required to provide written documentation from a healthcare provider confirming safe participation.

As a condition of admission and continued enrollment in the MRI Program at DSDT College, all students must sign a Substance Abuse Compliance Contract agreeing to adhere to this policy. This agreement includes compliance with substance testing requirements, if applicable to the program, and authorization for appropriate handling and disclosure of results in accordance with institutional policy.

12.1 Substance Abuse Compliance Contract

SUBSTANCE ABUSE COMPLIANCE CONTRACT

MRI Program at DSDT College

I, _____, have read the *Substance Abuse Policy & Procedures* of DSDT College and agree, as a student in the professional health program, to comply with all aspects of the policy as written, including testing for substances and appropriate release of that information. Furthermore, I agree to abide by the provisions for determining dismissal and to follow the conditions of readmission as outlined.

Student's Name

Student's Signature

Date

For Student File

12.2 Behavioral Changes Associated with Drug Abuse

The College of Nursing and Health Professions has developed the following list of behaviors that, while not all-inclusive, may be used as indicators that an individual could be under the influence of a drug at the time of observation. (Refer to the Substance Abuse Policy for the definition of “drug” and procedures related to enforcement of the policy.)

The College of Nursing and Health Professions is guided by behavioral descriptors outlined in the most current edition of the *Diagnostic and Statistical Manual of Mental Disorders (DSM)*.

Observation of any of the following behaviors may result in removal from the classroom or clinical environment pending further evaluation.

Attention Deficit/Cognitive Impairment

- Ataxia
- Tremors, especially of the hands
- Slowed response time in familiar skills
- Diminished coordination or dexterity

Social Impairment

- Inappropriate verbal remarks, including inappropriate subjects, language, or expletives
- Behaviors outside normal professional or social expectations, including:
 - Angry outbursts or unrestrained agitation
 - Unexplained crying
 - Euphoria
 - Paranoia
 - Hallucinations
- Significant behavioral changes from the individual’s normal demeanor, including:
 - Introversion
 - Extroversion
 - Irritability or sullenness
 - Giddiness
 - Defensiveness

Somatic Manifestations/Discomforts

- Odor of alcohol on the breath
- Nausea, vomiting, or excessive thirst
- Frequent restroom use, urinary frequency, or diarrhea
- Hiccups
- Reddened sclera (bloodshot eyes)
- Pupil changes or drooping eyelids
- Complaints of blurred vision or inability to focus

Speech/Communication Impairment

- Slurred speech
- Rapid or choppy communication patterns

- Incoherent speech

12.3 Behavioral Patterns Associated with Substance Abuse

The following behavioral patterns may be associated with substance abuse. While these behaviors may have causes unrelated to substance use, careful assessment and documentation over time may help determine whether a relationship exists.

Patterns that may warrant concern include:

- Repeated tardiness
- Frequent absenteeism
- Recurrent physical complaints, including:
 - Frequent colds
 - Gastrointestinal problems
 - Lack of sleep
 - Weight loss
 - Sluggishness or low energy
- Deterioration in personal appearance or grooming
- Poor hygiene practices
- Multiple personal crises
- Avoidance of eye contact
- Social isolation or lack of peer support
- Repeated excuses for below-standard performance
- Forgetfulness regarding appointments or assignments
- Slowed response time during familiar activities
- Mood swings or sudden behavioral shifts
- Excessive suspiciousness or lack of trust
- Visible needle marks on the body

Behaviors Related to Narcotic Handling

- Frequent need to waste unused medications
- Documentation of larger medication doses than ordered
- Unauthorized possession of narcotic keys
- Unsupervised entry into narcotic storage areas
- Volunteering for assignments that provide increased access to narcotics
- Frequent unexplained absences or extended breaks during clinical activities

13.0 Student Records

Administration maintains records of all didactic and clinical coursework attempted and/or completed by students. Records include:

1. Attendance and clinical rotation records
2. Clinical competency records
3. College transcripts
4. Clinical evaluations

Right to Inspect Records

Under the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), students have the right to inspect and review their official educational records.

14.0 Student Counseling

The purpose of student counseling is to promote and support student success. Counseling may identify strengths and areas for improvement.

15.0 Withdrawal from the Program

- Student meets with Director of Student Services and Chief Financial Officer to learn consequences.
- Student notifies Director of Student Services of decision.
- Student is formally withdrawn from the program.

16.0 Dismissal from the Program

Dismissal may occur for, but is not limited to:

- Failure to meet academic standards
- Inadequate clinical progress
- Unsafe or unprofessional behavior
- Cheating or plagiarism
- Physical or emotional inability to meet requirements
- Falsification of records

Dismissal process includes written documentation, faculty review, and written notification to the student. Appeals must follow the DSDT Student Handbook process.

17.0 Readmission to the Program

Readmission requires formal application and is granted on an individual basis based on prior performance and space availability.

Readmission will be denied if:

1. Cumulative GPA is below 2.00
2. Student has failed the same course twice with a grade below “C”

18.0 Grievance Procedures

A grievance is a complaint alleging violation of student academic rights. Procedures are outlined in the DSDT Student Handbook.

19.0 Application for ARRT Certification Examination

In the final semester, students are provided access to apply for the ARRT certification exam. Completion of an accredited program is required prior to eligibility.

20.0 Student Participation in College and Program Organizations

Students may be invited to serve on committees. Participation is voluntary and does not affect grades.

21.0 Program Compliance

Accreditation is a process of voluntary, external peer review in which a non-governmental agency grants public recognition to an institution or specialized program of study that meets certain established qualifications and educational standards, as determined through initial and subsequent periodic evaluations. The goals of the accreditation process are to protect the student and the public, identify outcomes by which a program establishes and evaluates its assessment policies and procedures, stimulate programmatic self-improvement, and provide protective measures for federal funding or financial aid.

Accreditation is assurance of acceptable educational quality since accredited programs are required to meet national standards established by radiologic technology professionals and communities of interest.

The DSDT MRI program is accredited by the Commission of the Council on Occupational Education.

22.0 Clinical Policies and Procedures

General Introduction

During semesters 3 through 5 of the professional program in Magnetic Resonance Imaging at DSDT College, the student will be enrolled in a clinical course that requires attendance in the clinical education center in order to:

- Acquire expertise and proficiency in a variety of magnetic resonance imaging clinical environments
- Develop and practice work habits and appropriate interpersonal relationships with patients and other members of the health care team

In the clinical setting, the student will be representing DSDT College. The student is expected to conduct himself/herself in a professional manner at all times.

22.1 Clinical Assignments and Placement

Upon the first day of the program, students are enrolled in a Clinical Preparation Course (0 credit hours). This course does not affect GPA and is designed to serve as a structured tool to guide students through the clinical placement process and ensure readiness for clinical education.

Clinical placement is a shared responsibility between the student and DSDT staff. Students are expected to actively participate in the initial phase of placement by identifying potential clinical sites and initiating introductory communication with those facilities. Once a site has expressed interest or engagement, DSDT staff will assume responsibility for coordinating formal discussions and managing required documentation, including affiliation agreements, compliance requirements, and legal contracts.

Clinical education experiences are typically scheduled during Semesters 3, 4, and 5 of the program. However, clinical placement timing may vary depending on individual student progression, academic course load, and program needs. Adjustments may be made to ensure appropriate readiness and scheduling alignment.

While DSDT makes every reasonable effort to secure clinical placement opportunities for all students, placement is not guaranteed. Students are expected to remain actively engaged in the placement process until a site is secured.

If a student experiences difficulty securing a clinical site, they may delay progression into clinical rotations until an appropriate placement is confirmed. This delay does not impact academic standing but may extend the overall timeline of clinical completion.

Clinical assignments are structured to support student exposure to a variety of MRI procedures and environments over the course of the program. Given variability in site availability and scheduling, students may not experience identical clinical activities at the same time; however, the program is designed to ensure equitable exposure across all required competencies.

22.2 Evening Clinical Assignments

Due to the unique nature of the MRI program, it is possible for students to choose evening hour rotations. Evening clinical hours may be completed if:

- The clinical site agrees
- MRI program faculty and the student both agree it is in the best interest of the student
- Required clinical hours will be met for the given term (an Incomplete may be assigned)
- Competency exams will be completed (dependent on clinical site volume)
- Extenuating circumstances are present that require altering typical daytime hours (e.g., acceptance into another program, weather conditions, transportation issues, etc.)

22.3 Clinical Affiliates as of May 2026

Site Name	Location
All County Radiology	Flushing, NY
Bronxcare Health Systems	Bronx, NY
NewYork-Presbyterian	New York, NY
Apollo Imaging	Elmhurst, NY
Orthopedic Associates of Dutchess County	Poughkeepsie, NY
Rad X	Tampa, FL
Munson Health Care	Traverse City, MI
Adventist Health	Roseville, CA
Advantage Diagnostics & MRI	Broken Arrow, OK
Carl R Darnall Amy Medical Center	Fort Hood, TX
Regional Medical Imaging	Various Cities, MI

22.4 Timesheets

The MRI program is currently using Trajecsyst, a web-based clinical platform. This software is used to access the time clock, log daily activities, access clinical evaluations, and record clinical competency exams. Students will clock in/out at the clinical site, while technologists will approve the timesheets and complete clinical evaluations online.

22.5 Attendance

Attendance and punctuality are very important for clinical education. Students arriving one minute past the expected arrival time will accrue a tardy. The missed clinic time from this tardiness is to be completed the same day unless otherwise noted by the clinical coordinator. Students departing from clinic before the designated departure time without faculty approval will also accrue a tardy. Excessive tardies will not be tolerated. Students will receive an absence after every three (3) tardies (on the 4th) during each semester. Late arrival or early departure more than one hour will be counted as absence. This allowance is for emergency situations and not to simply choose to go in late or leave early a few times.

Time exceptions for missing clock ins or outs will count as a ½ tardy. Clocking in from a mobile device without location enabled or with an unrecognized IP address will count as a tardy with other possible repercussions following an investigation.

Students are allowed two (2) personal days, but excessive absences will not be tolerated. On the fourth (4th) accrued absence, the student’s clinic letter grade will be lowered. This policy may be modified by extenuating circumstances and is at the discretion of MRI clinical coordinator. Students will be expected to schedule a make-up day at the end of the semester for this missing time. Comp time is not given. Any days missed (more than the three personal days) must be made up in the semester in which they were missed and at the clinical site where they were missed. It is the responsibility of the student to check with the clinical supervisor for acceptable dates and approve the dates with both the clinical site and MRI clinical coordinator.

Extenuating circumstances include, but are not limited to, jury duty, extended illness, a death in the immediate family (spouse, parents, grandparents, children, and grandchildren), mandatory employee orientation, etc. All missed time more than the three personal days must be made up prior to the end of semester finals regardless of the reason for the absence. Extreme absences could result in a student receiving a failing grade or incomplete for the semester. Any exceptions must be approved by the clinical coordinator and will be handled on a case-by-case basis.

Students are responsible for notifying both their clinical site instructor and MRI clinical coordinator if they are going to be absent from clinic. Notification should be made prior to the start of the clinical day. Failure to notify the appropriate supervisors will result in the absence being counted as two (2) absences and a final written warning as a No Call/No Show. In the event of an additional No Call/No Show, the student will be dismissed from the program.

Attendance Offense(s)	Offense(s) Result	Program Action Taken
Two absences (personal days)	No offense	No action taken
Third absence	Make up missed clinic time	No action taken
Fourth absence	Make up missed clinic time	Clinic letter grade lowered one
Four tardies	Equals one absence	See absence offenses
Time exception (Forgot clock in/out)	Equals ½ tardy	See tardy offenses
First No Call/No Show	Equals two absences	Final written warning
Second No Call/No Show	Program dismissal	Student dismissed from program

22.6 Dress Code

Students are required to present a professional appearance at all clinical sites. DSDT does not provide scrubs; therefore, uniform requirements, including scrub color and specific attire guidelines, will be determined by each individual clinical site. Students are responsible for confirming and complying with the dress code policies of their assigned facility prior to beginning clinical rotations.

In general, students are expected to adhere to the following standards unless otherwise directed by the clinical site:

- Clean, professional scrubs or clinical attire as specified by the site
- Closed-toe, non-slip clinical shoes
- DSDT student identification badge visible at all times
- Minimal, conservative jewelry (as permitted by site policy)
- Neat, clean grooming and hygiene appropriate for a healthcare environment
- Hair must be clean, secured, and maintained in a manner that does not interfere with patient care or equipment
- Visible tattoos must comply with clinical site policy and may be required to be covered

Students are expected to maintain a professional appearance that reflects the standards of the MRI profession and the expectations of the clinical environment. Failure to comply with clinical site dress code policies may result in removal from the clinical setting for that day and may impact clinical standing.

Because MRI environments involve strong magnetic fields, students must also comply with all MRI safety requirements related to attire, including removal of all ferromagnetic objects prior to entering restricted areas.

22.7 Clinical Competency Objectives

As part of their educational program, candidates must demonstrate competence in the clinical activities identified in the given document. Demonstration of clinical competence means that the program director or designee has observed the candidate performing the procedure independently, consistently, and effectively. Candidates must demonstrate competence in the areas listed below.

- 7 mandatory patient care procedures
- 8 mandatory MRI safety procedures
- 17 mandatory MRI imaging procedures
- 12 elective MRI imaging procedures
- 7 mandatory MRI quality control procedures

22.8 Clinical Advising Program

All students enrolled in clinical education are evaluated and advised regarding their ability to care for patients in a professional and ethical manner. The advising program is conducted via several documents:

- a. “**Performance Objectives**” forms are completed by program faculty and/or clinical instructors to document the attainment of specific performance objectives that should be met by the student during the semester.
- b. “**Clinical Evaluation**” forms are used by technologists to give students and faculty an opinion of the students’ trends in professional attitudes and behavior. The results of the clinical evaluations will be discussed with the student each semester.
- c. Clinical grades do not include advising results, **however**, students may be subject to corrective actions including **incomplete or failing course grade** due to failure to comply with advising suggestions and/or not making satisfactory progress toward goal completion.

Evaluation criteria for Clinical Competency Objectives as well as Student Clinical Evaluations are clearly stated on the forms included in this handbook and will be discussed during orientation of the MRI Program.

22.9 Clinical Supervision

Students are not to operate the MRI equipment **without a registered magnetic resonance imaging technologist present**. It is the responsibility of the technologist to ensure proper patient care, imaging, and MRI safety occur in the MRI suite.

Students are allowed to operate the controls and set the machine **ONLY** if the student and technologist both feel confident the student is ready. The technologist must be present and verify the accuracy of the student’s work with direct supervision (sitting beside the student) until clinical competency is obtained and documented. Thereafter, exam completion may be performed under indirect supervision (the technologist should be within yelling distance.)

22.10 Evaluations and Clinical Checklist

Upon completion of the student’s assigned rotation in each particular clinical setting, the student must be able to complete the Competency Objectives as outlined on the objective forms included in the “Program Documents” section of this handbook.

There are certain objectives and criteria for each semester, with more expectations of student knowledge and performance as the program progresses. The forms for the clinical Competency Evaluations and the Performance Objectives will be discussed during orientation by the MRI Program Director.

In addition, the student will be clinically evaluated by the technologist on the machine or clinical assignment to which the student is assigned. The student’s Clinical Evaluation Form to be filled out by the technologist is also included in this handbook and will be discussed in Orientation.

The student will also fill out an evaluation for the clinical instructor he/she was assigned to throughout his/her rotation.

It is the student's responsibility to complete the Daily Record of Procedures table included in Trajecsys (www.trajecsys.com) for each exam/clinical assignment they are assigned. The Daily Record of Procedures is to be kept daily and marked according to the procedures the student has observed or performed each day.

At the beginning of a student's rotation to each clinical assignment they will be given the clinical syllabus and the Performance Objectives. The Performance Objectives are those objectives the student should be able to perform by the end of the rotation.

It is the student's responsibility to have the Daily Record of Procedures, Timesheet, Competency exams (Original and Continued), Room Orientation, and Department Orientation completed by the end of each rotation. Failure to complete these items by the due date will result in a penalty to the student's clinical grade.

22.11 Clinical Rotation

The student's first few days on a new clinical rotation should be used for observation. This gives the student time to learn the setups, equipment and routine of the machine. Once comfortable with the scanning routine, students are encouraged to begin scanning as soon as possible. When not scanning, students should help the clinical site care for patients, stock rooms, transport, and any other daily duties assigned to working technologists.

DSDT COLLEGE

Program Documents



DSDT COLLEGE · MRI PROGRAM

Clinical Site Checklist — for inclusion in the DSDT MRI Clinical Handbook

This document contains three parts. Part 1 is completed by the DSDT Clinical Coordinator to qualify a clinical site. Part 2 is completed by the student during the first week at each site. Part 3 is the full ARRT 2025 MRI clinical competency scan checklist — every scan and procedure the student must complete and have verified to be eligible to sit for the ARRT MRI examination.

PART 1 — CLINICAL SITE QUALIFICATION & EVALUATION CHECKLIST

Completed by the DSDT Clinical Coordinator / Program Director for each prospective or renewing clinical affiliate.

A. Affiliation & Administration

Qualification Criterion	Yes	No	N/A
Current, signed clinical affiliation agreement on file between DSDT College and the site.			
Site carries general and professional liability insurance.			
Site agrees to comply with DSDT program policies and ARRT clinical competency requirements.			
Site does not require students to function as paid staff or substitute for employees.			

B. MRI Equipment & Imaging Capability

Qualification Criterion	Yes	No	N/A
At least one functioning MRI scanner accessible to students (field strength documented).			
Range of radiofrequency coils available (head, spine, body, extremity, etc.).			
PACS and/or post-processing workstation access available to students.			
QC phantom available for quality-control competency procedures.			
Procedure volume and variety sufficient to complete the 17 mandatory MR imaging procedures.			
Site performs a mix of elective procedures across all body regions.			

C. Clinical Supervision

Qualification Criterion	Yes	No	N/A
One or more ARRT-registered technologists on staff (MRI registration preferred).			
A designated clinical instructor / preceptor is identified for DSDT students.			

Appropriate student-to-technologist supervision ratio maintained at all times.			
Clinical instructor is oriented to DSDT competency checksheets and evaluation forms.			
Students directly supervised until competency is documented, then indirectly per ARRT rules.			

D. MRI Safety Environment

Qualification Criterion	Yes	No	N/A
MR safety zones (Zones I-IV) are clearly designated and posted.			
Documented MRI screening protocol for patients, personnel, and non-personnel.			
An MR Medical Director and/or MR Safety Officer is identified.			
Emergency procedures (quench, code, fire, contrast reaction) posted and accessible.			
Cryogen safety and ferromagnetic/projectile precautions are in place.			

E. Student Support & Compliance

Qualification Criterion	Yes	No	N/A
Site can accommodate the DSDT clinical rotation schedule and required clinical hours.			
Workspace, locker/storage, and break access provided for students.			
Site accepts DSDT student documentation: BLS/CPR, immunizations, background check, drug screen.			
Site has a student orientation process (see Part 2).			
Site complies with HIPAA and patient-confidentiality training for students.			

F. Documentation & Evaluation

Qualification Criterion	Yes	No	N/A
Site agrees to complete DSDT clinical competency verification (instructor initials / dates).			
Site agrees to complete DSDT mid-term and final student performance evaluations.			
A time/attendance tracking method for student clinical hours is agreed upon.			
Site agrees to communicate student performance or safety concerns to DSDT promptly.			

Site Approval Status: Approved Approved with Conditions Not Approved

Clinical Coordinator: _____ Date: _____

Program Director: _____ Date: _____

Site Representative: _____ Date: _____

PART 2 — STUDENT CLINICAL SITE ORIENTATION CHECKLIST

Completed by the DSDT MRI student and verified by the MRI Program Director within the first week at each clinical site.

A. Pre-Clinical Requirements (verify BEFORE first clinical day)

<input type="checkbox"/>	Orientation Item	Date	Initials
	Current BLS/CPR certification card on file with DSDT.		
	Immunizations and health records complete and current.		
	Background check and drug screening cleared.		
	Student liability insurance active.		
	MRI safety training completed and documented.		
	Signed DSDT MRI Clinical Handbook acknowledgment on file.		

B. Facility Orientation

<input type="checkbox"/>	Orientation Item	Date	Initials
	Facility tour completed (department layout, entrances, exits).		
	Parking, building access, and security badge / login issued.		
	Locker or personal storage assigned.		
	Break room, restrooms, and dining locations identified.		
	Dress code and professional appearance standards reviewed.		
	Timekeeping and attendance procedure reviewed.		

C. MRI Safety Orientation

<input type="checkbox"/>	Orientation Item	Date	Initials
	MR safety Zones I-IV identified and explained.		
	MRI screening procedure for patients and visitors reviewed.		
	Student completed personal MR safety screening.		
	Ferromagnetic / projectile hazards and the 5-Gauss line reviewed.		
	Magnet quench procedure and quench button location identified.		
	Emergency, code, and fire procedures and exit routes reviewed.		
	Cryogen safety reviewed.		
	Contrast reaction response and crash cart location identified.		

D. Department Operations

<input type="checkbox"/>	Orientation Item	Date	Initials
	Introduced to clinical instructor and department staff.		
	Patient scheduling and imaging workflow reviewed.		
	PACS / workstation login and protocols access provided.		
	Scan protocol manuals and procedure references located.		
	Infection control and Standard Precautions reviewed.		
	Incident / occurrence reporting procedure reviewed.		
	HIPAA and patient-confidentiality expectations reviewed.		

E. DSDT Program Expectations

<input type="checkbox"/>	Orientation Item	Date	Initials
	Clinical competency checklist and evaluation process explained.		
	Direct vs. indirect supervision requirements understood.		
	Professional conduct and ethics expectations reviewed.		
	Attendance, punctuality, and call-off procedure reviewed.		
	Clinical instructor and DSDT Clinical Coordinator contact information exchanged.		

By signing below, the student and clinical instructor confirm all orientation items above have been completed.

Student Signature: _____ Date: _____

Program Director Signature: _____ Date: _____

PART 3 — ARRT MRI CLINICAL COMPETENCY SCAN CHECKLIST

Every scan and procedure the student must complete and have verified at clinical site(s) to be eligible to sit for the ARRT MRI examination.

TO PASS, THE STUDENT MUST COMPLETE: 7 Patient Care | 8 MRI Safety | 17 Mandatory Imaging Procedures | 12 of 32 Electives | 7 Quality Control = 51 total competencies

3A. General Patient Care Procedures — 7 Required (all mandatory)

<input type="checkbox"/>	Procedure	Date	Verified By
	BLS/CPR (current certification required)		
	Vital Signs (Blood Pressure, Pulse, Respiration)		
	Sterile Technique		
	Standard Precautions		
	Transfer of Patient		
	Care of Patient Medical Equipment (e.g., Oxygen Tank, IV Tubing)		
	Venipuncture		

May be performed on patients, or simulated only if state/site rules prohibit performing them on patients.

3B. MRI Safety Requirements — 8 Required (all mandatory)

<input type="checkbox"/>	Procedure	Date	Verified By
	Screening Patients, Personnel & Non-Personnel for MR Safe / Conditional / Unsafe Devices and Objects		
	Identify MR Safety Zones		
	Static Magnetic Field (e.g., Translational and Rotational Forces)		
	Radiofrequency Field (e.g., Thermal Heating [SAR], Coil & Patient Positioning, Insulation)		
	Gradient Magnetic Fields (e.g., Induced Current, Auditory Considerations)		
	Communication & Monitoring Considerations (e.g., Sedated Patients, Verbal/Visual Contact, Vital Signs)		
	Contrast Media Safety (e.g., NSF, Renal Function)		
	Other MRI Safety Considerations (e.g., Cryogen Safety, Fire, Medical Emergencies, Quench)		

3C. Mandatory MR Imaging Procedures — ALL 17 Required (must be performed on actual patients)

□	Procedure	Date	Verified By
HEAD AND NECK			
	Brain		
	Internal Auditory Canals (IACs)		
	Pituitary		
	Vascular Head MRA		
	Vascular Neck		
SPINE			
	Cervical		
	Thoracic		
	Lumbar		
ABDOMEN AND PELVIS			
	Liver		
	MRCP		
MUSCULOSKELETAL			
	Shoulder		
	Wrist		
	Hip		
	Knee		
	Ankle		
	Foot		
ADDITIONAL IMAGING			
	Image Postprocessing (MIP Reformation, MPR, Subtraction)		

3D. Elective MR Imaging Procedures — Complete ANY 12 of the 32 below

□	Procedure	Date	Verified By
HEAD AND NECK			
	Orbits		
	Cranial Nerves (nonIACs)		
	Vascular Head MRV		
	Brain Perfusion		
	Brain Spectroscopy		
	Soft Tissue Neck		
SPINE			
	Spinal Trauma		
	Total Spine (Large FOV)		
	Sacrum-Coccyx		
	Sacroiliac (SI) Joints		
THORAX			
	Chest (noncardiac)		
	Breast		
	Vascular Thorax		
	Brachial Plexus		
ABDOMEN AND PELVIS			
	Pancreas		
	Adrenals		
	Kidneys		
	Enterography		
	Vascular Abdomen		
	Female Soft Tissue Pelvis (e.g., Uterus)		
	Male Soft Tissue Pelvis (e.g., Prostate)		
MUSCULOSKELETAL			
	Temporomandibular Joints (TMJs)		
	Sternum / Sternoclavicular (SC) Joints		

	Long Bones (Upper Extremity)		
	Elbow		
	Hand		
	Finger/Thumb		
	Bony Pelvis		
	Long Bones (Lower Extremity)		
	Arthrogram		
	Soft Tissue (e.g., tumor, infection)		
ADDITIONAL IMAGING			
	CINE (e.g., CSF Flow Study, TMJs)		

Electives should be performed on patients; up to 5 may be performed on volunteers if the site has a volunteer-protection policy.

3E. MRI Quality Control Procedures — 7 Required (all mandatory)

□	Procedure	Date	Verified By
	Signal to Noise Ratio (performed on a QC phantom)		
	Center Frequency (performed on a QC phantom)		
	Transmitter Gain or Attenuation (performed on a QC phantom)		
	Geometric Accuracy (performed on a QC phantom)		
	Equipment Inspection (e.g., Coils, Cables, Door Seals)		
	Monitor Cryogen Levels		
	Room Temperature and Humidity		

CLINICAL COMPETENCY COMPLETION VERIFICATION

I verify that the student named below has completed all ARRT 2025 MRI clinical competency requirements listed in this checklist — 7 patient care, 8 MRI safety, 17 mandatory imaging procedures, at least 12 elective imaging procedures, and 7 quality control procedures — performed independently, consistently, and effectively.

Student: _____ Date: _____

Program Director: _____ Date: _____

Student Menu and Instructions

The Trajecsys Student Menu was designed to be as user friendly as possible. This “cheat sheet” highlights the primary functions that most students will utilize on a daily basis.

Student Home Page

Annotations:

- Logs:** Record exams or activities under Logs.
- Comp Evals:** View what will be on comp exams here
- Evaluations:** If your school has evaluations or forms for you to fill out, you will find them under Evaluations.
- View (in notification):** Evaluations are available for review. Does not include comp exams.

Clock In/Out - Students will clock in each day at their clinical site and clock out at the end of their shift.
 NOTE: This also may be done on the student’s smartphone; use phone browser to go to Trajecsys.com, log in, agree to share location (on phone); select site and click Clock In/Out button. **Please review Word document titled Clocking In and Out for specific information.**

Reports - Students may access these items on the Reports menu page:

- **Time summary** – Here is where you can see your time total and what has been approved or what is waiting for approval.

Date	Site	Time	Type	Total Time	Exception	IPName	Location	Approved By	Status
11/27/2019	Rad Therapy Clinic	! 1004	IN			d192-24-247-11.try.wideopenwest.com	Approved Record	TEST ADMIN	A
11/27/2019	Rad Therapy Clinic	! 1005	OUT	0:01		d192-24-247-11.try.wideopenwest.com		TEST ADMIN	A
11/28/2019	Rad Therapy Clinic	! 1028	IN			d192-24-247-11.try.wideopenwest.com	! 37.9681, -87.5097	TEST ADMIN	A
11/28/2019	Rad Therapy Clinic	! 1030	OUT	0:02		d192-24-247-11.try.wideopenwest.com	! 37.9681, -87.5097	TEST ADMIN	A
November 2019 time totals: 00:03									
5/7/2020	Arkansas General Hospital	1323	IN			ip70-161-127-181.hr.hr.cox.net		TEST ADMIN	A
5/7/2020	Arkansas General Hospital	1327	OUT	0:04		ip70-161-127-181.hr.hr.cox.net	! 36.727, -76.3306	TEST ADMIN	A
5/7/2020	Rad Therapy Clinic	1343	IN			ip70-161-127-181.hr.hr.cox.net	36.7271, -76.3306	TEST ADMIN	A
5/7/2020	Rad Therapy Clinic	1345	OUT	0:02	Got sick	ip70-161-127-181.hr.hr.cox.net		TEST ADMIN	A
May 2020 time totals: 00:06									
3/29/2023	Grady New Site	0939	IN			h96-61-93-227.cntcnh.broadband.dynamic.tds.net	Unapproved Record		U?
March 2023 time totals: 00:00									

Total Days worked: 4
 Time total: 0:09
 Avg. Time: 0:02
 Change Ratio: 1/9 = 11.1%

- **Skill summary** (compilation of log sheet entries and linked comp exam results; click comp date hyperlink to view item-by-item results) **This is the only place students can see and sign off on completed comps in the systems.** Comps column will not apply to some programs/modalities.

Display Point Average ▾ **Exam Filters** Display deleted procedures Simulated Logsheets Any ▾ Mandatory Skills Any ▾ Must Be Simulated Any ▾ Show class totals

Apply Filter Area

Clinical Internship Records

[Participation Level Legend](#)

REDDING, DON

This is what students have logged at the sites

A date appears once a student is comped. Student clicks date to view the completed comp.

Skill	M*	SIM	Participation Level					Total *	Comps *	Average *	Repeats
			1	2	3	4	5				
Abdomen — IMRT or arc therapy	M	X	1	1			2	2	11/27/2017 + 05/08/2020 +	3/3	0
Abdomen — Multiple Fields (Not IMRT)	M						0	0	11/27/2017 +	2.85/2.85	
Abdomen Totals			1	0	1	0	0	2	3	2.95	
Brain — Metastatic	M						0	0			
Brain — Primary	M						0	0			
Brain Totals			0	0	0	0	0	0	0		
Breast — Special Set-up (e.g., Photon or Electron Boost, Prone, IMRT, Gating)	M						0	0	11/27/2017 +	2.85/2.85	
Breast — Tangents Only	M						0	0	11/27/2017 +	2.88/2.88	
Breast — Tangents with Supraclavicular	M						0	0			
Breast — Tangents with Supraclavicular and Posterior Axilla Boost	M						0	0			
Breast Totals			0	0	0	0	0	0	2	2.86	

- **Logsheets** – Student can view and edit logsheet. Once a log sheet is approved, students cannot make changes to the log. They must reach out to the program for edits.
- **Evaluation Summaries** or **Completed Evaluations/Forms** - Evaluation results other than comps (use either the Evaluation Summaries or Completed Evals/Forms for evaluation results – same info in different formats)
- Note: some schools expect students to add a comment to a comp exam or to an evaluation form that was submitted by an instructor on the student. Students will open the result on their Reports page (Skill Summary for comps and Evaluations for other forms), scroll to the bottom and click the +Add Comment. The student will type a comment in the text box and click Add to append a comment to the document. These are called Post Submission Comments.

Time Exception - If you don't file a clock in or out record, you must file a "time exception" instead. Using the clock in/out page is always preferred over filing time exceptions. A time exception is required for every missing clock record. If a student forgets to clock in AND forgets to clock out, this requires two separate time exceptions to correct the two missing clock records. One time exception is not sufficient to replace two missing clock records. Again, time exceptions should be used rarely; students should use the clock in / out button on the home page to record time records. **Enter time exceptions in 24-hour format (8:00 AM is 0800; 1:00 PM is 1300; hours; 9:00 PM is 2100).**

The screenshot shows the Trajecsys web interface for filing a time exception. The left sidebar contains navigation options: Home, Time Exception, Logs, Reports, Comp Evals, Send Email, Comments, Evaluations, Logout, and Use Legacy App. The main content area is titled "Time Exception" and includes the following fields:

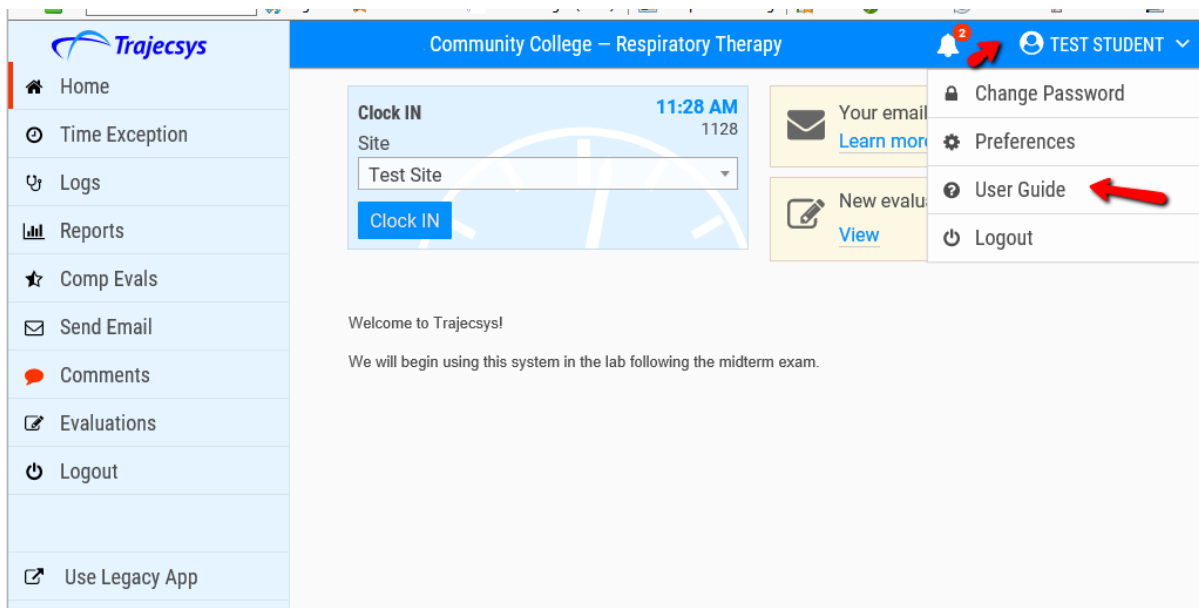
- Site ***: A dropdown menu with "Test Site" selected.
- Date ***: A date picker showing "04/13/2018".
- Time ***: A text input field containing "hhmm". A red arrow points to this field from a blue callout box that reads: "Use 24-hour format (also called military time). If 2:30 p.m., enter 1430. If 8:45 p.m., enter 2045."
- Reason ***: A section with four radio button options: "Finished Early", "No Computer", "No Internet", and "Forgot". A red arrow points to this section from a blue callout box that reads: "Select reason for this time exception. EVERY missing clock record requires a time exception. If you forgot to clock in AND to clock out, that requires two separate time exceptions."
- Absent**: A radio button option. A red arrow points to this option from a blue callout box that reads: "Absence is for full day absence from clinic. System records two clock records for the day so that they may be approved."
- Or explanation**: A text input field.
- Submit**: A blue button at the bottom.

Daily Log Sheets - Students will complete the items on the Logs menu page. Each school may designate different items that are presented on this page. Your selections may differ from these:

- Date of exam or activity practiced
- Clinical site
- Key - ask program leader what to use for the key field
- Name of supervising employee (if not in list, click New and add full first and last names, then click Add)
- Click Add Logsheet; then select:
- Major study
- Procedure
- Time
- Comments
- Any other requested items

Evaluations - This menu item is used for evaluations or other forms that students will complete. (Note: not all programs will have this menu item.)

Troubleshooting - The User Guide can be accessed by clicking your name which will be located in the upper right hand corner.



Payments - Students who pay us directly can go to our website: www.trajecsyst.com and click Payments in the upper right corner. The direct link to the payments page is: <https://www.trajecsyst.com/Payments.aspx>

NOTE – Some schools will not have comp evals on the menu, while others may not have Logs or the Evaluation menu item.



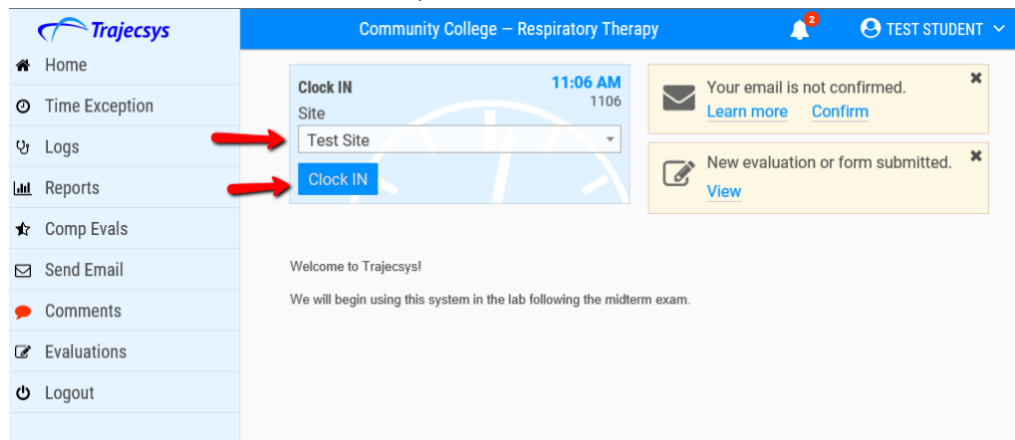
Recording Time Records in Trajecsys

Logging into Trajecsys

To log into Trajecsys, students can use either a computer or a smartphone (if your program allows clocking in/out via smartphone) by visiting the following link: <https://www.trajecsys.com/programs/login.aspx>. It's also recommended to bookmark the Trajecsys Login page for easy access.

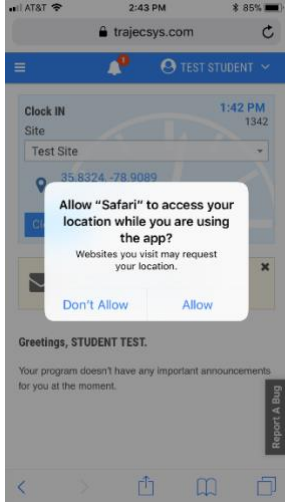
Clocking In and Out

Each day, when students arrive at or depart from a clinical site, they will log into Trajecsys on a computer or smartphone (if allowed by your program). After logging in, students should select the clinical site from the dropdown menu on the home page. Once selected, they can click the **Clock In** or **Clock Out** button. Here is what the screen looks like on a computer:



This process ensures that students accurately record their time at the clinical site

For added security, you will be automatically logged off from the system after clocking in or out on a computer. This ensures your records are protected in case you forget to log out. When changing clinical sites, be sure to select the correct site on the home page; failing to do so will record your times under the wrong site.



When logging in on a smartphone, you will be prompted to allow Trajecsys to access your location. It is crucial to click **"Allow"** the first time this message appears, as some phones do not present the option again unless location services are reset through the phone's settings. If **"Don't Allow"** is selected and the option is not presented again, refer to the **GPS page** in the User Guide for instructions on resetting location services. Always check with your program administrator for specific policies regarding the use of GPS and smartphone clock records.

Before clocking in or out on your smartphone, ensure the screen shows **"Good Accuracy"** for your location. If the message reads **"Insufficient Accuracy,"** wait until the phone has captured an accurate geolocation, which may occasionally require moving to another part of the building to improve signal.

Time Exceptions *(Please talk to the program to see when you can use Time Exceptions)*

If you forget to clock in or out, you must file a **time exception** to correct the missing record. Using the **Clock In/Out** page is always preferred over filing time exceptions. A separate time exception is required for each missing clock record. For example, if a student forgets to both clock in and clock out, they will need to file a time exception for both the clock in and the clock out.

Time exceptions should be used sparingly. Students should aim to use the **Clock In/Out** button on the home page to accurately record their time.

When filing a time exception, enter the times in **24-hour format** (e.g., 8:00 AM as **0800**, 1:00 PM as **1300**, 9:00 PM as **2100**).

Time Exception

Site *
Test Site

Date *
04/13/2018

Time *
hhmm
Use 24-hour time format

Reason *

Finished Early

No Computer

No Internet

Forgot

Absent

Or explanation

Submit

Use 24-hour format (also called military time). If 2:30 p.m., enter 1430. If 8:45 p.m., enter 2045.

Select reason for this time exception. EVERY missing clock record requires a time exception. If you forgot to clock in AND to clock out, that requires two separate time exceptions.

Absence is for full day absence from clinic. System records two clock records for the day so that they may be approved.



Unmatched Time Records

Unmatched clock records cannot be approved in Trajecsys. This situation can occur if you have only one clock record for a day or if you clock in at one site and clock out at another site on the same day.

To check for unmatched clock records, follow these steps:

1. Go to the **Reports** page in Trajecsys.
2. Click on **Time Totals**.
3. Look for any time records marked with a **U?** in the **Status** column. The **U?** indicates that the time record is unmatched. (A status of **U** without the question mark simply means the record is unapproved, while the question mark indicates a mismatch.)
4. Check if there is a matching clock record for the same site or another site on the same date.

If you find an unmatched record, notify your program coordinator or director. They may need to delete or edit the incorrect time record. For example, if you clocked in at the wrong site and then clocked in correctly at the right site, your coordinator can delete the incorrect clock record.

You are responsible for filing **time exceptions** for unmatched clock records. When doing so, remember to enter the time in **24-hour format** for any times after noon. For example, **1:30 PM** should be entered as **1330**. Make sure to review the unmatched records carefully and file the appropriate exceptions to correct any discrepancies.