**Note:**

Policies are subject to change. Students will be notified in writing of updates or changes to the policies in this manual should they occur.

In addition to policies contained in this manual, students in the MRI Program must comply with Mayo Clinic College of Medicine and Science, Mayo Clinic School of Health Sciences policies and the policies found in the Mayo Clinic Allied Health Staff Policy Manual.

Students appointed to the MRI Program meet minimum institutional academic standards and adhere to institutional equal opportunity and affirmative action policies.
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MISSION STATEMENT

The mission of the MCSHS MRI Program is to provide premier didactic and clinical education that prepares graduates to excel as patient-centered technologists who are committed to safe MRI practices and delivering the highest quality imaging.

PROGRAM GOALS & OBJECTIVES

GOAL 1 – Students & graduates will demonstrate critical thinking. Student learning outcomes:

Objective 1.1 – Students & graduates will evaluate image quality.

Objective 1.2 – Students and graduates will demonstrate the ability to make appropriate adjustments to obtain diagnostic images.

GOAL 2 – Students & graduates will demonstrate competency in clinical skills appropriate to an entry-level MRI technologist. Student learning outcomes:

Objective 2.1 – Students & graduates will demonstrate safe MRI practices for patients, staff and self.

Objective 2.2 – Students and graduates will demonstrate clinical competence in producing diagnostic quality image.

GOAL 3 – Students & graduates will develop and apply skills in effective communication necessary for successful MRI practice. Student learning outcomes:

Objective 3.1 – Students & graduates will demonstrate effective verbal communication skills.

Objective 3.2 – Students and graduates will demonstrate effective written communication skills.
PROGRAM EFFECTIVNESS MEASURES

PEM 1 – Students will complete the program.

PEM 2 – Students will pass the national certification examination on the first attempt for examinations taken within six months of graduation.

PEM 3 – Students will be employed in the MRI profession within twelve months of graduation.

Program effectiveness data including the program’s five-year average credentialing examination pass rate, five-year job placement rate and annual program completion rate are available from the Joint Commission of Education in Radiologic Technology website at www.jrcert.org

Program effectiveness data can also be found on the program’s website:

MCSHS MRI Program Website
ACCREDITATION

Joint Commission on Education in Radiologic Technology

The Joint Commission on Education in Radiologic Technology (JRCERT) is the accrediting organization for magnetic resonance imaging programs. The Mayo Clinic School of Health Sciences MRI Program is pending accreditation with JRCERT.

Allegations of Non-Compliance with JRCERT Accreditation STANDARDS

The MCSHS MRI Program is pending accreditation by the Joint Review Committee on Education in Radiology Technology and must remain compliant with the STANDARDS for an Accredited Education Program in Radiologic Sciences. It is the desire of the MRI program to make all students aware of the JRCERT STANDARDS and assure them that all allegations of non-compliance will be given prompt, fair and continued consideration until resolved. To review the JRCERT STANDARDS, please click on this following link:

2021 MRI JRCERT STANDARDS

When new standards are implemented by the JRCERT, the program director will provide students the new standards.

If at any time a student feels that the program is not in compliance with the STANDARDS they should notify the program director in writing and request a reply to their complaint of non-compliance. The program director will contact the JRCERT and render a written response to the student within ten school days. If the individual is unable to resolve the complaint with institution/program officials or believes that the concerns have not been properly addressed, they may submit allegations of non-compliance directly to the JRCERT. The program director will assist the student in contacting the JRCERT at:

JRCERT
20 N. Wacker Drive
Suite 2850
Chicago, IL 60606-2901

Phone: (312) 704-5300
Email: mail@jrcert.org
www.jrcert.org
TELEPHONE NUMBERS TO KNOW

The telephone number of the main switchboard of Mayo Clinic is (507) 284-2511. When placing a call from a Mayo Clinic phone to another number within Mayo Clinic, key only the last five numbers. When placing a call from a Mayo Clinic phone to a local number key 9, then the number. Extensions of the other Mayo Clinic departments and individual extensions can be found on the Quarterly. *The phone numbers below, with the exception of the program office may not be given to outside individuals.*

Jacque Burnes – Program Director
Office Phone: (507) (28)4-3954
Pager: (507) (29)3-6975

Jennifer Myers – Clinical Coordinator
Office Phone: (507) (42)2-5205
Pager: (507) (29)3-6877

Dr. Eric Ehman – Medical Director
Office Phone: (507) (28)4-7260
Pager: (507) (28)4-7260

*Education Coordinators*
Holly Schlink & Roberta McDevitt
Available Monday-Friday
Office Location: Siebens 11
Office Phone: (507) 284-3169

Title IX Coordinator
(507) 284-9029

Health Services
(507) (28)4-3211

Security
(507) (28)4-2179

Medical, Fire or Other Emergency
911
ADMISSIONS

Application

Applications to the MRI Program must be made via Mayo Clinic School of Health Sciences (MCSHS) MRI Program website. Program applications are accepted according to the specific timelines on the site. Students are admitted on a competitive basis. Applicants are considered on the basis of eligibility, GPA, references and their essay. Interviews will then be granted to qualified individuals based on the number of applicants and openings in the program.

To be eligible to apply to the MCSHS MRI Program you must meet the minimum admission requirements.

Admission Requirements

To be eligible for the MRI Program, the minimum admission requirements are as follows:

- Have a minimum cumulative GPA of 2.75 on a 4.0 scale.
- Complete at least four hours of job shadowing in a MRI department, which can be done at Mayo Clinic or another health care institution (Requirement waived for 2020-2021 Admissions Cycle).
- Be currently enrolled at one of the program’s affiliates and be on track for degree completion or have already earned an associate degree (or higher).
- Complete the following prerequisite college coursework with a C or higher prior to the program start date:
  - ENGLISH – Minimum of one semester of a college-level English composition
  - MATHEMATICS – Minimum of one semester of college algebra (or higher level mathematics course)
  - ANATOMY & PHYSIOLOGY – Minimum of two semesters of college-level anatomy & physiology with a lab component. This can be fulfilled by completing Anatomy & Physiology I and II OR Human Anatomy and Human Physiology courses.
  - CHEMISTRY – Minimum of one semester of college-level chemistry with a lab component.
  - PHYSICS – Minimum of one semester of college-level physics with a lab component.
  - SPEECH – Minimum of one semester of college-level speech or interpersonal communications.
  - ETHICS – Minimum of one semester of college-level ethics or medical ethics.
**Degree Requirements**

All applicants must meet one of the following degree requirements:

- Applicants who have completed an associate degree (or higher) before the start of the program are eligible to apply.
- Applicants seeking an associate of applied science at Rochester Community & Technical College (RCTC) are eligible to apply to the Mayo Clinic School of Health Sciences MRI Program. Students who pursue this pathway must complete the 28 pre-requisite credits at RCTC prior to starting the MCSHS MRI Program.

**Application Process**

<table>
<thead>
<tr>
<th>Application window</th>
<th>Program start date</th>
<th>Apply</th>
</tr>
</thead>
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**Application Instructions**

Complete the following steps to apply:

1. Create an account to begin the online Application for Admission.
   - Select – Mayo Clinic School of Health Sciences
   - Select – Magnetic Resonance Imaging (MRI) Program
2. Complete each section of the application and submit.
3. After submission, view the required Supplemental Items and Documents:
   - Upload each required item in the Supplemental Items section
   - Complete the Recommendation Request section

**Additional Required Items**

- CV/resume: Upload your resume in the application system. Your resume is a chance to highlight your experiences and skills.
- Two letters of recommendation are required and must be completed in the Recommendation Request section. Each recommender will receive an email with a link to complete a rating form and upload a letter.
  - Academic: Choose a person familiar with your educational qualifications and your potential for success in the field of MRI. References may include current or former teachers or professors.
  - Professional: Choose a person familiar with your professional qualifications and your potential for success in the field of MRI. References may include employers, teachers or supervisors.
- Unofficial college transcripts must be postmarked by January 15th, 2021 and should be sent directly to the address below. Submit a transcript from every college and university you have attended. If appointed to the program, official transcripts must be mailed directly to Mayo Clinic School of Health Sciences from each educational institution. Send transcripts to:

Magnetic Resonance Imaging Program  
Mayo Clinic School of Health Sciences  
Siebens Building, 11th Floor  
200 First St. SW  
Rochester, MN 55905
Note: Incomplete applications or applications postmarked or electronically submitted outside the Dec. 1-Jan. 15 timeframe, may not be processed. Program information and application materials are updated each year and therefore are not valid for subsequent applications.

Any updates or changes to the published information that affect applicants for the next class are made on this website before the application window opens.

Applicants Who Apply for Multiple Programs during Admission Cycle
MRI Program applicants must determine their first choice and second choice program preference by February 23, 2021 if they are also applying for the MCSHS Radiography Program.

Interview Process
Applicants considered for acceptance will be offered an interview. For the 2020-2021 application cycle, all interviews for the program will be conducted 100% virtually. Interviews will occur in January and February.

English Fluency
Fluency in written and spoken English is essential for success in the program and to ensure patient safety. Applicants must demonstrate objective competency in English through the admission interview and may be required to submit results from the Test of English as a Foreign Language (TOEFL) examination or equivalent examination.

Acceptance
For the 2020-2021 application cycle, the MRI Program may accept up to 10 students. All acceptance letters are e-mailed in March. Your reply is required within seven business days. Acceptance is contingent upon successful completion of the occupational health review and background checks (federal and Minnesota). Students are responsible for the associated fee required to complete these requirements.

Enrolled students are required to be covered in a medical insurance plan throughout their educational program at Mayo Clinic. Students who do not have health care coverage should purchase a policy from an agency or company of their choice. Mayo Clinic School of Health Sciences does not endorse any particular plan or provider. Please visit the MCSHS Proof of Health Insurance Policy for more details.

Additional Admission Requirements
Applicants offered admission to MCSHS programs must also comply with the following prevailing institutional policies and procedures:
1. Immunization
2. Occupational Health Review and/or Physical Exam
3. Background Study and immediate disclosure of any criminal convictions
4. Drug Screen
5. Health Insurance
6. HIPAA, Confidentiality, and other training deemed necessary by Mayo Clinic and/or the MCSHS Program in which you are offered admission.

Specific questions about these additional requirements may be directed to the College of Medicine Student Services Office at 507-284-3678.
**Equal Opportunity**
Mayo Clinic School of Health Sciences upholds all federal and state laws that preclude discrimination on the basis of race, sex, age, religion, national origin, marital status, sexual orientation, disabilities or veteran status. For more information, visit the Office for Diversity.

**Transfer Students**
The MCSHS MRI Program does not accept transfer students from other Magnetic Resonance Imaging Programs. Pre-requisite coursework may be transferrable from affiliated universities.

**Technical Standards**
The MCSHS MRI Program is committed to diversity and educating students who will make the population of health care professionals a true representative of our diverse community. Applicants must be able to perform the essential functions of the profession and meet the standards of the curriculum. To seek exceptions to these standards or reasonable accommodations, students accepted for admission must initiate a request with the Program Director at least six weeks before the program begins. To review the MRI Program Technical Standards, please refer to Appendix A.
Admission Committee Policies & Procedures

Objective
The objective of the MRI Program Admissions Committee is to appoint Mayo Clinic School of Health Sciences (MCSHS) MRI Program applicants who have demonstrated the following:

- A strong academic background focusing on math and sciences
- A strong desire to work in direct patient care as an MRI technologist
- Good written and verbal communication skills
- The ability to work well with others
- The ability to balance involvement in their school, community, work and personal life
- Strong work ethic
- Strong critical thinking skills

Members
The Admission Committee is chaired by the Program Director. The Admission Committee members may also include the Clinical Coordinator, Medical Director and one to two representatives from the MRI Department. One member of the committee must be a diverse member. Each committee member is responsible to review each applicant file and will participate in the interview process. After the interviews are completed, each committee member will rank applicants. The members of the Admissions Committee will convene during a final debriefing meeting for final rankings and appointment. The MRI Program’s admission process aligns with the MCSHS Student Selection Committee Policy and MCSHS Student Selection Committee Procedure.

Meetings
The Admission Committee will meet twice and additional sub-committee meetings will be scheduled as needed. An initial meeting prior to interviews will occur to review the admissions process and determine the duties of the appointment members. The committee will meet again to have a final debriefing meeting to review applicants, determine the ranking list and final appointment.

Confidentiality
All members of the MCSHS MRI Program Admission Committee have an obligation to hold in confidence all information concerning program applicants and the applicant selection process. Confidential application information includes all material, paper-based and electronic, related to the application of perspective students including, but not limited to:

- Applications
- Application Essay
- References
- Academic transcripts
- Interview questions and responses
- Final ranking forms
- Any information marked “Confidential”
The Admission Committee members must sign a confidentiality statement agreeing to the following:

- Not open electronic applications of any applicants other than those pertaining to their committee role
- Not copy electronic or paper-based application materials
- Return all paper-based application material to the program upon completion of the application cycle

Admission Committee members must also further agree to refrain from discussing or revealing any information concerning the application records or the committee discussions relating to the application process outside their committee role.

**Required Training**

All members of the MCSHS MRI Program Admission Committee must complete the Understanding Unconscious Bias in Admissions and Selection Training Module in My Learning prior to participating in the committee.

**Evaluation Process**

Members of the Admissions Committee will be responsible for the following:

- Reviewing application form, essay, letters of recommendation and transcripts
- Interviewing all qualified applicants
- Individually scoring each applicant and composing a ranking of all those interviewed
- Participation in the final ranking meeting

**Appointment**

The Program Director, Radiology Education Executive Committee and the MRI Program Advisory Committee will determine the appropriate number of applicants that will be granted appointments and alternate appointments to the program each year. The applicants with the highest scores will be admitted to the program, while the applicants with the next highest scores may be appointed as alternates in the order corresponding with their overall score.

If the Admissions Committee determines that there is a competitive student who has not completed, but is currently enrolled in pre-requisite coursework, a contingency appointment may be offered. The contingency offer will clearly define what course of action the applicant will need to take to maintain their appointment. Failure to complete the required actions will result in the MRI Program rescinding the offer.

The MRI Program reserves the right to not extend an offer to a student, regardless of final percent, if they do not possess the general qualities required of a student in the program including:

- Critical thinking skills
- Sound judgement
- Emotional stability and maturity
- Empathy for others
- Physical and mental stamina
- Ability to learn and function in a variety of settings
TUITION & FEES

Tuition & Fees

The charged tuition rate for the MCSHS MRI Program for the academic year 2021/2022 is $400 per credit. The program is comprised of 35 credits ($14,000).

As part of tuition, the program also requires the following:
- IT fee - $225 per semester
- MRI Simulator software - $250
- Clinical Record Keeping System (Trajecsys) - $100

The estimated cost of tuition & fees payable to MCSHS is $15,025.

Certificate option students will pay tuition directly to MCSHS. Students obtaining an associate of applied science degree through RCTC will pay tuition to RCTC directly.

Tuition not paid within 30 days of billing will require a meeting with appropriate MCSHS officials. If delinquency continues, the student may be placed on non-academic probation.

If a student leaves the program for any reason, the MCSHS Tuition Refund Policy will be followed. Please refer to the Withdrawal & Tuition Refund Policy.

Other mandatory expenses that must be purchased by students include:
- Textbooks - $160
- Uniforms (Caribbean Blue Scrubs) – Estimated cost of $100
- American Registry of Radiology Technology MRI Certification Exam - $200

The total cost estimated cost of attendance for 2020-2021 is $15,485.
ACADEMIC CALENDAR

Academic Calendar

The MRI Program is 12 months in length and is composed of 3 semesters. A new cohort will start in June of every year and the program may admit up to 10 students. Please see Appendix B for the 2021-2022 Academic Calendar.

Student Hours

Throughout the program, students will never be in class, lab and clinicals more than 40 hours per week or 10 hours per day. The majority of the classroom instruction is scheduled Monday through Friday between 8:00 a.m. and 4:00 p.m. Students will be required to attend non-regular laboratory sessions. Non-regular hours are defined as evening and weekend hours. Students will be given equitable amount of notice to coordinate with their schedules. The clinical rotation schedule will vary between the hours of 6:00am-3:00pm and are only scheduled on Monday through Friday.

MCSHS Orientation

Mayo Clinic School of Health Sciences (MCSHS) conducts a one day orientation and the MRI Program conducts a one day orientation. During the MCSHS orientation the following topics are covered; MCSHS & Mayo policies, MCSHS Student Services, HIPAA Training, Integrity & Compliance Training, Emergency Preparedness Training, Infection Prevention & Control Training, Parking & Transportation, the library system, professionalism, multiculturalism, Student Health Services, Employee & Student Assistance Program and Security at Mayo Clinic. Prior to clinical rotations, students also receive clinical orientation and have completed all required safety training modules in the My Learning System.
DRESS CODE

Dress Code

Students who accept appointment with Mayo Clinic also accept the responsibilities of upholding the image, tradition, and dignity associated with this institution. As an individual or as a group, our outward appearance does contribute greatly to the impression others form of us. Students in the MRI Program are expected to follow dress and decorum guidelines as established by the institution and the program. Students must observe the dress code in the Siebens building, as well as in clinical and laboratory areas. Students who are out of compliance will be sent home to change. Time missed will be deducted from the student's STO bank.

It is the student’s responsibility to maintain a professional appearance at all times and to project an image of a competent patient-care provider. Wearing attire that fits properly, is clean and maintained well, is required to meet the program’s affective competencies as well as meeting commonly accepted professional dress guidelines. Students are required to wear their name badges at all times, on all areas of Mayo Clinic Campus.

Students are required to wear Caribbean blue scrubs during their clinical rotation and laboratory sessions. Pocket-less scrubs may be purchased or scrubs with pockets must be sewn closed to maintain a ferrous free working environment in Zone IV. Students must also be free from an MR conditional or MR unsafe items during their clinical rotation such as:

- Hairclips, bobby pins
- Watches (digital are acceptable)
- Hearing aids
- Safety pins
- Jewelry (including dermals, piercings, necklaces and earrings will be limited in number and must be inspected for ferrous material)
- Glasses (must be inspected for ferrous material)

For more specifics on dress code and decorum, refer to the Allied Health Staff Dress and Decorum Policy.
ACADEMIC & CLINICAL STANDARDS

Warning, Probation, Dismissal and Appeal Policy

The Mayo Clinic College of Medicine and Science policy provides guidelines for due process when an appointee’s performance is unsatisfactory. Please refer to the Warning, Probation, Dismissal and Appeal Policy for additional information regarding the warning, probation, dismissal and appeal process. Academic or non-academic deficiency could result in a formal warning, probation or dismissal. There may be situations where an appointee may be dismissed without progression through the steps outlined in the policy.

Student Grievance

All students have the right to appeal administrative decisions made by faculty and staff of the MCSHS MRI Program. The student must follow the levels as listed in the Mayo Clinic College of Medicine and Science Grievance Procedure. Once the student has proceeded through all three levels of the grievance policy, the student has the right to appeal to the Joint Review Committee on Education in Radiology Technology (JRCERT).

Professional Conduct Policy

Professional conduct in how we treat patients, staff, and other students is very important and is a reflection on the institution and ourselves. Patients judge this institution based on how they are treated. Students are not only ambassadors of the MRI Program, but also of the Radiology Department and Mayo Clinic. The student is expected to consider their reactions and actions in specific situations and choose an approach that is “professional” and uses common sense. In addition, students are expected to abide by the ARRT Standard of Ethics. Please refer to the ARRT Standards of Ethics. Students are also expected to follow the MCCMS Learner Professional Conduct Policy.

Alcohol, Drug and Chemical Abuse

The program follows the Mayo Clinic College of Medicine and Science Substance Abuse and Drug/Alcohol Testing Policy.

Drug Diversion Reporting and Response Policy

The program follows the Mayo Clinic Allied Health Drug Diversion Reporting and Response Policy.
Criminal Convictions (Felony or Misdemeanor)

Applicants should recognize that either felony or misdemeanor criminal convictions may disqualify them from completing the American Registry of Radiologic Technologist’s certification examination upon completion of the program. Speeding and parking violations are the only offenses that do not need to be reported to the ARRT. Individuals who are concerned about their ability to sit for the certification examination upon program completion should contact the Program Director for further information.

If a student has charges pending or has been charged with, has been indicted or found guilty of a crime including alcohol or drug offenses, excluding minor traffic violations (e.g. parking/speeding) the student must notify the Program Director within five days of the event and/or before returning to school, whichever occurs first.

Sexual and Other Harassment Policy

The MCSHS MRI Program follows the Mayo Clinic College of Medicine and Science (MCCMS) Title IX Sexual Harassment Policy.

To address complaints, the program follows MCCMS Title IX Sexual Harassment Complaint Resolution Procedure.
PHONE, COMPUTER & INTERNET USAGE

Phone, Computer & Internet Usage

The use of Mayo Clinic phones for personal use should only be utilized if absolutely necessary, such as an illness or emergency.

Cell phones usage during class will not be tolerated. All cell phones and personal devices must be silenced at all times while in the classroom. While on clinical rotations, all cell phones and personal devices must be left in lockers or at home. Per program policy, they are NOT allowed on the clinical floor.

Computer use in the classroom is strictly educational. Computers are provided for educational purposes and must not be used as a personal device. Without prior approval from the Program Director, additional software may not be downloaded. Students are accountable for the Mayo issued laptop as specified by the student laptop agreement.

In regards to internet usage and electronic communication, the program adheres to the Mayo Clinic College of Medicine and Science Computer, Internet and Electronic Communication Policy.
RESOURCES & SERVICES

Change of Name, Address or Other Contact Information

If you have a change to your name, address or other contact information you are required to notify the administrative assistances of the MRI Program in a timely manner. They will direct you to the appropriate form in order to complete your request for the change.

For change of name, please refer to the Human Resource intranet site; HR Connect.

Disabilities Accommodations

The Mayo Clinic College of Medicine and Science and Mayo Clinic School of Health Sciences will make reasonable effort to accommodate students with disabilities as defined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. All matriculated students, with or without reasonable accommodation, must be able to meet the academic and technical performance standards of the individual schools and programs. For more information, please refer to the MCCMS Disability Accommodations Policy.

Discounts

Mayo Clinic School of Health Sciences students are eligible to receive discounts for services, activities and products. Please visit the Mayo Clinic Well-Being intranet site for more information on the PerkSpot Employee Discounts.

Libraries

There are multiple libraries available campus-wide for students. Mayo Clinic School of Health Sciences maintains the Venables Library on Siebens 10 with resources consisting of textbooks, journals, audiovisuals, computer resources and anatomical models to support the allied health curriculum. The Plummer Building houses the Mayo Medical Library, which is available to students for in-depth research. Additional libraries include the Colonial Library, Learning Resource Center and St. Mary’s Hospital Staff Library.

Student Services

Mayo School of Health Sciences coordinates with several Mayo Clinic employee, patient and service providers to cover a full-spectrum of personal services for students including:

- Academic Advising
- Crisis Intervention
- Health & Wellness Education and Services
- Ombudsperson
- Personal Counseling
Students are able to contact Mayo Clinic Employee Assistance Program (EAP) for personal counseling services. They can be reached at (507) 266-3330.

- Student Assistance Program – Similar to EPA, but serve student population only
- Disability Service

Please refer to Mayo Clinic School of Health Sciences Student Services page for more information.

Transcripts

Forms for requesting both official and unofficial transcripts can be printed from the MCSHS Student Services website. There are no fees required when obtaining academic transcripts. Upon completion of a transcript request form, official transcripts will be mailed from the Registrar’s office directly to the organization or institution that requires the transcript. Unofficial transcripts can be printed from EdLink.
STUDENT EVALUATION

Didactic Grading

All courses taught by MCSHS Faculty are graded according to methods developed by the MRI Program:

- A = 93-100%
- B = 85-92.99%
- C = 78-84.99%
- D = 75-77.99%
- F – Below 75%

Remediation Policy

Students are expected to pass all examinations during the program. Failure to achieve a score of ≥78% will result in remediation of the examination. Remediating an examination will not improve the score that the student receives on that exam; however, it will demonstrate to the instructor that the student has mastered the subject matter on that particular exam.

- Students who fail two examinations in a given semester, regardless of course, will be required to meet with the Program Director to discuss academic success strategies and identify available resources.
- Students who fail more than four examinations in a given semester, regardless of course, will be given formal warning by the Program Director.

Students who need to remediate an exam will be contacted by the Program Director or Clinical Coordinator. The follow process will be followed:

- The student will be given one week (7 days) to complete the remediation. If remediation is not turned in by the assigned deadline, the student will lose 1% of their examination grade for each day late.
- Students must submit a typed remediation document. For every question answered incorrectly the student must complete the following:
  - Identify the correct answer
  - Describe why that answer is correct
  - Explain why the other answers are incorrect
- The student must also document what program provided textbook, academic source or lecture notes they used to determine the correct answer.
- If the remediation document clearly demonstrates to the instructor that the student has mastered concepts answered incorrectly on the exam, the student will be notified via e-mail that their remediation is complete.
• If the instructor is not certain that the student has mastered the concepts upon reviewing the remediation document, they will request to meet with the student to further assess the students understanding of the concepts prior to documenting the remediation as complete.

• If the remediation is deemed unacceptable, the instructor, Program Director and the student will have a discussion regarding remediation expectations. Student will have to remediate the examination until the instructor feels the student has mastered the subject.

Trajecsys Reporting System

The MRI Program uses the Trajecsys Reporting System for many of the activities in the clinical area including:

• Clocking In & Out
• Student & Clinical Preceptor Evaluations
• Clinical Site Evaluations
• Competencies

Students are required to log in to Trajecsys daily to clock in and clock out from their assigned clinical area. Students are expected to clock in and clock out of Trajecsys from a Mayo Clinic desktop computer. Clocking in and clocking out from a cell phone or other portable electronic device is not allowed.

Failure to follow the clock in and clock out procedures described (i.e. time exception) more than 3 times per semester may result in a formal warning. If the student is unable to clock in on time due to issues accessing a clinical computer and a lead technologist is willing to vouch for the student, then the time exception will be waived.

Clinical Competency Policy

Prior to graduation, the student must complete:

• All 17 Mandatory MRI Exam Competencies
• 18 out of 25 Elective Neurological Exam Competencies
• 10 out of 18 Elective Musculoskeletal Exam Competencies
• 8 out of 15 Elective Abdominal Exam Competencies
• 7 General Patient Care Competencies
• 8 MRI Safety Competencies
• 7 Quality Control Competencies

If a student is not able to complete the above mandatory or elective competencies to fulfill the graduation requirement, the student will be allowed to simulate competencies as identified in the ARRT MRI Didactic & Clinical Competency Requirements, 4.1.2 Simulated Performance:
The ARRT requirements specify that certain clinical procedures may be simulated as designated in the specific requirement below. Simulations must meet the following criteria:

- The candidate must competently demonstrate skills as similar as circumstances permit to the cognitive, psychomotor, and affective skills required for performing the procedures on patients;
- The program director must be confident that the skills required to competently perform the simulated task will generalize or transfer to the clinical setting, and, if applicable, the candidate must evaluate related images.

Up to 5 competencies may be simulated prior to graduation. Students who have more than 5 competencies remaining will need to extend the length of the program until they have achieved the remaining mandatory and elective competencies required of the program.

By the end of each semester, it is required that you have completed the following number of exam competencies:

- Semester 2 – 33
- Semester 3 – 20
- Total – 53

**Clinical Practicum Grading**

The grading schema is included on the syllabi for each clinical practicum course. Clinical grades will be discussed with each student at the end of the semester. Students will be given a grade sheet at the end of the semester outlining how their grade was calculated. Contact the Clinical Coordinator for questions pertaining to grade calculation for Clinical Practicum courses.

**Evaluations**

The student is responsible for having their online evaluations completed as listed below:

- **Clinical Rotation Evaluations** – Complete the site evaluation on the last day of the clinical rotation.
- **Clinical Preceptor Evaluations** – Clinical preceptor evaluations need to be completed by the last day of the clinical rotation. Each clinical preceptor or clinical staff member that had a meaningful impact on your educational experience should be evaluated.
- **Student Performance Evaluations** – Notify via e-mail at least one clinical preceptor or staff technologist you have been working with by Friday of your clinical rotation that to would like them to complete your Student Evaluation. If you have worked with several additional technologists, include their names in the e-mail so they can get input from everyone that you worked with during that specific clinical rotation. Student Evaluations are required weekly as outlined on your clinical rotation schedule.
- **Course Evaluations** – Course evaluations for all didactic and clinical courses need to be completed by the last day of the course.
GRADUATION REQUIREMENTS

Didactic Requirements

Students must complete all courses listed in the program curriculum with a grade of “C” or higher.

A grade of less than 78% in a clinical practicum course may result in dismissal of a student from the program. The student may choose to re-apply to the program for the subsequent year. At a minimum, re-admission would require evidence of change in any factors that led to the dismissal. All circumstances of the dismissal from the program will be reviewed by MCSHS administration. Remedial work may also be required as a contingency for re-entry into the program should re-entry be granted.

A grade of less than 78% in a didactic course may result in dismissal of a student from the program. Any time that a student is not earning ≥78% in any didactic course the student is responsible for scheduling a meeting with the Program Director to discuss academic success strategies and identify available resources. The student is responsible for reaching out to the Program Director to schedule the meeting.

If the course is a pre-requisite to the subsequent didactic or clinical course in the program, the student will not be allowed to continue on in the program. At the Program Director’s discretion the student may be allowed to re-take the failed course at the next opportunity, returning to the program at that time. An objective evaluation will be made by the Program Director to determine whether such placement of the student within the curriculum is appropriate.

If the failed course is not a pre-requisite to the subsequent didactic or clinical courses in the program, the student may continue in the program, but will remain on academic probation, until the course successfully completed. The student must re-take the course at the next available opportunity. The student may continue in the program with the permission of the Program Director.

Clinical Requirements

Students must complete all competencies as identified in the Clinical Competency Policy (see pages 23-24).
STUDENT SUPERVISION

Clinical Supervision Policy

Students are required to work under direct supervision of an ARRT certified MR technologist. To ensure patient, staff and student safety, direct supervision is required for all diagnostic imaging even after a student has successfully demonstrated competency.

Direct Supervision:
The parameters of direct supervision are:

- A registered MR technologist reviews the request for examination in relation to the student's achievement.
- A registered MR technologist evaluates the condition of the patient in relation to the student's knowledge.
- A registered MR technologist is physically present during the conduct of the examination, and;
- A registered MR technologist reviews and approves the images.

Vaginal & Rectal Gel Insertion Policy

The MCSHS MRI Program is dedicated to providing equitable learning opportunities for all students. Vaginal and rectal gel insertion will be completed in a simulated, laboratory experience using a mannequin. This will provide both female and male students equal opportunity to practice, perform and achieve competency on vaginal and rectal gel insertion techniques. Students will not perform any vaginal or rectal gel insertion on patients during clinical rotations.

School Related Injury or Blood-Borne Exposure

Please contact the Program Director or Clinical Coordinator as soon as possible after a school related injury or any blood and body substance exposure incident. Please note that a student’s health insurance provider will be billed for medical treatments, if needed.

School Related Injury
Call 911 (on a Mayo phone) for emergencies. For non-emergency injuries, contact Employee Occupational Health Services (EOHS) during the following hours:

- Monday through Friday 7:30A.M. to 5P.M. call (28)4-3211
- Holidays and outside of hours listed above call (25)2-4226

Blood-borne Pathogen Exposure Control Policy
Students are expected to follow the MCCMS Bloodborne Pathogen (BBP) Exposure Control Policy and procedures detailed on the Occupation Health Services website.

First Aid:

- Mouth: Rinse several times with water.
- Skin: Wash with soap and water.
• Laceration: Cleanse with soap and water, apply direct pressure if needed to control bleeding, go to ED if medical attention is needed and follow up with OHS.
• Human Bites: Wash area with soap and water. If skin is broken, further medical evaluation is needed as an antibiotic may be necessary; during work hours in OHS; after hours in ED.
• Eyes:
  ▪ Remove contact lenses.
  ▪ If eye wash station available, flush eyes for 15 minutes.
  ▪ If eye wash station not available each exposed eye should be flushed with 500 ml lactated ringers or normal saline by peer at worksite.
  ▪ If unable to do the above then flush under the sink with water (preferably tepid) for 15 minutes or as tolerated. Keep the eyes open and rotate the eyeballs in all directions to remove contamination from around the eyes. Help may be needed to hold the eyelids open. During the day report to Occupational Health Services for additional eyewash. After hours report to Emergency Department for additional eyewash.
• Immediately report all blood and body fluid exposures that result from the performance of an employee’s work duties to Occupational Health Service (OHS).
  ▪ If on Mayo Clinic Rochester campus page 9-252-4226.
  ▪ If off campus call (507) 252-4226.
    ▪ Enter your seven-digit callback number after the four short beeps. Then enter the pound (#) key. This number accepts calls 24/7. If you don’t receive a response within 10 minutes, call the Mayo Clinic Operator at (507) 284-2511
• Complete the Employee Incident Form
MRI SAFETY

MRI Safety Policy

The MCSHS MRI Program is dedicated to providing safe clinical and laboratory experiences for students. This policy serves to define safe MR practices for students and reflects current American College of Radiology MR Safety guidelines to assure that all students are appropriately screened for magnetic field or radiofrequency hazards.

**POLICY STATEMENT**

There are no known biological risks associated with magnetic field or radiofrequency exposure to students that work in close proximity to MRI systems. The static magnetic field of the MRI machine is always on requiring that Zones III and IV be secured at all times. Ferromagnetic objects carried into Zone IV can become projectiles that may cause serious injury, death, or equipment failure.

MRI machines generate strong magnetic fields and radiofrequencies in the areas within and surrounding the MRI scanner, therefore all individuals must be screened to ensure safety prior to entering Zones III or IV of the MR environment. MR students will be educated to maintain safety in the MR environment prior to beginning clinical rotation assignment.

**PROCEDURE**

All students will be required to complete a MRI Screening Form prior to start of the program and again during program orientation. The Clinical Coordinator reviews this form privately with each student and each student reviews and signs the “MRI Screening Acknowledgement Form” (Appendix C). These forms are kept in the student’s program file.

Prior to beginning clinical rotations or participating in any scanning laboratory sessions, students will repeat the MRI Screening Form to ensure they are still safe to enter the MRI environment. Students are also required to successfully complete the MRI Safety Level 1 and Level 2 Personnel Training Modules.

Throughout the duration of the program, if a student has a change in their medical history that would change their MR screening status they are required to alert the Program Director before participating in any clinical rotations or laboratory sessions.

Students who have been certified as Level 2 MR Personnel may personally enter Zone III and Zone IV unaccompanied. However, students may not grant any individual (i.e. patient, visitor or non-MRI staff) access to Zone IV without a certified MRI Technologist present.

Any incident in which a student is responsible for a breach into Zone IV must be reported by completing a Safety Event Report Form (SERF). The student is also responsible for notifying the Clinical Coordinator of the incident the same day the event occurs. Each incident will be reviewed with the student by the Clinical Coordinator. The student may also be asked to participate in the Department of Radiology’s safety debriefing alongside the Clinical Coordinator.
If a student continues to be responsible for unsafe MRI practices, the following disciplinary actions may occur:

- **First Offense** – Coaching by Clinical Coordinator
- **Second Offense** – Verbal warning from the Program Director
- **Third Offense** - Managed by MCCMS through the Warning, Probation, Dismissal and Appeal Policy and Procedure

**Students as Volunteer Patients**

Students are asked to participate in program demonstrations and scanning laboratory experiences for educational purposes only and does not apply to research. **Participation is voluntary.** Prior to participating in any program demonstrations and scanning laboratory experiences, the following items must be completed:

- Students review and sign the “MRI Program Laboratory Consent” Form (Appendix D).
- Students have successfully completed MR Safety Level 1 & Level 2 Personnel Training.

All scanning labs will be supervised by a certified MRI technologist. Students participating as volunteer patients will undergo the same screening process outlined in the Department of Radiology’s [MR Non-Employee Safety Screening Policy](#).

Supervised scanning lab sessions are for educational purposes only and are not used to diagnose medical conditions. All images will be saved in the volunteer’s electronic health record. The images obtained may be limited in diagnostic quality and exam may not include the specific types of sequences required for full diagnosis. A radiologist will review all scans to review for any incidental findings. The MRI Program will follow the Department of Radiology’s [MR Volunteer Scanning Policy](#) to ensure any significant findings are properly addressed.

**Pregnancy Policy**

Policy Statement – The *ACR Manual on MR Safety* states that health care workers are permitted to work in and around the MR environment throughout all stages of their pregnancy. Acceptable activities include, but are not limited to, positioning patients, scanning, archiving, injecting contrast, and entering the MR system room in response to an emergency. Although permitted to work in and around the MR environment, pregnant health care practitioners are requested not to remain within the MR scanner bore or Zone IV during actual data acquisition or scanning.

In the event that a female student becomes pregnant while in the program, disclosure of the pregnancy in confidence to the Program Director is strongly suggested. However, the disclosure of pregnancy by the student is purely voluntarily. The student is not required to declare her pregnancy. If a student decides to disclose her pregnancy, all disclosures are made in writing by completing the “**Declaration of Pregnancy**” Form.

If a student decides to disclose her pregnancy, she may continue the educational program without modifications or request modifications. If the program is unable to accommodate the requested modifications, the student may be required to take a leave of absence from the program. In an event
a female student is required or requests a leave of absence, the program follows the Mayo Clinic School of Health Science Leave of Absence policy.

If a student does disclose her pregnancy, the student will meet with the program director to counsel about the possible health risks involved as a result of occupational exposure during pregnancy. Under no circumstances will a declared pregnant student remain in the Zone IV while actual data acquisition or scanning.
ATTENDANCE

Attendance Policy

Students should consider that potential employers frequently inquire about student attendance before offering employment opportunities therefore; having a favorable attendance record is in the student’s best interest. The MRI Program will follow the Mayo Clinic School of Health Sciences Attendance Policy.

Clinical Rotation Attendance

Students are expected to be ready to begin clinical by their scheduled start time. Students will clock in using the Trajecsys Reporting System on a Mayo Clinic desktop computer no earlier than 15 minutes before their scheduled start time and no later than their scheduled start time. If the scheduled start time was 6:30am and a student clocks in at 6:31am, the student would be considered tardy. Students should expect to remain at their clinical site until the scheduled end time. Students may be dismissed from the clinical site no earlier than 15 minutes before scheduled clinical end time.

Students cannot be away from clinical more than 50% per week during all semesters. If a student misses more than 50% of the clinical rotation they will be required to make up the clinical time to meet the 50% minimum requirement. Scheduling the make-up time is at the program’s discretion. The Program Director, with guidance from the MCSHS liaison and Medical Director, reserves the right to waive this requirement if the student has met all graduation requirements, clinical objectives and is in good standing.

Didactic Attendance

Although we discourage students from missing class, we recognize that you may need to be absent due to illnesses or personal commitments. Any quizzes or exams missed due to planned absences from class should be scheduled with the Program Director.

If you schedule a day off, you are responsible for scheduling and completing any exams or quizzes that will be missed prior to the scheduled absence. If the absence is unplanned and you miss an exam/quiz, you must contact the Program Director on your first day back to schedule a time for testing.

You will be expected to take any exams/quizzes missed on your first day back if you missed only one day. If two or more class days are missed, any exams/quizzes must be taken no later than the second day back. Special considerations may be given for extenuating circumstances. Exams/quizzes not completed in the timeframe outlined, may result in a drop of one full letter grade for each additional day.
Lab Attendance

Students are required to attend each scheduled lab. Students who know they are going to miss a lab session do have the option of trading with a classmate in another lab group. If trading lab times with a classmate, the student requesting the trade must notify the Clinical Coordinator in advance. Students who are absent and unable to trade with a classmate, must contact the Clinical Coordinator to schedule a time to make-up the lab session upon their return to campus.

Excused Absences

An excused absence is defined as scheduled time off approved by the program or unscheduled time off reported to the program with appropriate notification.

Scheduled approved absences (i.e. vacation), will be considered excused. However, the program does encourage students to reference the Academic Calendar when scheduling vacations to align with the scheduled program breaks and avoid time away from the program.

Unscheduled absences for significant extenuating personal circumstances, such as an unexpected illness/emergency or personal/family emergency is considered excused. The student must notify the program immediately in the event of an excused absence. If an unscheduled absence exceeds three days or more or is associated with an unapproved absence, the program may request supporting documentation.

Unexcused Absences

An unexcused absence is defined as a student failing to report to a scheduled activity without appropriate notification. Failure to report to a scheduled activity without prior notification is considered an unexcused absence and is a violation of the Mayo Clinic College of Medicine and Science Learner Professional Conduct Policy and will be addressed according to the Warning, Probation, Dismissal and Appeal Policy. Unexcused absences of three consecutive days may result in immediate dismissal from the program.

If a student fails to report to clinical, lab or scheduled didactic class time the following disciplinary actions may occur:

- **First Offense** – Verbal warning from the Program Director
- **Second Offense** – Managed by MCCMS through the Warning, Probation, Dismissal and Appeal Policy and Procedure
- **Third Offense** - Managed by MCCMS through the Warning, Probation, Dismissal and Appeal Policy and Procedure

Student Time Off (STO)

We recognize that students may have to miss classroom, lab or clinical time due to illnesses, appointments, interviews, etc. Student Time Off (STO) is used to cover absences from classroom, lab, clinical or other required school functions.
If at any time, a student has a negative STO balance they will be required to make-up the hours missed in order to return to zero or a positive STO balance. Any make-up hours will be scheduled at the discretion of the program. Negative clinical hours may be made up after graduation and may extend the length of the program.

Each student will be given six personal days (48 hours STO) for the 12 month program.

Scheduled STO
1. STO may be used in .25 (1/4 hour) increments
2. Students can only schedule STO if they have the requested amount of time in their STO bank.
3. STO is documented as scheduled when the program is notified about the absence in advance:
   - Submitting an STO form before 1:00pm on the Wednesday before the absence. This allows the absence to be reflected on the weekly schedule.
   - Asking for and receiving approval from the Program Director or Clinical Coordinator when the request is made after the weekly schedule is sent out and then submitting an STO form for the absence. This method will only be allowed for special circumstances.

 Unscheduled STO
1. Unscheduled STO is recorded for absences that occur because of illnesses or emergency situations in which the student notifies the program of the absence just prior to their clinical or academic assignment, but has not received permission for the absence in advance.
2. Excessive STO for illness may require a physician’s signature to be excused.

Method for Reporting Unscheduled STO Absences

Class & Lab – The student will
The student must call the program phone (507) 248-3169 before their scheduled report time and leave a message which should include the following details:

1. Full name
2. Program in which student is enrolled (MRI Program)
3. The scheduled activity the student will miss (class, lab, clinicals)
4. The reason student will be absent
5. Anticipated return date/time (if known)

Clinical – The student will
The student must call the program phone (507) 248-3169 before their scheduled report time and leave a message which should include the following details:

1. Full name
2. Program in which student is enrolled (MRI Program)
3. The scheduled activity the student will miss (class, lab, clinicals)
4. The reason student will be absent
5. Anticipated return date/time (if known)

The student must ALSO call the MRI Sick Audix (507) 266-0148 and leave a message with the following details:

1. Full name
2. Student in the MRI Program
3. Scanner Assignment

If the student is absent more than two consecutive days, they must call the program between 7:30 a.m. and 8 a.m. on the third day, and speak directly to the program administrative assistant. The student may need to provide supporting documentation prior to returning.

**Tardiness**

A student is considered tardy if they are not present at as the start of a learning experience. Tardiness begins immediately after the scheduled start time of class, lab or clinical. If a student knows they are going to be late, they are expected to call and notify the program. Appropriate unscheduled STO will be recorded in increments of 0.25 for the clinical or didactic time missed in the excess of 7 minutes. If a student is not able to call prior to their scheduled time, they must inform the education coordinators as soon as they arrive in their area. If the student informs the education coordinators of tardiness more than 30 minutes past the scheduled start time, it will be documented as a failure to report or unexcused absence.

**Severe Weather**

The MRI Program will cancel class, clinicals and lab if Mayo Clinic is closed. Any other weather related cancellations are at the discretion of the Program Director. If at any time you decide that you need to leave early, arrive late or miss the day completely due to difficulties associated with severe weather, the program will be supportive of your decision. However, we do require you to notify us of your absence and use your STO to cover the missed time.

**Funeral/Memorial Service Leave**

The MRI Program will adhere to the Mayo Clinic Allied Health Bereavement Absence Policy. When death occurs in a person’s family, the amount of time off to attend the funeral is allotted according to the relationship to the deceased person and is not subtracted from the student’s STO. Additional time may be approved, please contact the Program Director.

Time off is allowed for schedule shifts occurring over a maximum of five consecutive calendar days including weekends and holidays, one of which includes the funeral, for any of the following relatives or others fulfilling those roles: parent (natural, adoptive or step), child (natural, adoptive, step or child of same-gender domestic partner), spouse (to whom married at the time of death).

Time off is allowed for scheduled shifts occurring over a maximum of three consecutive calendar days including weekends and holidays, one of which includes the funeral, for any of the following relatives or others fulfilling these roles, including same gender domestic partner relationships: sibling
(natural, adoptive, half or step), mother/father in law, sister/brother in law, grandparent (natural, adoptive or step), grandparent in law, daughter/son in law, grandchild (natural, adoptive or step) or legal ward/guardian.

Time off for attendance at funeral or memorial services for person other than those listed in this policy (e.g. aunt, great-grandparent, great-grandchild, step in law and co-worker) must be arranged with the Program Director as STO.

**Jury Duty/Court Appearances**

The MRI Program follows the Mayo Clinic School of Health Sciences [Jury Duty/Court Appearances Policy](#).

**Military Leave**

The MRI Program follows the Mayo Clinic College of Medicine and Science [Military Leave Policy](#).

**Leave of Absence**

A leave of absence may be granted to students when significant extenuating personal circumstances are present, for military duty or jury duty. This policy establishes guidelines which allow students an extended absence from their educational program without terminating their appointment. Program Directors have discretion to approve or deny requests with input from their Advisory Committee and/or Medical Director. The Program Director must evaluate the individual merits of each request and consider the ability of the program to deliver the full content of curriculum while meeting the individual student’s needs. The program will follow the Mayo Clinic School of Health Sciences [Leave of Absence Policy](#).

Generally, the following options will be explored if a student is requesting a leave of absence:

1. The student will return from their leave of absence to their scheduled clinical and classroom assignments. They will extend their time in the program to allow for completion of all clinical and didactic requirements for graduation. Time made up will equal the exceeded allotted STO.

2. The student will withdraw from the program with the option of returning without re-applying, to join the next available class. They will repeat any uncompleted semester coursework, and complete all clinical and didactic requirements for graduation. The student will be responsible for any additional tuition, book and education material expenses incurred.

**Job Interviews**

Students will be allowed reasonable time off for job interviews. Usually one day per interview will be allowed unless special arrangements have been made with the Program Director. Prior to granting time away, the student is required to submit a written notice of date, time and location of the interview to the Program Director. Time for pre-employment physicals and housing will need to be arranged on your own time, generally post-graduation.
CONTINGENCY PLAN

Contingency Plan Policy

If extenuating catastrophic circumstances (i.e., mass casualty event, pandemic, natural disaster, etc.) impact Mayo Clinic operations, Mayo Clinic College of Medicine and Science operations, or student access to clinical environments at Mayo Clinic sites, the MRI Program may utilize the following steps to ensure the safety of program students and faculty. The MRI Program will ensure that all graduates meet graduation requirements, including ARRT required competencies and successful completion of all coursework with a “C” or better.

Clinical modifications with appropriate notification include:

• Assigned clinical site changes
• Assigned clinical schedule (date and time) changes
• Modifications to student participation expectations (i.e., limited involvement with Isolation Patients)
• Extension of clinical course requirements beyond the expected completion date
• Didactic modifications with appropriate notification include:
  o Class meeting location changes
  o Class meeting schedule (date and time) changes
  o Temporary utilization of distance learning tools for class meetings typically delivered face-to-face
  o Extension of course requirements beyond the expected completion date

As a learner at Mayo Clinic, your education is of utmost importance to us. We will do everything in our power to ensure that you graduate on time. However, extenuating catastrophic circumstances may extend the program requirements beyond the expected graduation date.

What you can expect from Program Leadership:

• Timely communication via Mayo Clinic e-mail
• Prioritization of student and faculty safety
• Commitment to student professional development
• Assurance that all program graduates meet graduation requirements
EXTRACURRICULAR INVOLVEMENT

Outside Employment

Employment outside of school is permitted as long as school scheduling take priority. Students are not allowed to re-arrange the clinical, didactic or lab schedule to accommodate work schedules.

Community Service & Volunteerism

Students are encouraged to volunteer and give back to the community. Documented volunteerism will earn students STO in the following ways:

• Non-Program Community Service – Documented community service outside the scheduled hours in the program can earn students 1 hour of STO for every 2 hours of community service.

• Program-Sponsored Events – Student’s that voluntarily participate in program-sponsored events outside of scheduled program hours will earn 1 hour of STO for 1 hour of participation.

• Blood/Plasma Donation – Donation at Mayo Clinic Blood Donor Center will earn 1 hour of STO per donated if done outside of scheduled program hours.

To earn STO, students must complete a Volunteer Form after participating in the volunteer activity. The Volunteer Form can be found in the Blackboard Organization. Students may earn up to 8 hours from community service or volunteerism.

Ideas for Community Service or Volunteer Opportunities:

• United Way
• Mayo Clinic Blood Donor Program
• Ronald McDonald House
• Paws & Claws
**APPENDIX A**

**TECHNICAL STANDARDS**

The MCSHS MRI Program is committed to diversity and educating students who will make the population of health care professionals a true representative of our diverse community.

The following technical standards are not intended to deter any candidate for whom reasonable accommodation will allow the fulfillment of the complete curriculum. Program applicants and admitted students with disabilities are confidentially reviewed to determine whether there are any reasonable accommodations that would permit the individual to satisfy the program standards. The following technical standards are required of all students enrolled in the MRI Program:

<table>
<thead>
<tr>
<th>Theme</th>
<th>Essential Functions</th>
<th>Example of Required Activities (Not all inclusive)</th>
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</thead>
</table>
| **Observation** | Candidates must be able to observe demonstration and participate in hands-on learning in the classroom, laboratory and clinical settings. Candidates must be able to acquire information from written documents and computer systems. Candidates must be able to assess patients and evaluate images for diagnostic quality. | • Reading small, fine print in all environments, including low-light conditions for accurate patient identification.  
• Identify information presented in accessible images from paper, slices, videos, etc.  
• Acquire information from magnetic resonance screening forms.  
• Identify information seen on magnetic resonance images and assess image quality.  
• Recognize and assess patient changes in mood, activity, cognition, verbal and non-verbal communication.  
• Acquire information from various equipment such as alarms and emergency signals. |
| **Communication** | Candidates must be able to communicate effectively, sensitively, and efficiently with patients, families, health care professional and faculty. Candidates must be able to acquire the patient’s medical history in a timely manner, interpret non-verbal information, and establish a therapeutic rapport with patients. Candidates are also required to record information accurately and clearly; and communicate efficiently in English with other health care professionals. | • Sufficiently communicate in English to retrieve information from literature, computerized databases and lectures to communicate concepts on written exams and patient charts.  
• Communicate effectively and efficiently with patients, students, staff, faculty, and all members of the healthcare team during all learning experiences.  
• Ability to communicate effectively with patients through MR scanner intercom system.  
• Fluently read and comprehend the English language necessary to understand caregiver’s written and/or electronic orders and understand any signage related to MRI safety and patient care. |
<table>
<thead>
<tr>
<th><strong>Motor Skill &amp; Mobility</strong></th>
<th>Candidates must have sufficient motor functions that they are able to execute movements required to provide general care and treatment to patients in all health care settings within a specified amount of time.</th>
</tr>
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<tbody>
<tr>
<td><strong>Interpersonal Behavior &amp; Social Skills</strong></td>
<td>Candidates must exhibit the emotional stability required for full utilization of their intellectual abilities, which includes, but is not limited to, the exercise of good judgment, and the prompt completion of responsibilities associated with the care of patients. Candidates are expected to exhibit integrity, honesty, professionalism, compassion, and display a spirit of cooperation and teamwork.</td>
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<tr>
<td><strong>Cognitive &amp; Intellectual</strong></td>
<td>Candidates must be able to assimilate detailed and complex information presented in both didactic and clinical coursework. Candidates are expected to possess the ability to measure, calculate, reason, analyze, synthesize, and transmit information. Candidate must also command the ability to think critically, possess problem-solving and organizational skills necessary the classroom, laboratory and clinical setting.</td>
</tr>
<tr>
<td><strong>Environment</strong></td>
<td>Candidate must have the sensory and physical well-being that will allow an individual to tolerate occasional distressing and/or disturbing conditions that may be present in a clinical setting. Candidate must have the ability to enter into the static magnetic field without contraindication.</td>
</tr>
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- Full range of motion allowing for gross movements within confined spaces such as bending, stooping, squatting, lifting and pushing.
- Fine motor skills, steady hand function and hand-eye coordination.
- Perform basic life support, transfer and position patients and re-position self around patients.
- Ability to position and operate typical equipment found in the health care environment (i.e. oxygen tanks, wheelchairs, imaging equipment, etc.)
- Ability to tolerate physically, mentally and emotionally demanding workloads, function effectively under stress, adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of patients.
- Express compassion, integrity, concern for others, interpersonal skills, interest, and motivation when working with patients, staff and faculty.
- Ability to manage apprehensive patients with a range of moods and behaviors in a tactful, culturally sensitive, congenial, personal matter so as not to alienate or antagonize them.
- Ability to accept feedback and respond by appropriate modification of behavior.
- Ability to learn through a variety of methods including, but not limited to, classroom instruction, small group, problem-based learning groups, team and collaborative activities, individual study, preparation and presentation of reports simulations, and through the use of technology.
- Ability to organize time independently and manage multi-faceted demands and schedules.
- Comprehend three-dimensional relationship and to understand spatial relationships of anatomic structures.
- Tolerate smells associated with disease states and infections.
- Tolerate sights such as open incisions, invasive procedures during code situations and injuries/deformities.
- Ability to acclimate to various noises which may range from distractions to annoyances.
- Emotional strength to understand patient and/or family disturbances, death and dying.
- Ability to function effectively (by completing the given task) in emergent and stressful situations.
- Free from MR conditional or MR unsafe implanted/explanted device that would be a contraindication to entering into the static magnetic (i.e. pacemaker, cochlear implants, etc.)
<table>
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<tr>
<th>Computer &amp; Technological Skills</th>
<th>Candidate must be able to utilize electronic technology in didactic, laboratory and clinical environment.</th>
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<tbody>
<tr>
<td>- Demonstrate basic computer functions such as data entry, printing and ability to function in multiple screens simultaneously.</td>
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<tr>
<td>- Ability to learn and understand the software technology utilized in the health setting such as MR scanning software and radiology information systems.</td>
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## APPENDIX B

### ACADEMIC CALENDAR

**2021 – 2022**

### Summer Semester 2021

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>June 1</td>
<td>Summer Semester begins</td>
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<tr>
<td>July 5</td>
<td>OFF</td>
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<tr>
<td>August 6</td>
<td>End of term</td>
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### Fall Semester 2021

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 16</td>
<td>Fall Semester begins</td>
</tr>
<tr>
<td>September 6</td>
<td>OFF – Labor Day</td>
</tr>
<tr>
<td>November 25-26</td>
<td>OFF – Thanksgiving Break</td>
</tr>
<tr>
<td>December 23</td>
<td>End of term</td>
</tr>
<tr>
<td>December 24-January 2</td>
<td>OFF – Winter Break</td>
</tr>
</tbody>
</table>

### Spring Semester 2022

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 3</td>
<td>Spring Semester begins</td>
</tr>
<tr>
<td>March 14-18</td>
<td>OFF – Spring Break</td>
</tr>
<tr>
<td>May 12</td>
<td>End of term/Graduation</td>
</tr>
</tbody>
</table>
APPENDIX C

MRI SCREENING ACKNOWLEDGMENT FORM

NAME ___________________________

DATE ___________________________

I have read and understand the MRI Safety Policy.

I attest that the answers I have provided on the MRI Screening Form are correct to the best of my knowledge.

I have met with the Clinical Coordinator to review the MRI Screening Form & have had the opportunity to ask any questions.

I understand that it is my responsibility to notify the Program Director of any changes that would affect my safety in the MRI environment.

STUDENT
SIGNATURE ___________________________________

FACULTY
SIGNATURE ___________________________________
APPENDIX D

MRI PROGRAM LABORATORY CONSENT FORM

NAME ____________________________________________

DATE ____________________________________________

——— I agree to participate as a volunteer patient in supervised scanning laboratory sessions. I understand that I may withdraw my participation at any time.

——— I do not want to participate as a volunteer patient in supervised scanning laboratory sessions.

——— I understand that I will scan classmates as volunteer patients, and I will uphold the same confidentiality standards that are required with clinical patients.

——— I understand and agree to use MR safety practices when participating.

STUDENT SIGNATURE ____________________________________________

FACULTY SIGNATURE ____________________________________________
APPENDIX E

MRI PROGRAM DECLARATION OF PREGNANCY

I am a student in the Mayo Clinic School of Health Sciences MRI Program who is voluntarily declaring my pregnancy. I choose the following option for my continuance in the program:

__________ I wish to continue my clinical and didactic education without modification. I agree this will be in the same capacity and with the same assignments I have had until this date. I will participate in positioning patients for procedures but will leave the MR scanner room prior to the beginning of image acquisition. I do not expect to receive exemption from any regular assignments during my pregnancy.

__________ I request modification to my clinical education. If the program is unable to accommodate the requested modification, I understand I must take a leave of absence.

__________ I wish to take a leave of absence from the program in accordance with Mayo Clinic School of Health Science Leave of Absence policy.

PRINTED NAME ____________________________

SIGNATURE ___________________________ DATE ____________