

POLICY STATEMENT:

Procedure for recording clinical time as follows:

It is school policy that the student shall clock in when he or she is ready to begin a shift and not earlier than 10 minutes prior to the start of the clinical rotation or clock out any later than 30 minutes after the end of the clinical rotation. It is understandable that there are occasions when a student may need to complete a radiographic examination that requires the student to stay past the assigned time. This is allowable as long as the student does not go over 40 hours of school time (clinical and didactic) during a week. Failure to follow this policy will result in a deduction of the student's allotted time bank hours.

It is also school policy that each student must take a meal time period during the course of the clinical day. Allotted meal time period is not to exceed 45 minutes. The student may not take his/her mealtime off at the end or beginning of the clinical day, nor should he/she attempt to save the time to be used at a later date. **Meal times are to be determined by the supervising technologist or clinical instructor when in the clinic area.** Meal times that exceed 45 minutes on clinic days will result in a time penalty of a tardy. Late, missed, and/or incorrect location time records will result in a time reduction in accordance with the Clinical Attendance Policy C14 (i.e. if a student is scheduled at MRMC but clocks in at SMH. The time recorded for MRMC will not be recognized).

Clinical Attendance will be tracked in Trajecsys:

- **Arrival time** – Clock in when the student arrives
- **Lunch out-** Clock out when the student is dismissed for lunch or leaves the site
- **Lunch in** –Clock in when the student returns from lunch or when the student returns to area
- **Departure time** – Clock out when the student is dismissed from clinic

No additional break time is allotted by the clinical site or the school. Therefore, any student wishing to take break time other than for the meal time period must complete a Clinical Leave Request in Trajecsys and must be approved by the Education Experience Program Coordinator.

Trajecsys clinical records must be truthful and accurate. Any deviation could result in disciplinary action.

RESPONSIBLE PERSONS: Program Administration

Approved by:

Jody D. Crane, M.A.Ed., RT(R) (BD)

Director/Dean

June 7, 2018



Signature

Title

Date

Approval History:

Committees and Dates:

Faculty and administrative review in: 4/2002, 6/2003, 8/2004, 6/2005, 6/2006, 7/2007, 8/2008, 8/2009, 8/2010, 10/2011, 8/2012, 8/2013, 8/2014, 8/2015, 6/2016, 6/2018

DOCUMENTATION: None

REFERENCES: None