

**MIDDLESEX COMMUNITY COLLEGE**  
**100 Training Hill Rd.**  
**Middletown, CT 06457**

**SCHOOL OF RADIOLOGIC TECHNOLOGY**

**PROGRAM HANDBOOK**  
**and**  
**STUDENT MANUAL**

**2015-2017**

**MIDDLESEX COMMUNITY COLLEGE  
RADIOLOGIC TECHNOLOGY PROGRAM**

Radiography Student Handbook 2015-2017

Radiography students are responsible for reading and complying with the information which appears in the current college catalog and student handbook at the college and in the Middlesex Community College (MxCC) Radiography Student Handbook. It is the intent of this handbook to ensure client safety and professional, ethical, and legal conduct of all radiography students. Failure to comply with College and Radiologic Technology Program standards and practices will lead to a review of student behavior and possible disciplinary action, including dismissal from the Program.

The MxCC Radiologic Technology Program reserves the right to modify any statement in this handbook. Changes will be given to students through a Student Handbook Addendum.

**Student Handbook Acknowledgement of Receipt and Agreement to Comply**

I, \_\_\_\_\_, acknowledge receiving and reading the Radiography Student Handbook, including the *AUDIO/VIDEO RECORDING/PHOTOGRAPHING AGREEMENT* and the *CONFIDENTIALITY AGREEMENT AND CONSENT TO VIDEO RECORD*.

I agree to comply with the policies stated within the Handbook and with the terms of the *AUDIO/VIDEO RECORDING/PHOTOGRAPHING AGREEMENT* and the *CONFIDENTIALITY AGREEMENT AND CONSENT TO VIDEO RECORD*.

I acknowledge that prior to signing I have been provided the opportunity to seek further clarification.

I understand that this statement will be placed in my MxCC Radiologic Technology program student record.

Student Name (Print): \_\_\_\_\_

Banner ID Number: \_\_\_\_\_

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

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

**MIDDLESEX COMMUNITY COLLEGE  
RADIOLOGIC TECHNOLOGY PROGRAM**

**AUDIO/AUDIOVIDEO RECORDING/PHOTOGRAPHING AGREEMENT**

I acknowledge that faculty of the Middlesex Community College (MxCC) Radiography Program allow students to audio and/or audiovideo record and/or take photographs during classes and on campus laboratory sessions as students deem necessary for enhancement of their studies.

In agreeing to this both the Student and the College recognize that:

1. the audio/audiovideo recording/photography may affect others in the course, including faculty and students, including the extent to which their participation may be affected by the audio/audiovideo recording/photography.
2. both the Student and the College acknowledge that there are legitimate interests involving copyright, academic freedom of the College, the instructor and the student's classmates, the Family Education Rights and Privacy Act (FERPA) regarding the privacy of recorded student information and expectations of others regarding having their identity and statements being recorded/photographed.
3. in order to balance the numerous interests of all concerned and to minimize the possible disruption and/or distraction that may result from the audio/audiovideo recording/ photography of a class or laboratory session, the Student and the College mutually and voluntarily enter into the following agreement

With the understanding that I am being allowed to audio/audiovideo record and/or photograph radiography classes and on campus laboratory sessions for my personal, academic use, I agree not to copy or reproduce the audio/audiovideo recording and/or photograph, nor allow anyone else to copy, reproduce or use these materials, and I agree to not make any portion of the recording or photograph available on social networking or internet sites.

In particular, and as a condition of this agreement, I expressly agree to the following:

- I will turn off the recorder and/or camera during class or erase portions when requested;
- I will not share the contents of the audio/audiovideo recordings and/or photograph with anyone whatsoever;
- I will not allow anyone to use the audio/audiovideo recordings and/or photographs for any purpose;
- I will not make, or allow anyone to make, copies of the audio/audiovideo recordings and/or photographs;
- I will not transfer the contents of the recorder and/or camera to any other media nor will I transfer the contents electronically, by uploading, by downloading or in any other manner whatsoever;
- I will keep such audio/audiovideo recordings and/or photographs within my exclusive possession and control at all times and at all locations;
- I will not make, or cause to have made, a written transcription in any form of the contents of the audio/audiovideo recordings (other than personal notes for my sole and exclusive use)

By signing the *Student Handbook Acknowledgement of Receipt and Agreement to Comply*, I agree to adhere to these conditions if I decide to audio/audiovideo record and or photograph while a student in the Middlesex Community College (MxCC) Radiography Program.

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

\_\_\_\_\_  
Banner ID Number

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

\_\_\_\_\_  
Date

**MIDDLESEX COMMUNITY COLLEGE  
RADIOLOGIC TECHNOLOGY PROGRAM**

**CONFIDENTIALITY AGREEMENT AND CONSENT TO VIDEO RECORD**

During your participation in simulated clinical experience scenarios (SCES) while a student in the Middlesex Community College (MxCC) Radiography Program you will be both an active participant and an observer.

The primary objectives of the SCES are to support and enhance your clinical learning while a student in the Program. The faculty believe that these experiences will provide you with an additional method to identify your learning needs and to improve your performance. SCES are designed to challenge your response and judgment in a variety of clinical situations. Due to the possible sensitive nature of any SCES as well as to maintain optimal simulation experiences for all learners, strict confidentiality regarding the specific scenarios, including what occurred during the simulation experience, is required by all participants and observers.

By signing this agreement, you agree to maintain strict confidentiality regarding the specific scenarios, and both your performance and the performance of others, whether seen in real time, on video or otherwise communicated to you as part of the SCES. You will be discussing the scenarios during debriefing, with the understanding that

***“All that takes place in the simulation environment – stays in the simulation environment!”***

Each student is asked to agree to the following conditions:

My signature on the *Student Handbook Acknowledgement of Receipt and Agreement to Comply* indicates my agreement to maintain strict confidentiality about the details of any SCES, its participant(s), and the performance of any participant(s). In addition, my signature indicates that I have authorized the faculty and staff to video record my performance during SCES as a participant or as an observer. Furthermore, my signature indicates that I have authorized the faculty and staff to use the video recording(s) of my participation in SCES for purposes including, but not limited to: debriefing me, faculty review and the educational support of other learners by displaying the recording.

By signing the *Student Handbook Acknowledgement of Receipt and Agreement to Comply*, I acknowledge that my agreement is truly voluntary and that I have been provided the opportunity to seek further clarification of this document prior to signing.

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

\_\_\_\_\_  
Banner ID #

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

\_\_\_\_\_  
Date

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Reviewed: Annually  
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Reviewed and Revised 8/13: 7/14: 5/15

## **Introduction**

Middlesex Community College's Radiologic Technology program is designed to prepare students for entry level employment as Radiographers in hospitals, clinics, and medical offices. The program emphasizes that quality patient care will be provided by individuals who have received quality instruction based on educational and instructional guidelines consistent with our profession.

This Handbook/Student Manual is designed to provide pertinent information to prospective students and the general public. In addition, this Handbook/Student manual will be used to clarify program policies and procedures for new as well as existing radiography students. All students must have an understanding and knowledge of the curriculum, policies, and program standards to be successful within the program. During program orientation, all students will be provided with a thorough explanation of the policies and procedures governing the actions and practices of a student. Upon completion of this explanation and question session, each student confirms receipt and understanding of each policy and procedure by signing the Acknowledgement Agreement Form. By signing the Acknowledgement Form the student agrees to abide by the policies and procedures while enrolled in the program.

The program Handbook/Student Manual is subject to review and revision by the program faculty annually. Approval of all changes is performed by the Program Coordinator and Director. The information contained within the Handbook/Student Manual is subject to change without notice when deemed necessary by the Program Coordinator and Director. Students will be notified of the change and will confirm receipt of the change on the appropriate Program Update Form.

## **Program Information**

Middlesex Community College School of Radiologic Technology is a full-time, 22 month program for students interested in a career in Radiography. The program accepts and starts a new class for the fall semester each year. A mandatory orientation will occur before the start of the fall semester.

Following the successful completion of all Program requirements and obligations to the college, students are awarded an Associate of Science – Radiologic Technology Degree and may sit for the national certification examination administered by the American Registry of Radiologic Technologists. Successful completion of the national certification examination with a minimum score of 75 is necessary for application to the State of Connecticut for licensing purposes as a Radiographer.

## **Program Mission Statement**

The Middlesex Community College Radiologic Technology Program is dedicated to educating and training students to become certified, professional, and competent technologists in the field of Radiologic Sciences.

The mission statement is realized through the attainment of the following goals:

1. Students will be clinically competent.
2. Students will use critical thinking skills in both routine and non-routine clinical situations.
3. Students will demonstrate professional behaviors.
4. Students will communicate effectively.

### Student Learning Outcomes

1. Students will correctly apply positioning skills for routine patient procedures.
2. Students will make necessary adjustments in positioning for non-routine patient procedures.
3. Students will select appropriate technical factors for routine patient procedures.
4. Students will modify technical factors for non-routine patient procedures.
5. Students will practice radiation safety.
6. Students will use effective oral communication skills.
7. Students will practice written communication skills.
8. Students will demonstrate professional behaviors.

In addition to the above mentioned goals and student learning outcomes, benchmarks formulated to indicate Program effectiveness include:

- A first attempt ARRT credentialing exam pass rate of 85%
- Annual Exit Survey Evaluation Average of 90% for student satisfaction with their education
- Annual Employer Satisfaction Survey Average of 2.0 on a 3.0 scale for employer satisfaction with graduate's performance
- A five year average job placement rate within 12 months of Program completion of  $\geq 80\%$  (Effective 2014)

The Program's mission is achieved when the graduate has successfully completed and achieved all Program Goals and Outcomes. The program mission complements the missions and values of our affiliate sites.

## Program Effectiveness Data

Year	# of Graduates	Program Completion Rate %	ARRT 1 <sup>st</sup> Attempt Pass Rate	Class Average	Employment Rate (6 months post-graduation*)
2005	16	84%	100%	90.7	100%
2006	14	88%	100%	89.6	100%
2007	17	94%	94%	87.8	100%
2008	12	71%	92%	86	100%
2009	15	83%	100%	88.1	100%
2010	13	81%	100%	90.3	100%
2011	12	75%	100%	88.7	100%
2012	8	43%	100%	87.4	100%
2013	17	89%	100%	84.3	100%
2014	18	95%	94%	84.6	100%***
2015	13	87%	85%	84	**

\* Employment rate is defined as the number of graduates employed in the radiologic sciences compared to the number of graduates actively seeking employment in the radiologic sciences.

\*\* Data not yet available

\*\*\* Standard has changed to Employment Rate (12 months post-graduation)

## Accreditation

The Middlesex Community College School of Radiologic Technology is accredited by The Joint Review Committee on Education in Radiologic Technology (JRCERT) and authorized by the Connecticut Board of Regents.

The Joint Review Committee on Education in Radiologic Technology  
20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
(312) 704-5300  
[www.jrcert.org](http://www.jrcert.org)

The JRCERT Standards for an Accredited Program in Radiologic Sciences may be found at [www.jrcert.org/programs-faculty/jrcert-standards/](http://www.jrcert.org/programs-faculty/jrcert-standards/) . Questions may be addressed to [www.mail@jrcert.org](mailto:www.mail@jrcert.org)

## Advisory Committee

The overall direction and guidance for the Radiologic Technology Program is achieved through the Advisory committee. The Advisory Committee membership is representative of the groups



involved in or affected by the education provided by the program. The Committee assists in the establishment of policies and procedures, modification of curriculum, establishes and identifies program goals, strengths and weakness and develops methods and recommendations for program improvement.

The Committee meets twice a year and is composed of:

- Academic Dean
- Academic Division Director for the School of Allied Health, Business & STEM
- Program Coordinator
- Program Director
- Program Faculty
- Clinical Site Radiology Administrators/Managers
- Community Members
- Alumni
- 2<sup>nd</sup> year student Representative
- 1<sup>st</sup> year student Representative

The student representatives have the responsibility to gather concerns from class members, attend all meetings and report the Committee's activities back to their class.

The program adheres to MxCC Student and Faculty Non-Discrimination policies in that there is no discrimination of student or faculty on the basis of race, color, national or ethnic origin, religion, age, sex, marital or veteran status, sexual orientation, physical disability, or any other legally protected status. Our graduates are allied health professionals who operate imaging equipment to obtain diagnostic radiographs for every part of the body. Employment opportunities include education, sub-specialization, sales and applications, and administration.

### **Assessment Committee**

The Assessment Committee is comprised of Advisory Committee Members, Program Coordinator, Program Clinical Instructors, and parties of interest. The committee will meet twice a year to focus on the assessment process within the program. The Assessment Committee will analyze program effectiveness goals, benchmarks, and student learning outcomes. The committee will identify strengths and areas for improvement, provide feedback and strategies for improvement to continually strengthen the radiography program.

### **Assessment Procedure And Evaluation**

Analysis of the assessment plan and program goals will be performed on a yearly basis by the Assessment Committee. The assessment plan requires the collection of data pertinent to the successful operation of the radiologic technology program. The data is analyzed and interpreted by the Assessment Committee who will then make recommendations to the Advisory Board for maintenance of assessment plan or changes to improve the program. The assessment plan contains specific program goals and benchmarks for each goal. Time frames for collection of data

along with the analysis of the data, person/group responsible for the collection of the data and any necessary action plans based upon the analysis of the data.

Each graduating student is expected to complete an Exit Survey before graduation. An alumni survey will be distributed one year post graduation. Employer surveys will be distributed one year post graduation. Program registry pass rate and employment information will be available to the assessment committee.

### **Clinical Affiliates**

All clinical affiliates shall meet the appropriate criteria for delivering clinical education and assessing clinical competency as necessary to be recognized by the JRCERT. Each clinical affiliate is also recognized by The Joint Commission (TJC) or an equivalent agency or hold a state issued license. Review of accreditation and/or licenses shall be done annually.

The Radiologic Technology Program maintains affiliate agreement to assure the quality of the clinical education that is provided to the program students. These agreements are reviewed annually. Under no circumstances will a student be assigned to a clinical site that is not recognized by the JRCERT or deficient of a signed affiliate agreement. Each clinical affiliate shall appoint a minimum of one qualified clinical instructor for every 10 student assignments. The number of students assigned to any clinical education setting must not exceed the number of JRCERT approved student capacity for that site. The student to radiography clinical staff ratio must be 1:1. It is acceptable on rare occasions that more than one student may be temporarily assigned to one technologist during the uncommonly performed procedures.

*Middlesex Hospital exists to provide the safest, highest quality health care, and the best experience possible for our community.*

#### **Danbury Hospital (DH)**

28 Hospital Ave.  
Danbury, CT 06810  
203-739-7000 ext 2909

Toni Ann Marchione, Radiology, Pathology, and Laboratory Medicine Network Executive  
Clinical Instructors: Tiffany Bojeck, RT, and Matthew Corrao, RT.

#### **Middlesex Hospital (MH)**

28 Crescent Street  
Middletown, CT 06457  
860-358-6293

Sandra Dean, Interim Director of Radiology  
Jason Bohn, MH Radiology Coordinator

Clinical Instructors: Theresa Collyer, RT., Jan Glinski, RT., Danielle Kuster, RT., Susan Porter, RT., and Maria Pulino, RT.

**Middlesex Hospital – Marlborough Medical Center (MMC)**

12 Jones Hollow Road  
Marlborough, CT 06047  
860-358-3050

Pamela Whittemore, MMC Radiology Coordinator  
Clinical Instructors: Devin Chester, RT, Jennifer Graham, RT, and Heather Parlee, RT.

**Middlesex Hospital – Outpatient Center (OPC)**

530 Saybrook Road  
Middletown, CT 06457  
860-358-2025

Carol Schilling, OPC Radiology Coordinator  
Clinical Instructors: Jill Albert, RT., Sara Custer, RT., and Meaghan Scaia, RT.

**Middlesex Hospital – Shoreline Medical Center (SLC)**

250 Flat Rock Pl  
Westbrook, CT 06498  
860-358-3700

Peggy Ludwig, SLC Radiology Coordinator  
Clinical Instructors: Kim Carey, RT., Laura Daniels, RT, Christine Marsilio, RT., and Carol Romano, RT.

**Radiology Associates of Middletown – Guilford (GR)**

1591 Boston Post Rd., Suite 106  
Guilford, CT  
203-453-5123

Clinical Instructors: Sharynn Gendron, RT. and Chiyo Rodrigues, RT.

**CLINICAL UPDATES AND CLASSROOM HUDDLES**

Fifteen minute huddles will be scheduled 15 minutes before the beginning of class to discuss safety, clinical concerns, and customer service. Students and faculty will each have an opportunity to bring forth discussion topics.

## **Continuing Education**

After graduating from the Radiologic Technology Program and achieving their Associate of Science – Radiologic Technology Degree, graduates may take advantage of the Articulation Agreement that exists between the program and St. Vincent's College, University of Hartford and St. Joseph College.

## **Cost Of Attendance**

The tuition fee for the Radiologic Technology program is determined by the Board of Regents of the Connecticut Colleges and Universities. Additional costs that the student may incur while enrolled in the program include the cost of books, personal supplies, uniforms, transportation, room and board. Please note the program does not offer room and board nor transportation to and from the clinical affiliates as this is the student's responsibility.

## **Curriculum And Course Descriptions**

The student will follow a structured curriculum plan with clearly written course syllabi which describe competency and learning objectives to be achieved for each specific general education or radiologic technology course based on the established and prescribed curriculum of the American Society of Radiologic Technologists and recognized by the Joint Review Committee on Education in Radiologic Technology. Upon satisfactory and successful completion of the program including all obligations to the college and hospital, the student will be awarded the Associates in Science Degree – Radiologic Technology.

- Mathematical and Communications Skills
- Problem Solving and Critical Thinking Skills
- Introduction to Radiography
- Professionalism and Ethics in the Radiologic Sciences
- Human and Cultural Diversity
- Introductory Law in the Radiologic Sciences
- Medical Terminology
- Radiologic Sciences Patient Care
- Human Structure & Function
- Radiographic Procedures
- Image Production
- Principles of Radiographic Exposure
- Radiographic Imaging Equipment
- Radiographic Image Evaluation
- Radiation Physics
- Principles of Radiation Protection
- Principles of Radiation Biology
- Radiographic Pathology

Introduction to Computer Literacy  
Quality Assurance  
Structured Competence Based Clinical Education

***The Program's curriculum is designed to conform to that recommended by the American Society of Radiologic Technologists, ASRT, [www.asrt.org](http://www.asrt.org).***

<b>Program Admission and Pre-requisite Courses (11 Credits)</b>	
<b>ADMISSION REQUIREMENTS</b>	
ENG*101(L): Composition (3 credits) with a C or better	
BIO*211(D): Human Anatomy & Physiology I (4 credits) with a C+ or better taken within the past 5 years.	
Computer literacy. This requires a passing score on a computer proficiency test, or completion of CCC CSA*105, CSA*106 or CSC*101 or equivalent with a grade "C" or higher, completed prior to the application deadline.	
<b>PRE-REQUISITE REQUIREMENTS</b>	
BIO*212(D, L): Human Anatomy & Physiology II (4 credits) with a C+ or better taken within the past 5 years but no later than the spring semester of application year.	

Semester I, Fall (16 credits)		Credits	Course Pre-requisites
PHY*110	Introductory Physics	4	Eligible for ENG*101 and MAT*137
MED*125	Medical Terminology	3	Eligible for ENG*101
MAT*137	Intermediate Algebra	3	Prerequisite: Reading exempt and eligible for ENG*063 and MAT*095 with a grade of "C" or better OR reading exempt and eligible for ENG*063 and math placement.
RAD*105	Radiographic Anatomy & Procedures I	3	Admission to Rad Tech, BIO*211 and BIO*212
RAD*109	Methods of Patient Care I	1	Admission to Rad Tech, BIO*211 and BIO*212
RAD*171	Radiographic Clinical Practicum I	2	Admission to Rad Tech, BIO*211 and BIO*212

Semester 2, Spring (14 credits)		Credits	Pre-requisites
PSY*III (D)	General Psychology I	3	Eligible for ENG*101
RAD*209	Methods of Patient Care II	3	RAD*105, RAD*109 and RAD*171
RAD*172	Radiographic Clinical Practicum II	2	RAD*105, RAD*109 and RAD*171
RAD*219	Radiographic Equipment and Image Production	3	RAD*105, RAD*109 and RAD*171
RAD*204	Radiographic Anatomy & Procedures II	3	RAD*105, RAD*109 and RAD*171

SUMMER SESSION (7 credits)		Credits	Pre-requisites
RAD*240	Radiographic Clinical Practicum III	4	RAD*209, RAD*172, RAD*219 and RAD*204
RAD*200	Radiologic Physics & Diagnostic Imaging Modalities	3	RAD*209, RAD*172, RAD*219 and RAD*204

SEMESTER 3, Fall (15 credits)		Credits	Pre-requisites
	Elective: Humanities or Fine Arts	3	
RAD*222	Radiobiology and Protection	3	RAD*240 and RAD*200
RAD*215	Radiographic Pathology	3	RAD*240 and RAD*200
RAD*206	Quality Assurance	3	RAD*240 and RAD*200
RAD*241	Radiographic Clinical Practicum IV	3	RAD*240 and RAD*200

Semester 4, Spring (6 credits)		Credits	Pre-requisites
RAD*271	Advanced Clinical Internship	6	RAD*222, RAD*215, RAD*206 and RAD*241

**Total Program credits: 69 credits (General Education credits = 27 credits; Radiology credits = 42 credits)**

**NOTE:**

A higher mathematics course is recommended for students planning to pursue a bachelor's degree. See advisor for appropriate course.

**All registration and tuition is paid to and processed at Middlesex Community College**

## **COURSE DESCRIPTIONS**

### **RAD\*105 Radiographic Anatomy and Procedures**

The student will continue task objectives and competencies in general radiographic procedures and related anatomy, medical terminology, and image evaluation. Prerequisites: Admission to the Radiologic Technology Program, BIO\*211, BIO\*212

Semester I (3 credits)

### **RAD\*109 Methods of Patient Care I**

This course is an introduction to patient care, including patient communication, interaction, history taking, and patient education. Students will be able to communicate and assess patients, evaluate and record patient history, and learn to correctly document. Students will also be able to differentiate between immobilization and restraints, recognize special needs of patients, and respect cultural and human diversity. Course content will also include: vital signs, medical emergencies, and oxygen safety, patient consent, and ethical and legal issues in healthcare. Students will perform research and prepare a poster or presentation on an approved topic chosen from the course objectives. Prerequisite: Admission to the Radiologic Technology Program, BIO\*211, BIO\*212. This is a “D” course. This is an “L” course.

Semester I (1 credit)

### **RAD\* 171 Radiographic Clinical Practicum I**

This course introduces the clinical setting and general radiographic areas of Diagnostic Imaging with supervised clinical practice. Students will refine patient positioning skills during this clinical time. Prerequisites: Admission to the Radiologic Program, BIO\* 211, BIO\*212

Semester I (2 credits)

### **RAD\* 172 Radiographic Clinical Practicum II**

Students continue to practice clinical skills in the general radiographic areas of Diagnostic Imaging with supervised clinical practice. Prerequisites: RAD\*105, RAD\*109, RAD\*171.

Semester II (2 credits)

### **RAD\* 200 Radiologic Physics & Diagnostic Imaging Modalities**

This course provides the student with advanced study of fluoroscopy, physics, computed radiography, digital radiography, digital fluoroscopy and quality assurance/quality control techniques used to evaluate radiographic imaging equipment. Prerequisites: RAD\* 209, RAD\*219, RAD\*172, RAD\* 204.

Summer Session (3 credits)

### **RAD\* 204 Radiographic Anatomy and Procedures II**

This course emphasizes task objectives and competencies in general radiographic procedures and related anatomy, medical terminology, and image evaluation. Prerequisites: RAD\*105, RAD\*109, RAD\*171

Semester II (3 credits)

### **RAD\*206 Quality Assurance**

This course is a continuation in the advanced study of fluoroscopy, physics, computed radiography, digital radiography, digital fluoroscopy and the techniques and testing to evaluate and access quality assurance.

Prerequisites: RAD\*240, RAD 200

Semester III (3 credits)

### **RAD\* 209 Methods of Patient Care II**

This course is a continuation of the study of patient care procedures, techniques, and therapeutic practices in the radiology department and is designed to prepare students to act quickly and effectively in case of medical emergency.

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Additional topics will include contrast media, pharmacology, venipuncture, ECG and CPR. Prerequisites: RAD\*105, RAD\*109, RAD\*171.  
Semester II (3 credits)

### **RAD \*215 Radiographic Pathology**

This course provides an overview of pathological conditions that are demonstrated by diagnostic imaging. Lecture material will include the cause and treatment of the disease process. Pediatric radiology is also presented. A research paper and presentation are required. Prerequisites: RAD\* 240, RAD\* 200. This is an “L” course  
Semester III (3 credits)

### **RAD\* 219 Radiographic Equipment and Image Production**

This introductory course will cover radiographic equipment with emphasis on image formation, radiation protection and safety, and the production and interaction of x-rays with matter. Prerequisites: RAD\*105, RAD\*109, RAD\* 171  
Semester II (3 credits)

### **RAD\* 222 Radiobiology & Protection**

This course is designed to present a clear understanding of all sources and use of medical radiation and the various types of equipment used in a radiology department. This course also includes the study of radioisotopes, the production of x-rays, imaging measurements of radiation and a basic understanding of the ways in which radiation interacts with the biological system. Emphasis is also placed on the various methods of protection for technologists and patients. Prerequisites: RAD\* 240, RAD\* 200  
Semester III (3credits)

### **RAD\*240 Radiographic Clinical Practicum III**

Students continue to practice clinical skills in the general radiographic areas of Diagnostic Imaging with supervised clinical practice. Prerequisites: RAD\*209, RAD\* 219, RAD\* 172, RAD\* 204  
Summer Session (4 credits)

### **RAD\* 241 Radiographic Clinical Practicum IV**

Students continue to practice clinical skills in the general radiographic areas of Diagnostic Imaging with supervised clinical practice. Prerequisites: RAD\* 240, RAD\* 200  
Semester III (3 credits)

### **RAD\* 271 Advanced Clinical Internship**

The student will have the opportunity to refine skills learned earlier in the program with indirect supervision. Students will perform a comprehensive final clinical competency in preparation to apply for the national registry examination. Prerequisites: RAD\* 215, RAD\* 222, RAD\*206, RAD\* 241  
Semester IV (6 credits)

The curriculum, both didactic and clinical, covers a 22-month period. During the first academic year of training, the student will fulfill didactic course work three days a week, general education academic requirements at the college and radiographic education at Middlesex Hospital. Two days a week will be spent at a program affiliate clinical facility applying didactic training to a clinical setting. The summer session is an extensive clinical semester with 36 hours spent in a clinical affiliate facility and 3-4 hours of didactic education each week. During the second academic year of training, the student will fulfill didactic course work two days a week, while continuing there clinical training three days a week in a clinical affiliate facility. The final semester of the program is spent in an extensive clinical internship with students preparing for graduation. Upon satisfactory completion of the program and all obligations to the program and college, students are



eligible to sit for the certification examination of the American Registry of Radiologic Technologists (ARRT).

### **Course Evaluations**

At the end of each semester, students are asked to complete a Classroom Evaluation Form for Courses and Instructors. This is the same form used by the college to evaluate classes taught on campus. Students are encouraged to complete these confidential surveys, add remarks, and, if necessary, offer suggestions to improve classes. It is important for the faculty to get input from the students. Suggestions are used to improve classes for the future. Constructive criticism is welcomed by the program. Through constructive criticism the program will be able to identify program strengths and weakness and will have the documentation necessary to make appropriate changes to better meet the needs of the students and profession. Survey results are shared with the college, with hospital administration, and kept on file for overall program evaluation.

### **Didactic Courses**

All general education course work may be completed at other college systems but must be evaluated and accepted by the Middlesex Community College Registrar before they are accepted toward the Associate in Science Degree granted by Middlesex Community College.

All didactic radiology courses will be held in the School of Radiology 2<sup>nd</sup> floor of the Bardenheier Medical Training Center at 28 Crescent Street, Middletown, Connecticut. Students will be provided with the access code to the combination lock that allows entry into the school suite. The classroom, school library, and critique room are available from 7:30 am – 5:00 pm, Monday through Friday. Other arrangements may be made with program faculty for usage during off hours. The classroom, school library, and critique computers, as well as the radiology department computers, are to be used strictly for hospital or school related functions. Use of the Internet, other than for learning, is strictly forbidden at any Middlesex Health Care Clinical Site or program affiliates.

**At the start of each semester, course schedules, syllabi, and class and clinical schedules will be presented to the students and reviewed during class time.** Students are expected to be punctual for class and attend all scheduled classes unless absent due to illness. Students are encouraged to schedule vacation time or personal time during semester breaks when classes are not in session.

If an absence is unavoidable, it is the student's responsibility to contact each instructor regarding missed work and make-up tests (it is inappropriate for students to expect classmates to relay information to instructors and instructors will not accept this type of messaging).

Occasionally, a radiographic procedure may occur while class is in session. The staff at the clinic site where the procedure is scheduled will call the school to inform all students of the procedure and one student will be allowed to leave class to observe/perform the procedure. It is at the discretion of the instructor whether or not the student may miss class to do a procedure.

During a school orientation (1 week in August before classes start), students are instructed as to the location of the school building fire exits, fire extinguisher, Hospital Safety Manual, Hospital Infection Control Manuals, and MSDS sheets pertinent to the school. Since the classroom is part of Middlesex Hospital property, the building and surrounding grounds are constantly monitored and maintained by the hospital engineering staff and periodically checked for safety and corrective maintenance.

The school is housed in a relatively private suite of rooms. It is expected that students maintain their professionalism in and around the school building. The hospital and its sites are non-smoking facilities therefore there is no smoking in or near the school. The hospital does not allow smoking at any site. It is also expected that the student will not abuse school or hospital equipment or supplies (no excessive copying). Students are permitted to make copies related to the program for their individual use. This will be monitored by the program director and faculty and privileges will be revoked if necessary. The student will also maintain the school's general good condition.

Class room rules include:

- The demonstration of respect for instructors, classmates, and guest instructors,
- The demonstration of professionalism,
- The opportunity to ask questions and discuss information presented,
- The absence of rude or distracting behaviors,
- Minimum of a 30 minute lunch on days classes are in session.

Private student conferences are scheduled to discuss student progress. Additional conferences may be held at the discretion of the program director, coordinator of clinical education, clinical instructor or at the request of the student. The faculty is always available for extra tutoring and counseling should special needs arise. Student/faculty confidentiality is always maintained.

### **Clinical Competency**

The student progresses in the clinical setting from a passive mode of observation to a student radiographer capable of performing radiographic studies independently while developing efficiency and/or proficiency. If a student should fail to meet the requirements needed to pass a clinical competency evaluation, the student returns to the clinical setting and obtains additional experience in the failed radiographic procedure, (remedial didactic instruction is given if needed). The student's clinical performance is then re-evaluated at a

scheduled time. **The student must maintain an 84% average in clinical education at all times to progress within the program.**

Clinical progress is based on demonstrating competency by means of the following mechanisms:

1. Procedure Competency Record
2. Student Professional Development Evaluation
3. Maintenance of Daily Clinical Log
4. Image Critique

### **Employment Status of Students**

Students enrolled in the Middlesex Community College Radiologic Technology Program are not considered employees of the program nor are they employees of the Program's affiliate sites. As such, students are not substituted for regular staff whether in the didactic or clinical settings.

### **Evaluation of Program Policies, Procedures and Publications**

The MxCC Radiologic Technology Program strives to assure that all Program policies, procedures, and publications are current and accurately reflect the Program's practices. Review of all policies, procedures, and publications occur annually or as necessary when changes need to be made. Revision or review dates should be recorded on each document.

### **Faculty Members**

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### **Family Educational Rights and Privacy Act (FERPA) and Student Access to Records**

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, is now in operation in all educational institutions receiving Federal funds. What this law means is that a student has the right to review his/her record, challenge the contents, and be assured of complete confidentiality in all matters pertaining to his/her record. The student may access the MxCC policy in the on-line College Catalog. [www.mxcc.edu](http://www.mxcc.edu). Excerpt below:

#### **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official [colleges may specify further if they wish], written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request amendment of an education record that the student believes is inaccurate. Students may ask an appropriate College official to amend a record that they believe is inaccurate. The student should write to the College official, clearly identify the part of the record he or she wants changed, and specify why he/she believes it is inaccurate. The College will notify the student of the decision. If the College decides not to amend the record as requested by the student, the College will advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. *NOTE: FERPA is not intended to provide a process to question substantive judgments that are correctly recorded. For example, the right of challenge does not allow a student to contest a grade in a course because the student believes that a higher grade should have been assigned.*

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits disclosure without consent to school officials with legitimate educational interests. A "school official" includes but is not limited to the following: a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement and security personnel, counseling and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, collection agent or official of the National Student Clearinghouse); a person serving on the Board of Regents who is authorized to act on its behalf; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

**FERPA also permits disclosure of education records without consent in connection with, but not limited to:**

- To comply with a judicial order or a lawfully issued subpoena;
- To appropriate parties in a health or safety emergency;

To officials of another school, upon request, in which the student seeks or intends to enroll; In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid;

- To certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs;
- To accrediting organizations to carry out their functions;
- To organizations conducting certain studies for or on behalf of the College;
- The results of an institutional disciplinary proceeding against the alleged perpetrator of a crime of violence to the alleged victim of that crime with respect to that crime.

Directory information as defined in the policy of the Board of Regents.

4. The right to refuse to permit the College to release directory information about the student, except to school officials with a legitimate educational interest and others as indicated in paragraph 3 above. To do so, a student exercising this right must notify the Office of Registrar in writing [location to be inserted by each College]. Once filed, this notification becomes a permanent part of the student's record until the student instructs the College, in writing, to remove it.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Colleges to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **Student Directory Information**

The Board of Regents has designated the following as directory information: student names and addresses, dates of attendance, full vs. part-time student status, awards, programs of study/major, and honors and graduation date. For purposes of access by military recruiters only, telephone listings and, if known, age, level of education and major are also designated as directory information.

Colleges may disclose directory information without prior consent, unless a student has exercised the right to refuse to permit the College to release directory information in accordance with paragraph 4 above.

### **Access to Student Information by Military Recruiters**

Section 514B of the Omnibus Consolidated Appropriations Act of 1997 (the “Solomon Amendment”) requires, as a condition of receipt of federal funds, that educational institutions provide military recruiters with access to the following information with respect to students who are 17 years of age or older and enrolled at the covered institution:

- Student name
- Address
- Telephone listing
- Student ages (if known)
- Levels of education (if known)
- Majors (if known)

Connecticut Public Act 97-2 (“An Act Concerning Military Recruitment”) incorporates the requirements of federal law, providing that each constituent unit of higher education must comply to the extent necessary to prevent loss of federal funds. This statute effectively overrules *Gay and Lesbian Students Association v. Board of Regents of the University of Connecticut*, 236 Conn. 453 (1966), which held that military recruitment in public colleges was prohibited because of another provision of state law (Connecticut General Statutes sections 46a-81I & j) prohibiting discrimination on the basis of sexual orientation.

Therefore, in compliance with the Solomon Amendment and Public Act 97-2, and strictly for purposes of access by military recruiters only, MxCC has also designated the following as directory information:

- Telephone listing
- Student ages (if known)
- Levels of education (if known)
- Majors
- (if known)

## **Financial Aid Services (Applying for Federal Financial Aid)**

### **Free Application for Federal Student Aid (FAFSA)**

This form is used to apply for federal student financial aid, including grants and loans. The priority deadline for completed FAFSA applications is July 1<sup>st</sup> to ensure that funds are made available. Electronic applications can be filled at [www.fafsa.gov](http://www.fafsa.gov)

All additional financial aid questions should be directed to the Financial Aid Office at Middlesex Community College, 100 Training Hill Rd., Middletown, CT 06457. 860-343-5700;  
<http://www.mxcc.edu/financial-aid>

## **Grading System**

### **Grading Scale for all Radiography Didactic Courses:**

A = 94	B- = 83
A- = 92	C+ = 80
B+ = 89	C = 77
B = 86	F = 76

### **Grading Scale for all Radiography Clinical Courses:**

A = 97	B- = 87
A- = 93	C+ = 86
B+ = 91	C = 84
B = 88	F = 83

**A “C”\* or Better is required in all Radiology and General Education Courses in Order to Progress in the Program**

\* A grade of C+ is required for BIO\* 211 and 212 for admission into the Radiography Program

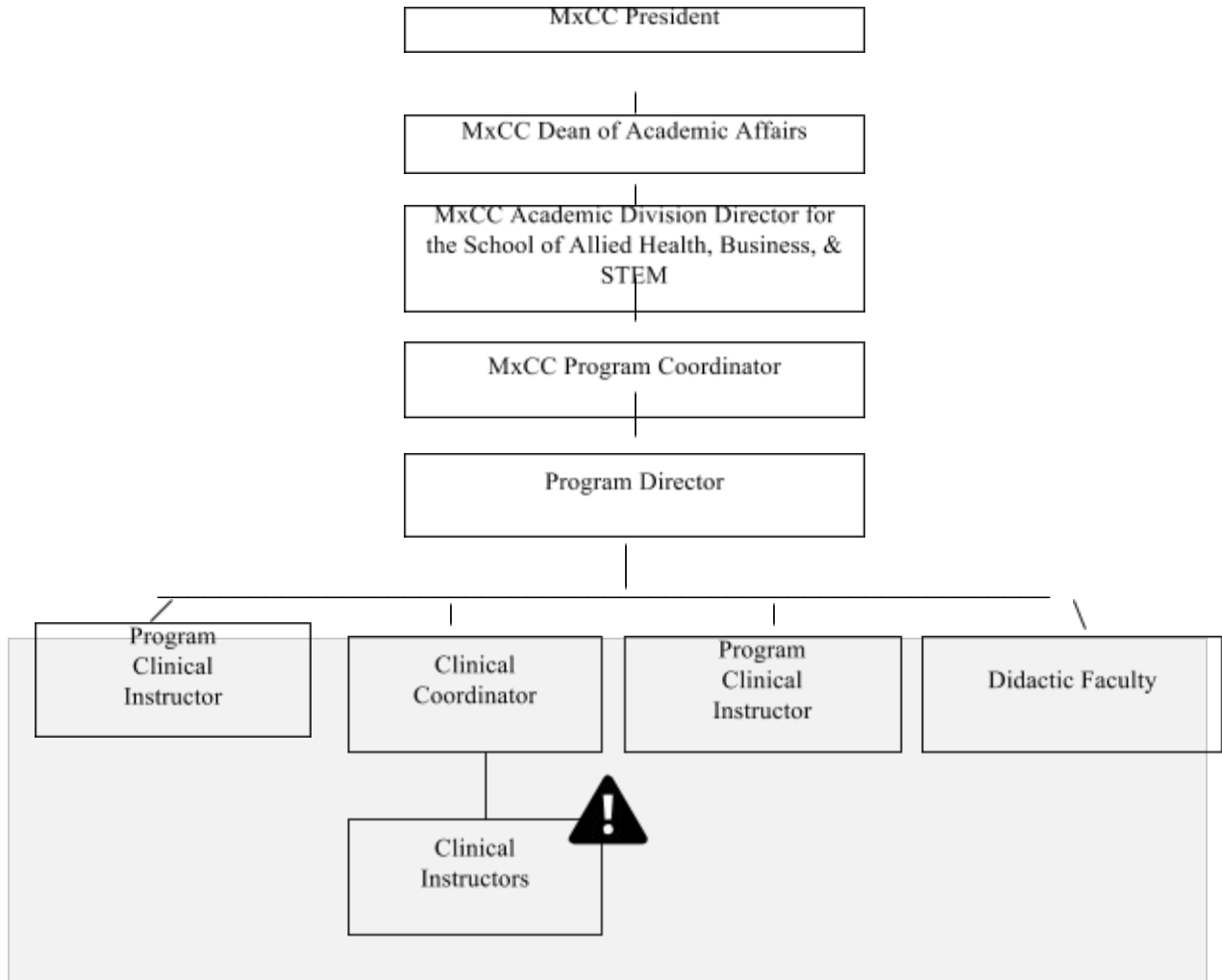
## **Job Placement**

The Program cannot guarantee employment and does not provide job placement services, however, employers in the region often send information about open positions and these opportunities are shared with the students. Historically, all graduates seeking a radiographic position have secured positions in the Radiologic Technology field. Students are given assistance with creating their resumes through the Office of Career Development and Counseling.

## Middlesex Community College Campus Policies

Students may access the Middlesex Community College on-line Catalog to review all college campus policies, <http://www.mxcc.edu/catalog/campus-policies>

### Organizational Chart





## **Professional Organizations**

Students and graduates are encouraged to become active in their professional societies to help them continue to grow professionally. Middlesex Hospital provides funds for radiography students entering their second year to become members of the Connecticut Society of Radiologic Technologists, thus allowing them to participate and grow professionally.

American Society of Radiologic Technologists (ASRT)

15000 Central Avenue SE

Albuquerque, NM 55120

[www.asrt.org](http://www.asrt.org)

Connecticut Society of Radiologic Technologists, Inc. (CSRT, Inc.)

[www.csrt.us](http://www.csrt.us)

## **Program Expectations**

Students must make a commitment to learn the materials presented in class and during clinical by allowing adequate study time outside of the classroom. This commitment requires a strong support system from family, friends, and peers. Students may organize study groups to help each other in reinforcing materials presented during the program with faculty members available to assist students when arrangements have been made. The program expects students to address concerns directly related to the program through the line of command as published previously in the Program Organization chart. Open communications is a key factor for success in the program.

## **Scholarships**

Students are encouraged to apply for scholarships that are available through MxCC Foundation. Information and application procedures may be found at: [www.mxcc.edu/foundation/scholarships/](http://www.mxcc.edu/foundation/scholarships/)

## **Student Awards**

The following awards will be presented during a program completion ceremony.

**Outstanding Academic Achievement Award** – Awarded to the student with the highest final grade average for the entirety of the radiography program.

**Outstanding Clinical Award** – Awarded to the student whom exhibits outstanding qualities of compassion, professionalism and competence during their clinical training.

**The Radiologic Associates of Middletown Inc., Achievement Award (R.A.M. Award)**

– Awarded to the student that demonstrates “Optimal” Radiographic Professionalism during their clinical training including attitude, knowledge, comprehension, critical thinking skills, and leadership.

**Student Services**

A listing of all Student Services may be found on the Middlesex Community College website:

<http://www.mxcc.edu/studentservices/>

## **Technical Standards**

Technical standards are the physical, cognitive, and emotional skills required to successfully complete the program and perform the functions of a radiographer. If selected, applicants will be required to undergo a physical exam and submit documentation that the accepted candidate can meet these requirements or provide reasonable adjustments.

- 1. Motor Skills:** The student must possess sufficient motor capabilities to execute the movements and skills required to safely perform the functions of a radiographer. These include, but are not limited to:

- Standing and walking without support are required up to 100% of the time while assigned to the clinical setting,
- Must be able to squat and rise without assistance,
- Reach up to six feet off the floor,
- Perform physically strenuous tasks to include raising patients in bed, moving, transporting, lifting, or transferring patients to/from tables, stretchers, beds or wheel chairs,
- Manipulate, move, and adjust various equipment,
- Perform all physical requirements with sufficient speed and accuracy while upholding established standards of procedure quality and patient safety.

- 2. Sensory Ability:** The student must possess the ability to obtain information in the classroom, laboratory, or clinical settings through observation, auscultation, palpation and other measures, including but not limited to:

### **Visual Acuity**

- Correctable near vision 20/40 in both eyes,
- Correctable far vision 20/40 in both eyes,
- Ability to use computer terminals, other digital equipment, and various technological controls,
- Ability to monitor a patient and equipment during procedures,
- Ability to assess computerized/radiographic images,
- Ability to interpret and access the environment.

### **Hearing**

- Correctable hearing to pass a whisper test at 10 feet,
- Ability to hear audible signs of patient distress, equipment operation/malfunction, overhead announcements, and safety warnings.

- 3. Communication Ability:** The student must be able to effectively communicate with peers, faculty, clients and their families, and other health care providers. This includes but is not limited to:
- Ability to read at a competency level that allows one to safely carry out the essential functions of an assignment (examples: hand written chart data, printed policy and procedures manual),
  - Ability to effectively interpret and process information,
  - Effective verbal and written communication with clients and their families, and other health care professionals,
  - Effective verbal communication to provide optimal customer service, obtain accurate clinical history information, and direct patients during radiographic procedures,
  - Literacy sufficient to access information and to document and communicate effectively via computer.
- 4. Behavior:** The student must be capable of exercising good judgment, and tolerating close and direct physical contact with a diverse population. This includes but is not limited to:
- The ability to foster and maintain cooperative and collegial relationships with classmates, instructors, other health care providers, clients and their families,
  - The ability to multi-task, handle stressful situations, and adequately respond to urgent client care and emergency situations,
  - To treat all clients and their families with maximum respect, empathy, and dignity.
- 5. Critical Thinking:** The student must possess sufficient abilities in the areas of calculation, critical problem solving, reasoning, and judgment to be able to comprehend and process information within a reasonable time frame as determined by the faculty and the profession. The student must be able to prioritize, organize and attend to tasks and responsibilities efficiently. This includes but is not limited to:
- Conceptualize human anatomy in three dimensions,
  - Ability to collect, interpret, and analyze written, verbal, and observed data,
  - Utilize basic mathematical concepts and arithmetic formula to perform exposure factor calculations and other technical problems related to radiographic image quality,
  - Ability to prioritize multiple tasks, integrate information and make appropriate decisions,
  - Ability to act safely and ethically in the clinical college laboratory and in all clinical environments,
  - Understand and apply didactic theory of radiographic principles to their respective clinical applications.

## **Textbooks**

Textbook lists are provided at the end of each semester to provide students time to purchase the necessary required texts for the coming semester. Required textbooks may be purchased in the college bookstore located at 100 Training Hill Rd., Middletown, CT 06457. Required textbook information may be located within the schedule of classes located on the MxCC website, [www.mxcc.edu](http://www.mxcc.edu).

## **Tutors**

**General Education Courses:** [www.mxcc.edu/clc/tutoring/](http://www.mxcc.edu/clc/tutoring/)

Students should contact the Director of Academic Support Services – [REDACTED] Chapman Hall to discuss any general educational tutoring concerns.

## **Radiologic Technology Program Courses:**

Tutoring is currently available by the program faculty. The students will be kept apprised of any changes to tutoring resources.

## **Veteran's Center**

- <http://www.mxcc.edu/veterans/>

MxCC is committed to providing support services to ease the transition from military service-member to student. We are in the process of identifying space on campus for the creation of a Veteran's Center. For more information and assistance, contact any member of the Veterans Affairs Support Team: Judy Mazgulski, Director of Student Activities; Susan Salowitz, Registrar and Veteran Services Officer; Peter Galgano, Media Associate (U.S. Marine Corp Veteran) and Joe Macknicki, IT Technician (U.S. Army Veteran). Also, please visit our website for links to important VA and GI Bill information. "Freedom Isn't Free".

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Reviewed: Annually  
Reviewed, Not Revised  
Reviewed and Revised 8/13: 7/14: 5/15

## **Non-Discrimination and Affirmative Action Policy**

Students may access the Middlesex Community College on-line Catalog to review all college campus policies, <http://www.mxcc.edu/catalog/campus-policies/>

### **Non-Discrimination and Affirmative Action Policy**

MxCC does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, marital status, sexual orientation, gender identity or expression, physical disability, mental disability (or history thereof) or criminal record in its educational and employment practices. Political beliefs and veteran status are also part of the nondiscrimination coverage in the Board of Regent's Policy on Student Rights. Further, racism and sexual harassment are prohibited. Any student or staff person having a question or complaint pertaining to equal educational and employment opportunity can take the following steps:

- Contact the college's Director of Human Resources and Labor Relations / Affirmative Action Officer at 860-343-5751.
- On student disability matters, notify the Dean of Students, who serves as the Section 504 Coordinator, in Founders Hall, Room 108, or call 860-343-5759.
- For matters relating to the Americans with Disabilities Act (ADA), contact the ADA coordinator who is the Affirmative Action Officer at 860-343-5751, Room 115 in Founders Hall.
- On questions relating to sexual harassment, contact the Director of Human Resources and Labor Relations / Affirmative Action Officer in Founders Hall, Room 115, or call 860-343-5751.
- Utilize the college's affirmative action grievance procedures as outlined in the Affirmative Action Plan, Section XIV, which is available in the Jean Burr Smith Library's reserved reading area.
- Contact the State of Connecticut Commission on Human Rights and Opportunities at 90 Washington Street, Hartford, Connecticut 06105, or,
- Contact the Boston office of the United States Equal Employment Opportunities Commission, John Fitzgerald Kennedy Building, Room 409B, Boston, MA 02203.

### **People with Disabilities: Policy Statement**

The Board of Regent's of Community Colleges and all of the colleges under its jurisdiction are committed to the goal of achieving equal educational opportunity and full participation for individuals with disabilities in the community colleges. To that end, this statement of policy is put forth to reaffirm the commitment to ensure that no qualified person be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity on a community college campus or in the central office of the Board of Regents.

The Board recognizes that a physical or functional impairment is a disability only to the extent that it contributes to the cutting off of a person from some valued experience, activity, or role. Higher education is therefore especially important to persons with disabilities, since its goal is to increase every student's access to those valued experiences, activities, and roles. Improving access for students and employees means removing existing physical, programmatic and attitudinal barriers, as well as taking such corrective measures to prevent the erection of any new barriers.

The efforts of the community colleges to accommodate persons with disabilities should be measured against the goals of full participation and integration. Such services and programs best promote full participation and integration when they complement and support, but do not duplicate, the regular services and programs of the college.

Achieving the goal of full participation and integration of persons with disabilities requires cooperative efforts within and among higher education. The Board of Regents will work in cooperation with the Board of Governors to achieve this higher level of services and appropriate delivery methods at all Connecticut community colleges.

This statement is intended to reaffirm the Board's commitment to affirmative action and equal opportunity for all people and in no way replaces the Equal Opportunity Policy Statement.

Effective Date: 06/12

Reviewed: Annually

Reviewed, Not Revised

Reviewed and Revised 8/13: 7/14: 5/15

### **ADA Grievance Procedure for the General Public**

A grievance is an allegation that an agent of the college has discriminated against the grievant on the basis of disability in violation of the Americans with Disabilities Act, 42 U.S.C. 12101 et. seq. (ADA). The following procedure shall apply only to members of the public.

#### **How to file a Grievance:**

-Submit a grievance to the ADA coordinator (or other appointee of the president) within 30 days of the date of the alleged violation

include description of the discriminatory action

-State briefly the underlying facts

#### **Procedure for grievance resolution:**

-The ADA coordinator shall investigate the grievance in consultation with the college's affirmative action officer

-Within thirty (30) days from the time the grievance was submitted, ADA coordinator shall recommend to the president a

disposition of the grievance

-The president shall notify the grievant of the final disposition within fifteen (15) days of receiving the recommendation.



## **Administrative Action**

Policy: It is the policy of the Middlesex Community College Program of Radiologic Technology, through written information, instruction, and by professional example, to prevent disciplinary and performance problems. The Program has established certain expectations with regard to performance and conduct of its students. If a student falls below these expectations, it will be necessary for Program officials to take administrative action. When instituted, a uniform, fair and systematic method will be followed. The objective of this process is to correct inappropriate behavior and/or bring unacceptable performance up to established standards.

Disciplinary action shall fall into one of the following categories: student counseling session (informal), formal verbal warning, written warning, developmental action plan, and dismissal from the program. Administrative action of a progressive nature will be taken when appropriate and warranted. Non-compliance with program, college, and/or hospital policies may result in dismissal from the program and/or college. In the case where immediate danger to patients, hospital staff/property, other students or self is eminent, when in the judgment of the Program Director, a student may be removed from the clinical environment on an interim basis pending the convening of the Program Standards Review Committee. The student would be immediately removed from the clinical environment.

Steps include:

1. Verbal warning:
  - a. program official(s)/student conversation about problem(s); and
  - b. no record in personal file but documented on an “Immediate Action Form” and placed in Program’s file;
2. Written warning:
  - a. Formal Program official(s)/student conversation about problem(s); and
  - b. Copy to personal file, to student and to the Program’s file;
3. Developmental action plan:
  - a. This is a written plan developed collaboratively between Program faculty and the student and is directed toward establishing strategies that will improve the students behavior (didactically or clinically);
  - b. Any student who fails to meet the requirements outlined in accordance to the action plan will be removed from the clinical or class

environment pending the decision of the Program Standards Review Committee. The program director/coordinator will convene a Program Standards Review Committee within 3 to 5 business days. Be advised that missed time from the program could impact the student's ability to complete a particular semester on time or completing the entire program at the expected time.

- c. A representative sample of the causes for and details regarding implementation of a developmental action plan are: Students may be dismissed from the program for reasons of misconduct, insubordination, violation of rules, failure to comply with ethics and legal compliance programs, failure to comply with privacy policy and laws, unsatisfactory performance, engaging in any behavior listed in the Board of Trustee's Student Disciplinary Policy as well as deficiencies in performance, attendance, conduct or the number of previous occurrences.
- d. Copy to personal file;

4. Dismissal:

- a. Any student who fails in the above processes or meeting any developmental action plan may be dismissed from the program;
- b. A representative sample of the causes for and details regarding the dismissal are: Students may be dismissed from the program for reasons of misconduct, insubordination, violation of rules, failure to comply with ethics and legal compliance programs, failure to comply with privacy policy and laws, unsatisfactory performance, engaging in any behavior listed in the Board of Trustee's Student Disciplinary Policy as well as deficiencies in performance, attendance, conduct or the number of previous occurrences.

5. Copy to personal file.

Students who believe they have been unfairly dealt with under this Policy may grieve the matter through the established Grievance Procedure.

Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT  
Program Director Program Coordinator

Effective Date: 6/97

Review: Annually

Reviewed, Not Revised: 6/2014, 2015

Reviewed and Revised: 6/2009, 6/2010, 6/2011, 6/2012, 8/2013

## **Attendance**

Policy: The faculty believes that anytime a student is not in attendance at a class, laboratory, or clinical rotation, he/she is not able to receive the full benefit of the presentation or experience even if competencies are eventually met. Therefore, full-time attendance is mandatory for didactic classes, labs, and clinical rotations. At the same time, the faculty recognizes that students need time off or may contract illnesses that incapacitate them and may be potentially hazardous to patients and others. In these events, the student must follow the following guidelines:

### **Classroom Attendance Policy**

1. Students are responsible for all materials covered in scheduled classes, whether or not they are in attendance. Missed or failed quizzes, examinations, assignments, or student presentations may be re-administered at the discretion of the instructor.
2. A student who is going to be absent must contact the instructor by phone before class starts. It is acceptable to leave a message on the voicemail system if the contact is out of the office. It is **NOT** acceptable to relay a message through a fellow student, and such messages will not be accepted.
3. Students are expected to arrive promptly to class. If a student is unable to do so, a call must be placed to the instructor. Once class starts, it is **UNACCEPTABLE** to enter the classroom until a break is administered by the instructor. Students may sit outside of the classroom and listen to class but may not participate in class discussions or make up any quizzes that have been started.
4. Students **will be required to adjust their personal and work schedules** in order to comply with program standards and schedules.
5. Extenuating circumstances such as surgery, family emergencies, pregnancies, extended illnesses, or work-related injuries, etc., may be taken into consideration by an Ad Hoc Advisory Board committee on an individual basis.

### **Clinical Attendance Policy**

The Program utilizes a competency-based clinical educational system. Each student develops their clinical competency at a unique rate, therefore, it is impossible to establish a minimum number of hours to gain competency. However, as the student continues to gain clinical expertise, they will not be permitted to reduce his/her total clinical hours from those scheduled. College credit for clinical courses is set based on the number of hours per week in a progressive manner reflecting student's clinical skills. **Missed clinical time must be completed to fulfill necessary hours per credit requirement. The Clinical Coordinator will assist the student in meeting this requirements utilizing the following criteria.**

1. Combined clinical and classroom involvement WILL NOT exceed 40 hours per week.
2. Clinic time may NOT exceed 10 hours per day.
3. A request for time-off from clinical should be made in advance and directed to the clinical coordinator utilizing the Time-Off Request Form.
5. In the event that a student is not able to complete a clinical day due to illness, they must call the Clinical Coordinator (860-358-6508) AND their assigned clinical site before the start of their shift on the day they will be out sick (including weekends and evenings). The message should be left with the lead technologist or the technologist in charge. The student will also call the Middlesex Hospital Employee Sickline: 860-358-6155 if they have an illness that can be spread to others. Students will leave a message containing their name, School of Radiology, symptoms and when the symptoms began so that tracking of contagious disease may be done by Employee Health.

#### General

1. Medical, dental, or any other appointment should be made with discretion so that it does not impact the student's education.
2. With regard to an acute illness, time issues will be dealt with on an individual basis.

#### Field Trips

Students are strongly encouraged to participate in any field trip scheduled by the faculty. When field trips are taken during clinical/didactic time students who do not attend the field trip will be required to maintain clinical time attendance.

Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT  
Program Director Program Coordinator

Effective Date: 1998  
Reviewed: Annually

Reviewed, Not Revised:  
Reviewed & Revised: 6/2009, 6/2010, 6/2011, 6/2012, 8/2013, 6/2014, 7/2015

**Bereavement Policy**

Policy: In the event of a death in the immediate family\* or significant other, a student must notify the Program Director or Clinical Coordinator with a request for time off. The maximum time off will be three (3) days. Additional time may be granted at the discretion of the Program Director or Clinical Coordinator and the student may request additional clinical days if necessary to complete clinical requirements.

\* Immediate family is defined as a parent (step), child (step), spouse, sibling (step) or grandparent (step). Time off may be allowed for more distant relatives or close friends at the discretion of the Program Director or Clinical Coordinator.

Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT  
Program Director Program Coordinator

Effective Date: 1998  
Reviewed: Annually

Reviewed, Not Revised: 2009, 2010, 2011, 2012, 2015  
Reviewed & Revised: 8/2013, 7/2014

## **Certification Examination Requirements**

Policy: Upon successful completion of all Program Requirements, graduates can apply to take the American Registry of Radiologic Technologists (ARRT) certification examination. Applying for and scheduling the examination is the responsibility of the student. The cost associated with application is the responsibility of the student. Application materials will be distributed by the Program Director a minimum of three (3) months prior to graduation.

### **American Registry of Radiologic Technologists ARRT Ethics Review**

Applicants who have been involved in a criminal proceeding or who have been charged with or convicted of a crime or **who may have an honor code violation** may file a request for pre-application review with the American Registry of Radiologic Technologists (ARRT) in order to obtain a ruling on the impact of the situation on their eligibility for certification or registration. A charge or conviction of, a plea of guilty to, or a plea of nolo contendere (no contest) to an offense that is classified as a misdemeanor or felony constitutes a conviction for ARRT purposes. This includes situations in which the result is deferred or withheld adjudication or suspended or withheld sentence. Other reportable offenses include Regulatory Authority of Certification Board violations such as an action by a state or federal regulatory authority or certification board resulting in the individual's professional license, permit, registration, or certification being denied, revoked, suspended, placed on probation, or subjected to any conditions. Honor Code violations such as a suspension, dismissal, or expulsion from an educational program attended in order to meet ARRT certification requirements must be reported. Military court-martials must also be reported. The form that is necessary to file such a request and a complete explanation of the process can be found on the web at [www.arrt.org](http://www.arrt.org) under the Ethics section.

Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT  
Program Director Program Coordinator

Effective Date: 8/2013

Review: Annually

Reviewed, Not Revised: 7/2014

Reviewed & Revised: 7/2015

Effective Date: 06/12  
Reviewed: Annually  
Reviewed, Not Revised  
Reviewed and Revised 8/13: 7/14: 5/15

## **Clinical Expectations**

Policy: Prerequisite

Students must be accepted into the Radiologic Technology program. Students must maintain a minimum of a “C” average in all course work, once accepted into the program, to attend clinical education.

In an effort to achieve the Radiologic Technology Program mission statement and goals, it is important to have an effective clinical training plan. Clinical training is comparable to “on the job” training and therefore students are required not only to dress and act as professionals, but will be taught the importance of job responsibility and reliability. Attendance at all assigned clinical hours and rotations is mandatory and essential to the content mastery. The school feels that a student should be able to achieve clinical competency by actively fulfilling the required number of assigned, supervised clinical hours each semester.

### Clinical Requirements

1. There are core competencies that all students must demonstrate to establish eligibility for ARRT certification. The Clinical Competency Program is a standardized method of evaluating the performance and progress of students performing radiographic exams. Demonstration of clinical competence means that a Clinic Instructor/Staff Radiographer has observed the student performing the procedure and that the student performed the procedure independently, consistently, and effectively. Students must demonstrate competency in the following areas:
  - i. Six (6) mandatory ARRT general patient care activities,
  - ii. Thirty-one (31) ARRT Mandatory imaging procedures,
  - iii. Fifteen (15) ARRT Elective imaging procedures to be selected from a list of 35 procedures,
  - iv. One (1) ARRT Elective imaging procedure from the head section,
  - v. Two ARRT Elective imaging procedures from the fluoroscopy studies section, one of which must be either an Upper GI or a Barium Enema,
  - vi. 24 additional Program defined competencies to equal a total of 70 procedural competencies.

2. Until a student achieves and documents competency in any given procedure, all clinical assignments shall be carried out under the **Direct Supervision** of a certified, licensed radiographer. **Direct Supervision** means that a radiographer is present before the exam to assess, during the exam, and reviews and approves the finished procedure.
3. The student to radiography clinical staff ratio must be maintained at 1:1 at all times. However, if an uncommon procedure is performed (i.e., skull imaging, fluoroscopy examination) it is acceptable that more than one student may be temporarily assigned to one technologist.
4. After demonstrating competency, students may perform procedures under **Indirect Supervision**. **Indirect Supervision** means that a certified and licensed radiographer will be in the immediate audible area and immediately available to assist the student if needed. The practitioner will evaluate and approve finished images for quality assurance.

**ALL IMAGES AND COMPUTER WORK MUST BE APPROVED BY A CERTIFIED RADIOGRAPHER FOR ALL 1ST YEAR, 2ND YEAR AND INTERNS WITHIN THE PROGRAM.**

5. **All students**, 1<sup>st</sup> year, 2<sup>nd</sup> year and Interns must have their images and computer work approved by a certified radiographer before images may be sent electronically to the radiologists.
6. All unsatisfactory radiographs may **ONLY** be repeated in the presence of a certified and license radiographer, regardless of the student's level of competency. **The supervising radiographer will also use their body part markers along with the student to indicate supervision during repeats.**

**ALL REPEATS MUST BE SUPERVISED BY A RADIOGRAPHER**

7. To comply with JRC standards, the supervising radiographer must place their body part marker on all the repeat images along with the student body part marker.
8. By the end of each semester, the student is required to achieve competence in the categories of examinations listed in that particular semester.
9. The student is responsible for seeing that the requirements of each semester are met. Along with the Clinical Coordinator, all Clinical Instructors will monitor student progress to ensure each clinical rotation allows them to teach their goal.



10. All professional traits evaluated at the end of a clinical rotation are intended to address the student's overall performance and suitability as a professional. They are not intended to judge the student's character. Students are required to sign each evaluation, not necessarily to indicate approval or disapproval, but rather to verify that they have seen the evaluation. A student may write comments on any evaluation showing agreement or disagreement with the evaluation.
11. If a student fails a competency evaluation with a mastery level below 84%, the student must perform another examination with the highest starting score maximum of 90%. The student must arrange time to study, simulate and use other enrichment activities to prepare for re-evaluation in that category (remedial didactic instruction will be available if needed).
12. The Clinical Coordinator or a Program Clinical Instructor has the option, at any time, to re-evaluate any category previously evaluated to insure the student's continued competency. If the student is not able to perform an examination they have already been deemed competent to do, the competency will be pulled and the competency process will be restarted.
13. Students are responsible for having a radiation monitoring badge, pocket-positioning book, lead markers, identification badge, and a writing utensil with them at all times in the clinical setting. **Students may not have personal electronic devices with them in the clinic setting.**
14. All patients will be treated with respect and dignity. Communications skills are a must in the patient care arena.

Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT  
Program Director Program Coordinator

Effective Date: 8/2013

Review: Annually

Reviewed, Not Revised:

Reviewed & Revised: 2009, 2010, 2011, 2012, 2013, 2014, 2015

## **Code of Professional Conduct**

Policy: The impression you make on patients and others reflects not only upon you, but on the Program as well. Students must demonstrate and maintain ethical standards appropriate to the profession of medical imaging.

The MxCC Radiologic Technology Program is dedicated to the development of professional, ethical, and responsible radiographers. Therefore, each student must make a personal commitment to develop and maintain the highest level of personal moral values. Students will be instructed and guided in their behavior using the ARRT Code of Ethics as a model (See Appendix). Unprofessional, unethical student behaviors will not be tolerated in the program. Students are expected to abide by the MxCC Student Conduct Policy as published in the college catalog, [www.mxcc.edu/catalog/policy-on-student-conduct/](http://www.mxcc.edu/catalog/policy-on-student-conduct/) Section 3: Expectations for Student Conduct. Students will be reprimanded and counseled **ONLY ONCE** regarding a specific ethical behavior. If a behavior persists after counseling, the Program Standards Review Committee will meet to determine whether dismissal from the Program is warranted.

In addition to the above information, students are expected to adhere to the following statements.

1. Students are expected to be courteous and professional at all times and to adhere to all published policies, procedures, rules and regulations.
2. Show respect for, and be mutually supportive of, fellow students, faculty and staff.
3. Student will never disclose to a patient or a family member the results of an imaging study, and will always refer them to their physician.
4. Students will comply with HIPAA regulations as instructed in radiography courses.
5. Students will follow all Hospital safety procedures including Standard Precautions at all times.

6. The students is expected to adhere to the Patient's Bill of Rights (See Appendix)
7. Students must abide by all policies and procedures set forth by the clinical educational sites.
8. The student is expected to adhere to the Code of Ethics established by the American Registry of Radiologic Technologists (See Appendix)

Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT  
Program Director Program Coordinator

Effective Date: 8/ 2013

Review: Annually

Reviewed, Not Revised: 2015

Reviewed & Revised: 6/2014

## **Copyright Infringement**

- Policy: Program Policy
1. All students are expected to purchase necessary textbooks for their courses. It is not acceptable to make copies of a classmate's text and students are subject to administrative actions up to and including dismissal from the program.
  2. Students may only retrieve or attempt to retrieve from the Clinical Affiliate Information Technology system data that is relevant to their job function.
  3. Any misuse of the Clinical Affiliate Information Technology system will subject the student to automatic loss of access to the Clinical Affiliate's Information Technology System and possible suspension.
  4. Disciplinary actions taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the Clinical Affiliate's Information Technology System will face an automatic loss of access to the Clinical Affiliate's Information Technology System and possible suspension.
  5. Students found guilty will be subject to the full extent of the fines and penalties imposed. (See below)

The U.S. Department of Education has issued regulations regarding the distribution of copyrighted materials such as music, games, and video through uploads and downloads over computer networks. The regulations are focused on combating the unauthorized, illegal distribution of copyrighted materials via peer-to-peer file sharing.

Any unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject individuals to civil and criminal liabilities.

Penalties for violation of federal copyright laws include:

Statutory fines of not less than \$750 or more than \$30,000 per infringement. If the infringement was committed "willfully", the court may increase the award of statutory damages to up to \$150,000 per infringement. The court may also, in its discretion, award a reasonable attorney's fee to the prevailing party as part of the costs.

For details on the U.S. Copyright Law, see Title 17 of the United States Code, sections 504 and 505 ([www.copyright.gov/title17](http://www.copyright.gov/title17)).

Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT

Program Director

Program Coordinator

Effective Date: 8/2013

Review: Annually

Reviewed, Not Revised: 7/2014, 2015

Reviewed & Revised:

## **Dress Code**

Policy: Appearance is a form of non-verbal communication that reflects confidence in ability and judgment, personal behavior and sense of professional image. First impressions really do count, therefore, a dress code has been established to maintain a professional image that communicates concern for safety and welfare of patients and students.

General Standards:

1. Uniforms (scrubs) must be:
  - a. Clean, pressed, neat and professional in appearance.
  - b. Well fitting and appropriate in length.
  - c. Hospital scrubs are to be worn only when assigned to the operating room, Interventional rotation or if clothing becomes soiled or damaged during the clinical rotation.
  - d. At NO time is it acceptable for hospital-issued scrubs to be in the student's possession outside of the hospital.
  - e. First year students will wear White pants (no shorts, crops, or Capri pants). **White Jeans are not allowed. A red uniform top must be worn.**
  - f. **Second year students will wear a combination of white and Hunter green scrubs. White pants and Hunter green top or vice versa. (no shorts, crops, or Capri pants) Second year is defined as the Summer Session and 3<sup>rd</sup> Semester of the program.**
  - g. **Program Interns will wear a combination of white and black scrubs. Black pants and White top. (no shorts, crops, or Capri pants)**
  - h. **Students may wear a white t-shirt or white turtle-neck shirt under their uniform top for warmth. A short white lab coat may be worn. NO sweaters, "hoodies" or other sweatshirts will be permitted.**
  - i. **Appropriate undergarments are to be worn at all times and should not be visible through the student's uniform.**
2. Shoes must be:

**Clean, dress or uniform shoes. Athletic shoes are acceptable if they are ALL white. No high heeled or open toe shoes, including clogs with holes.**

3. Jewelry:
  - a. Pierced ears will be limited to 2 per ear. Hoops or earrings that dangle are not acceptable and could pose a safety risk for patients and student.
  - b. No body piercings will be displayed, including tongue, nose, eyebrow or lip rings.
  - c. Rings will be limited to one ring per hand. Rings could pose a possible patient safety concern.
  - d. Nail polish and artificial nails will not be tolerated. Nails should be kept clean and at a reasonable length.
  
4. Hair must be:
  - a. Long hair will be tied back and worn above the collar while on clinical duty. All hairstyles must be styled in a conservative manner and meet the Program Director's opinion of a professional image.
  - b. Facial hair should be neat, clean and well groomed, not of extreme length and should not interfere with the performance of clinical education assignments.
  
5. Tattoos must be concealed with long sleeves, high collars, make-up or bandages.
  
6. Fragrances must be avoided. Fragrances may pose a health hazard to patients and other personnel.
  
7. Personal hygiene practices are to be sufficient to ensure cleanliness and the absence of noticeable body odor.
  
8. NO GUM CHEWING IS ALLOWED.
  
9. I.D. and radiation badges must be worn at all times. Students must carry their pocket positioning book, lead markers, and a pen.

**NOTE:**

Faculty and clinical instructors will send any individual home to comply with the dress code. Students must abide by the clinical affiliate dress code should it be more stringent than the program policy. Repeated incidence of non-compliance will subject the student to Administrative Actions up to and including dismissal.

**Classroom attire** should be neat and conservative, and not distract from the learning process. Shoes must be worn at all times, flip flops, halters, and short shorts are not allowed. To utilize the hospital cafeteria employee/student discount, students must dress appropriately while representing the school: NO Jeans, shorts, flip flops, halters, etc. Students are encouraged to have a uniform in their locker in case an unusual or rare exam presents on a class day so that they may go to the clinic site to observe or participate in the exam.

Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT  
Program Director Program Coordinator

Effective Date: 1998

Review: Annually

Reviewed, Not Revised: 2009, 2010, 2011

Reviewed & Revised: 6/2012, 8/2013, 7/2014, 7/ 2015

## **Equal Opportunity/Non-Discrimination**

Policy: MxCC does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, marital status, sexual orientation, gender identity or expression, physical disability, mental disability (or history thereof) or criminal record in its educational and employment practices. Political beliefs and veteran status are also a part of the nondiscrimination coverage in the Board of Regents' Policy on Student Rights. Further, racism and sexual harassment are prohibited.  
[www.mxcc.edu/catalog/policy-students/](http://www.mxcc.edu/catalog/policy-students/)

The Radiologic Technology Program is committed to equal opportunity for all students capable of meeting the Program's Admission Requirements, Technical Standards and financial obligations. We declare and re-affirm to our students and to the public that we are firmly and wholeheartedly committed to the policy of Affirmative Action based on qualifications and merit, without discrimination because of race, color, religious creed, marital status, national origin, sex, age, sexual orientation, political beliefs, physical disability or ancestry. The program remains compliant with the standards of the sponsoring institution, Middlesex Community College and collaborating clinical affiliates.

### Clinical Equitable Learning Opportunities:

Every effort will be made to afford each student an equitable learning opportunity. The number of students assigned to a particular clinical affiliate will not exceed the permissible number according to the JRCERT database.

Some clinical affiliates do not allow male students to participate in a mammography rotation, therefore, no student will be allowed to do a mammography rotation or any other modality that limits availability to students based on gender.

Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT  
Program Director Program Coordinator

Effective Date: 2013

Review: Annually

Reviewed, Not Revised: 2014, 2015

Reviewed & Revised:



## **Equipment Maintenance**

### Policy:

1. Students must keep equipment neat, clean, and in good working order at all times.
2. Students known to operate or handle hospital equipment roughly or forcibly will be subject to disciplinary actions up to and including dismissal.
3. Students will be instructed on the correct mechanism for reporting any equipment failure or damage to the proper personnel at the clinical affiliate site. Students are not allowed to place any calls to equipment service individuals unless under direct supervision of a supervising radiographer.

Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT  
Program Director Program Coordinator

Effective Date: 2013

Review: Annually

Reviewed, Not Revised: 2014, 2015

Reviewed & Revised:

## **Error/Incident Reporting**

Policy: Program incident reports should be filed for situations including, but not limited to, biologic exposure, medical errors, damage to equipment, lost or damaged property, and other incidents that concern patients, visitors, employees, or other students.

Any clinical incident must be reported immediately to the supervising technologist, clinical instructor, and Program Director. Additionally, students must follow any site specific incident reporting protocol that occurs at their respective clinical site. An incident report form (provided at the end of this policy) must be completed and submitted to the Program Director.

It is a professional obligation for students to immediately report and actively prevent medical errors. Because students will be working with patients in a health care setting, there is a potential for error and also the possibility of identifying the potential for error. Students are expected to immediately report any errors that may have gone unnoticed so that patient safety can be maximized.

1. When a student feels that an error in the clinical setting has occurred, it is their responsibility to inform the clinical staff member as soon as possible.
2. If a student fears possible repercussions from reporting an error, they should contact the Program Director, Clinical Coordinator or Clinical Instructor immediately. The student may also contact the Middlesex hospital compliance hotline. The internal confidential Compliance Hotline at extension 6045, The external confidential Compliance Hotline at (866) 654-7902 or the Confidential external Web reporting at: <https://middlesex.alertline.com>
3. If an error was made by a student, and depending on the nature of the error, a plan for remedial education may be required.

Incident Reporting is one of the elements of an effective Risk Management Program. (Form is provided at the end of this policy)

Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT  
Program Director Program Coordinator

Effective Date: 1998

Effective Date: 06/12  
Reviewed: Annually  
Reviewed, Not Revised  
Reviewed and Revised 8/13: 7/14: 5/15

Review: Annually

Reviewed, Not Revised: 2009, 2010, 2011, 2012

Reviewed & Revised: 2013, 2014, 7/2015

### Middlesex Community College School of Radiologic Technology Incident Report

Student Involved: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Time: \_\_\_\_\_ am/pm

Incident Location: \_\_\_\_\_

Incident Involved (check appropriate box):

- Equipment/property
- Hazardous material
- Biologic exposure
- Patient
- Another student
- Visitor
- Other: \_\_\_\_\_

Description of incident: • Please describe the nature of the incident (exactly what happened, when, where, and why). • If a fall, state if floor was wet/dry, lights on/off. • If an injury, state part of body injured and any other pertinent details. • If equipment/property damaged, describe damage. • Who/when incident was reported to. • Immediate corrective action taken after the incident.

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Witness(es) to the incident (name and position):

Was the student involved seen by a physician?  no  yes

Was a hospital incident report filled out?  no  yes

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Student Signature

Date

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Clinical Instructor Signature

Date

---

Program Director Signature

Date

### **Graduation Requirements**

#### Policy:

1. Maintain a GPA of 2.7 or higher in all program course work at the end of each course.
2. Complete all required General Patient Care and Imaging Procedures Competencies.
3. Fulfill all financial obligations to the college.
4. Remain compliant with all college and program policies as outlined in the Program Handbook.
5. Complete an exit survey, the results of which are used for performance improvement activities.
6. Return ID badges, radiation monitoring devices, parking passes, and body part markers.

Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT  
Program Director Program Coordinator

Effective Date: 2013

Review: Annually

Reviewed, Not Revised: 2014

Reviewed & Revised: 2013, 7/2015

## **Grievance Procedure/Complaint Resolution**

Policy: The purpose of a grievance procedure is to allow enrolled students an opportunity to seek a fair, unbiased decision based upon a posed problem, in a timely manner, when the usual processes of communication and problem resolution are not effective. [www.mxcc.edu/campus-policies/](http://www.mxcc.edu/campus-policies/)

### **Section 1: Rights of Students**

It is the policy of the Board of Regents of the Community College system that the educational offerings of the colleges be available to students without regard to the individual's race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation or physical disability including but not limited to blindness, or prior conviction of a crime (unless the provisions of Sections 4-6a-60(b), or 46a-80(b), or 46a-81(b) of the Connecticut General Statutes are controlling) or there is a bona fide educational qualification (excluding persons in one of the above protected groups), political beliefs, veteran status, or sexual orientation.

Students are entitled to an atmosphere conducive to learning and to impartial treatment in all aspects of the teacher-student relationship. The student should not be forced by the authority inherent in the instructional role to make particular personal choices as to political action or his or her own part in society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, whether personality, race, religion, degree or political activism, or personal beliefs. Students are free to take reasoned exception to the data or views offered in any course of study, but they are responsible for learning the content of the course of study as defined by official college publications.

Community college students are both citizens and members of the academic community. As citizens they enjoy the same freedom of speech, peaceful assembly, and right to petition that other citizens enjoy, and as members of the academic community they are subject to the obligations which accrue to them by virtue of this membership.

### **Section 2: Student Grievance Procedure**

A grievance is an allegation by a student that, as to him or her, an agent of the College has violated Board or college policies relating to students other than assignment of grades or other academic evaluation (see Section 3: Review of Academic Standing).

**How to file a grievance:**

- Students must submit a grievance in writing to the Dean of Students or other such college official as the president may designate, within thirty (30) days of the date the grievant knew or reasonably should have known of the alleged violation
- The written grievance shall specify the right claimed to have been violated
- Grievance must briefly state the underlying facts

**Procedures for grievance resolution:**

*The Dean of Students shall investigate the grievance and recommend to the president a disposition of the grievance, except as provided hereinafter:*

- In the course of each investigation, the Dean of Students shall consult with the dean responsible for the area of college operations in which the grievance arose.
- In the case of a grievance alleging discrimination based on race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation or physical disability, prior conviction of a crime, political beliefs, veteran status, or sexual preference, the Dean of Students shall consult with the College's affirmative action officer during the course of the investigation.
- In the case of a grievance against a dean, the grievance shall be filed with the president. The president may accept or reject the recommendation, or direct such further investigation as he or she deems appropriate. The president shall notify the student of the final disposition of the grievance.

**Advisory Committee:**

The president may establish an advisory committee of students and staff which may be charged with the responsibility of making recommendations regarding a grievance at either the level of the deans or the president. The president may appoint and remove members of the committee.\

**Section 3: Review of Academic Standing**

A student may seek review of the assignment of a grade or other decision affecting academic status in accordance with the following procedures:

- The grade or academic decision affecting academic status should be discussed informally with the instructor or official responsible for the decision within fifteen (15) calendar days of the student's awareness of the decision.
- If agreement on the matter is not reached within ten (10) calendar days of this appeal or the instructor is not available, the student may refer the matter to the Dean of Academic Affairs by filing a written appeal. The appeal must be filed with the Dean

of Academic Affairs within thirty (30) calendar days of the student's awareness of the decision which is being appealed. Upon receipt of such appeal, the dean shall meet with the instructor, if he or she is available, to determine that step 1 has taken place or is not possible and to receive relevant information from the instructor responsible for the decision. The dean may then refer the matter to the academic supervisor (program coordinator or cluster chair) for informal consideration prior to Step 3 below.

- The Dean of Academic Affairs or other official(s) designated by the Dean of Academic Affairs shall afford review as provided below. The Dean of Academic Affairs will review the appeal and may either determine on the basis of his/her own investigation the outcome of the appeal or may refer the appeal to a grade appeals committee. If the appeal is referred to a grade appeals committee, the student will be contacted by the chair of that committee and will be apprised of the procedures for handling the appeal. The student shall be afforded the right to present a statement of appeal and relevant information in support of it. It is the student's responsibility to show that the decision in question is arbitrary, i.e., without a reasonable basis, or was made for improper reasons in violation of section 1 of this policy. The student is entitled to a written response within thirty (30) days of the completion of his or her presentation. A decision to change the grade or modify the decision which has been appealed is advisory to and subject to the approval of the president.
- The foregoing decision may be appealed to the president by filing a statement of appeal within ten (10) calendar days of the date of the decision. Review by the president shall be on the basis of the written record unless he or she decides that fairness requires broader review. The decision of the president shall be final.
- The time frames provided herein may be modified by the president for good cause shown.

The Program encourages that issues and problems be resolved at the time of occurrence in an informal manner and at the lowest organizational level possible. Documentation of all complaints will be kept on file in the office of the Program Director for a period of 5 years. If the situation is not resolved, then the following procedure can be enacted:

#### Clinical Concerns:

##### Step 1: Immediate Supervisor

Every reasonable effort should be made by the Immediate supervisor and student to resolve any question, problem or misunderstanding that arises and to do so at the time of the occurrence.

##### Step 2: Program Director

If the situation is not resolved within five (5) days of the issue/problem, the student can present the grievance in writing to the Program Director. The student must provide the Director with the following information:

- a. date and time of the incident
- b. explanation of incident, nature of grievance with supporting documentation
- c. names of witnesses
- d. state the program policy(ies) or JRCERT Standard(s) involved, if applicable
- e. desired outcome

Following a thorough review, the Director will render a fair and equitable decision in writing within 5 working days. If the matter is of a serious nature, the Program Director may consult with members of the Program Standards Review Committee before making a decision. A decision of this magnitude will NOT take longer than ten (10) working days.

4. Program Coordinator - Students are required to contact Program for further Advisement.

The student also has the option of filing a Grievance with the college Section 3 Students Rights Policy. [www.mxcc.edu/catalog/policy-on-student-rights/](http://www.mxcc.edu/catalog/policy-on-student-rights/)

### **Non-Compliance with JRCERT Standards**

If the student is still not satisfied with the program's resolution of a grievance, the student may

notify the JRCERT independently at 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182/ [www.jrcert.org](http://www.jrcert.org) / 312-704-5300 or e-mail – [mail@jrcert.org](mailto:mail@jrcert.org).

In the event of a written complaint to the JRCERT or a "Standards" non-compliance issue with subsequent notification to the Program, immediate priority will be given to resolving the deficiency in order to maintain accreditation. The Program Director is expected to respond to the JRCERT in the time frame provided by the JRCERT outlining a plan for resolving the issue. The "JRCERT Standards" for an accredited program in radiologic sciences can be found at <http://www.jrcert.org/programs-faculty/jrcert-standards/> Student can confirm integrity of the program by reviewing criteria whenever in doubt.

Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT  
Program Director Program Coordinator

Effective Date: 1998

Review: Annually

Reviewed, Not Revised: 2009, 2010, 2011, 2012, 2015

Reviewed & Revised: 2013, 2014

Effective Date: 06/12  
Reviewed: Annually  
Reviewed, Not Revised  
Reviewed and Revised 8/13: 7/14: 5/15



## **Harassment**

Policy: To provide an educational environment in which all individuals are treated with respect and dignity. Any verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile or offensive learning environment is considered harassment.

### Complaint Process

1. If you believe you are being harassed, you should notify the offender clearly and promptly that the behavior is unwelcome.
2. If for any reason you do not wish to confront the offender directly, or if such a confrontation does not successfully end the harassment, you should report it immediately to a Program Official.
3. If it occurs in the clinical setting, the student will report it to the clinical instructor. Notes will be made on the incident which will be signed by the person in authority and submitted to the program director. Upon their request, the student will be removed from the harassment environment.

### Investigation

1. All complaints will be investigated promptly, thoroughly and in a neutral manner.
2. A determination of such actions as is appropriate to remedy the situation will be made.

### Confidentiality

1. The complaint, investigation, and outcome will be treated in a confidential manner.

MxCC policy on Racism and Acts of Intolerance may be reviewed in on-line college catalog, [www.mxcc.edu/catalog/campus-policies/](http://www.mxcc.edu/catalog/campus-policies/)

Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT  
Program Director Program Coordinator

Effective Date: 8/2012  
Review: Annually

Review, Not Revised: 7/2014, 2015  
Review & Revised:

### **Identification Badges/ Parking Tags**

Policy: Students will be given hospital identification badges and parking tags. Identification badges must be clearly visible and worn in the proximity of the heart. Students are required to wear the badge at all times attached to shoulder area of their uniform while on hospital property . Badges are coded to allow students into restricted areas during their clinical training. Loss of a badge should be reported immediately to the Middlesex Hospital Security Office (860-358-6595). Parking tags should be displayed in the front window of the vehicle registered by the student in the Security office. Designated parking is provided for students. (See Appendix: Parking Map)

If a badge or tag is lost or damaged, please report to the Hospital Security Office for a replacement. There may be a fee for lost badges and tags. There is not a charge for replacing damaged badges or for name changes.

Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT  
Program Director Program Coordinator

Effective: 1998  
Review: Annually

Reviewed, Not Revised: 2009, 2010, 2011, 2012, 2014  
Reviewed & Revised: 2013, 7/2015

## **Laboratory Supervision**

Policy: Prior to laboratory utilization, students shall complete the orientation requirements and understand the basic methods and procedures of protecting themselves, patients, co-workers, and the general public from unnecessary exposure to ionizing radiation as described in the Radiation Safety Policy.

Since the radiographic laboratory classroom is not an energized unit capable of eliciting ionizing radiation, students may enter the radiology laboratory at any time in which a class is not in session. Students must contact the Hospital Security office to gain access to the radiographic lab after normal school hours or on the weekends.

Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT  
Program Director Program Coordinator

Effective Date: 8/2013

Review: Annually

Reviewed, Not Revised: 2014

Reviewed & Revised: 7/2015

## **Lead Body Part Markers**

### Policy:

Students will be issued personalized lead anatomical side markers upon entering the radiography program. The Program will purchase the first set of body-part anatomical markers.

1. These markers are the only ones permitted to be used by the student when performing radiographic procedures.
2. Personalized markers are not to be loaned to other students or staff radiographers.
3. The person who is positioning will use their markers for identification.
4. All images must be permanently marked with a letter (R or L) identifying the correct side of the patient.
5. Images that are not marked properly or have markers “burned out” must be marked properly and documentation of the correction must be included in the radiology computer system.
6. If a student loses or misplaces their markers, it must be reported to the Clinical/Didactic Educator immediately. Generic Program Markers are provided at each clinical site for student use until their new markers have been received.
7. Electronic markers shall not be used as a replacement for lead markers.
8. Students are responsible for purchasing replacement markers if their program markers are lost.  
The student will notify the program director immediately so that replacement markers may be ordered upon the loss of the originals.
9. Students will return the lead markers upon graduating or leaving the program.

Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT  
Program Director Program Coordinator

Effective Date: 8/2013

Review: Annually

Reviewed, Not Revised:

Reviewed & Revised: 7/2014, 7/2015

### **Mammography Observation**

Policy: All students (male or female) are strictly prohibited from observing in the Mammography modality as designated Middlesex Community College Radiologic Technology Program members. This policy is in place to protect the integrity of MxCC Radiologic Technology Program and to be in compliance with the JRCERT Standard 1.2. Provides equitable learning opportunities for all students.

**“The program must provide equitable learning opportunities for all students regarding learning activities and clinical assignments. For example, if an opportunity exists for student to observe or perform breast imaging, than all students must be provided the same opportunity”.**

Failure to comply by all terms and conditions of this policy may result in disciplinary action up to and including termination from the program.

Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT  
Program Director Program Coordinator

Effective Date: 2014

Review: Annually

Reviewed, Not Revised: 7/2014, 2015

Reviewed & Revised:

### **News Media Information**

Policy: In order to maintain the integrity and confidentiality of information, only the Hospital President or designee(s) are authorized to provide representatives of the news media with Hospital-related information.

In order to maintain the integrity and confidentiality of information, only the College President or designee(s) are authorized to provide representatives of the news media with College-related information.

All requests for information from representatives of the news media must be referred to Hospital or College Administration.

Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT  
Program Director Program Coordinator

Effective Date: 8/2013

Review: Annually

Reviewed, Not Revised: 7/2014, 2015

Reviewed & Revised:

## Pregnancy Policy

### Policy:

The National Council on Radiation Protection and measurements (NCRP) recommends that the maximum permissible dose (MPD) equivalent to the embryo/fetus from occupational exposure to the expectant mother should be limited to 0.5 REM for the entire gestation period. It is recommended by the NCRP that persons involved in the occupation should notify the supervisor immediately if pregnancy is suspected. Through proper instructions regarding all safety precautions, it can be possible to limit all occupational exposure to under 0.5 REM per year and prevent fetal MPD units from being surpassed.

Students enrolled in the School of Radiologic Technology are instructed in proper safety precautions and personal monitoring prior to being admitted to any ionizing radiation area. Students are required to abide by all safety precautions, and the importance of keeping exposure as low as practical through a combination of time, distance, and shielding is stressed.

**Declaration of pregnancy is voluntary and should be in writing.** College and Program officials strongly encourage students who suspect they may be pregnant, or who are pregnant, to inform the Program Director immediately and to submit appropriate documentation (Form Provided at the end of this policy) in order to obtain a second radiation monitoring device and to meet with the Radiation Safety Officer (RSO) for pregnancy education.

Upon confirmation of pregnancy, the student may:

1. Submit a statement from her physician verifying the pregnancy and also state an expected due date. The statements MUST include the physicians recommendations as to which of the following options would be advisable.

- a.  Take an Immediate leave of absence and return the following year at the beginning of the semester I am currently in with mandatory remediation as outlined by the Program Director.
  - b.  Continue in the Program, but with clinical reassignments (including fluoroscopy, surgery, and portables) during my pregnancy. Restrictions also apply to nuclear medicine observation and the radiography of nuclear medicine patients. All deferred clinical competency evaluations must be completed prior to graduation.
  - c.  Continued full-time status without modifications, restrictions or clinical reassignments under the provisions of 10 CFR 20.1208 described above and commensurate with the Program's Pregnancy Policy.
2. Counsel with Program Faculty and the Radiation Safety Office (RSO) regarding the nature of potential radiation injury associated with fetal exposure, the regulatory limits established by the NCRP and the required preventive measures to be taken throughout the gestation period.
  3. Submit, in writing within 24 hours, her decision as to remaining in the program dependent on the above, or resigning from the program. If resignation is the choice, no other action is indicated.
  4. Leave of absence will be reviewed on an individual basis by the School Advisory Committee dependent on the physician recommendation.
  5. Be required to attend the regular class schedule only, with clinical objectives to be met after delivery, should her physician recommend this option.
  6. Be required, if maintaining full-time status, to abide by the following:
    - a. Strict adherence to all safety precautions for protection purposes.
    - b. Submit monthly statements from her physician as to any changes or problems in her pregnancy and advisability of continuation full time.
    - c. Wear two personal monitoring devices, one placed on the collar and one on the abdomen for fetal monitoring. Readings will be monitored closely by the RSO, and the student will be subject to an immediate leave of absence from the clinical environment if at any point the RSO deems it necessary.
    - d. At any time the pregnant student feels that she is working in an unsafe area or under conditions she feels are detrimental to herself or the fetus, stop and report to the clinical Instructor or Department Supervisor.
    - e. At no time and for no reason will the pregnant student place herself in the primary beam of radiation.



7. Be informed that, dependent on the type of course(s) degree of difficulty of the course(s), her academic standing and length of time out, she may be required to retake the courses in their entirety.
8. Be required to complete, upon her return, all clinical competencies and rotations missed or not completed prior to and during her maternity leave. In addition, she will be evaluated by Program Faculty in those clinical competencies completed prior to time out and will be subject to participation for review purposes should the faculty deem it necessary.
9. Return to full-time status as soon as possible after delivery, but only on the express written permission of her physician. A vacancy will be held for the student for a maximum of 6 months following delivery or until course becomes available. After that time, she will be considered a withdrawal.
10. Realize that the student must complete, upon her return, ALL requirements for graduation, including length of time in the program, required courses, and clinical competencies and rotations. No certificate will be issued until all requirements have been successfully met.

**THE STUDENT MAY RESCIND IN WRITING THEIR DECLARATION OF PREGNANCY AT ANY TIME. (Form Provided at the end of this policy)**

REFERENCES:

- NRC Regulatory Guide No. 8.13 Instruction Concerning Prenatal Radiation Exposure: <http://pbadupws.nrc.gov/docs/ML0037/ML003739505.pdf>
- NRC 10 CFR 20.1208 Dose equivalent to an embryo/fetus: <http://www.nrc.gov/reading-rm/doc-collections/cfr/part020/part020-1208.html>
- NCRP Report No. 116: <http://www.ncrppublications.org/Reports/116>

Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT  
Program Director Program Coordinator

Effective: 1998

Review: Annually

Reviewed, Not Revised: 2009, 2010, 2011, 2012,

Reviewed & Revised: 2013, 2014, 7/2015

**Middlesex Community College School of Radiologic Technology  
Declaration of Pregnancy & Program Option Form**

To: Director, School of Radiologic Technology I, \_\_\_\_\_,  
Print Name

in accordance with the NRC's regulations at 10 CFR 20.1208, "Dose to an Embryo/Fetus", I am voluntarily declaring that I am pregnant. I believe the date of conception to be \_\_\_\_\_.  
(month/year)

I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 500 mrem (5 mSv) and that this limit includes exposure I have already received while pregnant.

I am declaring myself to be pregnant as of the date shown above. In accordance with the Program's Pregnancy Policy which I have reviewed.

I elect one of the following options:

- Take an Immediate leave of absence and return the following year at the beginning of the semester I am currently in with mandatory remediation as outlined by the Program Director.
- Continue in the Program, but with clinical reassignments (including fluoroscopy, surgery, and portables) during my pregnancy. Restrictions also apply to nuclear medicine observation and the radiography of nuclear medicine patients. All deferred clinical competency evaluations must be completed prior to graduation.
- Continued full-time status without modifications, restrictions or clinical reassignments under the provisions of 10 CFR 20.1208 described above and commensurate with the Program's Pregnancy Policy.

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

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

\_\_\_\_\_  
Date

Please return this form to the Program Director. Thank you.

----- For Program Use Only -----  
Date Declaration Letter Received: \_\_\_\_\_ Date Fetal Badge Ordered: \_\_\_\_\_  
Date Fetal Badge Received: \_\_\_\_\_ Given to Student: \_\_\_\_\_  
Radiation Counseling Date: \_\_\_\_\_

**Middlesex Community College School of Radiologic Technology  
Withdrawal of Declaration of Pregnancy Form**

To: Director, School of Radiologic Technology I, \_\_\_\_\_,  
Print Name

submit this written withdrawal of declaration of pregnancy to the Program Director of the Middlesex Community College School of Radiologic Technology. I understand that all precautions associated with pregnancy declaration will be lifted and my fetal dosimeter will be discontinued.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Date

**Middlesex Community College  
School of Radiologic Technology**

**Student Radiographer Acknowledgment of Counseling  
Following Declaration of Pregnancy**

Student Radiographer's Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Estimated Month of Conception: \_\_\_\_\_

By signing below, I acknowledge that I have voluntarily informed the Middlesex Community College School of Radiologic Technology in writing, of my pregnancy and have received counseling regarding the possible effects of prenatal radiation exposure, the most appropriate work methods for minimizing prenatal exposure and Middlesex Hospital's rights and obligations in maintaining the total fetal radiation dose as low as possible below 0.5 rem during the full course of pregnancy. A second radiation monitoring badge will be issued to monitor fetal dose; this badge must be worn at waist level and under any protective aprons. The fetal monitoring badge readings will be assessed monthly, and my work duties may be reassigned during pregnancy if it is deemed necessary in order to minimize the fetal dose.

I have been provided access to the NRC Regulatory Guide 8.13, and have had the opportunity to ask any questions regarding pregnancy radiation safety to a medical physicist and/or the Radiation Safety Officer. I understand that I should contact the RSO or medical physicist if any questions or concerns regarding radiation safety arise during my pregnancy.

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

Counseled by: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Effective Date: 2012  
Reviewed not revised: 2013, 2015  
Reviewed and Revised: 2014

### **Program Completion Early Release**

Policy: It is the policy of Middlesex Community College Radiologic Technology Program to NOT offer an early program release option to its students. The program follows a specific curriculum sequence and internship feature neither of which may be shortened or eliminated.

Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT  
Program Director Program Coordinator

Effective: 1998

Review: Annually

Reviewed, Not Revised: 2009, 2010, 2011, 2014, 2015

Reviewed & Revised: 2012, 2013

## **Program Records**

Policy: Students are guaranteed access to, and privacy of, their records. Information regarding students or applicants to the Radiography Program will be released internally only to authorized personnel on a need-to-know basis. Information will be released externally only with the student's written authorization, except to law enforcement authorities or in response to a judicial order. All student records will be maintained in a secure location in accordance with the Family Education Rights and Privacy Act (Buckley Amendment).

Students are required to keep personal data current with the Program. Changes in address, phone numbers, e-mail address and names must be given to the Program Director anytime prior to or after the yearly records update (See Form: Student Update Form)

### Student Records:

A separate student record will be maintained for each individual accepted and entering the Radiography Program. The chart below lists the components included in the file. Retention period is based on MxCC retention of records.

<b>Document</b>	<b>Total Retention</b>
Interview Packet	5-10 years based on accreditation cycle
Clinical competency evaluations	5-10 years based on accreditation cycle
Documentation list for completed clinical competencies	Permanent
Performance evaluations	5-10 years based on accreditation cycle

Program Assessment Records (program surveys)	5-10 years based on accreditation cycle
Medical Information (including titers, vaccination records, physical examinations)	Permanent
High School/college Transcripts	MxCC maintains storage
Background check	Middlesex Hospital maintains records

For students who do not complete the program, a file will be maintained with above information accrued up to the last date of attendance. Also included will be an explanation of the reason for leaving the Program.

Review of Records:

1. Students are guaranteed the right to see their own records.
2. Students are permitted to contest the accuracy of any entry in their records through the Grievance Procedure.
3. Students will be notified of any derogatory remark in their record and have the right to seek to have it removed through the Grievance Procedure.
4. If the student is still not satisfied following the procedures described in 2

and

3 above, the student may add their own version of the incident to their record.

Security:

1. All student records related to acceptance into the radiography program are kept in a locked file cabinet in the Program Director's and/or the Clinical Coordinator's Office.
2. All clinical evaluations and competencies are in a locked file cabinet in the Clinical coordinator's Office.
3. Electronic Student records are password protected under a secure network. The college/hospital will not allow any data to be removed from the network drive and placed on a portable device.
4. Network security is maintained by the college/hospital Information Technology Department.
5. Student transcripts are retained indefinitely by College Officials.

Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT  
Program Director Program Coordinator

Effective Date: 2013

Review: Annually

Reviewed, Not Revised: 2014, 2015

Reviewed & Revised:

### **Program Standards Review Committee**

Policy: If removal from the clinical environment occurs, the “Program Standards Review Committee” will be convened within 3 to 5 business days. The committee will consist of both college and hospital representatives to include the following or their designees: Program Director, Clinical Coordinator, Radiology Director, Program Coordinator, Dean and a student representative from the broader student body. The student in question will present the situation to the Program Standards Review Committee. The findings of the Committee will be a recommended action to the College President. Upon the conclusion of the meeting with the student, the Program Standards Review Committee will consider the information discussed at the meeting, including the information provided by the student, and make a decision as to whether the student’s reported behavior warrants dismissal from the Program for violating Program requirements. The committee’s decision will be recommended to the President of the College. Recommendations for corrective action or dismissal from the Program, as decided by the Committee, will be provided to the President of the College. Dismissal from the Program does not necessarily mean dismissal from the College. However, some policy infractions may not only breach the policies of the Program but also breach the policies of the College. Reports of these infractions will be referred to the Dean of Learning and Student Development of the College for resolution. Students may refer to the Appendix of the Clinical Handbook for specific proscribed conduct violations and disciplinary procedures. The decision of the President is final and there is no appeal.

Effective Date: 06/12  
Reviewed: Annually  
Reviewed, Not Revised  
Reviewed and Revised 8/13: 7/14: 5/15



Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT  
Program Director Program Coordinator

Effective Date: 1998

Review: Annually

Reviewed: Not Revised: 2009, 2010, 2011, 2012, 2014, 2015

Reviewed & Revised: 2013

## **Radiation Safety**

Policy: Throughout the program the student will be continuously instructed in the various methods to limit both patient and individual dose.

Before clinical training begins, a faculty member will provide an in-service to all new students on the basics of radiation safety. Following the completion of the In-Service, the document titled, "UNDERSTANDING THE RADIATION SAFETY POLICY" must be signed prior to entering the clinical setting. (Form at the end of this policy). The in-service will include the basic principles of radiation safety:

- a. The three Cardinal Principles of radiation protection (time, distance and shielding).
- b. The concept of As Low As Reasonably Achievable (ALARA) and methods to reduce radiation exposure.
- c. Types of gonadal shielding available and the methods of proper utilization.
- d. Proper utilization of protective apparel such as lead aprons, thyroid shields and gloves for the occupational worker.
- e. Specifics regarding radiation monitors and monitoring.
- f. Demonstrate utilization of proper radiation beam restriction techniques to include only the part to be imaged.
- g. Demonstrate the proper use of mechanical supporting and immobilization devices.

1. Student Responsibilities in Practicing Appropriate Radiation Protection includes:
  - a. Properly identifying the patient, verifying the examination and following departmental radiation safety policies before performing a radiologic examination.
  - b. The student to radiography clinical staff ration must be 1:1 at all times.
  - c. Making exposures only under the direct supervision of a qualified radiographer until the student achieves competency.
  - d. All unsatisfactory radiographs shall be repeated ONLY in the presence of a qualified radiographer, regardless of the student's level of competency.
  - e. Students will NEVER hold patients and/or image receptors for an exposure.
  - f. Assure that all room occupants are behind the control booth barrier prior to making an exposure.
  - g. Never allow anyone in the diagnostic room except the patient and someone to watch or hold the patient. If applicable, confirm that the person is not pregnant. Have the assisting person put on protective apparel and position them so as not to be exposed to the primary beam.
  - h. Choose appropriate technique PRIOR to making an exposure which reduces the need for repeats.
  - i. Always use appropriate shielding for all examinations.
2. Each student is issued a radiation monitor and must wear the monitor at all times during clinical assignments. The clip on monitor is worn at the collar level, in front, and outside of the lead apron with nothing obstructing the front of the badge.

Monitor Procedure:

- a. Each student will be issued a radiation monitoring device before entering their clinical rotation and quarterly thereafter.
- b. The student is responsible for exchanging the radiation monitoring device mid-month and return the old monitor form the previous quarter.
- c. Collected and exposed monitors are returned to the dosimetry monitoring service in a timely manner.
- d. It is the student's responsibility to keep track of and change their monitor. Administrative action is taken for failure to follow the established procedures.
- e. A lost, damaged, or expired radiation monitor must be reported to a faculty member immediately so that a replacement can be issued. Any exposure will be transferred to the student's formal Occupational Radiation Monitoring Report.
- f. Occupational Radiation Monitoring Reports are reviewed by Middlesex Hospital's Radiation Safety Officer, signed and permanently maintained in Middlesex Hospital.

- g. Each student is required to initial a copy of the current report indicating knowledge of any exposure within thirty (30) school days following receipt of the data. In addition each student receives their own personal copy of their exposure history. All recent copies are posted in the School of Radiology suite at Middlesex Hospital and then permanently filed.
  - h. The NRC regulations are posted adjacent to the student dosimetry reports on the bulletin board.
  - i. Monitors should be protected from heat and moisture and stored in a secure place.
3. Protocol for Students Exceeding the Threshold Dose of Level I radiation exposures of 125mrem in a calendar quarter.
- a. The RSO/Program Director will notify a student in the event that the student's exposure for a quarter has been exceeded. An overexposed dosimeter may or may not mean a student has been overexposed.
  - b. The RSO/Health physicist will interview the student to determine the cause of the exposure.
  - c. The RSO investigates and documents and will take appropriate measure when necessary.
  - d. A corrective action plan, if appropriate, will be created.
  - e. Radiation dose will be continuously monitored to ensure compliance with the action plan. Continuous, confirmed overexposure readings may result in administrative actions up to an including dismissal.
4. Radiation Safety Rules for Fluoroscopy
- a. All fluoroscopic equipment is to be used under the direction of the radiologist and by persons with specified training in radiologic technology following the guidelines of the ACR. These persons are subject to the rules and regulations of State and Federal regulatory bodies.
  - b. Leaded Apparel shall be worn by students when performing fluoroscopic and mobile examinations.
  - c. "Beam-on" time shall be kept to a minimum.
  - d. The hand of the fluoroscopist or any other person should not be placed in the primary beam. Protective gloves 0.25 mm lead equivalency should be worn whenever possible.
  - e. The image intensifier shall be placed as close to the patient as practical for the procedure.
  - f. Students and personnel shall position themselves as far away as practical from the radiation source.
  - g. Fluoroscopic time will be documented for each procedure.

5. Radiation Safety Rules for Portable X-ray Examinations

It may be necessary from time to time to perform portable x-ray examination on one patient while another patient is immediately adjacent. The following simple precautions will minimize exposure to these patients and personnel:

- a. Students must wear a lead apron and maximize the distance when taking the exposure.
- c. Staff in the immediate area must be alerted before taking an exposure.
- d. Move the patient requiring the exam to an area 6 feet from the other patient, or;
- e. Remove the patient not being x-rayed to an area at least 6 feet from the primary beam.
- f. If either of the above options is not possible due to dependence on stationary monitoring equipment, the patient(s) in adjacent bed(s) shall be covered with a lead apron.
- g. The responsibility for initializing the above rests with the student and radiologic technologist performing the portable examination.

Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT  
Program Director Program Coordinator

Effective Date: 1998

Review: Annually

Reviewed, Not Revised: 2009, 2010, 2011, 2012

Reviewed & Revised: 2013, 2014, 7/2015

## **Middlesex Community College School of Radiologic Technology Class of 2015-17 Understanding the Radiation Safety Policy**

Middlesex Community College School of Radiologic Technology assures radiation exposure to patients, students, and others is kept as low as reasonably achievable (ALARA). In order to achieve this, all radiographic procedures must be performed with a student to radiography clinical staff ratio of 1:1 at all times. However, it is acceptable that more than one student may be temporarily assigned to one technologist during uncommonly performed procedures.

Further, all radiographic procedures are performed under the direct supervision of a qualified radiographer, until a radiography student achieves and documents competency. Once a student has achieved competency, all radiographic procedures may be performed under the indirect supervision of a qualified radiographer.

All unsatisfactory radiographs shall be repeated only in the presence of a qualified radiographer. The JRCERT defines direct and indirect supervision as: Direct Supervision – student supervision by a qualified radiographer who reviews the procedure in relation to the student’s achievement, evaluates the condition of the patient in relation to the student’s knowledge, is present during the procedure, and reviews and approves the procedure. A qualified radiographer is present during student performance of a repeat of any unsatisfactory radiograph.

Indirect Supervision – a qualified radiographer is immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified practitioner adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

Repeat Radiographs – a qualified radiographer must be physically present during the conduct of a repeat image, regardless of the student’s level of competency. The qualified radiographer must approve the student’s procedure prior to re-exposure and must place the their(qualified

radiographer) markers on the repeated images as documentation of their presence during the exam. My signature below indicates that I have read, had the opportunity to ask questions, and understand all aspects of the Radiation Safety policy. Non-compliance will result in probation and continued noncompliance with any aspect of this policy will result in dismissal from the School of Radiologic Technology.

Signature of Student	Date
Signature Program Director	Date

**Re-Admission**

Policy: If a student in good academic standing withdraws from the program and later wishes to re-enter, they must re-apply and follow the regular admission procedure. The student if accepted will start the program from the beginning with NO consideration for previous clinical competencies or evaluations.

Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT  
Program Director Program Coordinator

Effective Date: 2013

Review: Annually

Reviewed, Not Revised: 2014, 2015

Reviewed & Revised:

## **Refunds**

Policy: Please refer to the MxCC Refund policy in the MxCC on-line catalog,  
[www.mxcc.edu/catalog/registration-fee-deposit-and-refundpolicy/](http://www.mxcc.edu/catalog/registration-fee-deposit-and-refundpolicy/)

All financial business is conducted through the MxCC financial aid office.

Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT  
Program Director Program Coordinator

Effective Date: 2013

Review: Annually

Reviewed, Not Revised: 2015

Reviewed & Revised: 2014

## **Registration**

Policy: All students are required to be registered **in advance** of the first day of class (as soon after advising as possible.) It is the student's responsibility to monitor the status of their class registration:

- to ensure that they are actively enrolled as expected in each of their classes,
- and that they have not been administratively withdrawn for any reason.

It is also the student's responsibility to address any financial aid issues that may arise. Each student will submit the following document to the Program Director and/or Clinical Coordinator on or before the start of each semester:

- receipt of payment for the semester,

Proper registration documentation must be provided to the Program Director and/or Clinical Coordinator for students to be allowed to attend clinical assignments. To attend clinical assignments during the college inter-sessions (between semesters a student will be registered for classes during the semester in which the clinical rotation will be assessed (i.e. between fall and spring semester the student must be registered for the spring semester). The college liability insurance covers those students registered for classes when attending clinical. Non-compliance with registration will result in disciplinary actions as stated previously; up to and including dismissal from the program.

Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT  
Program Director Program Coordinator

Effective: 6/2012

Effective Date: 06/12  
Reviewed: Annually  
Reviewed, Not Revised  
Reviewed and Revised 8/13: 7/14: 5/15



Review: Annually

Reviewed, Not Revised: 2013

Reviewed & Revised: 7/2014, 7/2015

### **Schedule and Program Hours**

Policy:

Class: Radiography core courses are held in the School of Radiology Suite located on the 2<sup>nd</sup> floor of the Bardenheier Medical Training Center at Middlesex Hospital, 28 Crescent St., Middletown, CT 06457.

General Education courses may be taken at Middlesex Community College or at an accredited college with course work transferred to the MxCC records office on or before the semester that the course is listed in the curriculum sequence plan.

First year didactic courses will be held on Monday, Wednesday and Friday.

Second year didactic courses will be held on Tuesday and Thursday.

Intern class time is to be determined.

Students rotate through all Middlesex Hospital clinical sites (Main Hospital, Outpatient Clinic, Shoreline Medical Center, and Marlborough Medical Center) as well as rotations through Radiologic Associates of Middletown – Guilford office and Danbury Hospital. A randomized schedule developed with all possible clinical shifts that the student will rotate through during the course of the program, is presented to the students during the interview process and orientation for the program. A ratio of

routine hours (5am- 7pm) and non-routine hours (7-11pm or a weekend or midnight shift) will be 75% routine hours to 25 % non-routine hours. (Appendix: Clinic Schedules) Clinic Schedules have a legend that establishes the rotation of the student at the clinical affiliate (i.e. 7a-3p – OR/MH)

Clinic Hours: Tardiness is not tolerated. Beginning a clinical day ahead of the scheduled start time in order to leave early is prohibited.

Holidays: Radiography students are not required to work any holiday shifts.

Break/Lunch: The clinic instructor or lead technologist will schedule break times to coincide with the department schedule. Lunch periods will be 30 minutes in length. Student MAY NOT elect to fore-go lunch in order to leave early.

Additional Time Off: Students are not required to attend class or clinic if the College is closed as published in the Academic Calendar which can be found online (examples include professional development day, Martin Luther King Day, etc.). Students are expected to attend clinic if classes are cancelled and the College is open.

Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT  
Program Director Program Coordinator

Effective Date: 2013

Review: Annually

Reviewed, Not Revised:

Reviewed & Revised: 2014, 7/2015

### **Severe Weather Conditions**

Policy: The MxCC radiography program adheres to the MxCC College Closings, Delayed Openings or Early Release due to Inclement Weather or other Emergencies policy as published in the MxCC on-line catalog, [www.mxcc.edu/catalog/campus-policies/](http://www.mxcc.edu/catalog/campus-policies/)

For announcements regarding college closings, delayed openings or early release due to inclement weather or other emergencies:

- Listen to the radio and/or television stations listed below or check their websites
- Check the MxCC website at [www.mxcc.edu](http://www.mxcc.edu) for an announcement.
- Call the MxCC main telephone number at [860-343-5800](tel:860-343-5800). Be sure to choose option 1 to hear the school closing announcement.
- Register to receive text messages for emergencies and weather related closings, delays or early release through the my Commnet Alert system. You can register by creating an account on myCommnet and clicking on the associated links.

**Any scheduled test or assignment will be given/due on the next scheduled class day when the college has been closed for severe weather conditions.**

Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT  
Program Director Program Coordinator

Effective Date: 2012

Review: Annually

Reviewed, Not Revised: 2013, 2015  
Reviewed & Revised: 2014

### **Student Conduct Philosophy**

Policy: The Radiologic Technology Program expects the highest standards of academic honesty. Academic dishonesty is prohibited in accordance with the Middlesex Community College Proscribed Conduct in the Policy on Student Conduct Philosophy, [www.mxcc.edu/catalog/policy-on-student-conduct/](http://www.mxcc.edu/catalog/policy-on-student-conduct/) This policy prohibits cheating on examinations, unauthorized collaboration on assignments, unauthorized access to examinations or course materials, plagiarism, falsification of documentation, and other proscribed activities. These acts are punishable within the college system and warrant dismissal from the Radiography Program.

Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT  
Program Director Program Coordinator

Effective: 1998

Review: Annually

Reviewed: Not Revised: 2009, 2010, 2011, 2012, 2015

Reviewed & Revised: 2013, 2014

## **Student Health Insurance**

Policy: **All students are required to be covered by medical insurance.**  
Students will not be allowed to practice in the clinical setting without documented medical coverage. It is important that a copy of the student's current medical insurance card be on file in the radiography program office. The Radiologic Technology Program and/or its clinical affiliates do not accept financial responsibility for the health care services of students.

Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT  
Program Director Program Coordinator

Effective Date: 8/29/2013

Review: Annually

Reviewed, Not Revised: 2009, 2010, 2011, 2012

Reviewed & Revised: 8/2013, 7/2014, 7/2015

## **Substance Abuse**

Policy: The American Registry of Radiologic Technologist supports very strict “Standards of Ethics” (Appendix – “The ARRT Standards of Ethics are reprinted by permission of the ARRT. The ARRT Standards of Ethics are copyrighted by the ARRT”) In addition, the ARRT provides several Rules of Ethics that form the second part of the Standard of Ethics.

The intent of the Rules of Ethics is to promote the protection, safety, and comfort to patients. The Rules identify minimal acceptable professional conduct for all Registered Technologists and applicants. The rules are mandatory and enforceable. Sections b3, b8, and b9 are specific to alcohol and drug related incidents.

Therefore, in an effort to effectively train ethical professionals in the field of Radiologic Technology, and also to enable them to sit for national testing, the Middlesex Community College School of Radiologic Technology will have absolutely no tolerance for alcohol or drug related incidents while a student is in clinical or in didactic classes. Alcohol and drug related incidents outside of the class/clinical environment may be investigated if the Program feels that the student might be jeopardizing their professional career by violating the ARRT Rules of Ethics. Where there is sufficient cause to conclude a student has engaged in a substance-related (drug or alcohol) violation in the classroom or clinical environment, the student will be subject to dismissal from the Program as well as subject to the disciplinary policies and procedures of Middlesex Community College.

MxCC policy in regards to alcoholic beverages and controlled substance may be found in the on-line college catalog, [www.mxcc.edu/catalog/campus-policies/](http://www.mxcc.edu/catalog/campus-policies/)

Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT  
Program Director Program Coordinator

Effective Date: 1998

Review: Annually

Reviewed: Not Revised: 2009, 2010, 2011, 2012, 2015

Reviewed & Revised: 2013, 2014

### **Telephone/Pagers/Cell phones and Electronic Devices**

Policy:

1. Students are not permitted to make or receive personal calls while in the clinical setting. Families should be instructed to call the school to have a message relayed to the student at the clinic site.
2. Carrying cell phones or other personal electronic devices during clinical hours is strictly forbidden. Cell phones and personal electronic devices may be used during a student's break or during their lunch period. Non-compliance with this policy will result in Administrative Action up to and including dismissal.
3. Whether in clinical or class, personal cell phones and electronic devices should be placed on silent mode and put away to prevent disruption of professional activities. "Texting" is not allowed during class or clinic. Non-compliance with this policy will result in Administrative Action up to and including dismissal.
4. Utilizing personal Electronic Devices to study during clinic time is prohibited without specific permission of the coordinating or supervision radiographer.
5. When answering the telephone with in an affiliate clinic site, students must always identify the department, give their name, and converse in a professional manner.

Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT  
Program Director Program Coordinator

Effective Date: 2013

Review: Annually

Reviewed, Not Revised:

Reviewed & Revised: 7/2014; 7/2015

### **Time Cards**

Policy: All students are required to use their I.D. badges to “swipe” in or out during their clinic hours using the Middlesex Hospital Clinical Affiliates Kronos system or affiliate timecard system. Students will also utilize the portion of the “Daily Clinical Log” Form to indicate time in/out and lunch periods. Students completing clinical training at the Guilford or Danbury Site will only utilize the “Daily Clinical Log” to track their time. It is the student’s responsibility to submit the “Daily Clinic Log” every week to the Clinical Coordinator for accurate record keeping. Alterations of the “hard” copy time sheet, or swiping of the ID badges by anyone other the student will result in immediate removal from the clinic setting and Administrative Action to dismiss the student from the radiography program.

Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT  
Program Director Program Coordinator

Effective Date: 2013

Review: Annually

Reviewed, Not Revised:

Reviewed & Revised: 7/2014, 7/2015



### **Tobacco Products in the Clinical Setting**

Policy: All MxCC clinical affiliate sites are smoke free zones. Smoking is banned on the facilities premises including their parking lots. Violation of the policy may result in Administrative Actions up to and including dismissal. Smokeless tobacco products “chewing tobacco and snuff” are also included in this ban for purposes of the school policy.

Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT  
Program Director Program Coordinator

Effective Date: 2013

Review: Annually

Reviewed, Not Revised: 2014, 2015

Reviewed & Revised:

### **Transfer Credits – Advanced Placement**

**Policy:** Middlesex Community College Radiologic Technology Program does not offer an advanced placement classification for students applying to the Program nor does the Program accept Transfer students from other radiologic technology programs.

Review the Middlesex Community College Transfer policy on-line at  
[www.mxcc.commnet.edu/content/transfer\\_planning.asp](http://www.mxcc.commnet.edu/content/transfer_planning.asp)

Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT  
Program Director Program Coordinator

Effective Date: 2013

Review: Annually

Reviewed, Not Revised: 2015

Reviewed & Revised: 7/2014

## **Weapons**

Policy: All students are prohibited from carrying a weapon while on college or hospital affiliate property. In addition, students are prohibited from carrying a weapon at any Program sponsored function, whether on hospital property at the time or not and whether they are licensed to carry the weapon or not.

The program reserves the right, based on reasonable suspicion, to authorize a search by law enforcement officials of any person on college/hospital property or college/hospital sponsored function, or any vehicle or object that enters onto college/hospital property in which a weapon may be hidden.

Failure to comply by all terms and conditions of this policy may result in immediate termination from the program.

Students may review the MxCC policy on firearms in the on-line catalog, [www.mxcc.edu/catalog/campus-policies/](http://www.mxcc.edu/catalog/campus-policies/)

Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT  
Program Director Program Coordinator

Effective Date: 2013

Review: Annually

Effective Date: 06/12  
Reviewed: Annually  
Reviewed, Not Revised  
Reviewed and Revised 8/13: 7/14: 5/15

Reviewed, Not Revised: 2015  
Reviewed & Revised: 2014

## **Withdrawal**

**Policy:**            **Course:**  
Middlesex Community College complete withdrawal policy may be reviewed in  
the  
On-line college catalog, [www.mxcc.edu/catalog/registration-fee-deposit-and-refund-policy/](http://www.mxcc.edu/catalog/registration-fee-deposit-and-refund-policy/)

“You may withdraw from this class any time before the end of the 11<sup>th</sup> week\* of the semester. A completed and signed withdrawal form must be on file in the Records Office by the deadline in order to receive a “W” on your transcript. If you fail to complete this process on time, you will receive a letter grade at the end of the semester, which will include zeroes for any work not submitted. Course withdrawals may affect financial aid and veteran’s benefits. Please make this decision carefully and with the help of your advisor. See the Academic Calendar and the College Catalog for specific dates and procedures regarding the withdrawal process.”

\*The withdrawal deadline for accelerated courses (late start/early end, winter, and summer) is the date at which 75% of the total course time has been completed.

Depending on the nature of the withdrawal, a student may be reinstated to the Radiologic Technology Program at the discretion of Program Officials. A student requesting reinstatement must do so in letter form and submit the document to the Program Director. The program will review the request and inform the student of a decision in a timely manner.

**Program:**

Students withdrawing from the Radiologic Technology Program are required to return their I.D. badge, parking tag, body part markers and radiation monitoring device. The student must also write a letter addressed to the program director and program coordinator stating their decision to withdraw from the program with a brief explanation for data collection purposes. Students are further advised to complete all necessary paperwork at the college withdrawing from the program including meeting with the financial aid office.

Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT  
Program Director Program Coordinator

Effective Date: 2013

Review: Annually

Reviewed, Not Revised: 2015

Reviewed & Revised: 2014

<b>Appendix Index</b>	
American Registry of Radiologic Technologists Standards of Ethics Statement	
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American Registry of Radiologic Technologist Standards of Ethics Document	

### **The ARRT Standards of Ethics**

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**The ARRT Standards of Ethics are located:**

**[www.rrt.org/pdfs/governing-documents/standards-of-ethics.pdf](http://www.rrt.org/pdfs/governing-documents/standards-of-ethics.pdf)**

## Clinical Shift Schedule

121 Possible Clinical Assignments / Week						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	OPC OR 7:30-3:30	OPC OR 7:30-3:30	OPC OR 7:30-3:30	OPC OR 7:30-3:30	OPC OR 7:30-3:30	Closed
2	OPC Fluoro 9-5	OPC Fluoro 9-5	OPC Fluoro 9-5	OPC Fluoro 9-5	OPC Fluoro 9-5	Closed
3	OPC 10-6	OPC 9:30-5:30	OPC 10-6	OPC 9:30-5:30	OPC 10-6	Closed
4	MMC 7-3	MMC 7-3	MMC 7-3	MMC 7-3	MMC 7-3	MMC 7-3
5	MMC Fluoro 7-3	MMC Fluoro 7-3	MMC Fluoro 7-3	MMC Fluoro 7-3	MMC Fluoro 7-3	MMC Fluoro 7-3
6	MMC 3-11(1)	MMC 3-11(1)	MMC 3-11(1)	MMC 3-11(1)	MMC 3-11(1)	MMC 3-11(1)
7	MMC 3-11(2)	MMC 3-11(2)	MMC 3-11(2)	MMC 3-11(2)	MMC 3-11(2)	MMC 3-11(2)
8	SLC 7-3	SLC 7-3	SLC 7-3	SLC 7-3	SLC 7-3	SLC 7-3
9	SLC Fluoro 7-3	SLC Fluoro 7-3	SLC Fluoro 7-3	SLC Fluoro 7-3	SLC Fluoro 7-3	SLC Fluoro 7-3
10	SLC 3-11(1)	SLC 3-11(1)	SLC 3-11(1)	SLC 3-11(1)	SLC 3-11(1)	SLC 3-11(1)
11	SLC 3-11(2)	SLC 3-11(2)	SLC 3-11(2)	SLC 3-11(2)	SLC 3-11(2)	SLC 3-11(2)
12	MH OR 7-3	MH OR 7-3	MH OR 7-3	OR MH 7-3	MH OR 7-3	MH OR 7-3
13	MH 7-3	MH 7-3	MH 7-3	MH 7-3	MH 7-3	MH 7-3
14	MH Fluoro 8-4	MH Fluoro 8-4	MH Fluoro 8-4	Fluoro MH 8-4	MH Fluoro 8-4	MH Fluoro 8-4
15	MH 11-7	MH 11-7	MH 11-7	MH 11-7	MH 11-7	Closed
16	MH OR 3-11	MH OR 3-11	MH OR 3-11	OR MH 3-11	MH OR 3-11	MH OR 3-11
17	MH 3-11	MH 3-11	MH 3-11	MH 3-11	MH 3-11	MH 3-11
18	G 9-5	G 9-5	G 9-5	G 9-5	G 9-5	Closed
19	DH 4:30-11 (1)	DH 4:30-11 (1)	DH 4:30-11 (1)	DH 4:30-11 (1)	DH 4:30-11 (1)	DH 11-7 (1)
20	DH 4:30-11 (2)	DH 4:30-11 (2)	DH 4:30-11 (2)	DH 4:30-11 (2)	DH 4:30-11 (2)	DH11-7 (2)
21	DH OR 4:30-11	DH OR 4:30-11	DH OR 4:30-11	DH OR 4:30-11	DH OR 4:30-11	DH OR 11-7

- **Subject to Change with Notice if/when Clinical Affiliates are Added or Deleted**

