

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

**SCHOOL OF RADIOLOGIC TECHNOLOGY**

**COMPUTED TOMOGRAPHY**  
**PROGRAM HANDBOOK**  
**and**  
**STUDENT MANUAL**

2017-2018

**MIDDLESEX COMMUNITY COLLEGE  
RADIOLOGIC TECHNOLOGY PROGRAM**

Computed Tomography Student Handbook 2017-2018

Computed Tomography 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 Computed Tomography Program standards and practices will lead to a review of student behavior and possible disciplinary action, including dismissal from the Program.

The MxCC Computed Tomography 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 Computed Tomography Handbook and the *CONFIDENTIALITY AGREEMENT*.

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 Computed Tomography program student record.

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

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

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

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

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## **Introduction**

Middlesex Community College's Computed Tomography program is designed to prepare Registered Radiographers for employment as Computed Tomographers 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. A thorough explanation of the policies and procedures governing the actions and practices of a student will be discussed in the on-line modules for each course within the program. . 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 with notice when deemed necessary by the Program Coordinator and Director. Students are notified of the change and will confirm receipt of the change on the appropriate Program Update Form.

### **Program Information**

Middlesex Community College Computed Tomography Program is a hybrid (didactic on-line, clinical on-ground), 9-month program for Radiographers interested in a career in Computed Tomography. The program accepts and starts a new class for the fall semester each year.

Following the successful completion of all Program requirements and obligations to the college, students are awarded a **Certificate of Completion – Computed Tomography** and may sit for the national certification examination administered by the American Registry of Radiologic Technologists. Completion of the course does not automatically mean the candidate will pass the registry examination.

### **Program Mission Statement**

The Middlesex Community College Computed Tomography Program is dedicated to educating and training registered Radiographers to become certified, professional, and competent technologists in the field of Computed Tomography.

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 patient procedures based on patient assessment.
2. Students will select appropriate computer factors for patient procedures based on established protocols.
3. Students will practice radiation safety.
4. Students will use effective oral communication skills.
5. Students will practice written communication skills.
6. Students will demonstrate professional behaviors.

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**

<b>Year</b>	<b># of Graduates</b>	<b>Program Completion Rate %</b>
<b>2016</b>	<b>6</b>	<b>100</b>
<b>2017</b>	<b>5</b>	<b>100</b>

*\*\* Data not yet available*

**Accreditation**

The Middlesex Community College Computed Tomography Program is recognized and accredited by NEASC

**Advisory Committee**

The overall direction and guidance for the Computed Tomography Program is achieved through the Radiologic Technology Program 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
- 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 computed tomography images for every part of the body. Employment opportunities include education, sub-specialization, sales and applications, and administration.

**Assessment Committee**

Effective Date: 08/2015  
Reviewed: Annually  
Reviewed, Not Revised  
Reviewed and Revised: 2016; 2017

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. 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 Computed Tomography 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 TJC 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 approved student capacity for that site. The student to computed tomography 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.

#### **Lawrence and Memorial Hospital (L&M)**

365 Montauk Avenue  
New London, CT 06320  
860-442-0711 ext. 2558  
Facility Contact: Crystal Coulombe, Radiology Manager

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

28 Crescent Street  
Middletown, CT 06457  
860-358-6293  
Facility Contact: Bridget Hill, Computed Tomography Supervisor

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

12 Jones Hollow Road  
Marlborough, CT 06047  
860-358-3050  
Facility Contact: Pamela Whittemore, MMC Radiology Manager

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

530 Saybrook Road  
Middletown, CT 06457  
860-358-2025  
Facility Contact: Patricia Hatin, OPC Radiology Manager

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

250 Flat Rock Pl  
Westbrook, CT 06498  
860-358-3700  
Facility Contact: Della Strickland, SMC Radiology Manager

**Pequot Health Center (PHC)**

52 Hazelnut Hill Road  
Groton, CT, 06340  
860-442-0711 ext. 2558  
Contact: Crystal Coulombe, Radiology Manager

**Clinical Updates**

Clinical updates will be performed during Program Official site visits with the CT student. Students and faculty will each have an opportunity to bring forth discussion topics. Students will be responsible for information shared during this time.

**Continuing Education**

After graduating from the Computed Tomography Program and achieving their **Certificate of Completion – Computed Tomography**, graduates may take advantage of the Articulation Agreement that exists between the program and four-year colleges.

**Cost of Attendance**

The tuition fee for the Computed Tomography 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. Upon satisfactory and successful completion of the program including all obligations to the college and hospital, the student will be awarded the **Certificate of Completion – Computed Tomography**.

### Clinical Practice Content

Clinical practice experiences

### Digital Image Acquisition and Display Content

Principles of digital system quality assurance and maintenance are presented.

### Ethics and Law in the Radiologic Sciences Content

### Human Structure and Function Content

### Introduction to Computed Tomography Content

### Medical Terminology Content

### Pathophysiology Content

### Patient Care in Radiologic Sciences Content

### Pharmacology and Venipuncture Content

### Radiation Biology Content

### Radiation Physics Content

### Sectional Anatomy Content

*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).*

## MIDDLESEX COMMUNITY COLLEGE COMPUTED TOMOGRAPHY PROGRAM

<http://mxcc.edu/future-students/selective-admissions/>

<b>Program Admission and Pre-requisite</b>
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<b>ADMISSION REQUIREMENTS</b>
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Effective Date: 08/2015  
Reviewed: Annually  
Reviewed, Not Revised  
Reviewed and Revised: 2016; 2017



Entering students must be American Registry of Radiologic Technologists (ARRT) Registered Radiographers; R.T.(R)
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Semester I, Fall (9 credits)		Credits	Course Pre-requisites
CAT 201	Cross-Sectional Anatomy I	1	Admission to the Computed Tomography Program
CAT 202	Image Display, Post Processing & Quality Assurance I	2	Admission to the Computed Tomography Program
CAT 203	Procedures and Instrumentation I	2	Admission to the Computed Tomography Program
CAT 204	Clinical Experience I	4	Admission to the Computed Tomography Program

Semester 2, Spring (12 credits)		Credits	Pre-requisites
CAT 205	Cross-Sectional Anatomy II	2	CAT*201, CAT*202, CAT*203, and CAT*204
CAT 206	Image Display, Post Processing & Quality Assurance II	3	CAT*201, CAT*202, CAT*203, and CAT*204
CAT 207	Procedures and Instrumentation II	3	CAT*201, CAT*202, CAT*203, and CAT*204
CAT 208	Clinical Experience II	4	CAT*201, CAT*202, CAT*203, and CAT*204

**Total Program credits: 21 credits (On-line Didactic – 13 credits; On-ground Clinic – 8 credits)**

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

**COURSE DESCRIPTIONS**

**CAT\* 201 Cross-Sectional Anatomy I**

This course will introduce students to cross sectional imaging of the head and neck. Emphasis will be placed on pathology affecting the cranial cavity and neck in the application of computed tomography imaging. The uses for and administration of pharmacological agents for CT imaging will be included in this course. Prerequisites: Admission to the Computed Tomography Program, ARRT Registered Radiographer  
Semester I (1 credit)

**CAT\* 202 CT Image Display, Post Processing and Quality Assurance I**

This course will introduce students to imaging parameters in Computed Tomography. The formation of computed tomography image is discussed as well as the essential component parts of a CT imaging system. Prerequisites: Admission to the Computed Tomography Program, ARRT Registered Radiographer  
Semester I (2 credits)

**CAT\* 203, CT Procedures and Instrumentation I**

This course will introduce students to the set-up and operation necessary to acquire optimal images of the head and neck. Emphasis will be placed on the acquisition techniques required to obtain optimal images of the head and neck including their respective pathologies. Prerequisites: Admission to the Computed Tomography Program, ARRT Registered Radiographer  
Semester I (2 credits)

**CAT\* 204, Clinical Experience I**

This course introduces the student to the clinical setting and the practical skills necessary to operate computed tomography imaging systems. Clinical competency evaluation(s) are performed during this course. Prerequisites: Admission to the Computed Tomography Program, ARRT Registered Radiographer  
Semester I (4 credits)

**CAT\* 205, Cross Sectional Anatomy II**

This course will introduce students to cross sectional imaging of the chest, abdomen, pelvis and extremities. Emphasis will be placed on pathology affecting the chest, abdomen, pelvis and extremities in the application of computed tomography imaging. The uses for and administration of pharmacological agents for CT imaging will be included in this course. Prerequisites: Admission to the Computed Tomography Program, ARRT Registered Radiographer, CAT\*201, CAT\*202, CAT\*203, and CAT\*204 with a “C” or better for all.  
Semester II (2 credits)

Effective Date: 08/2015  
Reviewed: Annually  
Reviewed, Not Revised  
Reviewed and Revised: 2016; 2017

### **CAT\* 206, CT Image Display, Post Processing and Quality Assurance II**

This course will continue to develop the students understanding of imaging parameters in Computed Tomography. The formation of computed tomography image is discussed as well as essential quality control and assurance testing. Prerequisites: Admission to the Computed Tomography Program, ARRT Registered Radiographer, CAT\*201, CAT\*202, CAT\*203, and CAT\*204 with a “C” or better for all.

Semester II (3 credits)

### **CAT\* 207, CT Procedures and Instrumentation II**

This course will introduce students to the set-up and operation necessary to acquire optimal images of the chest, abdomen, pelvis and extremities. Emphasis will be placed on the acquisition techniques required to obtain optimal images of the chest, abdomen, pelvis and extremities including their respective pathologies. Prerequisites: Admission to the Computed Tomography Program, ARRT Registered Radiographer, CAT\*201, CAT\*202, CAT\*203, and CAT\*204 with a “C” or better for all.

Semester II (3 credits)

### **CAT\* 208, Clinical Experience II**

This course introduces the student to the clinical setting and the practical skills necessary to operate computed tomography imaging systems. Clinical competency evaluations are performed during this course. Prerequisites: Admission to the Computed Tomography Program, ARRT Registered Radiographer, CAT\*201, CAT\*202, CAT\*203, and CAT\*204 with a “C” or better for all.

Semester II (4 credits)

The curriculum, both didactic and clinical, covers a 9-month period. All didactic course work is completed on-line utilizing the Blackboard system of MxCC. The clinical course work is completed on-ground at an affiliate site with hours individualized for each student. Upon satisfactory completion of the program and all obligations to the program and college, students are eligible to sit for the Computed Tomography 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 online. 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 the first module of each course.**

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 computed tomographer capable of performing imaging 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).

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

1. Procedure Competency Record
2. Maintenance of Daily Clinical Log
3. Image Critique

### **Employment Status of Students**

Students enrolled in the Middlesex Community College Computed Tomography 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 in clinical settings.

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

The MxCC Computed Tomography 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**

Judy Wallace, PT, DPT – Coordinator, Radiologic Technology Program  
Office: Middlesex Community College; Room 209 Wheaton Hall  
Phone: 860-343-5780  
E-mail: [jwallace@mxcc.edu](mailto:jwallace@mxcc.edu)

Donna J. Crum, MS, RT (R)(CT) – Program Director  
Office: Middlesex Hospital – 2<sup>nd</sup> Floor Bardenheier Medical Training Center

Phone: 860-358-6923  
E-mail: [donna.crum@midhosp.org](mailto:donna.crum@midhosp.org)

Jason Bohn, BS, RT (R)(CT) – Instructor  
Office: Middlesex Hospital Radiology Department  
Phone: 860-358-6131  
E-mail: [jason.bohn@midhosp.org](mailto:jason.bohn@midhosp.org)

### **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 online College Catalog.

<http://mxcc.edu/catalog/about/records>

### **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 filed 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 Computed Tomography Didactic and Clinical Courses:**

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

**A “C” \* or Better is required in all Computed Tomography Courses in Order to Progress in the Program**

### **Job Placement**

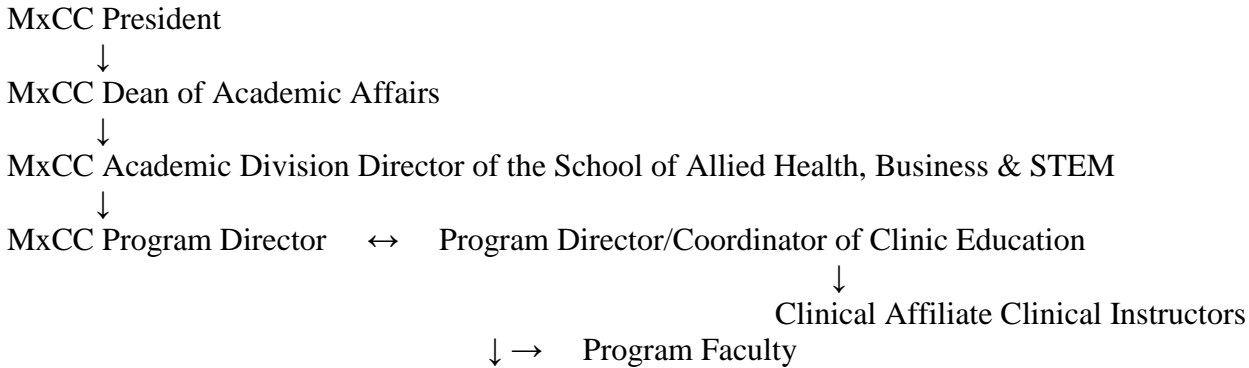
The Program cannot guarantee employment and does not provide job placement services, however, employers in the region often send information about open positions and these opportunities are shared with the students. Students are given assistance with creating their resumes through the Office of Career Development and Counseling.

### **Middlesex Community College Campus Policies**

Effective Date: 08/2015  
Reviewed: Annually  
Reviewed, Not Revised  
Reviewed and Revised: 2016; 2017

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.

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. This commitment requires a strong support system from family, friends, and peers. Students may organize study groups to maximize the learning experience.

### **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 Services**

A listing of all Student Services may be found on the Middlesex Community College website:  
<http://mxcc.edu/catalog/about/student-services>

### **Technical Standards**

Effective Date: 08/2015  
Reviewed: Annually  
Reviewed, Not Revised  
Reviewed and Revised: 2016; 2017

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. These individuals provide basic nursing and medical care and assist with emergency patient treatment where indicated. Therefore, to be accepted into the program and be retained after admission, all applicants should possess:

1. **Motor Skills:** The student must possess sufficient strength and motor coordination required to execute the movements and skills required to safely perform the functions of a radiographer for a period of 8 hours (clinical shift). 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,
  - Ability to carry, reach, stoop and lift up to 35 lbs.,
  - Sufficient gross and fine motor coordination to respond promptly and to implement the skills including the manipulation of equipment, use of computers, positioning and moving patients required in meeting health needs related to this profession.
  - Perform physically strenuous tasks to include raising patients in bed, moving, transporting, lifting, or transferring patients to/from tables, stretchers, beds or wheel chairs,
  - 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 (on your own or with corrective lenses)**

- Correctable near and/or 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 accurately prepare and administer contrast media and other medications as directed,
- Ability to observe, interpret and access the patient and the environment.

**Hearing (on your own or with auditory aids)**

- Ability to understand a normal speaking voice without seeing the speaker's face and to respond appropriately. This includes verbal communication from the patients, family members and members of the healthcare team.
- Ability to hear audible signs of patient distress through the use of monitoring devices such as overhead intercom announcements and alerts, stethoscopes, equipment operation/malfunction and safety warnings.

3. **Communication Ability:** The student will have the ability to read, write, understand and verbally communicate in fluent English. This includes being able to question a patient and/or caregiver, relay information to others and receive information. 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, 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 possess sufficient intellectual and emotional functions to assimilate and apply knowledge acquired through lectures, discussions and readings. The student must also 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 remain focused on multiple details and tasks for up to 8 hours (the clinic shift.)
- The ability to work in a sometimes stressful environment and maintain a calm demeanor.
- 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.

**\*\*\* The program reserves the right to require the applicant or student to physically demonstrate any of the above listed skills. \*\*\***

### **Textbooks**

Textbook lists are provided in the on-line modules for the program. 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**

### **Computed Tomography 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**

MxCC is committed to providing support services to ease the transition from military service-member to student. For more information and assistance, please visit our website for links to important VA and GI Bill information. "Freedom Isn't Free". <http://mxcc.edu/catalog/about/student-services>



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## **Administrative Action**

Policy: It is the policy of the Middlesex Community College Program of Computed Tomography, 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 student’s 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 is: 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 is: 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.
  - c. 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: 2015

Review: Annually

Reviewed, Not Revised: 2016, 2017

Reviewed and Revised:

## Attendance

Policy: The faculty believes that anytime a student is not in attendance at a 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 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:

### **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. (A minimum of 240 clinical hours per semester) The Program Director will assist the student in meeting this requirements utilizing the following criteria:**

1. Clinical 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 program director utilizing the Time-Off Request/Reconciliation of Make Up Hours Form.
4. In the event that a student is not able to complete a clinical day due to illness, they must call the Program Director (860-358-6923) **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 Sick line: 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 CT Student, 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.

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

Effective Date: 8/2015

Reviewed: Annually

Reviewed, Not Revised: 2016, 2017

Reviewed & Revised:

Effective Date: 08/2015  
Reviewed: Annually  
Reviewed, Not Revised  
Reviewed and Revised: 2016; 2017

## **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: 8/2015

Reviewed: Annually

Reviewed, Not Revised: 2016, 2017

Reviewed & Revised:

## **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: 8/2015

Review: Annually

Reviewed, Not Revised: 2016, 2017

Reviewed & Revised:

## Clinical Expectations

Policy: Prerequisite

Students must be accepted into the Computed Tomography program. Students must maintain a minimum of a “C” (77%) average in all course work, once accepted into the program, to attend clinical education.

In an effort to achieve the Computed Tomography 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

The purpose of the clinical experience requirements is to verify that candidates have completed a subset of the clinical procedures within a discipline. Successful performance of these fundamental procedures, with mastery of the cognitive knowledge and skills covered by the examination provides the basis for the acquisition of the full range of clinical skills required in a variety of settings.

Candidates for Computed Tomography certification and registration must document performance of a minimum of 125 repetitions of computed tomography procedures according to the criteria noted below. Procedures are documented, verified and submitted when complete via an online tool accessible through My ARRT Info account on arrt.org. ARRT encourages individuals to obtain education and experience beyond these minimum requirements. Completion of each procedure must be verified by a certified and registered technologist, supervisor or licensed physician. The verification process is described within the online tool.

1. 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 computed tomographer is present before the exam to assess, during the exam, and reviews and approves the finished procedure.
2. The student to radiography clinical staff ratio must be maintained at 1:1 at all times.
3. 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 Reviewed and Assessed.**

**All Repeats Must Be Supervised by A Certified Computed Tomographer.**

4. By the end of each semester, the student is required to achieve competence in the categories of examinations necessary to meet the ARRT requirements.
5. The student is responsible for seeing that the requirements are met. The Program Director will monitor student progress to ensure each clinical rotation allows them to reach their goal.
6. 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.
7. Students are responsible for having a radiation monitoring badge, 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.**
8. 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: 8/2015

Review: Annually

Reviewed, Not Revised: 2016, 2017

Reviewed & Revised:



## 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 Computed Tomography 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. Students are 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/ 2015

Review: Annually

Reviewed, Not Revised: 2016, 2017

Reviewed & Revised:

Effective Date: 08/2015  
Reviewed: Annually  
Reviewed, Not Revised  
Reviewed and Revised: 2016; 2017

## **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, 2016, 2017

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 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. Students will wear Black scrub pants (no shorts, crops, or Capri pants). **Black Jeans are not allowed.** An Olive colored uniform scrub top (Cherokee Brand) must be worn.
2. Shoes must be:

Clean, dress or uniform shoes. Athletic shoes are acceptable if they are appropriate for normal hospital surroundings. 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.
  - e. Gauges/spacers must be discretely covered with a neutral-colored tape.
4. Hair must be:
  - a. Natural Colors (may only have a small-minimal streak of pink during Breast Cancer Awareness Month)
  - b. 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.
  - c. 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.

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.

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

Effective Date: 2015

Review: Annually

Reviewed, Not Revised: 2016, 2017

Reviewed & Revised:

## **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 Computed Tomography 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 MxCC and Clinical Affiliate agreements.

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

Effective Date: 2015

Review: Annually

Reviewed, Not Revised: 2016, 2017

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: 8/2015

Review: Annually

Reviewed, Not Revised: 2016, 2017

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 Coordinator 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: 8/2015

Review: Annually

Reviewed, Not Revised: 2016, 2017

Reviewed & Revised:

# Middlesex Community College School of Radiologic Technology Incident Report

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

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

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

Incident Location (site/room): \_\_\_\_\_

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 \_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clinical Instructor Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



## **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/)

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.

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/)

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

Effective Date: 2015

Review: Annually

Reviewed, Not Revised: 2016, 2017

Reviewed & Revised:

Effective Date: 08/2015  
Reviewed: Annually  
Reviewed, Not Revised  
Reviewed and Revised: 2016; 2017

## **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: 8/2015

Review: Annually

Review, Not Revised: 2016, 2017

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 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). Designated parking is provided for students.

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: 2015

Review: Annually

Reviewed, Not Revised: 2016, 2017

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: 8/2015

Review: Annually

Reviewed, Not Revised: 2016

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 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 physician's 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.  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. If 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: 2015

Review: Annually

Reviewed, Not Revised: 2016, 2017

Reviewed & Revised:

Effective Date: 08/2015  
Reviewed: Annually  
Reviewed, Not Revised  
Reviewed and Revised: 2016; 2017

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

To: Director, School of Radiologic Technology

I, \_\_\_\_\_, in accordance with the NRC's regulations at 10  
Print Student Name  
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.
- 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 Name (Print)	Date
_____	_____
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 Computed Tomographer Acknowledgment of Counseling  
Following Declaration of Pregnancy**

CT Student Name: \_\_\_\_\_

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

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

By signing below, I acknowledge that I have voluntarily informed the Middlesex Community College School Computed Tomography Program 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: 2015  
Reviewed not revised: 2016  
Reviewed and Revised:

Effective Date: 08/2015  
Reviewed: Annually  
Reviewed, Not Revised  
Reviewed and Revised: 2016; 2017

## **Program Completion 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 Computed Tomography competencies as required the American Registry of Radiologic Technologists.
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.

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

Effective Date: 2015

Review: Annually

Reviewed, Not Revised: 2016, 2017

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, 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.

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

Effective Date: 2015

Review: Annually

Reviewed: Not Revised: 2016, 2017

Reviewed & Revised:

## 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 course module will be provided 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 module 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 computed tomographer until the student achieves competency.
- d. Students will NEVER hold patients for an exposure.
- e. Assure that all room occupants are behind the control booth barrier prior to making an exposure.
- f. 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.
- g. Choose appropriate technique PRIOR to making an exposure which reduces the need for repeats.
- h. 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.

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

Effective Date: 2015  
 Review: Annually  
 Reviewed, Not Revised: 2016, 2017  
 Reviewed & Revised:

**Middlesex Community College School of Computed Tomography Class of 2017-2018**  
**Understanding the Radiation Safety Policy**

Middlesex Community College School of Computed Tomography Program 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 for more than one student to be temporarily assigned to one technologist during uncommonly performed procedures.

Further, computed tomography procedures are performed under the direct supervision of a qualified radiographer, until a computed tomography student achieves and documents competency. Once a student has achieved competency, all computed tomography procedures may be performed under the indirect supervision of a qualified radiographer. All unsatisfactory radiographs are repeated in the presence of a qualified radiographer.

Direct and indirect supervision are defined 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 computed tomography procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

**Repeat Imaging** – a qualified radiographer must be physically present during repeat imaging, regardless of the student’s level of competency. The qualified radiographer must approve the student’s procedure prior to re-exposure.

My signature below indicates that I 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 Computed Tomography Program.

_____ Signature of Student	_____ Date
_____ Signature Program Director	_____ Date

## **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: 2015

Review: Annually

Reviewed, Not Revised: 2016, 2017

Reviewed & Revised:

## Registration

Policy: All students are required to be registered **in advance** of the first day of class (as soon as possible after advising.) 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 throughout the semester.

It is also the student's responsibility to address any financial aid issues that may arise.

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: 2015

Review: Annually

Reviewed, Not Revised: 2016, 2017

Reviewed & Revised:



## Schedule and Program Hours

### Policy:

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

Holidays: Computed Tomography Program students are not required to work any holiday shifts.

Break/Lunch: The 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 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: 2015

Review: Annually

Reviewed, Not Revised: 2016, 2017

Reviewed & Revised:

## Severe Weather Conditions

Policy: The MxCC computed tomography 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: 2015

Review: Annually

Reviewed, Not Revised: 2016, 2017

Reviewed & Revised:

## **Student Conduct Philosophy**

Policy: The Computed Tomography 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: 2015

Review: Annually

Reviewed: Not Revised: 2016, 2017

Reviewed & Revised:

## **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 Computed Tomography 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: 2015

Review: Annually

Reviewed, Not Revised: 2016, 2017

Reviewed & Revised:

## **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 Computed Tomography Program 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 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: 2015

Review: Annually

Reviewed: Not Revised: 2016, 2017

Reviewed & Revised:

## **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 program office (860-358-6923) 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, 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 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 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: 2015

Review: Annually

Reviewed, Not Revised: 2016, 2017

Reviewed & Revised:

## **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. Alterations of the “hard” copy time sheet, or swiping of the ID badges by anyone other than 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: 2015

Review: Annually

Reviewed, Not Revised: 2016, 2017

Reviewed & Revised:

## **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: 2015

Review: Annually

Reviewed, Not Revised: 2016, 2017

Reviewed & Revised:



## **Transfer Credits**

Policy:

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: 2015

Review: Annually

Reviewed, Not Revised: 2016, 2017

Reviewed & Revised:

## **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: 2015

Review: Annually

Reviewed, Not Revised: 2016, 2017

Reviewed & Revised:

## **Withdrawal**

### **Policy:**

### **Course:**

Middlesex Community College complete withdrawal policy may be reviewed in the Online college catalog, <http://mxcc.edu/catalog/?s=refunds>

“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 Computed Tomography 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 Computed Tomography Program are required to return their I.D. badge, parking tag, 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: 2015

Review: Annually

Reviewed, Not Revised: 2016, 2017

Reviewed & Revised: