

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

SCHOOL OF RADIOLOGIC TECHNOLOGY

COMPUTED TOMOGRAPHY
PROGRAM HANDBOOK

2018 -2019

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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 Program Handbook is designed to provide pertinent information to prospective students and the general public. In addition, this Program Handbook will be used to clarify program policies and procedures for computed tomography 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 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 Program Handbook 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

Year	# of Graduates	Program Completion Rate %
2016	6	100
2017	5	100
2018	**	**

*** Data not yet available*

Accreditation

The Middlesex Community College School of Radiologic Technology is authorized by the Connecticut Board of Regents and is regionally accredited through The North East Association of Colleges and Schools (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

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.

Clinical Affiliates

All clinical affiliates shall meet the appropriate criteria for delivering clinical education and assessing clinical competency. 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 deficient of a signed affiliate agreement.

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

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.

MIDDLESEX COMMUNITY COLLEGE COMPUTED TOMOGRAPHY PROGRAM

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

Program Admission and Pre-requisite

ADMISSION REQUIREMENTS

Entering students must be American Registry of Radiologic Technologists (ARRT) Registered Radiographers; R.T.(R)

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)

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).

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 computed tomography 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.

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

Donna J. Crum, MS, RT (R)(CT) – Program Director
Office: Middlesex Hospital – 2nd Floor Bardenheier Medical Training Center
Phone: 860-358-6923
E-mail: 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

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 1st to ensure that funds are made available. Electronic applications can be filed at 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:

Grading System for all Radiologic Technology Courses:

A = 94 - 100	B- = 81 - 84	D+ = 69 - 72
A- = 91 - 93	C+ = 79 - 80	D = 64 - 68
B+ = 88 - 90	C = 77 - 78	D- = 60 - 63
B = 85 - 87	C- = 73 - 76	F = 59 and below

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 Career Development and Counseling <http://mxcc.edu/cdcc/> .

Malpractice Insurance

Malpractice Insurance Professional liability insurance is provided for students by the college of attendance. Students may also purchase additional professional liability insurance which is available at a reduced cost through membership in the American Society of Radiologic Technologists.

<https://www.asrt.org/membership/join-asrt/membership-categories/student-membership>

CSCU and Middlesex Community College Policies

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

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

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

Student Services

A listing of all Student Services may be found on the Middlesex Community College website:
<http://mxcc.edu/studentservices/>

Technical Standards for Admission and Retention

If you have any type of impediment/disability (ADD, ADHD, learning, physical, psychiatric or anything else) with which you need assistance, you must contact Disability Support Services (DS). DS information is available at <http://mxcc.edu/disability-services/> Documentation must be supplied through Disability Services by all students requesting accommodations. For any accommodations to be considered, the student must file the impediment/disability with Middlesex Community College Disability Services (DS) and follow all DS procedures. If a student wishes to request special accommodations they must follow the procedure listed on the DS website. Students are encouraged to contact Disability Services to allow enough time to process your request.

Standard	Examples
1. Motor Skill: The student must possess enough strength and motor coordination required to execute the movements and skills required to safely perform the functions of a radiographer for up to 10 hour.	The ability to: - carry, reach, stoop, and lift up to 35 pounds - stand and walk without support up to 100% of the time while assigned to the clinical setting - demonstrate enough gross and fine motor

	<p>coordination to respond quickly and efficiently to patients</p> <ul style="list-style-type: none"> - manipulate equipment, computers, positioning and moving patients (and accessory equipment, O2, chest tubes, etc...). - perform all physical requirements efficiently while maintaining all established protocols and patient safety standards
<p>2. Sensory Ability: The student must possess the ability to obtain information in the classroom, laboratory, or clinical settings. Visual Acuity (Minimum: Corrective 20/40 bilaterally)</p>	<ul style="list-style-type: none"> - The ability to: - visually monitor patient and equipment during procedures - visually assess computerized/radiographic images - visually use various digital and technological equipment and controls - visually prepare and administer contrast media and other medications as directed - hear effectively sounds of patient distress and patient monitoring devices and overhead communication - understand a normal speaking voice and to respond appropriately
<p>3. Communication Ability: The student will have the ability to accurately convey and interpret information in fluent English to patients and the healthcare team using various communication techniques (verbal, written, assisted (such as TTY) and/or electronic).</p>	<p>The ability to:</p> <ul style="list-style-type: none"> - question a patient, family member, and/or caregiver, and relay information - verbally communication to obtain an accurate clinical history, provide optimal patient care, and direct patients during procedures - demonstrate literacy sufficient to access information and to effectively document using technology - effectively interpret and process information
<p>4. Professional Attitudes and Behaviors: The student must demonstrate:</p> <ul style="list-style-type: none"> • concern for others, integrity, ethical conduct, accountability, interest and motivation. • professional interpersonal skills with a diverse population (Cross-cultural competency) 	<p>The ability to:</p> <ul style="list-style-type: none"> - remain focused on multiple details and tasks for up to 10 hours (the clinic shift.) - function effectively under stress and adapt to changing environments inherent in clinical practice, - make proper judgements regarding safe and quality care - maintain effective, mature, and sensitive relationships with patients, families, caregivers, students, faculty, staff and other professionals under ALL circumstances

<p>5. Critical Thinking: The student must be able to prioritize, organize and attend to tasks and responsibilities efficiently.</p>	<p>The ability to:</p> <ul style="list-style-type: none"> - conceptualize human anatomy in three dimensions - 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, - prioritize multiple tasks, integrate information and make appropriate decisions concerning patient care and equipment manipulation - understand and apply didactic theory of radiographic principles to their respective clinical applications
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*** 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

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, contact any member of the Veterans Affairs Support Team: Cynthia Valencia, The College VA Representative (860-343-7520) and Veterans Outreach Coordinator, Peter Galgano, (860-343-5797) . Also, please visit our website for links to important VA and GI Bill information. “Freedom Isn’t Free”. <http://mxcc.edu/future-students/veterans/>

POLICIES

Students may access The Board of Regents (BOR)/Connecticut State Colleges and Universities (CSCU) Student Code of Conduct on line at: <http://www.ct.edu/files/pdfs/nursing-student-code-of-conduct.pdf>

The Board of Regents (BOR)/Connecticut State Colleges and Universities (CSCU) Student Code of Conduct and MxCC Academic Policies apply to all students within the radiography program. Students must also adhere to all additional program policies listed in this Program Student Handbook.

Disclaimer: The provisions of the BOR/CSCU Student Code of Conduct, the MxCC Academic Policies, and the Program Student Handbook are subject to revision at any time with notification.

MxCC Academic Policies

Students may access the Middlesex Community College online Catalog to review all college campus policies A-Z:

<http://mxcc.edu/catalog/academic-policies>

This webpage contains the following information which can be easily accessed by clicking on the title:

[Nondiscrimination Policy](#)

[Affirmative Action Policy](#)

[People with Disabilities: Policy Statement](#)

[ADA Grievance Procedure for the General Public](#)

[Racism and Acts of Intolerance](#)

[Sexual Misconduct and Relationship Violence Statement](#)

Disciplinary Action

Policy: It is the policy of the Middlesex Community College Program of Radiologic Technology, through written information, instruction, and by professional example, to prevent disciplinary and performance problems. The Program has established certain expectations with regard to performance and conduct of its students. If a student falls below these expectations, it will be necessary for Program officials to take disciplinary 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.

*Immediate Counseling Form is located in the appendices

Program Disciplinary actions include but are not limited to:

- I. 1st Verbal warning (informal)
 - a. Program official(s)/student conversation about problem(s); and
 - b. Documented on an “Immediate Counseling Form” and placed in Program’s file
- II. 2nd Verbal Warning (formal)
 - a. Program official(s)/student conversation about problem(s); and
 - b. Documented on an “Immediate Counseling Form” to include an Action Plan and placed in Program’s file;
 - c. The action plan is developed collaboratively between the Program’s Coordinator and Director in collaboration with program faculty and the student. The action is directed toward establishing strategies that will improve the student's behavior (didactically or clinically).
 - d. Any student who fails to meet the requirements outlined in accordance with the action plan may be removed from the clinical or class environment. Be advised that missed time could impact the student’s ability to complete a semester on time or the entire program.
- III. 1st Written Warning (formal)
 - a. Program official(s)/student conversation about problem(s); and
 - b. Documented on an “Immediate Counseling Form” to include an Action Plan and placed in Program’s file;
 - c. Possible Disciplinary Probation: Up to one - 8 hr. shift removal from clinic in which the student will spend in the classroom/laboratory setting completing remediation with clinic hours to be made up before the end of the semester)
- IV. 2nd Written Warning (formal)
 - a. Program official(s)/student conversation about problem(s); and
 - b. Documented on an “Immediate Counseling Form” to include an Action Plan and placed in Program’s file;
 - c. Possible Disciplinary Probation: Up to three - 8 hr. shifts removal from clinic in which the student will spend in the classroom/laboratory setting completing remediation with clinic hours to be made up before the end of the semester)
- V. Programmatic Dismissal
Students may be dismissed from the program for but not limited to reasons of misconduct, insubordination, violation of policies, 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 Regents (BOR) Student Code of Conduct, MxCC

Academic Policies, or non-compliance with programmatic policies, as well as, deficiencies in performance, attendance, conduct or the accumulation of previous occurrences.

Disciplinary Procedures

Initiation:

The following procedures shall govern the enforcement of the Program Disciplinary Action Policy:

Disciplinary action of a progressive nature will be taken when appropriate and warranted. The prior conduct record of a student shall be considered in determining the appropriate sanction for a student who has been found to have violated any program policy. The program disciplinary action procedure may be initiated upon receipt by the Program Director for behavior or action in violation of program policy. Mechanism used to document non-compliance with a program policy may include but is not limited to:

- a report of violation in a written evaluation,
- verbal report from clinical affiliate staff to College faculty/staff/administration,
- clinical observation by college faculty/staff,
- written and/or verbal comment from clinical affiliate and/or college faculty/staff,
- daily clinical performance log and/or online clinical attendance record,
- conference with college and/or clinical affiliate staff.

Possible Infractions:

Infractions may include, but are not limited to the following:

- Insubordination and refusal to obey orders
- Inappropriate dress or appearance based on program dress code
- Excessive tardiness (more than 3 per semester/individual didactic or clinic course)
- Excessive absences or unexcused absences
- Unauthorized use of a cell phone or other electronic devices (class or clinic)
- Failure to comply with clinical affiliate's facility parking policy
- Removal or falsification of patient, student, official clinical affiliate or college records (including clock in/out times, competencies, etc...)
- Use of tobacco products at clinical affiliates
- Honor Code violations
- Failure to register and pay for classes before the 1st day of class
- Sleeping during class, laboratory or clinical hours
- Leaving class, laboratory, or clinical area without proper authorization
- Non-compliance with clinic paperwork completion and submission (competencies, evaluations, clinic logs)
- Non-compliance with clinic schedule
- Equipment usage/maintenance

Immediate Removal from a Clinical Affiliate:

If in the judgment of the Program Director or Program Coordinator, the continued presence of a student in the clinical setting constitutes a danger to the health and safety of patients or staff, the Program Director or Program Coordinator may immediately impose restrictions on or suspend a student from the clinical setting on an interim basis. The clinical affiliate may temporarily or permanently remove a student from their site with written documentation of noncompliance of program policy. Possible dismissal from the program may occur if a student has been dismissed from an entire clinical designated group (hospital, clinic, 2nd shift, trauma center).

Process:

- Step 1. The Program Coordinator and Program Director will provide the student an opportunity to meet within (3) working days of the reported violation.
- Step 2. The student will then have an opportunity to submit any relevant information regarding the violation to the Program Coordinator and Program Director within (3) working days after said meeting.
- Step 3. The Program Coordinator and Program Director will review and investigate allegations and render a decision within (5) working days of meeting with the student. During the investigation period, the student may be placed on temporary suspension from the academic or clinical portion of the Program.
- Step 4. The decision of the Program Coordinator and Program Director as to whether the student committed the reported violation and the appropriate sanction is FINAL.
- Step 5. If the student is not satisfied with the resolution, the student may bring the concern to the Academic Division Director of Business, Allied Health, and STEM, within (5) working days of receiving the decision.
- Step 6. The Division Director will respond in writing within (5) working days of the receipt of the appeal.
- Step 7. If the student is not satisfied with the decision of the Division Director, the student can initiate the college Student Grievance Procedure as outlined in the MxCC College Catalog.

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

Effective Date: 6/97

Review: Annually

Reviewed, Not Revised: 6/2014, 2015, 2016, 2017

Reviewed and Revised: 6/2009, 6/2010, 6/2011, 6/2012, 8/2013, 7/2018

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:

Absence is defined as not attending a scheduled class/clinic shift. The student must arrange with the classroom instructor to make up any missed class content. Also, the student must arrange with the PD to complete any missed clinic time.

Excused Absence is defined as an absence where the student notifies the class instructor, or the CC and the appropriate clinic personnel BEFORE the scheduled clinic time. The student must arrange with the PD to make up any missed clinical time.

Unexcused Absence is defined as not showing up at the clinical site and/or failing to notify the appropriate personnel BEFORE the scheduled clinical time. The student must arrange with the PD to complete any missed clinic time.

Tardiness is defined as reporting to your assigned classroom or clinical site area anytime later than the scheduled start time or returning late from a scheduled break or lunch. Tardiness will not be tolerated. The student must arrange with the PD to complete any missed clinic time.

All clinic hours missed due to absences or tardiness must be made up, as soon as possible, at the site that was missed, within the same semester when the hours were missed.

Clinical Attendance

Any student returning from an absence caused by but not limited to:

- surgery,
- orthopedic surgery,
- pregnancy, or
- work/school related restrictions

must provide written documentation for a “return to work status” from their personal healthcare provider. Documentation must indicate the date the student may return to school (didactic/clinical) and any restrictions. Restrictions will be evaluated on a case-by-case basis. Depending on the limitations/restrictions indicated on the documentation, could result in the inability of a student to continue in program due to patient safety issues. If a student has a gastrointestinal (GI) issue they may not return to clinic/class for 48 hours after their last symptom (emesis or bowel distress). A student must be fever free for 24 hours before turning to clinic/class. A student must be on prescribed medicine for 24 hours before returning to clinic/class in the case of strep throat, pink eye, etc.... A student may not be in clinic/class with open draining wounds. All hours missed must be made up and arranged with the PD.

A student may receive an Incomplete “I” for the semester when appropriate. All make up hours will be completed before the start of the next scheduled semester. Make up hours are not permitted on a holiday observed by the college or medical facility.

Non-compliance resulting in possible disciplinary action include but are not limited to:

1. Alteration of clinic schedule. Students are responsible for completion of all clinical hours as scheduled in a given semester. Switching sites, shifts, or assignments is prohibited. “Banking” of clinic hours in preparation for a personal vacation, future illness, or scheduled appointments is prohibited. All changes to the posted schedule must be approved by the Program Director.
2. When student will be ABSENT from assigned clinical site, the student is responsible for notifying the PD (860-358-6923) in addition to the assigned clinic site. Calls should be completed (1) hour before the start of the clinic shift. When calling the clinic site, the student should speak with the “In-charge Radiographer. If this is not possible, the student should document the person they speak with at the clinic site for verification by the PD.
3. The student is responsible for calling the Middlesex Hospital “SICK LINE: 860-358-6155 if they have an illness that may be contagious, even when assigned to a NON-Middlesex Hospital Site. The student will include their Name, they are a student of the School of Radiology CAT, symptoms and when the symptoms began so that tracking of contagious disease may be done by Employee Health.
4. Excessive absences defined as more than (2) per semester that are unscheduled/unexcused.
5. Excessive tardiness, more than three (3) incidents of tardiness. Students are to be ready for their assigned shift, at the assigned site at the assigned time.
6. A student leaving early from assigned clinical site must notify the PD for approval. The time must be made up.
7. A failure to have clinic log signed/initialed by appropriate clinic staff, and/or Kronos where applicable.
8. Any inaccuracies, as determined by the PD, entered into the clinic log sheet and/or Kronos time clock system will be considered falsification of documents.

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: 2018

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, 2018

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) computed tomography 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 discussed with the Program Director.

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 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, 2018

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: 2018

Code of Professional Conduct

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

The MxCC Radiologic Technology Program is dedicated to the development of professional, ethical, and responsible radiographers. Therefore, each student must make a personal commitment to develop and maintain the highest level of personal moral values. Students will be instructed and guided in their behavior using the ARRT Code of Ethics as a model.

https://www.arrt.org/docs/default-source/governing-documents/code-of-ethics.pdf?sfvrsn=71f304fc_12

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, <http://mxcc.edu/catalog/academic-policie>.

Students will be informed and counseled **ONLY ONCE** regarding a specific ethical behavior. If a behavior persists after an “Opportunity for Improvement”, the program Disciplinary Action Policy will be initiated.

Students are expected to adhere to the following statements:

Students:

- are expected to be courteous and professional at all times and to adhere to all published policies, procedures, rules and regulations.
- will show respect for, and be mutually supportive of, fellow students, faculty and staff.
- will never disclose to a patient or a family member the results of an imaging study and will always refer them to their physician.
- will comply with HIPAA regulations as instructed in radiography courses.
- will follow all clinical affiliate safety procedures including Standard Precautions at all times.
- must abide by all policies and procedures set forth by the clinical educational sites.
- are 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: 2018

Copyright Infringement

Policy: 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.

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)

For details on the U.S. Copyright Law, see Title 17 of the United States Code, sections 504 and 505 (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: 2018

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, 2018

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.

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, 2018

Reviewed & Revised:

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/

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/

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:

Identification Badges

Policy: Students will be given hospital identification badges. 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, 2018

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, 2017, 2018

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.

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, 2018

Reviewed & Revised:

Program 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. <http://mxcc.edu/catalog/academic-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 may be enacted:

Clinical Concerns:

Step 1: Clinical Instructor

Every reasonable effort should be made by the Clinical Instructor 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 college administration 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 Students Rights Policy. <http://mxcc.edu/catalog/campus-policies/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: 1998

Review: Annually

Reviewed, Not Revised: 2009, 2010, 2011, 2012, 2015, 2016, 2017

Reviewed & Revised: 2013, 2014, 2018

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 via an electronic method and signs the report electronically, acknowledging they have reviewed the report. All recent copies are stored in the School of Radiology suite at Middlesex Hospital in a permanent file.
 - 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, 2018

Reviewed & Revised:

Refunds

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

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:

Inclement Weather

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

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 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 my Commnet 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.

Due to the diverse regions of the state where radiography clinical affiliates are located, it may not be safe for students to attend clinic rotations at those sites not located in the Middlesex Community College locality. Students assigned to our distant clinical affiliates may find it necessary to miss a clinical rotation shift due to inclement weather at distant clinical sites. Those students will be excused from their clinic rotation if the college located in a distant region is closed due to inclement weather.

Day Kimball Hospital	Quinebaug Valley Community College
Windham Hospital	Eastern Connecticut State University
Backus Hospital and Backus Outpatient Center	Three Rivers Community College
L&M, Pequot Health Center and Crossroads Health Center	Three Rivers Community College
MH - Shoreline Medical Center and RAM-Guilford Radiology	Gateway Community College
Danbury Hospital	Western Connecticut State University

If MxCC is on a delayed schedule and opens later than 11:00 am, students are not expected to travel to clinic for any shift rotation (day or evening). Early Dismissal by MxCC will result in all students released from clinic for the remainder of their present shift and no student will be required to attend an evening shift (3:00 pm - 11:00 pm or 4:00 pm - 11:00pm)

When MxCC has not issued any weather statement, i.e. early dismissal, delayed opening, closure, and a student chooses not to go to a clinic site due to weather conditions, the student will be responsible for the clinic hours missed and will arrange with the coordinator of clinic education to make up the time as soon as possible.

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

Effective Date: 2012

Review: Annually

Reviewed, Not Revised: 2013, 2015, 2016, 2017

Reviewed & Revised: 2014; 11/2017: 2018

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, 2018

Reviewed & Revised:

Electronic Devices Including Cell Phones

Policy:

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

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

Effective Date: 2013

Review: Annually

Reviewed, Not Revised: 2016, 2017, 2018

Reviewed & Revised: 7/2014; 7/2015

Withdrawal

Policy:

Course:

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

“You may withdraw from this class any time before the end of the 11th 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.

Program:

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

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

Effective Date: 2013

Review: Annually

Reviewed, Not Revised: 2015, 2016, 2017

Reviewed & Revised: 2014, 2018