

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

SCHOOL OF RADIOLOGIC TECHNOLOGY

**PROGRAM HANDBOOK
and
STUDENT MANUAL**

2017 - 2019

***Information contained in this Program Handbook and Student Manual is subject to change with notification. Any addendums will be provided in writing and reviewed with all students.**

MIDDLESEX COMMUNITY COLLEGE
Radiologic Technology Program

Radiography Student Handbook 2017-19

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

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

Student Handbook Acknowledgement of Receipt and Agreement to Comply

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

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

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

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

Banner ID Number: _____

Student Name (Print): _____

Signature: _____

Date: _____

**MIDDLESEX COMMUNITY COLLEGE
Radiologic Technology Program**

AUDIO/AUDIOVIDEO RECORDING/PHOTOGRAPHING AGREEMENT

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

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

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

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

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

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

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

Print Name

Banner ID Number

Student Signature

Date

**MIDDLESEX COMMUNITY COLLEGE
Radiologic Technology**

CONFIDENTIALITY AGREEMENT AND CONSENT TO VIDEO RECORD

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

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

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

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

Each student is asked to agree to the following conditions:

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

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

Print Name

Banner ID #

Student Signature

Date

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Introduction

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

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

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

Program Information

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

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

Program Mission Statement

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

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

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

Student Learning Outcomes

1. Students will correctly apply positioning skills for patient procedures based on patient assessment.
2. Students will select appropriate technical factors for patient procedures based on patient assessment.
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.

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

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

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

Program Effectiveness Data

Year	# of Graduates	Program Completion Rate %	ARRT 1 st Attempt Pass Rate	Class Average	Employment Rate (6 months post-graduation*)
2005	16	84%	100%	90.7	100%
2006	14	88%	100%	89.6	100%
2007	17	94%	94%	87.8	100%
2008	12	71%	92%	86	100%
2009	15	83%	100%	88.1	100%
2010	13	81%	100%	90.3	100%
2011	12	75%	100%	88.7	100%
2012	8	43%	100%	87.4	100%
2013	17	89%	100%	84.3	100%
2014	18	95%	94%	84.6	100%***
2015	13	87%	85%	84	100%
2016	15	83%	80%	81.8	100%

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

** Data not yet available

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

Accreditation

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

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

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

Advisory Committee

The overall direction and guidance for the Radiologic Technology Program is achieved through the Advisory committee. The Advisory Committee membership is representative of the groups involved in or affected by the education provided by the program. The Committee assists in the establishment of policies and procedures, modification of curriculum, establishes and identifies program goals, strengths and weakness and develops methods and recommendations for program improvement.

The Committee meets twice a year and is composed of:

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

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

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

Assessment Committee

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

Assessment Procedure and Evaluation

Analysis of the assessment plan and program goals will be performed on a yearly basis by the Assessment Committee. The assessment plan requires the collection of data pertinent to the successful operation of the radiologic technology program. The data is analyzed and interpreted by the Assessment Committee who will then make recommendations to the Advisory Board for maintenance of assessment plan or changes to improve the program. The assessment plan contains specific program goals and benchmarks for each goal. Time frames for collection of data along with the analysis of the data, person/group responsible for the collection of the data and any necessary action plans based upon the analysis of the data.

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

Clinical Affiliates

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

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

Backus Outpatient Care Center (BOP)

111 Salem Turnpike

Norwich, CT 06360

860-889-8331 ext. 2287

Regional Director, Diagnostic Imaging: Cindy McClarren

Diagnostic Imaging Supervisor: Laurie Nevins

Clinical Instructors: Maja Ciesielska, RT(R), Daniel Cormier, RT(R), Cheri DeGuire, RT(R)

Crossroads Imaging Center (XRD)

196 Waterford Parkway South

Waterford, CT 06385

860-442-0711 ext. 2558

Director of Diagnostic Imaging: Donna Blakely

Radiology Manager: Crystal Coulombe

Clinical Instructor: Ashley Austin, RT(R)

Danbury Hospital (DH)

28 Hospital Ave.

Danbury, CT 06810

203-739-7000 ext. 2909

Radiology, Pathology, and Laboratory Medicine Network Executive: Robert Alves

Clinical Instructor: Doris Zegley, RT(R)

Day Kimball Healthcare (DKH)

320 Pomfret Street

Putnam, CT 06260

860-963-6356

Interim Radiology Director & Operations Coordinator: Wendy Thurlow

Clinical Instructor: Amanda Clarke, RT(R); Anna Wong

Lawrence and Memorial Hospital (L&M)

365 Montauk Avenue

New London, CT 06320

860-442-0711 ext 2558

Director Diagnostic Imaging: Donna Blakely

Radiology Manager: Crystal Coulombe

Clinical Instructors: Ashley Austin, RT(R), Brian Austin, RT(R), Bruce Cadeux, RT(R),

Michelle Pasqualini, RT(R), Betsy Wright, RT(R)

Middlesex Hospital (MH)

28 Crescent Street

Middletown, CT 06457

860-358-6293

Director of Radiology: Sandra Phillips

Radiology Manager: Jason Bohn

Clinical Instructors: Cathleen Andrew, RT(R), Allyson Forster, RT (R), Jan Glinski, RT(R),

Robert Grossman, RT(R), Ashley Gummo, RT (R), Renee Pelletier, RT(R),

Susan Porter, RT(R), Maria Pulino, RT(R), Danielle Ryan, RT(R)

Middlesex Hospital – Marlborough Medical Center (MMC)

12 Jones Hollow Road

Marlborough, CT 06047

860-358-3050

Director of Radiology: Sandra Phillips

Radiology Manager: Pamela Whittemore

Clinical Instructors: Devin Chester, RT(R), Jennifer Graham, RT(R), Heather Parlee, RT(R)

Middlesex Hospital – Outpatient Center (OPC)

530 Saybrook Road

Middletown, CT 06457

860-358-2025

Director of Radiology: Sandra Phillips

Radiology Manager: Trish Hatin

Clinical Instructors: Jill Albert, RT(R), Sara Custer, RT(R)

Middlesex Hospital – Shoreline Medical Center (SMC)

250 Flat Rock Place

Westbrook, CT 06498

860-358-3810

Director of Radiology: Sandra Phillips

Radiology Manager: Della Strickland

Clinical Instructors: Kim Carey, RT(R), Laura Daniels, RT(R), Brittney Foster, RT(R),

Carol Romano, RT(R)

Pequot Health Center (PHC)

52 Hazelnut Hill Road
Groton, CT, 06340
860-442-0711 ext. 2558
Director Diagnostic Imaging: Donna Blakely
Radiology Manager: Crystal Coulombe
Clinical Instructors: Lelsley McKiernan, RT(R)

Radiology Associates of Middletown – Guilford (GR)

1591 Boston Post Rd., Suite 106
Guilford, CT
203-453-5123
Office Manager: Sharynn Gendron
Clinical Instructors: Sharynn Gendron, RT(R), Chiyo Rodrigues, RT(R)

William W. Backus Hospital (BH)

326 Washington Street
Norwich, CT 06360
860-889-8331 ext. 2287
Regional Director, Diagnostic Imaging: Cindy McClarren
Diagnostic Imaging Supervisor: Laurie Nevins
Clinical Instructors: Maja Ciesielska, RT(R), Daniel Cormier, RT(R), Cheri DeGuire, RT(R)

Windham Hospital (WH)

112 Mansfield Avenue
Williamantic, CT 06226
860-456-6772 or 860-456-6822
Regional Director Diagnostic Imaging: Cindy McClarren
Radiology Supervisor: Michael Aldridge
Clinical Instructor: Heather Begin, RT(R)

Clinical Updates and Classroom Huddles

A fifteen (15) minute huddle will be scheduled before the beginning of class to discuss safety, clinical concerns, and customer service. Students and faculty will each have an opportunity to bring forth discussion topics. Students will be provided advanced notice of when the meeting will be scheduled and/or

canceled. Students will be held accountable for all information provided during the huddle.

Continuing Education

After graduating from the Radiologic Technology Program and achieving their Associate of Science – Radiologic Technology Degree, graduates may take advantage of the Articulation Agreement that exists between the program and St. Vincent’s College, University of Hartford, St. Joseph College or any other institution of higher education that is recognized by Middlesex Community College.

Cost Of Attendance

Tuition and fees for the Radiologic Technology program is determined by the Board of Regents of the Connecticut Colleges and Universities. Additional costs that the student may incur while enrolled in the program include the cost of books, personal supplies, uniforms, transportation, room and board. Please

note the program does not offer room and board nor transportation to and from the clinical affiliates as this is the student's responsibility.

Curriculum and Course Descriptions

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

- Clinical Practice
- Digital Image Acquisition and Display
- Ethics and Law in the Radiologic Sciences
- Human Structure and Function
- Image Analysis
- Imaging Equipment
- Introduction to Computed Tomography
- Introduction to Radiologic Science and Health Care
- Medical Terminology
- Patient Care in Radiologic Sciences
- Pharmacology and Venipuncture
- Principles of Imaging
- Radiation Biology
- Radiation Production and Characteristics
- Radiation Protection
- Radiographic Pathology
- Radiographic Procedures
- General Education
 - Mathematical/logical reasoning
 - Arts and humanities
 - Information systems
 - Social/behavioral sciences
 - Natural sciences

The Program's curriculum is designed to conform to that recommended by the American Society of Radiologic Technologists, ASRT, www.asrt.org.

<http://www.mxcc.edu/degree/radtech>

Program Admission and Pre-requisite Courses (11 Credits)		
ADMISSION REQUIREMENTS		
ENG*101(L): Composition (3 credits) with a C or better		
BIO*211(D): Human Anatomy & Physiology I (4 credits) with a C+ or better taken within the past 5 years.		
PRE-REQUISITE REQUIREMENTS		
BIO*212(D, L): Human Anatomy & Physiology II (4 credits) with a C+ or better taken within the past 5 years but no later than the spring semester of application year.		

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

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

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

SEMESTER 3, Fall (15 credits)		Credits	Pre-requisites
	Aesthetic Dimensions	3	
RAD*222	Radiobiology and Protection	3	RAD*240 and RAD*200
RAD*215	Radiographic Pathology	2	RAD*240 and RAD*200
RAD*206	Quality Assurance	3	RAD*240 and RAD*200
RAD*241	Radiographic Clinical Practicum IV	3	RAD*240 and RAD*200

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

Total Program credits: 68 credits (General Education credits = 27 credits; Radiology credits = 41 credits)

NOTE:

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

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

COURSE DESCRIPTIONS

RAD*105 Radiographic Anatomy and Procedures

The student will continue task objectives and competencies in general radiographic procedures and related anatomy, medical terminology, and image evaluation. Prerequisites: Admission to the Radiologic Technology Program, BIO *211, BIO*212, Semester I (3 credits)

RAD*109 Methods of Patient Care I

This course is an introduction to patient care, including patient communication, interaction, history taking, and patient education. Students will be able to communicate and assess patients, evaluate and record patient history, and learn to correctly document. Students will also be able to differentiate between immobilization and restraints, recognize special needs of patients, and respect cultural and human diversity. Course content will also include: vital signs, medical emergencies, and oxygen safety, patient consent, and ethical and legal issues in healthcare. Students will perform research and prepare a poster or presentation on an approved topic chosen from the course objectives. Prerequisite: Admission to the Radiologic Technology Program, BIO*211, BIO*212, Semester I (1 credit)

RAD* 171 Radiographic Clinical Practicum I

This course introduces the clinical setting and general radiographic areas of Diagnostic Imaging with supervised clinical practice. Students will refine patient positioning skills during this clinical time. Prerequisites: Admission to the Radiologic Program, BIO* 211, BIO*212, Semester I (2 credits)

RAD* 172 Radiographic Clinical Practicum II

Students continue to practice clinical skills in the general radiographic areas of Diagnostic Imaging with supervised clinical practice. Prerequisites: RAD*105, RAD*109, RAD*171, Semester II (2 credits)

RAD* 200 Radiologic Physics & Diagnostic Imaging Modalities

This course provides the student with advanced study of fluoroscopy, physics, computed radiography, digital radiography, digital fluoroscopy and quality assurance/quality control techniques used to evaluate radiographic imaging equipment. Prerequisites: RAD* 209, RAD*219, RAD*172, RAD* 204. Summer Session (3 credits)

RAD* 204 Radiographic Anatomy and Procedures II

This course emphasizes task objectives and competencies in general radiographic procedures and related anatomy, medical terminology, and image evaluation. Prerequisites: RAD*105, RAD*109, RAD*171 Semester II (3 credits)

RAD*206 Quality Assurance

This course is a continuation in the advanced study of fluoroscopy, physics, computed radiography, digital radiography, digital fluoroscopy and the techniques and testing to evaluate and access quality assurance. Prerequisites: RAD*240, RAD 200, Semester III (3 credits)

RAD* 209 Methods of Patient Care II

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

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

RAD *215 Radiographic Pathology

This course provides an overview of pathological conditions that are demonstrated by diagnostic imaging. Lecture material will include the cause and treatment of the disease process. Pediatric radiology is also presented. A research paper and presentation are required. Prerequisites: RAD* 240, RAD* 200. Semester III (2 credits)

RAD* 219 Radiographic Equipment and Image Production

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

RAD* 222 Radiobiology & Protection

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

RAD*240 Radiographic Clinical Practicum III

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

RAD* 241 Radiographic Clinical Practicum IV

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

RAD* 271 Advanced Clinical Internship

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

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

to the program and college, students are eligible to sit for the certification examination of the American Registry of Radiologic Technologists (ARRT).

Course Evaluations

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

Didactic Courses

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

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

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

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

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

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

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

Class room rules include:

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

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

Clinical Competency

The student progresses in the clinical setting from a passive mode of observation to a student radiographer capable of performing radiographic studies independently while developing efficiency and/or proficiency. If a student should fail to meet the requirements needed to pass a clinical competency evaluation, the student returns to the clinical setting and obtains additional experience in the failed radiographic procedure, (remedial didactic instruction is given if needed). The student's clinical performance is then re-evaluated at a scheduled time. The student must maintain an 84% average in clinical education at all times to progress within the program.

Employment Status of Students

Students enrolled in the Middlesex Community College Radiologic Technology Program are not considered employees of the program nor are they employees of the Program's affiliate sites. As such, students are not substituted for regular staff whether in the didactic or clinical settings. Students that may be employed at a program affiliate site may only perform as a student radiography during their clinical rotations despite whatever employee skills they may possess. i.e. A student working as a patient care representative for the clinic site may not perform these tasks as a student unless the student has been instructed on specific tasks performed in that position as part of the radiography program.

Evaluation of Program Policies, Procedures and Publications

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

Faculty Members

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

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, is now in operation in all educational institutions receiving Federal funds. What this law means is that a student has the right to review his/her record, challenge the contents, and be assured of complete confidentiality in all matters pertaining to his/her record. The student may access the MxCC policy in the 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 filled 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 Radiography Didactic Courses: Grading Scale Radiography Clinical Courses

A = 94	B- = 83	A = 97	B- = 87
A- = 92	C+ = 80	A- = 93	C+ = 86
B+ = 89	C = 77	B+ = 91	C = 84
B = 86	F = 76	B = 88	F = 83

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

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

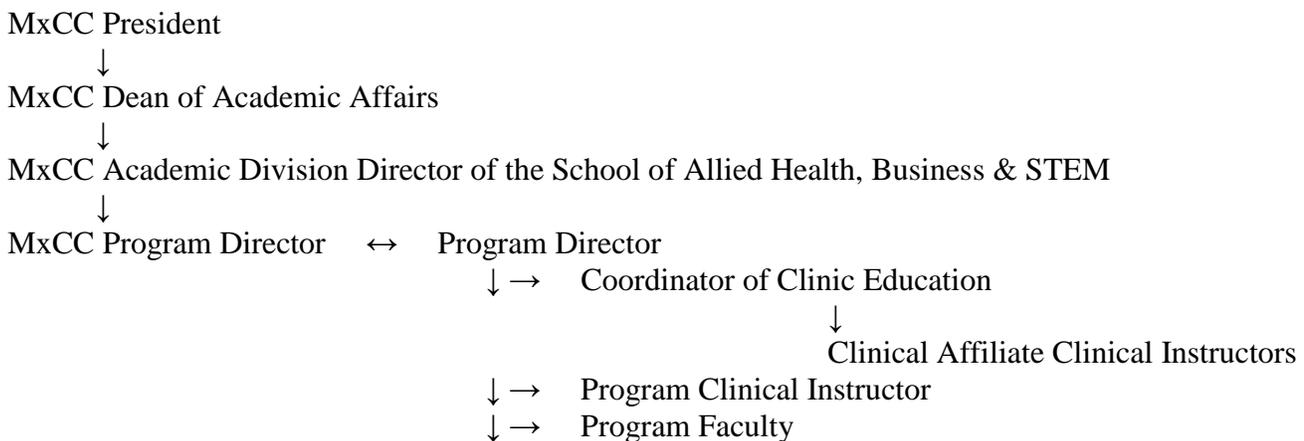
Job Placement

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

Middlesex Community College Campus Policies

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

Organization Chart



Professional Organizations

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

American Society of Radiologic Technologists (ASRT)
15000 Central Avenue SE
Albuquerque, NM 55120
www.asrt.org

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

Scholarships

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

Student Awards

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

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

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

The Radiologic Associates of Middletown Inc., Achievement Award (R.A.M. Award) – Awarded to the student that demonstrates “Optimal” Radiographic Professionalism during their clinical training including attitude, knowledge, comprehension, critical thinking skills, and leadership.

Student Services

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

Technical Standards

Technical standards are the physical, cognitive, and emotional skills required to successfully complete the program and perform the functions of a radiographer. If selected, applicants will be required to undergo a physical exam and submit documentation that the accepted candidate can meet these requirements or provide reasonable adjustments. 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 wheelchairs,
 - Perform all physical requirements with sufficient speed and accuracy while upholding established standards of procedure quality and patient safety.

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 assess 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 patient's, 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.

2. **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: handwritten 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 healthcare 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.
3. 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
4. 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 at the end of each semester to provide students time to purchase the necessary required texts for the coming semester. Required textbooks may be purchased in the college bookstore located at 100 Training Hill Rd., Middletown, CT 06457. Required textbook information may be located within the schedule of classes located on the MxCC website, <http://mxcc.edu/>

Tutors

General Education Courses: <http://mxcc.edu/asc/tutoring/>

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

Radiologic Technology Program Courses:

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

Veteran's Center

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

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

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

Steps include:

1. Verbal warning:
 - a. program official(s)/student conversation about problem(s); and
 - b. no record in personal file but documented on an “Immediate Action Form” and placed in Program’s file;
2. Written warning:
 - a. Formal Program official(s)/student conversation about problem(s); and
 - b. Copy to personal file, to student and to the Program’s file;
3. Developmental action plan:
 - a. This is a written plan developed collaboratively between Program faculty and the student and is directed toward establishing strategies that will improve the 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 are: Students may be dismissed from the program for reasons of misconduct, insubordination, violation of rules, failure to comply with ethics and legal compliance programs, failure to comply

with privacy policy and laws, unsatisfactory performance, engaging in any behavior listed in the Board of Trustee's Student Disciplinary Policy as well as deficiencies in performance, attendance, conduct or the number of previous occurrences.

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

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

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

Effective Date: 6/97

Review: Annually

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

Reviewed and Revised: 6/2009, 6/2010, 6/2011, 6/2012, 8/2013, 2017

Attendance

Policy: The Middlesex Community College Radiologic Technology program is a professional degree program and as such students are expected to attend all classes, labs and clinical rotations just as they would a professional job. Time management is a necessary professional skill, therefore students are expected to adhere to all classroom and clinical schedules. This means that students are to be punctual and prepared to participate fully until the completion of their assigned shift or class.

The discipline of attending all academic classes prepares the student for the rigors of life in the clinical phase, where study and clinical practice must be highly integrated. The faculty believes that even if competencies are eventually met, anytime a student is not in attendance at a class, laboratory, or clinical rotation, he/she is not able to receive the full benefit of the presentation or experience. Therefore, fulltime attendance is mandatory for didactic classes, labs, and clinical rotations. At the same time, the faculty recognizes that students need time off or may contract illnesses that incapacitate them and may be potentially hazardous to patients and others. In these events, the student must adhere to the following guidelines:

Classroom Policy

1. Students are responsible for all materials covered in scheduled classes, whether or not they are in attendance. Missed or failed quizzes, examinations, assignments, or student presentations may be re-administered at the discretion of the instructor.
2. A student who is going to be absent must contact the instructor by phone/email before class starts. It is acceptable to leave a message on the voicemail system if the contact is out of the office. It is NOT acceptable to relay a message through a fellow student, and such messages will not be accepted.
3. Students are expected to arrive promptly to class. If a student is unable to do so, a call/email must be placed to the instructor. It is UNACCEPTABLE to enter the classroom, once class starts. Students may sit outside of the classroom and listen to class but may not participate in class discussions. Missed quizzes or assignments may be made up at the discretion of the instructor per their syllabus.
4. **STUDENTS WILL BE REQUIRED TO ADJUST THEIR PERSONAL OR WORK SCHEDULES IN ORDER TO COMPLY WITH PROGRAM STANDARDS AND SCHEDULES.**
5. Acceptable extenuating circumstances include but are not limited to: surgery, legal proceedings (jury duty, court appearance), unexpected family emergencies, medical accommodations due to pregnancy, extended illnesses, work-related injuries, and bereavement as per policy, etc., may be taken into consideration by an Ad Hoc Advisory Board committee on an individual basis.

6. **CIRCUMSTANCES DEEMED UNACCEPTABLE** include but are not limited to work conflicts, daycare (except during inclement weather), vacations, and conflicts with non-programmatic educational courses.

Clinical Policy

Clinical practice is an essential component of a radiologic technology education as it is during this time that students apply the knowledge and skills obtained from the didactic portion of courses to actual patient care. Missed time can hinder adequate development and assessment of required knowledge and skills. The student's ability to successfully meet the required clinical course outcomes will be jeopardized. Recognizing each student develops his/her clinical competency at a unique rate, the program utilizes a competency-based clinical educational approach. As the student continues to gain clinical expertise and completes their required competencies, additional time in the clinical setting will enable the student to hone their emerging clinical, technical and professional skills. Thus, a student IS NOT permitted to reduce total clinical hours from those scheduled. Students are not allowed to "Bank" clinic hours in preparation for a personal day, scheduled appointment or vacation. i.e. clinic rotation shift starts at 8:00am and student "clocks in" at 7:45am to "bank" 15 minutes for future use, this is not acceptable nor allowed. Also, students are expected to complete a procedure once it has started even though their schedule may say they are finished without "Banking" that time unless the time exceeds 30 minutes. i.e. student is completing an exam and realizes they have completed their shift time. The student finishes the exam and stays over their scheduled time 15 minutes. The student has demonstrated great professionalism by completing their patient and should not expect to "Bank" the 15 minutes for future use. This is not acceptable or allowed.

Clinical schedules will be developed and provided to students and clinical staff at minimum two-weeks prior to the start of a semester. Students are responsible for completion of all clinical hours as scheduled in a given semester.

1. In order to obtain specific clinical expectations and experiences (unique to specific sites) as well as maintain mandated nontraditional hours of less than 25 per cent of the total clinical hours required to meet course objectives, students will be required to travel to clinical settings in a variety of geographic locations. Each student must abide by the posted schedule (no switching of shifts or sites without the clinical coordinator's permission) to fulfill this requirement. Students should be aware of all direct and indirect expenses associated with travel. Students must provide their own mode of transportation as well as assuming the responsibility of all travel expenses.
2. If a student is going to be ABSENT from the assigned clinical site, students must notify the Clinical Coordinator (860-358-6508), the clinical site and the Middlesex Employee Sick Line (860-358-6155) if they have an illness that can be spread to others, even if assigned to a non-Middlesex site. Students will leave a message containing their name, School of Radiology, symptoms and when the symptoms began so that tracking of contagious disease may be done by Employee Health. All calls must be completed a minimum of "one" hour before the start of the clinical assignment. At the Clinic site, the student should speak directly to the "In-charge Technologist". If unable to speak directly to the "In-Charge Technologist", leave a message with whoever answers the phone and document the name and title of the person with whom you left your message. Next contact the Clinical Coordinator with this information for

- documentation purposes. It is acceptable to leave a voice message or email with the Clinical Coordinator.
3. If the absence is one that student knows of in advance, a “Time-Off Request/Make Up Time Reconciliation Form” must be filled out for approval by the Clinical Coordinator. These forms can be acquired directly from the program “Google Site” and/or the Radiography Program Clinical Handbook located at each clinical affiliate. Students may not bank hours to accommodate their time-off, but must make up the requested time off to complete the hours necessary for course credit. Extenuating circumstances such as surgery, legal proceedings (jury duty, court appearance), unexpected family emergencies, medical accommodations due to pregnancy, extended illnesses, or work-related injuries, and bereavement as per policy, etc..., may be taken into consideration on an individual bases.
 4. Absences, tardies, and early leaving will require students to make up time missed that match the hours that were missed (i.e., Saturday on a Saturday, 7p-11p at 7p – 11p, when possible with Coordinator of Clinical Education approval etc...)
 5. An unexcused absence is not showing up at the clinical site and/or failing to notify the appropriate personnel BEFORE the scheduled clinical time. Failure to notify the appropriate personnel will result in an unexcused absence that will remain on the student’s record for the entirety of the program. See Administrative Action Policy. The student is responsible for making arrangements to make up the missed time via Coordinator of Clinical Education.
 6. If a student is going to be Late (Tardy) for the assigned clinical site, the student must notify the Clinical Coordinator (860-358-6508), and the clinical site before the START of the assigned shift. The student should speak directly to the “In-charge Technologist”. If unable to speak directly to the “In-Charge Technologist”, leave a message. Get the name and title of the person with whom you left the message. It is acceptable to leave a voice message with the Clinical Coordinator.
 7. If a student must leave early from their assigned clinical site, the student must notify the Clinical Coordinator (860-358-6508, and must complete the Timesheet and submit it to the “In-Charge Technologist” at clinical site at the BEGINNING of the assigned shift. Failure to inform the appropriate personnel at the start of the assigned shift will result in an unexcused absence for the student.
 8. The student may have a maximum of three tardies/leaving early over the length of 1 semester. Three tardies/leaving early will be combined to equal one unexcused absence for administrative action.
 9. All absences or tardiness must be made up, as soon as possible, at the site that was missed, within the semester. In the event of tardiness in the clinical setting, students are highly encouraged to make-up this time on that same day of the occurrence. If this will not be possible, the students must arrange with the Clinical Coordinator an action plan for completion of this time. In accordance with program policies and procedures, all absences must be made up prior to program completion. The student’s ability to sit, immediately upon program completion, for the A.R.R.T. examination may be jeopardized due to failure on the student’s part to make up any

missed hours. Make up hours are not permitted during holiday hours observed by the college or medical facility.

10. Excessive absences defined as more than (2) per semester or excessive tardiness/leaving early, defined as more than (3) per semester, will lead to disciplinary action. This only applies to absences that are unscheduled/unexcused. The program reserves the right to request a physician's return to work certification when the student is absent didactically or has missed any clinical day(s) due to illness.
11. Students are required to sign/clock in and out of their clinical rotation on a daily basis using their Daily Clinical Logs, which must be signed/initialed by appropriate clinic staff, and/or Kronos where applicable. Failure to sign in and out accordingly will be treated as a tardy or leaving early from the clinical site.
12. Any student returning from an absence caused by surgery, orthopedic pain/injury, pregnancy or work/school related restrictions, must present 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 and depending on the limitations/restrictions could result in the inability of a student to continue in program matriculation.
Before returning to school from an absence related to an actual or probable infectious condition including (pink eye, diarrhea/vomiting, rash, draining wounds or influenza) the student must provide documentation from their personal health care provider stating that they are no longer infectious and are cleared from medical attention to return to class/clinical.

JRCERT policy states that students may not exceed the 40 hours total per week including didactic and clinical hours. JRCERT defines a traditional assignment as any scheduled clinical hours between 5:00 am and 7:00 pm weekdays. A maximum of 25% of the student's total clinical hours may be spent in evening and weekend assignments. Also, utilization of clinical assignments must be equitably applied to enrolled students. Students must be allowed to complete clinical competencies during these assignments. Program capacity cannot be increased through the use of evening and/or weekend assignments. In order to fulfill this requirements must maintain, full time, full duration, and amount of time.

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.
3. Inclement weather related closing please refer to the Inclement Weather policy. (if there is a known delay or early closing students are not required to go to clinical; Students will not be required to make up this time).

Field Trips

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

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

Effective Date: 1998: January 2015

Reviewed: Annually

Reviewed, Not Revised: 6/2016

Reviewed & Revised: 6/2009, 6/2010, 6/2011, 6/2012, 8/2013, 6/2014, 12/2014, 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: 1998

Reviewed: Annually

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

Reviewed & Revised: 8/2013, 7/2014

Certification Examination Requirements

Policy: Upon successful completion of all Program Requirements, graduates may 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 under the Ethics section.

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

Effective Date: 8/2013

Review: Annually

Reviewed, Not Revised: 7/2014; 6/2016; 2017

Reviewed & Revised: 7/2015

Clinical Expectations

Policy: Prerequisite

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

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

Clinical Requirements

1. There are core competencies that all students must demonstrate to establish eligibility for ARRT certification. The Clinical Competency Program is a standardized method of evaluating the performance and progress of students performing radiographic exams. Demonstration of clinical competence means that a Clinic Instructor/Staff Radiographer has observed the student performing the procedure and that the student performed the procedure independently, consistently, and effectively. Students must demonstrate competency in the following areas:
 - i. Ten (10) mandatory ARRT general patient care activities,
 - ii. Thirty-seven (37) ARRT Mandatory imaging procedures,
 - iii. Fifteen (15) ARRT Elective imaging procedures to be selected from a list of 34 procedures,
 - iv. One (1) of the 15 ARRT Elective imaging procedure from the head section,
 - v. Two (2) of the 15 ARRT Elective imaging procedures from the fluoroscopy studies section, one of which must be either an Upper GI or a Barium Enema,
 - vi. 8 additional elective competencies as identified by the ARRT to equal a total of 60 procedural competencies by the Middlesex Radiologic Technology Program..
2. The student to radiography clinical staff ratio must be maintained at 1:1 at all times. However, if an uncommon procedure is performed (i.e., skull imaging, fluoroscopy examination) it is acceptable that more than one student may be temporarily assigned to one technologist.

3. Until a student achieves and documents competency in any given procedure, all clinical assignments shall be carried out under the **Direct Supervision** of a certified, licensed radiographer. **Direct Supervision** means that a radiographer is present before the exam to assess, during the exam, and reviews and approves the finished procedure.
4. After demonstrating competency, students may perform procedures under **Indirect Supervision**. **Indirect Supervision** means that a certified and licensed radiographer will be in the immediate audible area and immediately available to assist the student if needed. The practitioner will evaluate and approve finished images for quality assurance.
5. **ALL IMAGES AND COMPUTER WORK MUST BE APPROVED BY A CERTIFIED RADIOGRAPHER INDEPENDENT OF THEIR PLACEMENT WITHIN THE PROGRAM 1ST YEAR, 2ND YEAR AND INTERN BEFORE IMAGES MAY BE SENT ELECTRONICALLY TO THE RADIOLOGISTS.**
6. **ALL REPEATS MUST BE SUPERVISED BY A CERTIFIED AND LICENSED RADIOGRAPHER. THE SUPERVISING RADIOGRAPHER MUST PLACE THEIR PERSONAL BODY PART MARKER NEXT TO THE STUDENT'S BODY PART MARKER TO INDICATE SUPERVISION DURING REPEAT EXPOSURES REGARDLESS OF THE STUDENT'S LEVEL OF COMPETENCY.**
7. By the end of each semester, the student is required to achieve the required number of competency in the listed for that particular semester. Along with the Clinical Coordinator, all Clinical Instructors will monitor student progress to ensure each clinical rotation allows them to teach their goal.
8. If a student fails a competency evaluation with a mastery level below 84%, the student must perform another examination with the highest starting score maximum of 90%. The student must arrange time to study, simulate and use other enrichment activities to prepare for re-evaluation in that category (remedial didactic instruction will be available if needed).
9. The Clinical Coordinator or a Program Clinical Instructor has the option, at any time, to re-evaluate any category previously evaluated to insure the student's continued competency. If the student is not able to perform an examination they have already been deemed competent to do, the competency will be pulled and the competency process will be restarted.
10. Professional Development Evaluation. Student's professional traits are evaluated at the end of a clinical rotation by the clinical instructors with input from the clinical affiliate staff members. They are not intended to judge the student's character but to provide feedback on radiographic skills and performance developed over the course of the semester. Students are required to sign each evaluation to verify that they have seen the evaluation. A student may write

comments on any evaluation showing agreement or disagreement with the evaluation.

11. Students are responsible for having a radiation monitoring badge, pocket-positioning book, lead markers, identification badge (both the hospital and college), and a writing utensil with them at all times in the clinical setting.
12. **Students may not have personal electronic devices including cell phones with them in the clinic setting.** Cell phones and computers may only be used during the lunch break.
13. Communications skills are a must in the patient care setting. All patients, staff and program colleagues will be treated with respect and dignity.

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

Effective Date: 8/2013

Review: Annually

Reviewed, Not Revised:

Reviewed & Revised: 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017

Code of Professional Conduct

Policy: The MxCC Radiologic Technology Program is dedicated to the development of professional, ethical, and responsible radiographers. Therefore, each student must make a personal commitment to develop and maintain the highest level of personal moral values. Students will be instructed and guided in their behavior using the ARRT Code of Ethics as a model (See Appendix). Unprofessional, unethical student behaviors will not be tolerated in the program. Students are expected to abide by the MxCC Student Conduct Policy as published in the college catalog, www.mxcc.edu/catalog/policy-on-student-conduct/ 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:

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

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

Effective Date: 8/ 2013

Review: Annually

Reviewed, Not Revised: 2015: 2016

Reviewed & Revised: 6/2014: 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).

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. A dress code has been established to maintain a professional image that communicates concern for safety and welfare of patients and students.

1. Uniforms (**SCRUBS**)

- a. First year students will wear clean, pressed, well-fitting and appropriate length White scrub pants (no shorts, crops, or Capri pants) and a red (Cherokee brand - Red) uniform top.
- b. Second year students will wear a combination of white and Hunter green, clean and pressed, well-fitting and appropriate length scrubs. White scrub pants and Hunter green top or vice versa. (no shorts, crops, or Capri pants) Second year is defined as the Summer Session and 3rd Semester of the program.
- c. Program Interns will wear a combination of clean, pressed, well-fitting, appropriate length white and black scrubs. White TOP and Black PANTS (no shorts, crops, or Capri pants)
- d. Students may wear a white t-shirt or white turtleneck shirt under their uniform top for warmth and to cover tattoos. A short white lab coat may be worn. NO sweaters, “hoodies” or other sweatshirts will be permitted.
- e. Appropriate undergarments are to be worn at all times and should not be visible through the student’s uniform.
- f. Students are to wear school uniform to clinic sites and change into affiliate hospital scrubs during their OR rotation.
- g. Hospital scrubs are to be worn only when assigned to the operating room, Interventional rotation or if clothing becomes soiled or damaged during the clinical rotation.
- h. At NO time is it acceptable for hospital-issued scrubs to be in the student’s possession outside of the hospital.

2. Shoes

Clean, dress, athletic or uniform white shoes (minimal color with program director or coordinator of clinical education approval) for 1st and 2nd year students. Interns may wear an appropriate clean, dress, athletic or uniform shoe of any color. No high heeled or open toe shoes, including clogs with holes.

3. Jewelry

- a. Ear piercings will be limited to 2 piercing per ear during clinical shifts. Hoops or earrings that dangle are not acceptable and could pose a safety risk for patients and student.
- b. Necklaces and bracelets are prohibited during clinic as they pose a safety and or infection control issue. A watch may be worn.
- c. No body piercings will be displayed, including tongue, nose, eyebrow or lip rings.

- d. Gauges/Spacers must be discretely covered with a neutral-colored tape.
 - e. Rings will be limited to one ring per hand. Rings could pose a possible patient safety and/or infection control issue.
 - f. Nail polish and artificial nails will not be tolerated. Nails should be kept clean and at a reasonable length (¼ inch).
4. Hair
 - a. Long hair will be tied back and worn above the collar during clinical shift. All hairstyles must be styled in a conservative manner and meet the Program Director's opinion of a professional image.
 - b. Facial hair should be neat, clean and well groomed, not of extreme length and should not interfere with the performance of clinical education assignments.
 5. Tattoos
All tattoos must be concealed with long sleeves, high collars, make-up or bandages during clinical rotation shifts.
 6. Fragrances and Perfumes
Personal hygiene practices are to be sufficient to ensure cleanliness and the absence of noticeable body odor. Fragrances and perfumes must be avoided as they may pose a health hazard to patients and other personnel.
 7. NO GUM CHEWING IS ALLOWED at any clinical affiliate.
 8. Identification Badges
College ID as well as Clinical Affiliate ID badges must be worn at all times while at a clinical affiliate (including in the classroom)
 9. Miscellaneous
Radiation badges must be worn at all times while at a clinical affiliate and during many program classes.. Students must carry their clinical log sheets, program forms, body part markers, and ink pen to all clinic rotations.

NOTE:

Faculty and clinical instructors will send any individual home for dress code violations. Students must be aware that clinical affiliate dress codes may not be as stringent as the program policy. Students are not representing clinical affiliates they are representing the MxCC School of Radiologic Technology and therefore will abide by the program dress code policy. Repeated incidence of non-compliance will subject the student to Administrative Actions up to and including dismissal.

Classroom:

The classroom is located on the Middlesex Hospital main campus. Therefore students should dress neat and conservative, to prevent distraction from the learning process. Shoes must be worn at all times, NO flip flops, halters, and short shorts allowed. To utilize the hospital cafeteria

employee/student discount, students must dress appropriately while representing the school: NO ragged holey jeans, short shorts, flip flops, halters, etc. The students are reminded that the classroom temperature may vary during class days so having a sweater or light jacket may be necessary on occasion. Students are encouraged to have a uniform in their locker in case an unusual or rare exam presents on a class day so that they may go to the clinic site to observe or participate in the exam.

Program Events:

Students represent the MxCC Radiography program during many events. i.e. CSRT student bowl, lectures, open house, career fairs, award ceremonies, etc... Student's attire for these events should be business casual or clinic with the same jewelry, tattoo, fragrance and hygiene practices followed as if attending clinical.

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, 2016

Reviewed & Revised: 2012, 2013, 2014, 2015, 2017

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/

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

Clinical Equitable Learning Opportunities:

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

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

Effective Date: 2013

Review: Annually

Reviewed, Not Revised: 2014, 2015, 2016

Reviewed & Revised: 2017

Equipment Maintenance

Policy:

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

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

Effective Date: 2013

Review: Annually

Reviewed, Not Revised: 2014, 2015, 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 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 healthcare setting, there is a potential for error and also the possibility of identifying the potential for error. Students are expected to immediately report any errors that may have gone unnoticed so that patient safety can be maximized.

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

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

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

Effective Date: 1998

Review: Annually

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

Reviewed & Revised: 2013, 2014, 2015

Middlesex Community College School of Radiologic Technology Incident Report

Student Involved: _____

Date of Incident: _____

Time: _____ am/pm

Incident Location: _____

Incident Involved (check appropriate box):

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

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

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

Graduation Requirements

Policy:

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

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

Effective Date: 2013

Review: Annually

Reviewed, Not Revised: 2014, 2016, 2017

Reviewed & Revised: 2013, 2015

Grievance Procedure/Complaint Resolution

Policy: The purpose of a grievance procedure is to allow enrolled students an opportunity to seek a fair, unbiased decision based upon a posed problem, in a timely manner, when the usual processes of communication and problem resolution are not effective.
<http://mxcc.edu/catalog/campus-policies/policy-on-student-rights>

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.

Non-Compliance with JRCERT Standards

If the student is still not satisfied with the program's resolution of a grievance, the student may notify the JRCERT independently at 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182/
www.jrcert.org / 312-704-5300 or e-mail – mail@jrcert.org.

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

Student can confirm integrity of the program by reviewing criteria whenever in doubt.

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

Effective Date: 1998

Review: Annually

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

Reviewed & Revised: 2013, 2014, 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 online college catalog, 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: 2012

Review: Annually

Review, Not Revised: 2014, 2015, 2016, 2017

Review & Revised:

Identification Badges/ Parking Tags

Policy: Students will be given hospital identification badges and parking tags when applicable. Identification badges (clinical affiliate and college) must be clearly visible and worn attached to the shoulder area of their uniform while on any hospital property. Badges are coded to allow students into restricted areas during their clinical training. Loss of a badge should be reported immediately to the Middlesex Hospital Security Office (860-358-6595). Parking tags should be displayed as instructed by clinical affiliate security departments when the vehicle is registered by the student in the Security office. Designated parking is provided for students.

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

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

Effective: 1998

Review: Annually

Reviewed, Not Revised: 2009, 2010, 2011, 2012, 2014, 2016

Reviewed & Revised: 2013, 2015, 2017

Laboratory Supervision

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

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

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

Effective Date: 2013

Review: Annually

Reviewed, Not Revised: 2014, 2016, 2017

Reviewed & Revised: 2015

Lead Body Part Markers

Policy:

Students will be issued personalized lead anatomical side markers upon entering the radiography program. Markers are used to label the correct anatomical body part for diagnosis and treatment of patients. The Program will purchase the first set of body-part anatomical markers; lost markers will be replaced at the student's expense.

1. These markers provided by the school are the only markers permitted for use by the students when performing radiographic procedures during the program and should not be loaned to other students or staff radiographers.
2. When working as part of a team, the person who is positioning will use their markers for technologist identification purposes.
3. All images must be permanently marked with a letter (R or L) identifying the correct side of the patient before an exposure is made. The supervising radiographer should cross-check that the appropriate maker is being utilized.
4. Images that are not marked properly or have markers "burned out" must be marked properly and documentation of the correction must be included in the radiology computer system.
5. If a student loses or misplaces their markers, it must be reported to the Coordinator of Clinic Educator immediately for replacement. Generic Program Markers are provided at each clinical site for student use until their replacement markers have been received.
7. Electronic markers MAY not be used as a replacement for lead markers.
8. Students will return the lead markers upon graduating or leaving the program.

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

Effective Date: 8/2013

Review: Annually

Reviewed, Not Revised: 2016

Reviewed & Revised: 2014, 2015, 2017

Mammography Observation

Policy: This policy is in place to protect the integrity of MxCC Radiologic Technology Program and to be in compliance with the JRCERT Standard 1.2. Provides equitable learning opportunities for all students.

“The program must provide equitable learning opportunities for all students regarding learning activities and clinical assignments.”.

The radiography program sponsored by Middlesex Community College has revised its policy, effective August 29, 2017, regarding the placement of students in mammography clinical rotations to observe and/or perform breast imaging. (Additionally, the policy may be applied to any imaging procedures performed by professionals who are of the opposite gender of the patient.)

Under this policy, all students, male and female, will be offered the opportunity to participate in mammography clinical rotations. The program will make every effort to place a male student in a mammography clinical rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.

The change in the program’s policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student mammography clinical rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting.

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

Effective Date: 2014

Review: Annually

Reviewed, Not Revised: 2014, 2015, 2016

Reviewed & Revised: 2017

Pregnancy Policy

Policy:

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

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

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

Upon confirmation of pregnancy, the student may:

1. Submit a statement from her physician verifying the pregnancy and also state an expected due date. The statements **MUST** include the 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. Continue in the Program, but with clinical reassignments (including fluoroscopy, surgery, and portables) during my pregnancy. Restrictions also apply to nuclear medicine observation and the radiography of nuclear medicine patients. All deferred clinical competency evaluations must be completed prior to graduation.
 - c. Continued full-time status without modifications, restrictions or clinical reassignments under the provisions of 10 CFR 20.1208 described above and commensurate with the Program's Pregnancy Policy.
2. Counsel with Program Faculty and the Radiation Safety Office (RSO) regarding the nature of potential radiation injury associated with fetal exposure, the regulatory limits established by the NCRP and the required preventive measures to be taken throughout the gestation period.
3. Submit, in writing within 24 hours, her decision as to remaining in the program dependent on the above, or resigning from the program. If resignation is the choice, no other action is indicated.

4. Leave of absence will be reviewed on an individual basis by the School Advisory Committee dependent on the physician recommendation.
5. Be required to attend the regular class schedule only, with clinical objectives to be met after delivery, should her physician recommend this option.
6. Be required, if maintaining full-time status, to abide by the following:
 - a. Strict adherence to all safety precautions for protection purposes.
 - b. Submit monthly statements from her physician as to any changes or problems in her pregnancy and advisability of continuing full time.
 - c. Wear two personal monitoring devices, one placed on the collar and one on the abdomen for fetal monitoring. Readings will be monitored closely by the RSO, and the student will be subject to an immediate leave of absence from the clinical environment if at any point the RSO deems it necessary.
 - d. At any time the pregnant student feels that she is working in an unsafe area or under conditions she feels are detrimental to herself or the fetus, stop and report to the clinical Instructor or Department Supervisor.
 - e. At no time and for no reason will the pregnant student place herself in the primary beam of radiation.
7. Be informed that, dependent on the type of course(s) degree of difficulty of the course(s), her academic standing and length of time out, she may be required to retake the courses in their entirety.
8. Be required to complete, upon her return, all clinical competencies and rotations missed or not completed prior to and during her maternity leave. In addition, she will be evaluated by Program Faculty in those clinical competencies completed prior to time out and will be subject to participation for review purposes should the faculty deem it necessary.
9. Return to full-time status as soon as possible after delivery, but only on the express written permission of her physician. A vacancy will be held for the student for a maximum of 6 months following delivery or until course becomes available. After that time, she will be considered a withdrawal.
10. Realize that the student must complete, upon her return, ALL requirements for graduation, including length of time in the program, required courses, and clinical competencies and rotations. No certificate will be issued until all requirements have been successfully met.

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

REFERENCES:

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

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

Effective: 1998

Review: Annually

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

Reviewed & Revised: 2013, 2014, 2015, 2017

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

To: Director, School of Radiologic Technology I, _____,
Print Name

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

I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 500 mrem (5 mSv) and that this limit includes exposure I have already received while pregnant. I am declaring myself to be pregnant as of the date shown above. In accordance with the Program's Pregnancy Policy which I have reviewed.

I elect one of the following options:

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

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

Student Signature

Date

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

----- For Program Use Only ----- Date

Declaration Letter Received: _____ Date Fetal Badge Ordered: _____

Date Fetal Badge Received: _____ Given to Student: _____

Radiation Counseling Date: _____

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

To: Director, School of Radiologic Technology I, _____,
Print Name

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

_____ Student Signature	_____ Date
_____ Program Director Signature	_____ Date

**Middlesex Community College
School of Radiologic Technology**

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

Student Radiographer's Name: _____

Social Security Number: _____

Estimated Month of Conception: _____

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

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

Signed: _____ Date: _____

Counseled by: _____ Date: _____
Title: _____

Effective Date: 2012
Reviewed not revised: 2013, 2015, 2016, 2017
Reviewed and Revised: 2014

Program Completion Early Release

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

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

Effective: 1998

Review: Annually

Reviewed, Not Revised: 2009, 2010, 2011, 2014, 2015, 2016, 2017

Reviewed & Revised: 2012, 2013

Program Standards Review Committee

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

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

Effective Date: 1998

Review: Annually

Reviewed: Not Revised: 2009, 2010, 2011, 2012, 2014, 2015, 2016, 2017

Reviewed & Revised: 2013

Radiation Safety

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

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

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

1. Student Responsibilities in Practicing Appropriate Radiation Protection includes:

- a. Properly identifying the patient, verifying the examination and following departmental radiation safety policies before performing a radiologic examination.
 - b. The student to radiography clinical staff ration must be 1:1 at all times.
 - c. Making exposures only under the direct supervision of a qualified radiographer until the student achieves competency.
 - d. All unsatisfactory radiographs shall be repeated **ONLY** in the presence of a qualified radiographer, regardless of the student's level of competency.
 - e. Students will **NEVER** hold patients and/or image receptors for an exposure.
 - f. Assure that all room occupants are behind the control booth barrier prior to making an exposure.
 - g. Never allow anyone in the diagnostic room except the patient and someone to watch or hold the patient. If applicable, confirm that the person is not pregnant. Have the assisting person put on protective apparel and position them so as not to be exposed to the primary beam.
 - h. Choose appropriate technique **PRIOR** to making an exposure which reduces the need for repeats.
 - i. Always use appropriate shielding for all examinations.
2. Each student is issued a radiation monitor and must wear the monitor at all times during clinical assignments and/or some didactic laboratory classes. 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 returning the old monitor from 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 and including dismissal.
4. Radiation Safety Rules for Fluoroscopy
- a. All fluoroscopic equipment is to be used under the direction of the radiologist and by persons with specified training in radiologic technology following the guidelines of the ACR. These persons are subject to the rules and regulations of State and Federal regulatory bodies.

- b. Leaded Apparel shall be worn by students when performing fluoroscopic and mobile examinations.
 - c. "Beam-on" time shall be kept to a minimum.
 - d. The hand of the fluoroscopist or any other person should not be placed in the primary beam. Protective gloves 0.25 mm lead equivalency should be worn whenever possible.
 - e. The image intensifier shall be placed as close to the patient as practical for the procedure.
 - f. Students and personnel shall position themselves as far away as practical from the radiation source.
 - g. Fluoroscopic time will be documented for each procedure.
5. Radiation Safety Rules for Portable X-ray Examinations
- It may be necessary from time to time to perform portable x-ray examination on one patient while another patient is immediately adjacent. The following simple precautions will minimize exposure to these patients and personnel:
- a. Students must wear a lead apron and maximize the distance when taking the exposure.
 - b. Staff in the immediate area must be alerted before taking an exposure.
 - c. Move the patient requiring the exam to an area 6 feet from the other patient, or;
 - d. Remove the patient not being x-rayed to an area at least 6 feet from the primary beam.
 - e. If either of the above options is not possible due to dependence on stationary monitoring equipment, the patient(s) in adjacent bed(s) shall be covered with a lead apron.
 - f. The responsibility for initializing the above rests with the student and radiologic technologist performing the portable examination.

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

Effective Date: 1998

Review: Annually

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

Reviewed & Revised: 2013, 2014, 2015

Middlesex Community College School of Radiologic Technology Class of 2017-2019 Understanding the Radiation Safety Policy

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

Further, all radiographic procedures are performed under the direct supervision of a qualified radiographer, until a radiography student achieves and documents competency.

Once a student has achieved competency, all radiographic procedures may be performed under the indirect supervision of a qualified radiographer.

All unsatisfactory radiographs shall be repeated only in the presence of a qualified radiographer. The JRCERT defines direct and indirect supervision as:

Direct Supervision – student supervision by a qualified radiographer who reviews the procedure in relation to the student’s achievement, evaluates the condition of the patient in relation to the student’s knowledge, is present during the procedure, and reviews and approves the procedure. A qualified radiographer is present during student performance of a repeat of any unsatisfactory radiograph.

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

Repeat Radiographs – a qualified radiographer must be physically present during the conduct of a repeat image, regardless of the student’s level of competency. The qualified radiographer must approve the student’s procedure prior to re-exposure and must place their (qualified radiographer) markers on the repeated images as documentation of their presence during the exam. My signature below indicates that I have read, had the opportunity to ask questions, and understand all aspects of the Radiation Safety policy. Non-compliance will result in probation and continued noncompliance with any aspect of this policy will result in dismissal from the School of Radiologic Technology.

Signature of Student

Date

Signature Program Director

Date

Re-Admission

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

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

Effective Date: 2013

Review: Annually

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

Reviewed & Revised:

Refunds

Policy: Please refer to the MxCC Refund policy in the MxCC online catalog,
<http://mxcc.edu/catalog/?s=refunds>

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

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

Effective Date: 2013

Review: Annually

Reviewed, Not Revised: 2015, 2016, 2017

Reviewed & Revised: 2014

Registration

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

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

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

- receipt of payment for the semester,

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

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

Effective: 2012

Review: Annually

Reviewed, Not Revised: 2013, 2016, 2017

Reviewed & Revised: 2014, 2015

Schedule and Program Hours

Policy:

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

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

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

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

Intern class time is to be determined.

Students rotate through equivalent Middlesex Community College clinical sites:

- Backus Outpatient Center,
- Crossroads Imaging Center,
- Danbury Hospital,
- Day Kimball Hospital,
- Lawrence and Memorial Hospital,
- Middlesex Hospital,
- Middlesex Outpatient Clinic,
- Middlesex Hospital - Shoreline Medical Center,
- Middlesex Hospital - Marlborough Medical Center,
- Pequot Health Center,
- Radiologic Associates of Middletown – Guilford,
- William Backus Hospital, and
- Windham Hospital

A randomized schedule developed with all possible clinical shifts that the student may rotate through during the course of the program, is presented to the students during the interview process and orientation for the program. A ratio of routine hours (5am- 7pm) and non-routine hours (7-11pm or a Saturday) will be 75% routine hours to 25 % non-routine hours. Clinic Schedules have a legend that establishes the rotation of the student at the clinical affiliate (i.e. 7a-3p – OR/MH)

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

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

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

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

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

Effective Date: 2013

Review: Annually

Reviewed, Not Revised: 2017

Reviewed & Revised: 2014, 2015, 2016

Severe Weather Conditions

- Policy: The MxCC radiography program adheres to the MxCC College Closings, Delayed Openings or Early Release due to Inclement Weather or other Emergencies policy as published in the MxCC on-line catalog, <http://mxcc.edu/emergency/>
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**. 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 myCommnet Alert system. You can register by creating an account on myCommnet and clicking on the associated links.

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

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

Effective Date: 2012

Review: Annually

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

Reviewed & Revised: 2014

Student Conduct Philosophy

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

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

Effective: 1998

Review: Annually

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

Reviewed & Revised: 2013, 2014

Student Health Insurance

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

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

Effective Date: 8/29/2013

Review: Annually

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

Reviewed & Revised: 2013, 2014, 2015

Substance Abuse

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

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

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

MxCC policy in regards to alcoholic beverages and controlled substance may be found in the online college catalog, www.mxcc.edu/catalog/campus-policies/

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

Effective Date: 1998

Review: Annually

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

Reviewed & Revised: 2013, 2014, 2017

Telephone/Pagers/Cell phones and Electronic Devices

Policy:

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

Reviewed & Revised: 2014; 2015

Time Cards

Policy: All students are required to use their I.D. badges to “swipe” in or out during clinic hours using appropriate timecard system where available. All students will utilize the portion of the “Daily Clinical Log” Form to indicate time in/out and lunch periods. It is the student’s responsibility to submit the “Daily Clinic Log” every week to the Clinical Coordinator for accurate record keeping. Alterations of the “hard” copy timesheet, or swiping of the ID badges by anyone other the student will result in immediate removal from the clinic setting and Administrative Action to dismiss the student from the radiography program.

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

Effective Date: 2013

Review: Annually

Reviewed, Not Revised: 2017

Reviewed & Revised: 2014, 2015, 2016

Tobacco Products in the Clinical Setting

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

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

Effective Date: 2013

Review: Annually

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

Reviewed & Revised:

Transfer Credits – Advanced Placement

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

Review the Middlesex Community College Transfer policy online at
<http://mxcc.edu/catalog/about/transfer-programs-for-middlesex-students>

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

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 online catalog, www.mxcc.edu/catalog/campus-policies/

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

Effective Date: 2013

Review: Annually

Reviewed, Not Revised: 2015, 2016, 2017

Reviewed & Revised: 2014

Course & Program Withdrawal

Course Withdrawal Policy:

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 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.

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

Program Withdrawal Policy:

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

The ARRT Standards of Ethics

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The ARRT Standards of Ethics may be located at the following link:

<https://www.arrt.org/pdfs/Governing-Documents/Standards-of-Ethics.pdf>