

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

# **SCHOOL OF RADIOLOGIC TECHNOLOGY**

## **PROGRAM STUDENT HANDBOOK**

2018 - 2020

2019 - 2020

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

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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 first-rate instruction based on educational and instructional guidelines consistent with our profession.

This Program Student Handbook is designed to provide pertinent information to prospective students and the public. In addition, this Program Student Handbook will be used to clarify program policies and procedures for new as well as continuing 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 Agreement Form the student agrees to abide by the policies and procedures while enrolled in the program.

The Program Student Handbook is subject to review and revision by the program faculty annually. Approval of all changes is performed by the Program Coordinator and Program Director. The information contained within the Program Student Handbook is subject to change with notice when deemed necessary by the Program Coordinator and Program Director. Students will be notified of the change and will confirm receipt of the change on the appropriate Program Form.

## **Program Information**

The Middlesex Community College School of Radiologic Technology is a full-time, 22-month program for students interested in a career in Radiography. Each year, the program accepts and starts a new class for the fall semester. 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 Degree in Radiologic Technology, 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, Goals and Student Learning Outcomes**

### **Mission:**

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.

### **Goal: Students will be clinically competent.**

Student Learning Outcomes:

- Students will correctly apply positioning skills for patient procedures based on patient assessment.
- Students will select appropriate technical factors for patient procedures based on patient assessment.
- Students will practice radiation safety.

### **Goal: Students will utilize critical thinking skills.**

Student Learning Outcomes:

- Students will correctly apply positioning skills for patient procedures based on patient assessment.
- Students will select appropriate technical factors for patient procedures based on patient assessment.
- Students will practice radiation safety.

**Goal: Students will demonstrate professional behaviors.**

Student Learning Outcomes:

- Students will demonstrate professional behaviors.

**Goal: Students will communicate effectively.**

Student Learning Outcomes:

- Students will use effective oral communication skills.
- Students will practice written communication skills.

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 clinical affiliates.

**Accreditation**

The Middlesex Community College School of Radiologic Technology is authorized by the Connecticut Board of Regents for Higher Education and is regionally accredited through The New England Association of Colleges and Schools (NEASC). The Radiologic Technology Program is also professionally accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The program has a full 8-year accreditation with our next site visit scheduled in 2021. Program effectiveness data is available on the JRCERT website at [www.jrcert.org](http://www.jrcert.org) and the Middlesex Community College website at <http://mxcc.edu/degrees/radtech/>

**Contact information for JRCERT:**

20 North Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
Phone: (312) 704-5300  
Fax: (312) 740-5304  
Website: [www.jrcert.org](http://www.jrcert.org)  
E-mail: [mail@jrcert.org](mailto:mail@jrcert.org)

**Program Effectiveness Data**

\*Note—Graduate follow up surveys are typically sent to graduates 6 months following graduation. Information is updated as graduate surveys are received and analyzed each year.

**Credentialing Pass Rate**

Five-year average credentialing examination (American Registry of Radiologic Technologists Radiography exam) pass rate of not less than 75 percent at first attempt within 6 months of graduation. The credentialing examination pass rate is the number of graduates who, on the first attempt, pass the American Registry of Radiologic Technologists certification exam.

Year	Percent passing on 1st attempt	Number of students
2013	100%	17 of 17 students passed on 1st attempt
2014	94%	17 of 18 students passed on 1st attempt
2015	85%	11 of 13 students passed on 1st attempt
2016	80%	12 of 15 students passed on 1st attempt
2017	94%	16 of 17 students passed on 1st attempt
<b>5-year average</b>		73 out of 80 = 91.25 %

### Program Completion Rate

Program completion rate is defined as the number of students who completed the program within 150% of the stated program length. The program length is 22 months and completion rate is defined as those students graduating within 33 months of the beginning of the program. The entry point is the first day of the fall semester of the first year of the program.

Year	Percent Completion	Number of Students
2013	89%	19 began, 17 graduated <ul style="list-style-type: none"> <li>• 2 voluntary withdrawals</li> </ul>
2014	95%	19 began, 18 completed <ul style="list-style-type: none"> <li>• 1 voluntary withdrawal</li> </ul>
2015	87%	15 began, 13 graduated <ul style="list-style-type: none"> <li>• 1 voluntary withdrawal; 1 academic dismissal</li> </ul>
2016	79 %	18 began, 15 graduated <ul style="list-style-type: none"> <li>• 2 voluntary withdrawal; 1 academic dismissal</li> </ul>
2017	94%	19 began, 17 graduated <ul style="list-style-type: none"> <li>• 2 voluntary withdrawal</li> </ul>
5 Year Average	89%	90 began the program; 80 graduated;* 8 voluntary withdrawal; 2 dismissed due to academics

### Job Placement Rate

Five - Year average Job placement rate of not less than 75% within 6 months (1 year starting in 2014) of graduation. The Joint Review Committee on Education in Radiologic Technology (JRCERT) defines job placement as the number of graduates who actively sought employment in the radiologic sciences.

\* 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.

Year	Percent Employment Rate	Number of Graduates
2013	100%	7 of 13 sent surveys were completed and returned: 7 of 7 graduates were employed* within 6 months of graduation
2014	100%	8 of 18 sent surveys were completed and returned: 8 of 8 graduates were employed* within 1 year of graduation
2015	100%	3 of 13 sent surveys were completed and returned: 3 of 3 graduates were employed* within 1 year of graduation
2016	100%	8 of 15 sent surveys were completed and returned: 8 of 8 graduates were employed* within 1 year of graduation
2017	**	**
5 Year Average	**	**

\*\* Data not yet available

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

For more information regarding program effectiveness data visit the JRCERT website at [www.jrcert.org](http://www.jrcert.org)

## Advisory Board

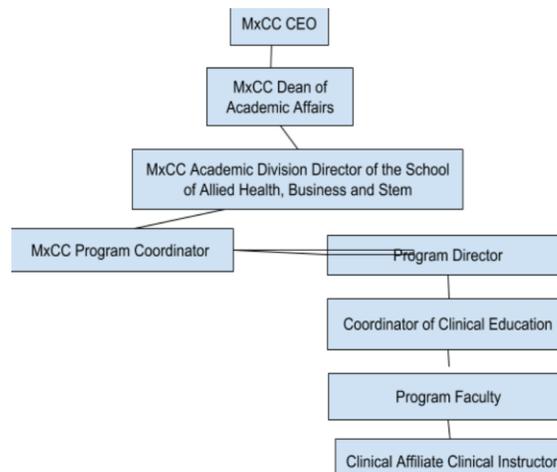
The overall direction and guidance for the Radiologic Technology Program is achieved through the Advisory Board. The Advisory Board membership is representative of the groups involved in or affected by the education provided by the program. The Board assists in the establishment of policies and procedures,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

The Board meets twice a year and is composed of:

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

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

## Organization Chart



## Program and Faculty Members

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

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

E-mail: [donna.crum@midhosp.org](mailto:donna.crum@midhosp.org)

Meaghan Scaia, RT (R) (M) – Coordinator of Clinical Education

Office: Middlesex Hospital – 2<sup>nd</sup> Floor Bardenheier Medical Training Center

Phone: 860-358-6508

E-mail: [meaghan.scaia@midhosp.org](mailto:meaghan.scaia@midhosp.org)

Robert Grossman, MS, RT (R)(CT) – Didactic/Clinical Instructor

Office: Middlesex Hospital – 2<sup>nd</sup> Floor Bardenheier Medical Training Center

Phone: 860-358-6482

E-mail: [robert.grossman@midhosp.org](mailto:robert.grossman@midhosp.org)

Renee Pelletier, AS, RT (R) – Didactic/Clinical Instructor

Office: Middlesex Hospital – 2<sup>nd</sup> Floor Bardenheier Medical Training Center

Phone: 860-358-6392

E-mail: [renee.pelletier@midhosp.org](mailto:renee.pelletier@midhosp.org)

## 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 uncommonly performed procedures.

### 13 Clinical Sites

**Middlesex Hospital (MH)**

**Backus Hospital (BAC)**

**Danbury Hospital (DH)**

**Day Kimball Hospital (DKH)**

**Lawrence+Memorial Hospital (LM)**

**Backus Outpatient Center (BOP)**

**CrossRoads Imaging Center (XRD)**

**Guilford Radiology (GR)**

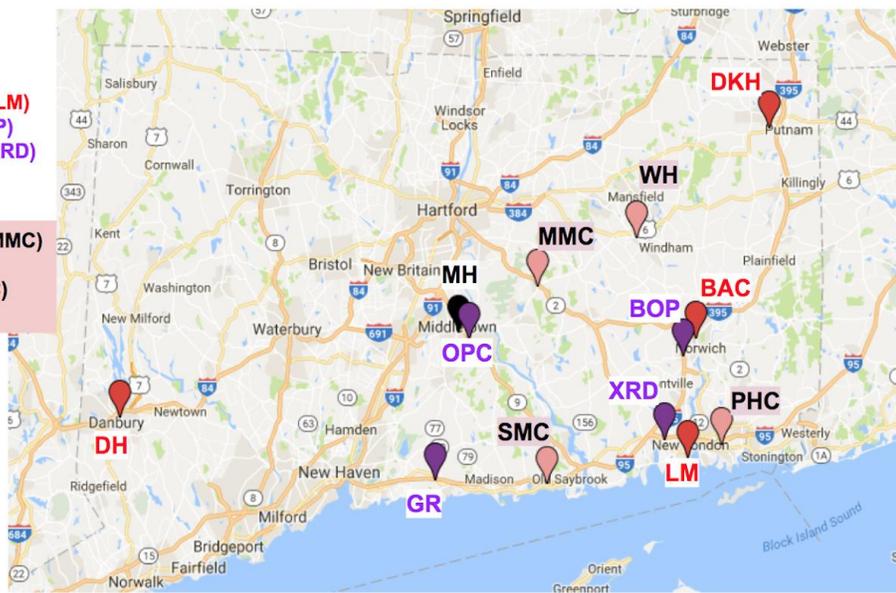
**MHS Outpatient Center (OPC)**

**Marlborough Medical Center (MMC)**

**Pequot Health Center (PHC)**

**Shoreline Medical Center (SMC)**

**Windham Hospital (WH)**



**Backus Outpatient Care Center (BOP)**

111 Salem Turnpike  
Norwich, CT 06360  
860-889-8331 ext. 2287 (860-425-8722)  
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 Suite 102  
Waterford, CT 06385  
860-442-8800 press 2 for Diagnostic Imaging  
Director of Diagnostic Imaging:  
Radiology Manager: Crystal Coulombe  
Clinical Instructor: Jennifer Wisnewski, RT (R)

**Danbury Hospital (DH)**

28 Hospital Ave.  
Danbury, CT 06810  
203-739-7000 ext 2909  
Radiology, Pathology, and Laboratory Medicine Network Executive: Robert Aviles  
Clinical Instructor: Anita Kala, RT(R)

**Day Kimball Healthcare (DKH)**

320 Pomfret Street  
Putnam, CT 06260  
860-963-6356  
Operations Coordinator: Patrice Bernier  
Clinical Instructor: Amanda Clarke, RT (R) and Anna Wong, RT (R)

**Lawrence and Memorial Hospital (LM)**

365 Montauk Avenue  
New London, CT 06320  
860-442-0711 ext. 2558  
Director Diagnostic Imaging  
Radiology Manager: Crystal Coulombe  
Clinical Instructors: 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  
Sandra Phillips: Director of Radiology; Sandra Phillips  
Jason Bohn: MH Radiology Manager: Jason Bohn  
Clinical Instructors: Cathleen Andrew, RT(R), Allyson Forster, RT (R), Robert Grossman, RT(R), Ashley Gummoe, 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  
MMC Radiology Manager: Pam Whittemore  
Clinical Instructors: Devin Chester, RT(R), Heather Parlee, RT(R)

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

530 Saybrook Road  
Middletown, CT 06457  
860-358-2505

OPC Radiology Manager: Patricia Hatin

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

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

250 Flat Rock Place  
Westbrook, CT 06498  
860-358-3810

SLC Radiology Manager: Della Strickland

Clinical Instructor: Kim Carey, RT(R)

**Pequot Health Center (PHC)**

52 Hazelnut Hill Road  
Groton, CT, 06340  
860-446-8265 ext. 7011

Director Diagnostic Imaging

Radiology Manager: Crystal Coulombe

Clinical Instructor: Lesley 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) and Chiyo Nettleton, RT(R)

**William W. Backus Hospital (BAC)**

326 Washington Street  
Norwich, CT 06360  
860-889-8331 ext 2287

Cynthia McClarren: Regional Director, Diagnostic Imaging

Laurie Nevins: Diagnostic Imaging Supervisor

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

Cynthia McClarren: Regional Director Diagnostic Imaging

Michael Aldridge: Radiology Supervisor

Clinical Instructors: Heather Begin, RT(R) and Clay Mackey, RT (R)

## **Estimated Program Costs**

Costs listed below are estimated fees for the program (22 months). Costs do not include the prerequisite or pre-admission courses. Costs do not include housing or transportation, gas for the travel to the School of Radiologic Technology Suite or clinical education sites. Costs do not include supplies needed to complete courses such as notebooks, folders, computer print cartridges, printing paper, computer, etc. All costs are estimated and tuition and fees for the Radiologic Technology program are determined by the Board of Regents for Higher Education, which sets these rates on behalf of all institutions within the Connecticut State Colleges and Universities (CSCU) system. Accordingly, tuition increases are announced at the discretion of CSCU so the total estimated costs listed

may increase. Documentation and administration of mandatory immunizations and tests is required. Costs may vary depending on number of immunization and tests needed and healthcare provider fees. The Immunizations, tests and program fees are estimated, nonrefundable and subject to change. Students are encouraged to contact the Middlesex Community College Financial Aid and Scholarships Office for assistance and advisement regarding financial aid.

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

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

All additional financial aid questions should be directed to the Financial Aid Services Office at Middlesex Community College, 100 Training Hill Rd., Middletown, CT 06457. 860-343-5741;  
<http://www.mxcc.edu/financial-aid>

**Scholarships**

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

<b>Estimated MxCC RAD Program Cost List</b>	<b>Approximate Costs</b>
<b>Required Prior to Beginning Program</b>	
Documentation/administration of mandatory pre-clinical immunization/tests. Costs may vary depending on number of immunizations/tests needed.	\$200.00
CPR course for Healthcare Providers	\$5.00 - \$50.00
<b>Fall Semester (Radiography Courses Only)</b>	
Uniforms based on 2 pants, 2 tops, and optional 1 lab coat	\$200.00
Tuition: 6 hours + college service fees + clinical program fees - level 1	\$1,465.00
Books: All books are used for all successive semesters. Cost is based on required textbooks.	\$400.00
<b>Spring Semester (Radiography Courses Only)</b>	
Tuition: 11 hours + college service fees + clinical program fees - level 1	\$2,450.00
Books: All books are used for all successive semesters	\$100.00
<b>Summer Session (Radiography Courses Only)</b>	
Uniforms based on 3 pants and 3 tops	\$200.00
Tuition: 6 hours + college service fees + clinical program fees - level 1	\$1,465.00
<b>Fall Semester (Radiography Courses Only)</b>	
Tuition: 11 hours + college service fees + clinical program fees - level 1	\$2,600.00
Books: All books are used for all successive semesters	\$100.00
<b>Spring Semester (Radiography Courses Only)</b>	

Tuition: 6 hours + college service fees + clinical program fees - level 1	\$1,600.00
Software: Online Radiography Review	\$100.00
Uniforms based on 3 tops	\$100.00
<b>Total Estimated Costs for the Radiologic Technology Program (22 months)</b>	<b>\$11,030.00</b>

### Technical Standards for Admission and Retention

If you have any type of impediment/disability (ADD, ADHD, learning, physical, psychiatric or anything else) with which you need assistance, you must contact Disability Support Services (DS) at 860-343-5879. DS information is available at <http://mxcc.edu/disability-services/> Documentation must be supplied through Disability Services by all students requesting accommodations. For any accommodations to be considered, the student must file the impediment/disability with Middlesex Community College Disability Services (DS) and follow all DS procedures. If a student wishes to request special accommodations they must follow the procedure listed on the DS website. Students are encouraged to contact Disability Services to allow enough time to process your request.

Standard	Examples
<b>1. Motor Skill:</b> The student must possess enough strength and motor coordination required to execute the movements and skills required to safely perform the functions of a radiographer for up to 10 hour.	<p>The ability to:</p> <ul style="list-style-type: none"> <li>- carry, reach, stoop, and lift up to 35 pounds</li> <li>- stand and walk without support up to 100% of the time while assigned to the clinical setting</li> <li>- demonstrate enough gross and fine motor coordination to respond quickly and efficiently to patients</li> <li>- manipulate equipment, computers, positioning and moving patients (accessory equipment, O2, chest tubes, etc...).</li> <li>- perform all physical requirements efficiently while maintaining all established protocols and patient safety standards</li> </ul>
<b>2. Sensory Ability:</b> The student must possess the ability to obtain information in the classroom, laboratory, or clinical settings. Visual Acuity (Minimum: Corrective 20/40 bilaterally)	<p>- The ability to:</p> <ul style="list-style-type: none"> <li>- visually monitor patient and equipment during procedures</li> <li>- visually assess computerized/radiographic images</li> <li>- visually use various digital and technological equipment and controls</li> <li>- visually prepare and administer contrast media and other medications as directed</li> <li>- hear effectively sounds of patient distress and patient monitoring devices and overhead communication</li> <li>- understand a normal speaking voice and to respond appropriately</li> </ul>
<b>3. Communication Ability:</b> The student will have the ability to accurately convey and interpret information in fluent English to patients and the healthcare team using various communication techniques (verbal, written, assisted (such as TTY) and/or electronic).	<p>The ability to:</p> <ul style="list-style-type: none"> <li>- question a patient, family member, and/or caregiver, and relay information</li> <li>- verbally communication to obtain an accurate clinical history, provide optimal patient care, and direct patients during procedures</li> </ul>

	<ul style="list-style-type: none"> <li>- demonstrate literacy sufficient to access information and to effectively document using technology</li> <li>- effectively interpret and process information</li> </ul>
<p><b>4. Professional Attitudes and Behaviors:</b> The student must demonstrate:</p> <ul style="list-style-type: none"> <li>• concern for others, integrity, ethical conduct, accountability, interest and motivation.</li> <li>• professional interpersonal skills with a diverse population (Cross-cultural competency)</li> </ul>	<p>The ability to:</p> <ul style="list-style-type: none"> <li>- remain focused on multiple details and tasks for up to 10 hours (the clinic shift.)</li> <li>- function effectively under stress and adapt to changing environments inherent in clinical practice,</li> <li>- make proper judgments regarding safe and quality care</li> <li>- maintain effective, mature, and sensitive relationships with patients, families, caregivers, students, faculty, staff and other professionals under ALL circumstances</li> </ul>
<p><b>5. Critical Thinking:</b> The student must be able to prioritize, organize and attend to tasks and responsibilities efficiently.</p>	<p>The ability to:</p> <ul style="list-style-type: none"> <li>- conceptualize human anatomy in three dimensions</li> <li>- collect, interpret, and analyze written, verbal, and observed data,</li> <li>- utilize basic mathematical concepts and arithmetic formula to perform exposure factor calculations and other technical problems related to radiographic image quality,</li> <li>- prioritize multiple tasks, integrate information and make appropriate decisions concerning patient care and equipment manipulation</li> <li>- understand and apply didactic theory of radiographic principles to their respective clinical applications</li> </ul>

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

## 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 successful completion of the program including all obligations to the college and hospital, the student will be awarded the Associate in Science Degree in Radiologic Technology.

The Program's curriculum is designed to conform to that recommended by the American Society of Radiologic Technologists, ASRT [https://www.asrt.org/docs/default-source/educators/curriculum/radiography/acad\\_curr\\_radcurrfinal2017\\_20170206.pdf?sfvrsn=2](https://www.asrt.org/docs/default-source/educators/curriculum/radiography/acad_curr_radcurrfinal2017_20170206.pdf?sfvrsn=2)

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

<p>Program Admission and Pre-requisite Courses (11 Credits)</p>
<p><b>ADMISSION REQUIREMENTS</b>  ENG*101: Composition (3 credits) with a C or better  BIO*211: Human Anatomy &amp; Physiology I (4 credits) with a C+ or better taken within the past 5 years.</p> <p><b>PRE-REQUISITE REQUIREMENTS</b>  BIO*212: Human Anatomy &amp; 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.</p>

Semester I, Fall (16 credits)		Credits	Course Prerequisites
PHY*110	Introductory Physics	4	Eligible for ENG*101 and eligible for MAT*137 or higher
MED*125	Medical Terminology	3	Eligible for either ENG*101E or ENG*101
MAT*137	Intermediate Algebra	3	Prerequisite: <ul style="list-style-type: none"> <li>• Eligible for either ENG*101E or ENG*101, together with Math placement into MAT*137</li> <li>• OR Eligible for either ENG*101E or ENG*101, and either MAT*085/MAT*095-I or MAT*095 with a grade of “C+” or better</li> </ul>
RAD*105	Radiographic Anatomy & Procedures I	3	Admission to Rad Tech, BIO*211 and BIO*212, both with a C+ or better
RAD*109	Methods of Patient Care I	1	Admission to Rad Tech, BIO*211 and BIO*212, both with a C+ or better
RAD*171	Radiographic Clinical Practicum I	2	Admission to Rad Tech, BIO*211 and BIO*212, both with a C+ or better

Semester 2, Spring (14 credits)		Credits	Pre-requisites
PSY*111	General Psychology I	3	Eligible for either ENG*101E or ENG*101
RAD*209	Methods of Patient Care II	3	RAD*105, RAD*109 and RAD*171, all with a C or better
RAD*172	Radiographic Clinical Practicum II	2	RAD*105, RAD*109 and RAD*171, all with a C or better
RAD*219	Radiographic Equipment and Image Production	3	RAD*105, RAD*109 and RAD*171, all with a C or better
RAD*204	Radiographic Anatomy & Procedures II	3	RAD*105, RAD*109 and RAD*171, all with a C or better

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

SEMESTER 3, Fall (15 credits)		Credits	Pre-requisites
	Aesthetic Dimensions	3	
RAD*222	Radiobiology and	3	RAD*240 and RAD*200, both with a C or better

	Protection		
RAD*223	Pathology for Medical Imaging	2	RAD*240 and RAD*200, both with a C or better
RAD*206	Quality Assurance	3	RAD*240 and RAD*200, both with a C or better
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*223, 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/program coordinator for appropriate course options. It is the responsibility of the student to know and meet all requirements for graduation and to ensure that all transfer courses from other institutions have been evaluated and properly transferred. A graduation audit will be performed during the last semester. Students are responsible for submission of the completed Graduation Checklist <http://mxcc.edu/graduation-checklists/> by the published due date. All transfer courses and program requirements must be completed prior to program completion. All registration and tuition are paid to and processed at Middlesex Community College.

## COURSE DESCRIPTIONS

### Semester I

#### **RAD\*105 Radiographic Anatomy and Procedures (3 credits)**

This course emphasizes task objectives and competencies in general radiographic procedures and related anatomy, medical terminology, and image evaluation. Prerequisites: Admission to Rad Tech, BIO\*211 and BIO\*212 with "C+" or better for both.

#### **RAD\*109 Methods of Patient Care I (1 credit)**

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 with "C+" or better for both.

#### **RAD\* 171 Radiographic Clinical Practicum I (2 credits)**

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 with "C+" or better for both.

### Semester II

#### **RAD\* 172 Radiographic Clinical Practicum II (2 credits)**

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, all with a C or better.

#### **RAD\* 204 Radiographic Anatomy and Procedures II (3 credits)**

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, all with a C or better.

**RAD\* 209 Methods of Patient Care II (3 credits)**

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, all with a C or better.

**RAD\* 219 Radiographic Equipment and Image Production (3 credits)**

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, all with a C or better.

**Summer Session****RAD\* 200 Radiologic Physics & Diagnostic Imaging Modalities (3 credits)**

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, all with a C or better.

**RAD\*240 Radiographic Clinical Practicum III (4 credits)**

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, all with a C or better.

**Semester III****RAD\*206 Quality Assurance (3 credits)**

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, both with a C or better.

**RAD\* 222 Radiobiology & Protection (3 credits)**

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, both with a C or better

**RAD \*223 Pathology for Medical Imaging (2 credits)**

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, both with a C or better

**RAD\* 241 Radiographic Clinical Practicum IV (3 credits)**

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)

**Semester IV****RAD\* 271 Advanced Clinical Internship (6 credits)**

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\* 222, RAD\* 223, RAD\*206, RAD\* 241, all with a C or better.

The curriculum, both didactic and clinical, covers a 22-month period. During the first academic year of training, the student will fulfill didactic coursework three days a week, general education academic requirements at the college and radiographic education at Middlesex Hospital. In the first year, 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 32 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).

The academic calendar can be found at <http://mxcc.edu/catalog/about/calendar>

### **Continuing Education**

After graduating from the Radiologic Technology Program and achieving their Associate of Science Degree in Radiologic Technology, 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.

### **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/bookstore/>

### **Grading System**

Grading System for all Radiologic Technology Courses:

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

A "C"\* or Better is required in all Radiology and General Education Courses in Order to Progress in the Program. A grade of Incomplete "I" is given in extenuating circumstances. Incomplete grades must be satisfactorily completed prior to the start of the next semester to progress in the program. Failure to meet all requirements will result in a grade of "F" and dismissal from the program. Also, a grade of "F" will be given when a student is dismissed from the program for unsafe clinical infractions.

The radiography program uses a competency-based grading system. Competence is the ability of the student to demonstrate a skill or knowledge that is consistent with the standards and abilities required of an entry-level radiographer. In radiology class work, a grade of "C" designates competence. In clinical an overall final average of "C" in ALL evaluated areas indicates competence. In addition to the overall "C" average, each clinical competency examination requires a minimum of an 80% for successful completion of the procedure.

### **Standards for Program Progression**

All Radiography and co-requisite courses must be taken in the prescribed order according to the program of study. Students must meet all course requirements in order to progress to the next course. Students must maintain a minimum grade of "C" in all radiologic technology program courses. The student is required to maintain a minimum grade of 77 % in all program specific courses.

A student whose grades fall below the minimum requirement will be dismissed from the program. Dismissed students, who wish to seek readmission, must comply with the Readmission Procedure Policy (see page 21). Please note, if a student is granted readmission he/she will be required to repeat any course(s) where the grade did not meet the minimum requirement. Program faculty is available during office hours and by appointment to offer academic advisement to program students. Students are encouraged to seek counsel for academic, personal or financial issues. Counseling is available to students through the Student Services office. <http://mxcc.edu/studentervices/>

## **Leave of Absence**

A leave of absence may only be taken after satisfactorily completing the first semester of the Radiography Program. If a student decides to withdraw from the Radiography Program before the successful completion of the first semester, he/she must reapply to the Program as a new student. In cases of extenuating circumstances such as extensive illness, hardship or emergency, a student may request a leave of absence from the Program for a period of no more than twelve (12) months. This request must be made in writing to the Program Director and/or Program Coordinator. Students on leave who wish to re-enroll must comply with the Readmission Procedure Policy.

## **Program Expectations**

### **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. Faculty members may be available to assist students by making appropriate arrangements. 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 communication is a key factor for success in the program. To this end, in an effort to identify and communicate behaviors that may hinder a student's success within the program, a counseling session with appropriate clinical and/or program personnel will occur and a Record of Opportunity for Improvement Form (Appendix) will be completed. Continued inappropriate behaviors will lead to disciplinary actions.

### **Didactic Education**

All didactic radiology courses will be held in the School of Radiology 2<sup>nd</sup> floor of the Bardenheier Medical Training Center at 28 Crescent Street, Middletown, Connecticut. The school is housed in a private suite of rooms on the Middlesex Hospital campus. It is expected that students maintain their professionalism in and around the school building.

Students must register and pay for classes as early as possible after the open registration period begins at the college prior to the new semester. Students are not considered registered for classes until payment has been made and documentation has been received in the program office (Registration Policy). Students not meeting this requirement may be removed for non-payment and may be dismissed from the radiography program.

All clinical affiliates are non-smoking facilities therefore there is no smoking in or near the school or at any clinical affiliate. <http://mxcc.edu/catalog1/academic-policies/campus-policies/> It is the Radiologic Technology expectation, that students will not abuse the school or clinical affiliate equipment or supplies.

During a school orientation (one 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. Students will be provided with the access code 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. All classroom and hospital computers, including program affiliate's computers, are to be used strictly for hospital or school related functions.

The program is structured in a sequential learning pattern. All courses must be taken in the order outlined in the program's curriculum and successfully completed by the assigned semester. General education courses may be taken prior to application and/or admission into the radiography program. Registration (Registration Policy) for the appropriate classes (Course Curriculum). It is the responsibility of the student to know and meet all requirements for graduation. It is the responsibility of the student to ensure that all transfer courses from other institutions are properly transferred.

A graduation audit will be performed during the last semester. All transfer courses and program requirements must be completed prior to program completion. <http://mxcc.edu/graduation-checklists/> A faculty advisor (Program

Coordinator) is available to address any concerns about course requirements. Students are responsible for checking the college catalog to ensure all elective courses meet the college core requirements.

<http://mxcc.edu/student-services/> Eligibility to sit for the American Registry of Radiologic Technologists certification exam requires the applicant complete all degree requirements.

Radiography education will be enhanced by attending all scheduled classes. Punctuality is very important (see Attendance Policy, page 22), instructors cannot repeat part of any lecture for someone that is not present. Also, excessive absences adversely affect the students learning experiences (see Attendance Policy, page 22). It is the responsibility of the student to communicate with the instructor regarding missed class content as a because of a tardy and/or absence. Furthermore, it is inappropriate for students to relay absence or tardy information to the instructors through classmates; **instructors will not accept this type of messaging.**

Students are encouraged to schedule any personal time when classes are not in session.

If a non-routine procedure may occur at Middlesex Hospital during class time, the staff at the Middlesex Hospital clinic site will call the school to inform all students of the procedure. It is at the discretion of the instructor to allow one student to leave class to observe/perform the procedure.

Classroom etiquette 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.

### **Clinical Education/Rotations**

Clinical practice is an essential component of a radiologic technologist's education. It is during clinic time that students apply the knowledge and skills obtained during the didactic portion of courses to actual patient interactions. Missed time may hinder adequate development and/or assessment of entry-level radiographer. The student's ability to successfully meet the required clinical course outcomes may be jeopardized by tardiness and/or absences from the clinical education sites. Recognizing that each student develops his/her clinical competency at a unique rate, the program utilizes a competency-based approach to clinical educational. The student gains clinical expertise as they complete their required competencies, all additional time in the clinical setting enables the student to hone their clinical, technical and professional skills.

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.

Inclement weather-related closings will be considered per Inclement Weather Policy. Students will not be required to make up time missed due to inclement weather.

Clinical schedules will be developed and provided to students and clinical staff at a minimum two-weeks prior to the start of a semester. Students are assigned to clinical rotations based solely on educational objectives and affiliate staffing. Students must complete their hours in their assigned area. The Coordinator of Clinical Education/Program Director reserves the right to change clinical assignments due to educational and/or staffing concerns. Student requests for changes in clinical rotation assignments will not be considered. Any student initiating changes with the clinical site or other students may face disciplinary action. A student IS NOT permitted to reduce total clinical hours from those scheduled. Students are expected to work up to the end of their scheduled clinic shift. Clinic staff must contact the CC or PD before sending a student home for any reason.

Students are scheduled for eight (8) hours of clinical practice on their designated clinical days. The student will take a one-half hour lunch/dinner break during their scheduled shift.

Students are required to sign/clock in and out of their clinical rotation daily using their Daily Clinical Logs, which must be signed/initialed by appropriate clinic staff, and/or Kronos where applicable. 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. (Clinical Education Policy). The student must maintain an 77% average in clinical education at all times to progress within the program.

Good attendance and punctuality for scheduled assignments are professional traits employers seek when hiring radiographers. All missed clinical time must be made up to meet the contact hours designated for each clinical course. It is not the room that is the assignment; rather it is the skill and objective that is considered. All absences are considered on a case-by-case basis.

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

- Competency Record
- Student Evaluations
- Student Professional Development Evaluation
- Daily Clinical Log
- Image Critique

The program adheres to MxCC Student and Faculty Non-Discrimination policies <http://mxcc.edu/catalog1/academic-policies/campus-policies/>. The MxCC Radiologic Technology Program allows program students opportunities for excused absences. The student should contact the Program Director and/or the Coordinator of Clinical Education to request time off utilizing the Time Off/Make Up Time Reconciliation Form (Appendix).

#### **Didactic Course Evaluations:**

Students are asked to complete a Didactic Course Evaluation Form for courses and instructors at the end of each semester. Students complete these confidential surveys and to reinforce agreement with the course structure, content and delivery, as well as, offer constructive criticism to improve class. Through this process, we will be able to identify areas of program strengths and deficiencies to make appropriate changes to better meet the needs of the students and profession.

## **Professional Organizations**

Students are encouraged to join and participate in their professional societies to help them to grow professionally. 2nd year radiography students are provide membership to the Connecticut Society of Radiologic Technologists by Middlesex Hospital.

#### **National Organization:**

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

#### **State Organization:**

Connecticut Society of Radiologic Technologists, Inc. (CSRT, Inc.)  
[www.csrt.us](http://www.csrt.us)

## **Employment Status of Students**

Students enrolled in the Middlesex Community College Radiologic Technology Program are not considered employees of the program or any program affiliate. Students are not substituted for regular staff whether in the didactic or clinical settings. Students that are employed at a program affiliate site may only perform those duties as

a student radiographer during their clinical rotations despite any employee skills they may possess. i.e. A student working as a patient care representative for the clinic site may not perform patient care representative tasks during their clinical shift as a student unless the student has been instructed on specific tasks performed in that position as part of the radiography program.

### **Job Placement**

Our graduates are allied health professionals who operate imaging equipment to obtain diagnostic images for every part of the body. Employment opportunities include education, sub-specialization, sales and applications, and administration. 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 Career Development and Counseling Center. <http://mxcc.edu/cdcc/>

### **Malpractice Insurance**

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

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

### **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/records-grades/#FERPA>

### **CSCU and Middlesex Community College Policies**

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

### **Student Services**

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

### **Veterans Center**

MxCC is committed to providing support services to ease the transition from military service-member to student. For more information and assistance, contact any member of the Veterans Affairs Support Team: Cynthia Valencia, The College VA Representative (860-343-7520) and Veterans Outreach Coordinator, Peter Galgano, (860-343-5797) . Also, please visit our website for links to important VA and GI Bill information. “Freedom Isn’t Free”. <http://mxcc.edu/future-students/veterans/>

### **Tutoring and Learning Resources**

Middlesex Community College students have multiple resources to assist them in succeeding with their educational goals. Individual and group tutoring along with a series of self study videos on subjects such as study tips, note taking tips, math skills, and writing papers are available in the Academic Success Center located in Chapman Hall. The hours of operation may be found on the college website, <http://mxcc.edu/asc/>

### **Radiography Course Work**

Program specific tutoring is currently available by the program faculty. As experts in the field of radiography the radiography faculty are available as needed by appointment. Students are encouraged to contact the appropriate faculty person as soon as they identify any concerns with program content.

## **POLICIES**

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

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

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

### **MxCC Academic Policies**

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

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

[\*\*Nondiscrimination Policy\*\*](#)

[\*\*Affirmative Action Policy\*\*](#)

[\*\*People with Disabilities: Policy Statement\*\*](#)

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

[\*\*Racism and Acts of Intolerance\*\*](#)

[\*\*Sexual Misconduct and Relationship Violence Statement\*\*](#)

## **Middlesex Community College School of Radiologic Technology Policies**

### **Disciplinary Action**

Policy:

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

\*Immediate Counseling Form is located in the appendices

Program Disciplinary actions include but are not limited to:

- I. 1st Verbal warning (informal)
  - a. Program official(s)/student conversation about problem(s); and
  - b. Documented on an "Immediate Counseling Form" and placed in Program's file;

- II. 2nd Verbal Warning (formal)
  - a. Program official(s)/student conversation about problem(s); and
  - b. Documented on an “Immediate Counseling Form” to include an Action Plan and placed in Program’s file;
  - c. The action plan is developed collaboratively between the Program’s Coordinator and Director in collaboration with program faculty and the student. The action is directed toward establishing strategies that will improve the student's behavior (didactically or clinically).
  - d. Any student who fails to meet the requirements outlined in accordance with the action plan may be removed from the clinical or class environment. Be advised that missed time could impact the student’s ability to complete a semester on time or the entire program.
- III. 1st Written Warning (formal)
  - a. Program official(s)/student conversation about problem(s); and
  - b. Documented on an “Immediate Counseling Form” to include an Action Plan and placed in Program’s file;
  - c. Possible Disciplinary Probation: Up to one - 8 hr. shift removal from clinic in which the student will spend in the classroom/laboratory setting completing remediation with clinic hours to be made up before the end of the semester)
- IV. 2nd Written Warning (formal)
  - a. Program official(s)/student conversation about problem(s); and
  - b. Documented on an “Immediate Counseling Form” to include an Action Plan and placed in Program’s file;
  - c. Possible Disciplinary Probation: Up to three - 8 hr. shifts removal from clinic in which the student will spend in the classroom/laboratory setting completing remediation with clinic hours to be made up before the end of the semester)
- V. Programmatic Dismissal
 

Students may be dismissed from the program for but not limited to reasons of repeated unsafe clinical practices, misconduct, insubordination, violation of policies, failure to comply with ethics and legal compliance programs, failure to comply with privacy policy and laws, unsatisfactory performance, engaging in any behavior listed in the Board of Regents (BOR) Student Code of Conduct, MxCC Academic Policies, or non-compliance with programmatic policies, as well as, deficiencies in performance, attendance, conduct or the accumulation of previous occurrences.

## **Disciplinary Procedures**

### **Initiation:**

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

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

### **Possible Infractions:**

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

- Insubordination and refusal to obey orders
- Inappropriate dress or appearance based on program dress code
- Excessive tardiness (more than 3 per semester/individual didactic or clinic course)
- Excessive absences or unexcused absences
- Unauthorized use of a cell phone or other electronic devices (class or clinic)
- Failure to comply with clinical affiliate’s facility parking policy
- Removal or falsification of patient, student, official clinical affiliate or college records (including clock in/out times, competencies, etc...)



- have successfully completed the first semester of the radiography program
- be in good clinical standing at the time of leaving the Program
- maintain a minimum GPA of 2.7
- complete an exit interview with the Program Coordinator and Program Director prior to leaving the program
- submit a request for readmission to the Program Coordinator and Program Director prior to the semester of readmission within 12 months of withdrawing
- submit current health assessment forms prior to the start of the semester in which they will be readmitting
- students who temporarily withdraw because of personal or health-related problems; and who are in good academic and clinical standing, are eligible to resume the program within 12 months of their leave
- applications for readmission must be accompanied by a physician's release certifying suitability for class and clinical attendance and participation with no restrictions that would affect patient care
- students will be required to repeat/audit radiography course(s) previously taken as determined by the Program Director and Program Coordinator

### **Readmission Process**

The student must:

- meet with the Program Director and Program Coordinator to complete exit interview
- audit the radiography course(s) during the semester **prior** to the semester he/she wishes to be considered for readmission as determined by the Program Director and Program Coordinator
- submit a request for readmission letter to the Program Director by April 1st for the summer or fall semester, November 1st for the spring semester
- notification will be given to the student prior to the start of the semester in which they are requesting readmission

### **Ineligibility for Readmission**

Students are permanently severed from the radiography program without the possibility of readmission in the following circumstances:

- an Honor Code Violation: refer to ARRT Ethics-Review-Preapplication <https://www.arrt.org/earn-arrt-credentials/requirements/ethics-requirements/ethics-review-preapplication>
- withdrawn for unsafe clinical practices
- failing clinical grade
- unsuccessful academic progress after previous readmission

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

Effective Date: 08/2018

Review: Annually

Reviewed, Not Revised:

Reviewed and Revised:

## **Attendance Policy**

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 class or shift.

Attendance at classroom, college laboratory and clinical learning experiences is required to meet course and end of program student learning outcomes. Excessive absences may result in the inability to meet course outcomes and consequently course failure. Student must attend all college laboratory and clinical learning experiences. Any extenuating circumstances must be documented and approved by the radiologic technology program director or designee.

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, full time attendance is mandatory for didactic classes, labs, and clinical rotations. At the same time, the faculty recognizes that students need time off or may contract illnesses that incapacitate them and may be potentially hazardous to patients and others. Students that have an illness or are fatigued should use caution when reporting for clinical. Radiographers work with compromised patients. It is not in the patient's best interest to be exposed to other diseases. Students that are fatigued are also putting patients at risk. Fatigue affects one's cognitive abilities. Students that are ill or tired may be sent home by the instructor and missed hours will be made up after a discussion with the Coordinator of Clinical Education. Any change in the health status of the student requires that they notify the Coordinator of Clinical Education. This includes any medication the student may be taking. Remember many medications can impair movement, judgment, thinking, and vision. A student on medication may not practice safely. Each case will be considered on an individual basis and many require consultation with the student's physician and the submission of medical reports.

In these events, the student must adhere to the following guidelines.

- Absence is defined as not attending a scheduled class/clinic shift. The student must arrange with the classroom instructor to make up any missed class content. Also, the student must arrange with the CC using the "Time Off Request/Make Up Time Off Reconciliation Form" to complete any missed clinic time.
- Excused Absence is defined as an absence where the student notifies the class instructor, or the CC and the appropriate clinic personnel BEFORE the scheduled class/clinic time. The student must arrange with the classroom instructor to make up any missed class content. Also, the student must arrange with the CC using the "Time Off Request/Make Up Time Off Reconciliation Form" to complete any missed clinic time.
- Unexcused Absence is defined as not showing up at the clinical site and/or failing to notify the appropriate personnel BEFORE the scheduled class/clinical time. The student must arrange with the classroom instructor to make up any missed class content. Also, the student must arrange with the CC using the "Time Off Request/Make Up Time Off Reconciliation Form" to complete any missed clinic time.
- Tardiness is defined as reporting to your assigned classroom or clinical site area anytime later than the scheduled start time or returning late from a scheduled break or lunch. Tardiness will not be tolerated. The student must arrange with the classroom instructor to make up any missed class content. Also, the student must arrange with the CC using the "Time Off Request/Make Up Time Off Reconciliation Form" to complete any missed clinic time.

All clinic hours missed due to absences or tardiness must be made up, as soon as possible, at the site that was missed, within the same semester. The student must arrange with the CC using the "Time Off Request/Make Up Time Off Reconciliation Form" to complete any missed time. All hours missed must be made up prior to the end of the semester when the hours were missed.

#### **Didactic Attendance Policy**

1. Students are responsible for all materials covered in scheduled classes, whether or not they are in attendance. Missed or failed quizzes, examinations, assignments, or student presentations may be re-administered at the discretion of the instructor.
2. A student who is going to be absent must contact the instructor by phone/email before class starts. It is acceptable to leave a message on the voicemail system BEFORE the start of class. **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 the course syllabus.

**4. STUDENTS WILL BE REQUIRED TO ADJUST THEIR PERSONAL OR WORK SCHEDULES IN ORDER TO**

**COMPLY WITH PROGRAM CLASSROOM AND LABORATORY SCHEDULES**

**5. Extenuating circumstances for consideration on an individual basis 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
- bereavement as per policy

**6. Unacceptable circumstances include but are not limited to:**

- work conflicts
- daycare (except during inclement weather)
- personal or family vacations, and
- all conflicts with non-programmatic educational courses.

**Clinical Attendance Policy**

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

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

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

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

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

1. Alteration of clinic schedule. Students are responsible for completion of all clinical hours as scheduled in a given semester. Switching sites, shifts, or assignments is prohibited. “Banking” of clinic hours in preparation for a personal vacation, future illness, or scheduled appointments is prohibited. All changes to the posted schedule must be approved by the Coordinator of Clinical Education or the Program Director.
2. When student will be ABSENT from assigned clinical site, the student is responsible for notifying the CC (860-358-6508) in addition to the assigned clinic site. Calls should be completed (1) hour before the start of the clinic shift. When calling the clinic site, the student should speak with the “In-charge Radiographer. If this is not possible, the student should document the person they speak with at the clinic site for verification by the CC.
3. The student is responsible for calling the Middlesex Hospital “SICK LINE: 860-358-6155 if they have an illness that may be contagious, even when assigned to a NON-Middlesex Hospital Site. The student will include their Name, they are a student of the School of Radiology, symptoms and when the symptoms began so that tracking of contagious disease may be done by Employee Health.
4. Excessive absences defined as more than (2) per semester that are unscheduled/unexcused.

5. Excessive tardiness, more than three (3) incidents of tardiness. Students are to be ready for their assigned shift, at the assigned site at the assigned time.
6. A student leaving early from assigned clinical site must notify the CC or PD for approval. The time must be made up.
7. A failure to have clinic log signed/initialed by appropriate clinic staff, and/or Kronos where applicable.
8. Any inaccuracies, as determined by the CC, entered into the clinic log sheet and/or Kronos time clock system will be considered falsification of documents.

### **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, 2018

### **Bereavement Policy**

Policy:

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

\* Immediate family is defined as a parent (step), child (step), spouse, sibling (step) or grandparent (step). Time off may be allowed for more distant relatives or close friends at the discretion of the Program Director or Coordinator of Clinical Education. The Program Director reserves the right to require verification of the death and relationship. The student must submit a request for additional bereavement time to the Program Director.

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, 7/2018

### **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 reviewed with the students 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: [https://www.arrt.org/docs/default-source/ethics/ethics-review-preapplication.pdf?sfvrsn=74a101fc\\_42](https://www.arrt.org/docs/default-source/ethics/ethics-review-preapplication.pdf?sfvrsn=74a101fc_42)

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, 7/2018

## Clinical Expectations Policy

Policy:

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, accountability and reliability. Attendance for all assigned clinical hours and rotations is mandatory and essential to content mastery. A student should be able to achieve clinical competency by actively fulfilling the required number of assigned, supervised clinical hours during each semester.

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:
  - Ten (10) mandatory ARRT general patient care activities,
  - Thirty-seven (37) ARRT Mandatory imaging procedures,
  - Fifteen (15) ARRT Elective imaging procedures to be selected from a list of 34 procedures,
  - One (1) of the 15 ARRT Elective imaging procedure from the head section,
  - 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,
  - 8 additional elective competencies as identified by the ARRT to equal a total of 60 procedural competencies by the Middlesex Radiologic Technology Program..
2. A ratio of 1:1 Student to radiography clinical staff must be maintained at all times. If an uncommon procedure is performed (i.e. skull imaging, trauma procedure, etc...), it is acceptable that more than one student may be temporarily assigned to one radiographer.
3. All clinical assignments shall be carried out under the **Direct Supervision** of a certified, licensed radiographer until a student achieves and documents competency in a given procedure. **Direct Supervision** means that a radiographer is present before the exam to assess, during the exam, and reviews and approves the finished procedure.

4. Students may perform procedures under **Indirect Supervision** after demonstrating competency. **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. **A CERTIFIED LICENSED RADIOGRAPHER MUST APPROVE ALL IMAGES AND COMPUTER WORK INDEPENDENT OF STUDENT PLACEMENT WITHIN THE PROGRAM 1ST YEAR, 2ND YEAR AND/OR INTERN BEFORE IMAGES MAY BE SENT ELECTRONICALLY TO THE RADIOLOGISTS.**
6. **A CERTIFIED AND LICENSED RADIOGRAPHER MUST SUPERVISE ALL STUDENT'S REPEATS. THE SUPERVISING RADIOGRAPHER MUST PLACE THEIR PERSONAL BODY PART MARKER NEXT THE TO THE STUDENT'S BODY PART MARKER TO INDICATE SUPERVISION OCCURRED DURING THE REPEAT EXPOSURES REGARDLESS OF THE STUDENT'S LEVEL OF COMPETENCY.**
7. The student is required to achieve a specific required number of competencies per semester as listed in the clinical course syllabus for each semester. The Coordinator of Clinical Education and the Clinical instructor monitor student progress to ensure each clinical rotation allows student success.
8. During a competency, if a student earns a score below 80 % (failure), the Disciplinary Action Policy will be initiated at the 2nd Verbal Warning with a one-day clinic suspension that will be made up at a later date before the end of the semester. The student will then have the opportunity to complete the competency for a 2nd attempt with the highest score possible of 90%. If a student fails the competency a second time, the Disciplinary Action Policy will be initiated at the 2nd Written Warning with up to a three-day clinic suspension and the time being made up before the end of the semester. The second repeat of the same procedure will start with the highest starting score a maximum of 85%. A student that is not successful after 3 attempts of the same procedure competency faces dismissal from the program.
9. The Coordinator of Clinical Education or a Program Clinical Instructor has the option, at any time, to re-evaluate any competency category previously completed to insure the student's continued competency. If the student is not able to perform an examination they have already been deemed competent in, the competency will be withdrawn 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, 2018

## 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.

[https://www.arrt.org/docs/default-source/governing-documents/code-of-ethics.pdf?sfvrsn=71f304fc\\_12](https://www.arrt.org/docs/default-source/governing-documents/code-of-ethics.pdf?sfvrsn=71f304fc_12)

Unprofessional, unethical student behaviors will not be tolerated in the program. Students are expected to abide by the MxCC Student Conduct Policy as published in the college catalog, <http://mxcc.edu/catalog/academic-policie>. Students will be informed and counseled **ONLY ONCE** regarding a specific ethical behavior. If a behavior persists after an “Opportunity for Improvement”, the program Disciplinary Action Policy will be initiated. Students are expected to adhere to the following statements:

Students:

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

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

Effective Date: 8/2013

Review: Annually

Reviewed, Not Revised: 2015, 2016

Reviewed & Revised: 6/2014, 2017, 2018

## Copyright Infringement

Policy:

The U.S. Department of Education has issued regulations regarding the distribution of copyrighted materials such as music, games, and video through uploads and downloads over computer networks. The regulations are focused on combating the unauthorized, illegal distribution of copyrighted materials via peer-to-peer file sharing. Any unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject individuals to civil and criminal liabilities. Penalties for violation of federal copyright laws include: Statutory fines of not less than \$750 or more than \$30,000 per infringement. If the infringement was committed “willfully”, the

court may increase the award of statutory damages to up to \$150,000 per infringement. The court may also, in its discretion, award a reasonable attorney's fee to the prevailing party as part of the costs.

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

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 not utilize any clinical affiliate computer systems without direct supervision from a clinical staff member.
3. Any misuse of the Clinical Affiliate Information Technology system will subject the student to disciplinary action and possible suspension and or dismissal.
4. Students found guilty will be subject to the full extent of the fines and penalties imposed. (See above)

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

Reviewed & Revised: 2018

## Dress Code

Policy:

Appearance is a form of nonverbal 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, 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 3<sup>rd</sup> 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. A short white lab coat may be worn. NO sweaters, "hoodies" or other sweatshirts will be permitted.
  - e. Appropriate undergarments are always to be worn and should not be visible through the student's uniform.
  - f. Students are to wear school uniform to clinic site and change into affiliate hospital scrubs only 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 (No smartwatches with cameras may be worn).
  - c. No body piercings will be displayed, including tongue, nose, eyebrow or lip rings.
  - d. Rings will be limited to one ring per hand. Rings could pose a possible patient safety concern.
  - e. 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 always be worn while at a clinical affiliate (including in the classroom)
9. Miscellaneous  
Radiation badges must always be worn 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 will have a discussion with the Clinical Instructor or program faculty utilizing the “Opportunity for Improvement Form” Subsequent incidents of non compliance with the dress code will result in disciplinary action up to and including dismissal. 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.

**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... Students 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: 6/2012, 8/2013, 7/2014, 7/2015, 2017, 2018

## **Equipment Maintenance**

Policy:

1. Students must keep classroom, laboratory, and clinical equipment neat, clean, and in good working order at all times.
2. Students known to operate or handle clinical affiliate 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: 2018

## **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 (APPENDIX) 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 repercussion from reporting an error, they should contact the Program Director, Coordinator of Clinical Education or Clinical Instructor immediately. The student, if at a Middlesex site 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>

If an error was made by a student, and depending on the nature of the error, a plan for remedial education may be required.

Incident Reporting is one of the elements of an effective Risk Management Program.

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

Effective Date: 1998

Review: Annually

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

Reviewed & Revised: 2013, 2014, 7/2015, 2018

## **Graduation Requirements**

Policy:

1. Maintain a Grade of “C” or higher in all program coursework with a C+ in BIO 211 and BIO 212.
2. Satisfactorily complete a graduation audit and submit an application for graduation by date set by the college.
3. Complete all required General Patient Care and Procedures Competencies.
4. Fulfill all financial obligations to the college.
5. Remain compliant with all college and program policies as outlined in the Program Student Handbook.
6. Complete an exit survey, the results of which are used for performance improvement activities.
7. Return ID badges, radiation monitoring devices, parking passes, and body part markers. Any fees associated with items not returned are the responsibility of the student and must be paid before the student can be cleared as completing the program and receive course grades.

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, 7/2015, 2018

## **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 in the 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. ALL ID BADGES must be worn high on the student’s uniform for ease in reading. 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 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 Hospital Security Office for a replacement. There may be a fee for lost badges and tags. There is not a charge for replacing damaged badges or for name changes.

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

Effective: 1998

Review: Annually

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

Reviewed & Revised: 2013, 7/2015, 2017, 2018

## Laboratory Supervision

Policy:

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

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

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

Effective Date: 8/2013

Review: Annually

Reviewed, Not Revised: 2014, 2016, 2017, 2018

Reviewed & Revised: 7/2015

## Program Grievance Procedure/Complaint Resolution

Policy:

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

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

Clinical Concerns:

Step 1: Clinical Instructor

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

Step 2: Program Director

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

- o date and time of the incident



Review: Annually  
Reviewed, Not Revised: 2016  
Reviewed & Revised: 7/2014, 7/2015, 2017, 2018

### **News Media Information**

Policy:

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

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

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

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

Effective Date: 8/2013

Review: Annually

Reviewed, Not Revised: 7/2014, 2015, 2016, 2017

Reviewed & Revised: 2018

### **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 the revised 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: 7/2014, 2015, 2016, 2018  
Reviewed & Revised: 2017

## Pregnancy

### 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 criteria, 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://pbdupws.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, 2018

Reviewed & Revised: 2013, 2014, 7/2015, 2017

## **Program Records**

### Policy:

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

Students are required to keep personal data current with the Program. Changes in address, phone numbers, e-mail address and name must be given to the Program Director any time prior to or after the yearly records update.

### Student Records:

A separate student record will be maintained for everyone accepted and entering the Radiography Program.

Retention period is based on MxCC retention of records.

### Review of Records:

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

### Security:

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

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

Effective Date: 2013

Review: Annually

Reviewed, Not Revised: 2014, 2015, 2016, 2018

Reviewed & Revised: 2017

## **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:

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

1. Student Responsibilities in Practicing Appropriate Radiation Protection includes:

- Properly identifying the patient, verifying the examination and following departmental radiation safety policies before performing a radiologic examination.
- The student to radiography clinical staff ratio must be 1:1 at all times.
- Making exposures only under the direct supervision of a qualified radiographer until the student achieves competency.
- All unsatisfactory radiographs shall be repeated ONLY in the presence of a qualified radiographer, regardless of the student’s level of competency.
- Students will NEVER hold patients and/or image receptors for an exposure.
- Assure that all room occupants are behind the control booth barrier prior to making an exposure.
- 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.
- Choose appropriate technique PRIOR to making an exposure which reduces the need for repeats.
- Always use appropriate shielding for all examinations.

Each student is issued a radiation monitor and must always wear the monitor 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:

- Each student will be issued a radiation monitoring device before entering their clinical rotation and quarterly thereafter.
- The student is responsible for exchanging the radiation monitoring device mid-month and returning the old monitor from the previous quarter.
- Collected and exposed monitors are returned to the dosimetry monitoring service in a timely manner.
- 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.
- 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.
- Occupational Radiation Monitoring Reports are reviewed by Middlesex Hospital Radiation Safety Officer, signed and permanently maintained in Middlesex Hospital.
- Each student is required to initial a copy of the current report indicating knowledge of any exposure within thirty (30) school days following receipt of the data. In addition, each student receives their own personal copy of their exposure history via an electronic method and signs the report electronically, acknowledging they have reviewed the report. All recent copies are stored in the School of Radiology suite at Middlesex Hospital in a permanent file.
- The NRC regulations are posted adjacent to the student dosimetry reports on the bulletin board.
- Monitors should be protected from heat and moisture and stored in a secure place.

Protocol for Students Exceeding the Threshold Dose of Level I radiation exposures of 125 mrem in a calendar quarter.

- 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.
- The RSO/Health physicist will interview the student to determine the cause of the exposure.
- The RSO investigates and documents and will take appropriate measure when necessary.
- A corrective action plan, if appropriate, will be created.
- 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.

#### Radiation Safety Rules for Fluoroscopy

- 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.
- Lead Apparel shall be worn by students when performing fluoroscopic and mobile examinations.
- "Beam-on" time shall be kept to a minimum.
- 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.
- The image intensifier shall be placed as close to the patient as practical for the procedure.
- Students and personnel shall position themselves as far away as practical from the radiation source.
- Fluoroscopic time will be documented for each procedure.

#### 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:

- Students must wear a lead apron and maximize the distance when taking the exposure.
- Staff in the immediate area must be alerted before taking an exposure.
- Move the patient requiring the exam to an area 6 feet from the other patient, or;
- Remove the patient not being x-rayed to an area at least 6 feet from the primary beam.
- 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.
- 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, 7/2015, 2018

## Registration Policy

Policy:

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

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

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

- receipt of payment for the semester,

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

Approved By: Donna J. Crum, M.S., R. T. (R) (CT); Judy Wallace, PT, DPT  
Program Director Program Coordinator  
Effective: 6/2012  
Review: Annually  
Reviewed, Not Revised: 2013, 2016, 2017, 2018  
Reviewed & Revised: 7/2014, 7/2015

### **Transfer Credits/Advanced Placement**

Policy:

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

Review the Middlesex Community College Transfer policy on-line at <http://mxcc.edu/future-students/transfer-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: 7/2014, 2018

### **Student Health Insurance**

Policy:

**All students are required to be covered by medical health 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  
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Reviewed & Revised: 8/2013, 7/2014, 7/2015/2018



Reviewed & Revised: 2014; 11/2017

## **Electronic Devices Including Cell Phones**

Policy:

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.

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

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

Effective Date: 2013

Review: Annually

Reviewed, Not Revised: 2016, 2017, 2018

Reviewed & Revised: 7/2014; 7/2015

## **Withdrawal**

Policy:

### **Course:**

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

"You may withdraw from this class any time before the end of the 11<sup>th</sup> week\* of the semester. A completed and signed withdrawal form must be on file in the Records Office by the deadline in order to receive a "W" on your transcript. If you fail to complete this process on time, you will receive a letter grade at the end of the semester, which will include zeroes for any work not submitted. Course withdrawals may affect financial aid and veterans 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 utilizing the Readmission Policy

### **Program:**

Students withdrawing from the Radiologic Technology Program are required to return their I.D. badges, parking tag, body part markers and radiation monitoring device. The student must also write a letter addressed to the program director and program coordinator stating their decision to withdraw from the program with a brief explanation for

data collection purposes. Students are further advised to complete all necessary paperwork at the college withdrawing from the program including meeting with the financial aid office.

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

Program Director

Program Coordinator

Effective Date: 2013

Review: Annually

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Reviewed & Revised: 2014, 2018

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

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