I HAVE RECEIVED A COPY OF THE RADIOLOGIC TECHNOLOGY STUDENT HANDBOOK

NAME: _____

DATE: _____

A student may be dismissed from the program if the student does not adhere to the ARRT Standards of Ethics, The Patient's Bill of Rights, The Radiation Safety Policies, The Supervisory Policies, Attendance Policies, Record Keeping Policies, Capital Community College (CCC) College Policies, or other Program Policies Identified in this Student Handbook. Students are expected and required to practice behaviors consistent with the Radiologic Technology Profession.

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 in the last semester. All transfer courses and program requirements must be completed prior to program completion.

This Student Handbook and the policies herein may be modified at any time. Any modifications and or program policy changes will be distributed to the students immediately.

CAPITAL COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM

AUTHORIZED PERSONS WHO HAVE ACCESS TO ALL STUDENT'S RECORDS

The following are authorized persons who have access to all student's records for the purpose of evaluation procedures, documentation, counseling, disciplinary action, determination of each student's status in the school program and maintenance of school records.

PROGRAM DIRECTOR, Radiologic Technology Program

MEDICAL DIRECTOR, Radiologic Technology Program

CLINICAL INSTRUCTORS, Radiologic Technology Program

FACULTY, Radiology Technology Program

MEMBERS of the JRCERT Site Visiting Team

CLINICAL SITES Require Access/Copies of Physicals and Immunization Records

I, _____, a student in the _____ graduating class of the Radiologic Technology Program at CCC, do hereby give permission for the above representatives to review my student files, if the need arises.

I understand that these files are confidential and any information required will be kept confidential by the representatives above.

_____
Signature

_____
Date

CAPITAL COMMUNITY COLLEGE
APPROPRIATE BEHAVIORS

Self-discipline and respect for one's classmates and professor are essential if the collegiate learning experience is to be useful and harmonious. Professors encourage informal classroom discussions, but with that freedom comes responsibility, and with spontaneity comes the need for courtesy. Students play a central role in maintaining an effective learning environment.

The guidelines regarding disruptive student behavior are published in the student handbook. A student who displays behavioral problems may be referred to a counselor for consultation. If no resolution is achieved, a referral is made to the Dean of Student Services' office for appropriate action.

The Capital Community College community subscribe to the following guidelines regarding classroom behavior.

- Regular attendance in class is essential for every student. If you plan to miss class, make every effort to contact the instructor. Excessive absences, as defined by each instructor at the beginning of every semester can affect your grade.
- No beepers or phones are allowed in class as they distract other students.
- No food or drink is allowed in classrooms.
- Chronic tardiness is inconsiderate to the instructor and fellow classmates. Schedule medical appointments after class hours and consider employment schedules and the demands of family life before you register for classes.
- Courtesy is the hallmark of academic discourse. Please allow your instructor and fellow students to express their views. Side conversations intrude on other people's right to speak without interruptions when they have been recognized by the instructor.
- Once the class has started, students should stay seated in the classroom. The disruptive motion of people coming and going during classroom instruction is inconsiderate. A student should leave class only for an emergency. Getting a drink of water or making a telephone call is not an emergency activity.
- Because it is difficult for you and others to concentrate when children are in the classroom you are encouraged to arrange for regular child care while you are in classes and the library.

"Capital Community College (CCC) is committed to ensuring that our campus community, both virtual and on grounds, is safe and supportive of people of all genders and sexual identities. CCC has zero tolerance for sexual misconduct. Sexual misconduct includes sexual harassment, sexual assault and intimate partner violence. A variety of support resources are available on campus and in the community to assist in dealing with sexual violence. These resources are available whether or not the incident occurred on campus or off campus. For support and information on available options please see your instructor and/or the counseling office."

I understand the standards of appropriate classroom behavior.

_____ Student Signature _____Date

CAPITAL COMMUNITY COLLEGE
STATEMENT OF PLAGIARISM

Using someone else's ideas or phrasing and representing those ideas or phrasing as your own, either on purpose or through carelessness, is a serious offense known as plagiarism. "Ideas or phrasing" includes written or spoken material, of course – from whole papers and paragraphs to sentences, and, indeed, phrases – but it also includes statistics, lab results, graphics, electronic transmission of information, artwork, etc. "Someone else" can mean a professional source, such as a published writer or critic in a book, magazine, encyclopedia, or journal; another student at this college or anywhere else; a paper-writing "service" which offers to sell written papers for a fee.

Students caught plagiarizing in this course will receive an "F" for the assignment involved. Penalties will be subject to guidelines outlined in the college student handbook.

There *are* ways of using other people's ideas, phrasing, statistics, etc., as long as credit is properly given to the source(s) of that material. Those methods of giving credit, called documentation, can vary, but the instructors of the Humanities Division of Capital Community College have agreed that one widely approved method of parenthetical documentation will be acceptable for courses offered by this Division. *The Guide to Research,* which is available in the College library and through English instructors, explains this system in detail.

Students are entirely responsible for understanding the policy regarding plagiarism; students who do not thoroughly understand the concept of plagiarism and methods of proper documentation should request further explanation from the instructor.

_____ _____

Student Signature Date

Capital Community College (CCC) College Policies

STUDENTS WITH SPECIAL NEEDS' STATEMENT

CCC is committed to providing access and full participation to students with special needs in all areas of its academic programs and services.
Students with special needs should:

- Meet with the Learning Disabilities Specialist at least thirty (30) days prior to the beginning of each semester.
    - Self-identify and provide documentation of their specific disability.
    - Be able to identify **reasonable** accommodation to be successful academically.

SEXUAL VIOLENCE AWARENESS POLICY

CCC is committed to ensuring that our campus community, both virtual and on grounds, is safe and supportive of people of all genders and sexual identities. CCC has zero tolerance for sexual misconduct. Sexual misconduct includes sexual harassment, sexual assault and intimate partner violence. A variety of support resources are available on campus and in the community to assist in dealing with sexual violence. These resources are available whether or not the incident occurred on campus or off campus. For support and information on available options, the following contact list is provided.

Dr. Miah LaPierre-Dreger, Dean of Students …… 860-906-5010
Dr. Miah LaPierre-Dreger, Title IX Coordinator 860-906-5010
James Griffin, Master Sergeant Public Safety…….860-906-5076
Sabrina Adams-Roberts, Lead Counselor……860-906-5043

NEASC CREDIT HOUR POLICY

The US Department of Education has enacted regulations regarding program integrity that include a federal definition of a credit hour:

Federal Definition and Commission Review of the Credit Hour

As an accreditor recognized by the U.S. Secretary of Education, the Commission is obliged to follow federal law and regulations pertinent to that recognition. Federal regulation defines a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutional established equivalence that reasonably approximates not less than –

(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours.

In accordance with federal policy, CCC defines a credit hour as the amount of work represented in the achievement of student learning outcomes (verified by evidence of student achievement) that reasonably approximates one hour (50 minutes) of classroom instruction and a minimum of two hours of out-of-class student work. For every course credit hour, a typical student should expect to spend at least two hours per week of concentrated attention on course-related work including, but not limited to, class meeting time, reading, reviewing, organizing notes, studying and completing assignments.

MISSION STATEMENT

CAPITAL COMMUNITY COLLEGE
RADIOLOGY TECHNOLOGY
MISSION STATEMENT

I. MISSION

The Mission of the Radiology Technology program is to prepare competent Radiologic Technologists who will assist the radiologist in providing a high level of radiologic technology expertise to patients in hospitals, clinics, extended care facilities, nursing homes and other organized health care settings. The program provides education and training to diverse cultural groups which leads to employment, job advancement, or transfer to upper-level educational institutions, according to the statutory mandate and mission of the Board of Regents.

II. The Goals and Student Learning Outcomes of the Radiologic Technology Program

- **Goal 1:** Students will be clinically competent.
  Student Learning Outcomes:
  - Students will demonstrate proper positioning skills.
  - Students will demonstrate selection of appropriate technical factors.
  - Students will demonstrate proper radiation protection.
- **Goal 2:** Students will communicate effectively.
  Student Learning Outcomes:
  - Students will demonstrate effective oral communication skills with patients and clinical staff.
  - Students will demonstrate proper written communication skills.
- **Goal 3:** Students will demonstrate critical thinking and problem-solving skills.
  Student Learning Outcomes:
  - Students will demonstrate proper critical thinking skills to problem solve patient care situations.
  - Students will demonstrate the ability to adapt positioning for trauma patients.
- **Goal 4:** Students will demonstrate the importance of professional growth and development.
  Student Learning Outcomes:
  - Students will demonstrate the importance of continued professional development.
  - Students will demonstrate the importance of professional and ethical practice.
- **Goal 5:** The program will graduate entry-level technologists.
  Student Learning Outcomes:
  - Students will pass the ARRT national certification on the 1st attempt.
  - Of those pursuing employment, 75% of students will be gainfully employed within six months' post-graduation.
  - Students will complete the program within 30 months.
  - Students will be competent entry-level professionals.
  - Employers will be satisfied with the graduate's performance.

RADIOLOGY TECHNOLOGY
STUDENT HANDBOOK

STATEMENT OF PATIENT'S BILL OF RIGHTS

The American Hospital Association presents a Patient's Bill of Rights with the expectation that observance of these rights will contribute to the more effective patient care and greater satisfaction for the patient, his physician and the hospital organization. Further, the Association presents these rights in the expectation that they will be supported by the hospital on behalf of its patients, as an integral part of the healing process. It is recognized that a personal relationship between the physician and the patient is essential for the provision of proper medical care. The traditional physician-patient relationship takes on a new dimension when care is rendered within an organizational structure. Legal precedent has established that the institution itself also has a responsibility to the patient. It is in recognition of these factors that these rights are affirmed.

1. The patient has the right to considerate and respectful care.

2. The patient has the right to obtain from his physician complete, current information concerning their diagnosis, treatment, and prognosis in terms the patient can be reasonably expected to understand. When it is not medically advisable to give such information to the patient, the information should be made available to an appropriate person in his behalf. He has the right to know by name, the physician responsible for coordinating his care.

3. The patient has the right to receive from his physician information necessary to give informed consent prior to the start of any procedure and/or treatment. Except in emergencies, such information or informed consent, should include but not necessarily be limited to the specific procedure and/or treatment, the medically significant risks involved and the probable duration of incapacitation. Where medically significant, alternatives for care or treatment exist, or when the patient requests information concerning medical alternatives the patient has the right to such information. The patient also has the right to know the name of the person responsible for the procedures and/or treatment.

4. The patient has the right to refuse treatment to the extent permitted by the law, and to be informed of the medical consequences of his action.

5. The patient has the right to every consideration of his privacy concerning his own medical care program. Case discussion, consultation, examination and treatment are confidential and should be conducted discreetly. Those not directly involved in his care must have the permission of the patient to be present.

6. The patient has the right to expect that all communications and records pertaining to his care should be treated as confidential.

7. The patient has the right to expect, that within its capacity, a hospital must make reasonable response to the request of a patient for services. The hospital must provide evaluation, service and/or referral as indicated by the urgency of the case. When medically permissible, a patient may be transferred to another facility only after he has received complete information and explanation concerning the needs for, and alternatives to, such a transfer. The institution to which the patient is to be transferred must first have accepted the patient for transfer.

8. The patient has the right to obtain information as to any relationship of his hospital to other health care and educational institutions insofar as his care is concerned. The patient has the right to obtain information as to the existence of any professional relationships among individuals, by name, who are treating him.

9. The patient has the right to be advised if the hospital proposes to engage in or perform human experimentation affecting his care or treatment. The patient has the right to refuse to participate in such research projects.

10. The patient has the right to expect reasonable continuity of care. He has the right to know in advance what appointment times and physicians are available and where. The patient has the right to expect that the hospital will provide a mechanism whereby he is informed by his physician or a delegate of the physician of the patient's continuing health care requirements following discharge.

11. The patient has the right to examine and receive an explanation of his bill regardless of source of payment.

12. The patient has the right to know what hospital rules and regulations apply to his conduct as a patient.

No catalog of rights can guarantee for the patient the kind of treatment he/she has the right to expect.
A hospital has many functions to perform, including the prevention and treatment of disease, the education of both health professionals and patients and the conduct of clinical research. All these activities must be conducted with an overriding concern for the patient, and, above all, the recognition of his dignity as a human being. Success in achieving this recognition assures success in the defense of the rights of the patient.

AMERICAN HOSPITAL ASSOCIATION

CAPITAL COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
RADIATION SAFETY

1. All students will be assigned radiation monitoring badges which will be reviewed regularly by the Program Coordinator.

2. Students are to wear radiation monitoring devices at waist level, on their belts anytime they are at their clinical education rotation. If the student is in an area of fluoroscopy or portables, the monitoring device should be worn at the collar level **on the outside of the protective lead apron**.

3. Student maximum permissible dose will follow the set ALARA/MPD maximum radiation amounts:
   a. A student can receive no more than:

      1. 5 REM(cSv)/year, whole body
      2. 410 mR/month, whole body
      3. 100 mR/week, whole body

   b. If a student receives a greater amount than specified above, that student will be taken out of the radiation area for a time specified/agreed upon by the Department Medical Physicist, the Department Radiation Protection Services Consultant and the Program Coordinator until such time that it is safe to return to radiation areas.

4. When a student is in fluoro, or requires the use of a lead apron, the radiation monitoring device must be worn **outside the apron at the collar** of the student's shirt/lab coat.

5. No student will ever hold a patient for an exposure or stay in a radiographic room for an exposure.

6. Students must stand a minimum of 6 ft. from all portable exposures.

7. Students must maintain the greatest amount of distance from a radiation source as possible, while still being able to fulfill their responsibilities.

8. Students must keep all examination room doors closed during x-ray exposure.

9. Students must always wear lead protective devices during involvement in fluoroscopic examinations.

10. ***All*** repeat radiographs must ***always*** be taken in the presence of a qualified radiographer.

11. Collimation must be used at all times on radiographs.

12. Students must use gonadal shielding on all patients less than 50 years of age.

SUPERVISORY POLICIES

1. Until a student achieves and documents competency in any given procedure, all clinical assignments shall be carried out under the direct supervision of qualified radiographers. The parameters of ***direct supervision*** are:

   - A qualified radiographer reviews the request for examination in relation to the student's achievement;
   - a qualified radiographer evaluates the condition of the patient in relation to the student's knowledge;
   - a qualified radiographer is present during the conduct of the examination; and
   - a qualified radiographer reviews and approves the radiographs.

2. After demonstrating competency, students may perform procedures with ***indirect supervision***.

   Indirect supervision is defined as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement.

   "Immediately available" is interpreted as the presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

3. **Repeat Images/Examinations**

   In support of professional responsibility for provision of quality patient care and radiation protection, **unsatisfactory radiographs must be repeated only in the presence of a qualified radiographer regardless of the student's level of competency or year/semester of study.**

MAGNETIC RESONANCE (MRI) SAFETY POLICY

Prior to clinical site placement, students will receive Clinical Orientation to address clinical policies, procedures, and safety. During Clinical Orientation, students will receive MRI safety training to include the dangers of implants and/or foreign bodies, and will be screened for magnetic wave and/or radiofrequency hazards. On completion of Clinical Orientation, students will sign a roster to document MRI safety training and screening documentation will be maintained by the Clinical Coordinator. Students may assist radiologic technologists with the transport of patients to various parts of the imaging department to include MRI: however, students who do not meet the programs screening safety criteria for MRI exams will not be permitted to the MRI department.

Foreign bodies and implants can cause harm to the individual or others when within the influence of the MRI magnetic field. Under the influence of the MRI magnetic field, internal foreign bodies or implants may move or heat, causing organ damage to surrounding tissue. Additionally, depending upon the type of implant, the implant may malfunction or stop working completely, such as medication pumps or pacemakers that are not MRI safe.

External foreign bodies carried into the MRI suite may be attracted to the magnetic field at a high velocity and injure the individual or anyone in the path of the object's trajectory.
Examples of foreign bodies/ implants that may harm the individual (this is not a comprehensive list):
• PACE Makers
• Insulin pumps
• Neuostimulators
• Mechanical devices
• Shunts • Stents
• Heart valves
• Aneurysm clips
• Coils • Filters
• Penile implants
• Ocular implants
• Prostheses
• Shrapnel of metal
• Bullets and pellets Examples of objects that can harm the individual or others (this is not a comprehensive list):
• Oxygen tank
• IV pool
• Keys
• Lighter
• Cell phone
• Pin
• Scissors
• Stethoscope
• Wheelchair
• Anything attracted to a magnet

MAGNETIC RESONANCE (MRI) SAFETY POLICY LAB

Prior to clinical site placement, students will receive Clinical Orientation to address clinical policies, procedures, and safety. During Clinical Orientation, students will receive MRI safety training to include the dangers of implants and/or foreign bodies, and will be screened for magnetic wave and/or radiofrequency hazards. On completion of Clinical Orientation, students will sign a roster to document MRI safety training and screening documentation will be maintained by the Clinical Coordinator. Students may assist radiologic technologists with the transport of patients to various parts of the imaging department to include MRI: however, students who do not meet the programs screening safety criteria for MRI exams will not be permitted to the MRI department.

Foreign bodies and implants can cause harm to the individual or others when within the influence of the MRI magnetic field. Under the influence of the MRI magnetic field, internal foreign bodies or implants may move or heat, causing organ damage to surrounding tissue. Additionally, depending upon the type of implant, the implant may malfunction or stop working completely, such as medication pumps or pacemakers that are not MRI safe.

External foreign bodies carried into the MRI suite may be attracted to the magnetic field at a high velocity and injure the individual or anyone in the path of the object's trajectory.

Examples of foreign bodies/ implants that may harm the individual (this is not a comprehensive list):

___ PACE Makers

___ Insulin pumps

___ Neuostimulators

___ Mechanical devices

___ Shunts

___ Stents

___ Heart valves

___ Aneurysm clips

___ Coils

___ Filters

___ Penile implants

___ Ocular implants

___ Prostheses

___ Shrapnel of metal

___ Bullets and pellets Examples of objects that can harm the individual or others (this is not a comprehensive list):

___ Oxygen tank

___ IV pool

___ Keys

___ Lighter

___ Cell phone

___ Pin

___ Scissors

___ Stethoscope

___ Wheelchair

___ Stretchers

___ Pacemakers/Defibrillators (ICD)

___ Cochlear implants

___ Tattoos

___ Anything attracted to a magnet

_____ Student _____ Date

_____ Instructor _____Date

Capital Community College Pregnancy Policy

Should a student become pregnant, the Program Coordinator may be notified. **This disclosure is voluntary and not mandatory.** If the student does disclose the pregnancy, they will be requested to complete, sign and date the pregnancy declaration form (next page).

A. Students may continue in the program and clinical assignments without modification.

B. Changes to the student's schedule may be made by the student and coordinator, if desired by the student, to ensure radiation to the baby is kept at a minimum level.

C. Should the student decide to voluntarily disclose that she is pregnant, she should complete the **"CAPITAL COMMUNITY COLLEGE DECLARATION OF PREGNANCY BY RADIOLOGIC TECHNOLOGY STUDENT"** form on the next page.

D. The student has the option of withdrawing their declaration of pregnancy. Should the student desire to withdraw their declaration of pregnancy, a written, signed and dated notice of withdrawal of declaration is required from the student.

E. Should the student declare their pregnancy; she will be assigned a separate film badge for fetal radiation monitoring. In accordance with NRC guidelines, radiation for this badge may not exceed .05 REM per month or .5 REM for the duration of the pregnancy.

CAPITAL COMMUNITY COLLEGE
DECLARATION OF PREGNANCY BY RADIOLOGIC TECHNOLOGY STUDENT

This Declaration of Pregnancy can be rescinded at any time with written notification from the student.

STUDENT: _____ DATE: _____
(month/day/year)

BANNER NUMBER: _____

DATE OF BIRTH: _____

DATE OF DECLARATION: _____

I, _____, hereby declare to the Capital Community College Radiologic Technology Program Coordinator that I am pregnant. The approximate date of conception was _____. I understand that the National Council on Radiation Protection's (NCRP) limit for radiation dose to the embryo/fetus during the whole term of pregnancy is 0.5 REM (5 mSv/gestation). I understand that the radiation dose limit to the embryo/fetus each month of pregnancy is 0.05 REM/month (0.5 mSv/month). I am voluntarily disclosing my pregnancy and I understand that, with my approval, a clinical schedule may be made to keep radiation exposure to a minimum.

_____
Student Signature

_____
Print Student Name

_____
Date

_____
Program Coordinator Signature

RADIOLOGIC TECHNOLOGY STUDENT POLICIES

Policies established by the College for the general student population as stated in the College Catalogue and in the College Student Handbook are applicable to the Radiologic Technology students. The policies identified in this manual are in addition and applicable to the Radiologic Technology student only.

A student may be dismissed from the program if the student does not adhere to the ARRT Standards of Ethics, The Patient's Bill of Rights, The Radiation Safety Policies, The Supervisory Policies, Attendance Policies, Record Keeping Policies or other Program Policies Identified in this Student Handbook. Students are expected and required to practice behaviors consistent with the Radiologic Technology Profession.

RADIOLOGIC TECHNOLOGY CURRICULUM

General education courses supportive to the radiologic technology major must be taken prior to or concurrent with radiologic technology courses as identified in the curriculum design.

Radiologic Technology students are required to conduct themselves in a professional manner and follow the Principles of Professional Conduct and Standards of Ethics set forth for Radiologic Technologists, both in and away from the hospital setting.

PROGRAM EVALUATION

Students are expected to participate in on-going program evaluation during the duration and on the completion (Graduate Survey) of the program. Upon completion of the program, the student is eligible to take the National Registry Examination administered by the American Registry of Radiologic Technologists (ARRT).

CLASS OFFICERS AND COMMITTEE MEMBERSHIPS

Students may elect the following class officers at the beginning of each school year:

President Vice-President Treasurer

The President of each class (first and second year students) will be expected to be a member of the Radiologic Technology Advisory Committee for CCC and attend all meetings of said committee.

OUTSIDE WORK FOR PAY POLICY

Should students wish to pursue part-time work, the following exception should be noted:

Connecticut State Statute, Chapter 376c, Section 20-74, states that no person in the State of Connecticut is allowed to make radiographic exposures while being employed, unless they are registered by the ARRT or registry eligible (graduate from an approved program).

PHYSICAL REQUIREMENTS FOR RADIOLOGY STUDENTS AND TECHNOLOGISTS

Students will be required to perform rigorous and strenuous physical requirements while in the program. Students should be able to perform the requirements below AS WELL AS any other requirements as identified by the college's clinical affiliates.
The student will be required to (including, but not limited to):

- lift 50 or more pounds occasionally, and/or 20 pounds or more frequently, and/or 10 pounds or more constantly
- constantly stoop and bend down to pick up objects;
    - this requires full use of the lower extremities and back muscles
- reach with heavy objects over the head while pulling and pushing
- stand for extended periods of time without sitting
- walk lengthy distances and remain on their feet for extended periods
- push heavy equipment and use upper and lower extremities and back to maneuver heavy equipment
- pull heavy equipment and use upper and lower extremities and back to maneuver heavy equipment
- grasp and apply heavy pressure when working with complex machinery
- feel and perceive attributes of objects, such as size, shape, temperature or texture
- talk to patients and co-workers in a detailed way in which the message is conveyed in a highly detailed, accurate and precise manner
- react quickly and effectively, both physically and mentally, in emergency situations
- hear and be able to quickly respond to detailed oral and written information and to make fine adjustments in discriminating sounds and other information
- rapidly perform repetitive motions with feet, legs, hands, wrists, eyes, etc.
- visualize the patient from an adjacent room through a window as well as visual activity for close range
- be able to identify words on computer screens, paper and x-ray film
- be able to comprehend and respond quickly in emergency situations, to changes in routines and to act quickly in responding to requests from co-workers, physicians and patients
- be able to recall information quick, both in long-term and short-term memory skills

ACCOMMODATIONS

Students with disabilities (learning or otherwise) who may require accommodations should contact the Disabilities Coordinator, Helena Carrasquillo, 860-906-5204 or 860-906-5040 in the Counseling Department in Room 208, before the beginning of each semester. The students must voluntarily disclose and provide documentation of their disability to the Disabilities' Coordinator in order for accommodations to be provided by instructors. If applicable, the Disabilities' Coordinator will supply the student with written notification of accommodations. It is the student's responsibility to give this notification to his/her instructor. The student should notify the Program Coordinator in writing that he/she has filed for accommodations prior to the start of classes. It is also the student's responsibility to discuss what the needed accommodations are with the Program Coordinator and respective course faculty.

HEALTH REQUIREMENTS

The Student Health Form, which includes the following items, must be completed. Failure to do so will prohibit the student from participating in the required clinical experiences of the curriculum.

- Result and date of tuberculin test or chest x-ray within the last six months.
- Rubeola status (vaccine or titer) and date. Two vaccines, if non-immune and birth date is after 12/31/56.
- Rubella status (vaccine or titer) and date.
- Chicken Pox titer. Childhood history of chicken pox is not sufficient. A laboratory titer report is required.
- Student's signature and date.
- Other (urinalysis, hematocrit or hemoglobin, VDRL, Tetanus immunization within the last six years).
- Hepatitis B vaccine or waiver.

A Radiology Student is also required to have CPR Certification in order to be in the program. Certification is not provided by the college and must be completed by the student. Verification of CPR Certification is required by submitting a copy of the student's CPR card to the coordinator.

A student who has a change in health status while enrolled in a Radiologic Technology course may be required to provide medical clearance from his/her physician to participate in the class-room and/or clinical experiences of the curriculum.

Due to the nature of this type of Educational Program, an extended release from clinical/ academics, i.e., surgery/illness would have serious detrimental affects on the student's education. Any leave must be documented by a physician and a release must be completed by the physician upon the student's return. Returning students will be required to make-up all missed clinical time from the hospitals. Students are also expected to keep up with academic responsibilities while recovering.

If a student is unable to fulfill his/her responsibilities after 30 days, the student may be asked to withdraw from the program. It is possible that the student may be allowed to re-enter the program the following year. However, this option is not guaranteed and the student's request for readmission will be considered by program and hospital personnel.

BACKGROUND CHECKS and DRUG TESTING

Capital Community College is required to process criminal background checks on radiology students who affiliate at clinical sites. The purpose of the background check is to ensure a safe and protective environment for all clients, particularly populations at risk: children, the elderly and the disabled.

Students must follow the instructions for securing a background check from the **Connecticut League for Nursing** https://www.ctleaguefornursing.org/register.php and sign a release to allow this information to be sent to the Radiology Department. Students choosing not to consent to this procedure will be ineligible to participate in the required clinical portion of the course and will not progress in the program.

Students who are charged and/or found guilty of committing a felony/misdemeanor may be prevented by a facility from participating in clinical experiences. If you cannot participate in a clinical rotation at an assigned facility, you may not be able to complete the objectives of the course and of the program. Here is the procedure:

> *Should a background check reveal a student is charged and/or found guilty of committing a felony/misdemeanor, the Connecticut League for Nursing agrees to contact two clinical agencies where the student may be placed. The clinical site is asked if they will accept the student given their background check found the student charged and/or found guilty of committing a felony/misdemeanor. The CLN does not give the college, actual crime, just the category of offense and date of offense. If two of Capital Community College's clinical sites state they will not accept the student for clinical placement, the student is not able to meet the clinical objectives and clinical outcomes of the course. The Coordinator notifies the student and the student is asked to withdraw from the program. If the student chooses not to withdraw, the grade in clinical is an F and the course grade will be an F.*

Furthermore, students may be prevented from sitting for the ARRT national licensure due to past criminal convictions as seen below. The CCC background check and the ARRT background check are mutually exclusive and have no bearing on each other. A student may be cleared by the ARRT and still be unable to attend clinical.

Section 2.01 General. *A candidate for certification by the ARRT must meet the ethics, education, and examination requirements as described in these Rules and Regulations and must agree to comply with the ARRT Rules and Regulations and the ARRT Standards of Ethics. The Board of Trustees shall have the right to reject the application of any candidate for certification if the Board determines, in its sole and absolute discretion, that the person does not meet the qualifications for certification.*

Section 2.02 Ethics Requirements for Certification. *A candidate for certification must be a person of good moral character and must not have engaged in conduct that is inconsistent with the ARRT Standards of Ethics or the ARRT Rules and Regulations and must have complied and agree to continue to comply with the ARRT Standards of Ethics and the ARRT Rules and Regulations.*

See: https://www.arrt.org/pdfs/Governing-Documents/Rules-and-Regulations.pdf

The ARRT provides an "Ethics Review Pre-Application for students who have been convicted of crimes in their past:

ARRT Ethics Review Checklist - Criminal Violation

The following provides details on the documentation required for an ethics review. The information must be mailed to ARRT, Ethics Requirements Department, 1255 Northland Drive, St. Paul, MN 55120.
If you are reporting a violation with your online renewal or post primary application, all documentation must be received ***within 30 days*** *of the application submission.*

If you have any questions, please contact the Ethics Requirements Department at (651) 687-0048, ext. 8580.

You have answered "Yes" to:	*Have you ever been convicted of a misdemeanor, felony, or a similar offense in a military court martial? You are required to report charges or convictions that were:* *• Plea of Guilty* *• Plea of No Contest (nolo contendere)* *• Withheld/Deferred Adjudication* *• Stayed* *• Set Aside* *• Suspended* *• Pre-trial Diversion*
The required information for an ethics review is:	***Personal explanation*** *of the events that led to each charge or conviction.* *Official* ***court documents***** to confirm:* *• The* ***charges filed*** *(misdemeanor, felony, or military court-martial) to include the date and jurisdiction in which the event occurred;* *• The* ***final judgment*** *(guilty, no contest [nolo contendere], withheld or deferred adjudication, stayed sentence, set-aside sentence, suspended sentence or pre-trial diversion);* *• The* ***sentencing requirements*** *(parole, probation, fines); and* *• The* ***status of the conditions*** *of the court (e.g., completed, case closed, dismissed).*

*Official **documentation of probation or parole** to include a current update from your probation or parole office, including the estimated probation or parole completion date. This must be an official document from the probation office and include contact information.*

*Official **documentation of completion of court requirements**.*

*Official **documentation of any mental health or substance abuse counseling or treatment**, if applicable.*

See: https://www.arrt.org/pdfs/Ethics/Ethics-Checklist-Criminal-Violation.pdf

*Documents may usually be obtained by request from the court in the jurisdiction in which the charge or conviction occurred. Send copies, not originals.

What circumstances should an Ethics Review Pre-Application be used for?

An Ethics Review Pre-Application may be used for the following circumstances:

- ***Criminal proceedings** including:*
  - *misdemeanor charges and convictions,*
  - *felony charges and convictions,*
  - *military court-martials; and/or*
- ***Disciplinary actions** taken by a state or federal regulatory authority or certification board; and/or*
- ***Honor code** (academic) violations.*

See: https://www.arrt.org/FAQ/Ethics-Review-Pre-Application

Radiology Policy on Drug Testing

Capital Community College is required to process Drug Testing on radiology students who affiliate at clinical sites. The purpose of the Drug Testing is to ensure a safe and protective environment for all clients, particularly populations at risk: children, the elderly and the disabled.

Students must follow the instructions for securing a Drug Testing from Certified Background Checks and sign a release to allow this information to be sent to the Radiology Department. Students choosing not to consent to this procedure will be ineligible to participate in the required clinical potion of the course and will not progress in the program.

Students who are found positive for illegal drugs in their Drug Testing will be prevented by a facility from participating in clinical experiences. If you cannot participate in a clinical rotation at an assigned facility, you will not be able to complete the objectives of the course and of the program. Here is the procedure:

> *Should a Drug Testing reveal a student is positive for an illegal substance, the clinical agency where the student will be placed is asked if they will accept the student given the* Drug Testing *found the student had an illegal drug/substance found in the body. The college does not give the student name or actual name of the illegal substance, just the positive result and date found. If the clinical site says they will not accept the student for clinical placement, the student is not able to meet the clinical objectives and clinical outcomes of the course. The Coordinator notifies the student and the student is asked to withdraw from the program. If the student chooses not to withdraw, the grade in clinical is an F and the course grade will be an F.*

MAMMOGRAPHY AND OTHER GENDER SPECIFIC CLINICAL ROTATION

The program will make every effort to place a male student in mammography and other gender specific procedures, e.g., hysterosalpingography, clinical rotations if requested; however, the program will not attempt to override clinical educational settings' policies that restrict mammography and other gender specific procedures to female students.

Male students should be advised that placement in mammography and other gender specific procedures are not guaranteed and, in fact, would be very unlikely. To deny mammography and other gender specific educational experience to female students would place those students at a disadvantage in the workforce where there is a demand for appropriately educated professionals to address the needs of patients.

It is noted that the same clinical education settings' policies that are in place during the mammography and other gender specific procedures are most likely applicable upon employment, thus limiting access for males to pursue careers in mammography and other gender specific procedures.

MAGNETIC IMAGING SAFETY POLICY

The program requires every registered radiography student to view a "Basic MRI Safety Training (Level 1 MR Personnel)," video and to print a "Statement of Participation" certificate once completed. A copy of the Statement of Participation is placed in the student's file which is kept in the program director's office.

This 50-minute video provides basic information regarding MRI technology, describes common hazards and unique dangers associated with the MRI environment and presents guidelines and recommendations to prevent accidents and injuries. This video is appropriate for medical and other personnel who may occasionally or periodically encounter MRI facilities as part of their employment and emphasizes the potential hazards of the MRI environment and the necessary safety precautions that particularly impact such groups. This video also reviews fundamental MRI safety protocols and meets training recommendations set by the American College of Radiology and the requirements of the Joint Commission. The video may be access at the following: http://bayer.appliedradiology.org/default.aspx.

ADMINISTRATION OF CAMPUS SECURITY

Mr. Lester Primus, Director of Finance and Administrative Services, is the Administrator in charge of campus security.

POLICIES REGARDING POSSESSION, USE AND SALE OF ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES

These provisions shall apply to all colleges under the jurisdiction of the Board of Trustees of Community Colleges: "1. No student or employee shall knowingly possess, use, distribute, transmit, sell, or be under the influence of any controlled substance on the college campus or off the college campus at a college-sponsored activity, function, or event. Use or possession of a drug authorized by a medical prescription from a registered physician shall not be a violation of this provision. 2. All colleges shall develop and enforce policies regarding the sale, distribution, possession, or consumption of alcoholic beverages on campus, subject to state and federal law. Consistent with previous Board policy, the consumption of alcoholic beverages on campus may be authorized by the President subject to …. conditions (as specified by Board Policy)." The Office of the President has on file the complete Board Policy on drugs and alcohol in the community colleges.

POLICY REGARDING USE OR POSSESSION OF WEAPONS

The use or possession of weapons (as defined in Section 53-206 of the Connecticut General Statutes) is prohibited on the Campus of Capital Community College.

A student of the college may be disciplined for use or possession of a weapon in violation of Board or College policy (as defined below in Section 53-206 of the Connecticut General Statutes).

Section 53-206: "sling shot, air rifle, BB gun, blackjack, sand bag, metal or brass knuckles, or any switch blade having an automatic spring release device by which a blade is released from the handle, having a blade of over one-and one-half inches in length, or stiletto, or any knife the edged portion of which is four inches or over in length, or any martial arts weapon or electronic defense weapon, as defined in Section 53a-3, or any other dangerous or deadly weapon or instrument."

Section 53a-3: "any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, bill, blackjack, bludgeon, or metal knuckles."

Any officer of the Federal, State or municipal government charged with enforcing the law is exempted from this policy.

Any other exemptions to this policy must be granted, in writing, by the President.

SECURITY/PROCEDURES/EMERGENCY PROCEDURES

Contacting Campus Security by College Telephone

Security
Campus security is present in the buildings at all times that the buildings are open.

Security can be contacted by dialing extension 65075

The Switchboard Operator is present at the front desk from 8:30 a.m. until 8:30 p.m., Monday through Thursday, and 8:30 a.m. – 4:00 p.m. on Fridays. The switchboard will be staffed on Saturdays from 8:00 a.m. to 1:00 p.m.

INFORMATIONAL PROGRAMS FOR STUDENTS AND EMPLOYEES REGARDING CAMPUS SECURITY PROCEDURES AND PRACTICES

At periodic intervals, Sergeant Spears distributes information, using memos, book marks and notes in the Capital Community College Weekly Distribution. The following security precautions are recommended to students and staff: engrave personal items whenever possible; keep automobiles locked, with valuables placed out of sight; secure keys; secure the office; secure purses; report losses to security; report the presence of strangers in office and work areas.

STUDENT AND STAFF SAFETY RESPONSIBILITIES

Staff and student awareness, cooperation and involvement are critical to the success of campus safety. Students and staff must assume responsibility for their own personal safety and the security of their belongings by taking common sense precautions.

PROCEDURES FOR REPORTING ON-CAMPUS INJURIES

In the event of injury to a student or staff member occurring at a College-sponsored event off-campus, the staff member in charge shall decide the best course of action to be taken, and shall report this injury to a member of Campus Security upon return to the College.

UNIFORM CAMPUS CRIME REPORT

The most recent Public Safety "Clery Safety Report" can be found at the following link:
http://www.capitalcc.edu/administration/public-safety/clery-report/

STUDENT EVALUATIONS

I. Students will be evaluated on the following:

A. Academic Achievement
   1. assigned class tests
   2. written assignments
   3. homework assignments

B. Clinical Achievement
   1. The clinical competency evaluation guidelines in the student's Clinical Evaluation Syllabus.
      a. clinical competency evaluations
      b. student professional development evaluation forms
      c. technologist evaluations
      d. submission of attendance reports
      e. attendance

II. Method of Evaluation

A. The Program Coordinator, Clinical Coordinator and Clinical Staff will hold regular meetings to discuss student progress.

B. Students will be appraised either verbally or in writing of his/her progress throughout the program.

C. Students who are unsatisfactory in meeting academic and/or clinical objectives will be appraised individually and in writing by way of a "Student Conference Form" and/or a "Clinical Performance Improvement Plan (CPIP)."

III. Student Record

A. Student records in the Radiologic Technology office will include:

   1. clinical evaluation forms
   2. copies of progress reports
   3. student conference reports and anecdotal notes
   4. student advisement and program planning sheets

GRADING POLICIES FOR RADIOLOGIC TECHNOLOGY STUDENTS

I. Theoretical

A. Final grades will be available to students by way of their BANNER/MYCOMMNET accounts.

The following scale is used to evaluate the theoretical achievement in Radiologic Technology courses.

Letter Grade	Range
A	95-100
B+	85-89
B	80-84
C	75-79
D	70-74 Unsatisfactory
F	-69 Unsatisfactory

B. It is the student's responsibility to complete each quiz or exam on the scheduled date. An alternate make-up quiz or exam date may be given at the discretion of the faculty, for excused absences, i.e., pre-determined absences. Should students be required to miss a test the following point deductions from the final grade will be assessed:

- first missed test = no point deductions
- second missed test = 5-point deduction
- third missed test = 10-point deduction
- fourth missed test = 15-point deduction
- continued 5-point extra deduction for remaining missed tests

ACADEMIC GRADING SCHEDULE

EVALUATION GRADES	QUALITY POINTS
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0.0

NOTE: The use of + or – is at the option of the instructor.
Other grade notations may be found in The CCC Student Handbook.

II. Clinical Education

A. Satisfactory completion of the clinical education component of the program is contingent upon successful completion of the **"CLINICAL POLICIES &REQUIREMENTS"** which can be found on the page after the "RAD 289, Clinical V Syllabus."

B. Students must successfully achieve all clinical objectives in order to progress from course to course and to graduate from the program.

C. Students are allowed a ½ hour lunch break and one 15-minute break during the clinical rotation. This time must be approved by the working technologist and/or the clinical supervisor.

ACADEMIC REQUIREMENTS

A. Faculty reserves the right to have the student withdraw from the Radiologic Technology program after the first semester, and concurrent semesters, if the student has not achieved a minimum 75% academic average in RAD courses and individual modules within the RAD courses, i.e., RAD 101.02-Medical Terminology.

B. Faculty reserves the right to have the student withdraw from the Radiologic Technology program any time after the first semester and concurrent semesters, if the student does not achieve a 90% clinical grade average.

C. A student who withdraws from the college and/or Radiologic Technology program will be graded according to CCC guidelines set forth in the Student Handbook and/or the Radiology Student Handbook.

D. All students in the Radiologic Technology Program must maintain a minimum grade of C, or a minimum 70% average in each and every other required course (non-RAD Tech) within the program curriculum to continue in the program.

E. Courses which were taken at CCC or other colleges which are requested for transfer credit must have been completed with a minimum grade of C, or 70% average, for each course. **IT IS THE RESPONSIBILITY OF THE STUDENT TO ENSURE THAT ALL COURSES FOR GRADUATION ARE SUCCESSFULLY COMPLETED AND ACCOUNTED FOR WHETHER TAKEN AT CAPITAL OR TRANSFERRED FROM ANOTHER COLLEGE OR UNIVERSITY.**

F. If a student unsatisfactorily completes a course within the first semester the program staff may allow the student to continue into the next subsequent semester on an "academic probation" status. The student will be required to successfully complete comprehensive final examinations from the unsatisfactory courses. Furthermore, the student must satisfactorily complete all subsequent courses. The decision to allow the student to continue on a probationary period rests with program staff regarding the probability of student success and individual circumstances, i.e., illness, personal issues, etc.

ABSENTEEISM

I. It is expected that the student will attend all scheduled classes and clinical days.

A. One unexcused absence is allowed per semester in clinical courses. Each absenteeism thereafter will result in one point being deducted from the final clinical grade. Late arrivals to clinical will be counted the same as unexcused absences. **All unexcused absences must be made up equivalent to two make-up days for each unexcused absence.** Make up time must be approved by the Coordinator and the clinical site.

If a student misses more than 4 clinical days in a semester (unexcused), the student may be asked to withdraw from the class and, thereby, the program.

An excused absence qualifies as one wherein the student provides a professional note for the absence.

Four unexcused absences are allowed for didactic/academic courses. Each absenteeism thereafter, will result in three points being deducted from the final seminar/course grade. If a student misses more than 6 classes in a semester (unexcused) the student may receive a "F" and be asked to withdraw from the class and, thereby, the program.

B. Tardiness is very disruptive to the instructor and to fellow students. Students are, therefore, expected to be on time for class and clinical.

If a student is 5 minutes late, after class has started, he/she will be considered tardy. The first three (3) "Tardy/Late Arrivals" will result in one unexcused absence. Each unexcused absence thereafter will result in three points deducted from the final grade for each "Tardy."

C. If extended absenteeism is unavoidable, appropriate arrangements must be made with the Program Coordinator in order to ensure successful achievement of course objectives. Students who miss class and/or clinical for more than three consecutive days are asked to provide a professional note upon return to class/clinical.

D. If unable to attend clinical experience, the student must assume the responsibility for notifying the Program Coordinator, Clinical Instructor, and/or technologist responsible for overseeing students at the clinical site, at least an hour before the start of clinical.

E. Students are required to sign in and out on the appropriate attendance sheet at the clinical site. Students must sign in and out times on their own attendance sheets. The technologist's initials/signature must accompany each in and out time designated. If a technologist does not sign at the appropriate place, the student will not be given credit for that day and the absence will be considered unexcused. **A student will be dismissed from the program for falsifying records and for acting in an unprofessional and unethical manner.**

F. If a student misses more than 1 day clinical during each semester, he/she will be required to make that time up. Excused absences will be made up one to one. Unexcused absences will be made up with the equivalent to 2 days' make-up time for each unexcused absence.

G. If a student is unable to satisfy the clinical objectives of the program due to absenteeism, behavior problems, dangerous/risky behavior, threatening, unprofessionalism, unsatisfactory clinical skills, etc., he/she will be asked to withdraw from the Radiologic Technology Program.

H. The clinical site will be on the same schedule as CCC, i.e., holidays, snow days, etc.

I. Students may receive 3 consecutive days off of bereavement for immediate family members (parents, grandparents, brother, sister, spouse, children).

GRIEVANCE/APPEAL PROCESS

When a student has a concern, academic or clinical, the proper channels of communication are as follows:

1. Discuss the problem with the radiology instructor /technologist within three days and complete a "Student Concern Form" provided in the Radiology Student Handbook. The concern will be addressed by the coordinator and the student will receive a written response within 10 calendar days regarding the outcome or the investigation of the concern.

2. If the matter is not satisfactorily resolved with the coordinator, the student may refer the matter to the Academic Dean by filing a written appeal. The appeal must be filed with the Academic Dean (hereafter referred to as the Dean) within thirty calendar days of the student's awareness of the decision which is being appealed. Upon receipt of such appeal, the Dean shall meet with the instructor, if he or she is available, to determine that Step 1 has taken place or is not possible and to receive relevant information from the instructor responsible for the decision. The Dean may then refer the matter to the academic supervisor/Department Chair/Division Director for informal consideration prior to Step 3 below.

3. The Dean or other designated official(s) shall afford a review as provided below. The President may designate an official or an academic appeals committee to provide review at this step in lieu of the review by the Academic Dean.

   The student shall be afforded the right to present a statement of appeal and relevant information in support of it. It is the student's responsibility to show that the decision in question is arbitrary, i.e., without a reasonable basis, or was made for improper reasons in violation of Section 1 of this policy. The student is entitled to a written response within thirty days of the completion of his or her presentation. A decision to change the grade or modify decision which has been appealed is advisory to and subject to the approval of the President.

4. The foregoing decision may be appealed to the President by filing a statement of appeal within 10 calendar days of the date of the decision. Review by the President shall be on the basis of the written record unless he or she decides that fairness requires broader review. The decision of the President shall be final.

5. The time frames provided herein may be modified by the President for good cause shown.

STUDENT CONCERN FORM

Name: _____

Date: _____

Issue student/you are concerned about:

_____
_____
_____
_____
_____
_____
_____
_____
_____

_____
Student Signature

_____
Coordinator Signature

_____
Date of Receipt

Program Coordinator's response (solution and/or investigation response will be provided within 10 days of the date of receipt):

_____
_____
_____
_____
_____
_____
_____
_____
_____

_____
Student Signature

_____
Coordinator Signature

_____
Date of Response

PLAGIARISM AND CHEATING

1. When plagiarism or cheating has occurred on an assigned course project or a test, a grade of zero will be given and the student will be appraised of this via a student conference form.

2. A statement of Disciplinary Warning will be written on the progress report which states: "that plagiarism, cheating is in violation of the regulations of prescribed conduct and repetition of similar or other unsatisfactory behavior would likely result in more serious disciplinary action." (Refer to CCC Student Handbook)

UNIFORM POLICY

Students will ***ARRIVE*** at the hospital in the official uniform while in the clinical setting, consistent with the policies of the clinical institutions and CCC.

Either the uniform or a lab coat, with a CCC patch and name pin must be worn whenever a student is at the clinical site.

Inappropriate attire is unacceptable. If not properly attired, students may/will be asked to leave the clinical site by either the Clinical Supervisor, the Clinical Instructor, and/or the Program Coordinator. If the student is asked to leave, it will be considered an unexcused absence, and the time must be made up. Students must maintain appropriate personal hygiene while at the clinical site. Should student hygiene be lacking, and thereby offensive to others, the student will be asked to leave the clinical site. This will be considered an unexcused absence.

No smoking is allowed in either CCC or in the clinical sites. Designated smoking areas are set aside and must be used only at break or lunch period.

TRAVEL/EXPENSE POLICY

Students must assume responsibility for:

- travel to and from clinical sites
- meals
- parking fees
- health insurance
- injuries at clinical sites
- clinical uniforms
- books

JRCERT NON-COMPLIANCE POLICY

The Joint Review Committee on Education in Radiologic Technology (JRCERT) accredits the Radiologic Technology Program at Capital Community College. The JRCERT has adopted the Standards for an Accredited Educational Program in Radiologic Sciences (STANDARDS) that are directed at the assessment of the program and student outcomes. The STANDARDS require a program to:

- Articulate its purposes
- Demonstrate that it has adequate human, financial and physical resources effectively organized for the accomplishment of its purposes
- Document its effectiveness in accomplishing its purposes
- Provide assurance that it can continue to meet accreditation standards

A copy of the JRCERT STANDARDS is available from the coordinator.

The student has the right to assume that the program operates in compliance with the JRCERT STANDARDS. If the student feels that the program is not in compliance, they should first seek to resolve the concern by speaking to the instructor, clinical coordinator or Program Coordinator. If the student is unable to resolve the concern, a written statement outlining the concerns on the "Student Concern Form" should be presented to the Program Coordinator. The Program Coordinator will respond to the student within 10 days. If the student feels that a resolution has not been accomplished, the matter will be forwarded to the Health Careers and Public Safety Chair. The formal procedure for filing a concern will be followed as described in Capital Community College's Student Handbook. Should the issue remain unresolved, the student may appeal to the Academic Dean and to the President of the college. If the student still does not feel the matter has been resolved, they have the right to contact the JRCERT. A good faith effort by all parties should be made in an attempt to resolve any concerns prior to the JRCERT being contacted. The JRCERT will expect that the above procedures have been exhausted prior to investigation. In the event the program has allegations of non-compliance with the JRCERT STANDARDS, the Program Coordinator will maintain records of such concerns and their resolutions.

The JRCERT may be contacted at:
Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
312-704-5300 Fax: 312-704-5304

RADIATION BIO-HAZARD/ SAFETY PRACTICES/WORKPLACE HAZARDS

Each student must wear a radiation-monitoring device.

If a student reports to his/her clinical assignment without a CURRENT monitoring device, he/she must immediately leave the clinic site until he/she obtains his/her appropriate device. This will constitute absence and will require the student to make up the clinic time lost. A record is kept of the results of the monitoring by the Program Coordinator and will be reviewed (and signed) by each student.

A monthly lab fee will be charged to the student each term for the purpose of purchasing radiation monitoring services. Monitoring badges are exchanged quarterly at the direction of the Program Coordinator. Failure to return badges within 24 hours of notification may result in a grade reduction for the clinical class associated with that particular semester. If a student loses or damages a radiation-monitoring device, he/she must complete the radiation monitoring device incident report.

Doors to radiographic rooms are to remain closed when a patient is in the room to protect passersby from radiation exposure. The student cannot make an exposure with anyone except the patient in the room unless it is necessary and only when protective apparel or other measures are taken. **Patients shall be provided with appropriate gonadal shielding if less than 50 years of age.** Students must always adhere to practices which reduce radiation exposure to him/her and other personnel (ALARA). At no time is a student to remain in a radiographic room during a radiation exposure except during fluoroscopy procedures. During mobile and surgical radiography examinations, a student is required to wear protective apparel and adhere to other radiation safety practices. Collimation of the x-ray beam shall be to the size of the image receptor and smaller when possible. Students must always adhere to practices which reduce radiation exposure to him/her and other personnel. *At no time is a student to remain in a radiographic room during a radiation exposure except during fluoroscopy procedures.*

Capital Community College currently does not have an energized laboratory and no darkroom facilities at the college campus. However, if a student notices any exposed electrical wires in the classrooms, offices, hallways, the non-energized radiographic machine and/or table the student is to notify the Program Coordinator immediately.

In the event the Program Coordinator or other program faculty is not available, the student is to ask the division administrative assistant to call the director of plant operations immediately. If there is any fire or threat of fire, the student should activate/pull the nearest emergency alarm located at the closest building exit. All students should leave the area immediately. Students are prohibited from working with the classroom equipment until they are given an “all clear.”

If any injury occurs while the student is present in the radiologic technology area, the student should contact a faculty member to escort them to the nearest emergency department.

CAPITAL COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY DEGREE PROGRAM

NAME: _____ADVISOR: _____

Program Pre-requisites

___	*BIO 211	Human Biology I	4
___	*BIO 212	Human Biology II	4
___	*MAT 137	Intermediate Algebra	3
___	*ENG 101	English Composition	3

GRADE	COURSE NO.	COURSE TITLE	CREDITS
Fall Semester - lst Year			
___	+RAD 101	RAD Seminar I	6
___	+RAD 190	RAD Clinical I	2
Spring Semester - lst Year			
___	*ENG 102	Introduction to Literature	3
___	*RAD 102	RAD Seminar II	4
___	*RAD 222	Radiobiology and Protection	3
___	*RAD 191	RAD Clinical II	2
Summer Session - l2 Weeks			
___	(1)___	Humanities Elective	3
___	*RAD 103	RAD Seminar III	3
___	*RAD 192	RAD Clinical III	3
Fall Semester - 2nd Year			
___	(2)___	Social Science Elective	3
___	*RAD 201	RAD Seminar IV	3
___	*RAD 288	RAD Clinical IV	3
Spring Semester - 2nd year			
___	(1)___	Humanities Elective	3
___	CSA 105	Using Microcomputers	3
___	*RAD 202	RAD Seminar V	4
___	*RAD 289	RAD Clinical V	3
___	*PSY 101	General Psychology	3

Minimum credits required for the Degree: 68

+ Admission to the Radiologic Program required.

*** Prerequisite Required. Please refer to Catalog.**

(l) A Humanities elective is any course in Art, Music, Philosophy, Modern Language, or any 200-level course in Literature, Humanities or English which is defined as a literature course in the catalog description.

(2) A Social Science elective is any course in Anthropology, Economics, Geography, Political Science, Psychology, History or Sociology.

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 in the last semester. All transfer courses and program requirements must be completed prior to program completion.

Radiologic Technology Curriculum and Program Syllabus

*****Please Note:**
The following three policies, Students with Special Needs' Statement, Sexual Violence Awareness Policy and NEASC Credit Hour Policy are applicable to each course syllabus:

STUDENTS WITH SPECIAL NEEDS STATEMENT

CCC is committed to providing access and full participation to students with special needs in all areas of its academic programs and services.
Students with special needs should:

- Meet with the Learning Disabilities Specialist at least thirty (30) days prior to the beginning of each semester.
  - Self-identify & provide documentation of their specific disability.
  - Be able to identify **reasonable** accommodation to be successful academically.

SEXUAL VIOLENCE AWARENESS POLICY

Capital Community College (CCC) is committed to ensuring that our campus community, both virtual and on grounds, is safe and supportive of people of all genders and sexual identities. CCC has zero tolerance for sexual misconduct. Sexual misconduct includes sexual harassment, sexual assault and intimate partner violence. A variety of support resources are available on campus and in the community to assist in dealing with sexual violence. These resources are available whether or not the incident occurred on campus or off campus. For support and information on available options the following contact list is provided.

Jason Scappaticci, Associate Dean of Student Services, Title IX Coordinator..... 860-906-5085
Marsha Ball-Davis, Director of Admissions..... ……860-906-5042
Josephine Agnello-Veley, Affirmative Action Officer..... ..860-906-5002
James Griffin, Master Sergeant Public Safety..... 860-906-5076
Sabrina Adams-Roberts, Counselor..... ….860-906-5043

NECHE CREDIT HOUR POLICY

The US Department of Education has enacted regulations regarding program integrity that include a federal definition of a credit hour:

Federal Definition and Commission Review of the Credit Hour

As an accreditor recognized by the U.S. Secretary of Education, the Commission is obliged to follow federal law and regulations pertinent to that recognition. Federal regulation defines a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutional established equivalence that reasonably approximates not less than –

(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours.

In accordance with federal policy, CCC defines a credit hour as the amount of work represented in the achievement of student learning outcomes (verified by evidence of student achievement) that reasonably

approximates one hour (50 minutes) of classroom instruction and a minimum of two hours of out-of-class student work. For every course credit hour, a typical student should expect to spend at least two hours per week of concentrated attention on course-related work including, but not limited to, class meeting time, reading, reviewing, organizing notes, studying and completing assignments.

RAD Sequence Abstracts

RAD 101 RADIOGRAPHY SEMINAR I 6 CREDITS

This course provides an information related to Exposure Principles I, ethics, medical terminology, basic radiation protection, density, contrast, distortion, detail, grids, computerized radiography, digital radiography (Patient Care and Image Acquisition and Technical Evaluation) and positioning I (Procedures). Positioning and relative anatomy of the chest, abdomen, upper extremity and lower extremity are taught.

Prerequisites: Acceptance into the program.

RAD 190 RAD CLINICAL I 2 CREDITS

The student will be assigned to the clinical sites two days each week (Tuesday and Thursday). Positioning of the chest, abdomen, upper and lower extremities will be reinforced by labs and hands-on experience. Clinical evaluations on the student's progress will be prepared by the clinical instructors, technologists and reviewed by the Program Coordinator. Four clinical competency examinations are required.

Prerequisites: Acceptance into the program.

RAD 102 RAD SEMINAR II 4 CREDITS

This course provides information related to exposure principles II (Equipment Operation), further information regarding CR and DR, radiographic machine and circuitry and Positioning II. Positioning and relative anatomy, pelvic girdle, ribs, upper torso and C/T/L spine are discussed.

Prerequisites: RAD 101 and RAD 190

RAD 222 RADIOBIOLOGY and PROTECTION 3 CREDITS

Introduction to ionizing radiation regarding history, monitoring safe conditions for the patient and technologist and a basic understanding of radiation safety standards and regulations (Safety). Information regarding patient protection, short and long-term effects of radiation and radiation protection are presented.

Prerequisites: RAD 101 and 190

RAD 191 RAD CLINICAL II 2 CREDITS

The student will be assigned to the clinical site two days each week. Positioning of the upper torso, pelvic girdle, ribs and spine will be reinforced by hands-on experience. Clinical evaluations on the student's progress will be reviewed. Eight clinical competencies are required.

Prerequisites: RAD 101 and RAD 190

RAD 103 RAD SEMINAR III 3 CREDITS

This course runs the first six weeks of the summer session. It provides information that includes radiographic pathology and Positioning III (Procedures). Positioning and relative anatomy of the upper and lower gastrointestinal systems, hepatobiliary system and urinary system are studied. Students will be assigned to the clinical site one day each week and class three days each week.

Prerequisites: RAD 102 and RAD 191

RAD 192 RAD CLINICAL III 3 CREDITS

The course continues the second six weeks of the summer session. The student will be assigned to the clinical site five days each week. Positioning of the systems will be reinforced by hands on experience. Clinical evaluations on the student's progress will be reviewed. Twelve clinical competencies will be required.

Prerequisites: RAD 190, RAD 191

RAD 201 RAD SEMINAR IV 3 CREDITS

This course provides information regarding exposure principles IV (Patient Care and Equipment Operation and Quality Assurance) positioning and anatomy of the skull and facial bones are discussed (Procedures).

Prerequisites: RAD 192

RAD 288 RAD CLINICAL IV 3 CREDITS

The student will be assigned to the clinical site three days each week. Positioning of the skull, sinuses, facial bones and mastoids will be reinforced by hands on experience. Clinical evaluations on the student's progress will be reviewed. Thirteen clinical competencies will be required.

Prerequisites: RAD 192

RAD 202 RAD SEMINAR V 4 CREDITS

This course provides students with numerous mock registry review exams and review information. Theoretical information regarding special procedure areas, i.e., Ultrasound, Nuclear Medicine, CT, MRI, Digital/Computerized Imaging, Invasive Cardiology, Mammography, Radiation Therapy, etc., will be presented.

Prerequisites: RAD 201

RAD 289 RAD CLINICAL V 3 CREDITS

The students will be assigned to the clinical site three days each week. Fifteen clinical competencies are required. Fifty-two total clinical competencies are required prior to the completion of the program. Further information regarding clinical competency requirements can be found at the following ARRT "Radiography" website:

https://www.arrt.org/arrt-reference-documents/clinical-competency-requirements

Prerequisites: RAD 288

RAD 101 RADIOGRAPHY SEMINAR I
6 CREDITS

RAD 101.01 ORIENTATION

An introduction to the policies and regulations of the program, the radiobiology imaging department and the hospital. Professional organizations, accrediting, certification and licensure organizations and medical specialties are discussed. Students are made aware of career opportunities and continuing education options. The Student Handbook is distributed and carefully reviewed.

RAD 101.01 MEDICAL ETHICS

Professional responsibilities as a member of the allied health care team are discussed. Proper conduct in the health care setting dealing with physician, patients and co-workers is stressed. Maslow's hierarchy of needs, Elizabeth Kubler-Ross grieving process and legal issues in health are discussed. Students are exposed to the importance of patient communication and interaction.

RAD 101.02 MEDICAL TERMINOLOGY

Analysis of the common medical terms used in the radiology imaging department to facilitate requisition and procedure requirements.

RAD 101.03 EXPOSURE PRINCIPLES I

A study of the basic principles of radiographic imaging and the production of quality radiographs. The control and understanding of contrast and density are emphasized with regard to compensation tools available to provide a quality radiographic image. Principles of radiation protection will also be studied prior to students beginning their clinical rotations.

RAD 101.04 POSITIONING I

The students will learn positioning terms, including the planes of the body. Positioning and anatomy of the chest, abdomen, upper and lower extremities are also learned. This course is designed to be correlated with RAD 102. Clinical competency performance evaluations are required.

RAD 101 RADIOGRAPHY SEMINAR I
6 CREDITS

ORIENTATION/ETHICS	.01	10%
MEDICAL TERMINOLOGY	.02	10%
EXPOSURE PRINCIPLES I	.03	40%
POSITIONING I	.04	40%

RAD 101 RAD SEMINAR I
ORIENTATION AND MEDICAL ETHICS
RAD 101.01

Instructor:	Program Faculty
Hours:	M/W/F, 10:00-12:30, first two+ weeks of class
Prerequisites:	Acceptance into the program
Semester Schedule:	Fall semester of the first year

COURSE DESCRIPTION:

***Please Note the "Students with Special Needs' Statement," the "Sexual Violence Awareness Policy" and the "NEASC Credit Hour Policy" as identified in the "Radiologic Technology Curriculum and Program Syllabus" section in your Student Handbook.

Orientation – An introduction to the rules and regulations of the program, the Radiology Imaging Department and the hospital. Professional organizations and medical specialties are discussed. Basic radiation protection principles are discussed.

Medical Ethics – Professional responsibilities as a member of the Health Careers' team are discussed. Proper conduct in regards to patients, physicians and co-workers is stressed.

COURSE OBJECTIVES:

Upon completion of this course, the student will:

- utilize the knowledge gained to be a member of the health care team.
- understand the guidelines of the program and recognize the Radiology Department's personnel and function.
- be aware of the basic organizational structure of a Radiology Department.
- recognize the needs of the patient.
- demonstrate empathy for the patient.
- understand the different interpersonal relationships.
- understand the importance of radiation protection for patients, co-workers and themselves.
- understand Maslow's hierarchy, Kubler-Ross levels of grieving and legal issues in health care, and how these affect interactions with the patient.

Methods: Assignments, lectures, small groups, tests and videos.

EVALUATION SYSTEM:

The students are expected to attend all classes. If for some reason an excused absence is necessary, please inform the instructor in advance.
One affective essay test will be given worth 100%.
This portion of RAD 101 is worth 10% of final grade. This module of RAD 101 seminar ***MUST*** be passed with at least a 75% to continue in the program.

RAD 101 RAD SEMINAR I
MEDICAL TERMINOLOGY
RAD 101.02

Instructor:	Program Faculty
Hours:	Home Study with in class assignments and tests
Text:	Quick and Easy Medical Terminology, Peggy Leonard
Prerequisite:	Acceptance into the program
Semester	Fall semester of the first year

COURSE DESCRIPTION:

***Please Note the "Students with Special Needs' Statement," the "Sexual Violence Awareness Policy" and the "NEASC Credit Hour Policy" as identified in the "Radiologic Technology Curriculum and Program Syllabus" section in your Student Handbook.

This will be a self-learned module prior to the student beginning classes in the Fall semester of their first year. Students will be required to complete the assigned sections and homework prior to the beginning of the first semester.

Analysis of the common medical terms used in the radiology-imaging department needed to facilitate requisition and procedure requirements.

COURSE OBJECTIVES:

Upon completion of this course, the student will:

- utilize the medical terminology in the health care setting.
- apply the knowledge gained to better understand the history of the patient and the results of radiologic findings.

METHODS:

Home assignments and tests

EVALUATION SYSTEM:

There will be four tests worth 25% each in the first four weeks of the semester.

This module of RAD 101 Seminar ***MUST*** be passed with at least a 75% to continue in the program.

This course is 10% of the final grade for RAD 101.

RAD 101 RAD SEMINAR I
EXPOSURE PRINCIPLES I
RAD 101.03

Instructor: Program Faculty
Hours: M/W, 10:00-12:30
Text: Radiologic Science for Technologists, Stuart Bushong

Prerequisite: Acceptance into the program
Semester Schedule: Fall semester of the first year

COURSE DESCRIPTION:

***Please Note the "Students with Special Needs' Statement," the "Sexual Violence Awareness Policy" and the "NEASC Credit Hour Policy" as identified in the "Radiologic Technology Curriculum and Program Syllabus" section in your Student Handbook.

COURSE OBJECTIVES:

Upon completion of this course, the student will:

- identify the radiation protection principles.
- define the generation and properties of x-rays and a quality radiograph.
- identify radiographic density and the factors that influence it.
- identify radiographic contrast and the factors that control it.
- accurately completing the formulas associated with changing the factors affecting contrast and density.
- understand CR and DR.

METHODS:

Lecture, class experiments, tests, computer programs, class discussion and film evaluation.

EVALUATION SYSTEM:

The student is responsible to attend all classes. Three tests will be given worth 75% of the course grade. A final comprehensive exam will be given worth 25% of the grade.

This course comprises 40% of the RAD 101 final course grade. This module of RAD Seminar 101 must be completed with at least a 75% to continue in the program.

RAD 101 RAD SEMINAR I
POSITIONING I
RAD 101.04

Instructor:	Program Faculty
Hours:	W/F, 10:00-12:30
Text:	Merrill's Atlas of Radiographic Positions and Radiologic Procedures, Ballinger
Prerequisite:	Acceptance into the Program
Semester Schedule:	Fall semester of the first year

COURSE DESCRIPTION:

***Please Note the "Students with Special Needs' Statement," the "Sexual Violence Awareness Policy" and the "NEASC Credit Hour Policy" as identified in the "Radiologic Technology Curriculum and Program Syllabus" section in your Student Handbook.

COURSE OBJECTIVES:

Upon completion of this course, the student will:

- utilize the knowledge gained in positioning patients for chest x-rays, abdomen, upper extremities and lower extremities.
- apply proper position techniques to produce a quality radiography.
- function as a member of the radiology department, in the delivery of radiographs diagnosis.

METHODS:

Assigned reading, lectures, audiovisual materials and lab demonstrations.

EVALUATION SYSTEM:

Students are responsible to attend all classes. Assigned material must be completed prior to lecture. Three tests will be given worth 75% of the course grade. A final comprehensive exam will be worth 25%.

This course is 40% of the overall RAD 101 final course grade.

This module of RAD Seminar 101 must be completed with at least a 75% to continue in the program.

RAD CLINICAL I
RAD 190

Instructor:	Program Faculty
Hours:	Tuesday and Thursday, 8:00-3:00 Days or 3:00-10:00 Evenings
Text:	Pocket Guide to Radiography
Prerequisite:	Acceptance into the program
Semester Schedule:	Fall semester of the first year including 70 hours in the winter session

COURSE DESCRIPTION:

***Please Note the "Students with Special Needs' Statement," the "Sexual Violence Awareness Policy" and the "NEASC Credit Hour Policy" as identified in the "Radiologic Technology Curriculum and Program Syllabus" section in your Student Handbook.

The student will be assigned to a clinical site for two days per week. All information taught in Positioning I will be reinforced by hands-on experience under the supervision of a registered technologist. The clinical instructor will evaluate the progress of the student in performing x-rays of the chest, abdomen, upper extremities and lower extremities. Student rotations will include general radiography, emergency radiography, fluoroscopy and mobile radiography. The students will also be required to perform seventy (70) hours of clinical during the winter break between two semesters. Students will be assigned a grade of "I" (incomplete) for the fall semester grade until completion of the 70 hours. Students in the evening track of the program will be required to perform clinical 70 hours during the day shift of the winter break in order to ensure students are exposed to varying hospital procedures such as fluoroscopy, IVP, etc. Day track students will be given the opportunity to rotate to evenings during this winter break. **Please refer to PROGRAM CALENDER/CURRICULUM and TOTAL CLINICAL HOURS on pages 57 and 58.**

COURSE OBJECTIVES:

- Understand the operation of basic radiographic equipment such as the bucky trays, radiographic tube and x-ray table.
- Learn how to properly develop radiographic films in a darkroom, computed radiography imaging systems (CR) and/or digital radiography imaging systems (DR).
- Learn to communicate effectively with patients of all age groups.
- Demonstrate proficiency in positioning of the upper extremities, lower extremities, chest and abdomen.
- Learn to evaluate the quality of a radiograph in terms of positioning and technique.

METHODS:

Clinical labs will be conducted regularly at each clinical site to simulate actual patient exams and familiarize students with departmental routines and equipment. Students will participate actively in-patient exams in the assigned area, gaining valuable hands on experience.

EVALUATION SYSTEM:

A total of four successful clinical competencies are required by the end of the first semester. Clinical competencies in the areas of chest and abdomen are required. The competencies are worth a total of 40% of the final grade. Students may not perform clinical competencies until they have successfully studied and passed the positioning and related anatomy theory pertaining to that exam.

Part of the student's grade for this course will be evaluated by the Student Development Evaluation form. This will be worth 40% of the final grade. A Technologist Evaluation is completed at the end of each semester by clinical staff for each student. This evaluation is worth 10% of the final clinical grade. Submission of attendance sheets is worth 10% of the final clinical grade. Passing with at least 90% is mandatory for continuation in the program.

For complete information regarding grading of clinical education, please refer to **"CAPITAL COMMUNITY COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM CLINICAL POLICIES & REQUIREMENTS**" found after the "**RAD CLINICAL V RAD 289 3 CREDITS"** syllabi.

RADIOGRAPHY SEMINAR II
RAD 102

4 CREDITS

RAD 102.01 Exposure Principles II

A continuation of RAD 101.03 with added emphasis on understanding a quality radiograph. There will be an in-depth study of the x-ray machine, transformer and related electronic and transformer theory. Also included is an investigation of fluoroscopy equipment and image intensification.

RAD 102.02 Positioning II

This course is a continuation of RAD 101.04. Positioning and relative anatomy of the shoulder, pelvic girdle, ribs and C/T/L spine are learned. Clinical competency performance evaluations are required at the clinical site of related positioning theory.

RADIOGRAPHY SEMINAR II
RAD 102

4 CREDITS

Exposure Principles	.01	50%
Positioning II	.02	50%

EXPOSURE PRINCIPLES II
RAD SEMINAR II

RAD 102.01

Instructor:	Faculty
Hours:	M, 10:00-12:30
Text:	Radiographic Science for Technologists, Stuart Bushong
Prerequisite:	Successful completion of the first semester courses
Semester Schedule:	Spring semester of the first year

COURSE DESCRIPTION:

***Please Note the "Students with Special Needs' Statement," the "Sexual Violence Awareness Policy" and the "NEASC Credit Hour Policy" as identified in the "Radiologic Technology Curriculum and Program Syllabus" section in your Student Handbook.

A continuation of RAD 101.03 with added emphasis on understanding a quality film. The control panel, rating charts and the anode will be discussed. The electronics of the machine, its components and properties of electromagnetism/x-ray production will be discussed. Radiographic image intensification and fluoroscopy are also presented.

COURSE OBJECTIVES:

Upon completion of this course, the student will be competent in:

- understanding how to achieve a quality radiograph.
- defining and recognizing a quality radiograph.
- understanding the factors that affect a quality radiograph.
- understand the various aspects Faraday's Law as it pertains to the machine.
- identify the various voltage waveforms and their application to the machine.
- understand the rectification process.
- distinguish between the various parts of the tube, the console and the machine/transformers.
- understand the various components of the Image Intensifier found in fluoroscopy,

METHODS: Lectures, assignments, lab experiments and small group discussions.

EVALUATION SYSTEM:

There will be three texts each worth 25% for a total of 75%. A cumulative final will be given worth 25% of the grade.
This course is 50% of the overall RAD 102 final grade.

This module of RAD Seminar 102 must be passed with at least 75% to continue in the program.

SEMINAR II
RAD 102.02

Instructor:	Faculty
Hours:	W, 10:00-12:30
Text:	Merrill's Atlas of Radiographic Positioning and Radiologic Procedure, Ballinger
Prerequisite:	RAD Seminar I
Placement:	Spring, year 1

COURSE DESCRIPTION:

***Please Note the "Students with Special Needs' Statement," the "Sexual Violence Awareness Policy" and the "NEASC Credit Hour Policy" as identified in the "Radiologic Technology Curriculum and Program Syllabus" section in your Student Handbook.

A continuation of Radiographic Procedures I with the emphasis on the anatomy and positioning of the shoulder girdle, pelvis, upper femora and spine system. Along with classroom lecture, the student will be presented with radiographs to critique. In order to integrate theory and application, clinical labs will be scheduled in the radiographic room.

COURSE OBJECTIVE:

Upon completion of this module, the student will:

- define the anatomy of the shoulder girdle, pelvis, bony thorax, upper femora and vertebral column.
- list the articulation of the axial skeleton.
- describe routine radiographic projections for imaging the shoulder girdle, pelvis, bony thorax, upper femora and vertebral column.
- explain supplementary projections of the vertebral column.
- recall various structures demonstrated on the radiograph.
- differentiate between an optimal radiograph and a non-diagnostic radiograph.

METHODS: Lecture, assignments, labs and audio-visual.

EVALUATION SYSTEM:

Exams	75%
Final	25%

If an exam is missed, it must be made up the following week (time to be arranged by the instructor). Failure to do so, will result in a **"0"** for a score.

RADIOBIOLOGY and PROTECTION
RAD 222

Instructor:	Faculty
Hours:	F, 10:00-12:30
Text:	Radiologic Sciences, Stuart Bushong
Prerequisites:	Successful completion of RAD 101 and RAD 102
Semester Schedule:	Spring semester of the first year

COURSE DESCRIPTION:

***Please Note the "Students with Special Needs' Statement," the "Sexual Violence Awareness Policy" and the "NEASC Credit Hour Policy" as identified in the "Radiologic Technology Curriculum and Program Syllabus" section in your Student Handbook.

An introduction to ionizing radiation, regarding history and monitoring safe conditions for both the patient and the technologist. Basic understanding of radiation safety rules and regulations will be learned. A study of radiation effects on the human body. An investigation of atoms, interactions, cell structure, molecular structure and organ structure will give the student an understanding of how radiation interaction affects happen at the cellular level, as well as, short and long-term effects of radiation.

COURSE OBJECTIVES:
After completing this course, the student will be able to:

- understand and demonstrate knowledge of the need for radiation protection.
- understand and discuss atoms and basic interactions of radiation with matter.
- demonstrate understanding of the biological effects of radiation.
- define radiation quantities and units of measurements.
- understand and use patient protective devices.
- protect themselves from ionizing radiation.

METHODS: Lectures, class discussion, audio-visuals, tests and paper.

EVALUATION SYSTEM:

There will be three tests given each worth 25% for a total of 75%. A cumulative final will be 25% of the final grade. This course must be passed with at least a 75% for continuation in the program.

RAD CLINICAL II
RAD 191
2 CREDITS

Instructor:	Faculty
Hours:	T/Th – 8:00-3:00 days, 3:00-10:00 evenings
Text:	Pocket Guide to Radiography, Philip Ballinger
Prerequisite:	Successful completion of first semester coursework
Semester Schedule:	Spring semester of the first year

COURSE DESCRIPTION:

***Please Note the "Students with Special Needs' Statement," the "Sexual Violence Awareness Policy" and the "NEASC Credit Hour Policy" as identified in the "Radiologic Technology Curriculum and Program Syllabus" section in your Student Handbook.

The student will be assigned to the clinical site two days a week. All information taught in RAD 102.02 Positioning II will be enforced by hands on experience under the supervision of an R.T.(R). The clinical instructor will evaluate the progress of the student in performing x-rays of the pelvic girdle, ribs, upper torso and spine.

COURSE OBJECTIVES:

Upon completion of this rotation, the student will demonstrate proficiency in positioning of the pelvic girdle, the upper torso, ribs and spine.

METHODS: The clinical instructors will instruct students on a day-to-day basis. Labs will be held to reinforce learning.

EVALUATION SYSTEM:

A total of eight successful clinical competencies are required by the end of the first semester. Clinical competencies in the areas of chest and abdomen are required. The competencies are worth a total of 40% of the final grade. Students may not perform clinical competencies until they have successfully studied and passed the positioning and related anatomy theory pertaining to that exam.

Part of the student's grade for this course will be evaluated by the Student Development Evaluation form. This will be worth 40% of the final grade. A Technologist Evaluation is completed at the end of each semester by clinical staff for each student. This evaluation is worth 10% of the final clinical grade. Submission of attendance sheets is worth 10% of the final clinical grade. Passing with at least 90% is mandatory for continuation in the program.

For complete information regarding grading of clinical education, please refer to **"CAPITAL COMMUNITY COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM CLINICAL POLICIES & REQUIREMENTS**" found after the "**RAD CLINICAL V RAD 289 3 CREDITS"** syllabi.

This course must be completed with a minimum of 90% average for continuation in the program.

RADIOGRAPH SEMINAR III
RAD 103
3 CREDITS

RAD 103.01 Pathology

This course is designed to acquaint the student with abnormal anatomy and disease and to correlate the anatomical and radiological findings to determine proper patient care and technical factors.

RAD 103.02 Positioning III

This basic positioning and relative anatomy of the systems (UGI, lower GI, hepatobiliary and renal) are learned. This course is designed to be correlated with RAD 192 and a continuation of RAD 102.02. Clinical competency performance evaluations are required.

RADIOGRAPHY SEMINAR III
RAD 103
3 CREDITS

Pathology	103.01	50%
Positioning III	103.02	50%

RADIOGRAPHIC PATHOLOGY
RAD SEMINAR III
RAD 103.01

Instructor: Program Faculty
Hours: M/W/F 10:00-12:30
Text: Radiographic Pathology for Technologists, Laudicina
Prerequisite:

COURSE DESCRIPTION:

***Please Note the "Students with Special Needs' Statement," the "Sexual Violence Awareness Policy" and the "NEASC Credit Hour Policy" as identified in the "Radiologic Technology Curriculum and Program Syllabus" section in your Student Handbook.

This course will introduce the student to basic radiographic pathology. Students will learn how pathologic processes appear on a radiograph and how these processes can affect the quality of a radiographic image. In addition, students will have the opportunity to do independent research of a chosen disease process.

COURSE OBJECTIVES:

Upon completion of this course, the student will:

- define medical terminology related to pathologic disease processes.
- describe common pathologic conditions pertinent to the osseous system, digestive system, urinary system, hepatobiliary system and respiratory system.
- identify common pathologic conditions of the previously mentioned systems on radiographs.
- describe how certain disease processes may affect the exam procedures and techniques utilized.

EVALUATION SYSTEM:

4 Exams	25% of grade/each

This course accounts for 50% of the RAD Seminar III grade, the remainder of which is made up of the positioning component. The minimum passing grade for each component of the course is 75%.

Due to the intensive nature of this course attendance is considered mandatory. Any more than one absence may result in the reduction of the final grade (i.e., A to A-). Three tardy incidents of more than 10 minutes will be considered one absence.

RADIOGRAPHIC POSITIONING III
RAD SEMINAR III
RAD 103.02

Instructor:	Faculty
Hours:	T/W/Th: 10:00-12:30
	Clinical, Monday ***OR*** Friday 8:00-3:00 days, 3:00-10:00 evenings
Text:	Merrill's Atlas of Radiographic Anatomy and Positioning, Ballinger
Prerequisites:	Rad 102
Semester Schedule:	Summer session

COURSE DESCRIPTION:

***Please Note the "Students with Special Needs' Statement," the "Sexual Violence Awareness Policy" and the "NEASC Credit Hour Policy" as identified in the "Radiologic Technology Curriculum and Program Syllabus" section in your Student Handbook.

This is an advanced positioning course presenting the anatomy and positioning of the hepato-biliary, urinary and digestive systems. In addition to classroom lectures, radiographs of the relevant anatomy will be presented so the student can critically evaluate the quality. In addition, positioning labs will be included which provide the opportunity for students to practice newly learned skills. Students will also be required to attend clinical on Monday **or** Fridays during this first six-week session. The schedule will be determined by the Coordinator. Students will be evaluated clinically by clinical competencies, effective development evaluation and attendance as stated in the clinical education and evaluation policies.

COURSE OBJECTIVES:

Upon completion of this course, the student will:

- identify the anatomy of the biliary, digestive and urinary systems.
- describe the functions of the biliary, digestive and urinary systems.
- describe the routine radiographic projections commonly utilized in examination of the biliary, digestive and urinary systems.
- identify relevant anatomical structures presented on radiographs.
- analyze the differences between an optimal radiograph and a non-diagnostic radiograph.

EVALUATION SYSTEM:	3 Exams	75% of grade
	Final	25 % of grade

This course accounts for 50% of the RAD Seminar III grade, the remainder of which is made up of the pathology component. The minimum passing grade for each component of the course is 75%.

Due to the intensive nature of this course attendance is considered mandatory. Any more than one absence may result in the reduction of the final grade (i.e., A to A-). Three tardy incidents of more than 10 minutes will be considered one absence.

RAD CLINICAL III
RAD 192

Instructor:	Program Faculty
Hours:	M-F, 8:00-3:00 Days or 3:00-10:00 Evenings
Text:	Pocket Guide to Radiography, Philip Ballinger
Prerequisite:	RAD 102, RAD 105, and RAD 106
Summer Schedule:	Summer session, 6 weeks

COURSE DESCRIPTION:

***Please Note the "Students with Special Needs' Statement," the "Sexual Violence Awareness Policy" and the "NEASC Credit Hour Policy" as identified in the "Radiologic Technology Curriculum and Program Syllabus" section in your Student Handbook.

The student will be assigned to the clinical site five days a week for six weeks. All information taught in RAD 103.02 Positioning III will be enforced by hands-on experience under the supervision of an RT (R). The clinical instruction will evaluate the progress of the student in performing x-rays of the digestive system, the gastro-intestinal (GI) system, the hepato-biliary system and the urinary system.

COURSE OBJECTIVES:

Upon completion of this rotation, the student will demonstrate proficiency in positioning of the digestive, G-I, hepato-biliary and urinary systems.

EVALUATION SYSTEM:

A total of 12 successful clinical competencies are required by the end of the first semester. Clinical competencies in the areas of chest and abdomen are required. The competencies are worth a total of 40% of the final grade. Students may not perform clinical competencies until they have successfully studied and passed the positioning and related anatomy theory pertaining to that exam.

Part of the student's grade for this course will be evaluated by the Student Development Evaluation form. This will be worth 40% of the final grade. A Technologist Evaluation is completed at the end of each semester by clinical staff for each student. This evaluation is worth 10% of the final clinical grade. Submission of attendance sheets is worth 10% of the final clinical grade. Passing with at least 90% is mandatory for continuation in the program.

For complete information regarding grading of clinical education, please refer to **"CAPITAL COMMUNITY COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM CLINICAL POLICIES & REQUIREMENTS**" found after the "**RAD CLINICAL V RAD 289 3 CREDITS"** syllabi.

This course must be completed with a minimum 90% average for continuation in the program.

RAD 201 RADIOGRAPHY SEMINAR IV
3 CREDITS

RAD 201.01 Positioning IV

This course is a continuation of Positioning III. Positioning and relative anatomy of the skull, the sinuses, mastoids and facial bones will be studied.

RAD 201.02 Exposure Principles III

Information will include the further study of QA/QC, specialty imaging and pharmacology. Furthermore, an end of the first-year comprehensive examination will be given in the beginning of the semester.

RADIOGRAPHY SEMINAR IV
RAD 201
3 CREDITS

Positioning IV	201.01	50%
Exposure Principles III	201.02	50%

RADIOGRAPHY SEMINAR IV
POSITIONING IV
RAD 201.01

Instructor:	Program Faculty
Hours:	T 10:00-12:30
Text:	Merrill's Atlas of Radiographic Positioning, Ballinger
Prerequisite:	RAD 103
Semester:	Fall semester of the second year

COURSE DESCRIPTION:

***Please Note the "Students with Special Needs' Statement," the "Sexual Violence Awareness Policy" and the "NEASC Credit Hour Policy" as identified in the "Radiologic Technology Curriculum and Program Syllabus" section in your Student Handbook.

This course is a continuation of Positioning III. Positioning and relative anatomy of the skull, the sinuses, facial bones and mastoids will be investigated.

COURSE OBJECTIVES:

Upon completion of this course, the student will:

- utilize the knowledge gained in positioning patients for skull, sinus and facial bone radiography.
- apply proper positioning techniques to produce quality radiographs.
- further function as a member of the Radiology Department in the utilization of radiation to help make a diagnosis.

METHODS:

Lectures, tests, assigned reading, film evaluation, audiovisual and lab practice.

EVALUATION SYSTEM:

Three tests will be given worth 25% each. A final cumulative exam will be given worth 25%.

This course comprises 50% of the RAD 201 final course grade. This module of RAD 201 Positioning IV must be completed with at least a 75% to continue in the program as well as the final RAD 201 cumulative grade.

RAD 201 RAD SEMINAR IV
EXPOSURE PRINCIPLES III
RAD 201.02

Instructor:	Program Faculty
Hours:	Th 10:00-12:30
Text:	Radiologic Science for Technologists, Stuart Bushong
Prerequisite:	RAD 103
Semester Schedule:	Fall semester of the second year

COURSE DESCRIPTION:

***Please Note the "Students with Special Needs' Statement," the "Sexual Violence Awareness Policy" and the "NEASC Credit Hour Policy" as identified in the "Radiologic Technology Curriculum and Program Syllabus" section in your Student Handbook.

Information will include the further study of films, screens, processing, QA/QC, specialty imaging and pharmacology. Furthermore, an end of the first-year comprehensive examination will be given in the beginning of the semester.

COURSE OBJECTIVES:

Upon completion of this course, the student will:

- understand the QA/QC principles.
- understand pharmacology related to radiology.
- understand basic pharmacology related to patients and health care.
- understand differing imaging modalities.
- understand patient care theories

METHODS:

Lecture, class experiments, tests, computer programs, class discussion and film evaluation.

EVALUATION SYSTEM:

The student is responsible to attend all classes. An end of the first-year comprehensive exam will be given and will be worth 20% of the final grade. Two tests will be given worth 25% each for the final course grade. A final comprehensive exam will be given worth 30% of the grade.

This course comprises 50% of the RAD 201 final course grade. This module of RAD 201 Seminar III must be completed with at least a 75% to continue in the program as well as the final RAD 201 cumulative grade.

RAD CLINICAL IV
RAD 288
3 CREDITS

Instructor:	Program Faculty
Hours:	M/W/F – 8:00-3:00 days, 3:00-10:00 evenings
Text:	Pocket Guide to Radiography, Philip Ballinger
Prerequisite:	Successful completion of third semester coursework
Semester Schedule:	Fall semester of the second year

COURSE DESCRIPTION:

***Please Note the "Students with Special Needs' Statement," the "Sexual Violence Awareness Policy" and the "NEASC Credit Hour Policy" as identified in the "Radiologic Technology Curriculum and Program Syllabus" section in your Student Handbook.

The student will be assigned to the clinical site three days a week. All information taught in RAD 201.02 Positioning IV will be enforced by hands-on experience under the supervision of an RT(R). The clinical instructor will evaluate the progress of students in performing skull examinations and facial bones examinations.

COURSE OBJECTIVES:

Upon completion of this rotation, the student will demonstrate proficiency in positioning of skull examinations and facial bone examinations.

EVALUATION SYSTEM:

A total of 13 successful clinical competencies are required by the end of the first semester. Clinical competencies in the areas of chest and abdomen are required. The competencies are worth a total of 40% of the final grade. Students may not perform clinical competencies until they have successfully studied and passed the positioning and related anatomy theory pertaining to that exam.

Part of the student's grade for this course will be evaluated by the Student Development Evaluation form. This will be worth 40% of the final grade. A Technologist Evaluation is completed at the end of each semester by clinical staff for each student. This evaluation is worth 10% of the final clinical grade. Submission of attendance sheets is worth 10% of the final clinical grade. Passing with at least 90% is mandatory for continuation in the program.

For complete information regarding grading of clinical education, please refer to **"CAPITAL COMMUNITY COLLEGE RADIOLOGIC TECHNOLOGY PROGRAM CLINICAL POLICIES & REQUIREMENTS**" found after the "**RAD CLINICAL V RAD 289 3 CREDITS"** syllabi.

This course must be completed with a minimum 90% average for continuation in the program.

RADIOGRAPHY SEMINAR V
RAD 202
4 CREDITS

Instructor:	Program Faculty
Hours:	T/Th, 10:00-12:30
Text:	Radiography Examination Review, D.A. Saia
	RadReveiwEasy
	RadTechBootCamp
	Radiography Examination Review, Mosby
Prerequisite:	RAD 201
Semester:	Spring semester of the second year

COURSE DESCRIPTION:
***Please Note the "Students with Special Needs' Statement," the "Sexual Violence Awareness Policy" and the "NEASC Credit Hour Policy" as identified in the "Radiologic Technology Curriculum and Program Syllabus" section in your Student Handbook.
This course is designed to allow students the opportunity to reinforce information learned over the course of the past year and half of the program and to begin studying, preparing and reviewing for the national registry examination. Furthermore, information regarding specialty imaging areas will be presented.

COURSE OBJECTIVES:

Upon completion of this course, the student will:

- utilize the knowledge gained over previous semesters to complete "mock-registry examinations."
- apply proper critical thinking skills in preparing for registry type examinations.
- further enhance and understand radiology theory and its application to practice in the clinical setting.
- understand digital and computerized imaging characteristics.
- understand theoretical information regarding special procedure areas, i.e., U/S, Nuclear Medicine, CT, Mammography and MRI and Digital/Computerized Imaging.

METHODS: Lectures, tests, assigned reading, film evaluation and audiovisual.

EVALUATION SYSTEM:

***Five cumulative tests will be given and will be weighted equally for the final grade.
This course must be passed with a minimum 75% for continuation in the program.

Students must verify that they have taken and passed two final mock registries with a separate testing program, i.e., Corectec, Radrevieweasy, etc. These must be passed with a minimum grade of 80% each prior to successful completion of this course. This course will not be completed and an "Incomplete" will be assigned until the student documents achievement of a minimum of 80% on these two tests.

RAD CLINICAL V
RAD 289
3 CREDITS

Instructor:	Program Faculty
Hours:	M, W, F – 8:00-3:00 days, 3:00-10:00 evenings
Text:	Pocket Guide to Radiology, Ballinger
Prerequisite:	Successful completion of fourth semester coursework
Semester Schedule:	Spring semester of second year

COURSE DESCRIPTION:

***Please Note the "Students with Special Needs' Statement," the "Sexual Violence Awareness Policy" and the "NEASC Credit Hour Policy" as identified in the "Radiologic Technology Curriculum and Program Syllabus" section in your Student Handbook.

The student will be assigned to the clinical site three days a week. Information learned in RAD 202 will be reinforced by selected clinical rotations in specialized modality areas which include: special procedures, CT, MRI, ultrasound, radiation therapy, cardiology and nuclear medicine. The clinical instructor, along with the special modality technologists, will evaluate the student's progress within these areas. Opportunities for rotation through mammography modalities are not available to students.

Students may also have the opportunity to perform clinical competencies in a diagnostic special procedures area; venograms, myelograms, arthrograms, etc.

COURSE OBJECTIVES:

Upon completion of this rotation, the student will demonstrate an understanding of selected specialized modalities of Radiology.

METHODS:

The clinical instructor will help students gain an understanding of selected specialized modality areas to prepare students of (possible) future career opportunities. A lab will be conducted in the afternoons.

EVALUATION SYSTEM:

A total of 15 successful clinical competencies are required by the end of the first semester. The competencies are worth a total of 40% of the final grade. Students may not perform clinical competencies until they have successfully studied and passed the positioning and related anatomy theory pertaining to that exam.

Part of the student's grade for this course will be evaluated by the Student Development Evaluation form. This will be worth 40% of the final grade. A Technologist Evaluation is completed at the end of each semester by clinical staff for each student. This evaluation is worth 10% of the final clinical grade. Submission of attendance sheets is worth 10% of the final clinical grade. Passing with at least 90% is mandatory for continuation in the program.

ALL CLINICAL COMPETENCY AND CLINICAL HOUR REQUIREMENTS MUST BE MET PRIOR TO THE STUDENT'S GRADUATION. IF A STUDENTS HAS CLINICAL COMPETENCIES OR HAS MAKE UP HOURS TO COMPLETE, A GRADE OF I (INCOMPLETE) WILL BE GIVEN UNTIL THE STUDENT SUCCESFULLY COMPLETES ALL PROGRAM REQUIREMENTS. STUDENTS ARE NOT ELIGIBLE FOR THE A.R.R.T. REGISTRY UNTIL ALL PROGRAM REQUIREMENTS ARE COMPLETED.

CAPITAL COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
CLINICAL POLICIES & REQUIREMENTS

Clinical Grading

1. Clinical competencies – 40%
2. Professional Development Evaluations – 40%
3. Technologist Evaluation – 10%
4. Submission of attendance sheets – 10%

Clinical Grading Policies

1. A minimum of ***4*** *satisfactory clinical competencies must be completed by the end of the first semester*. Included in these four must be the *chest* and *abdomen* competencies. The remaining two can be of any anatomic region covered in the Positioning I course.

   Subsequent semester minimum clinical competency requirements are as follows:

Clinical I -	4
Clinical II -	8
Clinical III -	12
Clinical IV -	13
Clinical V -	15
Total Required	52

   Clinical competency exams may only be performed by CCC clinical instructors or technologists employed by the clinical sites with greater than one year of experience in providing clinical instruction for radiography students.

The ARRT requires successful completion of the following competencies for clinical education (effective January 2017):

- 10 mandatory general patient care activities
- 37 mandatory imaging procedures
- 15 elective imaging procedures

-please refer to the following link for a full description of the ARRT "**Radiography**" requirements:

https://www.arrt.org/arrt-reference-documents/clinical-competency-requirements

A student may only perform a clinical competency in an area where they have successfully completed the didactic exam with a 75% or better. If a student receives less than a 75% on a "positioning exam," the unsatisfactory grade received will be used as the grade for the final grade. However, the student must re-take the exam and receive a grade of 75% or better. The "re-take" exam grade will not be utilized in averaging the final grade.

If a student does not complete the minimum required number of satisfactory clinical competencies, the average of the satisfactory number completed will be divided by the total required.

A total clinical grade of 90% is required each semester to continue in the program.

If a student satisfactorily completes more than the minimum required clinical competencies in the semester, the extra competencies will be included for the next/following semester.

The passing grade for competencies is 90%. If a grade lower than this is received, the competency must be repeated.

If a student does not satisfactorily pass a clinical comp (less than 90%), the student must inform the clinical instructor and work with the clinical instructor to ensure clinical competence. The student must then pass the next competency in that same positioning exam. The satisfactory and the unsatisfactory will be counted toward the final grade.

Clinical instructors may "re-comp" a student if the instructor believes the student is not maintaining proper clinical performance. Should a student not satisfactorily pass the re-comp, then the original comp will be deleted and the student will be required to perform another satisfactory comp on that exam.

2. The clinical instructors will evaluate each student using the Professional Development Evaluation at the end of the semester. This form is a measure of the student's quantity of work, quality of work, interpersonal skills, professionalism, etc.

3. If a student is not satisfactory in clinical a "Clinical Performance Improvement Plan" (CPIP) will be completed. This form will identify areas that the student needs to improve with a timeline and required performance improvements. If the CPIP requirements are not met, the student will receive a "Notification of Clinical Warning." This will be the final opportunity for improvement. A CPIP warning in any semester will reduce the overall clinical grade by 5 points for that semester. A Notification of Clinical Warning in any semester will reduce the overall clinical grade by 10 points for that semester.

CAPITAL COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
Clinical Performance Improvement Plan (CPIP)

Student Name: _____ Course/Semester: _____

Part I: Student Placement on CPIP
Area Needing Improvement:

As Evidenced by: *(cite specific "Professional Performance" examples)*

Required Clinical Objectives for Improvement:

Student Comments:

Student Signature: _____ Date: _____

Clinical Instructor Signature: _____ Date: _____

Part II: Review of CPIP; Follow up Actions

_____ Student has completed the Required Clinical Objectives above and is now meeting the Clinical requirements in this area.

_____ Student is not meeting the Required Clinical Objectives cited above will be placed on "Clinical Warning" if they do not satisfactorily meet the Follow Up Required Clinical Objectives for Improvement cited below.

As Evidenced by: *(cite specific "Professional Performance" examples)*

Follow Up Required Clinical Objectives for Improvement:

Student Comments:

Student Signature: _____ Date: _____

Clinical Instructor Signature: _____ Date: _____

CAPITAL COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
Notification of Clinical Warning

Student Name: _____ Course/Semester: _____

Date Placed on Clinical Warning: _____ Prior Warnings: __ Yes __ No

Next Student Review Date: _____

Areas of Unsatisfactory Clinical Performance (CPIP's):
The Student is Unsatisfactory in meeting the following clinical objectives:
1)

2)

3)

As Evidenced by:

Required Clinical Objectives for Improvement:
1)

2)

3)

*A student placed on Clinical Warning must meet the Required Clinical Objectives for Improvement by the next review date and for the remainder of the program. Failure to do so may result in dismissal from clinical, a clinical failure and an "F" for the course. An unsatisfactory grade in clinical will prevent the student from satisfactorily continuing in clinical and the Radiology Program.

Student Comments:

Student Signature: _____ Date: _____

Clinical Instructor Signature: _____ Date: _____

4. Students will be assigned to a technologist, a room or an area at the clinical sites and may not be directly supervised by college staff. **Students work under the supervision of the clinical instructor and/or the assigned technologist. All students are expected to practice under "Supervisory Policies" at all times.**

   Attendance at clinical is vital to the learning process. Students must have a technologist sign them in and out daily on a time sheet to be turned in monthly. All "in/out" times must be signed by a technologist or the student will not receive credit for attendance on that day. If the technologist signature is falsified, it will be grounds for immediate dismissal from the program. Failure to submit this form will result in a lower final grade on the monthly procedures grade worth 10% of the final grade.

   Students are expected to be in their assigned area at the designated time.

   If an occasion occurs where tardiness or absenteeism is unavoidable, the student should call the clinical site and the coordinator to notify them.

5. Minimum satisfactory passing grade for Clinical Competencies is 90%.

6. Fifty-two (52) satisfactory clinical competencies are required prior to graduation from the Radiologic Technology program. The 52 competencies are reflected in the ARRT Didactic and Clinical Competency Requirements. The coordinator will keep record of student's successfully completed competencies.

7. Clinical competencies will be found in the Radiography Procedure and Competency Manual bought from the bookstore in the first semester of the program.

   Once the student has observed and performed (under direct supervision) an examination that they believe they are ready to perform a "graded" clinical competency on, the student must first perform a "self-evaluated competency." The self-evaluated competency will be done while performing a complete examination on their own (under the supervision of a technologist). The student will self-evaluate in the "procedure" column on the competency. This self-evaluated competency must be verified and approved by a Capital Clinical Instructor (CI). If the student fails the self-evaluated competency exam, another self-exam must be performed and graded under the "Repeat" column of the competency. This repeat also must be verified and approved by the CI. Students cannot perform the program required and graded clinical competency until the self-evaluated competency is satisfactorily performed.

   The actual clinical competency examination to be graded and recorded by the program may be performed after a successful self-evaluated examination. The clinical competency examination for grade and program credit will be graded under the "Competency" column of the competency form.

8. When performing a clinical competency exam, the following grading will apply.

   a. All patients less than 50 years old **MUST** be provided with protective gonadal shielding. If this shielding is not provided, 5 points will be deducted from the final grade.
   b. Right and/or left markers must be visible on the final radiograph. If the markers do not appear, 3 points will be deducted from the final grade.

9. All "Didactic and Clinical Competency Requirements," as specified by the ARRT, are mandatory per ARRT guidelines. The ARRT requirements can be found at the following link: https://www.arrt.org/pdfs/Disciplines/Competency-Requirements/RAD-Competency-Requirements.pdf

10. The student can perform no more than 4 "simulated competencies" in the last month of the final semester. Furthermore, simulated competencies may not be performed on any examination identified on the last page of the ARRT Didactic and Clinical Competency Requirements.

11. If a student demonstrates dangerous behavior or negligence on a clinical competency exam, i.e., wrong patient, wrong body part, excessive radiation, etc., the examination will be immediately terminated and a grade of 0 will be give. This grade will remain as a part of the final grade.

12. If a student is demonstrating inappropriate and/or unprofessional behavior, the student will be immediately sent home from the clinical site. If the infraction is severe enough, a formal complaint will be forwarded to CCC/clinical affiliate officials for investigation. A student will be required to make up any missed time as a result of the time away from clinical. The student may be dismissed from the program for acting in an unprofessional manner outside of the required ARRT Standards of Professional Ethics and/or a violation of CCC and Radiology Student Handbook.

13. Students are not allowed to insert needles and or IV's into patients. Students are not allowed to inject any type of contrast or medication into patients. Furthermore, to avoid any possibility of wrongful allegations of inappropriate behavior, male students may not insert enema tips into female patients.

14. Radiation monitoring badges are to be worn at waist level at all times. However, if the student is in fluoroscopy, portables, O.R., etc., where a dynamic radiation beam is present, students must wear lead aprons and the radiation monitoring badge must be worn at the collar outside of the lead apron.

15. Students are not allowed to obtain an informed consent from any patient for any examination in which an informed consent is required. This is the sole responsibility of the Physician.

16. If a student is asked not to attend clinical education at a facility due to behavior, drug test results, background check results, clinical skills, etc., one attempt will be made to allow the student to continue at another clinical site. If the clinical site says they will not accept the student for clinical placement, the student is not able to meet the clinical objectives and clinical outcomes of the course. The Coordinator will notify the student and the student will be asked to withdraw from the program**.** If the student chooses not to withdraw, the grade assigned for clinical will be an F.

RADIOLOGY PROGRAM CALENDER/CURRICULUM

Currently the Radiologic Technology Program offers a curriculum based upon the following schedule for the two-year program. Although the following schedule is not "written in stone," the curriculum identified below closely mirrors the calendar and curriculum utilized for the programs history thus far and should be similarly followed in the future. Any changes to the calendar or curriculum will be identified on the syllabus at the beginning of each respective semester. All program policies regarding grading, attendance, satisfactory performance in didactic and clinical instruction, etc., identified in the student handbook are applicable to all Radiologic Technology students.

First Year (Fall and Spring Semesters)

Radiology Classes	M/W/F	10:00-12:30
Radiology Clinical	T/Th	8:00-3:00 (day track)
		3:00-10:00 (eve track)

*note #1 below under "**TOTAL CLINICAL HOURS"**:

Clinical is required during the winter break between the Fall and Spring semesters. Evening track students are required to perform clinical during the day shift for the 70 hours of clinical required over the winter break.

12 Week Summer Session

1st Six Week Session

Radiology Classes	T/W/Th	10:00-12:30
Radiology Clinical	M or F	8:00-3:00 or 3:00-10:00

- see note #2 below under "**TOTAL CLINICAL HOURS"**

2nd Six Week Session

Radiology Clinical	M/T/W/Th/F	8:00-3:00 or 3:00-10:00

-see note #3 below under "**TOTAL CLINICAL HOURS"**

Second Year (Fall and Spring Semester)

Radiology Classes	T/Th	10:00-12:30
Radiology Clinical	M/W/F	8:00-3:00 (day)
	M/W/F	3:00-10:00 (eve)

*note #1 below under "**TOTAL CLINICAL HOURS"**:

Clinical is required during the break between the Fall and Spring semesters. Evening track students are required to perform clinical during the day shift for the 35 hours of clinical required over the winter break.

TOTAL CLINICAL HOURS

It will be important that all students, both day and evening track, have equitable opportunities to observe and perform radiologic clinical procedures. To ensure that evening students have opportunity to observe and perform examinations and competencies in those procedures that are performed primarily during the day shift (i.e., fluoroscopy, renal studies, O.R., invasive procedures, etc.) the evening track students will be required to perform clinical rotations during the day shift. Furthermore, to enhance clinical opportunities, day students will be occasionally required to perform evening clinical hours.

Students in the evening track program will have equivalent opportunities to observe and perform clinical examinations and competencies as their day track classmates:

1) During the two winter breaks the evening students will be required to perform clinical during the day shift. This will equate to a total of 15 days over the course of the two winter breaks. Designated day students will be required to perform 3 evening shifts in during the winter breaks.

2) During the first six-week summer session students will be required to perform clinical on Mondays or Friday during the day shift. This will provide an opportunity for the student to spend 6 more days of clinical during the day shift.

3) During the second six-week summer session students will be attending clinical during the day shift M/T/W/Th/F for the six-week session. This will allow the student to spend 30 more days observing and performing clinical procedures primarily performed during the day shift. Designated day students will be required to perform 2 weeks of evening shifts during the second summer session.

Each of these clinical rotations equates to a total of 51 days of rotation to the day shift. During the first academic year of the program students spend a total of (app.) 50 days attending the clinical experience in the Fall semester (15) and Spring semester (30). Thus, the 56 days evening track students spend rotating to the day shift will be the equivalent of the first two semesters of clinical instruction provided to students. During the day track rotations students will have ample opportunity to observe and perform clinical procedures and competencies in areas such as UGI's, BE's, O.R., invasive procedures, etc.

DIDACTIC COURSEWORK

All students are required to attend and successfully complete the courses identified in the curriculum. Didactic courses (i.e., Exposure Principles, Positioning, Health Physics, etc.) are generally scheduled in the morning from 10:00-12:30 and alternate between M/W/F and T/Th according to first and second year status, respectively. Thus, day and evening track students will attend the same didactic courses during duration of the program.

CLINICAL COMPETENCIES

All students are required to successfully complete the clinical requirements of the radiologic technology program as identified in the Student Handbook.

EVENING CLINICAL INSTRUCTION SITES

St. Francis Hospital and Medical Center

Total day students:	4	
Total evening students:	2	
Designated Clinical Instructor:		Ms. Lisa Mancini, R.T.(R), Ms. Melissa Begin R.T.(R)

Manchester Memorial Hospital

Total day students:	3	
Total split shift students: -11:00-6:00	1	
Designated Clinical Instructor:		Ms. Samantha Bourbeau, R.T.(R), Mr. August Kramer, R.T.(R)

Rockville General Hospital

Total day students:	2	
Total split shift students:	2	
Designated clinical instructor:		Mr. Alvah Thompson, R.T.(R), Ms. Mary Ann Bienkowski R.T.(R)

GRADING FOR PROFESSIONAL DEVELOPMENT EVALUATION

60-58	A	96
57-55	A-	93
54-52	B+	88
51-49	B	84
48-46	B-	82
45-43	C	80
42-40	C-	76
39-37	D+	73
36-34	D	70
33 and less	F	65

CAPITAL COMMUNITY COLLEGE
PROFESSIONAL DEVELOPMENT FORM

Student Name:_____ Semester:_____
First or Second Year:_____ Date:_____

PROFESSIONAL ROLE / BEHAVIOR EXPECTATION

1. _____ STUDENT'S COMPREHENSION OF EXAMINATIONS – understanding of information, responsibilities, procedures, materials, equipment, and techniques required to perform the job.

- The student demonstrates comprehensive knowledge of the concepts to produce quality radiographs. (4 points)
- The student demonstrates above average knowledge of the concepts applicable to the production of radiographs. (3 points)
- The student demonstrates satisfactory knowledge of the concepts to produce quality radiographs. (2 points)
- The student lacks knowledge of some phases of the concepts related to the production of quality radiographs. (1 point)
- The student has inadequate knowledge of the concepts related to the production of quality radiographs. (0 points)

Comments:

2. _____ PATIENT RAPPORT – the ability of the student to communicate and interact with their patients. (SLO 2.A.1.)

- The student consistently responds to patient requests, explains procedures, demonstrates compassion/concern and respects patient privacy. (4 points)
- The student usually responds to patient requests, explains procedures, demonstrates compassion/concern and respects patient privacy. (3 points)
- The student communicates with the patient only as necessary and occasionally demonstrates compassion/concern for the patient.
- The student consistently displays poor tact and communication with patients and does not appropriately address patient, answer questions, nor respond to patient needs or requests. (1 point)

Comments:

3. _____ PROFESSIONAL ETHICS – integrity, loyalty and impressions the student makes on professional judgment. (SLO 4.B.1.)

- o Conducts self in an appropriate manner at all times conforming to professional standards of conduct. (4 points)
- o Usually conducts self in an appropriate manner conforming to professional standards of conduct. (3 points)
- o Adheres to professional standards of conduct in an acceptable manner. (2 points)
- o Often does not follow professional standards of conduct when dealing with others. (1 point)
- o Consistent negative attitude; unprofessional. (due to importance -5 points)

Comments:

4. _____ ATTENDANCE / PUNCTUALITY – the attendance and promptness of the student throughout the semester.

- o The student is consistently present and on time. (4 points)
- o The student had one absence, one tardy or one occasion when a lab was not attended. (3 points)
- o The student had 2 occurrences or combinations of being absent, late or not attending lab. (2 points)
- o The student had 3 occurrences or combinations of being absent, late or not attending lab. (1 point)
- o The student had 4 occurrences or combinations of being absent, late, or not attending lab. (0 points)

Comments:

5. _____ PERSONAL APPERANCE

- o The student presents a professional appearance and consistently dresses according to program policy. (4 points)
- o The student's appearance is usually professional and uniform is usually clean and neat. (3 points)
- o The student's appearance is satisfactory but did not dress according to policy on at least one occasion. (2 points)
- o The student's appearance is unsatisfactory – uniform is consistently untidy or did not dress according to policy on more than one or two occasions. (1 point)

Comments:

6. _____ ADAPTION/PERFORMANCE UNDER PRESSURE – the ability to adapt to new experiences as well as remain calm during critical or busy situations.

- The student adapts to new experiences or remains calm in the event of an emergency. (4 points)
- The student usually adapts to and usually can handle busy or critical situations. (3 points)
- The student demonstrated some difficulty at times in adapting or handling a busy situation. (2 points)
- The student demonstrated frustration often and on occasion loses temper. (1 point)
- The student cannot adapt or handle a critical situation (0 points)

Comments:

7. _____ COOPERATION AND INTERPERSONAL SKILLS – the ability to communicate, listen to suggestions for improvement and promote team work with instructors, staff and fellow classmates. (SLO 2.A.2.)

- The student consistently works well with others and promotes team work. (4 points)
- The student usually works well with others, listens to suggestions, modifies behavior and gets along well with others. (3 points)
- The student at times works well with others, listens to suggestions, modifies behavior and gets along well with others. (2 points)
- The student is often short tempered, lacks diplomacy and may be curt with others. (1 point)
- The student consistently demonstrates poor working relationship with others. (0 points)

Comments:

8. _____ CRITICAL THINKING – the ability of the student to analyze and evaluate information and apply that information in practice outside of standard theoretical applications. Such information may be gathered from observation, experience, reasoning, or communication. (SLO 3.A.1.)

- The student consistently uses critical thinking to make appropriate decisions in the care and performance of working with their patients. (4 points)
- The student usually uses critical thinking to make appropriate decisions in the care and performance of working with their patients. (3 points)
- The student demonstrates some ability to use critical thinking in making appropriate decisions in the care and performance of working with their patients. (2 points)
- The student uses poor critical thinking in making appropriate decisions in the care and performance of working with their patients. (1 point)

Comments:

9. _____ PATIENT CARE / ASSESSMENT – the ability of the student to lift/move patients, recognize emergencies, perform proper history/assessment prior to beginning procedure, maneuver equipment (IV's, tubes, wheelchairs), demonstrate universal standards, perform sterile technique, and prepare sterile technique and prepare contrast media at current level of expectation.

- The student consistently demonstrates proper patient care techniques, patient equipment manipulation and practices universal standards at all times. (4 points)
- The student usually demonstrates proper patient care techniques, patient equipment manipulation and practices universal standards. (3 points)
- The student is inconsistent in demonstrating patient care techniques. (2 points)
- The student's patient care techniques are lacking and the student is marginal in terms of patient safety. (1 point)
- The student is unsafe and never demonstrates appropriate patient cared techniques. (0 points)

Comments:

10. _____ QUALITY OF WORK – The ability of the student to complete tasks with accuracy and thoroughness, as well as neatly. The number of times the student repeats is also evaluated. (SLO 1.A.3.)

- The student consistently meets the highest standards for accuracy, thoroughness and neatness. (4 points)
- The student's work is satisfactorily completed with accuracy, thoroughness, neatness and the student recognizes errors and takes the appropriate corrective action. Radiographic repeats would be minimal. (3 points)
- The student makes errors during experiences and, at times, the student does not always recognize the mistake. Some repeats would occur. (2 points)
- The student frequently makes errors and demonstrates some difficulty in recognizing the error or taking corrective action. Numerous repeats would occur. (1 point)
- Work quality is poor and there are repeated mistakes without recognition of the error or performing corrective action. Numerous repeats would occur. (0 points)

Comments:

11. _____ QUANTITY OF WORK – the volume of work accomplished by the student.

- The student's work productivity is high and the student consistently does more than expected and in a timely manner. (4 points)
- The student satisfactorily completes work in time expected. (3 points)
- The student's work is completed but often exceeds the amount of time expected to complete the assignment. (2 points)
- The student's tasks are completed slowly or, at times, not completed at all. (1 point)

Comments:

12. _____ PERFORMANCE OF RADIOGRAPHIC PROCEDURES – the ability of the student to perform procedures, assess the requisition, apply the affiliate routine, process the radiograph and obtain radiologist interpretation when required. (SLO 1.A.4.)

- The student demonstrates consistency in applying knowledge and performing radiologic procedures. (4 points)
- The student demonstrates satisfactory knowledge of the concepts to produce radiographs. (3 points)
- The student demonstrates adequate knowledge of the concepts to produce radiographs. (2 points)
- The student consistently cannot produce quality radiographs. (1 point)

Comments:

13. _____ ORGANIZATION OF WORK – the ability of the student to perform tasks in an orderly fashion and in a manner that does not disrupt affiliate work flow and accommodates the patient.

- The student consistently organizes their work without assistance and in a manner that does not disrupt department activity. The work is performed in a manner that accommodates the patient. (4 points)
- The student satisfactorily organizes their work in a manner that does not disrupt departmental activity. The work is performed in a manner that accommodates the patient. (3 points)
- The student has difficulty organizing their work and at times disrupts departmental activity. The work often does not accommodate the patient. (2 points)
- The student lacks organization. (1 point)

Comments:

14. _____ RADIATION PROTECTION – the ability of the student to demonstrate proper radiation protection to self and patient. Shielding is performed 100% of the time on all patients younger than 50 years old. Female patients within childbearing age are questioned about the possibility of pregnancy and the date of the LMP is properly documented. (SLO 1.C.1.)

- Radiation protection procedures and possibility of pregnancy is performed at all times. (4 points)
- Satisfactorily performs radiation protection and pregnancy screening. (3 points)
- Usually applies appropriate protection techniques and pregnancy screening. (2 points)
- The student often does not protect patient, self and perform pregnancy screening. (1 point)
- The student is unsafe in performing radiation protection procedures and pregnancy screening. (0 points)

Comments:

15. _____ EQUIPMENT MANIPULATION - the ability of the student to properly manipulate the bucky, table girds, mobile, fluoroscopic units, digital units, control panels and adjust techniques as needed. (SLO 1.B.1.)

- The student consistently demonstrates proficiency in using the equipment and adjusting techniques when required. (4 points)
- The student satisfactorily demonstrates proficiency in using the equipment and adjusting techniques when required. (3 points)
- The student at times has difficulty utilizing equipment and adjusting techniques. (2 points)
- The student is unsatisfactory when manipulating equipment or compensating techniques. (1 point)

Comments:

Total Points: ____ /60 **Equivalent Grade: _____**

Instructor Comments:

Student Comments:

Program Faculty Signature:_____ Date:_____

Student Signature:_____ Date:_____

GRADING FOR PROFESSIONAL DEVELOPMENT EVALUATION

60-58	A	96
57-55	A-	93
54-52	B+	88
51-49	B	84
48-46	B-	82
45-43	C	80
42-40	C-	76
39-37	D+	73
36-34	D	70
33 and less	F	65

CAPITAL COMMUNITY COLLEGE
TECHNOLOGIST EVALUATION

Your response to the following questions will help us evaluate Radiology student's clinical skills.

Student Name:_____

Technologist Name:_____

The student is satisfactorily meeting this objective relative to their standing in the program (1st/2nd year student and semester):

The student:		**Yes**	**No**
1.	overall uses their radiography training to meet the needs of their patients.	____	____
2.	is able to use critical thinking skills to problem solve patient care situations. (SLO 3.A.4.)	____	____
3.	is able to prioritize their plan of care to meet their patient's care and needs safely. (SLO 4.B.4.)	____	____
4.	is prepared to care for individuals from multicultural groups. (SLO 4.B.5.)	____	____
5.	is competent in communicating verbally. (SLO 2.A.5.)	____	____
6.	is competent in communicating in writing. (SLO 2.B.3.)	____	____
7.	practices proper radiation safety principles. (SLO 1.C.2)	____	____
8.	is prepared to meet the needs of patients and their family members who require complex care. (SLO 3.B.3.)	____	____
9.	utilizes proper positioning principles. (SLO 1.A.5.)	____	____
10.	utilizes proper technical principles. (SLO 1.B.3.)	____	____

Grade:
#Yes/10=_____%

Technologist Comments:

CAPITAL COMMUNITY COLLEGE
CLINICAL EVALUATION

Student Name: _____ Date: _____

Semester: _____ Course Number: _____

Clinical Competency Grade: _____ 40% of Final Grade

Professional Development: _____ 40% of Final Grade

Technologist Evaluation _____ 10% of Final Grade

Submission Attendance Sheets: _____ 10% of Final Grade
(3 points off for each absent/tardy)
(35 points off for each non-submission)

Final Weighted Grade: _____

Points Deducted for CPIP _____
and Clinical Warnings (-5 points for each CPIP and -10 points for each Clinical Warning)

Points Deducted for Absent/Tardy: _____

Final Clinical Grade: _____

_____
Student Signature

_____
Date

_____
Program Coordinator Signature

CLINICAL EVALUATIONS AND PRACTICUM

Clinical evaluations are a structured evaluation tool that has been designed for evaluating students during their clinical performance. This instrument prides itself in objectivity by the evaluator and consistency in grade determination. The minimum required level of master is 90%.

BEHAVIORAL OBJECTIVES:

The student will:

- Perform a clinical evaluation of each routine radiographic procedure performed in the radiology department as specified as "Mandatory" or "Elective" under the ARRT "Didactic and Clinical Competency Requirements." Direct supervision of the technologist or clinical instructor is required.
- Each competency must be successfully performed with a grade of at least 90%.
- Be able to:
    a. Evaluate each requisition
    b. Demonstrate proper physical facilities readiness
    c. Demonstrate proper patient-technologist relationship
    d. Demonstrate correct positioning skills
    e. Manipulate equipment effectively
    f. Show evidence of radiation protection
    g. Evaluate the radiographic image for:
        a/ anatomical parts
        b/ proper alignment
        c/ radiographic technique
        d/ film identification
        e/ evidence of radiation protection

The clinical evaluations will be conducted according to the established guidelines identified in each of the clinical course syllabus.

Student responsibilities at the clinical site:

1. Restock linen (pillowcases, sheets, gowns and towels)
2. Return image receptors/cassettes to assigned areas
3. Clean room, table, door knob, and upright holder
4. Restock supplies (contrast material, needles, syringes, etc.)
5. Check to see that Emergency Cart is up to date (meds, tourniquets, etc.)
6. Make sure the room has an I.V. pole, foot stool, and lead apron.
7. Make sure appropriate "trays" (HSG, arthrogram) are in the room
.

Prior to Leaving the clinical site:

1. Return image receptors to assigned room
2. The room should be left in a clean and orderly condition.

CAPITAL COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY PROGRAM
INFECTION CONTROL POLICY

I. Purpose

To assist the Hospital-wide prevention, recognition and/or management of infection control for patients, students and employees utilizing Hospital-approved Universal Precautions Policies.

II. Policies Points of Emphasis

1.	Employee/Student Health Issues	Students demonstrating signs or symptoms of infection/virus' are to be cautious in spreading their illnesses. Students should be evaluated by their physician. If out of clinical 2 days or more, a student is to bring a doctor's note upon returning to the hospital.
2.	Exposure to Communicable Diseases	Significant accidental cuts, skin punctures and exposures to patient body fluids or communicable diseases are to be reported to the clinical instructor. If appropriate, an incident report is to be filled out and information kept on record in the RAD Tech Department.
3.	Attire	All student assisting with invasive procedures are to wear sterile gown and gloves, mask and goggles when necessary. Sweaters are not to be worn in patient-care areas.
4.	Hand washing	Hand washing is to be done with hospital approved solution. Hands are to be washed before and after each patient contact. Wash hands as necessary during and after procedures.

5. Infection Control Policy continued A. Cleaning 1. Immediate	Blood and/or body fluid spills are to be cleaned immediately. X-ray tables are to be washed after each patient.
2. Daily	Student housekeeping is to follow routine procedures for cleaning floors, walls, furniture, wheelchair, stretchers, IV poles and removal of trash.
6. Waste Disposal	Bags containing biomedical waste are to be disposed of in RED Biomedical Waste containers in designated areas, gloves are to be worn at all times.
7. Linen	Impervious laundry bags are to be used for all linen disposal.
8. Aseptic technique	Aseptic technique is to be used for procedures for which it is required.
9. Isolation A. Airborne Disease	The X-ray department should be notified in advance of a patient with a communicable disease. With an airborne disease, patient is to wear mask if respiratory status not compromised.
B. Resistant Organisms	The X-ray department should be notified in advance to enable scheduling patient early in the morning or late in the afternoon. The X-ray department should be notified in advance. If possible, patient is to come to department wearing a mask. Personnel are to wear masks, if ordered by physician.
10. Universal Precautions A. sharps B. gowns C. gloves D. masks E. goggles F. signage G. specimen collection	"Universal Precautions" will be practiced with regard to all patient contact.

11. Patient Care Practices	Students are expected to follow X-ray Department and/or Nursing Department standards for all procedures. Eating and drinking are only allowed in designated areas. Needles are NOT to be recapped. Needles and contaminated syringes are to be placed in the appropriate container. Students are required to read and follow the infection control and universal precaution policies of the area of clinical rotation.

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