Welcome,

The Radiography Program Faculty welcomes you as a new or returning student. Our goal is to provide you with a high quality radiography education that prepares each of you as a caring, safe and competent radiographer today’s high-tech health-care workplaces. We want to work together with you to achieve this goal. We wish you every success in your radiography education at Rowan College at Burlington County.

The information in this handbook will assist you to proceed through the program. Please become familiar with each part and keep it as a reference.

Radiography Program Clinical Sites
Virtua – Memorial Hospital of Burlington County - (609) 267-0700 ext. 43735
Virtua – West Jersey – Voorhees – (856) 247-3788
Southern Ocean Medical Center - (609) 978-8932
Our Lady of Lourdes - Burlington – (609) 835-2900 ext.4237
Our Lady of Lourdes – Camden – (856) 668-8877

Accredited by: Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, Illinois 60606-2901
(312) 704-5300

Radiologic Technology Board of Examiners
Department of Environmental Protection
Radiation Protection Programs
PO Box 415
Trenton, NJ 08625
(609) 984-5890

Rev. 10/97, Rev. 4/98, Rev. 4/99, Rev. 4/00, Rev. 4/01, Rev. 12/01, Rev. 4/02, Rev. 4/03, Rev. 4/04,
Rev. 4/05, Rev. 4/06, Rev. 4/07, Rev. 4/08, Rev.4/09, Rev.4/10, Rev. 4/11, Rev.2/12, Rev.3/13 & 10/13
Rev. 4/14, Rev.7/14, Rev. 5/15
Radiography Program History
In the late 1950’s, the radiologists of Burlington County Memorial Hospital recognized the need for appropriately trained radiographers to produce the high quality x-ray images required for accurate patient diagnosis. As a result, an on-the-job informal training process was begun. In 1962, under the direction of Loretta Urbanik, the American Medical Association awarded the program accreditation.

As the science of radiology became more complex, so did the training needs. In 1985, Memorial Hospital Program Director Mary Alice Statkiewicz Sherer and Connie Churchill of the Math/Science Department at Burlington County College developed a cooperative program jointly offered by the hospital and college. This program cumulated in a certificate of completion granted by the hospital and an AAS degree conferred by the college. Upon completion, program graduates were eligible to sit for the American Registry of Radiologic Technologists certification examination and apply for state licensure. To date, 97% of program graduates have passed the ARRT examination on the first attempt with mean scores higher than the state and national averages.

The Radiography Program, under the sponsorship of Memorial Hospital of Burlington County has been accredited by the Joint Review Committee on Education in Radiologic Technology (JRC ERT) and it predecessors since 1962). The State of New Jersey Department of Environmental Protection Bureau of Radiological Health (NJ DEP) also accredited the program.

Recognizing that a college setting could provide program students with a wider variety of educational opportunities program offices and didactic classes were moved to the college campus in 1997. Under the guidance of Sharon Grovatt, the hospital faculty redesigned the existing curriculum to develop a program, which is compatible with other college offerings. In October 1998, Burlington County College received accreditation with JRC ERT and in December of that year, accreditation with the NJ-DEP. In May of 2000, the program expanded to include two additional clinical sites. The program was revisited by JRCERT in April of 2001 and 8-year accreditation granted. The program has an exceptional reputation for educating entry-level radiographers. In May of 2002, the program further expanded to include two more additional clinical sites and under the JRCERT 2002 Standards was able to increase student capacity to 14 entering students. In Oct. 2009, the program again had a JRCERT site visit and was awarded an 8 year accreditation.

The Profession
The practice of radiography is performed by a segment of health care professionals responsible for the administration of ionizing radiation to humans and animals for diagnostic, therapeutic or research purposes. This objective is accomplished by:

- arranging devices to lessen discomfort and prevent patient motion
- positioning the patient for imaging of the desired area
- adjusting equipment/factors to obtain a clear undistorted view of the area of interest
- determining proper current, voltage and exposure time for each procedure
- preparing and administering contrast media
- evaluating radiographic quality of obtained images
- ensuring radiation protection for personnel, patients and the general public
- keeping records/files and preparing reports of procedures.

Integral to radiography are: direct patient care, communication skills and technical/scientific activities.

Mission
The mission of the radiography program is to provide educational experiences so that a student may develop academically, clinically and professionally into competent, entry-level radiographer.

Student Learning Goals

Goal 1: Students will have knowledge and skills required to be clinically competent in all radiographic tasks necessary for an entry level radiographer:

Student Learning Outcomes:
- Students will apply positioning skills.
- Students will select technical factors.
- Students will utilize safe radiation protection practices.
- Students will pass the ARRT examination.

Goal 2: Students will demonstrate communication skills:

Student Learning Outcomes:
- Students will demonstrate written communication skills.
- Students will demonstrate oral communication skills.

Goal 3: Students will develop critical thinking skills:

Student Learning Outcomes:
- Students will adapt standard procedures for non-routine patients.
- Students will critique images.
- Apply critical thinking skills to guide decisions regarding radiography practice for patients and family members, the public and members of the health care team.

Goal 4: Students will model professionalism:

Student Learning Outcomes:
- Students will demonstrate good work ethics.
- Students will summarize the value of life-long learning.
- Participate in personal and professional growth opportunities.
- Pursue additional education advancement.

Program Effectiveness Goals

Goal 1: Five-year average credentialing examination pass rate of not less than 85% at first attempt.

Goal 2: Five-year average job placement rate of not less than 75% within six months of graduation.

Goal 3: Annual program completion rates, 80% of the students will complete the program within 3 years of program start.

Goal 4: Graduates will express satisfaction with the program, as assessed on the exit evaluation, 80% of the graduates will be satisfied.

Goal 5: Employer will express satisfaction with the graduates of the program as assessed on the employer survey, 80% of respondents will be satisfied.

The Individual
The faculty believes that each individual is a unique being possessing worth and dignity, who is constantly interacting with the internal and external environment to meet human needs. These needs must be fulfilled to maintain individual homeostasis. Adaptation, as associated with homeostasis, is the mechanism used by the individual to compensate for unmet or partially met needs. The fulfillment of safety, energy and sensory needs is required to help meet the individual’s needs. Security and esteem are important to the well-being of each person.

The Teaching/Learning Process
Teaching is imparting knowledge to facilitate the achievement of the academic goals of the learner. Teaching methods address the individualized need of a diverse student population.

Learning, a process that is continuous throughout life, requires readiness of the learner to set and achieve goals. The intent of this process is to acquire knowledge, skills and behavioral changes through study, experience, instruction and interactions with a teacher.

Major goals of the teaching/learning process are to develop:
- self-awareness
- self-direction
- critical thinking
- accountability.

These goals are achieved through pedagogical methodologies that facilitate exchange of ideas, address individual learning styles, and encourage mutual trust and respect.

Radiography Education is a cooperative process involving teachers and learners actively pursuing and sharing knowledge. The faculty believes that radiography education is best achieved in an organized setting that encourages self-directed acquisition of knowledge progressing from simple to complex. Instruction is accomplished by methods of precepting, example, and recounting experience. State-of-the-art instructional strategies and technologies incorporated into the program enhance a quality radiography education. By structuring a collegiate curriculum, the faculty confirms their beliefs that excellence in radiography is best developed in an atmosphere of higher education. The faculty also believes that concurrent education in the arts and humanities, as well as in the basic sciences, represents an essential element in providing the radiography student with an integrated body of knowledge.

Purposes of the Radiography Program
This program provides the graduate with the necessary theoretical and clinical background to function as an associate degree radiographer in a variety of health care settings. Academic mobility is facilitated by the design of the curriculum and transferability of credits into upper division healthcare education programs.

The purposes of the program are to:
- provide opportunities for the study of radiography that are academically sound, practice oriented and financially feasible;
- prepare clinically competent associate degree graduates for entry level positions;
- prepare graduates who will be eligible to take the American Registry of Radiologic Technologist (ARRT) certification examination
ACADEMIC PROGRESSION

The Radiography Program requires 70 credits for graduation: 48 radiography credits and 22 credits in college general education courses. The graduate receives an Associate in Applied Science (AAS) degree for Radiographers.

Transcripts
Students taking supporting courses at other institutions must keep their records at RCBC current. Please arrange for transcripts to be sent to the Registrar so your record will include the correct pre- and co-requisites and graduation requirements. Transferred courses must have the same number of credits to be equivalent to RCBC’s courses.

General education courses and support courses may be taken earlier than suggested and in any sequence. However, it is important to plan that all supporting course indicated as pre- or co-requisites to specific radiography courses are taken in the appropriate order.
Example - RAD 122 is a co-requisite of RAD 114 so it must be taken no later than the same semester as RAD 114 and prior to Clinical Procedures 3 (RAD 123).

Co-requisite Courses:
Radiographic Exposures I (RAD 130) & Clinical Procedures I (RAD 121)
Radiographic Exposures II (RAD 114) & Clinical Procedures II (RAD 122) & Principles of Radiation Protection & Biology (RAD 107)
Equipment Operation and Maintenance (RAD 230) & Clinical Procedures V (RAD 225)

Any student failing pre-or co-requisites or radiography courses (taken in sequence) must withdraw from the radiography program until these courses are successfully completed. RE-admission to the radiography program will be considered at that time on a space available basis only.

RADIOGRAPHY COURSES
Clinical Procedures I (RAD 121) This course provides basic information concerning ethical and legal behavior in a healthcare environment. Emphasis is placed on patient care principles, radiation protection measures and sterile technique applicable to radiographic procedures. The pharmacology of radiology is examined. The student is taught to perform radiographic procedures of the upper extremity, shoulder girdle, chest and thorax. Hands-on instruction in the proper use of fixed and mobile radiographic equipment and application of theoretical principles are demonstrated in a laboratory setting. Subsequent hands-on experience is provided under the direct supervision of qualified radiographers. Achieved competency is measured.

3/2/0/8
Corequisite: Radiographic Exposure I

Radiographic Exposure I (RAD 130) The factors that influence the production of the radiographic image are presented. The student will learn processing requirements, components and procedures. The construction of the elements of image production are identified. Application of theoretical principles is demonstrated in the clinical setting.

3/0/0/0
Corequisite: Clinical Procedures I
Clinical Procedures 2 (RAD 122) The student learns to perform radiographic procedures of the lower extremity, pelvic girdle and abdomen. Hands-on instruction in the proper use of fixed and mobile radiographic equipment and application of theoretical principles are demonstrated in a laboratory setting. Subsequent hands-on experience is provided under the supervision of qualified radiographers. Achieved competency is measured and pertinent initial clinical competency testing is performed.

Prerequisite: Clinical Procedures I
Corequisite: Principles of Radiation Protection, BIO 110

Radiographic Exposure 2 (RAD 114) This course is a continuation of RAD-105 and the prime factors of image production are reviewed. Imaging standards and analysis techniques are presented. The concepts of quality control and quality assurance are identified. Various exposure systems are compared and radiologic science theories and techniques are applied in the clinical setting.

Prerequisite: Radiographic Exposure I
Corequisite: Clinical Procedures II, Prin. of Radiation Protection

Radiation Protection & Biology (RAD 107) Radiation effects on cells and living tissues are discussed. The principles and responsibilities of radiation protection are presented. Federal and state regulations are identified.

Prerequisites: Radiographic Exposure I, Clinical Procedures I
Corequisites: Clinical Procedures II,

Clinical Procedures 3 (RAD 123) The student learns to perform radiographic procedures of the spine and skull. Hands-on instruction in the proper use of fixed and mobile radiographic equipment and application of theoretical principles are demonstrated in a laboratory setting. Subsequent hands-on experience is provided under the supervision of qualified radiographers. Achieved competency is measured and pertinent initial and continual clinical competency testing is performed.

Prerequisite: Clinical Procedures II
Corequisite: BIO 114

Clinical Procedures 4 (RAD 224) The student learns to perform radiographic procedures of the biliary, cardiovascular, central nervous, digestive, reproductive and urinary systems. The concept of interventional radiography is addressed. Hands-on instruction in the proper use of fixed and mobile radiographic and accessory equipment and application of theoretical principles are demonstrated in a laboratory setting. Subsequent hands-on experience is provided under the supervision of qualified radiographers. Achieved competency is measured and pertinent initial and continual clinical competency testing is performed.

Prerequisite: Clinical Procedures III

Clinical Procedures 5 (RAD 225) The student learns to perform various computed tomographic procedures. Previously mastered anatomy is presented in transverse, coronal and sagittal planes. Pathology and disease as they relate to various radiographic procedures are instructed. Emphasis is placed on the required variation in radiographic exposure techniques. Hands-on instruction in the proper use of radiographic equipment and application of theoretical principles are demonstrated.
Subsequent hands-on experience is provided under the supervision of qualified radiographers. Achieved competency is measured and pertinent initial and continual clinical competency testing is performed.

Prerequisite: Clinical Procedures IV
Corequisite: Equipment Operation & Maintenance

Equipment Operation and Maintenance (RAD 230) The construction, instrumentation and underlying physical principles of various types of imaging equipment are covered. Fluoroscopic, image intensifying, mobile and various specialized systems are discussed. Emphasis is placed on safe operating procedures and limits of radiographic equipment.

Prerequisite: Principles of Radiation Protection

Clinical Procedures 6 (RAD 226) This course is designed to allow the student sufficient clinical practicum to achieve entry level clinical competence. Hands-on experience is provided under the supervision of qualified radiographers. Clinical rotations in advanced modalities may be made available during this semester with the permission of the clinical instructor. Achieved competency and pertinent initial (CT) and final clinical competency testing is performed.

Prerequisite: Clinical Procedures V

**RADIOGRAPHY SUPPORT COURSES**

**Fundamentals of Anatomy and Physiology I (BIO 110/111)** This course concentrates on cellular physiology and the following organ systems; integumentary, skeletal, muscular, nervous and the special senses. This course is designed for allied health majors. The laboratory course provides experiences that apply to the topics and concepts covered in the A & P I lecture. All dissections are performed via computer animation.

Prerequisites: h.s. biology or BIO 120, BIO 121

**Fundamentals of Anatomy and Physiology II (BIO 114/115)** This course concentrates on the following organ systems: cardiovascular, respiratory, urinary, digestive, endocrine, reproductive and genetics. This course is designed for allied health majors. The laboratory course provides experiences that apply to the topics and concepts covered in the A & P II lecture. All dissections are performed via computer animation.

Prerequisite: BIO 110

**Medical Terminology (HIT 105)** The study of medical terminology, the language of medicine, focusing on prefixes, suffixes, word roots and their combining forms by review of each body system and specialty area. It also emphasizes word construction, spelling, usage, comprehension and pronunciation. In addition, students gain information regarding anatomy and physiology, symptomology, pathology and diagnostic/surgical procedures, pharmacology and medical abbreviations.

**General Psychology (PSY 101)** This course is designed to provide a general understanding and application of the basic principles of psychology. Topics will include history of psychology, scientific methods as employed by psychology, psychological basis of behavior, development, principles of learning, personality theory and assessment, abnormal behavior, psychotherapy, and social psychology.
Principles of Sociology (SOC 101) This course focuses on the science and theory that sociologists use to understand the social world. It examines the social construction of reality, the place of institutions in modern society, and the forces that shape human social interaction.

English Composition I (ENG 101) This course develops skills in expository writing. It emphasizes the writing process, organization, methods of development and diction. It requires a research essay using the MLA documentation format.
prerequisite: Successful completion of ENG 075 or placement based on diagnostic testing.

Public Speaking (SPE 102) This course focuses on the planning and presentation of speeches. It also emphasizes speech-making methods. Speeches presented in class are observed and analyzed by both the instructor and fellow students.
prerequisite: Successful completion of ENG 101

Fundamentals of Computer Science (CIS 101) This course is an overview of computer hardware, software, representation and processing of data, design of algorithms, systems and procedures, and computer languages. IT presents and applies the fundamentals of problem solving and programming in a high-level computer language.

Introduction to Statistics (MTH 107) A first course in basic statistical concepts. Topics include frequency distributions of empirical data, calculations of descriptive statistics, probability distributions, confidence intervals, hypothesis testing, chi square, regression and correlation.
prerequisite: MTH 075 or equivalent skills

All general education credits in the A.A.S. degree for radiographers at Burlington County College afford the graduate the foundation to easily pursue additional higher educational programs.

Please Note: There are no substitutes for radiography support/general education courses.

Courses taken earlier than required may be retaken to improve the grade and progress in the radiography program will not be affected until the co-requisite course is reached.

See Attached Policies:
- GRADING POLICY
- GRADE APPEAL PROCESS
  An appeal procedure is available should a student feel that a grade is unjustified. Appeals must be taken seriously and should only be made where the student feels there is strong evidence of injustice.
  1. The student must discuss his/her concern with the instructor.
  2. If no agreement can be reached, then the student may appeal to the Director of the Program
  3. Finally, the student may follow Rowan College at Burlington County’s Grade Appeal Policy.

- LAMBDA NU
- GRADUATION REQUIREMENTS
- GRADUATION AWARDS
ACADEMIC INFORMATION
A. Maintaining GPA

Students must maintain a GPA of 2.5 or better to remain in the program. If the GPA falls below 2.5, the student must withdraw from the program and apply to reenter on a space-available basis when the GPA is above 2.5. Students should monitor their GPA at the end of each semester.

B. Radiography Course Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>93-100</td>
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<tr>
<td>B+</td>
<td>90-92</td>
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<tr>
<td>B</td>
<td>86-89</td>
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<tr>
<td>C+</td>
<td>83-85</td>
</tr>
<tr>
<td>C</td>
<td>79-82</td>
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<tr>
<td>F</td>
<td>&lt; 79</td>
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<tr>
<td>S</td>
<td>Satisfactory</td>
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<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>

A student who receives a grade < 79 average in theory, or < 85 in clinical experience will fail the entire course.

A student must achieve a grade of “C” or better in any radiography course to advance to the next radiography course. A grade below “C” in any radiography course requires the student to repeat that course (having completed one full semester) before advancing to the next course or graduating.

If the student is readmitted to the Radiography Program, he/she must repeat the entire course (theory, clinical and lab components).

If a student fails to maintain a “C” in two radiography courses, there is no consideration for re-admission to the program.
C. Supporting Courses

For students to enter or remain in the radiography program, they must have attained a grade of “C” or better in all the radiography support courses, ENG 101, BIO 110, BIO 111, BIO 114, BIO 115, HIT 105, SOC 101, PSY 101, MTH 107, CIS 101 and SPE 102.

A student in the radiography program receiving less than a “C” grade in any of the above courses will not be given credit toward meeting radiography requirements. If a student receives less than “C” in a co-requisite course, he/she will be required to drop out of the radiography program until a “C” grade or better has been attained. At that time, the student may apply for re-admission.

Some radiography exams may be given in the classroom; others may be scheduled in the Test Center at the college. This is the prerogative of the individual instructor. All final exams will be in the classroom.

Tests that are graded by the Test Center are listed on an Answer Pattern Report. For the students’ privacy and security, Rowan College at Burlington County prefers to post students’ test scores using the student’s college ID number.

Radiography students who would like their grades posted must initial the Permission to Post Grades section on the Handbook summary page. One signature serves for all radiography semesters.
Purpose: The purpose of this policy amendment is to reaffirm and provide technical revision and clarification to Board Policy 217 by explicating the applicable time frame and associated deadline for student grade appeals that are governed by this Policy, and companion Procedure. The policy applies to all students enrolled in credit bearing courses, offered under any mode of delivery, effective with the start of the regular Fall 2013 term.

Policy: The purpose of this policy is to offer students an avenue to discuss and resolve problems, in a timely manner that may arise with his/her educational progress. This document establishes a policy that defines a grade appeal process that provides due process as articulated in Procedure 217, for students in the event of a final grade dispute with a course professor.

Grade appeals governed under this policy must be formally initiated by a student in a timely manner that shall not exceed the conclusion of the next successive semester of the regular academic year or, in the case of a summer term appeal, the next successive Fall semester. Student grade appeals that do not conform to this deadline for appeal shall be considered untimely and without merit.

- This policy requires a written request for a formal meeting with the course professor related to the grade dispute
  
  o (Step 1), a review and recommendation by the divisional Dean
  
  o (Step 2), and an appeal to the Vice President of Academic Programs who will convene the Grade Appeal Committee
  
  o (Step 3) to review the records relevant to any dispute and make a recommendation to the President or designee, whose decision will be final.
Lambda Nu is a national honor society for the radiologic and imaging sciences. Its objectives are to:
- Foster academic scholarship at the highest academic levels
- Promote research and investigation in the radiologic and imaging sciences
- Recognize exemplary scholarship

Criteria
Individuals who have achieved academic honors are welcome to apply for acceptance into Lambda Nu. The criteria are:
- Possess a GPA of 3.4 or higher on a 4.0 scale after three semesters of the radiography program
- Enrollment in a radiologic or imaging sciences program as a full time student for at least three terms
- Evidence of professional commitment beyond minimal requirements of the program including, but not limited to:
  - Actively pursuing an independent research paper
  - Active membership in a professional organization, as evidenced by:
    - Holding office or committee appointments
    - Preparing for presentation of a professional paper or poster
    - Preparing for competition in a Quiz-Bowl

Invitation
Individuals meeting the criteria will be sent an invitation, an application, and a copy of the bylaws approximately in September.

Application
The application must be completed by the student and signed by the program director. The application is accompanied with a check made out to National Lambda Nu Organization. The application must also be accompanied with a cash fee to the Chapter of Lambda Nu.

Induction
Induction in to the Lambda Nu Honor Society will occur during National Radiologic Technologists Week in November. It is highlighted during an Open House held by the Radiography Program and the Radiology Club.
The graduate of the associate degree radiography program is educated to function as a diagnostic radiographer in a variety of settings, such as hospitals, imaging centers and private offices. The graduate integrates the component of Radiologic science to function as a member of the health care delivery team within the scope of associate degree radiography practice. Ongoing professional development as a member of the discipline is an expected behavior of associate degree graduates. Participation in continuing radiography education is required of all registered technologists. Demonstration of accountability to peers and consumers of radiologic services and contributions to improving the delivery of health care are also expected.

**Graduation requirements**

To be eligible for program graduation, the student must

a. meet all didactic education requirements
b. meet all clinical education requirements
c. achieve minimal terminal competencies by being able to:
e. provide basic patient care and comfort
f. apply principles of body mechanics
g. recognize emergency patient conditions
h. initiate first aid and basic life support
i. practice radiation protection for the patient, self and others
j. position the patient and imaging system to perform radiographic procedures
k. modify standard procedures to accommodate for patient condition
l. in accordance with the ALARA concept, determine proper exposure factors to obtain diagnostic quality radiographic images
m. adapt exposure factors for various conditions/situations
n. perform basic mathematical functions
o. apply knowledge of quality assurance
p. objectively critique recorded images for various factors
q. process radiographic images
r. operate radiographic imaging equipment and accessory devices
s. evaluate radiographic system performance within safe limits and communicate results
u. exercise independent judgment and discretion in the technical performance of medical imaging procedures
v. demonstrate an acceptable standard of medical ethics in the performance of all duties
w. recognize the need to keep skills and knowledge through continuing education
x. achieve program goals and educational objectives.
y. fulfill all financial obligations to the college.
z. earn a minimum of 70 credit hours with a minimum cumulative grade point average of 2.5. The 70 credit hours must satisfy the curriculum specified by the program.

**NJ State licensure**
Upon successful completion of the ARRT exam, the student may apply for a license in radiography to the State of New Jersey, Department of Environmental Protection and Energy, Radiologic Technology Board of Examiners. The program is responsible for the provision of all necessary applications and the information required.

Submission of the appropriate application and fee is the responsibility of the student. The application cannot be sent until the results from ARRT are received. The application must be accompanied by the fee, a copy of the ARRT Results, and a letter from the Program Director stating completion of the program and that the program is accredited (a copy of the degree may not be available) at the time the student attended.

**National registry**
The program director (or designate program official) will direct potential graduates in applying to the American Registry of Radiologic Technologists to sit for the national certification examination. The program is responsible for the provision of all necessary information required. The program is not responsible for submitting the application.

**RCBC graduation**
It is the responsibility of the graduate to submit the appropriate application to RCBC for the obtainment of the AAS degree in radiography within time frames published in the college catalog.
GRADUATION AWARDS

CONTENT: Awards given out at academic awards and the clinical reception

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<thead>
<tr>
<th>Reviewed – 4/14</th>
<th>Established – 4/13</th>
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<td>Revised – 2/06, 5/05, 5/09, 5/11</td>
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There are several awards that are given upon the completion of the program. They are:

- **Academic Award** – given to the student that has the highest RCBC - GPA (all courses) of the graduates. Should two students have the same outstanding GPA the award will be given to the student that has acquired the most number of credits at RCBC. The names of the students eligible will be sent to the program director at the announcement of the award ceremony date. This award is given out at the awards ceremony.

- **Kenneth L. Queener, R.T. Award of Technical Excellence**
Kenneth Queener was retired military and worked as a technologist at Memorial Hospital. He had outstanding clinical skills and deeply cared for the students. He was a mentor to the students showing them they can get perfect images on any patient. Radiology personnel in all the clinical education sites are asked to select the student, who has produced the highest quality radiographs with the lowest radiation exposure (repeats) to the patient. This award is given out at the Clinical Reception held by Virtua Memorial.

- **Patricia Ann Taylor, R.T. Humanitarian Award**
Patricia Ann Taylor was a technologist that is honored through this award. She had graduated from the Memorial Hospital Program and was employed as a technologist when she lost her battle with cancer. Radiology personnel are asked to select the student, who best meets the following criteria.
  * Shows love and concern for all
  * Empathizes with others feelings
  * Gives freely of themselves
  * Responds to the need of others
  * Exhibits good interpersonal skills
  * Shows respect for all. This award is given out at the Clinical Reception held by Virtua Memorial.

- **Clinical Excellence Award**
Radiology Personnel are asked to select the student who best meets the following criteria
  * Demonstrates a thorough understanding of the radiological examination process
  * Plans, organizes and executes all responsibilities of a radiologic technologist
  * Possesses and uses a sound knowledge base of radiologic technology
  * Works in cooperation with all members of the healthcare team. This award is given out at the Clinical Reception held by Virtua Memorial.
### EDUCATIONAL MASTER PLAN

#### Junior Year

<table>
<thead>
<tr>
<th>Summer Jr. Year</th>
<th>Fall Jr. Year</th>
<th>Spring Jr. Year</th>
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<tbody>
<tr>
<td><strong>DIDACTIC</strong></td>
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<tr>
<td>ENG 101: College Composition I</td>
<td>BIO 110/111: Anatomy &amp; Physiology I</td>
<td>BIO 114/115: Anatomy &amp; Physiology II</td>
</tr>
<tr>
<td>HIT 105: Medical Terminology</td>
<td>RAD 107: Radiation Protection &amp; Biology</td>
<td>SPE 102: Public Speaking</td>
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<tr>
<td>RAD 130: Exposure I</td>
<td>RAD 114: Exposure II</td>
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<tr>
<th><strong>CLINICAL</strong></th>
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<tbody>
<tr>
<td>Practice Lab: chest, upper extremity, shoulder</td>
</tr>
<tr>
<td>Clinical I: Intro rotations - refer to schedules</td>
</tr>
<tr>
<td>Initial Competency Tests #1: chest, upper extremity, shoulder, bony thorax</td>
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# EDUCATIONAL MASTER PLAN

## Senior Year

<table>
<thead>
<tr>
<th>Summer Sr. Year</th>
<th>Fall Sr. Year</th>
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<tr>
<td><strong>DIDACTIC</strong></td>
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<tr>
<td></td>
<td>PSY 101: General Psychology I</td>
<td>SOC 101: Principles of Sociology</td>
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<td>CIS 101: Intro to Computers</td>
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<td>MTH 107: Intro to Statistics</td>
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<tr>
<td></td>
<td>RAD 230: Radiation Physics: Equipment Operation</td>
<td>CPR Renewal</td>
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<tr>
<td><strong>CLINICAL</strong></td>
<td></td>
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</tr>
<tr>
<td>Practice Lab: sinuses, mastoids, digestive, biliary, urinary</td>
<td>Practice Lab: operate fluoro, IVP, mobile and minor special procedures</td>
<td>Practice Lab: review all past material &amp; additional equipment</td>
</tr>
<tr>
<td>Clinical IV: subsequent &amp; interrelated discipline rotations – refer to schedule</td>
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<tr>
<td>Initial Competency Testing #3: spine, and skull #1</td>
<td>Initial Competency Testing #4: skull #2, body systems</td>
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<td>Continual Competency Testing: Initial Competency Areas #1 &amp; 2</td>
<td>Continual Competency Testing: Initial Competency Areas #1, 2, &amp; 3</td>
<td>Final Competency Testing</td>
</tr>
</tbody>
</table>
FIRST YEAR - SUMMER SEMESTER

Upon completion of the first semester, the student radiographer will be able to:
1. discuss and apply elementary principles of radiation protection for self, patient and other personnel.
2. apply principles of body mechanics.
3. discuss the history of medicine with emphasis upon Radiology.
4. discuss the structure of a radiography program in the State of New Jersey.
5. discuss the organizational structure of the program.
6. effectively communicate by using the language of medicine orally and in written form.
7. conduct oneself in a professional and ethical manner.
8. discuss various medico-legal considerations.
9. provide basic patient care and comfort.
10. empathize with the patient.
11. recognize emergency patient conditions and seek appropriate medical assistance.
12. utilize the Radiology computer system.
13. perform basic clerical procedures associated with the Department of Radiology.
14. utilize skills developed in expository writing.
15. identify the skeletal structure and topographic landmarks of the upper extremity, shoulder girdle and thorax.
16. Explain the procedure for performing radiographic examinations of the upper extremity, shoulder girdle, chest and thorax.
17. explain the procedure for and be able to process radiographs.
18. discuss factors that govern and influence the production of the radiographic image on radiographic film.
19. combine appropriate aspects of first semester radiography courses to perform radiographic examinations of the upper extremity, shoulder girdle, chest and thorax.

The above objectives are covered as follows:

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</tr>
</tbody>
</table>
FIRST YEAR - FALL SEMESTER

Upon completion of the second semester, the student radiographer will be able to:

1. achieve all objectives from the previous semester.
2. identify and explain anatomical structures and physiology of the skeletal, muscular, integumentary, nervous, cell physiology studies.
3. identify the skeletal structure and topographic landmarks of the abdomen, pelvic girdle and lower extremities.
4. explain the procedure for performing radiographic examinations of the abdomen, pelvic girdle and lower extremity.
5. discuss factors that govern and influence the production of the radiographic image on radiographic film.
6. select from a group of radiographs, those radiographs which are of diagnostic quality.
7. identify anatomical parts of the upper extremity, shoulder girdle, thorax, abdomen pelvic girdle and lower extremity which are visible on a given radiograph.
8. evaluate finished radiographs for technical errors and make recommendations for correction.
9. explain the principles of radiation biology.
10. discuss and apply all necessary principles of radiation protection for self, patient and other personnel.
11. combine appropriate aspects of all current and preceding radiography courses to perform radiographic examinations of the abdomen, pelvic girdle, lower extremity in addition to previous examinations.

The above objectives are covered as follows:

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<thead>
<tr>
<th>Objectives:</th>
<th>Course:</th>
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<td>1</td>
<td>Previous semester</td>
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<td>5</td>
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<td>9-10</td>
<td>RAD 107</td>
</tr>
</tbody>
</table>
FIRST YEAR - SPRING SEMESTER

Upon completion of the third semester, the student radiography will be able to:

1. achieve all objectives from the previous semesters.
2. identify the skeletal structure and topographic landmarks of the spine and skull.
3. discuss the concepts of mobile radiography and identify the various types of portable radiographic equipment.
4. explain the procedure for performing radiographic examinations of the spine, skull and mobile procedures.
5. select from a group of radiographs those radiographs which are of diagnostic quality.
6. identify anatomical parts of the spine and skull which are visible on a finished radiograph.
7. evaluate finished radiographs for technical errors and make recommendations for correction.
8. discuss and perform the basic principles of CPR.
9. identify and explain anatomical structures and physiology of the circulatory, respiratory, urinary, digestive and reproductive systems.
10. plan and present speeches
11. combine appropriate aspects of all current and preceding radiography courses to perform radiographic examinations of the spine, skull and mobile procedures in addition to previous examinations.

Objectives: Course:
1. Previous semester
2-7, 11 RAD 123
8 CPR renewal
9 BIO 114/115
10 SPE 102
SECOND YEAR - SUMMER SEMESTER

Upon completion of the fourth semester, the student radiography will be able to:

1. achieve all objectives from the previous semesters.
2. identify topographic landmarks associated with the digestive, biliary, reproductive and urinary systems.
3. identify the various types of fluoroscopic and tomographic equipment.
4. explain the use of contrast media for radiographic or fluoroscopic procedures of the biliary, digestive, reproductive and urinary systems.
5. explain the procedure for performing radiographic examinations of the biliary, digestive, reproductive and urinary systems.
6. identify anatomical parts of the digestive, biliary, reproductive and urinary systems on finished radiographs.
7. select from a group of radiographs those radiographs which are of diagnostic quality.
8. evaluate finished radiographs for technical errors and make recommendations for corrections.
9. discuss the various aspects of quality assurance.
10. explain the impact of various radiographic systems on the production of quality images.
11. discuss the disciplines interrelated to radiography.
12. combine appropriate aspects of all current and preceding radiography courses, to perform radiographic examinations of the biliary, digestive, reproductive and urinary system in addition to previous examinations.

Objectives: Course:
1 Previous semester
2-13 RAD 224
SECOND YEAR - FALL SEMESTER

Upon completion of the fifth semester, the student radiographer will be able to:

1. achieve all objectives from the previous semester.
2. discuss the various aspects of social science.
3. explain the concepts of radiation physics in the areas of electrostatics, electrodynamics, currents, circuits, magnetism, electromagnetism, rectification, x-ray tubes, x-ray circuits and the production and characteristics of x-radiation.
4. identify topographic landmarks associated with advance radiographic procedures.
5. explain the procedure for performing advanced radiographic examinations.
6. identify the various types of equipment used for advanced radiographic procedures.
7. explain the use of contrast media used in advanced radiographic procedures.
8. identify anatomical parts visualized on a finished radiograph when advanced radiographic procedures are performed.
9. select from a group of radiographs those radiographs which are of diagnostic quality.
10. evaluate finished radiographs for technical errors and make recommendations for correction.
11. combine appropriate of all current and preceding radiography courses to perform advanced radiographic procedures in addition to previous examinations.

Objectives:  
Course:

1. Previous semester
2. SOC 101
3. RAD 230
4-11 RAD 225
SECOND YEAR - SPRING SEMESTER

Upon completion of the sixth semester, the student radiography will be able to:

1. achieve all objectives from the previous semesters.
2. discuss and perform the basic principles of CPR.
3. discuss subject matter taught in the humanities (art/music/philosophy or the performing arts).
4. identify imaging modalities that utilize transverse anatomy.
5. identify transverse human anatomy of various body areas on provided diagrams or image receptor(s).
6. discuss the concept of pathology and disease as they relate to various radiographic procedures.
7. adjust radiographic exposure factors to compensate for the presence of existing pathology.
8. discuss questions pertinent to radiography as preparation for certification.
9. with entry level skills, perform all duties associated with the profession.
10. utilize basic statistical concepts
11. discuss the role of computers in medicine and radiology.
12. discuss the concept of psychology, and how the person learns, thinks and communicates.

Objectives: Course:
1   Previous semester
2   CPR renewal
3   Humanities option
4-9 RAD 225
10  MTH 107
11  CIS 101
12  PSY101
CLINICAL INFORMATION
FITNESS FOR CLINICAL

To meet requirements of the clinical settings, all students must have the following before starting the clinical experience:

1. Physical Examination
   Prior to admission, all radiography students are required to have a physical examination that must be updated every other year. It must include:
   - a complete physical exam (PE)
   - complete blood count
   - serology
   - urinalysis
   - immunizations or titers for:
     - polio
     - rubella
     - rubeola & varicella
     - tetanus
   - Hepatitis B Vaccine - the series must be at least in progress, or a signed waiver filed with the PE form
   - Tuberculosis skin testing (two-step test) must be done annually or the appropriate x-ray taken (this must be done for each year in the program)

   The examiner must certify that the student is physically and mentally able to undertake the radiography program. Besides the examiner’s signature, his/her name, address and telephone number should be clearly printed.

   If a student becomes physically or mentally ill while in the program, a note from an appropriate health care provider stating that the student is capable of performing in the clinical is required before the student may return.

   Student must comply with all guidelines, which have been established to ensure radiation safety for all patients and personnel.

   Before entering the clinical setting, relative risks from radiation exposure (including those to an embryo/fetus) must be explained by program faculty. Each student must complete a posttest with a minimum grade of 85% before being permitted to enter clinical.

   Any student, who is injured while in clinical, must report the injury to the clinical instructor immediately. The hospital’s incident/occurrence report must be completed. If indicated, the student will be examined and treated at the student’s expense. A copy of the report must be given to the Director of the Radiography Program, Rowan College at Burlington County. SEE STUDENT HEALTH POLICY

2. Medical/Health Insurance
   All radiography students must carry insurance coverage for their personal health/medical needs. Documentation of coverage must be given to the Program Director prior to starting Clinical Procedures I and annually thereafter. Students entering the program after the first course must also present proof of
medical coverage. It is the student’s responsibility to maintain insurance coverage while in the radiography program. All health/medical expenses are the responsibility of the student.

3. Cardiopulmonary Resuscitation Policy
All radiography students must successfully complete a course in Basic Life Support (BLS) for a health care professional.

BLS is a pre-requisite for Clinical Procedures I and must be current while in the program and throughout your professional career.

In order to participate in clinical:
   a. make a copy of your CPR card (both sides if necessary)
   b. submit it to the Director of Radiologic Sciences

4. Malpractice Liability Insurance
All radiography students must carry their own malpractice insurance with limits of liability of $1,000,000/$3,000,000 while enrolled in the program. The college provides this insurance and the fee is included for the procedure courses at time of registration.

5. Criminal History Background Check (CHBC)
Students accepted into the program are accepted on a conditional basis. The student will contact ADAM Safeguard and submit the appropriate information and fees. When CHBC is completed ADAM will send the student, the program director and BCC public safety the report. The conditional acceptance will convert to full acceptance based on the positive results of the CHBC. A negative CHBC will result in the student being contacted by a BCC public safety officer.

6. Drug Screening
Students accepted into the program are accepted on a conditional basis. The student will contact ADAM Safeguard and submit the appropriate information and fees. When the drug screening is completed ADAM will send the student and the program the report. If no illegal drugs are found, the conditional acceptance will be converted to full acceptance. If amphetamines are screened, a physician’s letter must be submitted with the drug prescribed, reason for the prescription, dosage, etc.

CLINICAL POLICIES INCLUDE:
- COMPETENCY BASED EDUCATION
- CLINICAL ROTATION
- COMPETENCY TESTING POLICY
- CATEGORY IDENTIFICATION LIST
- COMPETENCY EXAM OBJECTIVES
- CLINICAL GRADING / FAILURE POLICY
- SUPERVISION POLICY
- IMMEDIATE CLINICAL SUSPENSION
- ENERGIZED LAB POLICY
- CLINICAL SAFETY POLICY
Competency Based Education

Competency based clinical education is a progressive approach to the clinical development of a student. The steps for successfully completing this process are listed in sequence.

1. clinical observation
2. classroom instruction and testing
3. lab demonstration and testing
4. clinical participation (under direct supervision)
5. Initial Competency Testing
6. clinical participation (under indirect supervision)
7. Continual Competency Testing
8. Final Competency Testing

Clinical Observation

Beginning May of the 1st year, students are scheduled at a clinical education site for an observational rotation. During this time, students are expected to assist the radiographer to the best of their abilities and training to date; but are NOT permitted to perform any procedure until it has been presented and tested in the classroom and laboratory settings.

Classroom Instruction and Testing

Beginning with the first day of the summer semester of the first year, the students will receive didactic instruction which will lay the foundation for the performance of clinical procedures. Periodic testing will document student mastery of the information.

To pass the theory portion of each radiography course the student must:
- follow the course outline and take each test as scheduled
- pass with an average test grade of 79 or better
- adhere to the radiography course attendance policy

Lab

Clinical labs are scheduled following didactic instruction to provide hands on application and skill development. The clinical laboratory procedure will consist of instructor demonstration, student practice, and student return demonstration. The instructor(s) will document participation, evaluate and grade student’s return demonstration.

Students will learn and practice clinical skills in the lab before they are performed in the clinical setting. To pass the lab portion of each radiography course, the student must obtain a passing grade of 85% on each lab return demonstration.

Clinical Participation (Direct Supervision)
Following the successful completion of laboratory return demonstration of a particular examination, the student will actively participate in that examination under the direct supervision of a qualified, currently licensed radiographer.

Direct Supervision means the radiographer will:
1. review the exam request
2. evaluate the condition of the patient
3. be present in the room during the examination
4. review and approve the completed radiographs before the patient leaves
5. be present in the room for any repeat radiographs.

Initial Competency Testing
Beginning with the Fall semester of the First year and after the student has performed a minimum number of cases required for a specific body part under direct supervision; he/she may request Initial Competency Testing.

Clinical Participation (Indirect Supervision)
Upon the successful completion of Initial Competency Testing, the student progresses to indirect supervision by a qualified, currently license radiographer for that procedure.

Indirect Supervision means the radiographer will:
1. review the exam request
2. evaluate the condition of the patient
3. be immediately available to assist the student regardless of the level of student achievement
4. review and approve the completed radiographs before the patient leaves
5. be present in the room for any repeat radiographs

The student may remain under indirect supervision for exams of this specific body part for the remainder of the 24 months program. During this period, the student will continue to strengthen his/her skills in this exam under more difficult situation (eg. trauma, difficult patient, etc.)

Mobile radiography and operating room rotations remove the student from the department and ready access to qualified individuals. Therefore, all radiographic procedures in these rotations will be performed under the direct supervision of a licensed radiographer regardless of the level of competence the student has achieved.

If, at any time, a program official observes a student performing a procedure and in his/her opinion the student is not fully competent in that procedure, the student will revert to direct supervision for that procedure.

Continual Competency Testing
Beginning with Spring semester of the First Year, Continual Competency Testing is conducted to ensure that the student has maintained proficiency in a particular exam for which he/she has already passed initial testing. Continual Competency Testing should be performed on procedures and patient types that are progressively more difficult than Initial Testing.

Spot Checks
Spot checks will be performed in the 3\textsuperscript{rd}, 4\textsuperscript{th} and 5\textsuperscript{th} semesters. Three spot checks will be done each semester. The three grades will be averaged and be recorded as a room
rotation. These spot checks are done on exams that the students are performing with indirect supervision.

**Final Competency Testing**

Final Competency Testing is conducted in the last semester, prior to graduation. This encompasses various exams to ensure that the student has remained proficient in all previously tested categories. Final Testing should be performed on procedures and patient types that are progressively more difficult than Initial Testing. This evaluation will be conducted after all Initial and Continual Competency Testing has been successfully completed and will take place in the last 6 weeks of the program.

To pass the clinical experience of each radiography course, the student must:
1. receive a grade of 85% or better on all Required Behaviors identified on the Clinical Performance Evaluation form.
2. demonstrate mastery of all published clinical rotation performance objectives
3. demonstrate all previously required BCC Radiography Course Behaviors
4. obtain a passing grade on minimum of 50% of the required Clinical Competency Category items required for the semester – 10 points will be deducted from the clinical grade
5. practice safety measures pertaining to the patient, self, others and the environment
6. adhere to the radiography program attendance policy. Attendance in clinical is necessary for the student to meet the objectives and the instructor to adequately evaluate required behaviors.

**Clinical Performance Evaluation Tools**

Four clinical performance evaluation tools are utilized to assess vital aspects of clinical objective mastery, ie. the Clinical Rotation Evaluation, Clinical Procedure Competency Evaluation, Staff Evaluation Forms and Program Staff Evaluation Forms.

Self-evaluation is a valued affective behavior in a healthcare professional and is fostered in all Radiography Program students. The Clinical Performance Evaluation consists of criterion referenced clinical objectives. This means that each student is evaluated in terms of how he/she has met the stated objectives and not in comparison with other students’ performance.

First semester radiography students require a mid-semester evaluation to enable the student to initiate self-evaluation behavior. This formative evaluation also allows the student to set personal goals and the instructor the opportunity to provide support and direction for continued clinical performance. Clinical performance evaluation forms are completed by the technologist working with the student. Each student meets individually with the instructor for the final evaluation.

A grade of “U” (Unsatisfactory) at midterm should be accompanied by an explanation of required behaviors on the part of the student to achieve an “S” grade. If a student receives an “NA” (Not Applicable), it indicates that the students has not had the opportunity to demonstrate a Desired Behavior but has been present for all clinical experiences.

As the objectives for each successive clinical rotation within a specific area are dependent on the mastery of previous rotation objectives, the clinical instructor will
evaluate student achievement of published objectives at the completion of each clinical rotation using the Clinical Rotation Evaluation. Students are required to achieve an 85% in all Required Behaviors before progressing to the next successive clinical rotation.

Clinical Procedure Competency Evaluation is used to determine students’ mastery of clinical procedures. Competency evaluation is designed to assess the student’s development of clinical skills, verify level of competency maintained and ensure that the graduate has achieved entry level clinical skills. To assure each step has been achieved, evaluation will be performed in a progressive fashion. The steps utilized are initial, continual and final evaluation.

Clinical Performance Guidelines for Satisfactory and Safe Performance
Students will perform within the legal and ethical codes of radiology; demonstrate accountability in imaging procedures and provide for appropriate patient, personnel and general public radiation safety and/or monitoring.

Examples of unsafe or unsatisfactory performance include, but are not limited to, the following:
  a. inappropriate behavior in any assigned clinical experience, such as not reporting known errors, falsifying documents, signatures, or assignments,
  b. incorrect or omission of appropriate radiation safety and/or monitoring, such as imaging equipment abuse, gross procedure errors or failure to comply with monitoring standards,
  c. physical, mental or emotional abuse of patients,
  d. inappropriate interpersonal relations with agency staff, peers, or faculty members,
  e. failure to accurately document imaging procedure parameters,
  f. failure to maintain confidentiality of patient information and records,
  g. failure to notify the agency and/or clinical instructor of absence,
  h. coming to clinical under the influence of alcohol/drugs,
  i. unexcused tardiness to clinical assignments.

A student whose behavior is unsafe or unsatisfactory may be removed from the clinical area at the discretion of the clinical instructor. Such behavior may result in an unsatisfactory grade for clinical and or dismissal from the program.
ROWAN COLLEGE AT BURLINGTON COUNTY
RADIOGRAPHY PROGRAM

ROTATION AREAS

Each student is scheduled for the indicated number of two-week rotations in the

CLINICAL ROTATIONS

CONTENT: Rotation areas, restrictions, clinical hours, off hours

|-----------------------------------------------|---------------------|

following areas of diagnostic radiology.

1. radiology office/control desk - 1
2. reading room - 1
3. general diagnostic radiography - 7
4. emergency department radiography - 6
5. fluoroscopy - 5
6. intravenous urography - 4
7. operating room radiography - 7
8. mobile radiography - 5
9. mammography - 1
10. interventional radiography - 1
11. computed tomography - 3
12. cardiac cath lab - 1 day observation (fall)
13. dexta scan - 1 day observation (spring)
14. orthopedic office - 1 day observation (spring)
15. MRI - 1 day observation (summer)
16. radiation therapy, US, NM - 2 day rotation each (summer)

Clinical education objectives specific to each clinical rotation are published to the student prior to the rotation. At the completion of the rotation, student’s performance will be evaluated by a clinical instructor or assignee based on these objectives. Additionally, the radiographer and/or supervisor assigned to the area will provide a brief written student performance review.

Students involved in mobile and operating room rotations at times may not spend 100% of their clinical time in these areas (due to the nature of the area); therefore, they will report to the following areas during non-peak hours.
OR report to ER        Mobile report to General Diagnostic

A single two-week rotation is available in the following radiology related disciplines in order to create an awareness of these specialties in the second year of the program.

1. nuclear medicine
2. radiation oncology
3. diagnostic medical sonography

Collectively, radiography related disciplines may not account for more than 10% of the total clinical education experience. If a student expresses an interest in a specific discipline, he/she may elect to spend additional time in that area during the Summer/Fall semester of the Second Year provided that the related discipline total does not exceed the maximum.

Clinical education objectives, specific to each radiography related discipline rotation, are published to the student prior to the rotation. At the completion of the rotation student performance will be evaluated, an area specialist, as based on these objectives. Additionally, the area supervisor (or assignee) will provide a brief written student performance review.

RESTRICTIONS
Repeat exposures
Students must have a technologist in the room for any repeat exposure.

Fluoro
Students will not fluoroscope any patient, unless under the supervision of a Radiologist.

Operating Room
No more than one student shall be permitted in a single OR room at any time. In the event that more than two students are scheduled for a single two week rotation in the OR, the second year student will receive preference in case observation. Should a second case; occur while the first case is in progress, the additional student (assigned to this rotation) will be permitted to observe this case under the direct supervision of the second radiographer.

Once the case has been completed, the student observing that case must return to the radiography department with the supervising radiographer. Under no circumstances may a student remain in the operating room area unsupervised.

All students leaving the OR (for any reason) must remove the OR scrubs and put on the approved program uniform. If the student is expected to return to the OR the same day, he/she must place the previously worn scrubs in the locker provided for radiology personnel for later use.

Gender
The program supports and complies with “Fair Practices in Education.” Therefore, all students are required to participate in the same clinical education experience regardless of gender.

Ebola
The NJ Board of X-ray Compliance recommends to all educational programs under its jurisdiction that they not permit students to be involved in the care of patients with
suspected or confirmed Ebola. The Board makes this recommendation because students have not completed the educational program in radiologic technology; and, because there are adequate numbers of licensed radiologic technologists to assist in such care.

Other

<table>
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<tr>
<th>COMPETENCY TESTING POLICY</th>
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<tbody>
<tr>
<td><strong>CONTENT:</strong> Rationale, progression</td>
</tr>
</tbody>
</table>

Each clinical site may restrict the exams that students may participate in or observe. Students should check with the Clinical Instructor to determine the restrictions of that clinical site.

**CLINICAL HOURS**
The radiography program schedules student to the clinical setting Monday through Friday from 8:00 to 4:30. The number of day per week that the student is scheduled is determined by the semester. The total number of clinical hours assigned is 1680. Student will not be scheduled to the clinical site on days that the College is closed. In the event that a student has been granted advanced placement for previous Rowan College at Burlington County work, he/she will not be required to attend those classes as published in the program schedule. This time may be utilized to gain additional clinical experience, with approval of the Clinical Instructor, at the clinical setting provided it will not place the student’s total educational hours above 8 per day or 40 per week. As this behavior can only enhance the clinical education experience, program officials strongly recommend that students engage in this practice.

The student must report his/her presence to Clinical Instructor prior to the start of any additional clinical experience.

**OFF HOURS**
In the second year of the program, the students may elect to be scheduled for “off hours.” Those students who elect the “off-hours” option will be furnished with specific clinical education objectives. These objectives identify the educational purpose of the rotation in addition to specific behavioral objectives. Only one “off-hour” will be scheduled in each rotation. The designated evening clinical instructor at the completion of the rotation will evaluate student performance during this rotation. Total “off-hour” time cannot account for more than 10% of the clinical time (168 hours). The students may not request “off hours” when the college is closed.

**ROWAN COLLEGE AT BURLINGTON COUNTY**
**RADIOGRAPHY PROGRAM**

**RATIONALE**
Competency testing is designed to assess the student’s development of clinical skills, verify level of competency maintained and ensure that the graduate has achieved entry level clinical skills. To assure each step has been achieved, evaluation will be performed in a progressive fashion. The steps utilized are initial, continual and final evaluation.

**PROGRESSION**
Following the successful completion of classroom instruction and testing, laboratory demonstration and testing and suitable clinical participation under direct supervision (as defined in the Clinical Education Policy), the student is eligible for initial testing. All competency testing is performed by program officials.

Competency testing will encompass actual and simulated patient examinations. Simulation techniques will be utilized on a limited basis for those examinations not readily available (refer to Category Identification List for specifics.)

Upon passing initial competency on a specific examination the student advances to the level of indirect supervision (as defined in the Clinical Education Policy) for that examination. The student must successfully complete the minimum published number of procedures within a category to be identified as competent in that category and advance to the level of indirect supervision for the entire category.

Continual Competency Testing will begin in the semester following the semester in which the student attained initial competence. It will be performed on actual patients in any previously completed category to ensure continued competence in all radiographic exams. Continual Competency exams must be performed on a progressive level of patient and procedure difficulty.

During the last 6 weeks of the educational process and after all other testing has been completed, students will be required to undergo Final Competency Testing. Final Competency exams must be performed on a progressive level of patient and procedure difficulty. Those who successfully complete this will meet program requirements for clinical competency.

Regardless of competency, mobile radiography and operating room procedures will always be performed under direct supervision. There are some procedures in the second spring semester that must be performed under direct supervision as well.

**PROCEDURE**

**INITIAL**
The Category Identification List outlines all body parts/procedures which comprise each semester category. The program has identified the minimum procedures which must be successfully completed to achieve competency in each category.

The student must complete a \textbf{minimum} of two examinations on a specific body part under direct supervision before requesting competency testing on that part. These exams must be entered into the record maintenance system.

The clinical instructor makes the final decision as to the readiness of the student for competency testing. A patient will be selected for that procedure and the student will be tested as per the Category Identification List.

A clinical Competency Testing Evaluation Form (initial - green) will be completed for each testing procedure in the record maintenance system. All projections will be averaged to determine the final grade. Students must achieve a minimum final grade of 85%.
Students will review the completed Clinical Competency Testing Evaluation Forms (initial) in the record maintenance system. A hard copy record of all competencies completed will be on the student in the clinical setting and in their clinical file.

**CONTINUAL**
All students will be required to complete continual competency evaluation procedures. Prior to requesting a continual competency the student must have had an initial competency completed on that exam and the exam must be on procedures and patient types that become progressively more difficult.

**Minimum** requirements are listed below.

- Spring 1st year: 2 procedures from Fall 1st year category
- Summer 2nd year: 2 procedures from Spring 1st year category & 2 procedures from Fall 1st year category.
- Fall 2nd year: 2 procedures from summer 2nd year category, & 2 procedures from Spring 1st year category & 2 procedures from Fall 1st year category.

A Clinical Competency Testing Evaluation Form (Continual - pink) will be completed for each testing procedure in the record maintenance system. All projection will be averaged to determine the final grade. Students must achieve a minimum final grade of 85%.

Students will review the completed Clinical Competency Testing Evaluation forms (continual) in the record maintenance system. A hard copy record of all competencies completed will be on the student in the clinical setting and in their clinical file.

**SPOT CHECKS**
Spot checks will be performed in the 3rd, 4th and 5th semesters. Three spot checks will be done each semester. The three grades will be averaged and be recorded as a room rotation. These spot checks are done on exams that the students are performing with indirect supervision.

**FINAL**
Students eligible for final competency testing will be selected in random order. The clinical instructor will select procedures from all previously completed categories. Prior to a final competency the student must have had an initial competency completed on that exam and the exam must be on procedures and patient types that become progressively more difficult.

Program final competency procedure **minimums** are listed below.

- 2 procedures from Spring 1st year category
- 2 procedures from Summer 1st year category
- 2 procedures from Fall 2nd year category
- 2 procedures from Spring 2nd year category
- 1 procedure from Summer 2nd year category

A Clinical Competency Testing Evaluation Form (final - blue) will be completed for each testing procedure in the record maintenance system. All projection will be averaged to determine the final grade. Students must achieve a minimum final grade of 85%.
Students will review the completed Clinical Competency Testing Evaluation Forms (final) in the record maintenance system. A hard copy record of all competencies completed will be on the student in the clinical setting and in their clinical file.

**SIMULATIONS**

Occasionally required exams do not come in as frequently as other exams. Every attempt will be made to have the student pass competency on a real patient. The may require the student going to another clinical site for this experience. However, the exam may not be available. In this situation the student will take a simulated competency.

Simulated competencies must meet the following criteria:

- the student is required to competently demonstrate skills as similar as circumstances permit to the cognitive, psychomotor and affective skills required in the clinical
- the program director is confident that the skills required to competently perform the simulated task will transfer to the clinical setting.
- no more than 8 ARRT “Mandatory” procedures can be evaluated by simulation
- any/all of the 15 ARRT “Elective” procedures can be evaluated by simulation
- exams that need simulation will be held to mid semester of the last semester
- simulated exams must be done prior to starting Final Testing.
ROWAN COLLEGE AT BURLINGTON COUNTY
RADIOGRAPHY PROGRAM

CATEGORY IDENTIFICATION LIST
This list may change to meet the current New Jersey Competency Base Clinical Education Standard and ARRT competency requirements for the examination in radiography.

<table>
<thead>
<tr>
<th>1st Year Fall: upper extremity, chest and thorax</th>
</tr>
</thead>
<tbody>
<tr>
<td>thumb</td>
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<tr>
<td>finger</td>
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<tr>
<td>hand</td>
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<tr>
<td>forearm</td>
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<tr>
<td>elbow</td>
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</tbody>
</table>

MINIMUM required testing: 10 actual
1 chest - PA & lateral
1 chest (stretcher) - AP
1 hand - PA, oblique & lateral
1 wrist - PA, both obliques & lateral
1 forearm - AP & lateral
1 humerus - AP & lateral
1 elbow - AP, both obliques & lateral
1 shoulder - AP (int & ext rotation), Y-view
1 clavicle - AP & semiaxial
1 rib exam – AP (upper and lower) & oblique

<table>
<thead>
<tr>
<th>1st Year Spring: lower extremity, pelvis and abdomen</th>
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<td>toes</td>
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MINIMUM required testing: 9 actual
1 foot - AP, oblique & lateral
1 ankle - AP, both obliques & lateral
1 tibia-fibula - AP & lateral
1 femur - AP & lateral
1 knee - AP, both obliques & lateral
1 pelvis - AP
1 hip - AP & frog-leg, OR lateral (other projection must be performed for continual)
1 abdomen #1 - AP
1 abdomen #2 - erect & decubitus

<table>
<thead>
<tr>
<th>2nd Year Summer: spine &amp; skull #1</th>
</tr>
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<tbody>
<tr>
<td>cervical spine</td>
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<tr>
<td>sacrum</td>
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<tr>
<td>sinuses</td>
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<tr>
<td>pediatric chest</td>
</tr>
</tbody>
</table>
MINIMUM required testing: 9 actual
1 cervical spine - AP, both obliques, lateral & AP C-1/2 (lateral cervico-thoracic if indicated)
1 thoracic spine - AP, lateral & lateral cervico-thoracic (if indicated)
1 lumbar spine - AP, both obliques, lateral & lateral L-5 (coned down)

COMPETENCY EXAM OBJECTIVES

<table>
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<tbody>
<tr>
<td>1 sacrum - AP &amp; lateral</td>
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<tr>
<td>1 mobile chest – erect or recumbent</td>
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<tr>
<td>1 pediatric chest – AP/PA &amp; lateral</td>
<td></td>
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<tr>
<td>3 headwork procedure - prevailing department routine</td>
<td></td>
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</tbody>
</table>

2nd Year Fall: skull #2 & body systems

esophagram upper gastrointestinal series (with/without air)
small bowel series barium enema (with/without air)
small bowel enema mobile radiography
accessory organs of digestion
MINIMUM required testing: 9 actual
1 esophagus
1 GI/GIAC - with overheads*
1 small bowel - current department routine*
1 BE/BEAC - current department routine*
1 cystogram procedure - with overheads*
1 mobile other
3 headwork procedures - prevailing department routine
* - additional films as per radiologist’s request

2nd Year Spring: advanced procedures

CT procedures mobile radiography
operative procedures other minor special procedure
myelogram venograms
mammogram arthrogram
*procedures in category exempt from indirect supervision
MINIMUM required testing: 6 actual
1 mobile – orthopedic *
1 C-Arm – visceral*
1 C-Arm – orthopedic*
1 CT head (non contrast)*
1 CT abdomen (non contrast)*
1 minor special procedure* - hysterosalpingogram, venogram, PICC, sinogram, fistulogram, voiding cystogram, T-tube, ERCP, study where student assists a physician, and/ or a sterile tray is used, etc. (current department routine)

ROWAN COLLEGE AT BURLINGTON COUNTY
RADIOGRAPHY PROGRAM

EXAM OBJECTIVES
During each tested procedure the student will be able to:
1. evaluate the radiology requisition to:
   a. identify the radiographic procedure to be completed;
   b. determine patient identity;
   c. fulfill all other order interpretation requirements.

2. demonstrate facilities readiness by:
   a. keeping the radiographic table and equipment clean;
   b. selecting the correct sizes and number of cassettes;
   c. preparing the control panel for exposure;
   d. placing the tube into the correct position;
   e. checking all locks on the tube and table for safety;
   f. ensuring availability of immobilization devices and/or positioning aids.
   g. ensuring availability of radiation protection devices;
   h. fulfilling all other pertinent readiness requirements.

3. demonstrate appropriate student/patient relationship by:
   a. addressing the patient by proper name;
   b. speaking to the patient in a polite and gentle manner;
   c. ensure patient safety at all times;
   d. escorting the patient to/from the radiographic room;
   e. assisting the patient on/off radiographic table;
   g. ensuring patient privacy and modesty;
   h. providing appropriate moving and breathing instructions;
   i. conducting the examination in a professional and ethical manner;
   j. fulfilling all other pertinent communication requirements.

4. demonstrate procedural skills by:
   a. manipulating the patient into the correct position for each projection
      utilizing positioning aids and restraining devices as needed;
   b. appropriately orienting the part of interest to the film;
   c. placing markers appropriately on the film;
   d. angling the central ray appropriately;
   e. directing the central ray to the midpoint of the film and/or part;
   f. performing all projection in a logical sequence;
   g. completing the examination in a reasonable time period;
   h. fulfilling all other pertinent procedural requirements;

5. manipulate equipment effectively by:
   a. utilizing the bucky tray and all associated locks;
   b. utilizing the tube and all associated locks;
   c. utilizing the table and all associated locks;
   d. utilizing the control panel;
   e. fulfilling all other pertinent equipment manipulation requirements.

6. demonstrate proper radiation protection measures by:
   a. documenting the patient’s stated LMP and chance of pregnancy;
   b. utilizing appropriate collimation for the part of interest;
   c. utilizing appropriate gonadal shielding;
   d. utilizing required radiation monitoring devices;
   e. utilizing appropriate radiation safety devices for all concerned (i.e. lead
      apron, thyroid shield, etc.);
f. fulfilling all other pertinent radiation protection requirements.

7. set appropriate exposure factors by:
   a. measuring the part with caliper;
   b. using technique chart to determine basic factors;
   c. adjusting basic factors for changes in screen speed, SID and grid ratio;
   d. adjusting basic factors for patient pathology, body habitus and the reduction of motion;
   e. setting adjusted factors on control panel;
   f. fulfilling all other pertinent exposure factor requirements.

8. demonstrate proper image evaluation techniques by identifying on the finished radiograph evidence of:
   a. facilities readiness;
   b. communication;
   c. procedural requirements.
   d. equipment requirements.
   e. protection requirements;
   f. exposure factor requirements.
COMPETENCY GRADES
Each competency test performed evaluates the student’s abilities within a specific clinical procedure. The Clinical Instructor assigns a number of points as determined by the student’s performance from the criteria. To be considered competent, the student must achieve a minimum of 85 points. The maximum number of points for each section is listed below.

I. Readiness Total = 20 pts.
   interpret requisition/order 2 pts.
   area/equipment prepared 2 pts.
   ID patient & establish rapport 2 pts.
   get history, LMP & pertinent information 2 pts.
   explain procedure – communicate 2 pts.
   practice standard precautions 2 pts.
   practice proper body mechanics 2 pts.
   knowledge of routine exam 2 pts.
   did exam in logical sequence 2 pts.
   procedural follow-through 2 pts.

II. Procedure Total = 15 pts.
    patient/part position 5 pts.
    central ray angle/alignment 5 pts.
    part/film orientation 5 pts.

III. Exposure Total = 15 pts.
    caliper usage 5 pts.
    determine technique 5 pts.
    set exposure factors 5 pts.

IV. Protection Total = 15 pts.
    collimation 5 pts.
    gonadal shield 5 pts.
    personnel protection 5 pts.

V. Film Evaluation Total = 20 pts.
    procedure factors 5 pts.
    exposure factors 5 pts.
    radiation protection 5 pts.
film marking & identification 5 pts.

VI. Technical Aspects Total = 15 pts.
timely completion of projection 5 pts.
equipment handling 5 pts.
elimination of errors 5 pts.

GRAND TOTAL 100 pts.

All Clinical Competency Testing Evaluation Forms (initial) completed within a semester will be averaged to determine a numerical grade for that portion of the clinical grade. If 50% of the initial testing for any given semester is not completed the Clinical grade will be reduced by 10 points.

In semesters where applicable, all Clinical Competency Testing Evaluation Forms (continual) completed within a semester will be averaged to determine a numerical grade for that portion of the clinical grade. **If 50% of the continual testing for any given semester is not completed the Clinical grade will be reduced by 10 points.**

In the final semester, all Clinical Competency Testing Evaluation Forms (final) will be averaged to determine a numerical grade for that portion of the clinical grade.

**FAILURE PROTOCOL**

Students are permitted a maximum of three opportunities to achieve a minimum passing grade of 85% on each examination on which they are tested. Students who fail to achieve the minimum passing grade after three attempts will be subject to dismissal.

Failures are handled as follows.

**Didactic (procedure courses)**
The instructor will:
1. record grade achieved;
2. conference with the student (one-on-one) and review reason for failure;
3. review specific test items answered incorrectly.
4. tutor student in areas of actual difficulty;
5. give written assignment for reinforcement;

**Lab (return demonstration)**
The instructor will:
1. conference with the student (one-on-one) and review reason for failure;
2. review specific procedural aspects performed incorrectly;
3. reinforce those aspects by didactic review and repeat demonstration in the laboratory setting;
4. assign date for re-evaluation;
5. document session on lab form (from failed session).
Grading: failures - upon the successful completion of step 5, grade of 85% is recorded.

**Initial Competency Testing**
The instructor will:
1. conference with the student (one-on-one) and review reason for failure;
2. develop an educationally valid plan of remediation as based upon specific reason for failure;
3. apply reinforced knowledge in a laboratory setting.
Upon completion of steps 1, 2, and 3, the student will:
4. apply reinforced knowledge in the clinical setting;
5. present proof of minimum number (assigned by instructor) of exams performed under direct supervision.
Upon completion of steps 4 and 5, the instructor will:
6. perform a second competency test on that procedure;
7. document remediation and performance on student counseling form.
Grading: failures - upon the successful completion of step 6, grade of 85% is recorded.

Continual Competency Testing
Indirect supervision status is removed for that exam only.
The instructor will:
1. conference with the student (one-on-one) and review reason for failure;
2. develop an educationally valid plan of remediation as based upon specific reason for failure;
3. apply reinforced knowledge in a laboratory setting.
Upon completion of steps 1, 2, and 3, the student will:
4. apply reinforced knowledge in the clinical setting;
5. present proof of minimum number (assigned by instructor) of exams performed under direct supervision.
Upon completion of steps 4 and 5, the instructor will:
6. perform a second initial competency test on that procedure;
7. restore indirect status upon passing this test;
8. perform a Continual Competency Test on that procedure approximately six weeks later.
Grading: failures - upon the successful completion of step 6, grade of 85% is recorded.

Final Competency Testing
Indirect supervision status is removed for that exam only.
The instructor will:
1. conference with the student (one-on-one) and review reason for failure;
2. develop an educationally valid plan of remediation as based upon specific reason for failure;
3. apply reinforced knowledge in a laboratory setting.
Upon completion of steps 1, 2, and 3, the student will:
4. apply reinforced knowledge in the clinical setting;
5. present proof of minimum number (assigned by instructor) of exams performed under direct supervision.
Upon completion of steps 4 and 5, the instructor will:
6. perform another initial competency test on that procedure;
7. restore indirect status upon passing this test;
8. perform a final competency test on that procedure.
Grading: failures - upon the successful completion of steps 6 and 8, grade of 85% is recorded.
This is the supervision policy for students in clinical practice. Student must be supervised to the following guidelines:

**DIRECT SUPERVISION:** Following the successful completion of laboratory return demonstration of a particular examination, the student will actively participate in that examination under the direct supervision of a qualified, currently licensed radiographer. The parameters of direct supervision means the radiographer will:

- evaluate the request for examination in relation to the student’s knowledge and competency.
- evaluate the condition of the patient in relation to the student's knowledge and competency.
- be present in the room with the student to observe and supervise the examination.
- evaluate and approve all resultant images before the patient leaves the department.
- be present in the room for any repeat radiographs.

**INDIRECT SUPERVISION:** Upon the successful completion of Initial Competency Testing, the student progresses to indirect supervision by a qualified, currently licensed radiographer for that procedure. The parameters of indirect supervision means the radiographer will:

- evaluate the request for examination in relation to the student’s knowledge and competency.
- evaluate the condition of the patient in relation to the student's knowledge and competency.
- be immediately available in the room or adjacent to the room where the student is performing the procedure.
- evaluate and approve all resultant images before the patient leaves the department.
- be present in the room for any repeat radiographs.

“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. Regardless of competency level, the student MUST ALWAYS have a radiographer present (Direct Supervision), while repeating unsatisfactory images or performing portables, exams in the operating room, mammography, and computed tomography.

In addition, the radiographers MUST ALWAYS approve the images before letting the patient leave the department.
The Radiography Program reserves the right to suspend a student from the clinical education center immediately, when the health and safety of a patient is affected by the negligent, incompetent, unethical or illegal practice of the student as stated in the syllabus for each procedure class.

Should it be necessary to suspend a student the following procedure will be followed:

- The Clinical Instructor will notify the student involved verbally and in writing as to the reason(s) for the suspension.
- The Clinical Instructor will notify the Director of Radiologic Sciences in writing of the immediate suspension.
- The student may not return to the clinical education site until the Director has reviewed the incident and the suspension is lifted.
- The student may continue to attend all course lectures until disposition of the incident has been rendered.

**Clinical Performance Guidelines for Unsatisfactory and Unsafe Performance**

Students will perform within the legal and ethical codes of radiography: demonstrate accountability in preparation, provision, documentation and continuity of care: and promote the well-being of the total patient. Examples of unsafe or unsatisfactory performance include, but are not limited to, the following:

**Unsafe behaviors:**
- Inappropriate actions during any assigned clinical experience, such as not reporting known errors, falsifying documents, signature or assignments.
- Incorrect or omission of prescribed care, such as, medication or procedure errors.
- Physical or psychological abuse of patients.
- Coming to clinical under the influence of alcohol or other drug.
- Lying, stealing and/or cheating.
- Failing to have a licensed technologist in the room while performing exams prior to becoming competent (direct supervision).
- Failing to have a licensed technologist in the area while performing exams after becoming competent (indirect supervision).
- Failing to have a licensed technologist in the room while performing a repeat exam.

**Unsatisfactory behaviors:**
- Inappropriate interpersonal relations with staff, peers or faculty member.
- Failure to maintain confidentiality of patient information and records.
- Unexcused tardiness to clinical assignments.
- Failure to notify the clinical site/instructor of tardiness and/or absence.
- Failure to demonstrate competence in the presence of the patient.
The Radiography Program Laboratory (Lab) consists of a fully energized tube in the Lewis Parker Building, Room 134 on the Pemberton Campus. The unit meets all state and federal regulations. The unit is utilized to meet the objectives in courses as stated in the curriculum.

The use of the Energized Radiography Lab will be restricted to the following:

1) Admission to the lab accompanied by a member of the Radiologic Technology faculty.

2) Admission requires that the student wear their radiation monitoring device at all times.

3) Exposures will be made under the direction of the Radiologic Technology faculty.

4) Students in the lab will observe all rules and standards of the practice of radiation safety as covered in:
   - RAD 130 & 114 – Radiologic Exposure 1 & 2
   - RAD 121-226 – Radiologic Procedures 1 to 6
   - RAD 107 – Radiation Protection & Radiobiology
   - RAD 230 – Radiographic Equipment

Students who blatantly refuse to adhere to these rules are subject to dismissal.
Purpose: This policy is to insure the health and safety of employees and students to common workplace hazards, including fire, electrical and chemical contact in the clinical setting.

Procedure:
- At Orientation to the Radiography Program, the students are introduced to the Virtua Safety Training.
- Prior to the start of the program the student must complete the Safety training and submit the certificate to the Program Director. A copy of this sent to the Education Director at Virtua.
- At the onset of the second year of the program the student must repeat the Safety Training and submit another Certificate to the Program Director. A copy of this sent to the Education Director at Virtua.
- In addition, prior to the first clinical day, the students must complete an MRI screening and also view the MRI power point. The power point will be e-mailed to the students. They must submit the answers to the Program Director.

Content of Safety Training:
Each module begins with a graded assessment. You have 2 attempts to pass each module. If you fail on the second attempt, your Manager and/or your Educator will be contacted to offer any assistance you may need. Please do not hesitate to initiate this contact and ask for assistance.

Slide Modules
- Abuse and Domestic Violence (11 pages)
- Bioethics (11 pages)
- Bloodborne Pathogens (14 pages)
- Body Mechanics and Safe Lifting (31 pages)
- Corporate Compliance (19 pages)
- Cultural Diversity and Communication Services (16 pages)
- Environment of Care (90 pages)
- Harassment and Discrimination (18 pages)
- HCAHPS (12 pages)
- HIPAA (10 pages)
- ICD-10 (10 pages)
- Infection Prevention (26 pages)
- Mission, Vision and Values (19 pages)
- National Patient Safety Goals (18 pages)
- Performance Improvement (10 pages)
Video Modules - Sound MUST BE enabled by either external speakers or headphones while viewing these videos. Videos can be paused and viewed in full screen on all devices and all browsers. Videos can be resumed at last point viewed on all devices except Apple products.

- Identification and Management of Aggressive Behavior (20 minutes)
- Violence Prevention - Flash Point (18 minutes)
- Violence Prevention - Shots Fired (14 minutes)
- Violence Prevention Part 1 - Overview (8 minutes)
- Violence Prevention Part 2 - Employee Responsibility (11 minutes)

Both the certificate and the answers to the MRI quiz will be kept in the student’s file.

It should not be necessary for the student to complete safety training at each clinical education site, unless this content does not meet the requirements of the site.
GENERAL POLICIES
COLLEGE CLOSING
Closure of the College or cancellation of classes will be made through Connect-Ed. Please keep your contacts up to date. Closures are also posted on the college web site: www.bcc.edu or on Channel 6 Action News web site - http://abclocal.go.com/wpvi/index
If the college closes, the students must leave the clinical sites.

DISCIPLINARY MEASURES
If a student should display behavior that is not conducive to that of a student radiographer, the following will occur:
1) first offence for the nonconductive behavior – verbal warning
2) second offence for the nonconductive behavior – written warning
3) third offence for the nonconductive behavior – suspension, probation, or possible dismissal from the program
However, it is the faculty’s discretion to remove any student from the clinical or academic setting whose behavior is unsafe or unsatisfactory (see page 24), has demonstrated academic dishonesty, or has violated any of the clinical site’s policies.

EMPLOYMENT
The NJ Administrative Code, Title 7, DEPE, expressly forbids unlicensed students enrolled in a radiography program from using acquired clinical skills for financial gain prior to completion of the program. This includes the positioning, selection and setting of technical exposure factors and the actual production to ionizing radiation for the purpose of making a radiographic exposure on a living human being for pay during program off hours.

The program will report all suspected violations of this code to the New Jersey Department of Environmental protection for investigation and possible legal action.

FINANCIAL AID - refer to Rowan College at Burlington County’s web site, search College Catalogue and Semester Brochure

RADIOGRAPHY CLUB
The objectives of this Organization shall be to cultivate, promote, and sustain the art and science of radiology, to represent and safeguard the common interest of the members of the radiology profession, and to contribute toward the improvement of radiation awareness and medical pathological conditions of the public.

The Organization functions within the RCBC Student Government Association (SGA) and has its own bylaws, representation at meetings, a budget and requirements to remain as an organization.

In addition to the objectives of the Organization and the requirements to SGA, the students need to participate in community service projects and have the opportunity to raise funds. Funds are used to attend a registry review seminar, promote unity, attend competitions, and celebrations.

SOCIAL NETWORKING SITES
Facebook, MySpace, and other similar services, along with much of the Internet, is a great innovation that allows users to express their humanity and an opportunity to create
new communities. As such it represents a forum in which one can make choices about their identity, at least insofar as one chooses to represent themselves publicly. That freedom does not suggest that one can do so with impunity, however. Because we live in a society in which expression is judged in legal, policy and even personal ways, it is important to remember the consequences of that expression no matter how ephemeral or fun in the moment it might seem to be. If any derogatory remarks against the college, program, clinical site or another student are seen on these sites, it will be deemed unprofessional and disciplinary action may be taken.

STUDENTS’ RIGHT TO PRIVACY - FERPA
Refer to Rowan College at Burlington County’s web site, search College Catalog.

TRANSFERS
Refer to BCC Catalog for transfer of support courses. Due to the uniqueness of each radiography program it is difficult to accept credits from other programs. For this reason, any Radiography Courses from other institutions will not be accepted.

TRANSPORTATION TO CLINICAL AGENCIES
Each student is responsible for providing his/her own transportation to and from the clinical sites and other health related facilities required and stated in the course syllabi.

TRIPS/SEMINARS/SPECIAL CLASSES
The radiography program may request or grant permission for groups of students to attend activities outside the Radiography program. Permission is granted through the Director and coordinated with the instructors. All expenses and transportation for any activities are the responsibility of the individual student.

TUITION
Refer to Rowan College at Burlington County’s web site; search the current Semester Brochure for current tuition and fees. Each accepted student is given a list of the courses needed for the degree and tuition and fees for the degree at the time of the program’s pre admission advising.

REFUNDS, WITHDRAWS
Refer to Rowan College at Burlington County’s web site; search College Catalog for the policy and the current Semester Brochure for the applicable dates.

POLICIES INCLUDE:
- ATTENDANCE POLICY
- APPEARANCE CODE
- DUE PROCESS
- EARLY RELEASE
- STUDENT ADVISEMENT
- LEAVE OF ABSENCE
- PARKING
- PERSONAL INFORMATION
- SH – ILLNESS
- SH – CHEMICAL ABUSE
- SH – DRUG SCREENING
- SH - INFLUENZA VACCINE
- SH – RETURN TO CLINICAL
- SH - SEXUAL HARASSMENT
- SH - SMOKING
- PREGNANCY
- RADIATION SAFETY - 7:28-19.13
- STUDENT RADIATION INCIDENT
- RESOURCES
- STUDENT RECORDS
- STUDENTS’ HEALTH POLICY
- TRANSFERS
- NJ ADMINISTRATIVE CODE 7:28-19.12
- COMMITTEES
Students **are required to attend** all didactic and clinical education and other designated program activities as scheduled.

Any unreported absence of three consecutive clinical days will be regarded as the voluntary termination of the educational process.

**General**
The program week begins on Sunday and ends the following Saturday. Required student participation in didactic and clinical education may not exceed 40 (forty) hours per week and 8 (eight) hours per day. Regular clinical hours may be scheduled between 8:00 am and 4:30 p.m. each day.

Students are provided individual printed schedules, which indicate the required didactic and clinical education hours. Additionally, this schedule is posted in the classroom and clinical instructors’ office. Schedule modifications are made at the discretion of the program officials.

**Intercession**
Intercession is that period of time, which falls between the end of one academic semester and the beginning of the following academic semester (approximately 7 weeks per year). No didactic education is scheduled during intercessions. Clinical education may be scheduled during intercessions with the clinical instructors at the site. Students are not permitted on site during non-scheduled hours for clinical education during any intercession.

**Absence**
Absence/lateness/early dismissal negatively impacts the educational process. Limits for classroom absence are identified in accordance with Rowan College at Burlington County Attendance Policy.

The program utilizes a competency based clinical education system. As each student achieves clinical competence at a unique pace it is impossible to establish a minimum number of required hours. However, as the student continues to gain clinical expertise after achieving competence no student is permitted to reduce his/her total clinical hours from those scheduled as to gain critical experience.

Students upon arrival at the clinical site will ask a technologist to gain access to the internet and log on to the E-Value system and clock in. At the end of the day the student will follow the same procedure and clock out. Students who do not report for didactic or clinical education as scheduled each day will be marked absent. The students will be
given a schedule of their clinical days and if there are any absences it should be noted on that day.

All absences must be personally reported to the Clinical Instructor at the assigned clinical site prior to scheduled clinical hours stating the actual reason and duration of the absence. If length cannot be specified, students must call daily.

As per policy of the clinical site, students who are ill are not permitted on site as they may pose a health risk to the patients. Therefore, any student who identifies the reason for absence as personal illness will be recorded as absent. The student is not permitted on site that day.

As per policy of the clinical site, an attending physician’s written verification indicating actual physical reason for absence and restriction (including duration) must be presented to program officials before students are permitted to resume the educational process if the absence is for 3 or more consecutively scheduled days. These students must have a release form signed by their physician.

Any clinical time lost due to illness/injury must be made up. See Make Up.

**Lateness**
All lateness must be personally reported to the supervisor in charge at the clinical site one half hour prior to scheduled clinical hours stating the actual reason and duration of the lateness. A student arriving late for clinical education must physically report to a program official upon arrival. Three occurrences of lateness in a semester is abuse of the policy and will be subject to disciplinary action.

Any clinical time lost due to lateness must be made up. See Make Up.

**Early Dismissal**
Under extreme conditions students may request early dismissal. Students must receive permission from program authorities before departure. This includes students who are going to the Occupational Health Department and/or hospital Emergency Department for medical treatment.

Any clinical time lost due to early dismissal must be made up. See Make Up.

**Adverse Weather Conditions**
If adverse weather conditions occur during the night, the student will be advised to the closing of the College through multiple medias. If the College is closed, the student may not go to the clinical setting. If the College is not closed, students must make every safe attempt to arrive as scheduled. On subsequent mornings, if adverse conditions continue and the College is not closed, students are expected to depart earlier to compensate for the extended travel time.

If adverse weather conditions occur during the day and the College closes the student must leave the clinical site. However, if the College is not closed the student will be encouraged to complete all scheduled educational experience.
Contact should be made with the clinical site if the student is not attending and the College is open.

Any clinical time lost due to adverse weather conditions when the College is not closed must be made up. See Make Up.

Make Up Time
To better accommodate the needs of the students the program will allow students an allotted number of hours each semester that will not have to be made up. The semester scheduled for allotted hours is as follows:

| First Year | Summer 0 hours |
| Fall 8 hours |
| Spring 16 hours |

| Second Year | Summer 16 hours |
| Fall 24 hours |
| Spring 24 hours |

Any time missed due to an absence, lateness, or early dismissal, exceeding the allotted hours must be made up within one week of the end of the semester. Time to be made up is equal to what was missed. Make up time must be scheduled with the clinical instructor. Clinical time may not be made up when the College is closed (i.e. holidays).

Absence, tardiness, or early dismissal on three occasions per semester is considered excessive and may warrant disciplinary action.

Off Hour Rotation
Elective “off hours” clinical rotations may be scheduled for evening or weekend hours.

Second year students may elect to participate in “off hours” clinical rotations for a maximum of 10% of the total clinical experience for the two years. This number will not exceed 168 hours. “Off hours” clinical rotation availability is designed so that it does not conflict with class time or exceed the maximum educational hours per week. Only one “off hour” rotation may be scheduled within one clinical rotation.

First year students may not elect “off hours” clinical rotations.

Funerals
Students are permitted a maximum of 3 (three) consecutive clinical days when a death occurs in their immediate family (including spouse, child, parent, brother, sister, grandparent, parent-in-law, grandparent-in-law, or family member living in their household. Funeral leave may be requested by contacting a program official. Any clinical time missed due to a funeral does not have to be made up.

Approval for 1 (one) clinical day absence for death of individuals not listed above will be considered on an individual basis by the program officials.

Military
Federal law prohibits reservists from having to make up time missed to fulfill their obligation to the Federal Government.
When reporting for clinical experience at the affiliating hospitals, student must be in complete uniform, including:

**Females:**
- Uniform top with radiography program monogram and name pin, worn with matching uniform pants. A short or long sleeved, white, crew neck tee shirt should be worn under the shirt.
- White socks with pants
- Unobtrusive make-up, in good taste.
- False fingernails, a possible source of contamination, cannot be worn in the clinical area.
- No nail polish may be worn in the clinical area.

**Males:**
- A uniform shirt, with radiography program monogram and name pin, worn with matching uniform trousers. A short or long sleeved, white crew tee shirts should be worn under the shirt.
- White socks with pants
- Clean white regulation nurse’s shoes or white washable sneakers.
- Beards and mustaches must be neatly trimmed.

**General:**
- **No eating, drinking or gum chewing in the clinical areas.**
- All uniforms must be freshly laundered, unwrinkled and of a reasonable fit so as to enable the wearer to perform his/her duties and maintain a professional appearance.
- Jeans of any type or quality are not acceptable.
- A white turtleneck shirt (under uniform) or matching lab coat (over uniform) may be worn for warmth.
- Clean white regulation nurse’s shoes or white washable sneakers. Shoes must enclose the entire foot (no clogs or slip-ons)(no bright colors).
- Students must be clearly identifiable as RCBC Radiography students with name pin and monogram any time they are in the clinical area.
- A pen, a watch appropriate for monitoring a pulse rate and a pocket calculator are necessary.
- A watch, wedding band, and small post earring (maximum 2 in each ear) are the only acceptable jewelry. Rings with large raised stones must be AVOIDED.
- Other than ears, visible body piercing is prohibited. Facial jewelry including tongue rings, nose rings, lip rings, etc… must be removed before beginning the clinical rotation
- Visible tattoos must be covered.
- No cologne or perfume is to be worn at clinical sites.
- Fingernails should be short and clean for sanitary and safety reasons.
• Hair is to be neatly arranged and secured off the face. Long hair must be tied back.
• Hair is to be of a natural color. Only natural colors are permitted (black, brown, blonde, etc.)
• Oversized hair accessories are prohibited.
• Personal pagers, mobile/cellular phones and portable music devices are prohibited.

NOTE: The student appearance code must remain within the standards of the clinical site dress code. The instructor and/or affiliating agency staff have the right to remove from the clinical setting any student not in compliance with this dress code.
# DUE PROCESS - STANDARD PRACTICE

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<th>Reviewed – 5/09, 4/12, 3/13, 4/14, 4/15</th>
<th>Revised – 10/05, 12/11</th>
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This policy is designed to outline, for the student, the due process for which any of his/her complaints, misgivings, or grievances can be handled and given prompt consideration until resolved.

The student has the right to appeal decisions through the Student Dispute Resolution provision as documented in the RCBC Catalogue and below. The program follows the same procedure as specified for handling disputes regarding a possible violation of *Section 504 of the Rehabilitation Act (Administrative Procedure 904a)*.

Student should proceed as follows:

1. Within five College workdays of the alleged incident, the student should attempt to resolve the problem personally with the College employee involved.

2. If the student is unable to reach a satisfactory resolution of the complaint in step 1 above, the student should, within five working days of the meeting with the college employee, make a written request for a meeting with the employee’s immediate supervisor. This meeting with the supervisor is to take place within 10 College workdays from receipt of the request. The immediate supervisor will hear the student and collect data, as needed from the employee and other College personnel and render a decision on the matter. The supervisor will communicate this decision in writing to the student and employee within five workdays after the meeting.

3. If the student is unable to reach a satisfactory resolution of the complaint in step 2. above, the student should be within five work days of receipt of the written decision following the meeting with the College employee’s supervisor, make a written request for a meeting with the Vice President of Academic Programs in whose area of supervision the matter has occurred. This meeting is to take place within 10 College workdays from receipt of the request. The appropriate Vice President will review the facts presented by the student and collect data from other personnel as needed. The Vice President of Academic Programs will render a decision on the matter and communicate this decision in writing to the student, the employee against whom the student has made the complaint, and the employee’s immediate supervisor with in five workdays after the meeting.

4. Any student may appeal the decision of the Vice President of Academic Programs directly to the President of the College. The notice of appeal must be received at the Office of the President within five College working days of the date of the Vice President’s decision. The President, within 10 College work days of receiving the notice of appeal, shall confirm, reverse, or modify the decision of the Vice President. The president’s written decision shall include his/her reasons for arriving at said decision. Said decision shall be final.

Documentation of the concern should be recorded on a Conference Documentation Form by the Clinical Instructor at the clinical site or the College employee and be held in the
student’s record. All written decisions through the Student Dispute Resolution will be held in the student’s record.

Recommendations, to the Vice President of Academic Programs for the dismissal of a student, can be made for any serious reason:

- unsafe clinical practices, when the health and safety of a patient is affected by the negligent, incompetent, or illegal practice;
- health problems which interfere with attainment of program goals and which cannot be resolved;
- behavior which is contrary to the ethical code of the Radiography profession;
- misuse of privileges extended by the clinical education site.

A student who has been dismissed from the Radiography Program is not eligible for re-admission in to the Radiography Program.
The Radiography Program does not have an early release procedure. The completion of the program is graduation. At this time, a student may apply to take the ARRT examination and if successful, apply for a license from the State of NJ provided they have met all the requirements.
Purpose: The purpose of advising is to communicate the expectations of the program and the progression of the students in the program. Advising occurs at several point along the student’s progress.

- **Information Seminar** – These seminars are scheduled every other month, six times throughout the year. There is a video shown and also a power point presentation by the program director.

- **Acceptance Advising** – In the fall prior to the May start of the program the first 20 students that have met the criteria will be advised as to the requirements of the program. A tour at Virtua Memorial will also be set up for the student. Of those 20 students the first 14 will receive acceptance letters. The other 6 will wait to see if any of the 14 do not accept a position. Students seeking enrollment in the program will be advised by the Program Director. An AAS course plan will be completed. (see Admission Advising Form) (see AAS course plan).

- **Orientation** – The 14 students accepted into the program will attend an orientation approximately 4 week prior to the start of the program. The objectives of this meeting is to have the students meet the other members of the cohort, review the hand book and the policies they will need to know for the start of the program, discuss the textbook they will buy and review assignments they will need to complete. Second year students will also attend to answer any questions from a student’s perspective.

- **Semester conferencing** – Students enrolled in the program are advised on a regularly scheduled basis. Depending on the semester, advice will be given on the future endeavors of the student. Advising sessions are scheduled at the
  o beginning of each semester – to review the grades from the previous semester, discuss the competencies that need to be completed for the semester and to review the program staff evaluations from the previous semester.
  o and middle of each semester – to review the academic progress of the student, review the clinical progress of the student and affective behaviors from the reviews of the staff in the clinical education setting. Strengths and weaknesses are communicated to the students so suggestions can be implemented in a timely fashion.

Student advising shall be conducted to provide positive reinforcement in any area where the student has shown exceptional initiative. The Program Director, Clinical Instructor(s) and/or
other authority shall provide and document all students advising through the E-value system. Student advising should also be provided in the event of problems or concerns in the following areas:

1. didactic education
2. clinical education
3. published policies
4. professional ethics
5. discipline
6. personal
OBJECTIVE: To meet the needs of the student for extenuating circumstances

STANDARD PRACTICE: A student enrolled in the program, after completing the first semester, may take a leave and return a year later on a space available basis.

PROCEDURE:
1. Initiation of a Leave of Absence – may be by the student or upon the recommendation of the Program Director.

2. Reasons for Leave: reasons include:
   - personal
   - health of one’s self
   - health of a family member
   - financial reasons
   - academic – failure of a radiography or support course taken in sequence

3. Completion of Form – student requests a form:
   - form is filled out by Program Director
   - an advising session is set up
   - form is explained, reviewed by student and signed

REINSTATEMENT:
Leave is only for one year.
Reinstatement is dependent on available space.
Student must meet all health and background testing.
Student must take a test to assess the knowledge retained.
Student must meet with a clinical instructor to assess skills retained.
Student is responsible for material mastered to and including the last full semester completed.
Student must satisfy all current program requirements prior to graduation.
# LEAVE OF ABSENCE POLICY – FORM

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<th>Revised – 5/08</th>
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I, __________________________________ interrupt my formal educational process by requesting a Leave of Absence. The reason for this request is:

I am fully aware that:
1. a leave of absence may not exceed 1 (one) year;
2. re-entry is on a space available basis;
3. only full semesters will be counted toward program completion;
4. upon re-entry, I must satisfy all current program requirements prior to graduation;
5. upon re-entry, I must undergo continual clinical competency to determine my level of clinical skills.
6. upon re-entry, I must undergo a didactic evaluation to determine the level of my academic skills.
7. upon re-entry, I must undergo a drug screening.

_________________________  _____________________________
date                  student signature

A leave of absence has been granted with the following conditions.

Anticipated return: ________________________

Conditions: Contact program officials in __________ so that a plan to update clinical skills during the ______________ semester can be formalized.

_________________________  _______________________________
date                  Director of Radiological Services

I agree to comply with the stipulations set herein. Should I violate the terms of this agreement, I understand I will be terminated from the program and must reapply to gain re-entry.

_________________________  _______________________________
date                  Student Signature

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ROWAN COLLEGE at BURLINGTON COUNTY
RADIOGRAPHY PROGRAM

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PARKING
College: refer to Rowan College at Burlington County’s web site, search College Handbook

Clinical sites:
- Virtua – Memorial - During normal program hours, students are to park their vehicles in the “Satellite Parking Lot”. This lot is located on Ridge Avenue about 4 blocks from Madison Avenue. Parking in the Visitor’s Lot is prohibited. Street parking is prohibited
- SOMC – Students are to park in the employee parking lot
- Virtua- Voorhees – Students are to park in the designated employee parking area.
- OLL - Burlington – Students are to park in the employee parking area.
- OLL – Camden – Students are to park in the employee parking area. Street parking is prohibited
CHANGE OF DEMOGRAPHICS - STANDARD PRACTICE

Reviewed – 5/09
Revised 4/15

Name:

Change effective:

Reason for change:

*****************************************************************
Complete pertinent areas and file with program officials within 5 days of the occurrence.
New name:

New address:

New phone number:

New next of kin:

Student signature:

*****************************************************************

Form received:_________ Filed:

ROWAN COLLEGE at BURLINGTON COUNTY
RADIOGRAPHY PROGRAM

STUDENT HEALTH - STANDARD PRACTICE
**Accident**
Any student injured at the clinical site must immediately report the occurrence to program authorities. An Incident/Occurrence Report must be completed in accordance with the Clinical Sites Policy. Failure to complete an Incident Report at the time of the injury may jeopardize the student's rights. A copy of the report must be placed in the student’s clinical file.

The student may opt to go to the Emergency Room or their personal physician for treatment, or waive treatment. All expenses incurred are the responsibility of the student.

The student is responsible for the completion of all didactic and/or clinical assignments missed as a result.

**Illness on duty**
Any student who becomes ill while on duty must report to program authorities to request permission for early departure. Program authorities must ask the student if they need transportation or if they can transport themselves. Transportation will be arranged if needed.

The student may opt to go to the Emergency Room or their personal physician for treatment, or waive treatment. All expenses incurred are the responsibility of the student.

**Pre Admission Physical**
Within three months prior to the beginning the clinical rotation, each student will be given a physical examination form to be completed by a physician. Results must be complete for the student to go to the clinical site. This form requires, but is not limited to:
- Physical exam and medical history
- Two step tuberculosis test (test to be completed annually)
- Lab tests: Rubella, Rubeola, Varicella
- Current Immunizations:
  - Tetanus
  - Hepatitis B vaccine - must be waived, initiated or at the immune status.

**Periodic physica**
At any time, program officials may request a student be evaluated during the educational process if it is believed the student is not physically able to perform essential clinical education functions. This expense is also the responsibility of the student.

**Hepatitis B immunization**
Hepatitis B Vaccine The status must be included on the physician physical form, completed and submitted to program faculty.
Ebola
The NJ Board of X-ray Compliance recommends to all educational programs under its jurisdiction that they not permit students to be involved in the care of patients with suspected or confirmed Ebola. The Board makes this recommendation because students have not completed the educational program in radiologic technology; and, because there are adequate numbers of licensed radiologic technologists to assist in such care.

Infectious disease control
Students or faculty who contract any communicable disease must notify the Program Director immediately. These persons are to be excluded from classes, labs and clinical activities for the period that their condition may endanger the health of others. This may interrupt the course of study and depending on the length of absence, students may be required to take a medical leave or withdraw from the program. A return to clinical form must be completed by the physician will be required for the resumption of class, lab and clinical experiences. Because each case and surrounding circumstance is different, each will be evaluated on an individual basis.

Communicable disease is defined as an illness due to an infectious agent or its toxic products, which is transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate animal, host or vector, or through the inanimate environment. Communicable disease shall include, but not be limited to:
- AIDS
- Chickenpox
- Conjunctivitis
- Hepatitis A, B, and D
- Infectious Mononucleosis
- Influenza
- Measles
- Meningitis
- Positive HIV antibody status
- Sexually Transmitted Diseases
- Tuberculosis
- Whooping Cough

Accidental needle stick/mucous membrane exposure
Any student experiencing accidental exposure to blood, body tissues or body fluids, will be evaluated for testing and possible treatment against Hepatitis B and Human Immunodeficiency Virus. The student is required to report the occurrence to the Program Director or designee and complete a Needle stick/Mucous Membrane Occurrence Report. A copy of the report will be placed in the student’s clinical file. Evaluation will be done by the Occupational Health Department and/or Emergency Department. Follow-up care will be determined on a case-by-case basis.
All expenses incurred may be the responsibility of the student.

Contaminated Uniforms
In accordance with OSHA's Bloodborne Pathogen Standard, students whose uniforms become contaminated will be loaned a scrub suit. The contaminated uniform will be taken home and laundered. Students failing to return the scrub suit will be charged for the cost of a replacement.

Prohibited Conduct
Clinical Sites prohibits the following conduct in/on property, vehicles or program time:
1. the unlawful manufacture, distribution, dispensing, sale, possession or use of drugs;
2. being under the influence of unlawful drugs or alcohol.
All clinical sites prohibit the manufacture, distribution, dispensing, sale, possession or use of unlawful drugs or alcohol by program students on college or clinical education premises and on program time to the extent that such use adversely affects the student's performance and/or the safety of the students, staff or patients.

Students in violation of this policy are subject to dismissal.
ROWAN COLLEGE at BURLINGTON COUNTY
RADIOGRAPHY PROGRAM

STUDENT HEALTH

CHEMICAL ABUSE - STANDARD PRACTICE

Reviewed – 4/10, 4/11, 4/12, 3/13, 4/14, 5/15
Revised – 11/09

General
Rowan College at Burlington County is committed to providing its employees, student and guests with an environment that is conducive to the achievement of work and academic goals. Moreover, the College is required to comply with the Drug Free Workplace Act of 1988, 41 U.S.C., Section 701, et.seq and the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226-34 CFR Pare 86, as well as other related substance abuse laws. Therefore, the College has adopted the following policy regarding the use of drugs and alcohol by College students and employees and other individuals on the College campuses, in College facilities and in College vehicles.

Use of Alcohol
Except at specific functions approved by the College President, the use, possession, or sale of alcoholic beverages by any individuals on the College campuses, in College facilities, and in College vehicles is strictly forbidden. It is also strictly forbidden for any individual to be under the influence of alcoholic beverages while engaged in College-related activities, or while on the College campuses, in College facilities, and in College vehicles. When authorized, the use of alcoholic beverages at College functions shall be in strict accordance with local, state and federal regulations.

Use of Drugs
The manufacture, use, possession, sale, distribution, or being under the influence of illegal narcotics, chemicals, psychedelic drugs or other controlled substances by an individual engaged in College related activities or while on the College campuses, in College facilities, and in College vehicles is strictly forbidden. Similarly, the unprescribed, illegal or abusive use of prescription or over the counter drugs or narcotics is strictly forbidden.

Sanctions
Persons violating this policy will be subject to all application civil and criminal penalties. Violations of local ordinances or of state or federal laws regarding alcohol or controlled dangerous substances by members of the College community, if they are of a serious nature, may entail College disciplinary action regardless of where such violations occur. When appropriate, the College will apply progressive discipline and depending on the particular circumstances, continued association with the College by violators of this policy may be made contingent upon satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.
In addition to the above sanctions, violators of this policy may also be subject to forfeiture of public employment under the State Forfeiture of Public Office Statute (N.J.S.A. 2c:51-2) and/or loss of grant or other financial aid. For more information regarding state, local or federal regulations and applicable sanctions, contact the Human Resources Department or the Office of the Vice President of Student Services.

**Education**

The College shall provide an awareness program to educate students, faculty, and staff to the dangers of drug and alcohol abuse and to enable administrators, supervisors, and faculty to identify persons who may be in need of assistance and refer them for evaluation and treatment.
Information for prospective students on urine drug screening procedures and fees.

**Policy**

A urine drug screen is required for all applicants conditionally accepted in the Rowan College at Burlington County (RCBC) Radiography Program. Because clinical education is an essential and required component of the curriculum, if the student is unable to participate, the student will not be accepted into the program RCBC Radiography Program.

**Procedure**

1) After a conditional acceptance of admission, an independent urine drug screening will be conducted and completed for each matriculating student. The urine drug screening will be performed at the student’s expense by a vendor identified and approved by the RCBC Nursing and Allied Health Department.

2) The Radiography Program shall be responsible for ensuring that information is treated confidentially as required by state and federal law.

3) The 5 panel urine drug screening tests for amphetamines, methamphetamines, cocaine metabolites, marijuana metabolites, opiates, and PCP.

   **If the report does not indicate any drugs**, it will be retained with the student’s record, in file, in the Radiography Office.

   **If a report indicates any illegal drugs**, the Director of the Radiography Program will call and/or send a letter to the prospective student rescinding their conditional acceptance.

   **If the results indicate amphetamines and/or opiates**, the prospective student must provide written documentation on letter head from the ordering physician the medication, dose amount and the reason for the medication, given to the Program Director with in thirty days of the testing. If the student does not provide a letter documenting a valid medical reason for the screening results, the Director of the Radiography Program will call and/or send a letter to the prospective applicant rescinding their conditional acceptance.

4) Appeal
   - If the applicant challenges the information in the report as erroneous, the applicant may ask the vendor to investigate further to determine whether the information is accurate.
• An applicant may appeal the rescinded acceptance in accordance with the Due Process Policy at Rowan College at Burlington County.

5) A completed urine drug screening will be valid and satisfy the requirements of the Radiography Program’s urine drug screening for the duration of the student’s enrollment in Rowan College at Burlington County, unless the student has a break in his/her enrollment, or as determined to be necessary by the Program. Students will be notified of any additional urine drug screenings occurring after enrollment, and shall be required to provide consent and pay all fees associated with any additional urine drug screening.
I. PURPOSE
The purpose of this policy is to minimize transmission of the influenza virus in the clinical setting by providing occupational protection to students and thus preventing transmission to fellow students and to members of the community which we serve.

Annual influenza vaccination has been found to be both safe and effective in reducing the risk of influenza and health-care related transmission. The Centers for Disease Control and Prevention (CDC) recommends vaccination of all workers in health care settings. Research, however, has shown that vaccination programs restricted to those who actively seek the vaccine have limited penetration, and thus, effectiveness in protecting patients and associates. This policy is intended to maximize the protection offered to our students and patients.

II. POLICY:
All radiology students attending clinical education must obtain the influenza vaccine annually. Students are required to obtain the vaccination by December 1 of each calendar year. The vaccine can be obtained through:

- the student’s current clinical site,
- the student’s physician,
- other health care facility,
- other vaccination service available in the community.

Documentation of vaccination includes a receipt listing influenza vaccine information and date of administration. Documentation must be turned into the Program Director.

III. EXEMPTIONS: MEDICAL AND RELIGIOUS
The following exemptions apply:
- Students, who have a history of allergy to the vaccine, are allergic to eggs or allergic to any other component of the vaccine.
- Students who have disabilities protected by applicable federal and/or New Jersey state law that prevent them from taking the influenza vaccine.
- Students who cannot receive vaccination for religious beliefs supported by documentation from clergy.
- Students with a history of Guillain Barre Syndrome.
- Students who have documented medical conditions which are contraindicated to receive the flu vaccine.
- Students seeking an exemption must submit before November 1 of each year; if applicable the information required below depending on whether it is a medical or religious exemption being sought. Notwithstanding the above, if the student is granted a permanent exemption, then he or she will not be required to request an exemption each year.

- Medical Exemption
  - Students requesting a medical exemption due to medical contraindications must complete an “Exemption for Administration of Influenza Vaccine Form”. The form must be completed by the student’s physician and returned.
If a medical exception is granted for a temporary medical condition, the individual must resubmit a request form for exemption annually.

If the exemption is granted permanently, the individual does not need to submit a request for medical exemption annually unless vaccine technology changes and eliminates issues related to allergies.

- **Religious Exemption**
  - Students requesting a religious exemption must complete an “Exemption for Administration of Influenza Vaccine Form”. The form must be completed by the student’s Chief Clergy member of their religious organization and returned.
  - Students requesting the exemption are providing permission to release the religious request and any supporting documentation to the Program Director on a need to know basis, who will be reviewing the exemption.

### III. Compliance Monitoring

- The Program Director will have the receipts of the students that received the influenza vaccine. Under our affiliation agreement with the clinical sites, the program will maintain records and monitor compliance for the students. The Program Director will release a copy of the receipt to the clinical site the student is assigned, if requested.

- Students not in compliance by December 1 will receive an incomplete grade (I) for either RAD 122 or RAD 225, until documentation is received.

### VI. DEFINITIONS:

- **Student** – For the purpose of this policy only, a student is any person student enrolled in the Radiography Program at Rowan College at Burlington County.

- **Influenza (flu)** – A mild to severe contagious illness caused by viruses that infect the respiratory tract.

- **Influenza vaccine** – A preparation of influenza antigens (killed virus), which stimulate the production of specific antibodies when introduced to the body. These antibodies provide protection against influenza virus infection.

### References:


- The Hospital and Health System Association Pennsylvania. Universal Flu Immunization Programs for Health Care Personnel. 2010:1-78.


### EXEMPTION FOR ADMINISTRATION OF INFLUENZA VACCINE

**Flu Season 2015-16**

Name: ___________________________  Student ID Number: _______________________

The RCBC Radiography Program’s clinical education sites have required that all students under an affiliation agreement who provide patient care receive the influenza vaccination in order to promote patient safety. Students seeking an exemption must have this form
completed by December 1 of each year from the student’s health care provider or clergy specifying the reasons an influenza vaccine is contraindicated based upon the student’s individual medical condition or religious beliefs. This documentation must be in narrative format and comprehensively detail the rational for the exception.

**As the treating Physician or Clergyman of the above individual, please check ALL that apply:**

- Student has a history of allergy to the vaccine, is allergic to eggs, or is allergic to any other component of the vaccine.
- Student has a disability that is protected by applicable federal and/or New Jersey state law that prevents him/her from taking the influenza vaccine.
- Student has a history of Guillain Barre Syndrome.
- Student has a documented medical condition which is contraindicated to receive the flu vaccine.
- Student cannot receive vaccination for religious beliefs supported by Documentation

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Address

Phone Number

**ROWAN COLLEGE at BURLINGTON COUNTY**
**RADIOGRAPHY PROGRAM**

**STUDENT HEALTH**
**RETURN TO CLINICAL - STANDARD PRACTICE**

| Reviewed – 4/10, 4/11, 4/12, 3/13, 4/14, | Revised – 4/15 |

**Purpose:** To ensure the health of the student when they have been out of the clinical setting due to illness or injury.

**Reasoning:**
• To ensure that should the patient under their care needs to be lifted or to protect them from a fall that the patient does not become injured by the student having limitation.

• To ensure that should the patient under their care needs to be lifted or to protect them from a fall that the student does not become injured by the student extending their limitation.

• To educate the student’s physician as to the physical expectations of the student so engaging in clinical activity does not jeopardize the healing process.

When: The student:
• comes to the clinical with any type of limiting device on their body (braces, wraps, etc.)
• has had surgery/procedure of any kind.

Procedure:
1. When returning after an illness – cold, flu, infection – present a return to school/clinical permit from your physician to the clinical instructor.

2. When returning after an injury or procedure/surgery – present a Technical Requirements signed by your physician to the clinical instructor.

3. The clinical instructor may perform the Technical Requirement Assessment to ensure that any protective devices do not limit your ability to meet the technical requirements of the program.

All clinical time missed from an illness, injury, procedure must be made up.

ROWAN COLLEGE at BURLINGTON COUNTY
RADIOGRAPHY PROGRAM

STUDENT HEALTH
SEXUAL HARRASSMENT - STANDARD PRACTICE


AT THE COLLEGE
It is the policy of this program that no member of the college community may sexually harass another. If you believe you are the victim of sexual harassment, a procedure for handling complaints is available from the Sexual Harassment Office in the Parker Center Room 126. The Sexual Harassment Officer will discuss this matter with you further and advise you on how to handle your complaint.
The Board policy on sexual harassment is published in the RCBC Student Handbook.

**AT THE CLINICAL SITE**
If you believe you are the victim of sexual harassment in the clinical education site, go directly to the Administrator of the radiology department. The Administrator will direct you to speak with the Sexual Harassment Officer in that clinical education site.
INTRODUCTION

1. Smoking on College property by any person at any time anywhere is strictly prohibited. College property includes all College vehicles as well as real estate owned by the College.

2. Burlington County College recognizes the health hazards associated with smoking. These health hazards can have serious implications both for the smoker and the non-smoker. Enactment of this policy will promote the health and welfare of all individuals on campus and enhance the comfort of non-smokers, particularly those with health conditions aggravated by exposure to smoking.

3. The effect of this Policy is to prohibit smoking not only in all buildings but also on all areas of College property. This means that smoking is prohibited on the grounds, playing fields, walkways, roadways, parking lots, in and around the perimeter of any building.

"SMOKING" DEFINED

For purposes of this policy, "smoking" is defined as the burning of a lighted cigar, cigarette, pipe, or any other matter or substance that contains tobacco as well as the use of smokeless tobacco, snuff and electronic cigarettes or any product that simulates the act of smoking.

LEGAL AUTHORITY

This policy has been enacted in accordance with the provisions of Chapter 383, Public Laws of 2005, and codified in N.J.S.A 26:3D-55 et SCQ.

SANCTIONS AGAINST VIOLATORS

Any employee who violates this policy shall be subject to appropriate disciplinary action. Any student who violates the Policy shall be subject to disciplinary measures in accordance with the provisions of the Student Code of Conduct. Other individuals, including visitors to the College, who violate this policy, may be asked to leave the College property. All violators are also subject to sanctions provided by applicable laws and regulations.

SIGNAGE
Signs designating Burlington County College a smoke free campus will be posted. Additionally, signs requesting individuals to extinguish their smoking materials prior to exiting vehicles will be placed in each parking lot. This policy will also be placed in the College Catalog, Student Handbook, and other selected publications.

BURLINGTON COUNTY COLLEGE
BOARD POLICY
TITLE: Smoking Prohibition on College Premises
NUMBER: 604
EFFECTIVE: April 18, 2007
SUPERSEDES: March 21, 2001
PREGNANCY
All students must follow a planned clinical education rotation pattern in order to ensure an appropriate variety of radiographic procedures/examinations throughout the program.

If pregnancy occurs, the student has two options. One option is to not declare the pregnancy, thereby not informing the program authorities. The second option is to voluntarily declare the pregnancy to the program authorities, so that timely radiation safety counseling can be provided pregnancy (associated form can be requested from the program director). It is recommended by NCRP that the student inform program authorities immediately upon learning of the pregnancy. At any time, a declared pregnant student may voluntarily undeclare (withdraw the declaration) her pregnancy (associated form can be requested from the program director).

The student who has declared their pregnancy to the program authorities will receive advisement from program authorities and the clinical site’s Radiation Safety Officer. Discussion will include the nature and potential radiation injury associated with in utero exposure, the regulatory limits established by the NCRP and the required preventative measures to be taken throughout the gestation period. After advisement, the student will be required to complete the Student Response Form.

The student declaring her pregnancy will be asked to select one of the three available options.

1) The student may elect to continue her formal education without interruption and continue in her regularly scheduled clinical education cycle without modification.
2) The student may elect to interrupt her formal education by requesting a leave of absence.
3) The student may elect to terminate her formal education.

Whenever a declared pregnant student is acquiring clinical education, she will be required to wear a second radiation monitoring device at the abdominal level, which enables program/hospital authorities to monitor exposure to the embryo and/or fetus. If a protective lead apron is worn, the secondary badge must be worn under the protective apron in order to determine the absorbed dose. The NCRP recommends that the MPD equivalent to the embryo-fetus from occupational exposure to the expectant mother should be limited to 0.5 Rem for the entire gestation period. It is possible to limit all occupational exposure to under 0.5 REM per year through proper instruction of all safety precautions. Please refer to the State of New Jersey’s Board of Medical Examiners Policy that supports the Nuclear Regulatory Commission Regulation 10 CRF.20.1208 – “Dose to the Embryo/Fetus” and NCRP Report No. 116 “Protection of the Embryo –Fetus”.

Within seven calendar days of the school’s receipt of a radiation dosimetry report, the school shall inform the pregnant student of her most recent exposure readings. If the Deep Dose Equivalent in any month is 50 mrem (0.5 mSv) or higher, the school and student shall consult with a medical physicist or health physicist, who is certified by the American Board of Radiology, American Board of Medical Physics, American Board of Health Physics or the equivalent as determined by the Commission; and submit to the Department, with a copy to the student, a report of the consultation provided, if required, including any recommendation(s), assignment modifications

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and the student's exposure history, within 21 calendar days of the school's receipt of the radiation dosimetry report.

A declared pregnant student continuing in the program will be required to complete all program requirements (didactic courses and clinical education missed) as a result of any absence. Student disability and duration of excused absence must be determined by a physician and require written verification. If the situation warrants, the student may contract for an “I” or “X” under the provisions published in the BCC catalog.

Additional information regarding federal guidelines for prenatal radiation exposure may be found at www.nrc.gov/NRC/08/08-013.html.
General
Students must comply with all rules which have been established to ensure radiation safety for all patients and personnel. The program uses the N.J.A.C Subchapter 19 and the NJ Radiologic Technology Board of Examiners Accreditation Standards for schools of Diagnostic Radiologic Technology to form the radiation policy.

Before entering the clinical education component, relative risks from radiation exposure (including the relative risks to an embryo or fetus in the event of student pregnancy) and radiation protection methods must be explained by a qualified program instructor. Each student must complete a cognitive and psychomotor evaluation with a minimum grade of 85% before being permitted to begin clinical education.

Safety Rules
1. NEVER become careless or complacent while working with radiation. As ionizing radiation can destroy body tissue, it is a powerful weapon and must be treated with respect.
2. A radiation monitoring device must be worn while in the clinical areas.
3. Students are FORBIDDEN to hold a patient during radiographic exposures.
4. Radiographic room doors must be closed during exposures.
5. Remain behind a lead barrier when an exposure is being made.
6. Wear lead aprons, thyroid shields and gloves when there is no other type of protective barrier available during fluoroscopy.
7. NEVER stand in the path of the primary beam.
8. Withhold exposures until all persons are adequately protected.
9. Written authorization from a physician is required for radiographic examinations. Do not make a radiographic exposure until you have the proper authorization.
10. Restricted the exposure to the area of interest only.
11. Refer all radiation protection questions to a program official, supervisor, radiation safety officer or radiologist. DO NOT proceed until you are sure of the proper procedure.
This document contains the Board’s accreditation standards for schools of diagnostic radiologic technology which must be fulfilled to receive and maintain Board approval. This document also provides guidance on activities that require Board approval and activities that must meet the Joint Review Committee on Education in Radiologic Technology (JRCERT) standards.

VII. Radiation Safety:
A. The use of x-ray equipment by students must comply with N.J.A.C. 7:28-1 et seq.

B. The school of diagnostic radiologic technology shall ensure that each student is provided with a personnel radiation-monitoring device during his or her period of attendance. [N.J.A.C. 7:28-19.13(f)13].

Although this provision requires each student to be provided with a personnel radiation-monitoring device during the period of attendance, the device only needs to be worn during laboratory instruction (prior to and during any x-ray exposures) and during all times at clinical education.


D. Within 30 calendar days of the school’s receipt of any radiation dosimetry report, the school shall inform all students of their most recent exposure readings. [N.J.A.C. 7:28-19.13(f)13].

A radiation monitoring device must be exchanged with a new device in accordance with the vendor’s requirements. (Example: a device having a vendor’s required wear period of one month must be exchanged monthly and cannot be used as a quarterly monitoring device.) The school may use either monthly or quarterly monitoring devices. However, a student, who has declared a pregnancy, must be provided with a monthly device.

E. In the event that a student receives an exposure of 50 mrem (0.5 mSv) or greater on any monthly radiation dosimetry report, or 100 mrem (1.0 mSv) or greater on any bimonthly radiation dosimetry report, or 150 mrem (1.5 mSv) or greater on any quarterly report, or an exposure that exceeds any of the occupational limits in N.J.A.C. 7:28-6.1, the school shall begin an investigation to find the cause and prevent recurrence of the exposure. The investigation report shall be completed within 30 calendar days of the school's receipt of notification of the exposure. This investigation report shall include any action to be taken to reduce unnecessary radiation exposure. The investigation report shall be given to the student and shall be maintained in the student's file. If any of the occupational limits in N.J.A.C. 7:28-6.1 is exceeded, a copy of the investigation report must be submitted to the Department. [N.J.A.C. 7:28-19.13(f)13]

F. Within 90 calendar days of departure from the school, the school shall provide each student with a complete record of his or her radiation exposure history. [N.J.A.C. 7:28-19.13(f)13]

This cumulative record of radiation exposure will contain:
1. badge number
2. name
3. date of birth
4. period monitored
5. cumulative record of radiation exposure
6. occurrence of high or unusual exposure and reason
7. monitoring company's name and address
8. hospital/school account number
# Radiation Safety - Standard Practice

**TYPE:** Student radiation incident report form

|---------------------------------------------|---------------------|

**NAME:** ________________________________

**CLASS OF:** ________________________________

**DATE OF INCIDENT:** ___________________________

**TIME OF INCIDENT:** ___________________________

**Classification:**
- ____ lost monitoring device
- ____ monitoring device exposure
- ____ damaged monitoring device
- ____ other

**Description of incident:**

------------------------------------------------------------------------------------------------------------------

**Submit completed report to program officials for forwarding**

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**Radiation Safety Committee Comments:**

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**Rowan College at Burlington County Radiography Program**

**Resources Policy**
Various resources are available for students at the clinical sites. Below is a listing.

- **Sectional body phantoms** - Available phantom body parts are:
  1. chest with lungs, mediastinum, heart & opacified left coronary artery (opaque);
  2. pelvis (transparent);
  3. right knee (transparent);
  4. left elbow, flexed (transparent);
  5. right elbow (transparent);
  6. right foot & ankle (transparent);
  7. right hand (transparent).

Phantom body parts are kept in the RCBC Radiography Lab or in the Clinical Instructor’s office at Virtua-Memorial. Phantom parts borrowed must be signed in/out with program authorities and logged on the sheet provided. The borrower will be held financially responsible for any phantom part damaged or lost.

- **Radiograph Teaching File**
  A variety of teaching file radiographs may be borrowed with permission of program authorities. A teaching file is maintained in the classroom at RCBC (134). Radiographs to be used within the confines of the program classroom need not be signed out. Individuals wishing to remove the radiographs from the confines of the classroom for any reason must submit a written request no less than three working days before the required date. The borrower must sign a “Radiograph Release Form” upon pick up. To maintain patient confidentiality, all patient identification must be obscured or removed before the radiographs can be signed-out. Borrowed radiographs must be returned within one week of the date on which they were signed-out. Upon return, all radiographs must be signed-in with program authorities.

- **Audiovisual materials**
  The program has a considerable variety of videotapes and DVDs. These materials are available for use by instructors and students and are maintained in the classroom at BCC. Students are permitted to use these materials within the confines of the classroom.

Radiographs to be used within the confines of the classroom need not be signed out.

Individuals wishing to remove the radiographs from the confines of the classroom for any reason, must submit a written request not less than three working days before the required date. The borrower must sign a "Radiograph Release Form" upon pick up. To maintain patient confidentiality, all patient identification must be obscured or removed before the radiographs can be signed-out. Borrowed radiographs must be returned within one week of the date on which they were signed-out. Upon return, all radiographs must be signed-in with program authorities.
**Computer Software**
The program has a variety of computer software for the use of the student. These materials are available for use by instructors and students and are maintained within the classroom.

**Library**

**Program** - The program maintains a collection of print material, which contains a variety of up-to-date books, periodicals and reference material pertinent to the study of radiography in the classroom. These facilities are available 8:00 a.m. to 3:45 p.m., Monday through Friday.

Books borrowed **must** be signed in/out with program authorities and logged on the sheet provided. The borrower will be held financially responsible for any book damaged or lost.

**Hospital** - Some clinical education settings maintain a Health Science Library. The libraries are open 8:30 a.m. - 4:30 p.m., Monday through Friday. See the hospital librarian as to current borrowing privileges for radiography students.

**College** - The Rowan College at Burlington County Library is accessible to students seven days a week. There are a variety of research subscriptions held by the College. There is a selection of books relating to all modalities. There is also a selection of periodicals. See the college information center for specific hours.
**STUDENT RECORDS - STANDARD PRACTICE**

**CONTENT:** Current students, permanent records, access to records.

Reviewed –3/13, 4/14, 4/15  |  Revised: 1/98, 4/03, 5/09, 1/10, 2/11, 2/12

**Current students**

Files maintained on current students contain the following:

1. radiography course grades
2. student conference forms
3. clinical lab evaluation forms
4. clinical competency evaluations
5. spot check forms
6. staff evaluation forms
7. program staff evaluation forms
8. correspondence
9. physician's written verification of illness
10. occurrence reports
11. student counseling documentation
12. formal warning notices & associated documentation
13. letter(s) of reference generated by the program
14. pre-admission records
   a. application form
   b. transcripts – high school and college
   c. psychological services bureau test results
   e. advising forms
   e. personal recommendations (confidential)
   f. accepted applicant supplemental information form
   g. physical examination report
   h. confidentiality statement
   i. signature page from handbook
   j. pre-admission correspondence
15. change of vital information form

These records will be maintained for a period of one (1) year following a student's departure from the program.

**Permanent records**

The following records will be permanently maintained:

1. program application
2. supplemental information sheet
4. program information receipt forms
5. change of vital information form
6. course grades
7. final radiation dosimetry report
8. all data pertinent to student completion of clinical competency
9. all data pertinent to student dismissal
10. all data pertinent to legal cases between the student and the program
11. program recommendations
12. information associated with application to ARRT credentialing and State of New Jersey licensing.

Access to records
The following persons are authorized to access student records:

1. Program Director
2. Program Faculty
3. Director of Nursing and Allied Health
4. accrediting organizations (JRCERT, State of NJ– DEP, Middle States)
5. court officials (the program will attempt to notify the student before complying with a court order)

Prior consent is not required for disclosure of educational records to the parties listed above.

I. Maintenance and Access of Records
   A. RECORDS - are identified above
   B. LOCATION - student records are secured in program official’s office area
   C. PROCEDURE - all requests for access of records must be submitted in writing to program officials. Files covered by the act will be made available within 45 days of the request. Under normal circumstances, arrangements will be made for the student to read his/her records in the presence of a program authority in program facilities. Students may have copies of their records at their own expense at prevailing rates charged by the program.

II. Disclosure limitations and exclusions
   A. STATE OF NEW JERSEY - the program will release to the Department of Environmental Protection and Energy, Bureau of Radiation Protection the following information:
      1. student name
      2. address
      3. phone number
      4. social security number
      5. entrance date
      6. exit date
   B. PRIOR CONSENT NOT REQUIRED - for disclosure of educational records to parties as identified above
   C. PRIOR CONSENT REQUIRED - the program will not release or allow access to any personally identifiable records without prior consent of the student. Unless the disclosure is to the student him/herself a written consent form, signed and dated by the student which specifies the records to be disclosed, identity of the recipient and purpose of the disclosure must be submitted to program offices. Upon request, a copy of the disclosed record will be provided to the student at his/her own expense. The program will maintain each request for disclosure with the permanent record, except:
      1. disclosure to the student
      2. disclosure permitted by student's written consent
III. Correction of educational records
   A. REQUEST TO AMEND - a student who believes information contained in his/her records is inaccurate, misleading or a violation of privacy or other rights, may submit a written request to the program director specifying the documents challenged and the basis of the complaint. A copy of the request will be forwarded to the person originating the record in question. The student should follow the due process policy.

V. Release of information
   A. GENERAL - The following information will be released, without student permission in response to an inquiry.
      1. student's current enrollment status
      2. dates of attendance
      3. certificate of completion earned
      4. honors received

   B. GOVERNMENTAL - investigators appearing in person and presenting proof of identity will be assisted by a designated program official for purposes of explanation and evaluation of educational records.
      1. formal request to view records must be presented
      2. requests received via US mail from government agents will be completed as identified in IIA.
Transfer Students to College:
Refer to the College Catalog, page 8, for requirements to apply previously earned credits to the support courses required by the program.

Transfer Students to Program:
Due to the uniqueness of each radiography program it is difficult to accept credits from other institutions. For this reason, any Radiography Courses from other institutions will not be accepted.

Transfer to Other Programs:
Every effort has been made to design a curriculum that consists of courses that are required in most other college based A.A.S. Radiology programs. Understanding the uniqueness of each radiology program, other programs may not accept credits earned in this curriculum and may necessitate repeating courses.

Transfer to Other Institutions:
Every effort has been made to design a curriculum that has transferability to a four-year institution. Please refer to the College Catalog, page 11, for feasibility of transferring earned credits to a Bachelor’s in Radiology.
All violations will be reported by program officials to the DEPE for legal action.

7:28-19.12 Requirements for students engaging in the scope of practice of radiologic technology

(a) Only students who meet the requirements of N.J.A.C. 7:28-19.1(c)4 are permitted to engage in the practice of radiologic technology.

(b) Any licensed practitioner, registered dental hygienist, or licensed radiologic technologist, who is acting within the scope of that license or registration, shall provide direct or indirect supervision to student technologists that include:

1. The evaluation of the request for the radiological examination in relation to the student's knowledge and competency;
2. The evaluation of the condition of the patient in relation to the student's knowledge and competency; and
3. The evaluation and approval of all resultant radiological images and/or data.

(c) The school of radiologic technology and the clinical education center shall:

1. For students in schools of diagnostic radiologic technology, ensure that students are supervised in accordance with the following:
   i. Prior to a Board-approved faculty member determining that a student is clinically competent in a given radiographic procedure, the student shall perform that procedure only under the direct supervision of a licensed diagnostic radiologic technologist.
   ii. After clinical competency in a radiographic procedure has been determined by a Board-approved faculty member, the student may perform that procedure under indirect supervision of a licensed diagnostic radiologic technologist.
   iii. Any exposure that needs to be repeated shall be repeated under the direct supervision of a licensed diagnostic radiologic technologist.
2. For students in schools of radiation therapy technology, ensure that all therapy simulation and therapeutic procedures are performed under direct supervision of a licensed radiation therapist.
3. For students in schools of chest, orthopedic, podiatric, and urologic radiologic technology, ensure that all radiographic procedures are performed under direct supervision of a licensed practitioner, a licensed diagnostic radiologic technologist, or a person licensed in that specific category of radiologic technology.
4. For students in schools of dental radiologic technology, ensure that all procedures are performed under direct supervision of a licensed dentist, registered dental hygienist, a licensed diagnostic radiologic technologist, or a licensed dental radiologic technologist.
5. Ensure that students in schools of diagnostic radiologic technology do not initiate x-ray exposure during fluoroscopic procedures.
6. Ensure that students are not assigned to clinical education rotations in such a manner as to substitute for radiologic technologists.
7. Ensure that during clinical education activities the number of students assigned to
a clinical education center and on site at any time does not exceed the Board-approved
student capacity for that clinical education center.

8. Ensure that during clinical education activities students wear visible identification
name badges that identify them as student radiologic technologists.

9. Ensure that during clinical education activities each student wears a personnel
radiation-monitoring device.

10. Ensure that all activities involving clinical education are performed in accordance
with the school's published policies and procedures, and the agreement between the school
of radiologic technology and the clinical education center.

11. Ensure that students are not:
   i. In the primary beam;
   ii. Permitted to remain in the x-ray room outside the control booth during an x-ray
       exposure unless the student is provided with a protective apron or shield that is at least 0.5
       mm of lead equivalent; or
   iii. Permitted to engage in any other practices likely to result in unnecessary exposure
to ionizing radiation.

ROWAN COLLEGE at BURLINGTON COUNTY
RADIOGRAPHY PROGRAM

<table>
<thead>
<tr>
<th>COMMITTEE - STANDARD PRACTICE</th>
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<td>Reviewed – 5/09, 4/10, 4/11, 4/12, 3/13, 4/14, 4/15</td>
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The following committees have been formed to assist the program director in the
management of the program.

ADVISORY COMMITTEE

Members:
Program Medical Advisory; Chair
Program Coordinator
Clinical Instructor(s) – all clinical sites
Chief Technologist, Diagnostic Radiology - all clinical sites
College Administration Representative(s) - RCBC
Director of Nursing and Allied Health Programs - RCBC
Student Development Specialist – RCBC
Assessment Coordinator - RCBC
Outside Employment Representative(s)
Community Representative(s)
Student Representative(s)

This committee will meet on the first Thursday of April and October:

1. promote public relations within the medical, allied health and general communities.
2. review and recommend updates in program structure.
3. study radiography manpower needs.
4. monitor program self-evaluation process.
5. review program evaluations performed by outside accrediting agencies.
6. recommend changes for research and implementation.

Voting procedures:
• Program committee decision will be made by a simple majority of the members present.
• Voting may be open or by secret ballot as determined by the committee chair.
• All members of a committee have equal voice and are entitled to vote on an issue.
• In the event that a committee member has a personal interest in an issue, he/she must abstain from voting.
FACULTY COMMITTEE

Members:
Program Director; Chair
Clinical Instructor(s)
Didactic Faculty

This committee will meet prior to the start of each semester:
1. determine standards required for admission;
2. review applicants’ qualifications;
3. select qualified candidates for admission;
4. review transcripts to determine advanced placement status;
5. review the didactic and clinical standing of each student;
6. review disciplinary actions taken by program officials;
7. evaluate individual educational problems and determine appropriate course of action;
8. accept applications and determine recipient(s) of available scholarships;
9. review the progress of all scholarship recipients;
10. review prospective graduate records for the purpose of bestowing graduation awards;
11. convene hearings for students challenging the contents of their educational records;
12. implement changes proposed by the Advisory Committees;
13. determine the need for changes in the curriculum or textbooks;
14. execute the evaluation plan of the program.

Voting:
- Program Committee decision will be made by a simple majority of the members present.
- Voting may be open or by secret ballot as determined by the committee chair.
- All members of a committee have equal voice and are entitled to vote on an issue. In the event that a committee member has a personal interest in an issue, he/she must abstain from voting.

NURSING AND ALLIED HEALTH DEPARTMENT MEETING
This meeting is held once a month and is attended by representatives from the Nursing, Health Information Technology, Human Services, Dental Hygiene, and Radiography programs.

SMT DIVISION MEETING
This meeting is held once a month and is attended by administrators and faculty reporting to the Science, Math and Technology Dean.

MEMBERSHIP – LICENSURE – REGISTRATION - CERTIFICATION

NEW JERSEY SOCIETY OF RADIOLOGIC TECHNOLOGISTS- Student Membership
The purpose of the student membership in the NJSRT is to assist in the professional development of students. Student membership is offered at a reduced rate for the duration of the educational process and entitles the student to participate in professional activities at a reduced rate, attend continuing education lectures and enables the student to participate in the Annual Student Competition. Students are requested to join the NJSRT and attend the annual meeting.

PHILADELPHIA SOCIETY OF RADIOLOGIC TECHNOLOGISTS – Student Membership
The purpose of the student membership in the PhilaSRT is to assist in the professional development of students. Student membership is offered at a reduced rate for the duration of the educational process and entitles the student to participate in professional activities at a reduced rate, attend continuing education lectures and enables the student to participate in the Annual Student Competition. Students are requested to join the PhilaSRT and attend the annual meeting.

NEW JERSEY STATE LICENSURE
Radiologic Technologist licensure is regulated by the New Jersey Department of Environmental Protection. Each applicant for a diagnostic x-ray technologist, LRT(R) license shall have satisfactorily completed a 24 month of study in radiography approved by the Radiologic Technology Board of Examiners (Board) or it equivalent as determined by the Board.

Applications are available through the Director. Submission of appropriate form, letter of completion of the program from the Program Director, copy of the ARRT results, and associated fee to the State of New Jersey is the responsibility of the student. Submission of the information can only be done after receipt of the grades from the ARRT. A license will be mailed to you. You must possess the license in order to work as a registered technologist.

If the student fails to meet all program graduation requirements as of the anticipated completion date, the program has the duty to inform the NJ DEP that the student is ineligible for licensure until all program requirements have been achieved.

AMERICAN REGISTRY OF RADIOLOGIC TECHNOLOGIST CERTIFICATION EXAMINATION
The ARRT establishes qualifications for certification and for registration in radiography. It evaluates applicants for certification and for registration using those qualifications and certifies and registers individuals meeting these qualifications.

An applicant for certification by the ARRT must:
a. be a graduate of an approved educational program or demonstrate professional preparation equivalent to that of a graduate of an approved educational program.
b. be a person of good moral character and must not have engaged in conduct that is inconsistent with the ARRT rules of ethics.
c. pass all required and elective radiographic competencies per the ARRT standards
d. agree to comply with the ARRT Rules and Regulations and the ARRT Standards of Ethics

The ARRT Board of Trustees shall have the right to reject the application of any person for certification as the Board determines in its sole and absolute discretion that the person does not meet the qualifications for certification.

The ARRT examination is a computer-based test. Application booklets are available from the program director. Submission of the application and associated fee to the ARRT is the responsibility of the student.

If the student fails to meet all program graduation requirements, the program has the duty to inform the ARRT that the student is ineligible for certificate until all program requirements have been achieved.
### Instructions
Please read the following statements carefully to assure yourself that the information contained in the statement is true and understood by you before signing at the bottom. Your initials are to be entered in the space provided at the end of each statement.

### Students Handbook Acknowledgment
I have received the RAD Student Handbook (rev. 4/15), have read and understand the contents of the handbook, and agree to abide by all policies, procedures and rules contained in the handbook.
Your initials: __________

### BCC Catalog Acknowledgment
I have researched the RCBC online catalog (2014-15), have read and understand the contents of the catalog, and agree to abide by all policies, procedures, and rules contained in the catalog.
Your initials: __________

### Student Handbook Calendar
I have received the RCBC Student Handbook Calendar (2014-15), have read and understand the contents of the handbook, and agree to abide by all policies, procedures, and rules contained in the handbook.
Your initials: __________

### Permission to Post Grades
I give permission to the Radiography Program to post my radiography courses’ grades using my student ID number.
Your initials: __________

### Confidentiality Statement
I understand that in the pursuance of my work as a student in the radiography program of Burlington County College I must hold all medical information with regard to specific patients, healthcare workers and healthcare facilities in confidence. I understand that I will be privy to such information both in the classroom as well as at clinical affiliation sites. I also understand that all medical information regarding specific patients, healthcare workers and healthcare facilities, whether it is obtained in written, verbal, or any other format, is considered a privileged communication between the patient and the patient’s physician, and as such, may not be released without the patient’s written consent.

I further understand that any violation of the confidentiality of medical information may result in dismissal from the Radiography program as well as possible legal action against me.

Your initials: __________

I have read and understand each of the above statements individually, as indicated by my initials, and I agree to abide by these statements.

Date Signed: __________ Full Signature: __________