Radiography Program
Student Handbook

2018-2019

Rowan College at Burlington County does not discriminate based on race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, or veteran status. Visit rcbc.edu/hr for more details.

**Information is current to the date of publication.*

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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 student as a caring, safe and competent radiographer in 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.

Accreditation

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, Rev. 4/16

Rowan College at Burlington County

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Radiography Program Clinical Sites

Virtua Memorial	(609) 267-0700 ext. 43709
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Virtua Marlton	(856) 355-6125
Southern Ocean Medical Center	(609) 978-8932
Our Lady of Lourdes Burlington	(609) 835-2900 ext.4237

Mission

In support of Rowan College at Burlington County, a comprehensive community college, the mission of the Radiography Program is to provide affordable educational experiences, so that the student may develop academically, clinically and professionally into a 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.

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
Co-requisite: 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
Co-requisite: 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.
2/2/0/16
Pre-requisite: Clinical Procedures I
Co-requisite: 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.
3/0/0/0
Pre-requisite: Radiographic Exposure I
Co-requisite: 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.
2/0/0/0
Pre-requisites: Radiographic Exposure I, Clinical Procedures I
Co-requisite: 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.

2/2/0/24
Pre-requisite: Clinical Procedures II
Co-requisite: 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.
2/2/0/24
Pre-requisite: 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.
2/0/0/24
Pre-requisite: Clinical Procedures IV
Co-requisite: 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.
4/0/0/0
Pre-requisite: 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.
0/0/0/24
Pre-requisite: Clinical Procedures V

Radiography Support Courses

Fundamentals of Anatomy and Physiology I (BIO 110/111)
Fundamentals of Anatomy and Physiology II (BIO 114/115)
Medical Terminology (HIT 105)
General Psychology (PSY 101)
Principles of Sociology (SOC 101)
English Composition I (ENG 101)
Public Speaking (SPE 102)
Fundamentals of Computer Science (CIS 101)
Introduction to Statistics (MTH 107)

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

Please Note: There are no substitutes for radiography support/general education courses. Non-Radiography courses taken earlier than required may be retaken to improve the grade. The student's progress in the radiography program will not be affected until the co-requisite course is reached.

Academic Information

Grading Standard Practice

Maintaining GPA
Students must maintain a GPA of 2.50 or better to remain in the program. If the GPA falls below 2.50, the student must withdraw from the program and apply to reenter on a ***space-available basis*** when the GPA is above 2.50. Students should monitor their GPA at the end of each semester.

Radiography Course Grading Scale

A	90-100		
B+	85-89	D	60-69
B	80- 84	F	less than 60%
C+	79	S	Satisfactory
C	70-78	U	Unsatisfactory

A student must achieve a grade of 79% or better in every RAD theory course and 85% in the RAD clinical experience to advance.
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.

A student who fails one Radiography course must take a Leave of Absence and retake the course the following year (depending on availability). If a student fails more than one Radiography course (over the life of the program), he/she will be dismissed and is not granted re-entry in the future.

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 readmission to the program.

Support 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 the next application cycle, the student may apply for readmission.

Revised: 5/02, 5/09, 2/17
Reviewed: 5/09, 4/10, 4/11, 4/12, 3/13, 4/14, 4/15, 4/16, 6/18

Grade Appeal

Student Grade Appeals NUMBER 217
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.

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:

(Step 1), a written request for a formal meeting with the course professor related to the grade dispute,

(Step 2), a review and recommendation by the division Dean, and
(Step 3) an appeal to the Provost of Academic Programs who will convene the Grade

Appeal Committee to review the records relevant to any dispute and make a recommendation to the President or designee, whose decision will be final.

SUPERSEDES: July 1, 2007
EFFECTIVE: March 19, 2013
Reviewed: 4/14, 4/15, 4/16, 7/17

LAMBDA NU

Information
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 Radiography 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
- No academic or clinical disciplinary actions on file during the duration of the program.

Invitation
Individuals meeting the criteria will be sent an invitation to become a member of Lambda Nu. Once the student accepts the invitation, an application for membership and a copy of the bylaws are mailed 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 sent to the National Lambda Nu organization.

Induction
Induction into the Lambda Nu Honor Society will occur in November in conjunction with the Diagnostic Medical Sonography program.

Established: 4/13
Reviewed: 4/14, 4/15, 4/16, 7/17, 6/18

Graduation - Standard Practice

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:

- meet all didactic education requirements
- meet all clinical education requirements

Achieve minimal terminal competencies by being able to:

- provide basic patient care and comfort
- apply principles of body mechanics
- recognize emergency patient conditions
- initiate first aid and basic life support
- practice radiation protection for the patient, self and others
- position the patient and imaging system to perform radiographic procedures
- modify standard procedures to accommodate for patient condition
- in accordance with the ALARA concept, determine proper exposure factors to obtain
- diagnostic quality radiographic images
- adapt exposure factors for various conditions/situations
- perform basic mathematical functions
- apply knowledge of quality assurance
- objectively critique recorded images for various factors
- process radiographic images
- operate radiographic imaging equipment and accessory devices
- evaluate radiographic system performance within safe limits and communicate results
- exercise independent judgment and discretion in the technical performance of medical imaging procedures
- demonstrate an acceptable standard of medical ethics in the performance of all duties
- recognize the need to keep skills and knowledge through continuing education
- achieve program goals and educational objectives.
- fulfill all financial obligations to the college.

- earn a minimum of 70 credit hours with a minimum cumulative grade point average of 2.50. 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 rcbc.edu/graduation

Revised: 2/06, 5/05, 5/09, 5/11
Reviewed: 5/09, 4/10, 4/12, 3/13, 4/14, 5/15, 4/16, 6/17

Graduation Awards

There are several awards that are given upon the completion of the program.

Academic Award

The Academic Award is presented 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 at Burlington County. 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 at Virtua Memorial Hospital.

Patricia Ann Taylor, R.T. Humanitarian Award

Patricia Ann Taylor was at technologist that is honored through the Humanitarian Award. She had graduated from the Memorial Hospital of Burlington County's 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 at Virtua Memorial Hospital.

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 at Virtua Memorial Hospital.

Established: 4/13
Revised: 2/06, 5/05, 5/09, 5/11
Reviewed: 4/14, 4/16, 6/17, 6/18

Educational Master Plan Junior Year

Fall	*Spring*	*Summer*
DIDACTIC EDUCATION		
ENG101: College Composition 1	BIO110/111: Anatomy & Physiology 1	BIO114/115: Anatomy & Physiology 2
HIT105: Medical Terminology	RAD107: Radiation Protection & Biology	SPE120: Public Speaking
RAD121: Procedures 1 Radiation protection, chest, upper extremity, shoulder, and bony thorax	RAD122: Procedures 2 Abdomen, lower extremity, and pelvis	RAD123: Procedures 3 Spine, skull, arches, nasal bones, facial bones, orbits, mandible, and TMJs
RAD130 Exposure 1	RAD114: Exposure 2	
CLINICAL EDUCATION		
Practice laboratory: chest, upper extremity, shoulder, and bony thorax	Practice laboratory: bony thorax, abdomen, lower extremity, and pelvis	Practice laboratory: spine, skull, arches, nasal bones, facial bones, orbits, mandible, and TMJs
Clinical 1: introduction rotations – refer to schedules	Clinical 2: subsequent rotations – refer to schedules	Clinical 2: subsequent rotations – refer to schedules
Initial Competency Testing begins	Continue Initial Competency Testing	Continue Initial Competency Testing
---	---	Continual Competency begins

Educational Master Plan Senior Year

Fall	*Spring*	*Summer*
DIDACTIC EDUCATION		
RAD224: Procedures 4 Digestive, urinary, biliary, and reproductive systems	PSY101: General Psychology	SOC101: Principles of Sociology
---	RAD225: Advanced Procedures angiography, myelography, interventional, cross-sectional	CIS101: Introduction to Computers
---	RAD230: Equipment Operation & Maintenance	MTH197: Introduction to Statistics
---	---	RAD226: Procedures 6 Preparation for ARRT certification
CLINICAL EDUCATION		
Practice laboratory: digestive, urinary, biliary, and reproductive systems	Practice laboratory: C-arm, IVP, mobile, and minor special procedures	Practice laboratory: review all past material & additional equipment
Clinical 4; subsequent & interrelated discipline rotations – refer to schedules	Clinical 5: subsequent & interrelated discipline rotations – refer to schedules	Clinical 6: final and elective rotations – refer to schedules
Continue Initial Competency Testing	Continue Initial Competency Testing	Continue Initial & Continual Competency Testing
Continue Continual Competency Testing	Continue Continual Competency Testing	Final Competency

Radiography Program Semester Objectives

First Year - Fall 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 Radiography.
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
20. radiographic examinations of the upper extremity, shoulder girdle, chest and thorax.

The above objectives are covered as follows:

Course	***Objective #***
Introduction	1-5
HIT 105	6
RAD 121	7-13, 15, 16, 19, 20
ENG 101	14
RAD 130	17, 18

First Year - Spring 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 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
12. perform radiographic examinations of the abdomen, pelvic girdle, lower extremity in addition to previous examinations.

The above objectives are covered as follows:

Course	***Objective #***
Previous Semester	1
BIO 110/111	2
RAD 122	3, 4, 6-8, 11, 12
RAD 114	5
RAD 107	9-10

First Year - Summer 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.

The above objectives are covered as follows:

Course	***Objective #***
Previous Semester	1
RAD 123	2-7, 11
CPR Renewal	8
BIO 114/115	9
SPE 102	10

Second Year - Fall 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.

The above objectives are covered as follows:

Course	***Objective #***
Previous Semester	1
RAD 224	2-12

Second Year - Spring 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.

The above objectives are covered as follows:

Course	***Objective #***
Previous Semester	1
SOC 101	2
RAD 230	3
RAD 225	4-11

Second Year - Summer 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.

The above objectives are covered as follows:

Course	***Objective #***
Previous Semester	1
CPR Renewal	2
Humanities Option	3
RAD 225	4-9
MTH 107	10
CIS 101	11
PSY 101	12

Clinical Information

Fitness for Clinical
To meet requirements of the clinical settings, all students must have submitted all of the following documents to American Data Bank before starting the clinical experience:

Physical Examination

Prior to admission, all radiography students are required to have a complete physical examination that must be updated every other year.

The following must be accomplished:

- Complete physical examination
- Complete blood count
- Serology
- Urinalysis
- Immunization or titers for: Polio, Rubella, Rubella & Varicella, and Tetanus.
- Hepatitis B Vaccine: the series must be at least in progress.
- Tuberculosis skin testing (two-step test) must be done annually or the appropriate x-ray taken (done annually).

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 post-test 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. See Student Health Policy.

Medical/Health Insurance

All radiography students must carry insurance coverage for their personal health/medical needs. Documentation of coverage must be submitted to American Data Bank prior to starting Clinical Procedures I and annually thereafter.

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.

Students who allow their insurance to lapse must withdraw from the Program.

Cardiopulmonary Resuscitation Policy

All radiography students must successfully complete a course in Basic Life Support (BLS) for the health care professional through the American Heart Association.

BLS is a pre-requisite for Clinical Procedures I and must be current while in the Program and throughout the student's professional career.

In order to participate in clinical the student must present submit a current/valid copy of the CPR card to American Data Bank.

Students who allow their CPR certification to lapse cannot return to clinical until the Program has received a current/valid card.

Malpractice Liability Insurance

All radiography students must carry 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.

Criminal History Background Check (CHBC)

Students accepted into the program are accepted on a conditional basis. The student will contact American Data Bank to process the CHBC. The conditional acceptance will convert to full acceptance based on the clear results of the CHBC. Your conditional acceptance will be rescinded with a negative CHBC result.

Drug Screening

Students accepted into the program are accepted on a conditional basis. The student will contact American Data Bank. If the drug screening is clear, 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. Your conditional acceptance will be rescinded with a positive drug screening result.

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 in September of the first 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 fall 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

Laboratory

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:

- Review the exam request.
- Evaluate the condition of the patient.
- Be present in the room during the examination.
- Review and approve the completed radiographs before the patient leaves.
- Be present in the room for any repeat radiographs.

Initial Competency Testing

Once a student has performed the minimum number of cases required for a specific body part and under direct supervision, he/she may request Initial Competency Testing.

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 Staff Radiographer will:

- Review the exam request.
- Evaluate the condition of the patient.
- Be immediately available to assist the student regardless of the level of student achievement.
- Review and approve the completed radiographs before the patient leaves
- 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 (e.g. 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 in the 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 semesters three, four, and five. 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.

For successful completion of the clinical experience of each radiography course, the student must:

- Receive a grade of 85% or better on all required behaviors identified on the Clinical Performance Evaluation form.
- Demonstrate mastery of all published clinical rotation performance objectives.
- Demonstrate all previously required RCBC Radiography Course Behaviors.
- Practice safety measures pertaining to the patient, self, others and the environment.
- 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: the Clinical Rotation Evaluation, Clinical Procedure Competency Evaluation, Staff Evaluation 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.

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:

- inappropriate behavior in any assigned clinical experience, such as not reporting known errors, falsifying documents, signatures, or assignments,
- 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,
- physical, mental or emotional abuse of patients,
- inappropriate interpersonal relations with agency staff, peers, or faculty members,
- failure to accurately document imaging procedure parameters,
- failure to maintain confidentiality of patient information and records,
- failure to notify the agency and/or clinical instructor of absence,
- coming to clinical under the influence of alcohol/drugs,
- unexcused tardiness to clinical assignments.
- smoking in areas where it is prohibited.

A student whose behavior is unsafe or unsatisfactory may be removed from the clinical area at the discretion of the clinical site and clinical instructor. Such behavior may result in an unsatisfactory grade for clinical and or dismissal from the program.

Revised
Reviewed – 5/09, 4/10, 3/12, 3/13, 4/14, 4/15, 6/18

Clinical Rotations

Rotation Areas✧

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

areas of diagnostic radiology.

General Diagnostic Radiology	8
Emergency Department	7
Fluoroscopy	6
Operating Room	7
Mobile Radiography	5
Mammography	1 week observation
Interventional Radiography	1
Computed Tomography (CAT Scan)	2
Cardiac Cath Lab	1 day observation in the Fall
DEXA Scan	1 day observation in the Spring
Performance Orthopedics	1 day observation in the Spring
MRI	1 day observation in the Summer
Radiation Oncology, US, NM	1 day rotation in the Summer
Ultrasound	1 day rotation in the Summer

✧Subject to change

Clinical Rotations✧

Semester 1	**Semester 2**	**Semester 3**	**Semester 4**	**Semester 5**	**Semester 6**
Orientation	Orientation	Orientation	Orientation	Orientation	Orientation
General 1	General 3	General 5	General 6	General 7	General 8
ER 1	ER 3	ER 4	ER 5	ER 6	ER 7
Mobile 1	Mobile 2	Mobile 3	Mobile 4	Mobile 5	Mobile 6
General 2	Fluoro 2/GU	Fluoro 3/GU	Fluoro 4/GU	Fluoro 5/GU	Fluoro 6/GU
	OR 1	OR 3	OR 5	OR 6	OR 7
ER 2	OR 2	OR 4	CT 1	CT 2	CT 3
Fluoro 1	General 4		**MRUN***	Interventional	

***M**ammography for 1 week/**R**adiation Therapy, **U**ltrasound, **N**uclear Medicine week 2
✧Subject to change

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 (site dependent):

- OR report to ER
- Mobile report to General/Diagnostic

A single day observation is available in the following radiology related disciplines in order

to create an awareness of these specialties in the second year of the program.

- Magnetic Resonance Imaging
- Radiation Oncology
- Diagnostic Medical Sonography/Ultrasonography
- Nuclear Medicine

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 by a technologist in the specialty area, as based on specific 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.

Fluoroscopy

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

Operating Room (OR)

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 must return to the radiography department with the radiographer. Under no circumstances may a student remain in the operating room area unsupervised.

All students leaving the OR (for any reason) must remove their 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 New Jersey Board of X-ray Compliance recommends to all educational programs under its jurisdiction, that students are not permitted to be involved in the care of patients with suspected or confirmed Ebola. The Board made this recommendation because: (a) students have not completed the educational program in radiologic technology; and (b) there are adequate numbers of licensed radiologic technologists to assist in such care.

Other

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 their particular clinical site.

Clinical Hours

The radiography program schedules students clinically Monday through Friday from 8:00 a.m.to 4:30 p.m. The number of days per week that the student is scheduled is determined by the semester. The total number of clinical hours assigned for Program completion is 1680. The student will not be scheduled to the clinical site on days that the College is officially closed. In the event that a student has been granted advanced placement for previous college work (support courses), he/she will not be required to attend those classes as published in the program schedule. In addition, the total number of students cannot exceed the number on file with the Joint Review Committee on Education in Radiologic Technology.

Off-Hours

The program does not offer its students off-hours.

Revised: 5/12, 6/14, 5/16, 2/17
Reviewed: 5/09, 4/10, 3/12, 3/13, 4/14, 4/16, 6/18

Competency Testing Policy

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 used 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 that comprise each semester category. The program has identified the minimum procedures that must be successfully completed to achieve competency in each category.

The student must complete a **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.

Summer 1st year:	2 procedures from spring 1st year category
Fall 2nd year:	2 procedures from summer 1st year category **&** 2 procedures from fall 1st year category.
Spring 2nd year:	2 procedures from spring 2nd year category, **&** 2 procedures from summer 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 third, fourth, and fifth 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 Fall 1st year category
- 2 procedures from Spring 1st year category
- 2 procedures from Summer 2nd year category
- 2 procedures from Fall 2nd year category

1 procedure from Spring 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. However, the exam may not be available. In this situation, the student may perform a simulated competency. Simulated competencies must meet the following criteria:

1. The student is required to competently demonstrate skills as similar as circumstances permit to the cognitive, psychomotor and affective skills required in the clinical.
2. The program director is confident that the skills required to competently perform the simulated task will transfer to the clinical setting.
3. No more than 8 ARRT "Mandatory" procedures can be evaluated by simulation.
4. Any/all of the 15 ARRT "Elective" procedures could be evaluated by simulation.
5. Exams that need simulation will be held to mid semester of the last semester.
6. Simulated exams must be done prior to starting Final Testing.

Revised – 5/12, 6/14
Reviewed – 5/09, 4/10, 3/12, 3/13, 4/14, 4/15, 6/18

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.

1st Year Fall: upper extremity, chest and thorax

thumb	scapula	sternum
finger	clavicle	ribs
hand	wrist	sternoclavicular joints
forearm	humerus	acromioclavicular joints
elbow	shoulder joint	chest

*Minimum Required Testing: 10 Actual

Chest:	PA & Lateral	*Elbow:*	AP, both obliques, lateral
Chest:	AP Stretcher	*Humerus:*	AP & Lateral
Hand:	PA, oblique, lateral	*Shoulder:*	AP (int & ext), Y-view
Wrist:	PA, both obliques, lateral	*Clavicle:*	AP & axial

Forearm:	AP & Lateral	*Rib Examination:*	AP (upper & lower) & oblique

1st Year Spring: lower extremity, pelvis and abdomen

toes	patella	intercondyloid fossa
foot	femur	sacroiliac joints
os calcis	hip	pelvis
ankle	knee	tibia-fibula
KUB	abdomen: erect	abdomen: decub

* Minimum Required Testing: 9 Actual

Foot:	AP, oblique, lateral	*Pelvis:*	AP
Ankle:	AP, both obliques, lateral	*Hip:*	AP & Frog and OR lat (continual)
Tibia/Fibula:	AP & Lateral	*Abdomen:*	AP Supine
Femur:	AP & Lateral	*Abdomen:*	Erect &/or Decub
Knee:	AP, both obliques, lateral		

1st Year Summer: spine & skull

cervical spine	thoracic spine	lumbar spine
sacrum	skull	orbits
sinuses	mandible	nasal bones
pediatric chest	mobile chest	facial bones

* Minimum Required Testing: 7 Actual

Cervical Spine:	AP, Lateral, both obl , open mouth, & cervico-thoracic lat. if indicated	*Mobile Chest:*	Erect or Recumbent
Thoracic Spine:	AP, Lateral, & cervico-thoracic lat. if indicated	*Pediatric Chest:*	AP/PA & Lateral
Lumbar Spine:	AP, both obliques, lateral, L5/S1	*Head (any 1):*	Departmental Routine
Sacrum:	AP & Lateral		

2nd Year Fall: body systems & mobile

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: 4 Actual

GI or GI w/air✧:*	Including Overheads	*Mobile Abdomen:*	Supine or Decub
BE or BE w/air✧:*	Departmental Routine	*Mobile Orthopedic:*	Any Mobile Extremity
Small Bowel:*	Departmental Routine		

* additional films per radiologist's request
✧ either UGI or BE must be completed

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

*C-arm Orthopedic**:*	Departmental Routine	*CT Chest (non-contrast)**:*	Supine or Decub
*C-arm Visceral**:*	Departmental Routine	*Mobile Study:*	Any Mobile Extremity
*CT Head** (non-contrast):*	Departmental Routine	*Minor Study**#:*	Departmental Routine

A minor special procedure# includes the following: hysterosalpingogram, venogram, PICC, sialogram, fistulogram, voiding cystogram, T-tube, ERCP, study where student assists a physician, and/or a sterile tray is used, etc. (current department routine)

Revised – 5/12, 4/16, 6/18
Reviewed – 5/09, 4/10, 3/12, 3/13, 4/14, 4/16

Competency Exam Objectives

Exam Objectives

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

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

3. Demonstrate appropriate student/patient relationship by:
   - addressing the patient by proper name;
   - speaking to the patient in a polite and gentle manner;

- ensure patient safety at all times;
- escorting the patient to/from the radiographic room;
- assisting the patient on/off radiographic table;
- ensuring patient privacy and modesty;
- providing appropriate moving and breathing instructions;
- conducting the examination in a professional and ethical manner;
- fulfilling all other pertinent communication requirements.

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

5. Manipulate equipment effectively by:
   - utilizing the Bucky tray and all associated locks;
   - utilizing the tube and all associated locks;
   - utilizing the table and all associated locks;
   - utilizing the control panel;
   - fulfilling all other pertinent equipment manipulation requirements.
6. Demonstrate proper radiation protection measures by:
   - documenting the patient's stated LMP and chance of pregnancy;
   - utilizing appropriate collimation for the part of interest;
   - utilizing appropriate gonadal shielding;
   - utilizing required radiation monitoring devices;
   - utilizing appropriate radiation safety devices for all concerned (i.e. lead apron, thyroid shield, etc.);
   - fulfilling all other pertinent radiation protection requirements.

7. Set appropriate exposure factors by:
   - measuring the part with caliper;
   - using technique chart to determine basic factors;
   - adjusting basic factors for changes in screen speed, SID and grid ratio;
   - adjusting basic factors for patient pathology, body habitus and the reduction of motion;
   - setting adjusted factors on control panel;
   - fulfilling all other pertinent exposure factor requirements.
8. Demonstrate proper image evaluation techniques by identifying on the finished radiograph evidence of:
   - facilities readiness;
   - communication;
   - procedural requirements;

- equipment requirements;
- protection requirements;
- exposure factor requirements.

Revised – 5/12, 4/16
Reviewed – 5/09, 4/10, 3/12, 3/13, 4/14, 4/16

Competency Grading Policy

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

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

II. Procedure

patient/part position	5
central ray angle/alignment	5
part/film orientation	5
Total Points =	15

III. Exposure

technical factors	5
determine technique	5
set exposure factors	5
Total Points =	15

IV. Protection

collimation	5
gonadal shield	5
personnel protection	5
Total Points =	15

V. Image Evaluation

procedure factors	5
Exposure factors	5
radiation protection	5
Image annotation & identification	5
Total Points =	20

VI. Technical Aspects

timely completion of projection	5
equipment handling	5
elimination of errors	5
Total Points =	15
GRAND TOTAL =	100

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. Students not completing the required number of initial competencies will receive a grade of zero for the competencies not completed.

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**.** Students not completing the required number of continual competencies will receive a grade of zero for the competencies not completed.

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;
6. document session on Trajecsys.

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 aspect 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.

Revised – 5/12, 6/14
Reviewed – 5/09, 4/10, 3/12, 3/13, 4/14, 4/16, 6/18

Supervision Policy

Direct Supervision and Indirect Supervision

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 license 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 allowing the patient leave the department.

Created – 1/14
Reviewed – 4/16, 6/18

Immediate Clinical Disciplinary Action and Suspension

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 for the reason(s) for the suspension.

- The Clinical Coordinator 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 Dismissal/Disciplinary Policy

It is essential that certain necessary regulations be established and for Students to follow to better enable us to give the best education possible to each student. In addition, care must be taken to give the best care/safety possible to the patients of our clinical sponsor and affiliates. For this reason, the following are examples but not a complete list of “Just Cause” for disciplinary action, up to and including dismissal from the Program.

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.

Patient safety is of paramount importance. Safe clinical performance is that in which the client's physical and/or psychological welfare are paramount. Unsafe clinical performance places a patient in physical and psychological jeopardy.

Student may be dismissed at any time for clinically unsafe behavior without chance of readmission.

Examples of unsafe or unsatisfactory performance include, but are not limited to, the following:

- Falsification of application to the RCBC School of Radiologic Technology (discovered anytime).
- Not meeting the hospital performance standards.
- Abuse or inconsiderate treatment of visitors, patients, students, and clinical personnel, school faculty and staff.
- Improper Professional (ARRT standards of professional behavior) attitude during clinical/academic assignment.
- The use of profanity.
- Soliciting or accepting tips from patients and/or visitors.
- Leaving patients unattended or safely secured during procedures.
- Releasing confidential information without authorization (HIPAA policy).

- Mismanagement of hospital funds or property.
- Violation of departmental or hospital safety rules including patient safety, employee safety.
- Refusal to accept or participate in a reasonable clinical assignment, including competency testing.
- Inability to perform according to hospital or department standards.
- Excessive absences and /or tardiness.
- Failure to report absences/tardiness/time off promptly.
- Failure to maintain or falsification of required student documents.
- Signing in and out for another student.
- Leaving the clinical area without permission .
- Sleeping on clinical assignment.
- Smoking in areas where it is prohibited.
- Eating in areas where it is prohibited.
- Failure to report to clinical/academic assignment without notification.
- Failure to report to clinical/academic assignment alert and ready to work.
- Failure to report to clinical assignment in proper complete professional attire. (See dress code).
- Insubordination towards a clinical, didactic, or other department or hospital official.
- Failure to participate in academic or clinical projects or assignments.
- Leaving the clinical or academic area early without notification
- Disruption either verbally, by gesture, or any other action deemed disruptive by the faculty and staff.
- Aggression or behavior considered dangerous to patient safety or hospital personnel.
- Violation of Code of Ethics for Radiologic Technology (ARRT Ethics).

Students who receive verbal warnings will be notified in writing and a copy will be inserted into their student file and/or entered in the Trajecsys system. Students will be notified in writing of written warning and a counseling session with follow-up will be completed. Suspensions can be a minimum of three days to a maximum of five days. Suspension days will be made up according to policy. Students dismissed will not be considered for re-entry into the program. The faculty reserves the rights to require at any time the withdrawal of any student who gives the evidence of being unable to carry out the responsibilities of a radiologic technologist, and/or perform to entry-level standards (ARRT).

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

Revised 4/15, 4/16
Reviewed – 5/09, 4/10, 4/11, 4/12, 3/13, 4/16, 6/18

Energized Lab Policy

The Radiography Program Laboratory (Lab) consists of a fully energized tube in the Health Science Center, Room 229 on the Mt. Laurel 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 Radiography Program faculty.
2) Admission requires that the student wear his/her radiation monitoring device at all times.
3) Exposures will be made under the direction of the Radiography Program 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

5) Students must wear closed-toed shoes in the laboratory setting.
6) Students must wear their RCBC uniform.
7) Students must sign in and out when using the laboratory during off-lab hours.

Students who refuse to adhere to these rules are subject to dismissal.

Revised – 5/10, 4/16, 4/18
Reviewed – 3/11, 4/12, 4/13, 4/14, 4/16

Safety Procedures

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 Annual Mandatory Competencies (aka: Virtua Healthcare 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 emailed to the students. They must submit the answers to the Program Director.

Content of Safety Training

Each module begins with a graded assessment. A student may take 2 attempts to pass each module. If he/she fails on the second attempt, the site Manager and/or the Educator will be contacted to offer any assistance needed. Student must not hesitate and ask for assistance (*content is subject to change*).

Slide Modules

Abuse and Domestic Violence (11 pages)
Bioethics (11 pages)
Blood borne 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)
Radiation Safety (23 pages)
Safety Culture and Occurrence Reporting (15 pages)
Suicide Risk (11 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.

Created – 4/15
Reviewed – 4/16, 6/18

General Policies

College Closing

Closure of the College or cancellation of classes will be made through the college's emergency messaging notification system. Please keep your contacts up to date. Closures are also posted on the college website: rcbc.edu or on Channel 6 Action News.

If the College closes, students must leave the clinical sites immediately.

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, 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 Media Policy

Social Media is a term that describes Internet-based technology communication tools and refers to venues such as blogs, networking sites, photo sharing, video sharing, microblogging, and podcasts, as well as comments posted on these sites. Rowan College at Burlington County's Radiography Program (RCBC) respects the desire of students to use social media for personal expression. However, students' use of social media can pose risks to patients' confidential, proprietary and sensitive information, can harm affiliates' reputation in the community, and can jeopardize RCBC compliance with business rules and laws, including but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and related laws and regulations protecting patients' protected health information.

The purpose of this policy is to govern the use of social media as it relates to the student's role at RCBC, and to set forth the guidelines for prohibited and permissible content when utilizing social media forums. This policy has been established in order to protect the privacy of all concerned.

This policy includes, but is not limited to, the following specific technologies or sites: personal blogs, personal websites, forums or message boards, Facebook, YouTube, Twitter, Instagram, Pinterest, LinkedIn, Google Plus+, Tumblr, Reddit, Flickr, Vine, Keek. The absence of, or lack of explicit reference to, a specific site does not limit the extent of the application of this policy.

Disclosure of Patient Information is prohibited. "Patient Information" is defined as any information relating to a patient or patient encounter, including, but not limited to patient records, patient images, videos, or recordings, personal patient information such as name, date of birth, address, or family names, conversations and interactions with patients, any information about a patient's health condition, medications, admission/discharge,

treatment, diagnosis, payment, or financial information, etc. Patient Information is confidential and may not be disclosed whether or not it includes personally identifiable information. It is prohibited to photograph, interview, videotape, record or publish information, statement or images of any patient.

Due to the potential for issues such as HIPAA breaches, invasion of privacy (patient, families or students) sexual or other harassment, confidential and proprietary information, videotaping, photographing, or recording (including via personal cell phones) is prohibited in any clinical institution where the student is assigned. No photographs should be taken in any area of a clinical institution as this can identify the student with that institution. Students should not take cell phones into clinical settings.

The National Council of State Board of Nursing has developed a Nurse's Guide to the Use of Social Media with additional information, it can be found at ncsbn.org/NCSBN_SocialMedia.pdf. The Radiography Program at RCBC has adopted the Nurse's Guide to the Use of Social Media.

Revised – 5/12, 4/16
Reviewed – 5/09, 4/10, 3/12, 3/13, 4/14, 4/16, 8/17, 6/18

Students' Right To Privacy - FERPA

Refer to Rowan College at Burlington County's web site rcbc.edu/students-right-know

Transfers

Refer to RCBC Catalog rcbc.edu/publications for the transfer of support courses. .

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. The student is responsible for additional fees if applicable to the site (i.e. parking, tolls, etc.)

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 website rcbc.edu/businessoffice/tuition-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 Catalog rcbc.edu/publications.

Clinical Attendance

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 Monday and ends Friday. 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. 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. Students are not permitted on site during non-scheduled hours or if the College is closed.

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. See student handbook rcbc.edu/publications.

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 Trajecsys system and clock in at a desktop computer. 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 Program Director, Clinical Coordinator, and 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. The student is not permitted on site that day.

As per policy of the clinical sites, 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 Policy.

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. A lateness is considered six minutes (6) after the student's schedule start time. For example, a student clocking in at 8:06 a.m. is considered to have arrived late to his/her clinical assignment.

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

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 Policy.

Adverse Weather Conditions

In the event of weather related emergencies, check RCBC's website rcbc.edu, for news of school closing.
We also recommend the following radio and television stations:
KYW Newsradio 1060 AM

The college's broadcast codes on KYW are: 705—College closed, day and evening

2705—Evening classes ONLY are cancelled

If adverse weather conditions occur during the night, the student will be advised to the closing of the College through multiple media outlets. 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 Policy.

Make Up Time Policy

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	***Semester***	***Personal Hours***	***Call out***
	Fall	0 hours	1 call out/ 8 hours*•
	Spring	8 hours	2 call outs/16 hours*•
	Summer	16 hours	2 call outs/16 hours*•
Second Year	***Semester***	***Personal Hours***	***Call out***
	Fall	16 hours	2 call outs/ 16 hours*•
	Spring	24 hours	3 call outs/24 hours*•
	Summer	24 hours	3 call outs/24 hours*•

**Any call outs over the specified days listed above will result in dismissal.*
•Extenuating circumstances will be evaluated on a case-by-case basis.

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 Program Director and Clinical Coordinator. Clinical time may not be made up when the College is closed (i.e. holidays or weekends).

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

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 the Program Director. Any clinical time missed due to a funeral does not have to be made up.

Military

Federal law prohibits reservists from having to make up time missed to fulfill their obligation to the Federal Government.

Revised 5/05, 4/15, 4/16
Reviewed – 5/09, 4/10, 4/11, 4/12, 3/13, 4/14, 4/16

Dress Code

To promote professionalism and a mark of excellence, students are required to wear a neatly dressed uniform. When reporting to lab at the college and clinical at the affiliating hospitals, students must be in complete uniform. The following code has been adopted from the standard practices at RCBC and the affiliated clinical sites for the safety of the patients, the staff, as well as the student.

Acceptable

- Appropriate blue scrub top and pants (set) neat in appearance-no tears or ragged hems, ironed, pants not worn below waist. All uniforms must be of reasonable fit to enable the wearer to perform his/her duties and maintain a professional appearance.
- Appropriate blue scrub jacket.
- White leather sneakers or white nursing shoes (a logo no larger than a quarter is permissible in blue or black).
- White nursing hose or socks.
- A long sleeved, plain white crew neck tee shirt may be worn under the scrub top.
- Students must be clearly identifiable as RCBC Radiography students with name pin and embroidery denoting the radiography program as well as the status as a student. Older uniforms must have the Rowan College at Burlington County patch covering the embroidery of the previous college name (Burlington County College).
- Student identification badge
- Appropriate radiation monitoring device.
- Long hair must be pulled back and tied in a clip or clasp to avoid injury.
- Fingernails should be short and clean (no longer than ¼" above the tip of the finger) for sanitary and safety reasons.
- Hair is to be of a natural color. The only natural colors that are permitted (black, brown, blonde, etc.)

- Beards/mustaches must be kept trimmed short and neat at all times.
- Positioning/annotation markers.
- Two post or stud piercing per earlobe.
- A pen and a watch appropriate to monitor a pulse rate.

Unacceptable

- No eating, drinking, or gum chewing in the clinical areas.
- Pants that are too long must be hemmed and not folded up and cuffed.
- Pants that are too short.
- Long-john shirts or shirts with any design or stripes.
- Open toed shoes, sandals, boots, high heels, clogs, slip-ons, or Croc's.
- Sweatshirts or hoodies.
- Any false fingernails (acrylic, wraps, etc.) and nail polish.
- Visible body piercings are prohibited.
    - Facial jewelry including
        - tongue rings,
        - nose rings,
        - lip rings,
        - bars, etc. must be removed before beginning the clinical rotation.
    - Unless cultural or religious to the student.
- Excessive jewelry.
    - No more than one necklace (short)
    - One ring per hand (can wear wedding set)
- Oversized hair accessories
- Visible tattoos (must be covered).
- Electronic Devices
    - Personal pagers
    - mobile/cellular phones
    - portable music
    - Laptops
    - I-pad type devices

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.

Revised – 5/04, 5/06, 5/12, 10/13, 04/14, 4/16, 6/18
Reviewed – 5/09, 4/15, 4/16

Due Process - Standard Practice

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). See Student Handbook rcbc.edu/publications.

Recommendations for the dismissal of a student can be made for any serious reason:

- 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.

Early Release - Standard Practice

The Radiography Program does not have an early release procedure. The completion of the program is graduation.

Revised – 5/08, 5/11
Reviewed – 5/09, 4/10, 4/12, 3/13, 4/14, 5/15, 4/16, 6/18

Student Advising - Standard Practice

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 points along the student's progress.

- **Information Seminar** – These seminars are scheduled several times throughout the year. There is a video shown and also a PowerPoint presentation by the Program Director.

- **Acceptance Advising** – In the Spring/Summer prior to the August/September start of the program the 15 students that have met the criteria and are accepted will be advised as to the requirements of the program. An AAS course plan will be completed as well. (see Admission Advising Form) (see AAS course plan).

- **Orientation –** The 15 students accepted into the program will attend an orientation 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 textbooks 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
    - 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.

- 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 Coordinator, Clinical Instructor(s) and/or other authority shall provide and document all students advising through the Trajecsys 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

Revised – 4/15, 6/18
Reviewed – 5/09, 4/16

Leave of Absence Standard Practice

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 coordinator 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.

Revised – 5/02
Reviewed – 5/09, 4/10, 4/11, 4/12, 3/13, 4/14, 4/15, 4/16, 6/18

Rowan College at Burlington County
Radiography Program

Leave of Absence Policy Form

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.

_____ _____
Student Signature Date

For department use only:
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.

_____ _____
Director of Radiological Services Date

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.

_____ _____
Student Signature Date
Revised – 5/08 Reviewed – 5/09, 4/15, 4/16, 7/17

Parking 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 and street parking is prohibited.

  Virtua: Voorhees

  Students are to park in the designated employee parking area by the heliport.
- Southern Ocean Medical Center

  Students are to park in the employee parking lot.
- Virtua: Marlton

  Students are to park across Route 73 in the appropriate car dealership parking lot.
- Our Lady of Lourdes Burlington

  Students are to park in the employee parking area.

Revised – 4/14, 4/16
Reviewed – 4/16

Rowan College at Burlington County
Radiography Program

Change in Demographics Form

Anytime a student has a change in demographics, the student must notify the RAD Director and Registrar in writing.

***** Please fill in pertinent information below for submission within 5 days of occurrence**.***

Name:_____

Student ID #: _____

Change effective: _____

Reason for change: _____

****

New name: _____

New address: _____

_____

New phone number: _____

New next of kin: _____

Student signature: _____

****

For internal use only

Form received: _____ Filed: _____

Revised - 4/15, 5/18
Reviewed - 5/09, 4/16, 8/17

Student Health

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 site's 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 his/her 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 his/her personal physician for treatment, or waive treatment. All expenses incurred are the responsibility of the student.

Health requirements

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 information is submitted to American DataBank for review.

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 physicals

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.

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	Measles
Chickenpox	Meningitis
Conjunctivitis	Positive HIV antibody status
Hepatitis A, B, and D	Sexually Transmitted Diseases
Infectious Mononucleosis	Tuberculosis
Influenza	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 Blood borne 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.

Revised – 1/98, 9/09, 4/15
Reviewed – 5/09, 4/10, 4/11, 4/12, 3/13, 4/14, 4/15

Student Health: Chemical Abuse

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.eq 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 Stature (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.

Revised – 11/09
Reviewed – 4/10, 4/11, 4/12, 3/13, 4/14, 5/15, 4/16

Student Health: Drug Screening

Information for prospective students on urine drug screening procedures and fees per American DataBank guidelines.

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 Health Science Division.

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

3) The multi-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 and American DataBank/Complio website.

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 letterhead 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 the student's 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.

Revised – 5/08, 6/18
Reviewed – 5/09, 4/10, 4/11, 4/12, 3/13, 4/14, 4/15, 4/16, 7/17, 6/18

Influenza Immunization

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 in 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.

POLICY:

All radiology students attending clinical education must obtain the influenza vaccine annually. Students are required to obtain the vaccination by October 30 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, lot number, and date of administration. Documentation must be turned into the Program Director and/or registered on the American DataBank/Complio website.

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 October 30 will not be able to attend clinical until documentation is received.

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:

- Mortality and Morbidity Weekly Report (MMWR), Recommendations and Reports, February 24, 2006/55(RR02): 1-16, Influenza Vaccination of Health Care Personnel
- Centers for Disease Control Guidelines for Prevention and Control of Influenza, Mortality and Morbidity Weekly Report (MMWR). 2011:50(RR04): 1-46,
- The Hospital and Health System Association Pennsylvania. Universal Flu Immunization Programs for Health Care Personnel. 2010:1-78.
- The Joint Commission (2012) Comprehensive Accreditation Manual for Hospitals: The Official Handbook, Joint Commission on Accreditation of Healthcare Organizations.

Created 1/13
Reviewed: 4/14, 10/14, 4/15, 4/16, 6/18

Student Health: Return to Clinical

Purpose: To ensure the health of the student when he/she has been out of the clinical setting due to illness or injury.

Reasoning:

- To ensure that should the patient under the student's care needs to be lifted or to protect him/her from a fall that the **patient** does not become injured by the student having limitation.

- To ensure that should the patient under the student's care needs to be lifted or to protect him/her 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 coordinator.

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

Revised – 4/15
Reviewed – 4/10, 4/11, 4/12, 3/13, 4/14, 4/16, 6/18

Rowan College at Burlington County
Radiography Program

Technical Requirements

Return from illness or injury

Upon a student's return to the clinical setting from an illness, injury, surgery, etc., we must be assured that the student will not cause injury to themselves, a patient or peer. For that reason, we are requiring you to have your caregiver be aware of the technical requirements and acknowledge your ability to meet these requirements. The following list reflects entry-level requirements. If there are any restrictions of these abilities, the student may not return until all restrictions are lifted.

Radiology is considered medium strength work requiring the lifting of 50 lb. maximum with frequent lifting and/or carrying objects weighing up to 25 lb. Students are required:

- to attend daily to personal cleanliness
- dress appropriate to work activities
- and interact with others constantly throughout the day.

In a working environment, the student radiographer can experience:

Constant Exposure - defined as representing not less than 67% of clinical hours to infectious diseases

Frequent Exposure - defined as representing 34% - 66% of clinical hours.

Physical Factors:

standing
walking
using of controls
carrying - max. 25 lb. for 50 feet
stooping/bending
twisting/turning
reaching - above, below and at shoulder level
simple grasping, both hands (e.g. - picking up pen/pencil)
firm grasping, both hands (e.g. - moving boxes)
fine manipulation, both hands (e.g. - processing films)
writing, one hand
keying/typing, both hands

Sensory Factors:

feeling/touching
talking
hearing (with/without aids)
near vision, reading 20' or less (with/without aids)
far vision, 20'
depth perception (with/without aids)
color perception (e.g. - change in patient's skin tone)

Frequent Exposure continued

Environmental Conditions:

moving mechanical parts
radiation
toxic/caustic chemicals
latex products (e.g. - gloves)

Occasional Exposure - defined as representing 1% - 33% of clinical hours

Physical Factors:

sitting

pushing force, max. 300 lb. for 150 yd. with assistance using both hands (e.g.carts, wheel chairs)

pulling force, max. 200 lb. for 50 yd. with assistance using both hands (e.g. -beds)

lifting

- from floor, max. 50 lb.
- from table, max. 50 lb.

kneeling

crouching/squatting

neck motions

- static
- flexion
- extension
- rotation

Environmental Factors:

noise

fumes/odors (e.g. - processing chemicals)

Infrequent Exposure - defined as those tasks which are not performed daily but can be encountered 1-3 time per week

Physical Factors:

- overhead lifting, max. 30 lb. with assistance
- crawling

Environmental Factors:

- poor ventilation
- wearing a respirator

As caregiver for _____ (student), I acknowledge the technical requirements of the student radiographer. I do consider the student able to meet the technical requirements of the program.

_____M.D./D.O./N.P

(Care Giver's Name – Print or Type)

_____ _____

Care Giver's Signature Date

_____

(Care-Giver's Address and Phone number)

Student Health: Sexual Harassment

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 complains is available from the Sexual Harassment Office in the Public Safety Office. 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 rcbc.edu/publications.

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.

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

Student Health: Smoking

Students must observe the hospital smoking policy as well as RCBC smoking policy.

RCBC smoking policy can be found in the student handbook rcbc.edu/publications. 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. 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.

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.

ROWAN COLLEGE AT BURLINGTON COUNTY
BOARD POLICY
TITLE: Smoking Prohibition on College Premises
NUMBER: 604
EFFECTIVE: April 18, 2007
SUPERSEDES: March 21, 2001
Revised – 3/14
Reviewed – 5/09, 4/10, 4/11, 4/12, 3/13, 4/14, 4/15, 4/16

Student health: 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 (the 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 her 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 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 RCBC catalog.

Additional information regarding federal guidelines for prenatal radiation exposure may be found at nrc.gov/NRC/08/08-013.html.

Revised – 12/01, 3/14
Reviewed – 5/09, 4/10, 4/11, 4/12, 3/13. 4/15, 4/16

RADIATION SAFETY

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.

12. **DO NOT** proceed until you are sure of the proper procedure.

Accreditation Standards

New Jersey radiologic technology board of examiners (board) accreditation standards for Schools of diagnostic radiologic technology

This document contains the Board's accreditation standards for schools of diagnostic radiologic technology that 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.

C. Student exposure to radiation shall not exceed any of the occupational limits prescribed in N.J.A.C. 7:28-6.1. [N.J.A.C. 7:28-19.13(f)13]

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. 7:2819.13(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

Revised – 5/00, 5/13
Reviewed – 5/09, 3/10, 4/12, 4/14, 4/15, 4/16

Rowan College at Burlington County
Radiography Department
Radiation Safety
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:

_____ _____
date of report signature of preparer

Submit completed report to program officials for forwarding
****
RADIATION SAFETY COMMITTEE COMMENTS:

_____ _____
Signature Date

Resources Policy

Body phantoms, computer software, teaching file & library.

Various resources are available for students at the Virtua Memorial in the QA/QC Junior Physicist office. 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 foot & ankle (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 laboratory at HSC 229. Radiographs to be used within the confines of the program lab/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 later 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 RCBC. Students are permitted to use these materials within the confines of the lab/classroom.

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 lab.

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 lab. 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 library is 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.

Revised – 5/09, 5/15
Reviewed – 5/09, 4/11, 4/12, 3/13, 4/14, 4/1, 6/18

Student Records

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
    - application form
    - transcripts – high school and college
    - advising forms
    - accepted applicant supplemental information form
    - physical examination report
    - confidentiality statement
    - signature page from handbook
    - 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. Dean of Health Science Division
3. Accrediting organizations (JRCERT, State of NJ– DEP, Middle States)
4. 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
   3. disclosure to program officials
   4. disclosure to the State of New Jersey (see III:A)

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.

Revised: 1/98, 4/03, 5/09, 1/10, 2/11, 2/12
Reviewed –3/13, 4/14, 4/15, 4/16

Transfer

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, for feasibility of transferring earned credits to a Bachelor's in Radiology.

Revised –1/01
Reviewed – 5/09, 4/11, 4/12, 3/13, 4/14, 4/15, 4/16, 6/18

NJ Administrative Code

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.

Revised – 5/08
Reviewed – 5/09, 4/15, 6/18

Committees

The following committees have been formed to assist the program director in the management of the program.

Radiography Advisory Committee

Members:

Program Medical Advisory; Chair
Program Director
Clinical Coordinator
Clinical Instructor(s); all clinical sites
Chief Technologist, Diagnostic Radiology; all clinical sites
College Administration Representative(s); RCBC
Dean of Health Science Division; RCBC
Student Development Specialist; RCBC
Assessment Coordinator; RCBC
Outside Employment Representative(s)

Community Representative(s)
Student Representative(s)

This committee will meet in April and October each year to:

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 decisions 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.

Radiography Faculty Committee

Members:

Program Director
Clinical Coordinator
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.

Health Science Division Meeting

This meeting is held once a month and is attended by representatives from the Nursing, Health Information Management, Diagnostic Medical Sonography, Dental Hygiene, Paramedic Science, and Radiography programs.

Revised
Reviewed – 5/09, 4/10, 4/11, 4/12, 3/13, 4/14, 4/15, 4/16, 6/18

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.

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 its 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 on the ARRT website. 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.

Rowan College at Burlington County
Radiography Program

Program Policy Acknowledgments

2018-2019

Student Name (please print) _____ Student ID# _____

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. summer/18), 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: _____

RCBC Catalog Acknowledgment
I have researched the RCBC online catalog (2018-19), 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 (2018-19): rcbc.edu/academic-calendar I 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 the agree that in the pursuance of my work as a student in the radiography program of Rowan College at Burlington County 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.

_____ _____
Student Signature Date