

Radiography Program

Student Handbook

County College of Morris
September 2022

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RADIOGRAPHY PROGRAM MISSION

The Radiography Program seeks to provide each student with the didactic, laboratory and clinical education to become a qualified entry level Radiologic Technologist. The program provides each student the opportunity to develop technical skills, enhance critical thinking and strengthen interpersonal behavior through educational activities. The program will provide an environment that will be conducive to learning, stimulate self-development and foster an appreciation of and commitment to the profession.

RADIOGRAPHY PROGRAM GRADUATE GOALS

The Radiography Program will produce:

1. Graduates who are competent entry level Radiologic Technologists.
2. Graduates who will practice effective communication, radiation protection and patient safety skills.
3. Graduates who will demonstrate critical thinking and problem solving skills.
4. Graduates who demonstrate professional and ethical behavior.

RADIOGRAPHY PROGRAM STUDENT LEARNING OUTCOMES

- Students will demonstrate comprehensive knowledge of radiographic positioning and procedures.
- Students will demonstrate knowledge of the practice of radiation protection & patient safety skills.
- Students will demonstrate written communication skills.
- Students will demonstrate oral communication skills.
- Students will apply program solving and critical thinking skills as a member of the healthcare team.
- Students will apply sound judgment when performing radiographs on trauma, pediatric and geriatric patients.
- Students will conduct themselves in a professional/ethical manner in the health care setting
- Students will work as effective members of the health care team.

PROGRAM PHILOSOPHY

The philosophy of the Radiography Program is to provide the student with a challenging didactic curriculum that parallels with a diverse scope of clinical experiences. The courses are designed to prepare the student to confidently sit for the ARRT Examination. The program strives to reach the highest goal possible. This goal is based on the belief in educating the individual to become an integral member of the professional healthcare team. Each individual will possess the applicable technical skills to provide the highest quality of patient care.

ACCREDITATION

The Radiography Program has been accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT, 20 N Wacker Drive, Suite 2860, Chicago, IL 60606-3182; 312-704-5300) and the State of New Jersey Department of Environmental Protection - Radiologic Technology Board of Examiners (Board) (P.O. Box 415, Trenton, NJ 08625; 609-984-5890).

The JRCERT publishes guidelines that a Radiography Program must meet in order to be accredited. In order to be awarded and maintain accreditation status, the program must be in compliance of these guidelines. Since January 1, 2021, the Standards and Guidelines of an Accredited Educational Program for the Radiographer have been the guidelines utilized for accreditation (see Appendix A).

PURPOSE OF THE HANDBOOK

The purpose of the Student Handbook is to serve as a personal reference of the requirements, regulations and standards that govern the Radiography Program. The students should keep this handbook with them for the duration of the program.

When the students enter one of the Allied Health Professions, it is in many ways the entrance into a new world; a world of rules, regulations, and customs, different in many respects from those in which they are accustomed. The student radiographers have a large personal investment in their education and training, and thus, they must consider themselves part of the “health team”. The primary function of the health team is the welfare of the patient and the upholding of standards, as well as the loyal support of the Radiology Departments at each clinical site.

It is imperative that students read the handbook to acquaint them with the standards of the Radiography Program. **All students are responsible for knowing and complying with the information contained within the handbook.** The handbook will be reviewed with the students at the orientation for Radiography Clinical Practice I. This will allow for assistance in interpretation and clarification of the regulations of the Radiography Program.

Additions to the handbook may be made at the discretion of the Program Director. The students will be notified of these additions via memoranda and verbal explanation at class meetings. Students will sign a form acknowledging these changes.

It is the responsibility of the Program Faculty to advise and counsel the students regarding the following aspects of the program:

1. Radiography Curriculum
2. Graduation Requirements
3. Examination Requirements for Certification
4. Protocol for Obtaining a New Jersey License

IT IS THE STUDENT'S RESPONSIBILITY TO SEE THAT THESE REQUIREMENTS ARE MET. STUDENT'S MUST CHECK WITH RECORDS AND REGISTRATION NO LATER THAN THE FALL SEMESTER OF THEIR SENIOR YEAR. FAILURE TO MEET THESE REQUIREMENTS MAY RESULT IN THE TERMINATION AS A STUDENT IN THE PROGRAM OR DELAY IN GRADUATION AND/OR ELIGIBILITY TO TAKE THE REGISTRY EXAMINATION.

The education for a degree in Radiography involves three specific areas:

1. General Education/Science
2. Professional Concentration
3. Clinical Education

These three specific areas, including an exit simulated Registry Examination, with a minimum score of 75, must be completed before a student is a candidate for graduation and eligible for the National Registry Examination.

Students needing special requirements for the ARRT examination should contact the ARRT at (651) 687 – 0048 during the first semester of the program. It is the student's responsibility to see if their needs can be accommodated and what documentation is required.

**COUNTY COLLEGE OF MORRIS
RADIOGRAPHY CURRICULUM**

PRE-PROFESSIONAL COURSES				
ENG-111	English Composition I	3 Lect. Hrs.	0 Lab/Clin. Hrs.	3 Crs.
BIO-101	Anatomy & Physiology I	3 Lect. Hrs.	3 Lab/Clin. Hrs.	4 Crs.
ENG-112	English Composition II	3 Lect. Hrs.	0 Lab/Clin. Hrs.	3 Crs.
BIO-102	Anatomy & Physiology II	3 Lect. Hrs.	3 Lab/Clin. Hrs.	4 Crs.
PSY-113	General Psychology	3 Lect. Hrs.	0 Lab/Clin. Hrs.	3 Crs.
COM-109	Speech Fundamentals	3 Lect. Hrs.	0 Lab/Clin. Hrs.	3 Crs.
CMP-135	Computer Concepts with Applications	3 Lect. Hrs.	0 Lab/Clin. Hrs.	3 Crs.
PROFESSIONAL COURSES				
RAD-100	Introduction to Radiography	2 Lect. Hrs.	0 Lab/Clin. Hrs.	2 Crs.
RAD-104	Principles of Radiography I	3 Lect. Hrs.	3 Lab/Clin. Hrs.	3 Crs.
RAD-107	Radiography Clinical Practice I	0 Lect. Hrs.	8 Hrs./Wks.	1 Cr.
MAT-140	Math for Radiographers	1 Lect. Hrs.	0 Lab/Clin. Hrs.	1 Cr.
RAD-110	Radiation Biology & Physics	3 Lect. Hrs.	0 Lab/Clin. Hrs.	3 Crs.
RAD-114	Principles of Radiography II	3 Lect. Hrs.	3 Lab/Clin. Hrs.	4 Crs.
RAD-117	Radiography Clinical Practice II	0 Lect. Hrs.	16 Hrs./Wk.	2 Crs.
RAD-120	Intermediate Clinical Practice	0 Lect. Hrs.	32 Hrs./Wk. (11 Wks.)	3 Crs.
RAD-200	Pathology for Radiography	2 Lect. Hrs.	0 Lab/Clin. Hrs.	2 Crs.
RAD-204	Principles of Radiography III	3 Lect. Hrs.	3 Lab/Clin. Hrs.	4 Crs.
RAD-207	Radiologic Special Imaging	3 Lect. Hrs.	0 Lab/Clin. Hrs.	3 Crs.
RAD-210	Radiographic Exposure	3 Lect. Hrs.	0 Lab/Clin. Hrs.	3 Crs.
RAD-213	Radiography Clinical Practice III	0 Lect. Hrs.	16 Hrs./Wk.	2 Crs.
RAD-220	Principles of Radiography IV	3 Lect. Hrs.	3 Lab/Clin. Hrs.	4 Crs.
RAD-224	Advanced Imaging	2 Lect. Hrs.	0 Lab/Clin. Hrs.	2 Crs.
RAD-227	Radiography Clinical Practice IV	0 Lect. Hrs.	16 Hrs./Wk.	2 Crs.
RAD-230	Advanced Clinical Practice	0 Lect. Hrs.	32 Hrs./Wks. (11 Wks.)	3 Cr.

1.0 CLINICAL EDUCATION ELIGIBILITY

In order to be assigned to clinical education courses and to continue the assignment, the student must meet the following requirements:

- 1.1. Be a matriculated student in the radiologic technology program.
- 1.2. Have maintained a minimum cumulative quality point average of 2.5
- 1.3. Completed all developmental courses and general education courses including COM 109 Speech Fundamentals.
- 1.4. All students accepted into the professional phase of the program will undergo an annual criminal history background check, drug screening, obtain malpractice insurance, obtain health clearance, annual flu vaccine, annual mantoux and be certified in CPR by the American Heart Association, at their own expense, prior to attending clinical education.
- 1.5. Remain Drug and Alcohol Free
- 1.6. Maintain excellent health to assure safety to the patient and them self.
- 1.7. COVID-19 Guidelines will be given at the first clinical orientation meeting in September 2021.

2.0 CLINICAL EDUCATION REQUIREMENTS

- 2.1 Students will be required to complete six (6) clinical courses at various hospitals during their two years in the program. The locations of the hospitals are in Union, Morris, Essex, Sussex, and Warren Counties. All clinical assignments will be made at the discretion of the clinical coordinator. Therefore, a student could be assigned to a clinical site that is not close to home during the two years. Students will be rotated through a minimum of two clinical sites. **Morristown Medical Center is a trauma center and every student will have a rotation at this clinical affiliate.**
- 2.2 Students are required to be in the clinical education component for two summer sessions. **Second year students will remain in the program until they officially graduate by fulfilling the program requirements, this may extend beyond the August graduation date.**
- 2.3 The student MUST earn a passing grade of “C” or better in all radiography courses in each semester in order to progress to the next level of professional studies. **If the student earns a unsuccessful final grade in a Radiography didactic or clinical course(s), the student is stopped in the Radiography Program.** This means that the student will not be permitted to take any Radiography courses until the course that the student was not successful in, is repeated. Since the Radiography Program only offers their courses once a year, the student would have to wait until the course is offered the following year. **The student must maintain a minimum cumulative grade point average of 2.5 or better to continue in the Radiography Program.** The “D” grade cannot apply to any Radiography or general education course.

Students for clinical courses must meet all requirements stated in the syllabus.

- 2.4 **Reinstated students must meet all requirements stated in the syllabus for the clinical course. Reinstatement into Radiography is based on space availability. Reinstated students must complete a reinstatement form by May 1st for the Fall semester and by November 1st for the Spring semester, and maintain a 2.5 GPA (see 38.0 Returning to the Radiography Program Reinstatement Guidelines).**

All personal/sick days accrued or taken will carry over (none will be deleted). You will, however have additional days accrued as per 4.8 for the clinical semester you are repeating.

3.0 CLINICAL EDUCATION HOURS

- 3.1. The clinical duty hours for students are 8 a.m. to 3 p.m. (no exceptions). This means that students must be ready to start performing cases at 8:00 a.m. It is the student's responsibility to arrange transportation to and from the hospital clinical site. A student, who wishes to leave the hospital grounds during lunch, must first notify the clinical instructor and return promptly and check in with you clinical instructor at the appointed time. Returning from lunch late will cause you to lose two points for each infraction. Students will be given a 45-minute break during the seven-hour clinical day.
- 3.2. Students are not allowed to enter the Radiology Department during off-hours without the permission of the hospital.
- 3.3. It is against the State of New Jersey law to take radiographs without a State License from the State of New Jersey Department of Environmental Protection.

4.0 CLINICAL ATTENDANCE REGULATIONS

- 4.1. Attendance must be recorded at the clinical affiliation. Students failing to follow the appropriate procedure will NOT receive credit for the time.
- 4.2. If a student is going to be absent or late to clinical, it is the student's responsibility to telephone the appropriate individual at the hospital between 7:00 a.m. and 8:00 a.m. It is the student's responsibility to get the name of the person they are leaving the message with, so there will be no doubt about the absence or lateness. The student must call back between 8:00 a.m. and 9:00 a.m. to speak directly with the clinical instructor.

FAILURE TO CALL THE INSTRUCTOR OR SUITABLE REPRESENTATIVE WILL RESULT IN THE STUDENT'S GRADE BEING LOWERED ONE (1) FULL LETTER GRADE. PHONE CALLS MUST BE MADE – TEXTING CLINICAL SITES OR CLINICAL INSTRUCTORS IS NOT PERMITTED

4.3 Clinical Affiliations Telephone Numbers:

Morristown Medical Center (A)
(973) 971-5303; 973-971-4170

St. Clare's Health System (F)
Denville Campus
(973) 625-6795

Overlook Medical Center (B)
(908) 522-2066
(908)522-2467 *

Morristown Medical Center Imaging Center
111 Madison Ave. (G)
(973) 971-6966 (CT)
(973) 971-6969 (MRI)
(973) 971-6878

Mountainside Hospital (C)
(973) 429-6100

Newton Medical Center (H)
(973) 579-8720

Hackettstown Regional Medical Center (D) (908) 850-7872

Morristown Outpatient Imaging (I)
Rockaway
(973) 895-6624

St. Clare's Health System (E)
Dover Campus
(973) 989-3291

- 4.4. In the event that a student will be absent for an extended period during any clinical semester, it is the student's responsibility to notify the Program Official. Absence for an extended period is defined as missing greater than 10% of consecutive clinical days. The student will be expected to phone the Program Official as soon as possible, and to provide written documentation regarding the reason(s) for the time involved. A member of the student's family can call and provide written documentation if the student is unable to do so. In these cases, the Program official will notify the student's assigned clinical site, regarding the length of the absence and any other information deemed pertinent. The student will receive an "I" (incomplete) grade for the clinical course.

In order to resolve the "I" grade, the student must fulfill all requirements for the clinical course, including time missed and evaluations not completed. In order to fulfill these requirements, the Program Official MUST have a written release that specifies that the student may resume clinical attendance. A copy of this written release must also be placed in the student's file in the office of the school nurse at County College of Morris, (they must also be cleared by the school nurse.) The clinical site and Clinical Instructor will be informed, in writing, by the Program Official of the date that the student will resume their clinical duties. Due to this extended absence, it is possible that there will be a delay in graduation and/or eligibility to take the Registry examination.

- 4.5. Students may not attend clinical on weekends, evenings, nights, hospital holidays, or college semester breaks.

This does not include students who volunteer to do evening clinical rotation.

4.6. CLINICAL ATTENDANCE POLICY

Good attendance is crucial if one is to get the most from their clinical experience. The more cases a student participates in, the more they will learn. Grades will be adversely affected should a student habitually arrive late and/or leave early, as well as exceed the absentee policy. **It is the student's responsibility to keep track of his own time. You cannot borrow any days in advance from the semester in which it is accrued. All days absent from clinical will be recorded.**

Students will view a record of their clinical attendance and tardiness form at the beginning of each semester. Any discrepancies in these records must be addressed to the clinical coordinator at the clinical orientation, which is held at the start of each semester. **No discrepancies can be brought to the clinical coordinator after the clinical orientation at the start of each semester. After the clinical orientation, appointments must be made with the clinical coordinator.**

4.7. BANKING TIME – For Personal and/or Sick Time

Students will be allowed to “bank” time from one semester to the next. Students could conceivably bank as many as twelve (12) personal/sick days over the course of the Program. Due to the increased abuse of missed clinical days, anytime a student is absent from clinical for any reason, they are using one of their “allowed bank days”. There will be no excused clinical days from the program faculty or with a physician medical note. **If you are not in clinical you are absent and have used one of your 12 days. You cannot borrow any days in advance from the semester in which it is accrued. Personal and/or sick time can only be taken in full day or ½-day increments (see policy # 4.9 and 4.10).**

4.8 ACCRUING TIME

Students will accrue time on the first day of the following semesters:

Fall Semester:	Clinical Practice I:	(RAD 107)	One (1) day
Spring Semester:	Clinical Practice II:	(RAD 117)	Two (2) days
Summer Semester:	Intermediate Clinical:	(RAD 120)	Two (2) days
Fall Semester:	Clinical Practice III:	(RAD 213)	Two (2) days
Spring Semester:	Clinical Practice IV:	(RAD 227)	Two (2) days
Summer Semester:	Advanced Clinical	(RAD 230)	Three (3) days

4.9 EXCESSIVE CLINICAL DAYS

Clinical days missed because of any one of the reasons listed below **must be made up** if you exceed your 12 allotted days. The **makeup time must be completed in the Fall semester after the student's anticipated August graduation date.**

- a. Jury duty
- b. Personal court cases
- c. Marriage/honeymoon
- d. Birth of a child
- e. Family illness
- f. Personal Illness
- g. Exceeds Personal/sick time allotted
- h. Excessive tardiness
- i. Work schedule
- j. Orientation for a new job
- k. Interviews for a job
- l. Exceeds bereavement policy
- m. And any other reason for an absence from clinical.

4.10 MAKE-UP TIME

Students will lose five (5) points off their final average for each clinical absence above the accrued time. **Students who are absent without any days in the "bank" will lose five (5) points off their final average for each day missed from clinical. For Example – During Rad107 Clinical Practice I, you receive one (1) day – If you take three (3) days, than you will lose ten (10) points off your final average. In addition, you will have used your two (2) days from RAD 117 Clinical Practice II, therefore you will start the Spring Semester of RAD 117, with no days in the bank. If you continue to take days in advance, you will continue to lose five (5) points per day. Excessive missed clinical days and/or excessive tardiness will possibly delay graduation and/or eligibility to take the Registry Examination. It is possible that a student will fail clinical due to excessive missed clinical days and/or excessive tardiness.**

Reinstated students: All personal/sick days accrued or taken will carry over (none will be deleted). You will, however, have additional days accrued, as per 4.8, for the clinical semester you are repeating.

4.11 LATENESS

A student is late if they are not in their assigned area and ready for patients at 8:00 a.m. **Students arriving after 8:00 a.m. are late for clinical and must have called the clinical site prior to 8:00. Failure to call will result in the course grade being lowered one letter grade.** Each student will be given a maximum of two (2) seven minute grace periods per semester. **After which time a student will lose 2 points off their final average for each lateness.** Any time a student is

late, greater than the seven minute grace the student will lose (2) points off their final average. A student's continued lateness will also be reflected in their clinical profile. Excessive lateness will not be tolerated. A student who arrives after 10:00 a.m. or leaves before 1:30 p.m. must use a half of a personal day. **A student who asks to leave earlier than the dismissed time, but after 1:30 p.m., will lose two (2) points off their final average, for each infraction. A student who is consistently late to clinical may find that there will be a delay in graduating from the program and/or failure of their clinical course.**

A student electing to use ½ personal day in the morning must arrive by 11:00 am and in the afternoon may leave at 12:00 pm. The student does not have lunch if leaving early or coming in late.

The number one question we get when called for a reference is about attendance and punctuality. Administrators at the hospitals (those who hire and give references) notice these things as well. With this in mind, we encourage you to be on time and communicate your days off whenever possible.

5.0 HOSPITAL RULES AND REGULATIONS

- 5.1 The student is subject to all of the rules and regulations of the clinical affiliation(s). The clinical affiliation has the right to dismiss, from that affiliation, any student who demonstrates a breach of rules; displays unethical behavior; for reasons of health; performance or any other cause related to professional behavior.

Students should not handle any equipment that they have not been authorized to use. For example: IVAC's, Holter Monitors, etc.

- 5.2 Remember we are guests in the hospital. **PLEASE RESPECT THE PROPERTY OF THE HOSPITAL. ANY DESTRUCTION OF HOSPITAL PROPERTY WILL RESULT IN THE STUDENT BEING DISMISSED IMMEDIATELY FROM THE RADIOGRAPHY PROGRAM.**
- 5.3 **The parking policy at each clinical affiliate must be adhered to by all students. This may or may not include parking fees. During clinical hours you MUST park in the student designated area even if you are an employee of the clinical affiliate. If a clinical site complains the student will be suspended for 3 days and this time must be made up during the Fall semester after graduation.**
- 5.4 Patients should not be left alone in Diagnostic Rooms. **Any unstable patient must be supervised at all times. Patient care and safety are our number one priority.**
- 5.5 If patient safety straps are available, the student must adhere to the hospitals policy.
- 5.6 All students must speak English only in front of patients, family members and other health care team members, only when asked students may translate when necessary

for the Radiology Department.

- 5.7 You must stay in your assigned room or you will be sent home and be charged a personal day.
- 5.8 “I have never done this before.” It is your job to instill confidence in the patient; this statement does not.

6.0 INSURANCE

6.1 MEDICAL INSURANCE

Required of all students in Health Related Curriculum. Consult your college catalog.

Accident Reporting Procedures:

In the event that you are injured or become ill while in the clinical laboratory, the following steps should be followed:

- A. Notify your instructor.
- B. Your instructor may refer you to the Emergency Room in the hospital in which you are assigned when injured or ill.
- C. As soon as possible, you are responsible to contact the College Health Service, either in person or by telephone, to report the problem.
 - 1. The college nurse will complete an incident report, which is necessary for the college records.
 - 2. The student will be responsible for filing a claim to cover the cost of the Emergency Department visit.

It is important to note that the accident insurance mentioned above will cover accidents only. If the Emergency Department visit is for an illness, the illness policy would apply. If you do not have insurance coverage through the college, you will be personally responsible for payment of any medical expenses incurred.

Illness or Injury:

A student in the radiography program who sustains a serious illness or injury must obtain a **statement from their attending physician and clearance from the college health office, authorizing return to the clinical radiography area. All students are required to perform “full duty”. There is no “light duty” available. This is a safety issue for both the student and their patients.** Until such approval from both the attending physician and the college health office is obtained, the student may not return to the clinical area.

6.2 MALPRACTICE INSURANCE COMPANY

All students must obtain malpractice insurance:

Administered by: Healthcare Providers Service Organization (HPSO):
159 E County Line Road
Hatboro, PA 19040-1218
Phone: 1-800-982-9491
Fax: 1-800-739-8818
www.hpso.com
Email: service@HPSO.com

7.0 HEALTH PHYSICAL

All students must have the health requirements completed prior to assignment to the clinical area. As a beginning student, a medical history and health evaluation form is given to you at the program orientation in June. You are required to submit this form to your physician or urgent care. Your physician must complete the physical form to show proof of your immunizations. You are then to submit this to clinicalclearance@ccm.edu, NOT THE RADIOGRAPHY PROGRAM, and await validation that you have been cleared to attend the clinical area. The Radiography faculty receives a listing of those students who have not been cleared. Health clearance will enable you to attend the clinical area. Students are also reminded that as they progress from Radiography Clinical Practice I through Advanced Clinical, their health records must be kept current. **In the Fall semester of the second year, students must have documentation of a current Mantoux (TB) test before admission to clinical. Failure to be cleared will prevent you from attending clinical. Each day that you are not in clinical, will be made up during the Fall semester AFTER graduation. A grade of incomplete (I) will be issued until this time is made up.**

8.0 PROFESSIONAL APPEARANCE AND ATTIRE

Program Approved Uniforms are the total responsibility of the student and are to be worn at all times while in the hospital. Uniform and shoes must be cleaned and polished at all times. Uniforms and shoes must be purchased at the students' expense.

8.1*

- A. CCM Radiography Program approved school uniform of appropriate size – white uniform lab coats may also be worn.
- B. Socks or stockings must be worn
- C. White or neutral undergarments **must be worn at all times.**
- D. White T-shirts may be worn under uniform top. **T-shirts must be plain, having no print or pictures on them and not visible outside of uniform top.**
- E. White or Black clinical shoes OR all white/black sneakers (no open toes or backs).
- F. **NO SWEATSHIRTS, HOODIES OR SWEATERS MAY BE WORN.**
- G. Uniforms must be replaced if it becomes too tight or discolored.

- 8.2 Jewelry must be worn modestly. **If jewelry is deemed inappropriate by the Radiography faculty or clinical affiliate it must be removed.** The following is permitted:
- A. Simple rings or wedding bands may be worn.
 - B. It is recommended that precious stones not be worn to the clinical setting. Damage incurred will be at the student's expense.
 - C. Only post earrings are permitted in each ear (this includes men) (maximum one pair).
 - D. Bracelets are not permitted.
 - E. No ear cuffs, hoop earrings, or gauges.
 - F. Necklaces are not recommended, but may be worn if simple, singular and short.
 - G. No other jewelry is allowed.
 - H. No visible tattoos (any visible tattoos must be covered).
 - I. No visible facial and/or body piercings are permitted. They must be covered or removed during clinical hours.
- 8.3* Merrill's Pocket Guide, working watch with a second hand, OSL badge, ball point pen, marking pen, 2 sets of x-ray markers (purchased by student), Repeat Sheet, and Program /Semester Requirement Sheets are all part of the uniform. **A student not having any of these items will be considered out of uniform and will lose two points off your final grade for each infraction.**
- 8.4* Left (blue) and Right (red) radiographic markers with initials (purchased by student) are used to legally identify the side of the patient as well as the radiographer or student who made the radiograph. Markers **MUST NOT** be loaned to another student or radiographer. The person doing the positioning should use their markers.
- 8.5 The hairstyle must be neat in appearance and of natural color. **Long hair (shoulder length or longer) must be worn up or tied back off the face (not hanging over patient). No mohawk haircuts permitted.**
- 8.6 Excessive makeup including false eyelashes are not permitted. Strong perfumes/aftershaves are not permitted.
- 8.7 Mustache, sideburns and hair must be trimmed, neat and professional in appearance. Shaving must be consistent.
- 8.8 Nails must be kept to a length of no more than ¼" past the end of the fingertip. The nail colors must be neutral colors (no nail jewelry is permitted). If in doubt, please speak to program officials. **Acrylic nails are not permitted.**
- 8.9 A regulation name pin will be worn at all times on the left side of the uniform. **The name pin must include "Radiography Student".** Two (2) name pins will be purchased by the student at \$10.00 per name badge. Any additional pins are \$10.00 each and must be purchased through Prof. Verna.

- 8.10 Students are expected to maintain high standards of personal hygiene at all times. This includes a student taking a daily shower/bath, washing their hair, proper nail care, deodorant, and properly laundering uniforms after each wearing.
- 8.11* All students must wear a current OSL badge while on duty in the hospital. The OSL badge will be provided by the Radiography Program. Students without current OSL badges will be sent home. Changing and returning an old badge must be done within 10 days of the expiration date. **Failure to return or change your OSL badge within 10 days will cause you to lose five (5) points off your final clinical average for each infraction. The cost of the lost OSL badge replacement is \$10 for each replacement.**
- 8.12 Students are not to congregate or to be boisterous in the halls, patient areas, front desk areas, fluoroscopy, technical staff lounge or any other hospital area. Students must stay in assigned room. This also includes the college hallways on campus – noise must be kept at a minimum.
- 8.13 **Students must wear hospital issued ID at all times in the clinical setting if mandated by their clinical site. Students without hospital ID will be sent home (see note below). A temporary hospital ID is not permitted. At clinical sites without hospital ID's, the college ID must be worn.**
- 8.14 **No cell phones, texting, electronic devices or reading materials other than school approved books are permitted during clinical education except during lunch break.**
- 8.15 All clinical papers/records must be neatly organized in a loose-leaf binder.

*** NOTE: Improper uniform, no R or L markers, no hospital ID, no name pin or no film badge will necessitate the student to go home. If the student returns with the proper items, they will be charged ½ personal day, must be back by 11am. If the student does not return, they will be charged a full personal day.**

9.0 RADIATION PROTECTION AND OSL BADGE

- 9.1. A student is expected to exercise sound radiation protection practices at all times. This includes taking radiographs with a medical doctor's order. At no time should a student participate in a procedure that exhibits unsafe protection practices. All students must wear a lead apron during all fluoroscopy, O.R. or portable exams.
- 9.2 A student shall NOT hold a patient while exposures are occurring. In addition, the student shall NOT take the exposure while a radiographer is holding a patient.
- 9.3 The student has full responsibility for having the OSL badge on their collar in the hospital and at school for all laboratory classes. A student will not be allowed on

clinical duty or in laboratory classes without an OSL badge. Students must wear their OSL badges in the lab even if a quiz or test is not scheduled for that period.

- 9.4 Any accidents with the OSL badge or loss of the badge must be reported immediately to the Program Official. A student who has lost or destroyed his OSL badge will be given a spare OSL badge until a new OSL badge is shipped. The overnight mailing of the OSL badge will be at the student's expense. A \$10 fee will be charged for a lost badge. The destroyed badge must be returned or a \$10 fee will be charged.
- 9.5 All OSL badges must be returned to **Prof Verna's office (CH 313)** within two weeks of receiving a new badge or lose two points off their final clinical average. The student must read and initial the quarterly radiation exposure report.
- 9.6 Threshold Limit: Although 30 mRem is an extremely small reading, any student who receives this amount or more during any given quarter will be counseled.
- 9.7 PATIENT SHIELDING POLICY

PURPOSE - To protect the germinal tissue of the patient from radiation exposure that may cause genetic mutations during many medial x-ray procedures in which the gonads lie within or are in close proximity to the x-ray field.

PROCEDURE – Whenever possible, cover the gonads of both sexes with pliable leaded rubber during radiographic exposures. Specific testicular shielding usually does not obscure needed information and should always be used in examination where the testes are in the primary field such as pelvic, hip and upper femur studies. It is not always possible to position shields in exact locations. The decision concerning the applicability of shielding for an individual patient is dependent upon consideration for the patient's unique anthropometric characteristics and the diagnostic information needs of the examination.

A. Gonad shields are recommended for the following examinations:

Abdomen	Lumbar Spine
Barium Enema	Myelogram
Femur	Pelvis
Gallbladder	Sacrum & Coccyx
Hip	Scoliosis Series
Intravenous Pyelogram	Upper G.I. Series
Thorax	All extremities

B. Gonadal shielding will be used on all male & female patients.

The methods of shielding are:

- Lead Aprons
 - Full size
 - Mini size
- Male gonad shield (pliable leaded cups)
 - Adult

- Pediatric

Female gonadal shields (layered lead mat)

Proper x-ray beam collimation should be used in conjunction with the above equipment. Evidence of radiation protection (collimation) must be demonstrated on the radiograph.

Shielding policies vary slightly from hospital to hospital. The school policy is reviewed at the hospital with the start of each clinical course. At some hospitals, radiologists have made decisions that shielding should not be used for some examinations because it may obscure the diagnostic information needs of the examination. In these cases, the hospital policy must be followed.

9.8 RADIATION PROTECTION PROCEDURE FOR EXCEEDING THRESHOLD LIMIT (30 mRem), AS SET BY THE RADIOGRAPHY PROGRAM

Steps to Follow

- Step 1:** RSO will call Landauer to check accuracy of readings.
- Step 2:** RSO will find out from individual involved about their assignment during the quarter in question.
- Step 3:** RSO will go to the clinical site involved to investigate.
- Step 4:** RSO will meet with individual and counsel based on findings.

10.0 PREGNANCY POLICY

It is voluntary for a woman (pregnant student) to inform the program coordinator of the Radiography Program of the pregnancy and the estimated date of conception. However, students have a responsibility to the unborn child and are strongly encouraged to discuss options for completing the program with the program director.

- 10.1 The National Council of Radiation Protection and Measurements (NCRP) recommends that the maximum permissible dose equivalent to the embryo-fetus from occupational exposure to the expectant mother should be limited to 0.5 rem for the entire gestation period. It is recommended by NCRP that persons involved in the occupation should notify the supervisor immediately if pregnancy is suspected. Through proper instruction in all safety precautions, personnel monitoring, and strict adherence to these precautions, it is possible to limit all occupational exposure to less than 0.5 rem for the entire gestational period and prevent fetal DL levels from being surpassed.
- 10.2 The Program recommends that a suspected pregnancy be reported IMMEDIATELY to the Radiography Program Director.
- 10.3 Upon declaration of pregnancy in writing the student will:
 - A. Consult with the program coordinator and submit a statement from her physician

verifying pregnancy, conception date and expected due date. The student who declares pregnancy may elect one of these program options:

OPTION 1 – Immediate leave of absence from the program.

OPTION 2 – Withdrawal from clinical education with continued participation in didactic instruction until the conclusion of the semester.

OPTION 3 – Continued full time status in both didactic and clinical instruction.

- B. Submit in writing, within 48 hours, her decision with regard to the options noted under (A.) along with a completed declaration of pregnancy form. Declaration of pregnancy form may be obtained from the Program Director and/or Clinical Coordinator.

10.4 The following are procedures which apply to the options:

OPTION 1 - Application for leave of absence will be reviewed on an individual basis by the Program Coordinator and/or departmental radiation safety committee. The results will be dependent upon the physician's recommendation and the student's academic status.

OPTION 2 - The student may attend classroom instruction for the remaining portion of the semester. The student must withdraw from the clinical education course. The student will be required to fulfill the clinical objectives after the delivery. The number of absences from classroom instruction will determine whether the student will be required to repeat the entire course(s). Pregnant students registered for Radiography courses, which have energized laboratories, will assume complete responsibility for their laboratory practice. **Remember that all students must leave the room before each x-ray exposure.**

OPTION 3 - If maintaining full time status, the following are mandatory requirements:

1. Strict adherence to all safety precautions.
2. Submit monthly statements from physician about any changes in her pregnancy and the advisability of continuing full time.
3. Wear the personnel monitoring devices, one on the collar and one on the abdomen for fetal monitoring. The student's radiation exposure will be monitored closely and the student will be subject to an immediate leave of absence. **Remember all students must leave the room before each x-ray exposure.**

10.5 Undeclared Policy: At any time, a declared pregnant student may undeclare (withdraw the declaration) her pregnancy in writing using the Withdrawal

Declaration of Pregnancy form. After the pregnant student has her baby, she must now undeclare her pregnancy in writing to the Program Director and Clinical Coordinator.

11.0 CLINICAL EXPERIENCE RECORDS

- 11.1 Students are required to keep an updated list of their competency evaluations and lab performance on the form provided by the Radiography Program. **It is the student's responsibility to make sure that they have completed evaluations in all of the required areas. It is also the student's responsibility to keep pink sheets and documented practices and repeats as required. Any undocumented pink sheets, practices, repeats, and long sheet will cause the student's grade to drop one letter if it is still missing by the end of the current clinical semester. All paperwork must be kept neatly in a loose-leaf binder.**

12.0 COMPETENCY BASED CLINICAL EDUCATION PROFILE

12.1 INTRODUCTION

Competency Based Clinical Education is a progressive approach to the clinical development of a student. Students begin the process by observing an examination or groups of examinations. After didactic and laboratory instruction and documented laboratory proficiency in a procedure, the student then proceeds to the participation stage of the Competency Based Clinical Education Standard.

In the participation stage, the student may now assume a more active role in their clinical responsibilities. Observation and assisting is encouraged during the participation stage for all procedures. However, students may only perform those radiographic examinations, which were previously taught in the classroom and laboratory. Students shall perform these examinations under direct supervision.

The final stage in a Competency Based Clinical Education Standard is the ability of a student to perform radiographic examinations under indirect supervision. Before the student can achieve this level of supervision, they must demonstrate competency through Clinical Competency Evaluations (CCE's). All CCE's must be performed on patients and cannot be completed under simulated conditions. The CBCE Standard includes the following three (3) levels of CCEs:

- 1) Initial Clinical Competency Evaluations (ICCE);
- 2) Continual Clinical Competency Evaluations (CCCEs); and
- 3) Terminal Clinical Competency Evaluations (TCCEs).

ICCEs are common procedures performed on ambulatory, non-traumatic patients. As the student is evaluated on CCCEs and TCCEs, the procedures and patient types become progressively more difficult.

The affective aspect of clinical education will be integrated throughout the program.

The New Jersey Radiologic Technology Board of Examiners has identified the Competency Based Clinical Education Standard. The Radiography Program of the County College of Morris will follow this standard as outlined:

1. Didactic instruction is provided with documented didactic proficiency.
2. Laboratory instruction, followed by student demonstration of positioning skills under simulated conditions with documented laboratory proficiency.
3. The student continues to observe radiographic procedures and gradually progresses to the participation stage under direct supervision.
The following parameters constitute direct supervision:
 - a. A qualified radiographer reviews the procedure in relation to the student's achievement.
 - b. A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge.
 - c. A qualified radiographer is present during the conduct of the procedure.
 - d. A qualified radiographer reviews and approves the procedure.
 - e. A qualified radiographer is present during student performance of any repeat of any unsatisfactory radiograph.
4. Students shall complete the following:
 - a. didactic examinations
 - b. documented laboratory proficiency
 - c. a minimum of one examination under direct supervision prior to requesting an evaluation on an examination or series of examinations. This type of evaluation is called a Clinical Competency Evaluation.

5. Continual Clinical Competency Evaluations (CCCEs):

CCCEs must be performed on a progressive level of patient or procedure difficulty. A CCCE can only be performed on a procedure that was previously evaluated for competency as an ICCE or mandatory competency evaluation.

6. Terminal Competency Evaluations (TCCEs):

Prior to graduation, the student must demonstrate final competency in clinical education. This is accomplished by TCCEs. Before advancing to this level of competency, students must:

- a. Be within 3 months of their anticipated date of program completion and,
- b. have achieved competency in the program's required number of ICCEs and CCCEs within that category of procedures in which TCCEs are to be attempted.

- c. All terminal evaluations must be completed on an actual patient. Any of the 53 procedures may be selected for a terminal competency evaluation, whether you have performed this procedure previously or not on an actual patient. It does not matter.

TCCEs cannot be attempted in the remaining categories until the program's requirements in those categories are individually fulfilled.

TCCEs must be performed on a progressive level of patient or procedure difficulty (Example: if a student was determined competent by way of a simulated competency evaluation, the TCCEs must be performed on a patient).

12.2 GUIDELINES FOR CLINICAL COMPETENCY EVALUATIONS

1. In an effort to help you gain proficiency as radiographers of the future, a competency program has been devised. This 24-month continuous competency program is committed to the mission of the college and to the Radiography Program itself. Its delivery provides for a meaningful educational experience during the six (6) semesters of both didactic and clinical education. You will rotate through a minimum of two clinical education settings which will expose you to the greatest variety of imaging modalities and equipment, as well as, procedure protocols and patients (critical, pediatric and geriatric).
2. Each semester acts as a building block to the next semester until successful completion of the program when the graduate is considered competent as an entry-level radiographer and is registry eligible.

All clinical assignments required will be activities that are educationally related and valid.

NOTE: If you have any questions regarding your clinical assignment(s) validity, seek the assistance of the Clinical Instructor, Clinical Coordinator, or the Program Director. We are here for you!

3. The clinical experience is structured to allow a systematic approach reflecting assessment of the affective, cognitive and psychomotor domains from class lecture, laboratory demonstration and practicum into the practical aspects of radiography. This program requires the student to demonstrate competency in 68 procedures.
4. Of the 68 procedures, there are 38 "mandatory" procedures, 33 "mandatory" procedures must be performed on patients called Initial Clinical Competency Evaluations (ICCE). The remaining "mandatory" (5) procedures may be performed on patients or phantoms. Simulated procedures may only be performed during RAD 227 Radiography Clinical Practice IV (senior spring year).
5. Of the thirty-four (34) elective procedures, 15 are required for the student to

demonstrate competency. Five elective procedures must be performed on real patients. The remaining ten elective procedures may be performed on phantoms or simulated during RAD 227 Radiography Clinical Practice IV (senior spring year).

The last 14 competencies are 6 Continual Clinical Competency (CCCEs) and 8 Terminal Clinical Competency Evaluations (TCCEs) which must be all performed on real patients. **Simulations of any procedure whether mandatory or elective may not be done until February of your senior year.**

6. All competencies will be accomplished on patients of different age groups and levels of difficulty.
7. The minimum passing grade for a Clinical Competency Evaluation is 75.
8. **Each failed clinical competency is a grade of 50. Each revoked competency is a grade of zero. Each failed or revoked competency will be averaged into the student's final grade, in the semester that the student has a failed or revoked clinical competency evaluation. The student must pass this exam prior to graduation with a maximum of two attempts for the same exam. After two failed attempts, including initial, continual and/or terminals, the student must withdraw from the Radiography Program. In addition, failure or revoking of 4 or more radiographic procedures within a semester will result in the student withdrawing from the program. Once the student has failed eight or more competencies in total, the student must withdraw from the program.**
9. All ICCE's MUST be completed in the presence of a CCM clinical instructor.
10. When there are multiple clinical instructors (CI's) at a given clinical affiliate, a student must show evidence of clinical competency evaluation from each instructor.

12.3 DIFFICULTY LEVELS

The Radiography Program has established the following as the difficulty levels for the program:

DIFFICULTY LEVELS

- Patient A: Ambulatory – in/out cooperative adult
 Stretcher Adult Patient – able to move onto table with
 minimal assistance
 13 – 17 year old patient – stretcher/wheelchair; is
 cooperative, needs minimal assistance
- Patient B: Wheelchair Adult Patient – unable to cooperate; needs

maximum support
Stretcher Adult Patient – unable to cooperate; needs
maximum support
13 – 17 year old patient – unable to cooperate; needs
maximum support
Child: 12 months – 12 years

Patient C: Comatose Patient – any age
ICU/CCU Patient – any age
Multiple Trauma Patient – any age
Infants: 0 – 11 months

- 12.4 Each student must perform a minimum of one initial clinical competency evaluation for each of the following during the clinical education courses specified:
- A. Pediatric Patient:
Radiography Clinical Practice III
Radiography Clinical Practice IV
 - B. Trauma Geriatric Patient:
Radiography Clinical Practice III and/or IV
Advanced Clinical Practice
 - C. Surgical Procedure:
Intermediate Clinical Practice
Radiography Clinical Practice III
Radiography Clinical Practice IV
- 12.5 By referring to the semester course syllabus for Principles of Radiography I, II, III and IV you will be able to determine the didactic and laboratory instruction schedule for each radiographic procedure.
- 12.6 **It is recommended that students perform the designated radiographic procedures at least ONCE prior to attempting an Initial Clinical Competency Evaluation (ICCE). The student clinical experience record must be presented to and verified by a program official prior to the ICCCE.**
- 12.7 After a student has demonstrated competency on a ICCCE competency evaluation in a given procedure, the student may perform these examinations under Indirect Supervision of a New Jersey licensed diagnostic radiologic technologist. All films must be approved by the student’s clinical instruction and/or a NJ Licensed diagnostic radiologic technologist.

Indirect Supervision is defined as:

- a. **Supervision provided by a licensed diagnostic radiologic technologist who is**

immediately available to assist students regardless of the level of student achievement. “Immediately available” is interpreted as the presence of a licensed diagnostic radiologic technologist adjacent to the room or location where a radiographic or fluoroscopic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use. (Based on these parameters, a student cannot be assigned to a surgical or mobile rotation or assigned to a room that is not adjacent to another radiographic or fluoroscopic room (i.e., PAT or ER) unless a licensed diagnostic radiologic technologist is present in that room or in the adjacent room.)

- b. A licensed diagnostic radiologic technologist must review and approve all radiographs.

“Immediately Available” does not mean “a phone call away.”

Regardless of the student’s level of competency, unsatisfactory radiographs shall be repeated only in the presence of a licensed diagnostic radiologic technologist. Failure to do so will result in a five (5) point loss off your final average for each infraction. This can also lead to dismissal from the program (see 17.0).

All operating room, portable procedures, special procedures, mammography and CT imaging will always require DIRECT SUPERVISION. Failure to do so may result in dismissal from the program. Repeat offenders will result in program dismissal.

- 12.8 If at any time during a clinical day, the instructor observes the student unable to perform a procedure in which they had previously shown competency, the instructor will revoke the student’s competency for that procedure. **The student will receive a grade of zero for the competency that was revoked. The student will be referred for remediation. The student must pass this failed competency prior to graduation with a maximum of 2 attempts. If a prior failed attempt exists, the revoked competency is considered failure number 2. After 2 failed attempts, the student must withdraw from the Radiography Program. In addition, failure of 4 or more radiographic procedures within a semester the student must withdraw from the program. Once you have failed 8 or more competencies in total you must withdraw from the program.**

- 12.9 The following schedule must be kept to ensure that a student will be able to complete the 38 CCEs by graduation. This schedule is the amount of CCEs which must be accomplished each semester.

12.10 FRESHMAN:

RADIOGRAPHY CLINICAL PRACTICE I	2 ICCEs
RADIOGRAPHY CLINICAL PRACTICE II	8 ICCEs

INTERMEDIATE CLINICAL PRACTICE

12 ICCEs + 3 electives

Nine CCE's must be completed by the end of RAD117, Radiography Clinical Practice II.

SENIOR:

RADIOGRAPHY CLINICAL PRACTICE III

8 ICCEs + 4 electives

RADIOGRAPHY CLINICAL PRACTICE IV

8 ICCEs + 8 electives

If the student is unable to do the minimum requirements of CCEs during a particular semester, the student will receive a zero "0" grade for each CCE not completed. This may cause the student to fail the course, which will stop the student from continuing in the program. **Failure of four or more competencies and/or revoked competencies in a semester, the student must withdraw from the program.**

12.11. REMEDIATION POLICY

When a student does not successfully complete a competency examination or has a competency revoked, the student will be remediated. The student will be corrected regarding problems with the competency examination. The student will then follow the ensuing remediation policy for the 5 types of clinical education failures. **This policy statement is for all remediation policies listed below. (A thru G): After failure of four or more lab proficiencies or clinical competency evaluations (simulated, initial, continual or terminals) within one semester, the student must withdraw from the program.**

A. Failure to demonstrate didactic or laboratory proficiency.

The program will:

1. discuss the area(s) of failure with the student;
2. develop and implement a valid remediation plan;
3. re-evaluate after remediation has been completed.
4. allow a student up to 2 failures per procedure for laboratory proficiency.
After 2 failed attempts, the student **must** withdraw from the program.
Failure of 4 more laboratory proficiencies in a semester will also result in the student withdrawing from the program.

B. Failure of a simulated competency or revoked competency evaluation.

The program will:

1. discuss the area(s) of failure with the student;
2. develop and implement a valid remediation plan;
3. require application of reinforced skills; and
4. re-evaluate for either an initial clinical competency or simulated competency in that radiographic procedure.
5. the student **must** pass this exam prior to graduation.

6. allow a student up to 2 failures per procedure for initial /revoked/simulated competency evaluation. After 2 failed attempts, the student must withdraw from the program. Failure or revoked competencies of four or more radiographic procedures will result in the student withdrawing from the program.

NOTE: The failed/revoked competency must be performed successfully prior to starting Terminal Competency Evaluations.

C. Failure of a nonsimulated initial clinical competency or revoked competency evaluation.

The program will:

1. discuss the area(s) of failure with the student;
2. develop and implement a valid remediation plan;
3. require clinical application of reinforced skills; and
4. re-evaluate for the initial clinical competency in that radiographic procedure. The initial competency replacing the failed competency must be on a real patient.
5. The student must pass this exam prior to graduation.
6. allow a student up to 2 failures per procedure for initial/revoked clinical competency evaluation. After two attempts, the student must withdraw from the program. Failure or revoked competencies of four or more radiographic procedures will result in the student withdrawing from the program.

NOTE: The failed competency must be performed successfully prior to starting Terminal Competency Evaluations.

D. Failure of a continual clinical competency evaluation.

The program will:

1. remove the student's indirect supervision status in that radiographic procedure;
2. discuss the area(s) of failure with the student;
3. develop and implement a valid remediation plan;
4. require clinical application of reinforced skills;
5. The student must pass this exam prior to graduation.
6. re-evaluate for an initial clinical competency in that radiographic procedure. The re-evaluation must be performed as a non-simulated competency, the competency cannot be counted as a continual clinical competency evaluation.
7. Allow a student up to two failure per procedures for continual clinical competency evaluations. After two attempts, the student must withdraw from the program. Failure of four or more continual competency procedures will result in the student's withdrawal from the program.
8. continual clinical competency evaluations must also be on real patients.

NOTE: The failed/revoked competency must be performed successfully prior to starting Terminal Competency Evaluations.

- E. Failure of a terminal clinical competency evaluation.

The program will require remediation and re-evaluation for a terminal clinical competency in a radiographic procedure that is unsuccessful. Any failed terminal competency evaluation will stop the student in progressing with completing their terminal evaluations. **ANOTHER ICCE of the same procedure AND TERMINAL in any of that category. COMPETENCY OF THE FAILED CATEGORY MUST BE SUCCESSFULLY COMPLETED BEFORE CONTINUING WITH ADDITIONAL TERMINAL PROCEDURES.**

- F. Remediation Plan for Simulated, Initial and Continual Clinical Competency Evaluations.

1. Discuss the failed or revoked exam with the student
2. Remediation at the clinical site.
3. **MUST** come to campus radiography lab for any failures that are not classified as “Automatic Failures” as per the clinical competency evaluation form. (Except for **RAD 120 and RAD 230.**) **The ICCE must be the exact body part that was failed. The failed terminal procedure may be any body part in that category. Practices may be simulated.**
4. Unsuccessful competencies form must be completed by clinical instructor and campus lab instructor.
5. Two additional practice procedures **must** be completed. One of which may be under simulated conditions. These practices **must** be completed at the clinical setting.
6. Another competency evaluation of the failed/revoked procedure may not be attempted on the same day as the failure occurred.
7. The program will allow the student up to two failures per procedure for simulated, initial and continual clinical competency evaluations. After two failed attempts, the student must withdraw from the program. Failure of four or more exams in a semester will result in the student’s withdrawal from the program.

- G. Failure and /or Revoked (pulled) of Any Clinical Competency Evaluation.

The student must pass this failed and or revoked (pulled) competency prior to graduation. A student will be permitted two attempts to successfully complete a clinical competency evaluation. **Each time a student is unsuccessful in passing a competency evaluation, the student will receive a grade of 50 for the failure and zero for a revoked competency. By the second attempt at the competency evaluation the student must pass the evaluation with a**

grade of 75 or better. Each failed competency will be averaged into the student's final grade in the semester that the student has failed the clinical competency evaluation. Remediation will take place. In addition, the student will be required to practice the exam twice before asking to perform another clinical competency evaluation.(one may be simulated) The remediation may or may not be given on the same day as the failure. No retesting of a competency evaluation can be performed on the same day as the failure.

FAILURE TO OBTAIN A SUCCESSFUL CLINICAL COMPETENCY EVALUATION AFTER TWO ATTEMPTS WILL CAUSE THE STUDENT TO WITHDRAW FROM THIS CLINICAL COURSE AND PRINCIPLES OF RADIOGRAPHY. FAILURE OF FOUR OR MORE CLINICAL COMPETENCY IN ONE SEMESTER WILL CAUSE THE STUDENT TO WITHDRAW FROM THE PROGRAM.

For any type of Failed Clinical Competency Evaluation – students must refer to the diagram on page 47 which explains the steps in further detail.

ALL FAILED/REVOKED COMPETENCIES MUST BE PERFORMED ON REAL PATIENTS. PRACTICES MAY BE SIMULATED.

12.12 EDUCATIONAL METHOD FOR ALL RADIOGRAPHIC PROCEDURES

Each of the following steps must be completed in sequential order for each radiographic procedure at the County College of Morris:

- A. Each student will receive didactic instruction for each radiographic procedure.
- B. The student will practice each radiographic procedure in the laboratory on campus.
- C. Students may not perform a competency until they have successfully completed didactic and laboratory testing.
- D. All simulated competency evaluations and clinical competency evaluations must include the minimum evaluation criteria:
 - 1. evaluation of requisition and patient assessment;
 - 2. physical facilities readiness;
 - 3. patient care and management;
 - 4. equipment operation and technique selection;
 - 5. positioning skills;
 - 6. radiation protection for patient, self, and others
 - 7. evaluation of the resulting images for proper:
 - a. anatomical part(s);

- b. anatomical alignment;
 - c. radiographic techniques;
 - d. image identification; and
 - e. radiation protection
- E. The student must practice performing each radiographic procedure for a minimum of one time (recommending two) under direct supervision, before being allowed to request a clinical competency evaluation.
- F. The student must demonstrate confidence and ease when performing the procedure for a clinical competency evaluation. The student must perform each radiography examination for a clinical competency evaluation with MINIMAL prompting from the evaluator (clinical instructor).

12.13 CONTINUAL CLINICAL COMPETENCY EVALUATIONS (CCCEs)

- A. Starting with RAD 120 Intermediate Clinical Practice, a student will be required to perform Continual Clinical Competency Evaluations. The student will be required to complete six (6) Continual Evaluations, on real patients, prior to graduation.
- B. No Continual Evaluation may be done for a radiographic exam until the student has completed an ICCE for that particular procedure, **DURING A PREVIOUS SEMESTER.**
- C. The CCCEs will be completed in the presence of the clinical instructor.
- D. If the student passes the CCCE, it will be noted on the Clinical Competency Evaluation Record Form.
- E. Any failed CCCE must be the exact body part that was failed.

12.14 TERMINAL COMPETENCY EVALUATIONS

- A. Each student must complete their terminal competencies during RAD230 Advanced Clinical Practice. The terminal competencies may only be completed after the student has successfully completed all ICCEs and CCEs. The student will be required to complete 8 terminal competencies on real patients.
- B. The student will be required to work independently for the terminal competency evaluations. Independently means that the student will be performing the radiographic procedures alone, in other words, running a radiography room alone.

- C. The clinical instructor(s) will assign the days and rooms that each student will complete their terminal competency evaluations. This will be done after the student has notified the clinical instructor(s) in writing that they are ready to perform the terminal competency evaluations. The student will be provided with a contract that states that they are ready to perform the terminal competency evaluations. It is recommended that all terminal evaluations be successfully completed by the 10th week of the senior summer semester. The program officials will have a conference with any student who has not successfully completed their terminal competencies by the 10th week of the semester. The program officials will outline the steps necessary for the student to complete their terminal competencies at this meeting. This will be based on the reasons that the student did not complete their terminal competencies. Based on the reasons, the student may have to attend additional clinical education during the fall semester if competencies still need to be completed.
- D. **If the student refuses a terminal competencies for any reason, the student's contract will be voided. All previously performed terminals will be null and voided. Once a student feels that they are now ready to perform their terminals a new contract will be signed. All eight terminals will begin again. It may be possible that a student will need to complete the program after September.**
- E. All clinical instructors at each clinical site will be responsible for completing the terminal competencies.
- F. The requirements for the terminal competencies will be outlined in the course syllabus of RAD230 Advanced Clinical Practice.
- G. Upon successful completion of the required terminal competency radiography procedures, the student will be a candidate for graduation from the Radiography Program. All students must continue to perform at this competency level to maintain their graduation status. The student must also have a final grade of "C" or better in Advanced Clinical Practice and have completed the entire curriculum to graduate from the program.
- H. **If a student has failed a terminal procedure, the repeat terminal procedure may be any body part in that category.**

13.0 ROOM ASSIGNMENTS

Assignments to the various radiographic areas at the hospital will be based on the student's level of experience and didactic education. Students may not leave their assigned clinical area without the instructor's permission. The following assignments will be included in the clinical courses.

Radiography Clinical Practice I	General Radiography film library, transport, front desk & control area
Radiography Clinical Practice II Intermediate Clinical Practice	General Radiography, Fluro; Mobile, Trauma Any/all of the above plus OR Trauma Geriatric & Pediatric procedures
Radiography Clinical Practice III	Any/all of the above plus Trauma & Geriatric
Radiography Clinical Practice IV	Any/all of the above plus CT, Specials
Advanced Clinical Practice	Any/all of the above

14.0 SUPERVISION OF STUDENTS

As mandated by the Joint Review Committee on Education in Radiologic Technology, students in clinical practice shall be supervised according to the following guidelines:

14.1 Direct Supervision:

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

- A. A qualified radiographer reviews the request for examination in relation to the student's achievement.
- B. A qualified radiographer evaluates the condition of the patient in relation to student's achievement.
- C. A qualified radiographer is present during the conduct of the examination
- D. A qualified radiographer reviews and approves the procedure.
- E. A qualified radiographer is present during student performance of any repeat or of any unsatisfactory radiograph.
- F. **Passing a Simulated CCE still requires direct supervision of the student until the student later passes a clinical competency performed on a patient.**

14.2 Indirect Supervision:

After demonstrating competency by passing a Category Competency Evaluation, a student may perform that examination with indirect supervision. The parameters of indirect supervision are:

- A. A qualified radiographer reviews the request for examination in relation to the student's achievement;
- B. A qualified radiographer evaluates the condition of the patient in relation to the student's knowledge
- C. The student performs the examination.
- D. A qualified radiographer reviews and approves the radiographs.
- E. A qualified radiographer signs off on the request.

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

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

Regardless of competency level, the student MUST ALWAYS have a radiographer present (DIRECT SUPERVISION), while performing mammography, portables, operating room, computed tomography and any special modalities examinations, and any repeat of unsatisfactory radiograph.

A staff radiographer MUST ALWAYS approve the radiographs before letting the patient leave the department.

15.0 REPEAT RADIOGRAPHS

After a student passes an Initial Clinical Competency Evaluation, he may perform the exam with ‘INDIRECT SUPERVISION’. When a student is working with this “Indirect Supervision”, there will be times when a radiograph needs to be repeated. Regardless of the student’s level of competency, these unsatisfactory radiographs **MUST be repeated in the presence of a New Jersey licensed diagnostic radiologic technologist. Failure to do so will result in a five (5) point loss off your final average for each infraction. This can also lead to dismissal from the program (see Section 17.0).**

It is not acceptable for a radiographer to give the student a new technique and then not go in the radiographic room to be physically present during the exposure.

Students MUST record all repeats on the REPEAT SHEET, with technologist’s signature, and hand it in at the end of the semester. Any student not handing in their repeat sheet will have their grade lowered one (1) letter grade.

16.0 SMOKING AND EATING POLICY

Eating and drinking is NEVER to be done within the sight of patients. Any other rules regarding eating and drinking must abide by the hospital’s individual policy.

Smoking is to be confined to designated external smoking areas. Any other rules regarding smoking must abide by the hospital’s individual policy. You may not leave the department to smoke without permission from your clinical instructor. Only one (1) 15 minute smoking break will be permitted at hospitals that allow smoking. Smoke free hospitals do not permit smoking at any location of the hospital property. You will not be allowed to smoke in your car. Students who have a smoking break will have a shorter lunch period.

17.0 UNPROFESSIONAL CONDUCT/DISCIPLINARY PROCEDURE

Radiography students are entering a profession that requires academic honesty and integrity. The discipline of radiography requires assumption of personal responsibility and ethical behavior in all settings, in keeping with the American Society of Radiologic Technologists (ASRT) and the American Registry of Radiologic Technologists (ARRT) Code of Ethics (APPENDIX B). Students are expected to conduct themselves in a manner consistent with the standards of professional behavior and clinical practice at all times.

Radiography Program students are guests of the clinical affiliates. As guests, students are required to adhere to the clinical affiliates' policies as if they were employees of the clinical affiliates. Behavior that interferes with the operations of the college, program, clinical affiliate, violates established policies and/or procedures, discredits the program or is offensive to patients, visitors, program staff, clinical staff, or fellow students will not be tolerated.

Unprofessional conduct may lead to the student being subject to the Radiography Program's Corrective Action Plan outlined in Section 18. Each student is responsible for reading the "Student Code of Conduct" in the college catalog. Unprofessional conduct includes, but is not limited to the following:

- A. Release of radiographs or interpretations to the patient or other unauthorized persons;
- B. Drug Abuse; Alcohol Abuse
- C. Criminal conviction
- D. Working as a radiographer while still a student, in any state
- E. Taking radiographs on individuals without a physician's request
- F. Making repeat radiographs without a qualified radiographer physically present
- G. Continual failure to adhere to the policies of the Radiography Program and the College (i.e. film badge, dress code, repeat radiographs, etc.)
- H. Disruptive behavior and/or sarcasm
- I. Discussion of personal topic or experiences unrelated to patient care
- J. Failure to use technique charts
- K. Dishonesty. (Appendix B – ASRT)
- L. Excessive lateness and/or clinical absence
- M. Furnishing false information to the college, including forgery, alteration, or misuse of college documents, records or identification
- N. Copying radiographs for personal use.
- O. Any incident or behavior on the part of the student that places a patient in physical harm and/or emotional distress.
- P. Sleeping during Clinical Education.
- Q. Listening to any electronic devices and texting or cell phone use during didactic or clinical education is not permitted except during lunch break.
- R. Any incident or behavior using patient supplies/equipment for personal use.
- S. No video recording on cellphones or iPads.
- T. Posting anything derogatory, demeaning, or unprofessional about fellow classmates, clinical instructors, program officials/staff, hospital officials/staff, or patients on ANY form of social media (Facebook, Instagram, Twitter, etc.) See "Social Media Policy" in Section 19 for full details.
- U. Radiographing the wrong exam.

18.0 CORRECTIVE ACTION PLAN (CAP) FOR BEHAVIORAL ISSUES / CONCERNS

1st Step – First Written Warning:

- A program official will document the issue or concern.
- A program official will conference with the student about the issue / concern at hand.
- During the conference, the student will be given an opportunity for rebuttal.
- If the written warning is upheld, after conferencing with the student, they will write an action plan for improvement on the form.
- The student and program official will sign the paperwork.
- The completed form will be included in the student's file
- A copy of the paperwork will be given to the student.

Note: Some issues or concerns are so serious in nature that the procedure will bypass the first and final written warning steps in the corrective action plan resulting in immediate suspension or withdrawal from the Radiography Program.

2nd Step – Final Written Warning

- A program official will document the issue or concern.
- A program official will conference with the student about the issue / concern at hand.
- During the conference, the student will be given an opportunity for rebuttal.
- If the written warning is upheld, after conferencing with the student, they will write an action plan for improvement on the form.
- The program official and student will sign the form.
- The completed form will be included in the student's file.
- A copy of the paperwork will be given to the student.

3rd Step – Withdrawal from the Radiography Program:

- The Program Director will document the issue or concern.
- The Program Director will conference with the student about the issue / concern at hand.
- During the conference, the student will be given an opportunity for rebuttal.
- The Program Director and the student will sign the form.
- The completed form will be included in the student's file.
- A copy of the paperwork will be given to the student.
- The Program Director will report the incident to the Dean for the School of Health Professions & Natural Sciences.
- The student will have a right to appeal the decision according to the “Student Code of Conduct & Disciplinary Appeal Procedure” outlined in APPENDIX D of the Radiography Program Handbook.

19.0 SOCIAL MEDIA POLICY

“Social Media” refers to social media outlets, platforms, and applications. Social Media includes (and is not limited to) use of blogs, social networking sites, video sites, online chat rooms, and forums. Legally, what is posted on the Internet is discoverable by a court of law even after it has been deleted. Posts to any and all social networking or social media sites must reflect the same behavioral standards of honesty, respect, consideration, and professionalism that are expected in the College and its clinical affiliates. The following rules apply to students in the professional phase of the Radiography program:

1. Any social media posts or communications made by students must adhere to the same restrictions related to privacy for fellow students, faculty, and patients as they do in a clinical affiliate in accordance with the federal Health Insurance Portability and Accountability Act (HIPAA) standards.
2. Any discussion, posting and/or reference of any kind to the student’s clinical experience via social media are strictly prohibited. This includes reference to patients, employees of the clinical affiliate, students, clinical instructors, program faculty/staff, and/or the College itself.
3. Any degrading, offensive, or derogatory social media posts made in reference to another student, patient, visitor, clinical affiliate and/or employee of the affiliate, clinical instructor, Radiography Program and/or Program faculty, College and/or College staff is strictly prohibited.

Violators of the Radiography Program’s social media policy will be subject to the **CORRECTIVE ACTION PLAN (CAP)** outlined in Section 18

20.0 COLLEGE CLOSING DUE TO WEATHER OR OTHER EMERGENCY

Official college snow days apply to didactic and clinical courses. If the weather is bad, use your own judgment about coming to classes or clinical. If you don’t venture out and there is clinical or classes, you will be responsible to see your instructor to make up any missed assignments. The program will follow class cancellations as indicated in the College Catalog.

Attendance During Inclement Weather

Weather conditions rarely are severe enough to interfere with the college’s operation. However, when the weather may impact on the personal safety of students and employees, the college may delay or cancel classes. **The Titan Alert is the emergency alert system used by County College of Morris to send e-mail, text messages and/or voice phone messages to students, faculty and staff in the event of an emergency or weather related closing. Every student MUST REGISTER FOR TITAN ALERT UPON REGISTERING FOR CLASSES. Students will have the opportunity to update their Titan Alert information each semester.**

CCM DELAYED OPENING

As of February 28, 2011: On a clinical day if the college has a delayed opening for 10:30am or earlier, students will go to clinical at the designated time. For example, If the delayed opening is for 9:30 am then the students will arrive at clinical for 9:30 am. If the delayed opening is later than 10:30am, for example at 11:00 am then clinical is

canceled for that day. If the college has a delayed opening in the morning and you have an evening clinical rotation you will be reporting to clinical for the evening rotation at your assigned time. If the Titan Alert is not related to weather conditions, students are to attend Clinical.

21.0 VISITORS

Hospitals cannot permit work schedules to be interrupted by personal visitors. Therefore, please discourage any friends or relatives from visiting at the clinical affiliation.

22.0 COMMUNICABLE DISEASE/INFECTION CONTROL POLICY

Students must adhere to universal precautions guidelines.

22.1 Communicable Diseases:

Listed below are some of the most common diseases or conditions which healthcare workers may be exposed to or contact:

chicken pox	pediculosis
conjunctivitis	pneumonia
COVID-19	poliomyelitis
diarrhea (of more than 24 hr. duration)	rubella
draining lesions	salmonella
food poisoning	scabies
gonococcal disease	staph positive infections
hepatitis A	streptococcal disease
hepatitis B	tuberculosis
measles	typhoid fever
meningococcal	whooping cough
mumps	

Should a student be diagnosed as having any of the above or any other communicable disease, they must report such diagnosis to the Health Service Office. The student will not be allowed to return to clinical until they are cleared by a physician and the College's Health Service office and a note presented to the Program Official.

Students will receive instruction in communicable diseases (including TB) and universal precautions a minimum of three times during the program:

1. Introduction to Radiography
2. Orientation to Radiography Clinical Practice I
3. Orientation to Radiography Clinical Practice II

23.0 BEREAVEMENT POLICY

A maximum of three (3) days will be allowed for clinical absence for each death in the immediate family. Immediate family shall mean father, mother, step-parents, brother, sister, spouse, child, grandchild, grandparents, father-in-law, mother-in-law, brother and sister-in laws. Immediate family shall also mean anyone who resides in your home, however, proof of this must be shown.

In the event of the death of a member of the family, other than those listed in the previous paragraph, such as an uncle, aunt, etc., one (1) day may be used for the funeral.

The student who misses clinical attendance will not be excused for the work that they missed. It will be the student's responsibility to see their clinical instructor to make up any missed assignments.

NON-FAMILY RELATED BEREAVEMENT WILL REQUIRE YOU TO USE ONE OF YOUR 12 ALLOTTED PERSONAL/SICK DAYS.

24.0 REPEATING A COURSE

A student who does not pass a radiography course or MAT 140 Math for Radiographers with a grade of "C" or withdrew "W" because of poor grades, poor attendance, unsatisfactory performance (or any other reason) may repeat the course only once. **A student may only fail one radiography course. After the first failure OR withdrawal, the student is stopped in the program until the course has been successfully completed. When returning to the program after the withdrawal or to repeat the failed course, the student MUST also re-register for the assigned clinical education course for that semester. A student may only be reinstated one time. A student who fails more than one radiography course and/or MAT 140 in one semester will be permanently dismissed from the program.**

25.0 TECHNICAL/PERFORMANCE STANDARDS

Radiography is a practice discipline with cognitive, sensory, affective and psychomotor performance requirements. Based on those requirements, the list of "Performance Standards" below has been developed. The college will make every effort to provide reasonable accommodations to students with documented disabling conditions.

Communication:

Communicate clearly and effectively (verbal and written) with patients, family members and others of the health care team using English language.

Understand and comprehend written English in order to properly determine patient needs.

Social Skills:

Possess mature, emotional behaviors to ensure safety while caring for patients.
Respond appropriately to constructive criticism as related to professional performance.
Remain mentally and physically alert while performing clinical education and be able to concentrate for long periods of time (cannot be under the influence of drugs/alcohol.)

Hearing Ability:

Possess sufficient auditory perception to be aware of warning techniques such as low sounding equipment buzzers, fire alarms, overhead pages, patient monitoring devices, phone ringing., etc.

Communicate with patients when background noise may be high; be able to hear faint or muffled sounds from a distance.

Visual Acuity:

Possess sufficient visual acuity to read departmental protocols, exam orders in patient records, evaluate patient monitoring devices in areas of low and high light, and to properly evaluate the differences in shades of gray on radiographs.

Motor Skills, Strength and Mobility:

Use sufficient fine motor skills to grasp small objects required to perform imaging and patient care procedures such as properly filling syringes and manipulating locks on radiographic equipment.

Possess adequate sensory perception in at least one upper limb to properly determine the location of topographical landmarks for accurate patient positioning.

Must be able to lift heavy objects from the ground (more than 30 lbs.).

Move patients from a wheelchair or stretcher to an exam table and back; requires being able to push and pull heavy objects and have proper use of all four limbs.

Raise arms above the head and in all directions in order to properly manipulate various types of equipment used in patient care and imaging procedures.

Stand, unassisted for long periods of time; at least 80% of clinical education.

Walk, unassisted for long periods of time; at least 80% of clinical education.

Perform physical tasks such as lifting, reaching, walking, etc. in a rapid fashion due to emergency conditions.

26.0 ADDRESS/PHONE

Inform the Program Director immediately if you have a change of phone number and/or

address as well as the office of Records and Registration.

27.0 TEST FOLDERS

Exams are usually changed from year to year but they are, of course, very similar. To ensure security of this material, each instructor will keep the students' exams, tests, etc. in the program office. These folders are available to review only with the instructor present. These will be destroyed 2 years following notification from the ARRT regarding successful status as an RT. **Cell phones, iPods, electronic devices, photographic, or recording equipment will not be permitted while reviewing tests.**

28.0 GRADUATION

To officially complete the Radiography Program, the student needs to apply for graduation. Students are not required to participate in the commencement ceremony. The Program Director will not sign off and allow the American Registry of Radiologic Technologists to release national board grades until the student officially completes the program by applying for graduation. The student must complete the entire curriculum to be eligible for the American Registry of Radiologic Technologists exam and be a candidate for graduation. The student must have completed all courses except for RAD230 Advanced Clinical Practice to participate in the May commencement ceremony.

Every student must pick up all caps and gowns during the week of May graduation. If the entire class does not pick up their caps and gowns, students will not be permitted to wear caps and gowns for their August graduation.

Honor stoles will not be permitted at graduation since their records cannot be audited in time for early August graduation. The Program Director has final approval of graduation attire.

NOTE: It is the student's responsibility to check with Records and Registration no later than Fall Semester Senior year to check on their academic status.

29.0 COPYING RADIOGRAPHS

The clinical affiliates will allow students to make occasional copies of radiographs for school assignments. **All radiographs will be given to faculty who required the assignment. Students are not permitted to keep any radiographs from clinical affiliates. No radiographs are to be down loaded onto any electronic devices.** Patient names, MRN #, etc., must be removed from the copies. **Student may not make copies for their own personal use.**

30.0 PROGRAM GRADING SYSTEM FOR DIDACTIC AND CLINICAL COURSES

A = 89.5 to 100
B+ = 85.5 to 89.4
B = 79.5 to 85.4
C = 75.0 to 79.4
F = Below 75
I = Incomplete
W = Withdrew

31.0 CHAIN OF COMMAND

Students will be given chain of command chart at RAD 107, Radiography Clinical Practice orientation.

32.0 NON-COMPLIANCE RESOLUTION

The Standards for Accreditation are included in Appendix A of the Student Handbook. Any student who believes that the Program is in non-compliance with a Standard may contact the Joint Review Committee on Education in Radiologic Technology by writing to the Committee at: 20 North Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182, or by telephoning (312) 704-5300 and/or the State of New Jersey Department of Environmental Protection – Radiologic Technology Board of Examiners (Board): P.O. Box 415, Trenton, New Jersey 08625 or call (609) 984-5890.

33.0 DUE PROCESS

33.1 **Grade Appeal Procedures:** Students may appeal grades received by faculty members by following established procedures specified in Appendix D of the Student Handbook.

33.2 **Student Code of Conduct and Disciplinary Appeal Procedure:** Students may appeal disciplinary action taken by the College for misconduct as defined in the Student Code of Conduct by following the established procedure specified in Appendix D of the Student Handbook.

34.0 TRANSFER OF CREDIT

Due to the uniqueness of each Radiography Program, equality of radiography courses and clinical education between institutions cannot be ensured. Therefore, credits earned for individual radiography courses and clinical education completed elsewhere will be reviewed on a case-by-case basis by the Program Director. The Program Director reserves the right to require students to demonstrate competency by passing the final examination for the course in question with

a score of at least 75%. General Education and Developmental courses are the responsibility of the Admission Department and Records and Registration Department.

35.0 CELL PHONE/ PERSONAL PAGERS/AUDIO/ ELECTRONIC DEVICES

All cell phone, personal pagers and audio/electronic devices must be kept off during didactic classes and clinical education. No texting is permitted during didactic classes and/or clinical education. Personal cell phones and tablets may be kept in the student lockers at Clinical and given to instructors if needed for emergencies only. If student lockers are unavailable, students may give their cell phones to instructors to be locked up in the instructor's locker.

Cell phones are permitted during lunch on clinical education days.

36.0 CPR CERTIFICATION

Each student must obtain their CPR certification prior to the first day of RAD 107, Radiography Clinical Practice I. A copy of both sides of this CPR card must be given to the Program Officials.

This certification must be American Heart Association CPR for Healthcare Providers (BLS). Students must maintain CPR certification for the entire duration of the program. **It must be current to be eligible for the ARRT exam.**

37.0 ASRT and NJSRT

All students must be members of the ASRT & NJSRT before the end of the first professional phase semester. Students must maintain their membership through the duration of the program. Copies of membership cards must be submitted to program faculty prior to attending clinical.

38.0 TAKING RADIOGRAPHS WITHOUT MEDICAL PRESCRIPTION

No student is permitted to take any patient's, classmate's or hospital employee's radiographs without a written medical prescription from a licensed medical physician. Also, anyone requesting a radiograph must follow the proper registration procedure for the institution. The student must get the medical prescription/patient chart and check prior to taking the x-ray of the patient.

39.0 RETURNING TO THE RADIOGRAPHY PROGRAM REINSTATEMENT GUIDELINES

If a student wishes to return to the program after any one of the following reasons:

- a. withdrawing from one Radiography course
- b. failing one Radiography course

- c. leaving the program during any semester

The following steps will have to be taken before the student will be considered for reinstatement into the program:

- 39.1 A student can be reinstated into the Radiography program only one time and must have 2.5 GPA.
- 39.2 If 2 or more years have elapsed, the student will have to apply to the program again as a new student and submit an intent form. This means that the student would have to start the program from the beginning.
- 39.3 The application for reinstatement must be received by May 1st for the Fall semester and by November 1st for the Spring semester.
- 39.4 The Radiography Admission Committee ranks all the students seeking reinstatement. Admission is based on space availability.
- 39.5 **Procedure**
 - 1. Seats are allocated to students according to the following priority ranking:
 - a. First time in a course. Students who interrupt their progression to the next course after successful completion of a Radiography course, but have not been previously granted a seat in the succeeding course.
 - b. Advanced placement.
 - c. Students who were passing the course at the time of withdrawal.
 - d. Students who have failed the course.
 - 2. A faculty committee will review student's folders at the end of the semester and using the most current transcript will assign points based on the following point system:
 - a. Each General Education course X 10 points
 - b. Radiography and science courses:
 - A = 20 points
 - B = 15 points
 - C = 10 points

For transfer credit/advanced placement, a grade of "C" will be used for calculations.

39.6 **Notification**

1. If accepted, applicants will receive a letter informing them to register. A reinstated student will be assigned a hospital section based on space availability. All reinstated students must attend clinical in the semester they return.
2. If not accepted, the student will be notified by mail. If the student is still interested in being reinstated, she/he must complete another application for reinstatement form, by the deadline.
3. A reinstated student who declines a seat will be eligible for reinstatement only one additional time.

39.7 Reinstatement Applications may be obtained from the Radiography Program Office.

39.8 All reinstated students will be required to re-submit to a Criminal History Background Check and Drug Screening.

40.0 **ANNUAL CRIMINAL HISTORY BACKGROUND CHECK POLICY**

All students in the professional (clinical) phase will be required to submit to an Annual Criminal History Background checks as mandated by the Joint Commission. These Criminal History Background checks will occur on an annual basis. If the student has a positive criminal report, the student may have to withdraw from the program.

41.0 **DRUG & ALCOHOL ABUSE POLICY**

The Radiography Program maintains a no tolerance policy regarding substance abuse. The program faculty requires radiography students provide safe, effective and supportive care in the clinical setting. To fulfill this purpose, radiography students must be free of chemical impairment during participation in any part of the radiography program including classroom, laboratory and clinical settings.

A multiple-panel drug screening is now mandatory for all students doing their clinical education at any of the program's clinical affiliates. The drug screening must be completed by a County College of Morris contracted laboratory **not by your physician or another laboratory. The cost of screenings is the responsibility of the student.** All drug screening results must be received by the college health service by the first day of the Fall semester. Failure to submit to the drug screening will result in dismissal from the program. Any questions regarding this policy should be directed to the health service coordinator at 973-328-5160. If a student has a positive drug screening result, the appeal process listed below, will be followed.

To appeal the drug screening results the student must take the following steps:

- 1.) **Student who have positive drug screening will be contacted by the college's clinical**

clearance office. The clinical clearance coordinator will contact the department chairperson or, in that person's absence, the Dean of the School of Health Professions and Natural Sciences.

- 2.) If the student chooses to challenge the drug screening results, the student will be required to provide written documentation, on letterhead from their physician indicating the medical necessity for these substances. The physician must mail the documentation directly to the college's medical review officer within ten business days.

Repeat test will not be accepted, and documentation must not come in the form of a handwritten note on a prescription pad sheet.

- 3.) If the student is unable to provide a letter documenting a valid medical reason for the screening results, the appropriate chair, or School Dean will notify the student that they will not be accepted in or allowed to continue in the professional phase of the program.
- 4.) The student has the right to appeal the decision to the School Dean and the Vice President of Academic Affairs. The Vice President of Academic Affairs decision is final.
- 5.) In the event of a failed appeal or no appeal, the student is prohibited from reapplying for admission to the Allied Health or Nursing Programs.

STUDENT CONDUCT REQUIREMENT

In the event of behavior deemed inappropriate or suspicious the college reserves the right to refer the student to the college Counseling and Student Success for personal, medical clearance or additional drug screening. Any cost for additional screening will be incurred by the student.

42.0 HIPAA/PHI POLICY

1. **Any paperwork or radiograph that a student processed must not have any reference to the patient's name or the hospital.**
2. **NO PHI (Personal Health Information) can be put into any CCM or personal computers, blackberries, electronic devices, etc. Students are prohibited from photographing any hospital documents or patients.**
3. **A student who violates PHI or HIPAA Policy or non-disclosure requirements will be dismissed from the Allied Health or Nursing Programs. The student may appeal the decision to the Dean of the School; of Health Professions and Natural Sciences and the Vice President of Academic Affairs. The Vice President of Academic Affairs decision is final. The student is not eligible to reapply to either the Nursing or Allied Health programs.**
4. **All students will be required to sign a HIPAA Policy at the first Radiography Clinical Orientation Meeting.**

43.0 JURY DUTY

The office of Records and Registration will provide the student with a letter which can be submitted with your jury duty subpoena. This letter will state that you are a student at CCM and enrolled in classes.

44.0 PORTABLES

According to NJ State Law, students are required to wear a lead apron and to be under direct supervision when making a portable radiograph exposure.

45.0 STUDENTS WITH DISABILITIES

Students with documented physical, visual, hearing, learning or psychiatric disabilities are Encouraged to contact the Accessibility Services Office (973-328-5284) Room LRC 206 to schedule an appointment with the Disabilities Support Specialist on the campus to request reasonable accommodations under the ADA. Students must provide appropriate and verifiable documentation of disabilities for which accommodations are requested. The request with documentation should be made **4 – 6 weeks prior to the semester in which the accommodation is needed, depending on the disability. Reasonable accommodations for students with disabilities either temporary or permanent will be considered on a case by case basis.**

46.0 GRIEVANCE POLICY

A system of due process is available to all students enrolled at County College of Morris. For the appeal of grades, academic integrity, academic dismissal, violations of the Student Code of Conduct, and sexual harassment, refer to the college catalog and college website ccm.edu (Home Page> Current Student News & Events>Campus Services>VP Student Development & Enrollment Management). The procedure for filing a complaint about a class or a faculty member can be found on the CCM website at: ccm.edu/StudentLife/CampusServices/vpsdem/FilingAComplaint

46.1 Radiography Program Formal Chain of Communication

The formal chain of communication for the Radiography Program is listed below. The student is to follow the chain of communication for both clinical and didactic courses. The Radiography Program prefers to solve problems by internal procedures within the program if at all possible.

46.1.1 Clinical Courses:

Level 1: Assigned Clinical Instructor(s)

Level 2: Clinical Coordinator (Prof. Verna, CH 313)

Level 3: Program Director/Chairperson of Allied Health (Prof. Vill'Neuve,

CH 302)

Level 4: Dean of Health and Natural Science Division (Dean Isaza, CH 250)

46.1.2 Didactic Courses:

Level 1: Radiography Course Professor/Instructor

Level 2: Program Director/Chairperson of Allied Health (Prof. Vill'Neuve)

Level 3: Dean of Health and Natural Science Division (Dean Isaza)

46.2 Radiography Program Grievance Steps

46.2.1 Clinical Courses

Step I – A student who has a concern regarding a clinical situation must first address the Clinical Instructor in question within 7 working days from the time of occurrence.

Step II – If the student feels that the clinical problem has not been resolved, the student moves on to Step II. The student has 7 working days to present the issue in writing to the Clinical Coordinator.

Step III – If no resolution is reached at Level II, the student will have 7 working days to make the Program Director aware of the problem, in writing. If not satisfactorily resolved with the Program Director, the student will move on to Step IV.

Step IV – The student will have 10 working days to discuss the issue with the Dean of HPNS. The student must provide all documentation concerning this issue to the Dean of HPNS prior to the scheduled meeting.

46.2.2 Didactic Courses

Step I – The student must go to the didactic instructor where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within 5 working days of the incident that generated the complaint.

In cases where the instructor is not the Program Director, a meeting with the Program Director may be requested after the student's initial meeting with the instructor if resolution of the complaint is not reached. This meeting with the Program Director must take place within 5 working days.

Step II – If a satisfactory outcome has not been reached after the first step, the student may request a meeting with the Dean of HPNS. This must be done within 10 days of the previous meeting.

47.0 GLOSSARY OF IMPORTANT TERMS

COMPETENT: The ability to function with limited supervision and assume the required duties and responsibilities.

CLINICAL COMPETENCY EVALUATION: The procedure by which a student's performance and knowledge is evaluated. In addition, the resultant radiograph(s) is/are critiqued and evaluated.

INITIAL CLINICAL COMPETENCY: The first competency evaluation of a specific radiographic examination (Mandatory and Elective).

CONTINUAL CLINICAL COMPETENCY: A competency evaluation that assesses the ongoing competence in procedures previously completed.

TERMINAL CLINICAL COMPETENCY: A series of random competency examinations from various procedures used to demonstrate the student's overall competence. After successful completion, the student is considered competent as an entry-level radiographer and is Registry eligible.

DIRECT SUPERVISION: A registered radiographer is physically present for the duration of the entire examination.

INDIRECT SUPERVISION: A registered radiographer is "immediately available" (adjacent to the room or location) to assist students during the radiographic examination.

Remediation: Instruction particular to the corrections necessary to successfully complete the task and or action. See remediation policy.

SIMULATION: The student performs the radiographic examination on a model or Phantom (not a patient). If the phantom is used, the student may make an exposure. If a model is used, a simulated exposure will be used. A radiograph is used for critique and evaluation.

NOTE: Failure to read this or any other school publication does not excuse the student from the rules and regulations of the program. While the announcements present in this program handbook apply as of the date of publication, the County College of Morris Radiography Program reserves the right to make such changes, as circumstances require.

I have received, read and understand the County College of Morris Radiography Program Student Handbook dated September 2022. I understand that I will be held responsible for following all of the rules and regulations pertaining to the Radiography Program.

I also understand that I am responsible for reading the college catalog, which has policies and procedures that relate to all students at the County College of Morris.

I understand that these policies are meant to protect students, protect my patients, and adhere to the State of New Jersey Bureau of Radiological Health and Accreditation requirements.

NAME (Printed): _____

SIGNATURE: _____

DATE: _____