Roxbury Community College

Radiologic Technology Program
Division of Professional Studies

STUDENT HANDBOOK
2014 - 2015
Radiologic Technology Program
1234 Columbus Avenue
Roxbury, MA 02120

Student Handbook

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RCC Radiologic Technology Program
Clinical Affiliate Sites

Beth Israel Deaconess Hospital
148 Chestnut Street
Needham, MA 02492
Phone: (781) 453-3000

Department Manager:
Bill Hallett, R.T. (R)

Clinical Instructor:
Audrey Brait, R.T. (R) (M)

Lemuel Shattuck Hospital
170 Morton Street
Jamaica Plain, MA 02130
Phone: (617) 522-8100

Department Manager:
Clinical Instructor:
Susan Hourihan, R.T. (R) (M)

Boston Medical Center
1 Boston Medical Center Place
Boston, MA 02118
Phone: (617) 638-8000

Department Manager:
Malissa Danforth, R.T. (R)

Clinical Instructor:
Eliot Kim, R.T. (R)

New England Baptist Hospital
125 Parker Hill Avenue
Boston, MA 02120
Phone: (617) 754-5800

Department Manager:
Tyler Martin, R.T., (R)

Clinical Instructor:
Kathleen M. McMillan, R.T. (R), (M)
Lisa Kamens, R.T. (R), (CT)
Roxbury Community College
Mission Statement

The primary mission of Roxbury Community College is to facilitate the success of our students in achieving their educational goals. RCC is a comprehensive, multicultural, urban, student-centered, and open-access community college, providing learning opportunities for all who may benefit. The College serves the educational needs of Roxbury, surrounding communities and other diverse populations in the Commonwealth. We believe that all students, given the appropriate resources, have the ability to reach their full potential. The College is therefore committed to helping our students enhance the quality of their lives and our communities.

College Profile

Roxbury Community College is a coeducational public institution of higher education offering associate degree and certificate programs. The College’s mission is to serve Boston and its adjacent communities, focusing on the inner city neighborhoods of Roxbury, Jamaica Plain, Mattapan, Hyde Park, Dorchester, Roslindale, the South End, Mission Hill, and Chinatown. Most of Boston’s African Americans, Hispanics, and Asians live in these neighborhoods as well as newcomers from the Caribbean, Central and South America, Africa, the Middle East, and Asia. RCC addresses the multicultural nature of its population by offering internationally recognized courses that highlight the cultures represented at the College within the associate degree programs.

The College encourages academic excellence and offers honors courses for academically advanced students. Through the cross-registration program, students also have the opportunity to take advanced courses, at no extra charge, at several area colleges and universities. As part of its mission, Roxbury Community College prepares students for transfer to four-year institutions and endeavors to ensure that its graduates are guaranteed admission to all Massachusetts public four-year institutions. Although most of the students are in their mid-twenties, the student population
at RCC ranges in age from 18 to 80. Many students work either full-time or part-time while attending the College.

More than half of RCC students receive financial assistance through state and/or federal financial aid programs, scholarships, and grants.

**Institutional Proficiencies for the New RCC graduate**

When students graduate from RCC, they will be able to demonstrate:
- a broad base of knowledge in the mathematical methods and technology, history, culture, Humanities, natural and social sciences;
- logical and analytical thinking skills which enable students to pursue life-long learning;
- effective communication in academic and professional settings;
- mastery of basic computer skills for professional and personal use;
- an awareness of issues that arise within a multicultural context;
- time management skills that address multi-phase projects
- strategies for balancing career, educational, and personal goals; and
- standards of integrity and personal responsibility in professional and social environments.

**Mission Statement for the RCC Radiologic Technology Program**

In collaboration with the mission statement of Roxbury Community College:

The Radiologic Technology Program prepares students for evidence-based practice in a rapidly changing, diverse health care environment supported by quality clinical facilities and instruction and a strong core curriculum in general education.

**Accreditation**

The Radiologic Technology Program has programmatic accreditation from the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL, 60606-2901. Telephone (312) 704-5300. [www.jrcert.org](http://www.jrcert.org)
The College has regional accreditation from the New England Association of Schools and Colleges (NEASC).

**Goals of the Program:**

1. Graduates will demonstrate competence in performing entry-level medical radiography procedures
2. Graduates will demonstrate critical thinking and problem solving skills
3. Graduates will actively participate in professional development and life-long learning activities
4. Graduates will demonstrate effective written and oral communication skills

**Program Outcomes**

1. Graduates will provide quality patient care.
2. Graduates will accurately position patients.
3. Graduates will practice radiation safety.
4. Graduates will select appropriate technical factors.
5. Graduates will adapt procedures for non-routine patients.
6. Graduates will demonstrate professional behaviors.
7. Graduates will be active in the profession.
8. Graduates will demonstrate effective verbal communication skills.
9. Graduates will demonstrate effective written communication skills.

**Program Effectiveness Measures**

To determine achievement of program goals the following program measurable outcomes have been developed. Over the first five years of the program, a minimum of:

1. Seventy five percent (75%) of RCC graduates will pass the American Registry of Radiologic Technologists (ARRT) Registry exam on first attempt.
2. Seventy five percent (75%) of RCC graduates will rate the overall program satisfaction with the RCC RT Program a “3” or better on a 1-5 Likert scale.
3. Seventy five percent (75%) of RCC graduates will rate the clinical performance and competence acquired in the program a “3” or better on a 1-5 Likert scale.
4. Seventy five percent (75%) of Employers will rate the clinical performance and competence acquired in the program a “3” or better on a 1-5 Likert scale.
5. Seventy five percent (75%) of Employers will rate overall program satisfaction with the RCC RT program a “3” or better on a 1-5 Likert scale.
6. Seventy five percent (75%) of RCC graduates who seek employment as entry-level radiographers will be employed within twelve months of passing the licensure exam.
7. Sixty five percent (65%) of admitted students who begin the program will complete the program within two years.

**Program Statistics**

Program Effectiveness Data
Program Completion Rate (2010 – 2014): 72%
46 Students began Program
33 Graduates completed Program

ARRT Examination Pass Rate (2010 - 2014): 90%
(Exam taken within 6 months of graduation)
19 First Time Examinees
17 Examinees Passed National Exam 1st Time

Employment Rate (2009 – 2013): 83%
30 Graduates Seeking Employment
25 Graduates Employed within 12 Months

STANDARDS FOR AN ACCREDITED EDUCATIONAL PROGRAM IN RADIOLOGIC SCIENCES. Effective January, 2014.

Standard One: Integrity
The Program demonstrates integrity in the following: representations to communities of interest and the public, pursuit of fair and equitable academic practices, and treatment of, and respect for, students, faculty, and staff.

Standard Two: Resources
The Program has sufficient resources to support the quality and effectiveness of the educational process.

Standard Three: Curriculum and Academic Practices
The Program’s curriculum and academic practices prepare students for professional practice.

Standard Four: Health and Safety
The Program’s policies and procedures promote health, safety, and optimal use of radiation for students, patients, and the general public.

Standard Five: Assessment
The Program develops and implements a system of planning and evaluation of student learning and program effectiveness outcomes in support of its mission.

Standard Six: Institutional/ Programmatic Data
The Program complies with JRCERT policies, procedures, and STANDARDS to achieve and maintain specialized accreditation.

JRC STANDARDS OF COMPLIANCE POLICY
All complaints regarding allegations that the Radiologic Technology Program is in non-compliance of the STANDARDS FOR AN ACCREDITED EDUCATIONAL PROGRAM IN RADIOLOGIC TECHNOLOGY can be directed to:
JRCERT
20.N. Wacker Drive
Suite 2850
Upon notification from the JRCERT that the program is in non-compliance the program director will meet with Clinical Coordinator and Clinical Instructors within one week and devise a plan to bring the program into compliance.

**Academic Policies**

Students in the Division of Professional Studies are expected to follow the policies in the RCC Student Handbook. In addition, students in the Radiologic Technology Program are expected to follow the policies of the Department that are in this handbook.

Students who violate any policies in the handbooks will be held responsible through the disciplinary process.

**Academic Honesty**

Institutional discipline shall be limited to conduct which adversely affects the educational objectives of the College.

Any attempt to present as his/her own work that which is not his/her own, cheating on exams, plagiarism, or aiding and abetting another in such an attempt is cause for disciplinary action probably as severe as expulsion or dismissal.

The following are considered examples of violations of academic honesty. This list is not exhaustive. All incidents of actual or planned cheating should be immediately reported to a Program Coordinator.

**Examinations:**
1. Having pertinent information in exam room.
2. Looking at classmate’s test paper.
3. Copying from another paper in any exam.
4. Talking during an exam.
5. Procuring an exam or part of an exam.
6. Revealing exam questions.
7. Utilizing calculators for purposes other than calculation.
**Papers and Assignments:**
1. Paraphrasing material without footnoting the source of copying material without a footnote.
   This includes footnoting material taken from websites.
2. Copying another person’s work.

If a student is found to be in violation of academic honesty, the student shall receive an F on the test or paper. All violations of academic honesty are reportable to the Division of Professional Studies, which will take action based on the severity of the offense.

A student has the right to appeal a decision of the Division of Professional Studies through the grade appeal and/or grievance procedure of the College. Please refer to Roxbury Community College Student Handbook for more information concerning the grievance policy and procedure.

*Rev. 1/15*

**Academic Progression**

If a student fails a required course within a program, the student must withdraw from the program and meet within two weeks with the Program Coordinator to complete required documentation.

Students applying for program re-admission who has dropped out due to failure or other reasons, must notify their faculty advisor and Program Coordinator in writing and submit a new application. Deadlines for applying for program readmission are approximately April 15th for the fall semester and approximately October 15th for the spring semester. See exact dates each semester as posted on the website, [www.rcc.mass.edu/academics/professional-studies/radiology](http://www.rcc.mass.edu/academics/professional-studies/radiology).

*Rev. 1/15*

All students applying for program re-admission will be ranked according to students’ GPA. Students who withdraw from a program course in good academic standing will be given priority re-admission status over those who have either failed a course or withdrew failing. Program readmission is based on a careful review of student records.

*Rev. 1/15*

Any student who fails a program course in the first year of the program and wishes to reenter the program, must successfully complete *The College Experience* (ACS 102, ) prior to readmission. All supporting general studies courses must be completed with a grade of “C” or better prior to readmission to the program. Any student requesting an exemption from the requirement to take this course as a condition for readmission, or are a second year student, must submit a written request for waiver stating:

1) Reason for exemption
2) A detailed alternative plan with timelines for remediation

Approval for waiver and alternative remediation plan will be granted by course coordinator and/or program coordinator. A copy of request and approval shall be kept in student’s file.

Readmission to a program is not guaranteed.
All students who wish to return to a program must do so within one calendar year of their withdrawal. Students will be eligible for program re-admission to a program one time regardless of the reason for exit from the program.

After a student has received TWO grades of less than a “C” in any program course, the student will be automatically withdrawn from the program with no option for readmission. (See Withdrawal Policy)

Advisors
All students have an assigned advisor from the Radiologic Technology faculty.
- Advisor input and frequent faculty-student interaction are essential components of the student learning process and academic success.
- Students are strongly urged to see their advisors and other faculty often for academic and clinical concerns as well as other issues that arise.
- Students are encouraged to take ACS 102 The College Experience course, and to utilize the college Writing Lab, the Language Lab, and Library to strengthen academic skills.
- The Department of Career and Transfer Services is available for learning and career counseling, assistance with resume writing, job search, and other services. Students should feel free to avail themselves of their services.

Attendance

A. Classroom

Class will begin and end on time. Students are expected to attend all scheduled class times. In respect for fellow students and the learning environment, students are expected to arrive on time. If a student is going to be late, enter the class without being disruptive or to wait outside the classroom until the next scheduled break. A student who is absent from class is responsible for any announcements and is responsible to make personal arrangements to assure the acquisition of materials presented. Enrichment sessions will not review basic concepts that were missed by students who did not attend class. Faculty will maintain student attendance. Classroom absences may affect the overall grade; in that instructors have consistently observed that a pattern of poor class attendance is often correlated with poor exam grades.

B. Clinical and Lab

ATTENDANCE EXPECTATIONS:
Clinical and lab are mandatory. Students are required to meet their commitment to clinical practice and lab on ALL assigned days.

PROFESSIONAL CONDUCT AND COMMUNICATION EXPECTATIONS:
It is expected that students will schedule doctor’s appointments and other personal business outside of clinical or lab scheduled dates. The professional conduct is to notify the lab or clinical instructor and notify the facility (unit for clinical) in a timely manner; if the event of an
anticipated absence the student must notify the instructor and facility one hour before the designated start time. In the event of an unplanned tardiness the student must notify the instructor and facility 15 to 30 minutes prior to the designated start time.

**Cardiopulmonary Resuscitation Certification**
All students must be actively certified in CPR at the professional rescuer level by the first day of their clinical course. Students must be certified for CPR on all clinical days throughout the entire program. It is the student’s responsibility to keep their certification current each year. The CPR certificate must be submitted to the Division Secretary and a copy will be placed in the student’s file.

**Cell Phones**
Students are required in all class, clinical, and lab to turn off cell phones or to place phone on vibrate mode so they may respond to emergencies. When responding to emergencies students are expected to step outside of the class, clinical, or lab setting.

**Communication**
All health sciences students and faculty are expected to have current email addresses and be proficient in utilization. Students and faculty are expected to register any change in name, address, phone number or email address with the division secretary and program coordinator. Students and faculty are responsible for internal and external communication. Please check both your individual personal mail box (Room 4-300) and email daily. Important messages to the student community (including scholarship and employment opportunities) are posted on the program bulletin boards located in the third floor lobby just outside of the nursing office.

**Criminal Offense Record Information (C.O.R.I.), S.O.R.I., and drug and alcohol testing**
Admission to a health careers program does not guarantee clinical placement. Prior to beginning clinical practice and in subsequent semesters, students will be asked to submit Criminal Offense Record Information in accordance with the Criminal Record Information Act: Massachusetts General Laws, Chapter 6, Sections 172-178 and Massachusetts General Law, Chapter 28A, Section I and regulations pursuant to these statutes. When submitting a CORI Request Form, the student will need to attach a copy of a valid government issued, photographic identification. Such identification may include a driver’s license, passport, or other form of photographic identification issued by a state or federal governmental agency. Failure to submit a valid photographic identification will delay the processing of a student’s CORI Request Form. The outcome of the C.O.R.I. may impact the student’s ability to participate in the clinical experience. By signing the student signature page, students are stating their understanding that this information will be shared with the college and its programs. For additional information, please see the Dean.

Also SORI (sexual offender) information and drug and alcohol testing may be requested according to new state or agency requirements anytime during the program.

**Critical Behaviors in Clinical Agencies, Classrooms and other Educational Environments**
Maintains a safe environment for clients and others.

Maintains a professional, respectful relationship with clients, their families, staff members at clinical agencies, faculty members and fellow students.

3a. Follows institutional standards and procedures when administering medication and IV fluids (for nursing students).

3b. Follows institutional standard and procedures for Radiologic procedures (for Radiology students).

Prepares adequately for clinical practice.

Identifies, reports and documents any critical changes in client’s condition.

Implements safe care based upon appropriate priority setting, sound theoretical understanding, and organizational skills.

- It is an expectation that students will maintain professional, respectful relationships in all interactions. Students will refrain from hostile, intimidating or threatening behavior and will adhere to the Roxbury Community College Code of Conduct. Failure to engage in respectful relationships and behaviors may result in dismissal from clinical, lab, or classroom activities.

- Critical behaviors are marked with an asterisk in clinical evaluation tools.

Disabilities
The College will make reasonable accommodations for students with documented disabilities in accordance with the Americans with Disabilities Act. Students must present appropriate documentation to the College Coordinator of Disability Services before we can discuss accommodations. Please refer to Disabilities Services on the College website for more information regarding documentation: www.rcc.mass.edu/studentservices/disabilities.asp

Appropriate accommodations will be made after review of the documentation, an interview with the student, and if necessary consultation with faculty on the essential elements of the course.

Dress Code and Radiation Monitor Policy for Radiologic Technology

Students will follow the uniform policy listed below. Failure to follow these policies will result in the student being sent home and making up the day at a later time:

Students are required to conform to the dress code in the clinical area. The dress code consists of:
• School uniform (white pants, or skirt, approved shirt with logo on Radiologic Technology shirt for Class of 2015; approved grey pants with approved seaspray scrub top for Class of 2016) optional approved lab coat with logo.
• Name pin and radiation monitor badges must be worn at all times. (See Clinical Instructor).
• White socks/stockings.
• Clean white shoes (no sneakers or clogs).
• Hair should be off the collar, neat and trim.
• Beards must be kept neat, trimmed and clean at all times.
• Moderate make up may be worn.
• Jewelry may be worn in accordance with hospital policy.
• Oral and personal hygiene is a must in health care settings.
• Artificial nails are forbidden in the clinical area.
• Tattoos must be covered.

• Students will be responsible for payment and maintaining a radiation monitor at the clinical sites. The cost will be communicated with students at the beginning of the program.

Navy blue (radiology) scrub jackets or grey (radiology) scrub jackets are available from the uniform company and may be worn in the clinical area. This is the only garment allowed to be worn over the school uniform; sweaters or lab coats may not be worn when providing direct patient care. A long sleeve shirt is not allowed to be worn under either approved clinical shirt.

Excessive jewelry or make-up is not allowed. Faculty may determine if make-up or jewelry is excessive. Students are expected to be neat and to practice good personal hygiene. Students not appropriately attired will be sent home by the instructor and must make up the day that he/she was sent home. (See Attendance Policy)
Reviewed 12/13, 1/15

Radiation Monitor Policy (Radiologic Technology Program)
IT IS REQUIRED BY LAW THAT ALL PERSONS WORKING WITH OR AROUND X-RAY MACHINES AND/OR RADIOACTIVE MATERIALS WEAR CURRENT RADIATION DOSIMETERS.
Dosimeters monitor exposure in accordance with existing state and federal regulations. It is a requirement that students wear them when working in areas where potential radiation exposure may occur. Students are required to obtain the requisite dosimeters during the first week of classes. Reports are routinely maintained regarding student radiation exposure by the Program Coordinator and Dosimeter manufacturer, and become a part of the permanent record, and are open for your inspection. When you leave this institution, students can request a copy of their exposure record to either take or to have sent to employers.

In order to utilize the personal dosimeter most effectively and to have the most accurate records possible, the following regulations must be observed:

• Students must wear the dosimeter when at their clinical affiliate.
• The dosimeter is to be worn on the trunk portion of the student’s body and preferably on your collar outside of the lead apron.
Any student not wearing a dosimeter will not be allowed in radiation areas, and the time missed will be considered a clinical absence.

Notice: Students will be instructed in the as low as reasonably achievable (ALARA) philosophy during the first few weeks of the first semester. The Program Director, Clinical faculty, Chief Radiologist, Radiation Safety Officer, Radiation Physicist, or all five, will investigate all instances in which dose limits are exceeded. The student will then be counseled as to the appropriate course of action following established regulatory policy.

Emergency Telephone List
Clinical instructors should establish an emergency telephone list with students to be used in emergency situations.

Employment – students
Due to the intensity of the health sciences’ programs, it is suggested that students not hold outside employment. If this is not possible, faculty strongly urges students to limit outside employment to a maximum of sixteen hours per week.

Financial Aid
All students are encouraged to meet with a representative of the Financial Aid office to plan for meeting their financial aid needs before the start of a program.

Grades in Health Programs and GPA Calculation
The passing grade in each course is “C”. A “C” in a health sciences course will equal 75%.

A student must also receive a “C” or better in all required general education courses. All students must maintain a cumulative GPA of 2.0 or better in order to remain in the program. If a student passes a program course, but receives less than a “C” in a required general education course and/ or his or her overall GPA falls below 2.0, the student cannot advance to the next semester.

In order to pass a semester, the student must pass all components of the radiology courses. If one component is not passed, the student will not receive a passing grade regardless of the grades in the other components and will not be able to proceed to the next semester in Radiologic Technology if one radiology course is failed, regardless of the grades in the other courses. Students in radiology will need to audit previously passed courses.

Calculation of Grades and GPA
<table>
<thead>
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<th>Letter score</th>
<th>Range of scores</th>
<th>GPA</th>
<th>College</th>
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<tr>
<td>A</td>
<td>90% - 100%</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>88% - 89%</td>
<td>3.7</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>85% - 87%</td>
<td>3.3</td>
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<td>B</td>
<td>83% - 84%</td>
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<td>81% - 82%</td>
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<td>C+</td>
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<td>C</td>
<td>75% - 77%</td>
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<td>C-</td>
<td>72% - 74%</td>
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<td>D+</td>
<td>69% - 71%</td>
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<td>D</td>
<td>66% - 68%</td>
<td>1.0</td>
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<tr>
<td>F</td>
<td>65% and below</td>
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**Graduation Procedures**
The requirements for graduation are both academic and nonacademic in nature. Candidates for certificates and degrees must fulfill the following requirements:

**Academic Requirements:**
Successful completion of all courses in the program curriculum with a grade of “C” or better is required. This includes program and required general education courses.

Satisfactory performance of the clinical and lab components of all courses.

**Non-Academic Requirements:**
Fulfillment of all financial obligations to the college.
Payment of all library fees and return of all outstanding library books.
Completion of transcript requirements and graduation forms by deadline.

**Reviewed**: Division of Nursing and Allied Health 05/01; 8/04; 8/2005; updated 9/2008

**Health Clearance and Student Health Emergencies/Issues in Clinical Areas**
Prior to beginning a health program, the student will need to obtain documentation of:

1. **Physical exam:**
   Physical exams are required every two years with a physician’s statement that the student is able to participate fully in the program.

2. **Immunizations:**
   All RCC students in a health program must provide documentation of the following immunizations:
   - DTP/Td/DT/Tdap (booster required if last dose over 10 years ago)
   - MMR (or positive titers of Measles, Mumps, Rubella)
   - Measles- (2 doses required)
   - Mumps- (2 doses required)
   - Rubella – (2 doses required)
   - Hepatitis B – (3 doses required)
   - Varicella (positive titer or 2 immunization dates
   - PPD (Mantoux) test within 6 months
Chest X-ray required if PPD is positive
Flu vaccine

Updated 12/13

Proof of immunization must be presented to the student health office prior to entry in the clinical area in September. Serologic proof of immunity will be acceptable. Students will not be able to attend clinical without this documentation.

1. Tuberculosis:
Annual documentation of proof of tuberculosis status is required from each student. Each individual must receive (and have read) a Mantoux skin test for tuberculosis by the beginning of classes each Fall semester/or January semester. Documentation must be presented to the Student Health office prior to entry into the clinical area in September or January (for Jan. start). Students will not be able to attend clinical without this documentation.

If the student is Mantoux (+) positive, a chest x-ray or a physician’s statement that the individual is under prophylactic treatment for tuberculosis must be received by the Student Health office.

If the student has received a BCG vaccine sometime in the past, please be sure to notify your physician. For questions, talk to program coordinator.

2. Pregnancy and Radiologic Technology Program:
Students in Radiologic Technology Program who become pregnant during their course of study will have certain choices to make.

Please read and follow program Pregnancy Policy below:

The NRC regulations state that the dose equivalent to the embryo/fetus during the entire pregnancy, due to occupational exposure of a declared pregnant woman, cannot exceed 5mSv (0.5 rem or 500 mrem). NRC regulation 10CFR 19.12 requires that instructions to women assigned to radiation exposure areas must include explanation of the right to declare or not declare pregnancy status as well as requiring that all information in NRC Regulatory guide 8.13 be discussed.

All female students registered into the program at Roxbury Community College are directed to the mandatory guide during orientation. The guide can be found at www.nrc.gov. This information is covered during the orientation meeting.

Options for the pregnant student include but are not limited to:
- Continuing in all clinical and didactic classes without interruption
- Alternative clinical assignments to minimize participation in fluoroscopic and mobile radiographic procedures
- Taking a leave of absence
Withdrawal from the program with consideration for re-entry providing the student is in good academic standing

To assure that the fetal doses do not exceed the 50 mrem limit any student who is or becomes pregnant while enrolled in the Radiologic Technology Program is encouraged to declare their pregnancy to the Program Coordinator or Clinical Instructor in writing as early as possible. The declaration should be dated and include the estimated month of conception. Notification to the program is voluntary; students are not required to disclose any personal information.

Once the program has been notified:

1. An additional monitoring device will be provided to the declared pregnant student who continues to participate in all fluoroscopic and mobile procedures. The second monitor is to be worn at waist level inside any lead apron worn. This badge will monitor any dose to the fetus. The regularly issued monitor will continue to be worn at the collar level, outside of the lead apron worn during fluoroscopic and mobile procedures.
2. The program faculty will advise the declared student of options available to fulfill the educational objectives of the program.
3. The declared pregnant student will be provided with additional reference materials regarding radiation exposure to the fetus as requested.

At any time after the student has declared her pregnancy, the student may rescind her declaration of pregnancy in writing and return to an undeclared status.

Rev. 2/2006; updated 9/06, reviewed 12/13  SEE FORM AT END OF HANDBOOK

Blood and Body Fluids Exposure Guidelines
Any injury which results in an exposure (of mucous membranes, open skin lesions, sharp instruments or needle sticks) to blood or other body fluids at on-campus clinics or laboratories should be reported to the College Health Service at the time of the exposure. The following guidelines should be used to protect the student (or employee) and provide immediate assistance. The referral for an exposure should be to a hospital emergency facility.

A. Report Exposure Incident / First Aid:
   1. Inform Clinical Instructor or Supervisor of the exposure immediately before continuing any further patient procedures.
   2. Initiate first aid by cleansing affected areas well: mucus membrane, open skin lesions, site of needle stick or sharp instrument puncture, etc.

B. Exposure Counseling:
   1. The Clinical Instructor or Supervisor should discuss with student and source patient:
a. the importance of testing immediately for HIV, HBV, and HCV (CDC notice 4/98).
b. confidentiality of testing and reporting (written permission required for both at the testing site.)

C. **Cost of Testing:** is responsibility of student. The cost of testing for the source patient is performed according to health care agency policy.

D. **Referral:**
Student (or employee) and source patient should be referred immediately to a hospital emergency facility.
Call ahead to the emergency facility to notify of arrival.

If student or source patient chooses to use own personal physician, the Supervisor should inform the physician’s office of the nature of the exposure and request testing as soon as possible within two hours. (If this is the primary care physician and the patient is unable to be seen quickly, ask to which hospital emergency unit the student may be referred.)

As a source of information for decision-making at the testing site, a copy of the Accident Report should be sent with the student. Include last Tetanus-diphtheria date and Hepatitis B vaccine status.

E. **Accident Report and Documentation**
1. See your Program Coordinator or Dean for documentation of incident.
2. Also Notify Campus Health Services

F. **Refusal of Evaluation:**
1. The student has the right to refuse testing and evaluation which should be discussed and documented with the Dean.

G. **Post-Exposure Follow-up:**
1. The Campus Health Services Director will work with the student/employee regarding post-exposure follow-up testing.

**Remember:** Any incident or injury involving a student should be reported immediately to the Program Coordinator or Dean. Proper documentation will be reviewed. It is illegal to copy hospital incident reports. Clinical agencies are responsible for providing emergency care to students in the clinical area. However, students are responsible for all costs incurred during emergency care.

**Rev 8/04; updated 8/2005**

**Illegal Drugs or Alcohol Use:**
Students are Roxbury Community College’s most valuable resource and their health and safety are of paramount concern. It is the policy of the College to maintain an environment that is free of impairment related to substance abuse by any of its students.
Our clinical affiliations and their clients expect students to arrive at clinical, lab, and class, in a condition free of the influence of alcohol and illegal drugs. The College also expects students to remain free of the influence of alcohol and illegal drugs while they are at clinical, lab, class, and while in transit to any educational environment or college-related program.

Definition:
“Under the influence” means for the purpose of this policy that a student is affected by drugs or alcohol and illegal drugs in any detectable manner. The symptoms of include, but are not limited to, changes in behavior, impairment of physical or mental ability, or any appearance, odors, or behaviors that indicate drug or alcohol use prior to coming to or during any educational experience.

Being under the influence or in possession of alcohol or illegal drugs by any student while in any educational setting is prohibited. Under no circumstances, should a student consume alcoholic beverages or use illegal drugs prior to or during clinical practice or any other educational experience.

If the instructor has any reasonable cause to believe that the student is under the influence of either alcohol or illegal drugs the instructor shall dismiss the student from the clinical or any other educational setting immediately. The student will need to have someone take them home. The student must make arrangements to meet with the Dean of Students and/or the Dean of Health Sciences prior to returning to the educational setting.

No student shall be allowed to return to an educational setting until the Dean Health Sciences has notified the instructor that this is permissible. Any missed clinical, lab, class time or other educational experience is an unexcused absence and will be the responsibility of the student to plan for make-up.

**Revised: Division of Nursing and Allied Health 05/02; 8/2005; updated 9/2008**

**Honors Components to Health Sciences Courses**
The faculty is developing an honors component to most health programs courses. An honors component is offered to build upon the content and design of the regular nursing course by adding additional student learning objectives through special projects. To be eligible for the honors section, a student must meet all requirements for the regular section of the course and have earned at least a 3.2 Grade Point Average in prior nursing courses and obtained the permission of the instructor. Specific objectives, requirements and activities beyond those of the regular course will be developed by the student and instructor, and agreed to in a learning contract signed by the third week of the semester.

**Nursing faculty 05/03; updated 8/2005, Rev. 1/15**

**Illness/Injury in the Clinical Area**
Roxbury Community College requires that all students enrolled in a clinical course to be enrolled in a health insurance plan. In the event of injury or sudden illness in the clinical area, students will be referred to either Employee Health Services or the emergency room. Where such services do not exist, the instructor will exercise judgment and will call Emergency Medical Services if the need arises. All associated costs will be the responsibility of the student. In the
event of a non-emergency medical situation, students are advised to see their own health care providers.
In the event of a needle stick or other exposure to a blood borne pathogen, students shall follow the procedures of the clinical facility.

In the event that the student is sent home from the clinical agency for reasons of a communicable disease, the student must follow the procedures for “returning to work” at the clinical site. The student should also notify the Health Nurse at RCC, Ruth Hines X5030
Revised: Division of Nursing and Allied Health 05/02; updated 8/2005; 9/06, Rev. 1/15

Incident Report
Should an incident occur in the clinical area, the student and instructor will file an incident report according to the protocol of the facility. The instructor will write a detailed note describing the incident and the response to the incident and give one copy of this report to the program coordinator and file one in the student’s record.
Nursing faculty 05/03; 8/2005; updated 9/2008, Rev. 1/15

Late or Missing Exams
All students are expected to be present and punctual for all exams. If a student is tardy to an exam it is extremely disruptive to the other students. It will be left to the discretion of the instructor if a tardy student shall be permitted to enter. No additional time shall be given to the tardy student in order to complete the exam. Policy concerning tardiness and exams will be made known to the student at the beginning of the course. Eating food and drinking beverages is not allowed during examinations. Students are expected to utilize rest rooms prior to the exam. If the student misses an exam, the student is expected to notify the instructor/division chair within 24 business hours and schedule a make-up date. TEN POINTS will be deducted from the score on any make-up exam. If the student fails to notify the instructor to make arrangements to take a make-up exam, the student will receive a zero for that exam.
Revised: Division of Nursing and Allied Health 05/01; 8/2005; updated 12/2008

Late or Missing Assignments
Students are expected to complete all assignments by the due date. If a student knows that an assignment will not be completed by the due date, prior arrangements should be made with the instructor. Ten points may be deducted from any assignment that is turned in after the due date.
Reviewed: Division of Nursing and Allied Health 05/01

Latex Allergy Guidelines
Latex products are common in the medical environment. Allergic responses to latex can range from irritation and allergic contact dermatitis to the possibility of life threatening anaphylactic shock. Latex-free environments are seldom available in either clinical or academic settings. Therefore, an individual with a latex allergy/sensitivity wearing alternative vinyl or nitrile gloves is still exposed to latex residue of others working in the area or to latex present in the equipment, models and mannequins. Although latex gloves are the most prominent source of latex allergen, many other products may contain latex including, but not limited to:
• Blood pressure cuffs, medication vials, syringes and wound drains
• Stethoscopes, catheters, airways, surgical masks and goggles, tourniquets
Any student who has or develops symptoms consistent with latex allergy/sensitivity is advised to consult a qualified allergist for evaluation prior to enrollment in the Health Science Division (HSD) programs. All such evaluations are at the student’s expense. It is advised that the student inform his/her instructors of their allergy each semester, or whenever they are working with a new instructor.

As with all matters related to one’s health, the utmost precautions should be taken by the student to reduce the risk of exposure and allergic reactions. This may include the carrying of an epi-pen or wearing of a Medi-Alert bracelet by the individual or other precautions as advised by the student’s health care provider. It is the responsibility of the student with a latex sensitivity to understand and acknowledge the risks associated with continued exposure to latex during a clinical education and healthcare career, even when reasonable accommodations are made. The student is advised to regularly consult with his/her health care provider.

In an effort to reduce the presence of latex in the College’s lab facilities, Roxbury Community College will provide latex-free gloves in the Health Science Division lab.

As with all students in the HSD programs, a student with a latex sensitivity or allergy is required to satisfactorily complete all requirements and technical standards of the program to which they have been accepted

Approved Health Sciences Division 05/10

Library
The RCC library is available for student/faculty use. Please refer to the RCC Library website http://library.rcc.mass.edu/ for important information, including posted hours. Students/faculty may take advantage of other libraries within the RCC system consortia. See the library website for info on Massachusetts State Colleges or University of Massachusetts libraries, the Boston Public Library system, Colleges of the Fenway libraries, and other library systems. Students and faculty must have current RCC identification for borrowing privileges.

Approved: Division of Nursing and Allied Health 05/01; 8/04; 8/2005; updated 9/2008

Registry and Licensure procedure for Radiologic Technology Students:
Radiologic Technology graduates are required to complete application forms for licensure and exam registration for the American Registry of Radiologic Technologists (ARRT).

The applicant must submit evidence that he/she has successfully completed a Program in Radiologic Technology approved by the American Registry of Radiologic Technologists (ARRT).

The Program Coordinator signs the Registry/Licensure Application. The following conditions will need to be met:

- completed course of study with passing grades
• all learning contracts complete
• all bills owed to the college are paid
• signed photo is attached to application

Please prepare and save for the test registration and licensure application fees.

**REGISTRY EXAMINATION- Radiologic Technology**
The American Registry of Radiologic Technologists offers its examination on a computer based testing format. See Examinee Handbook for details. An application fee is required. The application is filled out by the student and endorsed by the Radiologic Technology Program Director. Individuals convicted of a crime may not be eligible for the American Registry of Radiologic Technologist certification examination.

**Patient Confidentiality Policy**
Students in health programs will have access to patient and hospital information. This information may contain data that is confidential such as technical, non-technical, medical records and other information that is not available to the public. This information is the property of the clinical site the student is assigned. Maintaining confidentiality is essential in the student’s access to and use of this information. The clinical sites may ask the students to sign a statement of confidentiality. Any student violating the confidentiality policy will be subject to disciplinary action up to and including dismissal from the clinical site and/or the Radiology Program.

*Updated 8/2005; 9/2008*

**Professional Liability Insurance**
All students and faculty in the clinical areas are required to maintain professional liability insurance. No student in a health program or clinical faculty will be allowed in the clinical area without current professional liability insurance. Currently the division covers each student under a program policy. A portion of the health sciences’ program fee is utilized for this purchase. Students must be officially registered in the course before the first day of clinical. Faculty are responsible for obtaining and maintaining their own insurance.

*Reviewed: Division of Nursing and Allied Health 05/01; Revised 8/04; 8/2005; updated 9/2008*

**Readmission to Programs**
See Academic Progression. Students seeking readmission must follow outlined procedure.

*Updated 9/2008*

**Report of Unsatisfactory Academic Performance**
At the midterm of a course, if a student’s theoretical grade average is below 75%, the following procedure for reporting unsatisfactory academic performance will be implemented:

The student will be notified in writing by the course coordinator. This notice will be an official notice of unsatisfactory academic performance. This notice will be placed in the student’s file and a copy given to the student’s advisor.
The student will meet with the course coordinator and/or advisor within one week of becoming aware of the unsatisfactory grade.
During this meeting, factors interfering with academic progress will be identified. Strategies for improvement will be outlined in writing. These may include instructor assistance, referral to other college resources, and/or additional assignments and activities.
It is the responsibility of the student to provide written documentation of the implementation of the plan to the designated instructor.
Any failure to follow this procedure will be documented and placed in the student’s file.

Revised: Division of Nursing and Allied Health 05/02; revised 5/2005

Report of Unsatisfactory Clinical or Lab Performance
When a student’s performance in any aspect of the clinical or lab experience is unsatisfactory at any time during the semester, the student will be placed on clinical or lab warning.

Unsatisfactory clinical or lab performance applies when any of the following occur:

1. An action is taken (or not taken) in a way that a client’s well being is put in jeopardy; this practice is termed unsafe.
2. A student is not meeting the learning objectives outlined in the Clinical Evaluation Tool or evaluation criteria in the course in which he/she is enrolled.
3. The student is not meeting the responsibilities related to the clinical or lab experience.
4. The student demonstrates a persistent pattern of weakness.
5. The student fails to demonstrate progressive mastery of clinical or lab behaviors.
6. The student requires more guidance and instruction than is required by other students at the same level.

When a student’s performance is judged to be unsatisfactory, the clinical or lab instructor will meet with the student as soon as possible after the instructor observes or becomes aware of the unsatisfactory behavior. This may occur at any time during the semester.
Within three days of this meeting, the instructor will meet with the student and provide a written clinical or lab warning notice which outlines the specific learning objectives and/or responsibilities that must be improved. This notice will include a written action plan for remediation with a time frame for reevaluation. The instructor will assist the student as much as possible in order to help the student to improve. The instructor may suggest other resources to the student. All objectives must be met by the end of the course in order for the student to receive a satisfactory grade. No more than two non-critical behaviors may be evaluated as unmet by the end of the course in order for the student to receive a satisfactory grade in the clinical component of the course. All critical behaviors must be met. An unsatisfactory clinical or lab grade constitutes a course failure.

Revised: Division of Nursing and Allied Health 05/01; updated 8/2005

Scholarships, Honors, Professional Memberships, and Student Clubs
Students are eligible to apply for a variety of scholarship and honors. Some of these are restricted to certain programs and others are open to all RCC students. Many have specific requirements. For more information contact the Department of Career and Transfer Services.
In addition to scholarships and honors, students with a grade point average of 3.5 or higher are eligible to join Phi Theta Kappa, the international honor society for community college students. Your advisor can help provide you with more information.

**Professional Society Membership**

Membership in the American Society of Radiologic Technologist and membership in the Massachusetts Society of Radiologic Technologist is urged. Applications will be distributed during department orientation.

**Sexual Harassment**

Roxbury Community College is committed to providing an atmosphere for learning that is free of any conduct that could be considered harassing, abusive, or disorderly. In order to ensure that the College meets its obligation to all members of the community, procedures and programs have been established to promptly address all forms of harassment.

Sexual harassment is an abuse of power which is considered demeaning and interferes with one’s ability to work or participate in educational activities. Sexual harassment includes, but is not limited to, the following:

- a. Sexual advances.
- b. Requests for sexual favors.
- c. Other physical conduct of a sexual nature when submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of employment or a basis for education or employment decisions. Such conduct has the purpose, or effect, of creating an intimidating, hostile, humiliating, or sexually offensive educational, employment, or living environment.

Under Massachusetts General Law, Chapter 151B, Section 4(1) and Section 16A, sexual harassment is a form of sex discrimination and is illegal.

If you believe that you have been subjected to sexual harassment or if you wish more information about sexual harassment and grievance procedures, see the Vice President of Enrollment Management and Student Affairs (Administration Building, Room 202) who acts as the Student Grievance Officer at Roxbury Community College.

**Reviewed: Taken from the Roxbury Community College Student Handbook 09/11**

**Snow Days**

Official college cancellation will be broadcast and found on the web sites of the following radio stations: WBZ, WEEI, WORR, WILD, WBCN, WRKO.

Official college cancellation will be broadcast on the following TV stations: Channels 4, 5 and 7.

Delayed opening of college will not apply to students in the clinical area that day.
The clinical instructor can make an independent decision regarding the cancellation of a clinical day due to poor weather. Communications are transmitted by telephone or email. The instructor must have all students telephone numbers and email addresses. Please use discretion in transit during inclement weather.

Revised: Division of Nursing and Allied Health 05/01; updated 8/2005

**Student Grievance Procedure and Student Access to Records**

Please consult the full text of the college student grievance procedure in the RCC student handbook, the RCC website, or offices of Academic and Student Affairs.

**Family Educational Rights and Privacy Act (FERPA), Student Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their own education records. These rights include:

*The right to inspect and review student education records within 45 days of the day the College receives a request for access.*

Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the students of the time and place where the records may be inspected. The College reserves the right to deny a copy of a student education record (including, without limitation, a transcript) for which a financial “hold” exists (a hold is imposed if the student fails to pay bills, fees or fines owed to the College). A hold will not interfere with the right to visually examine student education records. Questions about the College’s policies and practices relating to the Act should be addressed to the Office of the Registrar.

*The right to request amendment of student education records that students believe are inaccurate or misleading.*

Students should write the College Registrar, clearly identify the part of the records they want changed, and specify why the records are inaccurate or misleading. If the College decides not to amend the records as requested, it will notify the students of the decision and advise the students of their right to a hearing. Additional information regarding the hearing procedures will be provided to the students when they are notified of the right to a hearing.

*The right to consent to disclosures of personally identifiable information contained in student education records, except to the extent that FERPA authorizes disclosure without consent.*

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review a student education
record in order to fulfill his or her professional responsibility. Upon request, the College may disclose student education records without consent to officials of another school in which a student seeks or intends to enroll. Finally, personally identifiable “directory information” may be released freely unless the student files a written request instructing that such information not be released. This form is available at the Office of the Registrar. Directory information includes the following:

- Name
- Gender
- Local address and telephone number
- College e-mail address
- Major and minor field(s) of study, including the division or program in which a student is enrolled
- Classification as a freshman, sophomore, junior, senior or graduate, or by number referring to such classes
- Course load, e.g., full-time or part-time
- Dates of attendance and graduation, and degrees received

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Below is the address of the Office that administers FERPA:

**Family Policy Compliance Office**
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

**Student Support Services for Academic Success**
In this academic culture, college students are expected to initiate and utilize available resources for their academic and personal support and success. Research demonstrates that successful students interact often with faculty and other support persons. Some of the available resources include:

For **Academic** Assistance, see:
- Faculty from the class, lab, or clinical—see fulltime faculty office hours
- Faculty advisor—see advisor office hours in the division
- The college Learning Center and division computer lab
- Library and informational technology resources
- RCC Writing Lab
- RCC Language Lab
- Division Skills Lab- Open hours with faculty assistance
- Student academic and social support groups
- Tutors
For **Financial Aid**, see:
- RCC Faculty advisor, Program Coordinator, or Dean
- RCC Financial Aid office
- Division scholarship policy
- RCC Counseling services
- Division bulletin boards and specific websites

For **Personal Counseling and Social Support**, see:
- RCC Faculty advisor
- RCC Counseling services

**Transportation**
Students are responsible for their own transportation to and from the college, and to clinical agencies and other educational settings. As parking can be expensive, carpooling is encouraged.

**Reviewed: Division of Nursing and Allied Health  8/2005**

**Withdrawal from Courses**
The last day to withdraw from a course is noted on the college academic calendar. Refer to the academic calendar for specific dates at the start of each semester. Students who leave a course and do not complete withdrawal documentation with their faculty advisor will be given an “F” as a final grade.

**Updated 8/2005**

**Withdrawal from Programs**
A student who withdraws from a program course must also withdraw from the program. The last day to officially withdraw from a course is noted on the college’s academic calendar. Refer to the academic calendar for specific dates at the beginning of each semester. Withdrawing students should meet with their assigned faculty advisor to complete required paperwork. The advisor will make a note in the student’s file related to the reason for withdrawal and the student’s academic standing at the time of withdrawal. Students withdrawing in good academic standing will have preference in regards to readmission to the program.

Students who leave a program course and do not officially withdraw will be given an “F” grade for the course.

Students who receive a grade of less than a “C” in a required program course must withdraw from the program. The student should contact their advisor as soon as possible to make an appointment to discuss the student’s options, remediation, and to complete required paperwork.

Students may withdraw from a program once and still be eligible for readmission. Students are not guaranteed readmission. Refer to Academic Progression policy.

After two withdrawals from a program the student becomes ineligible for readmission.
Note: Students enrolled in the Radiologic Technology Program must officially audit co-requisite program courses, in addition to repeating the failed or withdrawn course, if they are granted readmission to the program.

Approved: Division of Nursing and Allied Health 3/2008

Student Signature Page
Students must sign the student signature page of the handbook and return it to the Course Coordinator or Program Coordinator before the end of the drop/add period.
Rev: 8/04

Equitable Access for Radiologic Technology Students
It is the policy of the Health Sciences Division to provide equal opportunity and access to all of the students in the Radiologic Technology Program at Roxbury Community College. Wherever a clinical rotation exists where any student, male or female, would be denied equal access; NO student may access the clinical rotation.

No female student may participate in any rotation, observation or clinical assignment that a male could not be afforded the same opportunity.

No male student shall be allowed to participate in any rotation, observation or clinical assignment where equitable access is not possible.

HLT 154 Clinical Practicum I

General Clinical Objectives: The student will be:
1. Oriented to the health care agency and Radiology Department during the first week with emergency and safety guidelines included.
2. Perform newly learned radiographic procedures in assigned radiographic rooms.
3. Assist the technologist in equipment manipulation, patient preparation, and performance of the procedure where special equipment and various procedures will be performed in assigned radiographic rooms.
4. Review knowledge and skills related to film filing systems, scheduling patients and film processing in assigned areas within the Radiology Department.
5. Practice new Radiologic procedures during scheduled laboratory sessions.

Learning Objectives and Outcomes:

At the end of this clinical practicum, the student will be able to:
1. Evaluate the requisition, evaluate the needs of the patient, complete a patient history, communicate necessary information to patients and provide a clean, safe work environment.
2. Apply knowledge and skills in performing a variety of radiographic examinations requiring equipment manipulation, technique selection, and use of various film screen combinations.
3. Apply knowledge and skills in performing Radiologic procedures requiring
different routine positions and film sizes.
4. Apply their knowledge and skills in the use of appropriate radiation protection procedures, including collimation requirements and use of external lead shields.
5. Demonstrate knowledge and skill with the appropriate processing system for that clinical site.
6. Demonstrate appropriate interpersonal relationships and professional ethics when interacting with staff and patients.
4. Utilize critical thinking skills throughout the clinical practicum.

**HLT 174 Clinical Practicum II**

**General Clinical Objectives:** The student will be:
1. Perform newly learned radiographic procedures in assigned radiographic rooms.
2. Demonstrate continued proficiency in exams and procedures previously learned.
3. Assist the technologist in equipment manipulation, patient preparation, and performance of the procedure where special equipment and various procedures will be performed in assigned radiographic rooms.
4. Practice new Radiologic procedures during scheduled laboratory sessions.
5. Keep daily and monthly patient log sheets to track exams performed.

**Learning Objectives and Outcomes:**
At the end of this clinical practicum, the student will be able to:
1. Evaluate the requisition, evaluate the needs of the patient, complete a patient history, and communicate necessary information to patients and provide a clean, safe environment.
2. Apply knowledge and skills by performing a variety of radiographic equipment requiring equipment manipulation, technique selection, and use of various image receptors.
3. Apply knowledge and skills by performing Radiologic procedures requiring routine positions.
4. Apply their knowledge and skills in the use of appropriate radiation protection procedures including collimation requirements and use of external lead shields.
5. Apply knowledge and skills by performing under a variety of scheduling routines, filing systems, and departmental procedures.
6. Apply knowledge and skills by using a variety of processing equipment, including digital, darkroom, and daylight systems.
7. Demonstrate appropriate interpersonal relations and professional ethics when interacting with staff and patients.
5. Utilize critical thinking skills and related attitudes throughout the clinical practicum.

**HLT 175 Clinical Practicum III**

**Learning Objectives and Outcomes:**
At the end of this clinical practicum, the student will be able to:
1. Evaluate the requisition, evaluate the needs of the patient, complete a patient History, communicate necessary information to patients and provide a clean, safe environment.
2. Apply knowledge and skills by performing a variety of radiographic examinations
Requiring equipment manipulation, technique selection, and use of various image receptors.
3. Apply knowledge and skills performing Radiologic procedures requiring routine and advanced positions.
4. Apply their knowledge and skills in the use of appropriate radiation protection procedures including collimation requirements and use of external lead shields.
5. Apply knowledge and skills in the areas of the Operating Room, Fluoroscopic Room and Portable radiography.
6. The student should begin to feel comfortable in the role of decision maker.
7. Demonstrate appropriate interpersonal relations and professional ethics when interacting with staff and patients.
8. Utilize critical thinking skills and related attitudes throughout the clinical practicum.

**HLT 254 Clinical Practicum IV**

**General Clinical Objectives:**
The Student Technologist will be able to:
1. Perform all routine portable examinations, including chests, KUB, pelvis, hips, spines, and extremities.
2. Accurately set up fluoroscopic rooms according to individual studies.
   - Apply knowledge of proper patient preparation, contrast media preparation and administration. Supply all accessory equipment.
   - Properly assist Radiologist during fluoroscopy examinations.
3. Assist the Radiologic Technologist assigned to the Operating Room maintaining the principles of sterile technique, and applying their knowledge of C-arm operation and manipulation.
4. Apply their knowledge and skills in the use of appropriate radiation protection procedures including collimation requirements and use of external lead shields.
5. Apply their knowledge and skills by performing under a variety of scheduling routines, imaging systems, and departmental procedures.
6. Apply their knowledge and skills by using a variety of processing equipment, including digital, darkroom, and CR systems.
7. Demonstrate appropriate interpersonal relations and professional ethics when interacting with staff and patients.
8. Review radiographs and be able to critique films for:
   - B.) Anatomical part best demonstrated.
   - C.) Correct anatomical position.
   - D.) Evidence of collimation.
   - E.) Technical factors for evaluation of density, contrast and detail.

**Learning Objectives and Outcomes:**
At the end of this clinical practicum, the student will be able to:
1. Evaluate the requisition, evaluate the needs of the patient, complete a patient history, and communicate necessary information to patients and provide a clean, safe environment. Demonstrate independent judgment in the critique of images.
2. Apply knowledge and skills by performing a variety of radiographic examinations requiring equipment manipulation, technique selection, and use of various image receptors. Demonstrate appropriate patient care, and communication skills with patients of all age groups.
3. Apply knowledge and skills by performing Radiologic procedures requiring routine as well as advanced positions.
4. Apply their knowledge and skills in the use of appropriate radiation protection procedures including collimation requirements and use of external lead shields.
5. Apply knowledge and skills in the areas of the Operating Room, Fluoroscopic room, and portable radiography.
6. The student will demonstrate mastery in the role of decision maker.
7. Demonstrate appropriate interpersonal relations and professional ethics when interacting with staff and patients.
8. Utilize critical thinking skills and related attitudes throughout the clinical practicum.

**HLT 274 Clinical Practicum V**

**General Clinical Objectives:**
The Student Technologist will be able to:

1. Perform all routine portable examinations, including chests, KUB, pelvis, hips, spines, and extremities.
2. Accurately set up fluoroscopic rooms according to individual studies.
3. Apply knowledge of proper patient preparation, contrast media preparation and administration. Supply all accessory equipment.
4. Properly assist Radiologist during fluoroscopy examinations.
5. Assist the Radiologic Technologist assigned to the Operating Room maintaining the principles of sterile technique, and applying their knowledge of C-arm operation and manipulation.
6. Apply their knowledge and skills in the use of appropriate radiation protection procedures including collimation requirements and use of external lead shields.
7. Apply their knowledge and skills by performing under a variety of scheduling routines, imaging systems, and departmental procedures.
8. Apply their knowledge and skills by using a variety of processing equipment, including digital, darkroom, and CR systems.
9. Demonstrate appropriate interpersonal relations and professional ethics when interacting with staff and patients.
10. Review radiographs and be able to critique films for:
    A.) Correct anatomical markers and patient identification.
    B.) Anatomical part best demonstrated.
    C.) Correct anatomical position.
    D.) Evidence of collimation.
    E.) Technical factors for evaluation of density, contrast and detail
Learning Objectives and Outcomes:
At the end of this clinical practicum, the student will be able to:
1. Evaluate the requisition, evaluate the needs of the patient, complete a patient history, and communicate necessary information to patients and provide a clean, safe environment. Demonstrate independent judgment in the critique of images.
2. Apply knowledge and skills by performing a variety of radiographic examinations requiring equipment manipulation, technique selection, and use of various image receptors. Demonstrate appropriate patient care and communication skills with patients of all age groups.
3. Apply knowledge and skills by performing Radiologic procedures requiring routine as well as advanced positions in an appropriate and acceptable time frame.
4. Apply knowledge and skills in the use of appropriate radiation protection procedures including collimation requirements and use of external lead shields.
5. Apply knowledge and skills in the areas of the Operating Room, Fluoroscopic room, and portable radiography.
6. The student will demonstrate mastery in the role of decision maker.
7. Demonstrate appropriate interpersonal relations and professional ethics when interacting with staff and patients.
8. Utilize critical thinking skills and related attitudes throughout the clinical practicum.

Teaching Procedure:
Individual student practice will be evaluated by the Clinical Instructor before the student proceeds to performing procedures on patients.

The Clinical Instructor will evaluate the student's ability to:

1. Review the importance of a requisition for specific information regarding the patient's condition, diagnostic information and any special requests for various radiographic positions.
2. Locate and identify necessary equipment and supplies for each radiographic examination they have been requested to practice and demonstrate.

Individual student practice will be evaluated by the Clinical Instructor before the student proceeds to performing procedures on patients.

The Clinical Instructor will evaluate the student's ability to:

1. Review the importance of a requisition for specific information regarding the patient's condition, diagnostic information and any special requests for various radiographic positions.
2. Locate and identify necessary equipment and supplies for each radiographic examination they have been requested to practice and demonstrate.
3. Operate the equipment, adjusting the control panel to the appropriate technical factors that would give a high quality radiograph demonstrating proper density, contrast, and detail.
4. Perform radiographic positioning selecting proper film size and indicating number of views required for each radiographic examination they are required to demonstrate. AP, oblique, lateral, or other.

5. Collimate the x-ray beam and use lead strips to protect the patient and other personnel from unnecessary exposure especially to the reproductive organs.

6. Review radiographs and be able to critique films for:
   A. correct anatomical markers and patient identification
   B. anatomical part best demonstrated
   C. correct anatomical position
   D. evidence of collimation
   E. technical factors for evaluation of density, contrast and detail

The Clinical Competency Manual will be used to record Competency of required and elective procedures. All clinical documentation must be dated and signed by the Clinical Instructor or designee.

STUDENTS CLINICAL RECORD OF WORK
During your clinic time all procedures performed by you must be recorded. There must be some record of what you do each day in clinic from the first clinic day to the last.

The student’s daily activity log is a day-to-day record of the different activities and procedures performed by you in the hospital clinic. Keep this record up-to-date, as it will be checked from time to time by college and hospital faculty.

EVALUATIONS

COMPETENCY EVALUATION SYSTEM
There are core clinical competencies that all students must demonstrate to establish eligibility for ARRT certification. The Competency Evaluation System is a standardized method of evaluating the performance and progress of students performing radiographic exams. Students must demonstrate competency in all 31 of the mandatory procedures and at least 15 of the elective procedures.

At a time elected by the student and clinical instructor, within each semester, the student must demonstrate his/her skill and competency in a particular unit of radiographic examinations. To be rated competent, the student must perform with a 85% accuracy rate those examinations within the particular unit being evaluated and up to three retention evaluations from the previous Clinical Practicum. Before progressing to the next practicum, the student must demonstrate competency in the preceding areas.

Process:
The clinical evaluation will be declared by the student or clinical instructor prior to the examination. The student cannot refer to protocol or positioning books during the evaluation.

If a student fails to perform with at least an 85% accuracy rate he/she shall be required to follow the System for Failure as outlined below:

**Reviewed/updated 9/13**

**Notice:** Repeat examinations will result in an automatic deduction of 15 points from the competency evaluation.

1. **System for First and Second Failures:**
   a. Clinical instructor and student will discuss reason(s) for failure.
   b. Student will review the text, and material pertinent to that exam.
   c. The student will be re-assigned to that particular area to practice and gain additional experience.
   d. The student will then be re-evaluated by the clinical instructor and in this evaluation must perform with at least a 90% accuracy rate to be rated competent.

2. **Third Failure**
   The program coordinator at Roxbury Community College shall be advised of this situation. Overall academic and clinical status of the student shall be assessed jointly by the College's Program Coordinator and the Hospital's Clinical Instructor and a decision made as to the advisability of the student's continuing within the program.

Each evaluation is to be signed or initialed by you, but not until an explanation for each area checked is given. Your signature or initials shows that you have read and agree with the evaluation. If at any time you do not agree with an evaluation, you should not sign the evaluation. At that point you will be re-evaluated for that procedure by the clinical coordinator who will determine the grade you will receive for that evaluation.

**EVALUATION SYSTEM**
This is a structured evaluation process that has been designed to evaluate the student's clinical performance. At the end of every month the student will complete a self-evaluation. When the self-evaluation is complete, the clinical instructor will complete the evaluation, and review it with the student. The evaluation is to help the student by providing an overview of their attributes and weaknesses. These evaluations will be graded and used towards determining the students semester grade. The student will be evaluated on the following areas:

1. Patient Care and Communication
2. Collegiality and Professionalism
3. Physical Safety
4. Radiation Safety
5. Quality of work and performance
STUDENT COMPETENCY EVALUATION AND LEVEL OF SUPERVISION

Until students achieve the program's required competency in a given procedure, all clinical assignments should be carried out under the direct supervision of qualified Radiographers. Following are the parameters of direct supervision:

1. A qualified Radiographer reviews the request for examination in relation to the student's achievement.
2. A qualified Radiographer evaluates the condition of the patient in relation to the student's knowledge.
3. A qualified Radiographer is present during the conduct of the examination.
4. A qualified Radiographer reviews and approves the radiographs.

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

Indirect supervision is defined as 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 when a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use.

1. In support of professional responsibility for provision of quality patient care and radiation protections, unsatisfactory radiographs shall be repeated only in the presence of a qualified Radiographer, regardless of the student's level of competency.
2. In support of professional responsibility for provision of quality patient care and radiation protections, all finished radiographs shall be reviewed and approved by a qualified Radiographer prior to dismissing the patient, regardless of the student's level of competency.

CRITICAL CLINICAL OBJECTIVES

Critical Clinical Objectives evaluate those affective and cognitive skills that are necessary for success in the Radiologic Technology profession. The student must successfully meet each Critical Clinical Objective to pass the practicum. Copies may be obtained from the clinical instructors.

CLINICAL GRADING PROCESS

Clinical grades will be given five times during the 19-month program (January, May and July of the freshman year, December and May of the sophomore year). This grade will be determined by evaluating performance in the following two areas:
1. Clinical Competency Exams - 60 points.

PROCEDURE
During the semester, each area (Clinical Competency Exams and Monthly Evaluations) will be evaluated and points deducted according to the explanations given below. At the end of each semester, these points are totaled and a grade is given.

1. Clinical Competency Exams - 60 points

During the semester, Clinical Competency Exams are given. Prior to this, a series of steps must be followed.

Example:
Positioning of the Upper Extremity is completed in class and a written exam is taken. The following week, role-play positioning a fellow student for radiographs of the upper extremity will occur.

At the clinic, you will be told ahead of time which positions you are responsible for and they will be reviewed with you. You are graded according to a checklist of steps that must be completed for each position. You will be given a list of the general requirements for each Competency Exam to review.

For each section, the points will be totaled and a number grade given. At the end of the Semester, these grades will be averaged. This average will account for 70% of your final clinical grade.

Example:

<table>
<thead>
<tr>
<th>Competency</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chest</td>
<td>88</td>
</tr>
<tr>
<td>KUB</td>
<td>94</td>
</tr>
<tr>
<td>Thumb</td>
<td>96</td>
</tr>
<tr>
<td>Hand</td>
<td>82</td>
</tr>
<tr>
<td>Wrist</td>
<td>98</td>
</tr>
<tr>
<td>Forearm</td>
<td>+100</td>
</tr>
</tbody>
</table>

\[
\frac{558}{6} = 93 \text{ average} \\
\times 60\% \\
56 \text{ points awarded for this section}
\]

2. Performance Evaluations - 40 points

At the end of each semester, the clinical instructor will fill out an evaluation. The points will be totaled and a number grade given to this evaluation. This grade will account for 40% of your final clinical grade.

Example:

<table>
<thead>
<tr>
<th>End of semester</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>92</td>
</tr>
</tbody>
</table>

\[92 \times 40\% = 37 \text{ points awarded for this section}\]
Semester average for student used in examples:

Clinical Competency Exams..........56
Performance Evaluations...............37

SEMESTER CLINICAL GRADE...93%
A clinical grade below 75% is considered failure

CLINICAL GRADE SHEET
Grade sheets will be maintained by your Clinical Instructor and a copy mailed to the college. These grades will be based on your clinical competency evaluations. For transcript purposes, the grade will be recorded as a letter grad

REPEATED RADIOGRAPH POLICY

Unsatisfactory radiographs shall be repeated by a student only in the presence of a qualified radiographer. Steps taken when repeating an unsatisfactory radiograph are as follows:

1. Student and qualified radiographer review the radiograph, identify unacceptable factors and needed corrections.
2. Student identifies how corrections will be implemented.
3. If student's correction plan is unacceptable return to steps 1 and 2. If plan is satisfactory to the radiographer, continue to step 4.
4. Student implements corrections and makes exposure in the presence of, and with the approval of, the qualified radiographer.
5. Radiographer initials the student's Daily Log Sheet.

Notice: failure to adhere to this policy may result in dismissal from the program.

Mandatory Competency List

Thorax: (4)
- Chest, routine
- Ribs

Extremities: (15)
- Thumb or finger
- Wrist
- Elbow
- Shoulder
- Ankle
- Knee
- Chest AP (wheelchair or stretcher)
- Pediatric Chest (age 6 or under)
- Hand
- Forearm
- Humerus
- Foot
- Tibia and Fibula
- Femur
Trauma Upper Extremity (non shoulder)  Trauma Shoulder (Scapula Y, Transthoracic or Axillary)
Trauma Lower Extremity

**Cranium:** (1) Must select at least one ELECTIVE procedure from this list:

**Skull**  
Paranasal Sinuses  
Facial Bones  
Orbits  
**Zygomatic Arches**  
Nasal Bones  
Mandible

**Spine and Pelvis:** (6)

Cervical Spine  
Thoracic Spine  
Pelvis  
Lumbosacral Spine  
Hip  
Trauma Hip (cross-table lateral)

**Fluoroscopic studies:** (1)

Upper GI  
Barium enema

**Abdomen** (2)

Abdomen, Supine (KUB)  
Abdomen Upright

**Surgical Studies:** (1)

C-Arm Procedure (Orthopedic)

**Mobile Studies:** (3)

Portable Chest  
Portable Abdomen  
Portable Orthopedic

*Students must demonstrate competency in all 31 of the mandatory Radiological Procedures. The student must demonstrate one of the elective Cranium positions from the elective list. The student must also demonstrate either the Upper GI or the Barium enema from the elective fluoroscopic list. All 31 mandatory Radiological Procedures should be demonstrated on patients (not phantoms or simulated). However, it is possible to simulate up to eight exams if demonstration on patients is not feasible.

**Elective Competency List**

**Thorax:**

Chest Lateral Decubitus  
Upper airway Soft tissue neck  
Sternum

**Extremities:**

Patella  
Scapula  
Clavicle  
AC Joints  
Toes  
Os Calcis / Calcaneus

**Spine and Pelvis:**
Scoliosis Series
Sacroiliac Joints
Trauma C-spine (cross-table lateral)
Sacrum and/or Coccyx

Abdomen:
Abdomen decubitus
IV Urography

Fluoroscopic Studies:
Small Bowel Series
Esophagus
Arthrography
Cystography /Cystourethrography
Myelogram
ERCP

Surgical Studies:
C-arm procedure non orthopedic

Pediatric Studies: Age 6 and under
Pediatric Upper Extremity
Pediatric Lower Extremity
Pediatric Abdomen
Pediatric Mobile study

*Students must demonstrate competency in at least 15 of the elective Radiological Procedures. Electives may be demonstrated on patients or phantoms or as simulations. Students can not count the cranium exam or the Upper GI/Barium enema as both an elective and mandatory.

Radiation Safety and Monitoring

Overview:
The National Council on Radiation Protection (N.C.R.P.) has published, as its guideline and, state and federal agencies have promulgated regulations for a recommended annual exposure dose limit for individuals employed as radiation workers. These level are 5 rem (5,000 millirem) per annum, with a cumulative level not to exceed a level calculated by the formula “1 rem times the age of the worker”. The N.C.R.P. has also published as a recommended annual exposure dose limit for those who may “occasionally” be exposed to radiation in the workplace, a level of 0.5 rem (500 millirem) per annum. The Commonwealth of Massachusetts Department of Public Health, Radiation Control Program has adopted and enforces these guidelines within its regulations.

The Radiologic Technology Program faculty and Division Dean have established as the annual exposure dose limit for students enrolled in its program, the level of 0.5 rem (500 millirem) per annum. Upon consultation with other Radiologic Technology program directors, and in the experience of this Program’s faculty, this level (which is 1/10th that recommended for the radiation worker), is “As Low As is Reasonably Achievable” (A.L.A.R.A.) for Radiologic Technology students.

Policy:
In order to help assure that this A.L.A.R.A. level is not exceeded by its students, the Radiologic Technology Program at RCC will:
Regularly monitor radiation exposure levels for all Radiologic Technology students while they are attending their regularly scheduled clinical education activities at their assigned Clinical Education Setting and during laboratory exercises off campus, which involve the use of the energized equipment.

- Maintain, in perpetuity, radiation exposure measurement records for all enrolled students.
- Make available for review by all students, their respective exposure measurement readings, both cumulative and periodic.
- Forbid the practice of any student ever actively “holding for support or restraint” any patient while that patient is being exposed to X-Radiation.
- Require all Program students, to wear their assigned radiation monitoring device, at all times while attending their assigned Clinical Education Center for program related activities. The monitoring device is to be worn at the collar, outside of any personnel radiation-shielding apron.
- Post periodic radiation monitoring reports for review by students. Respective faculty must review, in class the report with all students. Document on the report when this was done.
- Notify, in writing, any individual monitored by the Program, of any radiation exposure levels which exceed the Program’s A.L.A.R.A. levels. (125mrem/quarter)
- Require the individual so notified to respond, in writing, to the Program Director: 1) describing where they were assigned during the monitoring period and 2) offering a possible reason for their dose to exceed the Program’s A.L.A.R.A. level.
- Endure that the Program’s notification to the student shall be made within a time period not to exceed three weeks from its receipt of the report. The individual receiving the notification must respond within fourteen calendar days of receipt of the notification.

Any student who knowingly and/or willfully breaks any of the above stipulations will be subject to disciplinary action up to and including expulsion from the program.

Roxbury Community College
Radiologic Technology Program

RADIATION MONITORING REPORT NOTIFICATION
OF
PERIOD REPORT EXCEEDING A.L.A.R.A. LEVEL

TO: _____________________________________________

FROM: Patricia Martino, Program Coordinator

DATE OF NOTICE: ________

DATES OF MONITORING COVERED BY REPORT: _________________

This is to inform you that the report of your badge exposure dose reported to me by our radiation monitoring service has exceeded our Program’s A.L.A.R.A. level of 0.5 rem per annum, 0.125 rem per three month quarter.

Your Readings were: _______________________________

Please respond to the following items:

Date YOU received this Notice: ________________
Please describe the area(s) within the Radiology Department to which you were involved in your Clinical Education assignment(s):

Please offer a possible explanation as to how/why your reading was caused to be in excess of our Program’s A.L.A.R.A. levels.

Sign one copy of this notice and return it to my office by no later than 14 calendar days from the date you received this notice.

Signature of Student: ____________________________________________

Items below are for program use only
Date Student’s Response Returned to the Program: _________
Final Resolution of incident: _______

This form compliments the Radiologic Technology Pregnancy policy found earlier in this handbook.

Review of Pregnancy Policy Form
Roxbury Community College
Radiologic Technology Program

This form is to be completed and signed by the female student prior to the start of their clinical practicum in the Radiologic Technology Program. This form is to be kept on file with the Program Coordinator for the length of the student’s enrollment.

As a student in the Radiologic Technology Program, I ____________________________

have been informed of the NRC web site www.nrc.gov which gives me direct access to information regarding pregnancy, possible risks to the embryo/fetus, and my rights to declare or not declare my pregnancy.

I have been informed by the program of the following:

1. There is potential risk to an embryo/fetus from radiation exposure.
2. As a Radiologic Technology student, I will be required to perform and assist in Radiologic procedures during which I may be exposed to ionizing radiation.
3. As a Radiologic Technology student, in the event I choose to declare my pregnancy, I will do so in writing, to the Program Coordinator. The declaration will include the date that I declare, and the estimated date of conception. A copy will be kept in your file at RCC. A copy will be forwarded to the Clinical Instructor at each Clinical site for the
duration of the pregnancy. Upon the declaration of my pregnancy, I will fall under the Radiation Protection Guidelines of an equivalent dose limit of 0.5mSv (0.05 rem or 50 mrem) per month to the fetus.

4. Choosing not to declare a pregnancy will result in the exemption from the specific radiation protection guidelines limiting exposure to the embryo/fetus.

I have reviewed the pregnancy policy and understand its content.

Signature of student: _________________________________ Date: ______________
I have received the Health Sciences Division Radiologic Technology Student Handbook. I will read the policies described and agree to adhere to the policies and procedures outlines in this handbook.

Signature

Students must sign this page and return it to the course coordinator/program coordinator before the end of the drop/add period.