

**Hudson County Community College
Radiography Program**

STUDENT HANDBOOK

**Cundari Bldg. F
870 Bergen Ave., Jersey City, NJ**

**WELCOME
CLASS OF 2023**

The faculty and staff of Hudson County Community College Radiography Program wish to extend a warm welcome. We hope you will find happiness, success, and fulfillment in the field of radiology.

The Student Handbook/Policy Manual was written to help guide you through your two years. The policies are based on over forty years' experience educating students. The policies were written in order to clarify the academic and clinical portions of the program. Students will be notified of any changes in policy during the duration of the program.

Knowledgeable, creative, and concerned educators provide a supportive, disciplined, and cooperative learning environment that encourages your growth and fosters the development of your cognitive, psychomotor, and affective domain learning skills so that our patients will receive the highest quality of care they deserve.

We hope that your experiences will provide you with a rewarding career and hope that you will graduate with loyalty and pride in your program and warm remembrances of your friends and experiences in the Program.

Sincerely,

Cheryl Cashell, M.S., R.T. (R) (M) (QM)
Program Director

Adopted 6/15; rev.9/15;1/16; 3/16; 5/16; 7/16; 8/17; 5/18; 5/19; 4/20; 4/21

MISSION STATEMENT OF THE PROGRAM
Hudson County Community College

The program supports the mission of the college, which is to provide high quality educational opportunities that promote student success and are accessible, comprehensive, and learning centered. The program's mission is to produce competent, caring, and responsible Allied Health professionals to help serve the needs of the health care community.

Program Goals:

1. Students will possess the knowledge and skills to competently perform entry-level diagnostic imaging procedures.

Outcomes:

- 1) Students will provide competent patient care clinically to various cultural and diverse age groups
- 2) Students will perform diagnostic imaging procedures competently and use standardized radiation safety practices

2. Students will use effective critical thinking and problem-solving skills.

Outcomes:

- 1) Students will demonstrate intuitive critical thinking in the clinical setting
- 2) Students will learn how to manipulate x-ray equipment safely in order to obtain quality images that are of diagnostic value

3. Students will use written and verbal communication skills capably.

Outcomes:

- 1) Students will demonstrate purposeful written and verbal communication skills in the health care environment
- 2) Students will deliver compassionate and professional patient care

4. Students will value the need for professional growth and development.

Outcomes:

- 1) Students will understand and display desirable ethical standards needed for professional development and future employment
- 2) Students will be able to identify and apply their learned knowledge of professional responsibilities in the workforce.

The admissions and educational policies of Hudson County Community College Radiography Program are non-discriminatory with respect to any legally protected status such as race, color, religion, gender, age, disability, national origin, and any other protected class. Standard 1.2

Standards for an Accredited Educational Program in Radiography Effective January 1, 2021

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Contact Information (Fulltime)

1. **Cheryl Cashell, MS, RT(R)(M)(QM) Program Director**
ccashell@hccc.edu 201-360-4782
2. **Inez Cruz, MS, RT(R)(M)** **Interim Clinical Coordinator/College Lecturer**
icruz@hccc.edu 201-360-4781
3. **Kathleen Rodriguez** **Administrative Assistant**
krodriguez@hccc.edu 201-360-4784
FAX 201-420-7513

Program Staff Resources

1. **Program Director**
2. **Clinical Coordinator/College Lecturer**
3. **Adjunct Clinical/Didactic Instructor/College Lecturer**
4. **Administrative Assistant**

PART A: ATTENDANCE

The Program Year is from August to August for 2 years. It is a 24-month daytime program.

A 1. CLINICAL AND CLASS ASSIGNMENTS

First Year Students: Juniors

Class Hours: Monday, Wednesday, Friday; 8:30 A.M. to 2:30 P.M.

Clinical Hours: Tuesday, Thursday; 7:45 A.M. to 3:00 P.M./ 3rd sem. *Summer II days change*

Second Year Students: Seniors

Class Hours: Tuesday, Thursday; 8:30 A.M. – 2:30 P.M.

Clinical Hours: Monday, Wednesday, Friday; 7:45A.M. - 3:00P.M.

*6th sem. *Summer II days change*

The program/faculty will notify the students in a timely manner if there is any additional changes to the schedule.

CLINICAL ASSIGNMENTS

Clinical assignments are scheduled monthly in order to provide the student with an opportunity to experience varied patient mix and radiographic exams so the student may complete their clinical competency evaluations. The radiography program is a continuous 24-month competency based clinical educational program.

The student cannot graduate and take the ARRT national registry examination unless they have completed all the required clinical competency evaluations developed by the American Registry of Radiologic Technologists (ARRT) and the N.J. Radiologic Technology Board of Examiners.

- a. Mileage from H.C.C.C. 870 Bergen Avenue, JC, NJ to: CH is 1.6 miles; to Bayonne Medical Center is 6 miles; to Richmond University Medical Center is 10 miles; to Hoboken University Medical Center is 4 miles.
- b. **Students must have current CPR card or cannot be in clinical. Personal time will be deducted until CPR status is current. Renewal must occur 1 month BEFORE expiration date. New students will get their 2-year CPR for health care professionals in September.**

A 2. CLINICAL ATTENDANCE

1. Students are required to "sign in" and "sign out" on the attendance sheet in their own signature.
The Radiology Program clock is to be used for time documentation.
2. **Failing to "sign in" may result in loss of credit for the day's attendance.** Signing in/out for any other student will result in disciplinary measures.
3. Students cannot change or leave their clinical assigned rooms unless approved by the clinical/designated instructor.
4. Any student found to have left their clinical assignment will forfeit a ½ day of their personal time. Any other similar infractions will result in further disciplinary measures.
5. Lunch Schedule: 11:30 AM- 12:15 PM
Lunch must be taken at the hospital to which the student is assigned.
If a student goes to lunch late, they may take the 45 minutes, but not to exceed past 12:30 PM
Students may **not** leave hospital premises for lunch.
Optional Break Time: A 15-minute A.M. break is allowed – student **MUST sign IN and OUT on attendance sheet.*
6. Calling out: Students must notify the Administrative Assistant's office by 7: 45A.M. (201- 360-4784) Emailing, slacking or faxing is not permitted.
7. Students are given two (2) Personal days each semester for clinical days off – they cannot be used for Class days off
8. Excessive absenteeism affects the CEPE- Clinical Practicum grade. Students must make up any additional clinical absences each semester if they have used their beyond their personal or/earned days.

Clinical Tardiness:

All calls for clinical lateness must be made to the office only by 7:45 A.M.

Tardiness is considered unacceptable in any health professional environment because it impairs the proper delivery of patient care, affects the work force, and displays a poor work ethic.

Lateness's will be documented and reflected in the Clinical Education Performance Evaluation (CEPE) affecting the Clinical Practicum grade. Students are allowed 2 clinical lateness's per semester Before grade reduction occurs on the CEPE grade.

Schedule for documentation of lateness infractions to be completed within the next 3 clinical days(includes the day of lateness):

1. Lateness occurring from 7:46 through 8:00 requires no make-up time
2. Lateness occurring from 8:01 through 8:15 requires ½ hr. make-up time
3. Lateness occurring after 8:16 through 8:45 requires 1 hr. make-up time
4. Students late beyond 8:45 will not be allowed on site and will lose a day in your bank
5. Lateness's exceeding 6 per sem. will require ½ hr. make-up time for each subsequent lateness

6. Make-up time must be completed by 4 PM at approved clinical site

A 3. **NOTIFICATION OF ABSENCE & UNEXCUSED ABSENCES**

1. **Clinical:** Students must notify the Administrative Assistant's office by 7: 45A.M. (201- 360-4784) if they are calling out absent for the day. *Only 1hour lateness is allowed. Students must inform the office of the lateness. Morning HALFDAY sick call out is NOT permitted.*
2. **Class:** Students should notify the office or voice mail before the start of class or written documentation of failure to communicate could follow.
3. In the event a student fails to notify the program for clinical duty, a warning notice will be given noting that repeated "no call/ no show" incidents will result in reduction of the communication section in the Clinical Education Performance Evaluation grade.
4. **Unexcused Absences:** if a student fails to notify the program regarding an absence for more than 3 consecutive days, that student will be in violation of the Code of Conduct and will be subject to disciplinary action including Dismissal from the program.

A 4. **CLASS ATTENDANCE: Absences and Tardiness**

All calls should be made by start of class to the office at (201) 360-4784

1. Students absent on the test days, must come in the following day to take the missed tests before going to their clinical assignment. Test grades will be no higher than 80%.
2. If student fails to take missed tests on next day, test grades will be no higher than 75%.
3. If the student is not in for one of the classes and test during the day but comes in later on that day to take the missed tests, each test will be no higher than 80%.
4. More than one absence will result in a 1-point deduction from your final grade for each additional absence. You are responsible to obtain the work covered in class, e.g. assignments, test schedule.
5. Personal days cannot be requested on class days during the academic calendar year.
6. Quizzes will not be allowed to be made up if absent on day quiz given except for jury duty.

Class Tardiness:

1. If you are late more than 2 times from any Course class, 1 point will be deducted from your final grade for each subsequent lateness of that course class.
2. If you are late for a test or a quiz, you will start when you arrive and will not have extra time to complete the test or quiz.

A 5. ALLOWABLE ABSENCE/MAKEUP TIME/MEDICAL CLEARANCE

The program is a 24-month period and the student is given the following time allotment.

1. Academic calendar/ semester schedules lists two-year period- students notified of changes.
2. Two personal days each semester are provided. They should be used for vacation, and personal religious holidays (not incorporated in the program year calendar). If necessary they may be used as a sick day.

3. Personal days can be carried over to 2nd & 3rd semester only. Senior year personal days must be used each semester.

4. Earned days (for special events that the program announces) are given to students in addition to their personal days and will be used if their 2 days per semester allotment has been depleted.

5. Excessive absenteeism can result in the student's dismissal (see F3- Student Code of Conduct)

6. Medical clearance: Students absent more than 3 days must provide doctor's note to return to program.

Students requiring medical clearance with or without restrictions must provide doctor's note for that illness or condition. A Medical Clearance Form is signed by student and kept on file in order that we may notify clinical sites/program of restrictions. Any change in medical status during program will require an updated medical physical form to be approved by clinical sites' Employee Health department before student can return to clinical education.

7. Make up time: make up time for lateness or excessive absenteeism can only occur during program hours and not to exceed 4:00 P.M. Monday through Friday only. Make up time can also occur during program breaks when a program instructor is present at either the office or clinical site. Make up time cannot occur during weekends, program holidays, or evenings.

8. JRCERT Standard 4.4 "students may not be assigned to clinical education settings during holidays that are observed by the sponsoring institution."

9. JRCERT standard 4.4 requires that total didactic and clinical involvement cannot exceed more than 10 hours per day. In addition, hours exceeding these limitations must be voluntary on the student's part. In order to assure the educational learning value of students regarding access of clinical instructors completing their competency evaluations and be within the guidelines of insured liability for the students, clinical participation of students must be within program hours stated above in #7

A 6. CLINICAL PRACTICUM GRADE/CEPE

Transcript grade is documented as a Pass/Fail and is a non-credit practicum. A Pass grade is given When student receives a minimum grade of 80% on Clinical Education Performance Evaluation.

1. If student fails CEPE for areas such as incomplete competency evaluations or professional growth & development, student could be placed on Probation for the next semester to improve areas noted.

2. Students only owing time will receive an Incomplete CEPE grade until they make up their time during semester break (before the start of the new semester)-the grade will then change to Pass.

If the student does not make up time by the end of the next semester, the incomplete grade will change to Fail. Situations preventing time completion are evaluated by Program Director.

3. Students cannot Fail Clinical Practicum more than one semester during the two-year program in order to remain in the program. Students on Probation are counseled/monitored for improvement. See Part F –II Probation.

4. Students will have 2 weeks after program completion date to fulfill all clinical obligations or cannot graduate from the program nor be eligible to sit for the ARRT certification examination.

A 7. **LEAVE OF ABSENCE/**

The maximum **one time** leave of absence from the program is 6 to 8 consecutive weeks. Pregnancy: See Section E.2; Military Reserve Training: See Section E.15 and B3 Program Completion Time Requirement.

A 8. **STUDENT HEALTH INSURANCE**

All students are required to have current health insurance coverage during the entire program. The Student must present evidence of coverage prior to start of clinical for each semester. In the event of illness, students are responsible for all fees incurred at any affiliating agencies.

A 9. **ACCIDENTS OCCURRING DURING PROGRAM TIME**

If a student is injured during clinical time the supervising technologist and faculty member must be notified immediately. A formal written "Incident Report" must be completed at the time of injury and a copy must be sent to the Program's office. The student will be sent to Emergency department and proper medical treatment administered if deemed necessary.

A 10. **HEALTH REGULATIONS:**

1. The student is required to pass a physical examination prior to admission & or during the 24 month program at any clinical site. The examination will require specific immunizations such as Rubella and Measles, Chest X-ray, EKG and routine laboratory tests and will receive the required information prior to starting clinical with documentation kept on file. Students are responsible for the costs of these services.
2. Drug screening: applicants are required to pass/clear a drug test prior to admittance and again, upon entering the Senior year. The applicant/student is required to pay for testing. (website)
3. Drug Policy: see Part G

A 11. **BEREAVEMENT**

In case of death of an immediate relative (father, mother, sister, brother, spouse, non-marital partner residing in the same domicile, child or step-child) 3 days leave will be granted. One (1) day leave is granted for a relative such as aunt, uncle, grandparents or in-laws. Any other would require the use of a personal day. Documentation shall be provided to the office.

A 12. **INCLEMENT WEATHER POLICY / EMERGENCY NOTIFICATION**

In the event of inclement weather or emergency closing, please do the following:
Call 201-714-7100 or visit the college website at www.hccc.edu to receive further information.

Class: All tests that were scheduled while the program is closed will be given on the next class day.

If the program is open but the student is unable come to class that day, they will have to use a Personal day from their time bank.

Clinical: There is NO clinical assignment when the college is closed for any reason.

Delayed Opening: Class and clinical follow delayed college opening times.

A 13. PROGRAM HOLIDAYS

New Year Day	January
Martin Luther King	January
President's Day	February
Good Friday	March or April
Memorial Day	May
Independence Day	July
Labor Day	September
Thanksgiving & Friday	November
Christmas	December

A. 14 JOB INTERVIEWS

Students will use their personal days allotted to them and the program will use flexibility in their personal time request schedule to allow for appointments.

A 15. CLASS SCHEDULES

Class Schedules are posted on program board and a copy is given to each student at beginning of each semester. It is the students' responsibility to be in class on time and have all course materials.

A 16. JURY DUTY

If a student is called for jury duty, he/she shall notify the program director immediately and provide the official notice prior to being excused from the program. Tests and quizzes are made up next day without any grade deduction.

PART B: DIDACTIC & CLINICAL EDUCATION REQUIREMENTS

B 1. DIDACTIC & CLINICAL GRADES

- a. The passing grade for all didactic courses is 80% at the end of each semester.
- b. The passing grade for clinical competencies is 90% or above for all clinical competency evaluations and 85% in laboratory evaluations. A **PASS** grade is documented on the transcript.
- c. The grade point average for successful completion of the program is 80% -B and must be maintained during the entire 24 months.
- d. No student will graduate without fulfilling the didactic and clinical requirements.
- e. Only one retest will be allowed in Radiography course (I; II; III; IV; V) and in Radiographic Imaging (I; II; III; IV) A maximum of two retests for the two years is allowed.
There is no Retest option for Radiography VI. (see B2)
- f. All grades are final record at the end of each semester and cannot be changed or altered during the two-year program. Student must notify office of grade discrepancy within one week of receipt.
- g. Clinical Education Performance Evaluation grade (CEPE) is part of the Clinical Practicum semester grade. Students must receive a minimum of 80% to achieve a "Pass" grade in Clinical. Areas graded include attendance/lateness; clinical performance; status of completed semester competency evaluations; monthly return of Daily logs (student forfeits of ½ day of personal time if delay is longer than a week); loss of Radiation Badge (\$25 replacement fee paid by student.) Students cannot fail Clinical Practicum more than one semester during the two-year program in order to remain in the program.

Grades are interpreted as follows: Program requires a B grade of 80% in all RAD courses to remain in program

A = Outstanding	4.0	90-100
A- = Excellent	3.7	87-89
B+ =Very Good	3.3	83-86
B =Good	3.0	80-82
F =Failure		79 and below
W =Withdrawal		

B 2. Grading, Retest, and Remediation Policies

1. Didactic Grades

A. Course Name: Radiography I, II, III, IV, V, and VI (VI has a different grading policy)

Semester Grade: 1-Cumulative Final exam= 30 %; 4- Comprehensive test grades= 60 %;
weekly Quizzes= 10 %

All Subject tests, quizzes, and exams will be averaged into one combined grade for each segment.

1. Passing grade for each course is 80% per semester.
2. Only 1 RETEST is allowed any Radiography I, II, III, IV, V, course- e.g. if Retested in RAD.II, you cannot be Retested again.
3. **Radiography VI grading policy:** this final course is a comprehensive review of the ASRT curriculum in order to prepare the student to sit for the ARRT certification exam after graduating the program. The student will be graded on mock registry exams and Corectec online course as part of the final grade. Passing grade is 80 % in order to graduate and be eligible to sit for ARRT examination. **There is no RETEST option for this course.**

B. Course Name: Radiographic Imaging I, II, III, IV

Semester Grade: 1- Cumulative Final Exam=30%; 2- Unit (Category) Test averages= 70%

1. Unit (Category) Tests must equal 80% or above in order to begin lab demonstration and evaluation prior to beginning clinical competency evaluations
2. Cumulative Exam will incorporate all category information to give a student who failed a category test the opportunity to pass and begin corresponding clinical competency evaluations
3. Only 1 RETEST is allowed for Radiographic Imaging I, II, III, IV course, *e.g. if retested in Radiography Imaging II, you cannot be retested again.*

2. Remediation Plan for Failing Didactic Courses

- a. Students who are in danger of failing will be counseled, tutored, and monitored by the instructor teaching the failing subject. The student will be given an Anecdotal Conference Request form to schedule tutorial. The results after tutorial will be documented on an Anecdotal Result form.
- b. students may also request tutorials with individual instructors in areas of weakness
- c. tutorials may be individual or group discussion
- d. students may request official withdrawal from classes according to college catalog statement.
- e. **RETEST:** if a student fails a semester didactic course with a below 80% grade, they will be given a RETEST. Passing grade is 80% minimum and course grade for the semester will be documented as 80%.
* A student must pass the Retest by 80% in order to remain in the program.

3. Clinical Grades:

Clinical Practicum 1, 2, 3, 4, 5, 6

Clinical Grading for Competency Based Clinical Education Standards

- a. Clinical Practicum grade is Pass/ Fail; Lab Eval. grade-pass 85%; Clinical Comp Evaluations-pass 90%
- b. Student must perform and document one patient study under direct supervision on their Individual CCE record prior to performing Initial Clinical Competency in order to gain clinical experience.
- c. Lab Demonstration will be documented by instructor prior to beginning lab evaluations
 1. Junior Year: students are allowed to fail a maximum of **4** in total of laboratory or clinical competency evaluations each semester
 2. Senior Year: students are allowed to fail a maximum of **2** in total of laboratory or clinical competency evaluations each semester
 3. **Clinical Probation:** occurs when a student fails **greater than the allowable number of failures per semester**
 4. Students cannot fail Clinical Practicum more than one semester during the two-year program in order to remain in the program.

C. Remediation Policy for Laboratory or Clinical Competency Failures

1. Any student failing will begin a **remediation plan of action:** see Remediation Plan Form based on NJBOE requirements for clinical educational failures
*Examples of remediation plan before Reevaluation begins are:
 - a. review of areas of weakness that caused the failure with instructor that teaches the subject material for didactic, psychomotor, or affective domains of learning
 - b. do computer/ theory tutorial relating to area of weakness- time to be scheduled outside regular class or clinical time to help reinforce skills for clinical application
 - c. after participating in strengthening areas of weakness, student will document the process in their own words to verify they comprehend their learning review

Remediation Plan for Failing Clinical Practicum

- a. If a student fails a clinical semester for a non-academic issue, a grade of F will be issued. The student may not request a withdrawal from the program to avoid receiving a failing grade.
2. **Clinical Probation:** students who demonstrate a weakness in clinical educational progress, will be scheduled to participate in additional clinical learning (outside their regular clinical/class time) in order to order to strengthen their skills which is the foundation of clinical competency based learning. The time will not exceed 40 hours per hours per week and will be under the guidance of clinical faculty.

Hudson County Community College Radiography Program Clinical Education Performance Evaluation

Adopted: 6/2015; 1/16; 7/16; 12/16; 6/17; 1/18

Student Name: _____ **CPR Expiration Date:** _____

Class of: _____ **Community Service completion date & semester:** _____

Clinical Education Practicum Evaluation Justification:

The importance of professional development and growth in the clinical aspect of a radiography program cannot be understated. As the student progresses, they realize that attitude, work ethic, integrity and the display of genuine compassion for the patient is of utmost importance in order to deliver consistent good health care. The purpose of this evaluation is to help the student graduate with sound clinical skills including professionalism, radiation safety and communication.

The student will be graded in the following areas by the faculty and staff. The total score is 100 points and passing grade is 80% and will be documented in the Clinical Practicum 1- 6 as a Pass/Fail grade.

Very Good= 15 pts; Good = 7 pts; Fair = 5 pts.; Needs Improvement = 3 pts.

Areas of Student Measurement in Clinical Performance	Value Pts	1 st Sem	2 nd Sem	3 rd Sem	4 th Sem	5 th Sem	6 th Sem
1. Attendance: Sick Call Out First 2=10pts; 3 rd =8pts; 4 th =6pts; 5 th =4pts ; 6 th & over= 0pts	10						
2. Lateness First 2= 10pts; 3 rd =8pts; 4 th =7pts; 5 th =6pts; 6 th =4pts; over 6=0 pts	10						
3. Clinical Time Participation: 10pts=no time owed; 5pts=made up time owed during semester; 0pts= did not make up all time owed for the semester	10						
4. Dress Code: Appearance; ID badges; uniform; personal hygiene; markers	5						
5. <u>Equipment Manipulation/Room Preparation</u> : preparedness; mastery of equipment; making accurate & logical modifications for equipment usage when patient status changes, i.e. trauma, pathology-- prioritizing imaging tasks; cleanliness of work area, preparing rooms	10						
6. <u>Communication Skills/Participation</u> : good listener; interaction with all staff (interpreting and follow through of what was asked; CCE/OR process (-3pts.); no-call/no-show, etc.); team player; ability to work independently, consistently, & effectively;	10						
7. <u>Patient Interaction</u> : demonstrates respect for patient's cultural diversities; responds to patient's concerns and questions; provides a courteous patient discharge from area; respect for confidentiality (HIPAA); proper behavior in a patient's presence	10						
8. <u>Demonstrates professional development and growth</u> : critically thinks/analyzes during challenging situations; displays calmness in stressful situations; maintains a positive attitude towards the learning process; pleasant demeanor; respect for others * not completing required # of semester CCE evaluations (- 7pts)	15						
9. <u>Proper Documentation</u> : logging of exams, Monthly forms (pinks), Initials on Requisition, Observation sheet, competency evaluations.	5						

10. Demonstrates Clinical Skill Growth: <u>timely completion of semester CCE's or reduction in CEPE grade</u> ; shows initiative and knowledge of passing evaluations that have a progressive level of difficulty *Situations that prevent the student from completing the program's evaluation schedule will be adjusted at the discretion of the PD : 15pt=all sem. cce's; 7pt=50% of sem.cce's; 3pt=below 50% of sem.cce's; 0pt=0 sem. cce's *Mandatory OR Observations: not completing a minimum of 2 OR Obs. by the end of 3 rd sem. and 4 OR's with 1 C-arm eval by end of 4 th sem. will result in -3pts. in this section grade even if you have completed the required # of semester evaluations	15											
	I	2	I	15	I	28	I	37	I	9	I	6
						C	4	C	1	T	5	
						T	4/1	T	5/1	T	6/2	
	OR			2			4/1		10/2			
Final Grade= _____ ---Average of 6 semesters	Total pt											
Student Initials												
Clinical Coordinator Initials												
Date of review by Clinical Coordinator and Student												

Comments:

1st Semester: _____
 2nd Semester: _____
 3rd Semester: _____
 4th Semester: _____
 5th Semester: _____
 6th Semester: _____

A 6. CLINICAL PRACTICUM GRADE/CEPE

Transcript grade is documented as a Pass/Fail and is a non-credit practicum. In order to receiving a passing grade, student must receive a passing grade in their semester Clinical Education Performance Evaluation (CEPE) with a minimum grade of 80%.

1. If student fails CEPE for areas such as incomplete competency evaluations or professional growth & development, student will be placed on Probation for the next semester to improve areas noted.
2. Students only owing time will receive an Incomplete CEPE grade until they make up their time during the semester break (before the start of the new semester)- the grade will then change to Pass. If the student does not make up the time by the end of the next semester, the Incomplete grade will change to Fail. Situations preventing the time completion are evaluated by the Program Director.
3. Students cannot Fail Clinical Practicum more than one semester during the two-year program in order to remain in the program. Students on Probation are counseled/monitored for improvement. See Part F –II Probation.
4. Students will have 2 weeks after program completion date to fulfill all clinical obligations or cannot graduate from the program nor be eligible to sit for the ARRT certification examination.

The Technical Excellence Award is given to the student who has the highest grade point average of the combined final averages of both the Performance evaluation and the clinical competency evaluations.

B 3: GRADUATION REQUIREMENTS

In order to graduate from Hudson County Community College Radiography Program and receive an Associate in Science Degree (A.S.) in Radiography, the student must complete the following:

- A. Successfully pass all courses in General Education & Science requirements for program
- B. Successfully pass all didactic courses and clinical practicum requirements listed for the Professional component of the program
- C. Students must demonstrate clinical competence in a minimum of 62 required clinical competency evaluations on patients ranging from Pediatric to Geriatric to Trauma. A JRCERT and New Jersey R.T. Board of Examiners accredited program is responsible for ensuring that prior to graduating, the student can complete the 4 goals of the program which are:
 1. Students will possess the knowledge and skills to competently perform entry-level diagnostic imaging procedures.
 2. Students will use effective critical thinking and problem-solving skills.
 3. Students will use written and verbal communications skills capably
 4. Students will value the need for professional growth and development
- D. Completed all program requirements in addition to course and competency evaluations, e.g. required clinical time by Program Completion Date.
- E. Satisfied all financial obligations including college graduation audit.
- F. Remain of good moral character upon graduating to be eligible to sit for the ARRT national certification examination and obtain a New Jersey State issued license to practice Diagnostic Radiography. [N.J.A.C.7:28-19.11(a) 1] Please visit application requirements for NJ and /ARRT:

www.state.nj.us/dep/rpp/tec/downloads/rtlp.pdf

www.arrt.org

PROGRAM COMPLETION TIME REQUIREMENT

The student must complete the program within no less than two (2) calendar years and no more than three (3) calendar years from the point of admission to the full-time program track. The student is considered to be a full-time student in the program when;

1. They begin the clinical portion of the program sequence (August Orientation)
2. The New Jersey RT Board of Examiners has been notified that they have begun the two-year sequence
3. Withdrawal and Re-entry for Non-academic requirements: Re-entry into the semester will be based on (a) clinical capacity availability (b) clearance of both criminal and drug screening and (c) successful passing of all Final Exams of courses completed and selected clinical competency evaluations. The student must complete the program within no less than two (2) calendar years and no more than three (3) calendar years from start date of the program.
4. Students wishing to withdraw and re-enter beyond the 3-year option will have to reapply to the program as a new applicant.

B 4: COMPETENCY BASED CLINICAL EDUCATION STANDARDS

**New Jersey Department of Environmental Protection
Radiologic Technology Board of Examiners
Po Box 420, Mail Code 25-01
Trenton, New Jersey 08625-420
609-984-5890
www.xray.nj.gov**

New Jersey Radiography programs must be approved by the State of New Jersey in addition to being accredited by the JRCERT. Please visit the above website, click on **RTBOE** on the **Introduction** page to see Program Accreditation Standards including the **CBCE Flowchart** and the **Competency Based Clinical Education Standard (CBCE.)** Programs must adhere to the NJ standards in order to ensure that students have fulfilled all the requirements contained in both the state's guidelines and the ARRT's competency categories in order to be eligible to graduate. The standard is designed to produce entry level skilled graduates who are clinically competent.

To review entire CBCE standards, visit www.state.nj.us/dep/rpp/tec/board/standards.htm

Direct Supervision: The following parameters constitute direct supervision. The licensed technologist shall:

- a. evaluate the request for examination in relation to the student's knowledge and competency
- b. evaluate the condition of the patient in relation to the student's knowledge and competency
- c. be present in the room with the student to observe and supervise the examination
- d. evaluate and approve all resultant images and/or data

Indirect Supervision: The following parameters constitute indirect supervision. The licensed technologist shall:

- a. evaluate the request for examination in relation to the student's knowledge and competency
- b. evaluate the condition of the patient in relation to the student's knowledge and competency
- c. be immediately available in the room or adjacent to the room where the student is performing the procedure. (Based on this parameter, a student cannot be assigned to a radiographic or fluoroscopic room or a surgical or mobile rotation unless a licensed diagnostic radiologic technologist is present either in that room or in an area that is adjacent to the room, such as, adjacent room, adjacent room separated by a hallway or the hallway outside of the room where the procedure is being performed.)
- d. evaluate and approve all resultant images and/or data

Criteria for all Clinical Competency Evaluations (CCEs)- CBCE standard VI

All CCEs must include the minimum evaluation criteria:

1. evaluation of requisition and patient assessment
2. room preparation
3. patient care and management
4. equipment operation and technique selection
5. positioning skills
6. radiation protection for patient, self, and others
7. image processing
8. evaluation of the resulting images for proper:
 - a. anatomical part(s)
 - b. anatomical alignment
 - c. radiographic techniques
 - d. image identification
 - e. radiation protection

Simulation CCE's must meet the following criteria:

- a. the student is required to competently demonstrate skills as similar as circumstances permit to the cognitive, psychomotor, and affective skills required in the clinical setting,(i.e., on patients)
- b. the program director is confident that the skills required to competently perform the simulated task will transfer to the clinical setting.

I. Program Policy: See B2 for grading :

Students may begin performing clinical competency evaluations after they have :

1. Observed procedures under Direct supervision prior to achieving proficiency in didactic/laboratory
2. Documented Didactic and Laboratory Instruction and Proficiency
3. Clinically participated under Direct Supervision where students can perform under Direct Supervision
4. Students must document and have signed by a licensed R.T. (see Student Individual CCE Evaluation Record) that they have Performed ONE non-graded patient procedure under Direct Supervision prior to initiating an initial competency evaluation. (Simulated studies may be evaluated without first performing that procedure on a patient...see Section II Simulation CCE.)
5. One week must pass from completing the laboratory evaluation before performing the initial CCE in order for the student to gain additional clinical experiences while still remaining under direct supervision.
6. The student must bring their Individual CCE record to their clinical assignment in order for the technologist to know what the competency status of the student is and to initial that the student has performed One patient procedure prior to Initial CCE study.
7. It is the students responsibility to complete these competencies in the time frame listed on the Schedule for Completing Clinical Competency Evaluations Form or receive a reduced Clinical Education Performance Evaluation Grade at the end of each semester.

I. INITIAL CLINICAL COMPETENCY EVALUATIONS (ICCEs)

- A. One week time frame between lab and Competency must pass unless C.I. approves for unusual case. *Students must perform One Patient Procedure under Direct Supervision Prior to performing an ICCE. A staff radiographer must initial on student's personal evaluation form.*
- B. Patient selection must include a wide variety of patient types, (i.e. pediatric, trauma, geriatric, ambulatory, etc.) Selection of these Clinical Competency Evaluations shall be based upon progressive levels of difficulty.
- C. Clinical Competency Evaluations pass grade is 90%. There will be a record keeping of grades, evaluation forms, performance objectives and record maintenance of all CCEs of each student.
- D. When the student has demonstrated his/her competency in all categorical examinations, that student is deemed competent in the identified category.
- E. ICCEs must include all projections for each examination, as identified by the hospital's standard operating procedure manual (SOP). ICCEs may not include only one projection, unless identified as such in the hospital's SOP for the examination.
- F. First semester mobile rotation will be observational only. Competencies in Mobile begin in second semester after theory.
- G. After a student has demonstrated competency in a given examination, he/she may perform that examination under indirect supervision. The following parameters constitutes indirect supervision: Supervision provided by a licensed Radiographer who is immediately available to assist students regardless of the level of student achievement. "Immediately available" is interpreted as the presence of a licensed radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use. **NO REPEATS WITHOUT THE PRESENCE OF A LICENSED RADIOGRAPHER, who approves the procedure prior to the Re-Exposure is allowed, REGARDLESS OF THE STUDENT'S LEVEL OF COMPETENCY.** Mobile or surgical procedures may not be done without the presence of a qualified, currently licensed radiographer "immediately available" to assist the student regardless of level of student achievement.
- H. The radiography students shall always be supervised during the 24 month educational program of its equivalent by a currently licensed radiographer (LRT). Additional qualifications may be defined by the educational program and/or clinical affiliate. (All Competency evaluations must be done by the Clinical Instructor from the time the patient is brought into the room until they leave).
- I. Clinical Lab schedules are given to students for reference. Schedule is followed as close as possible barring student and staff availability. Lab demonstrations are given for the learning benefit of student's clinical performance prior to lab evaluations.

II. SIMULATED CCE:

Should be limited to infrequently performed procedures and all 3 learning domains must be incorporated in the evaluation. Only faculty C.I.'s can evaluate students on simulation studies. All simulations, Mandatory or Elective can only be performed within the last six (6) months of the anticipated date of program completion.

1. As of August 3, 2015, NJ programs can evaluate students for a clinical competency under simulated conditions without the student first being required to perform that procedure on a patient.
2. Simulated CCE's can be evaluated either in the hospital or laboratory setting and not on a patient, e.g. mannequin or student peer.
3. Elective Simulations: 10 elective competency evaluations must be completed on Patients prior to student completing the balance on simulations.
4. Passing any Simulated CCE still requires direct supervision of the student until the student later passes a clinical competency evaluation performed on a patient as a Continual or Terminal CCE.

III. CONTINUAL CLINICAL COMPETENCY EVALUATIONS (CCCEs)

Prior to graduation, the student must demonstrate 5 continual competencies in clinical education.

Guidelines for Continual Competency Evaluations

- A. Continual Clinical Competency Evaluations are performed after the student is deemed competent in the identified category.
- B. Procedure & patient types must become progressively more difficult than the I.C.C.E.'s
- C. One Continual Competency Evaluation from any of the identified categories for a minimum of (5) five are to be performed.
- D. Continual Competency Evaluations must be performed on patients and shall not be performed under simulated conditions.
- E. A minimum of 5 Continual Clinical Competency Evaluations must be accomplished before the Terminal Clinical Competency Evaluations can be performed.
- F. Continual Clinical Competency Evaluations may be performed any time after the 4th semester.
- G. The program will keep Continual Clinical Competency grading system evaluation forms, performance objectives, and record maintain for all Continual Clinical Competency Evaluations.

IV. TERMINAL CLINICAL COMPETENCY EVALUATIONS (TCCEs)

Prior to graduation, the student must demonstrate his/her competency in Clinical Competency Education. This is accomplished by Terminal Clinical Competency Evaluations (TCCEs). Before a student can advance to this stage of competency, he/she must complete the program's entire list of Initial Clinical Competency Evaluations and Continual Clinical Competency Evaluations.

Guidelines for Terminal Clinical Competency Evaluations (TCCEs)

- A. 5 TCCEs shall be completed in 5 different categories.
- B. A specific Green Terminal Evaluation form must be used by the student and all criteria must be included in order to be accepted by the program. Patient selection must include a wide variety of patient types.
- C. No more than 3 terminal evaluations can be performed by a designated clinical instructor. Program Faculty can evaluate all 5 terminals for the student.
- D. TCCEs must be accomplished on patients and cannot be performed under simulated conditions.
- E. TCCEs must include all projections for each examination, as identified by the hospital's SOP. TCCEs may not be limited to one projection, unless identified as such as in the hospital's SOP for that examination.
- F. TCCEs cannot be started until 3 months before program completion & **10 OR cases are observed**
- G. The final average of all the CCE's is combined with the final CEPE average to calculate the Technical Excellence Award.
- H. To be considered for Technical Award, all evaluations must be submitted 2 weeks before grades close.

Class of 2023

SCHEDULE FOR COMPLETING CLINICAL COMPETENCY EVALUATIONS

2011;2013;2014;10/2015;11/2015;5/2016;3/2018; 5/2021

HCCC students will follow this criteria:

1. Geriatric/ Pediatric & Surgical (age 6 or younger) categories are completed after body system is taught.
2. All Simulations begin in Fifth semester Feb 15 --6 months before program completion
3. At least 10 Electives must be performed on Patients prior to simulating balance of electives.
4. Mandatory Simulations begin in Sixth semester: no more than 8 can be performed
5. All Simulations are evaluated by Faculty C.I.'s only
6. Advanced Modalities begin in Senior year; Continuals begin in Fourth Semester
7. Timely completion of semester CCE's affects your Clinical Education Performance Eval. Grade
8. Passing grade for Lab Evals= 85%; for all Clinical Competency Evals= 90%
9. Student's 1 Direct Patient Performance must be initialed by RT on Individual CCE Record

DIDACTIC COURSE

CLINICAL COMPETENCY EVALUATION Time Frame

First Semester - 2 ICCE's (Mand/Elec) – Sept. – Dec.

Respiratory System	- Chest	
Abdomen	-Abdomen	
Upper Extremity	- Upper Extremity	(total #2)

SECOND SEMESTER – 13 ICCE's (Mand/Elec) – Jan. - May

General Patient Care	ARRT required simulations begin	
Appendicular Skeletal System	Lower Extremity; Shoulder, Pelvic Girdles	
Bony Thorax	Ribs and Sternum	
Mobile Studies	Chest, Abdomen, Orthopedic	
Surgical Studies	C-Arm (<u>orthopedic mandatory patient</u>); Cystography	(total #15)

THIRD SEMESTER -13 ICCE's (Mand/Elec) – May - August

Axial Skeletal System	Entire Spine	
General Patient Care ARRT	Venipuncture; etc.	(total #28)

FOURTH SEMESTER – 9 ICCE/ 4 CCCE – Sept. – Dec.

Cranium	Minimum of 1 Patient evaluation required	
Fluoroscopy Studies(with rad.images)	<u>1GI or BE must be on Patient</u> ; 1 other on patient	
CT/IR	Required observation begins	(total #41)

FIFTH SEMESTER - 8 ICCE's; CCCE's (1) – Jan. – April

Simulations: Electives can begin in February after 10 on patients have been completed

Continuing: of Mandatory & Elective evaluations

Completed: 5 Continual evaluations from 5 different categories (total #51)

SIXTH SEMESTER – 6 ICCE's, & TCCE's (5); Simulations (stay on Direct Sup.) – May – Aug

Simulations: Max: #8 Mandatory: student must demonstrate/transfer 3 domains of learning

Completion: of Mandatory; Elective; Continuals; CT observation; IR

Terminals: Begin after all categories & OR observations have been completed; approved by faculty for accuracy & criteria

(TOTAL # 61)

TOTAL (Mandatory)	36	- (ICCE's-Initial)
TOTAL (Electives)	15	- (ICCE's-Initial)
TOTAL (CCCE's) Continuals	5	- additional – patients (Minimum required)
TOTAL (TCCE's) Terminals	5	- additional – patients (use Green Terminal form only)

61 Total required by ARRT (program reserve the right to include additional evaluations)

B4 con't : Clinical Education Grading System & Objectives: JRCERT Standards 4.4
Clinical Practicum 1 -6 : Semesters 1-6

Each semester, students will be assigned to various clinical settings to observe, assist, and perform the requirements necessary in order to complete their clinical competency evaluations required to successfully graduate from the radiography program. The clinical setting allows the student to integrate the knowledge learned in the classroom into clinical practice working with patients.

Clinical experiences include one-on-one direct patient contact along with interacting with health care professionals including radiographers, nurses, physicians, and so many others involved with providing care to those in need of health care services. Clinical learning will occur in three areas of developmental domains: cognitive uses knowledge and understanding as part of the thought process; psychomotor involves physical actions along with coordination; and affective includes attitude, values, and beliefs needed to build upon in order to become a health care professional.

All students will be graded and evaluated according to the Standards defined by the A.R.R.T and New Jersey Radiologic Technology Board of Examiners. Each semester, students will need to successfully complete a required number of clinical competencies under the direction of a registered radiologic technologist (see Schedule for completing Clinical Competency Evaluations.) Individual numerical grades of the Clinical Education Performance Evaluation (CEPE) and Clinical Competency Evaluations will be documented and kept in the student's individual records. A pass/fail grade will be recorded on the Clinical Practicum semester grade and on official transcripts. At all times, students will be supervised by a registered radiographer under direct or indirect supervision.

The Clinical Education Performance Evaluation grade (passing 80%) which is part of the Clinical Practicum grade provides the student with a description of what is expected of him/her while in the clinical environment. There are 10 categories that grade the student's performance in attendance/timeliness, dress code, equipment manipulation, communication with all members of the health care team including peers and program officials, timely completion of semester clinical competency evaluations, and finally professional development and growth. The feedback will provide the student with clear guidelines on how to maintain and improve their clinical performance.

I: General Clinical Performance Objectives:

The students will be expected to identify, perform, locate, etc., the following items by the end of the room rotation to varying degree; dependent upon the program level.

Patient Care and Communication:

1. Self-introduction
2. Patient identification
3. Patient explanation of examination
4. Provide care, comfort, compassion
5. Communication with patient
6. Communication with other medical personnel

Radiographic Equipment:

1. Control Panel – Identify the following and set properly:
 - Ma selector
 - kVp selector
 - Timer
 - APR & AEC
 - Locate on/off switch, mainline switch, and Emergency stop switch
2. X-ray Tube – Identify the following and manipulate properly:
 - Anode end/ Cathode end
 - Tube rating/cooling charts
 - Detent lock/ Vertical lock
 - Vertical lock/ Angulation lock
3. X-ray Table – Identify the following and manipulate properly:
 - Head end of table/ front end of table

- Bucky tray and locks
- IR placement
- Identify grid ratio and focus distance
- Attach and detach footboard
- Raise/lower x-ray table- Manipulate floating table top
- 4. Wall Stand – Identify and manipulate properly:
 - Bucky tray and locks
 - IR placement
 - Identify grid ratio and focus distance
- 5. Linen Supplies for Specific x-ray room
 - Identify types of linen for x-ray room
 - Locate storage area
 - Stock with appropriate linen
- 6. Radiographic Supplies for Specific x-ray room
 - Identify and locate supplies
 - Proper use of sandbags, positioning sponges, calipers, lead apron/gloves, patient protection devices, lead rubber, immobilization/restraint devices
- 7. Emergency Supplies (if appropriate)
 - Locate and supplies
 - Stock supplies
 - Identify specific use
- 8. Contrast Media (if appropriate)
 - Identify appropriate types used
 - Prepare contrast agent(s) for use
 - Locate and manipulate properly, accessory items for contrast media, e.g., needles, syringes, tubing, etc.
- 9. Radiographic Procedures for Specific Group
 - Identify various examinations
 - Assist with various examination
 - Identify various rotations for specific examinations
- 10. Image Processing
 - Properly perform imaging processing
 - Identify patient information of image
- 11. Fluoroscopy Equipment
 - Identify Image Intensifier and manipulate properly
 - Identify and Manipulate video display
 - Proper room set for fluoroscopy examination
- 12. Mobile Equipment
 - Identify and locate portable x-ray machine
 - Properly maneuver portable x-ray machine
 - Manipulate x-ray tube locks
 - Identify technical factors and set properly
 - Use distant measuring device properly
 - Identify examination one with portable equipment
 - Identify, locate and use mobile AEC device
- 13. Markers
 - Use and place markers correctly

II. CLINICAL LEVELS OF PROGRESSION: CLINICAL PRACTICUM GRADES ARE DOCUMENTED PASS/FAILGRADES

SEMESTER 1: CLINICAL PRACTICUM 1 - INTRODUCTORY

At the end of the first clinical semester, the student will be able to:

1. Assist in providing compassionate care and comfort to the patient at all times while using proper oral and written medical communication.
2. Become familiar with various types of imaging equipment used in diagnostic radiology.
3. Demonstrate knowledge of the flow of people and paper within a radiology department.
4. Understand how to maintain proper care and storage of radiographic equipment and supplies while leaving the radiographic room neat and clean for the next examination.
5. Gather information and formulate imaging skills by observing and assisting the radiographer in radiographic examinations and duties while following the clinical objectives for each rotation.
6. Develop proper professional standards, attitudes, and ethical conduct towards the patient and the entire health care organizational staff.
7. Observe and practice how to apply appropriate radiation protection methods for your patient, yourself, and others (ALARA)
8. Perform required clinical competency evaluations on procedures learned in RAD 104 with 90% accuracy.
9. Receive a passing grade in the Clinical Education Performance Evaluation

SEMESTER 2: CLINICAL PRACTICUM 2- BASIC

At the end of the second clinical semester, the student will be able to:

1. Provide compassionate care and comfort to the patient at all times.
2. Acquire and use improved effective communication and critical thinking methodologies on patients, peers, and other professionals.
3. Demonstrate improved knowledge of how to maintain proper care and storage of radiographic equipment and supplies.
4. Modify and understand more challenging imaging skills by observing and assisting the radiographer in radiographic examinations and duties.
5. Exhibit increased knowledge of proper professional standards, attitudes, and ethical conduct towards the patient and the entire health care organizational staff.
6. Learn to always adhere to and master the clinical objectives for each clinical rotation.
7. Use appropriate radiation protection methods (ALARA)
8. Perform required clinical competency evaluations on procedures learned in RAD 105 with 90% accuracy.
9. Receive a passing grade in the Clinical Education Performance Evaluation

SEMESTER 3: CLINICAL PRACTICUM 3-BASIC

At the end of the third clinical semester, the student will be able to:

1. Anticipate the needs of the patient in order to provide compassionate care and comfort to the patient at all times.
2. Use improved effective communication and critical thinking methodologies on patients, peers, and other professionals.
3. Assume more responsibilities in performing radiological examinations and duties.
4. Begin to use independent judgment and discretion in the technical performance of medical imaging procedures while adhering to the clinical objectives of the rotation.
5. Manipulate and operate equipment properly in the radiology department, surgical suite,

- Emergency rooms, and at bedside.
6. Exhibit increased knowledge of proper professional standards, attitudes, and ethical conduct towards the patient and the entire health care organizational staff.
 7. Always use appropriate radiation protection methods and understand the ramifications of not doing so (ALARA)
 8. Perform required clinical competency evaluations on procedures learned in RAD 106 with 90% accuracy.
 9. Receive a passing grade in the Clinical Education Performance Evaluation

SEMESTER 4: CLINICAL PRACTICUM 4-FUNCTIONAL/COMPETENT

At the end of the fourth clinical semester, the student will be able to:

1. Adapt to the needs of various patient types in order to provide compassionate care and comfort to the patients at all times while always communicating in a proper medical dialogue.
2. Document each radiograph with the correct patient identification and processes each image without difficulty (regardless of technology).
3. Exhibit the ability to adapt to new and difficult imaging situations if and when necessary.
4. Exercise independent judgment and discretion in the technical performance of medical imaging procedures and completes the examination within a reasonable time frame.
5. Accept constructive criticism and uses it to his or her advantage while understanding the purpose of adhering to the clinical objectives of each rotation.
6. Exhibit increased knowledge of proper professional standards, attitudes, and ethical conduct towards the patient and the entire health care organizational staff.
7. Always use appropriate radiation protection methods while understanding the ramifications of not doing so (ALARA)
8. Perform required initial and continual clinical competency evaluations on procedures learned in RAD 207 with 90% accuracy.
9. Receive a passing grade in the Clinical Education Performance Evaluation

SEMESTER 5: CLINICAL PRACTICUM 5-FUNCTIONAL/COMPETENT

At the end of the fifth semester, the student will be able to:

1. Instill confidence in the patient by exhibiting self-confidence throughout the examination by providing compassionate care, comfort, and communication at all times.
2. Document each radiograph with the proper patient identification and processes each image without difficulty (regardless of technology) within a reasonable time frame.
3. Able to modify and adapt to new and difficult imaging situations if and when necessary and acting independently when appropriate.
4. Accept constructive criticism and uses it to his or her advantage while understanding the purpose of adhering to the clinical objectives of each rotation.
5. Has formed the habit of using appropriate radiation protection methods (ALARA)
6. Plan and organize the imaging procedure prior to beginning the study in order achieve optimal radiographic studies.
7. Critically analyze radiographic studies performed in order to continue achieving quality routine and non-routine procedures.
8. Perform required initial and continual clinical competency evaluations on procedures learned in all the Radiographic courses with 90% accuracy.
9. Receive a passing grade in the Clinical Education Performance Evaluation

SEMESTER 6: CLINICAL PRACTICUM 6-FUNCTIONAL/PROFICIENT

At the end of the six semester, the student will be able to:

1. Instill confidence in the patient and Staff by exhibiting self-confidence throughout the examination by providing compassionate care, communication, and technical acuity at all times.
2. Document each radiograph with the proper patient identification and processes each image without difficulty (regardless of technology) within a reasonable time frame.
3. Pursue interests in career opportunities for professional development and lifelong learning.
4. Seek out constructive criticism and use it to his or her advantage while demonstrating the purpose of adhering to the clinical objectives of each rotation.
5. Has formed the habit of using appropriate radiation protection methods (ALARA)
6. Plan, organize, and critique all imaging procedures with appropriate speed, efficiency, and effectiveness
7. Analyze radiographic studies performed and identify corrective action measures
8. Complete required initial, continual, terminal clinical competency evaluations on procedures learned in all the Radiographic courses with 90% accuracy in order to successfully complete and graduate the radiography program.
9. Receive a passing grade in the Clinical Education Performance Evaluation

B 5. ADMINISTRATION OF CONTRAST MATERIALS & PHARMACEUTICALS POLICY BY DIAGNOSTIC RADIOGRAPHY STUDENTS

The Board at its February 2000 meeting voted to rescind its April 28, 1993 Standard that prohibits students from injecting contrast materials and also approved the following Standard regarding the administration of contrast material and pharmaceuticals by diagnostic Radiography students. Please be advised that the decision to permit students to inject contrast material and pharmaceuticals rest with each program. However, if a program elects to permit a student to engage in these activities, the program, clinical education center, supervising licensed radiologic technologist, and student must comply with this Standard. This Standard is as follows:

The Board of Medical Examiners' regulations, N.J.A.C. 13:35-6.20 entitled "Physician Delegation of Tasks to Radiologic Technologists and Nuclear Medicine Technologists" Permits licensed diagnostic radiologic technologists and student diagnostic radiologic Technologists to perform the following tasks on patients:

- a. Establish a peripheral intravenous line;
- b. Administer contrast materials into a peripheral intravenous line or into a pre-existing central intravenous line;
- c. Administer contrast materials through the use of a power injector;
- d. Administer contrast materials into pre-existing urinary catheters, whether indwelling or otherwise;
- e. Administer contrast materials into pre-existing nasogastric tubes or other gastric or intestinal feeding tubes;
- f. Administer intravenous flush solutions such as saline or heparin; and
- g. Administer Glucagon and such other pharmaceuticals as shall be approved by the BME.

The Radiologic Technology Board of Examiners finds that student diagnostic radiologic technologists who are properly educated and supervised could perform these tasks. A program's decision to permit students to perform these tasks on patients is voluntary. A student is permitted to perform these tasks on patients provided that:

1. Both the program and the clinical education center have agreed to permit students to perform these tasks. (Such agreement shall be in writing and include all tasks that can be performed by students and a list of all contrast materials and pharmaceuticals that can be administered by a student. This document must be maintained at both the

program and the clinical education center);

2. The student has been provided adequate didactic and laboratory education in venipuncture, the other routes on administration, patient care management, and pharmacology to include the contrast material and pharmaceuticals that can be administered. (It is suggested that the ASRT's Radiography Curriculum Guide be used as a model for such instruction.);
3. The student has passed didactic and laboratory competency evaluations. (Such competency testing must include but is not limited to all contrast materials and pharmaceuticals and all routes of administration that a student is permitted to perform.);
4. The student meets any additional requirements established by the clinical education center;
5. In written format, the licensed physician must determine the pharmaceutical and contrast material to be administered, the dose, and route of administration;
6. A licensed diagnostic radiologic technologist, who is certified by the head of the radiology department (i.e., radiologist) to competently perform the above tasks, provides direct supervision (i.e., in-room) to the student at all times. (A student must always be directly supervised no matter the level of student competency.); and
7. The program, clinical education center, student, and the supervising radiologic technologist comply with all provisions of N.J.A.C. 13:35-6.20 and this Standard.

The HCCC Radiography Program does not allow students to inject contrast media and pharmaceuticals of any kind or any other form of venipuncture.

B 6. USE OF FLUOROSCOPIC EQUIPMENT

1. **Program office has on file copies of Subchapter 19 and the Revised 2012 Board Practices and Standards regarding Section VIII- C stating “ the program of diagnostic radiologic technology and the clinical education center shall ensure that students do not initiate x-ray exposure during fluoroscopic procedures” (N.J.A.C. 7:28-19.12 (c) 5.**
2. **C-arm and other fluoroscopic procedures:** students are allowed to set up the fluoroscopic equipment, position the equipment and patient for fluoroscopic exposure and set collimation and technique factors for fluoroscopic exposure. Since N.J.A.C.7:28-19.12(c)6 prohibits students from initiating fluoroscopic exposures, the exposure must be made by either the licensed physician or a licensed diagnostic radiologic technologist, provided that the licensed physician is in the room and directing the procedure.
3. **C-arm competency evaluations:** Students will remain on Direct Supervision after completing Initial Clinical Competency evaluations or subsequent Continual or Terminal Evaluations and document “A” for assisting technologist” under Direct supervision on the daily log sheet. This ensures that the exposure is not initiated by the student.
4. **Contrast Studies with Fluoroscopic studies:** after passing Initial competency evaluations, students will be placed on Indirect supervision, documenting “S” on their daily logs for the purpose on overhead procedures. The student is still not permitted to initiate any fluoroscopic exposure with the study.

Discussion of NJ Department of Environmental Protection, Subchapter 19 and NJ Radiologic Technology Board of Examiners Standards for Programs of Diagnostic Radiologic Technology begins at Orientation for the student, and is covered in courses taught such as Medical Ethics and Radiation Protection and Biology.

Furthermore, any student that feels they are witness to a situation that may place them in jeopardy of any violation regarding this issue is strongly encouraged to immediately contact any program official to correct this situation.

B 7. PEDIATRIC PATIENTS:

All x-ray exposures involving pediatric patients (under the age of 18 years) must be made in the presence of a Licensed Radiographer, which is Direct supervision, regardless of the student's level of clinical competence achievement.

B 8. CLINICAL EDUCATION - WRITTEN RECORDS OF PERFORMANCE

Each student is required to keep a written record of his/her clinical performance. Each case completed must be signed by a registered technologist or the clinical instructor. Forms are provided for recording clinical examinations and must be in the possession of the student at all times. Providing a well-rounded clinical education is a goal of this program and, therefore, the required variety of cases must be met. Daily log, and logs of exams are to be handed in on the 1st class day of every month. All examinations are to be recorded individually including documentation of Repeat exams completed in the presence of a licensed radiographer. SEE: B: 1-g :CEPE grade

B 9. ADVANCED MANDATORY and ELECTIVE MODALITIES-CLINICAL ROTATIONS

In order that the student may become aware of other modalities, the program will schedule a senior student in the following Mandatory modalities.

1. Computed Tomography (CT)
2. Interventional Radiography

These rotations are provided to present an introduction and overview of advanced modalities with a purpose of expanding the students perspective of radiology and lifelong learning in the field of imaging.

The student will begin their rotation in their senior year after they have received didactic/classroom instruction. CT rotation requires one week at 2 of the 3 sites and Interventional is one week at RUMC.

All advanced modality rotations are on an observation/ assist basis.

The student may request to rotate through a post-primary modality Elective, if available, for a maximum of two weeks in their sixth semester and only after the student has completed all their evaluations necessary for graduation requirements.

B. 10 MARKING PERIODS

There are three marking periods per year which are 4 months in duration. The marking periods are as follows: September through December

January through May

May through August

Students may access their portal to view grades at the end of each semester. Time frame for disputed grades must be handed in within the first week of the next semester. Final grade discrepancies are to be handed in within one week of receipt.

B 11. TRANSCRIPTS

A student may request his/her transcript to be released to another program, college, or institution. The request should be made through the office of Enrollment Services, 70 Sip Avenue,- Building A. Official transcripts cannot be issued if the student has not met their financial obligations to the College.

There are two types of transcripts:

- (a) **OFFICIAL** transcripts bearing the official program seal are sent to a college, university, a State or Federal agency, etc. Official Transcripts sent or given directly to the Student will state "Issued to Student."
- (b) **UNOFFICIAL** transcripts, for a student's personal or general use may be downloaded by the student. **OUTSTANDING monies must be paid in order for transcripts to be released.**

B 12. GRADUATION AWARDS

- 1. **Academic Excellence Award:** highest grade point average of all subjects will be presented at graduation.
- 2. **Technical Excellence Award:** highest grade point average of combined grades of final grade of the Clinical Competency Evaluations and the final grade of the Clinical Education Performance Evaluation will be presented at graduation.
In all, to be considered for the Technical Excellence Award, all competency evaluations must be completed by the last Thursday in July.
- 3. **Graduating with Honors:** Point System. Please read the requirements below:
Cum Laude- 3.45 Magna Cum Laude- 3.65 Summa Cum Laude- 3.85

B.13. REPEAT RADIOGRAPHS/IMAGES REQUIREMENTS:

Unsatisfactory radiographs/images by the student shall be repeated only under the direct supervision of a New Jersey licensed diagnostic radiologic technologist, who must approve the student's procedure Prior to the Re-Exposure, regardless of the student's level of competency.

Program Policy:

- 1. If a student performs a repeat radiograph without a licensed radiographer present, they will be remediated by faculty in legal ethics, patient care safety methods, and radiation protection at a minimum.
- 2. Grade deduction will occur on their Clinical Education Performance Evaluation including Probation to monitor the student for improvement of this serious infraction.
- 3. Documentation of repeat radiographs are signed off by the R.T. on the daily log for the benefit of student learning.
- 4. If the infraction occurs again, the student will be subject to dismissal from the program.
- 5. If a student is found to be repeating too many radiographs, they will be remediated in the area of weakness, e.g. positioning, patient/radiographer communication.

B.14. STUDENT TERMINAL OBJECTIVES

Following the 24-month educational program at HCCC Radiography program, the student Will be able to:

1. Apply the principles of anatomy, physiology, positioning, and radiographic techniques in a competent and timely manner.
2. Assess and determine exposure factors in order to produce an optimum diagnostic radiographic image.
3. Utilize standardized radiation protection principles to reduce exposure to the patient, self, and others.
4. Demonstrate proficiency in operating imaging equipment in a safe and competent manner and report malfunctioning equipment to supervisors.
5. Participate in radiologic quality assurance procedures to ensure radiation safety protocols.
6. Provide compassionate and unbiased patient care for diverse populations at all times.
7. Exercise sound problem solving, critical thinking, and professional judgment in the performance of medical imaging procedures.
8. Interact and communicate effectively with patients, health care professionals, and members of the communities of interest.
9. Continue future professional growth and development through advanced modalities, higher education, or participation in related professional societies.
10. Demonstrate expected ethical and professional behavior within the profession's scope of practice.

B. 15 STUDENT ACTIVITIES

Professional Society Participation

1. All students are required to join the **New Jersey Society of Radiologic Technologist** (NJSRT). The membership fee is \$10.00 for 2 years; allows entrance into AC student bee.
N.J.S.R.T. Student Member: Fee collected at program orientation
P.O. Box 4723 Clifton, New Jersey 07011
2. New Jersey Society of Radiologic Technologist (NJSRT) Student Competition
- Optional student attendance for convention courses. Competition registration fee - \$25
3. Senior Mandatory Registry Review Schedule and Fees:
- Corectec Review \$80.00; SAIA Radiography Exam books \$100
- Kettering Registry Review mandatory 2-day Seminar in RAD 208- \$ 185.00 apprx.
4. Community Service
- students will be required to participate in 4 hours of community service activities
This participation must first approved by PD
5. A.S.R.T. Student Membership is required in Senior year. \$ 35.00 approximate
American Society of Radiologic Technologist
<https://www.asrt.org/content/Students/MemberBenefits/studentmembershiplanding.aspx>
Scholarship information from ASRT available for students on website
6. HCCC scholarship applications may be available through the College Foundation Office- building A, 4th floor.
7. NJERI: New Jersey Educators in Radiologic Imaging: the faculty participates in this Organization which makes the program eligible for scholarship money for both the student and the faculty. The group also provides a yearly student seminar for Advanced Programing opportunities.

B. 16: STUDENT RECORDS

The Radiography program shall maintain Current student records that accurately reflect the student's didactic and clinical progress. Student records must include:

- (1) at a minimum, midterm didactic examinations, if administered, final didactic examinations, a summary sheet of all laboratory evaluations and all simulated, initial, continual, and terminal evaluations necessary to document compliance with the Board's Competency Based Clinical Education Standard and
- (2) grade book or spreadsheet used to record the above grades. These records must be maintained for the current class of enrolled students and the most recently completed class of graduates. [N.J.A.C.7:28-19.13(f)9]

The Radiography program shall maintain all academic and clinical records for at least 6 months for each student who has left, withdrawn, or was dismissed from the program. [N.J.A.C.7:28-19.13(f)11]

PERMANENT RECORDS OF STUDENT

Each program of Radiologic Technology (the college/program) shall maintain:

1. an official course transcript for each graduate permanently.
[N.J.A.C.7:28-19.13(f)10]
2. Final Radiation Badge Report for each graduate

PART C: PROFESSIONAL BEHAVIOR AND CONDUCT

C 1. PERSONAL CONDUCT

Students will conduct themselves in an ethical and professional manner at all times while on duty, on hospital premises, or while attending professional educational seminars.

C 2. SMOKING

No smoking is allowed within or outside the hospitals' facilities. ALL institutions are smoke free environments. Students must be respectful of neighboring properties and not congregate in front of homes and offices nor dispose of cigarette butts and other items on their properties.

C 3. PERSONAL ITEMS - LOCKERS

Lockers are provided for students whenever possible. Students may be required to provide their own locks. No personal items are permitted in the assigned duty areas, except those necessary for the performance of the student such as a wrist watch, pen and clinical education record book. Assigned locker list will be given at orientation.

C 4. ACADEMIC INTEGRITY

The College Academic Integrity Policy is stated in the College Catalog Statement. The program will adhere to the College's Academic Standards and Violations Policy including reporting violations to the Division Dean.

Audiotaping in Class – Students may audiotape lectures with the permission of the teaching faculty member. Students may not audiotape examination review sessions or any discussion of examination questions and/or answers. The faculty member will make the final decision regarding the permissibility of audio-taping. Smart phones: students are not permitted to take pictures of test material.

C 5. PROFESSIONAL CONDUCT WHILE ON DUTY IN CLINICAL

- a. All patients are to be addressed by title and last names. (i.e., Mr. Jones, Miss Smith, Mrs. Doe)
- b. The use of unprofessional language or conduct with patients will subject the student to disciplinary action.
- c. Chewing gum is prohibited during clinical and didactic sessions (professional appearance)
- d. **If the supervisor of a clinical site requests that a student be withdrawn from that site and the Program deems that the student is not in violation of the program's code of conduct, they will be reassigned to the other clinical sites in order to complete their clinical learning. If the student is found to be in violation of the code of conduct, they will be subject to disciplinary action and or dismissed from the program**
- e. Students cannot accept gratuities from patients, staff, etc.
- f. Students are not allowed to consume food or drink in the clinical area
- g. Cell Phones- Tablets are not allowed in clinical areas
- h. Study materials: no electronic/digital format can be used- only paper study guides

C 6. STUDENT - PATIENT RELATIONSHIP

- a. At all times, students must follow HIPAA guidelines, and:
- b. Treat patients with kindness and in a professional manner.
- c. Respect a patient's modesty and their right to refuse treatment or access by certain individuals to their care.
- d. Do not dismiss a patient from the Imaging department unless directed by Supervising Technologist.
- e. Report all incidents or accidents involving a patient or student. It should be reported immediately to the Supervising Technologist and Program. If an incident report is required, a copy should be sent to the program.
- f. Do not administer any food or drink or allow the patient to void or evacuate without permission from the supervising technologist.
- g. Under no circumstances is a student allowed to loan their markers to another student or technologist. All radiographs with students identification number or letter will be assumed to be radiographs that were exposed by the student identified by the number or letter.
- h. No student is allowed to perform intravenous injections of contrast media or any pharmaceuticals.

C 7. STUDENT - SUPERVISOR RELATIONSHIPS

- a. While in the Radiology Departments, the clinical instructor, or supervising technologist is your immediate supervisor. You are to give this individual the same respect that you would give the Program faculty.
- b. The program is responsible for creating clinical and lunch schedules. Students must notify a clinical staff member when taking lunch and break.
- c. Clinical instructors should notify the program director or faculty of any unprofessional or inappropriate activity demonstrated by a student.
- d. Students are under the responsibility of the clinical instructor or supervising technologist at the site and must their guidelines.
- e. In the absence of a clinical instructor, the designated clinical instructor will assume responsibility for the students.

- f. Students should not discuss conflicts arising regarding clinical personnel with other clinical staff. The student should discuss the problem with the clinical instructor.
- g. Students will participate in all available imaging procedures that may be presented to them during the clinical education day.

C 8. COUNSELING AND GUIDANCE : refer to College Handbook

- a. HCCC offers confidential counseling services: contact Health Counseling & Wellness at 201-360-4229 or if you need to use the 24 hr. Crisis hotline-text HELLO to 741-7411.

C 9. ARRT Code of Ethics

The Code of Ethics forms the first part of the *Standards of Ethics*. The Code of Ethics shall Serve as guide by which Certificate Holders and Candidates may evaluate their professional conduct as it relates to patients, healthcare consumers, employers colleagues, and other members of the healthcare team.

The Code of Ethics is intended to assist Certificate holders and candidates in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational. The ten codes for radiologic technologists can be found at www.ARRT.org.

C 10. ASRT ACE Initiative

In addition to performing medical imaging procedures, radiologic technologists must also communicate with patients. The American Society of Radiologic Technologists recommends that medical imaging professionals use the ACE initiative. The easy-to-remember acronym reminds Radiologic technologists to:

- **Announce** your name.
- **Communicate** your credentials.
- **Explain** what you are going to do.

The ACE acronym provides medical imaging professionals with a unique and simple tool to educate patients about the radiologic technologist's role on the health care team.

Additional information can be found at www.ASRT.org

C.11 COMMUNITY SERVICE LEARNING

Service to the community is a requirement for all Radiography students. Service-learning fosters a commitment to a lifetime of giving to the local and global community by developing community conscious individuals.

All HCCC Radiography students are required to complete a minimum of four (4) hours of community service during the 24 month program. Community service opportunities must be first approved by a program official and must be located in Hudson County, N.J. The service must also be completed on or **before** the 5th semester and is a graduation requirement of the program. The student must submit a service log of the activity and a reflective essay.

PART D: PERSONAL APPEARANCE

D1. UNIFORMS AND DRESS CODES; X-RAY MARKERS

a. The standard attire is the program uniform which includes your radiation badge, identification badge, and right and left markers. Mandatory **FLAT** markers with student initials or numbers are **required** for clinical and will be assigned to the student by the program. X-ray markers must be purchased and received before the start of clinical in October.

Students are required to use their Flat markers on radiographic studies when performing on direct and indirect supervision.

Students must reorder their markers in the event they are lost during the program at their own cost in order to remain compliant with the clinical competency evaluation process.

b. Purchase of Uniforms:

Through Jay's Uniforms –922 Bergen Ave, Jersey City, NJ 07306
<http://www.jayscrubs.com/>; P 201-721-5319

Students are required to wear approved program uniforms for the entire clinical days, lab coats, shoes, and wrist watch suggested. A clean uniform shall be worn each day. A student's radiation badge, and photo ID must be visible on the uniform.

c. Arrangements for photo ID's will be made through the Administrative Assistant before orientation.

D 2. GUIDELINES - GENERAL APPEARANCE

So there will be no misunderstanding, the following rules and regulations are called to your attention. These are to be followed at all times. Any infraction of these regulations will be acted upon by verbal and/or written warnings and the student may be sent home for the day.

DRESS CODE FOR CLINICAL

1. Regulation uniform required. A plain white long sleeve is also required to be worn if needed under the uniform top. A white jacket is required to purchase, to be worn if needed.
2. Slacks must extend at least to the tops of the shoes and must be hemmed if too long. A clean uniform shall be worn at all times.
3. Plain white or black hosiery or socks are to be worn. Lace, stripes or designs are not permitted. Make up worn minimally.
4. Clean black (non-cloth) approved shoes with black or white plain socks ONLY are to be worn .
5. Hair shall be clean, neat and professional. Hair should be styled so it will not fall forward into either the student's face or on the patient. Head bands, colored large barrettes, ribbons, extreme haircuts or hair-dos and unnatural hair coloring is not permitted. A professional appearance must be maintained. Hair styles must be approved by a faculty member. This may vary between students depending upon faculty determination of professional appearance.
6. Fingernails must be short and rounded off. Only clear polish is permitted.
 - a. Artificial nails or extenders are prohibited & not to be worn.
 - b. Natural nail tips shall be kept ¼” long.

7. Facial Hair: Mustaches, Beards, and Circle Beard are the only options allowed if kept maintained at a close, neatly trimmed manner. Health offices may require closer trimming for mask fit testing. All other students choosing not to grow from these facial hair options must be clean shaven at all times. No artificial eyelashes are to be worn in the clinical setting.
8. Only small, plain stud earrings (NO LOOPS/HOOPS) are permitted for pierced ears with a maximum of 2 earrings per ear. All other jewelry must be approved by a faculty member prior to wearing. The Program shall not be responsible for any jewelry which is broken, lost or stolen while on duty. Rings are limited to one per hand. They should be small in size and are subject to approval by the faculty. No obvious/visible body piercing allowed.
One bracelet is permitted, and one short necklace is permitted: if a pendant is attached it must be small and must not hang outside the uniform. Long chains create a problem and can become hooked on radiographic equipment or entangled on a patient.
9. A wrist watch is strongly recommended because the usage of cell phones/P.D.A.'s etc. are prohibited while in clinical.
10. Fragrances: overpowering perfume, after shave etc. is not permitted-this includes residual cigarette odors. This is especially important for patients who may have allergies or are non-smokers. Personal Hygiene will be addressed if need be.
11. Tattoos: must be kept covered while in clinical. No derogatory images or statements can be visible in class.

DRESS CODE FOR CLASS

Tasteful casual clothing will be worn when the student is **attending class or seminar**. Low-cut tops, see-through garments, ripped pants, undergarment tee shirts, tank tops, **tight fitting clothes, clothing showing undergarments** and other items are not allowed. **In the event that a student comes into class with an unapproved hair style/color, that student will not be permitted to attend clinical the following day and therefore must forfeit their personal time.** Derogatory or offensive wording or images on clothing cannot be worn on clothing or accessories. **ID badges must be worn and visible.** Shorts-skirts-dresses cannot be any shorter than your arm's fingertip length against your thigh.

D 3. RADIATION MONITORING/PERSONAL RADIATION SAFETY

A radiation monitoring device (OSL) will be supplied to each student. This badge must be worn whenever the student is in the clinical assigned area. A monthly radiation dosimetry report is posted in the classroom and clinical sites and documented on the student's one month clinical rotation evaluation. The National Council on Radiation Protection Report #48-1976 - Radiation Protection for Medical and Allied Health Personnel states "It is therefore recommended that personnel monitoring should be worn outside the apron at the collar. NCRP Report #59-1979 for Occupation Radiation Safety Program states "The personnel monitoring should be worn so that the part of the body likely to receive the greatest proportion of its permissible dose will be monitored – for example, in diagnostic radiology the dosimeter should be worn on the collar if a lead apron is worn since the irradiation of the head is of priority interest. Replacement Fee: Bursar's office for lost badge is \$ 25.00

Radiation badges will be collected and new ones distributed on the first class day of each month.

Monitory Company: Landauer, Inc., 2 Science Rd., Glenwood, Illinois 60425, Acct. # 715562.

- a. Radiation badge report is reviewed and signed by Radiation (Medical) Physicist before posting and will be consulted in the event of an overexposure in dosage on the report.

N.J.A.C. 7:28-19.13 (F) #13 – Subchapters 19, New Jersey:

Ensure that each student is provided with a personnel radiation-monitoring device during his or her period of attendance. Student exposure to radiation shall not exceed any of the occupational limits prescribed in N.J.A.C. 7:28-6.1. Within 30 calendar days of the program’s receipt of any radiation dosimetry report, the program shall inform all students of their most recent exposure readings.

* In the event that a student receives an exposure of 50 mrem (0.5 mSv) or greater on any monthly radiation dosimetry report, or 100 mrem (1.0 mSv) or greater on any bimonthly radiation dosimetry report, or 150 mrem (1.5 mSv) or greater on any quarterly report, or an exposure that exceeds any of the occupational limits in N.J.A.C. 7:28-6.1, the program shall begin an investigation with to find the cause and prevent recurrence of the exposure. The investigation report shall be completed within 30 calendar days of the program’s receipt of notification of the exposure. This investigation report shall include any action to be taken to reduce unnecessary radiation exposure. The investigation report shall be given to the student and shall be maintained in the student’s file. If any of the occupational limits in N.J.A.C. 7:28-6.1 is exceeded, a copy of the investigation report must be submitted to the Department. Within 90 calendar days of departure from the program, the program shall provide each student with a complete record of his or her radiation exposure history.

JRCERT, Standard 5, Health & Safety, Obj. 5.1, Interpretation: “programs are encouraged to identify a threshold dose below NRC regulations”: no student’s monitoring device, radiation badge, should exceed greater than 45 mRem, monthly or 500 mRem yearly.

- U.S. NRC:10 CFR 20, 1201 – Occupational dose limits.
- #1 (i) The total effective dose equivalent for adults being equal to 5 rems, (0.05Sv)

Personal Radiation Safety: 7:28 -19.12 (c)11 i,ii

11. i. Ensure students are not in the primary beam.

- ii. Students are not permitted to remain in the x-ray room outside the control booth during an x-ray exposure unless the student is provided with a protective apron or shield that is at least 0.5mm of lead equivalent.

Program Policy: D 3: (continued from Radiation Monitoring/Personal Radiation Safety)

Radiation badges must be worn by students at all times when at the clinical sites. Students are NOT allowed to hold patients or equipment, e.g. I.R.’s during any radiographic exposure.

1. There will be a \$25.00 replacement fee for lost badges payable to the HCCC bursar office.
2. Any student found tampering with another student/staff badge will be subject to disciplinary action.
3. A copy of the student’s final radiation badge report is kept in their permanent file and a copy is mailed to the student for personal use (employer may request a copy of this document).

PART E: PROGRAM REGULATIONS

E 1. TELEPHONE CALLS/CELL PHONES/PDAs/RECORDING DEVICES

CLINICAL:

- Students are not permitted to receive or make personal calls on hospital phones, except in cases of emergency. Please use proper phone etiquette when speaking and correctly obtain or give any medical information clearly, being mindful of HIPAA regulations.

- Usage of all types of cell phones is prohibited while on clinical duty. They must be turned off or switched to a non-audible signal. Students may use their cell phones while off duty, e.g. lunch, breaks but **“under no circumstances, is the call to be made in patient care areas or any public area of the hospital or clinical sites where a conversation may be overheard by patients, visitors or other employees.”**
- Camera-equipped mobile devices are prohibited at all clinical sites. Students are absolutely prohibited from taking any camera pictures of patients, hospital information, employees, and visitors and will be subject to disciplinary action and/or dismissal from the program. **Grade reduction** will result on the student’s Clinical Education Performance Evaluation.
- Study Materials: Only printed notes/books are allowed in clinical areas- no digital study guides allowed.

CLASS: Camera-equipped Mobile Devices

Classroom usage of cell phone/PDAs/Recording Devices is prohibited during lectures and testing. Usage of any electronic media must first be approved by each course instructor.

See Code of Conduct: Bullying: Cyber-Verbal-Physical regarding student actions while on program/hospital property or during program sponsored functions.

Email equipped Cell-Phones/Wireless Devices/Canvas accessible devices:

Students are required to have **email and internet access** on their cell phones, tablets, or laptops for class use, College course evaluations, Radiography on-line learning and testing, email notification, emergency notifications are some examples for this mandatory requirement. All students must make sure they have access to and are familiar with the CANVAS learning platform HCCC utilizes along with its testing applications within the platform.

E 2. PREGNANCY POLICY – VOLUNTARY DISCLOSURE

STUDENT PREGNANCY POLICY

If the student becomes pregnant while attending the program , there are 3 options for the student :

1. Not to disclose the pregnancy.
2. To voluntarily disclose the pregnancy , in writing, to the Program Director, and continue in the program without modification.
3. To withdraw the declaration of pregnancy at any time, in a signed written statement, that will be filed with the Radiation Safety Officer and the program.

The following are clarifications of the program pregnancy policy:

Program Policy:

Any student suspecting that she may be pregnant may volunteer to notify the Program Director. (The conversation will be held in strict confidence).

Upon confirmation, the student will discuss the available options with the Program Director and form a mutual written agreement concerning educational continuation. Counseling concerning radiation concerns will be discussed with the Radiation (Medical) Physicist.

Available Options With Modifications:

1. If the confirmation of pregnancy occurs within the first semester, the student may choose to withdraw from the Program and return at the beginning of the first semester the following year, a repeat background check will be mandatory; no re-application process is needed.
2. If the pregnancy occurs after the completion of the first semester the student may choose to withdraw from the Program and re-enter the following year at the beginning of the same semester as

withdrawal. A repeat background check will be mandatory; no re-application process is needed.

3. If the student does not choose to withdraw from the Program, all didactic and clinical requirements must be satisfactorily met before a diploma will be granted. This may be accomplished by:
 - a. Attending all didactic sessions and clinical rotations during the pregnancy, with modifications.

Clinical Modifications: At the recommendation of the student's obstetrician, the student will be allowed to temporarily postpone those rotations that involve the possibility of higher radiation doses or increased physical exertion (mobile radiography, fluoroscopy, OR, radiation therapy .) This possible change in rotation schedules may require a lengthening of the students program to ensure that all clinical requirements have been met prior to graduation.

Didactic Modifications: It is the responsibility of the student to make up didactic work missed due to absence.

The student six weeks for natural birth and eight weeks for Caesarean Section. Any additional time requested by the student will extend the scheduled graduation date and will be discussed prior to her return.

A decision not to report a pregnancy to the program director is the sole responsibility of the student and any of the above accommodations will not occur.

NOTE: In order for the student to return to program, she must show written proof of clearance by her physician that she is eligible to return. This note must be given to the program director. She may be required to have a physical conducted at both of the above sites upon her return. If a note is not provided, personal time will be deducted from her bank until clearance has been given.

The following information is from the New Jersey Board of Examiners accreditation standards:

1. N.J.A.C. 7:28-19.13 (f)13 requires all students to wear whole body radiation dosimeters (e.g., film badges or thermoluminescent dosimeters) when in the vicinity of radiation-producing machines.
2. If a student declared her pregnancy, the relative risk to the embryo and/or fetus from x-rays must be thoroughly explained to the student prior to her continuation of clinical education. United States Nuclear Regulatory Commission (NRC) Regulation 10 CFR Part 20.1208 "Dose to an Embryo/Fetus" and National Council on Radiation protection and Measurements (NCRP) Report No. 116, "Protection of the Embryo-Fetus" are suggested as references.
3. Program continuation options must be provided for the student. Provision shall be made for reentry into the program if a leave of absence is taken by the student.
4. The New Jersey Radiologic Technology Board of Examiners (Board) recommends that adequate controls and monitoring be instituted to limit the dose to all students to as low as reasonably achievable (ALARA)
5. The Program Director and the appropriate institutional Radiation Safety Officer will review student radiation exposure reports to assure compliance with the dose limit.

* For each student who has voluntarily declared her pregnancy in writing, with an approximate date of Conception, the program shall comply with the following requirements published at N.J.A.C. 7:28-19.13 (f) 14:

- i. Provide instruction regarding radiation exposure and risks as they relate to the embryo-fetus and pregnancy;
- ii. Provide program enrollment options to accommodate pregnancy while allowing the student to complete the curriculum. If the student elects to continue with her education within the radiologic technology program, the program shall ensure that a personnel radiation-monitoring device is worn at the waist level during the term of her pregnancy;

iii. If the student has the potential of engaging in fluoroscopic or portable radiographic procedures, provide to the student with and require her to wear two personnel radiation monitoring devices. One device shall be worn at the neck level outside the protective apron and the other under the Protective apron at the waist level;

iv. Limit the student's exposure, as registered on the personnel radiation-monitoring devices, in order that the exposure of the embryo-fetus does not exceed the most recent recommended limit published by the National Council on Radiation Protection and Measurements (NCRP). As of August 18, 2008, the recommended limit is contained in NCRP Report #116 entitled Limitation of Exposure to Ionizing Radiation, published in 1993. The publication can be obtained from NCRP by contacting them at 7910 Woodmont Ave., Suite 400, Bethesda, Md. 20814 or at: www.ncrponline.org. This report recommends a monthly equivalent dose limit of 50 mrem (0.5 mSv) to the embryo-fetus (excluding medical and natural background radiation) once the pregnancy is known. The Deep Dose Equivalent value reported for the device worn at the student's waist will be considered the initial estimated dose received by the embryo-fetus;

v. Within seven calendar days of the program's receipt of a radiation dosimetry report, the program shall inform the pregnant student of her most recent exposure readings. If the Deep Dose Equivalent in any Month is 50 mrem (0.5 mSv) or higher, the program and student shall consult with a medical physicist or health physicist, who is certified by the American Board of Radiology, American Board of Medical Physics, American Board of Health Physics or the equivalent as determined by the Commission; and

vi. Submit to the Department, with a copy to the student, a report of the consultation provided in (f)14v, if require, including any recommendation(s), assignment modifications and the student's exposure history, within 21 calendar days of the program's receipt of the radiation dosimetry report.

In all cases of student pregnancy, the State of New Jersey Board of Medical Examiners policy regarding pregnant students will be strictly enforced.

E 3. **LIBRARY**

1. All HCCC students have access to the College Library facility located at Sip Avenue.
2. In addition, Radiography Program Library facilities are available to students during the hours of 9:00 A.M. to 3:00 P.M. The library is located in the Program Director's office of the program with current 5-year books/Journals with corresponding sign out forms. **Borrowed books must be returned within 2 weeks.**

E 4. **INSERVICE EDUCATION**

All students must annually attend safety training programs and any other in-service programs specified by the hospital.

E 5. **ADMISSIONS**

All applicants must follow the admission requirements stated on the website including TEAS or SAT testing and will be interviewed by the Program Director and or the Clinical Coordinator and a faculty member. The Application process is based on a Point system to assure an equitable process for all candidates. The Admission committee consists of 3 members, program director, Associate Dean of Nursing and Allied Sciences and Enrollment Services Advisor.

E 6. **ADVISORY COMMITTEE**

An Advisory Committee consists of representatives of the HCCC organization, communities of interest, for the purpose of continuous program improvement (JRCERT standard 6.2) Members of the committee will be from:

1. Associate Dean of Nursing and Health Sciences Division
2. Radiology Department: Managers
3. Program Director & Clinical Coordinator, Clinical Instructor of Radiography program

The Committee meets once a year in order to discuss the program's educational methodology with regards to the student and organizations within the hospital in order to provide the highest quality of patient care to our community.

E.7. **STUDENT AFFAIRS COMMITTEE**

Faculty, students and communities of interest play an important role in the success of the educational process in the radiography program. The program has set up a student council so that we can solicit and utilize the input of students as well as faculty and communities of interest. The first year students will elect a class representative in October (to be served from October to June); in June the first year students will choose a president elect. The president elect will then become president in their senior year.

Elected Students - to serve one year term and be elected by their peers to represent the class each year. The president elect and the president's duties and responsibilities are as follows:

- a. speaks at graduation;
- b. serves on the Student Affairs committee
- c. interacts between Program Director and students
- d. organizes convention activities and any fundraisers
- e. represents college at outside program functions when the need arises
- f. address any grievance complaints to Student Affairs committee to be resolved

E 8. **LIABILITY**

The HCCC Program of Radiography will not be responsible for any liability which any student may incur for any injury which occurred while not on hospital premises. This includes time granted to attend seminars, conventions and travel time to and from clinical assignment. It is recommended that all students provide their own hospitalization and medical insurance as this is not provided by the Program.

E 9. **MALPRACTICE & HEALTH INSURANCE**

1. Malpractice: Students must obtain their own malpractice liability insurance which is purchased by the student online each year in September and the student must provide proof of current of current policy in order to participate at the clinical sites. HPSA is provider: www.hpsa.com/quick-quote ; 1-800-962- 9491. Annual cost for \$2-4 million coverage is approximately \$40.
2. Health : Mandatory coverage provided by student and must provide proof of current coverage to program

E 10. TRANSPORTATION TO CLINICAL SITES

Students are responsible for their own mode of transportation. Students receiving a ride from a fellow student will be considered tardy if the driver is tardy and time must be made up according to Program policy. The college program is not responsible for student transportation to and from clinical rotation sites and observation areas.

E 11. GRIEVANCE POLICY

Policy:

It is the policy of HCCC Health Program of Radiography “to provide students an avenue to pursue Grievances”, as defined in the JRCERT standards as “ a claim by a student that there has been a Violation, misinterpretation, or inequitable application of any existing policy, procedure, or regulation”

JRCERT standard 1.1; 1.5: Has a grievance procedure that is readily accessible, fair, and equitably Applied

1.5: Grievance Complaints will be addressed through Student Affair Committee

JRCERT standard 1.5: Assures that students are made aware of the JRCERT Standards for an Accredited Educational Program in Radiography and the avenue to Pursue allegations of non-compliance with the standards.

Grievance Procedure:

1. The grievance policy has 3 steps: Preliminary Process; Committee Process; Appeals Process.
2. Any attempt to bypass the steps of procedure will result in termination of the Appeals Process.
3. The student requesting the Committee and or Appeals is required to release in writing access to his/her educational records.
4. All written requests must include date/time of incident; names involved; description of dispute

STEP 1: Preliminary Process

The function of this process is to resolve conflict through formal discussion and must be completed prior to the initiation of the Committee Process.

- 1 To initiate the process, the student is required to submit a written statement describing the complaint to the Program Director within (3) three working days of the incident.
2. The program director will schedule a formal meeting within (5) five working days to hear the complaint. The meeting will be scheduled during normal working hours and will include the student involved, the other involved party (e.g. another student, faculty) and both the Program Director and the Clinical Coordinator.

a.If either or both faculty mentioned as the “other involved party”, another faculty member will be used as an alternate. Program officials will keep written documentation of the process.

3. Both parties will have the opportunity to present their case and give a rebuttal of evidence. Appropriate evidence such as Program policies or the student’s file will be available.
4. Concerns that are not resolved satisfactorily on this level may be taken through the Committee Process.

STEP 2: Committee Process

The function of the Grievance Committee process is to assure that the rights of all parties are not infringed and that the Program's policies have been upheld.

To file a Grievance Committee Meeting request:

1. The student or unsatisfied part must submit in writing to the Program Director, a formal request to meet with the Grievance Committee. This request must be submitted within (3) working days of the conclusion of the Preliminary Process.
2. The student requesting the hearing will sign a release for access of their program records.

A. Grievance Committee members will consist of 3 voting members.

The Program Director will serve as non-voting Chairperson:

- (1) Clinical Coordinator (alternate faculty member chosen if CC is being grieved)
- (1) non-faculty member from the Advisory committee of the Radiography program
- (1) HCCC educational representative

1. The committee will meet within (10) ten working days of receipt of the grievance request and must come to a decision within (5) five working days.
2. Both parties will have the opportunity to present their case at the meeting. A discussion will follow during which time all non-voting members except for the chairperson will be required to leave. The decision will be based on majority vote, by closed ballot. The Program Director will tally the votes.
3. The party requesting the grievance and the party(ies) being grieved will be notified in Writing by the Program Director within (1) day of the final committee decision.
4. The party requesting the grievance and the party(ies) being grieved have the right to Appeal this decision through the Appeals process, within (3) working days of notification Of the decision.
5. Documentation of the proceedings will be maintained in a separate file in the Program Director's office.

STEP 3: Appeals Process

The function of the Appeals Process is to provide the process for parties to appeal the Grievance Committee's decision.

1. All appeal requests are submitted to the Program Director including from legal representatives for the student or involved party.
2. The appeal must be requested in writing within (3) working days of notification of the Grievance Committee decision.
3. The Program Director will forward this request to the HCCC representative who will make a final decision within (15) fifteen working days of receipt of the request.
4. The parties involved are bound by the Grievance Committee's decision until the HCCC representative reaches a decision which is considered final.

Additional Information:

1. In instances where the student was placed on suspension and was cleared of the grievance, the student suspension time will be considered an excused absence and no time will be deleted from their personal time bank.
2. In instances where the student was dismissed for academic reasons and was found cleared of the grievance, the student will immediately return to program and complete the missed didactic work following tutorials for missed class work.
3. In instances where the student was dismissed for non-academic reasons, the student will be allowed to continue in class and clinical rotations until the Grievance Committee decision is made, with the following exception:
 - the student’s behavior meets the criteria for immediate suspension and/or dismissal.

E. 12. JRCERT COMPLIANCE POLICY-PROGRAM ACCREDITATION #0666

Appeals Process to the JRCERT: Joint Review Committee on Education in Radiologic Technology
Standard 1.7

If the student believes a violation of JRCERT policy has occurred, the student should first follow the steps of the Program’s Grievance policy. If the student believes that a violation still occurs after following the policy, the student should contact the JRCERT directly at:

JRCERT
20 N. Wacker Drive
Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
www.jrcert.org

Once the complaint has been filed, and the program has been contacted by the JRCERT, the program will:

1. Inform the HCCC representative and the Advisory Committee that a formal complaint was filed with the JRCERT.
2. Review the complaint with the program faculty and offer a complete explanation to the above named Parties, and the JRCERT as to the events that have occurred. All previous attempts at solving the Problem will be outlined. The response will be issued within 10 working days of the complaint.
3. Based on this explanation, the JRCERT will decide whether or not the program is in compliance with The Standards.
4. If the JRCERT believes that the program is not in compliance with the Standards after the written explanation, the program will comply with the directives issued by the JRCERT to bring the program into compliance. All means to comply with the directives will be forwarded to the JRCERT within the time frame they allow.

The person (s) who has issued the complaint will be informed of the progress toward resolving the issue.

E. 13. **REGISTRY EXAMINATION: www.ARRT.org**

Students are eligible to sit for the National Registry Examination upon successful completion of the Program and the **Program Director's verification of the candidate's minimum Associate Degree requirement.** It is the students' responsibility to mail their registry and state application on time.

The Program will supply applications and examination intent forms to each senior student in the sixth semester. The student must achieve 75% or better and then will become nationally Registered and entitled to use the initials R.T.(R) after their name. Any student that fails the examination may reapply for the testing (see site for Retake options.)

ARRT ETHICS ELIGIBILITY PRE-APPLICATION REVIEW: Website

If a candidate is concerned about whether his or her conviction record will affect eligibility, there is a way to find out before beginning an educational program.

ARRT investigates all potential violations in order to determine eligibility, and such investigations can cause delays in processing applications. Candidates can avoid delay by requesting a pre-application review of the violation before or during their education, rather than waiting until completing the educational program. **Candidates who anticipate graduating within six months should use the Application for Certification rather than the pre-application form.** ARRT will rule on the impact of the violation on eligibility for ARRT certification. Once ethics eligibility is established, the candidate proceeds with application.

The pre-application review form is downloadable from the "Ethics" section of www.arrt.org, or you may request a copy by phoning ARRT at (651) 687-0048, ext. 8580.

E 14. **PARKING AT CLINICAL SITES**

- Christ Hospital – optional parking in North Lot -\$50 each semester (*approximately*); street parking
- Bayonne Med. Center – optional parking in garage - \$35.00 per month (*approximately*); street parking
- Richmond Univ. Med. Center – street parking only.
- Hoboken Univ. Med. Center- parking in garage -\$12 per day (*approximately*); street meter hourly parking

E 15. **MILITARY RESERVE TRAINING**

Time needed by a student to attend training periods required by the Armed Forces Reserve will need preapproval by the Program Director. Maximum time allowed is 6 to 8 weeks during the program (same time allotted as a leave of absence but can be done in segments.) Any didactic or clinical requirements missed such as tests and clinical competencies must be made up before degree is granted. See B3 for Program Completion Time Requirement.

E 16. **TEXT BOOKS**

The student through the College Book Store may purchase textbooks.

E 17. **JOB PLACEMENT**

The program will assist graduates in obtaining positions as a radiographer during pre-graduation seminars but cannot guarantee employment upon graduation.

E 18. OFF HOUR EMPLOYMENT

A student may not be employed as a radiographer prior to graduation (STATE LAW). Students who are employed or work as a volunteer within the departments of radiology **MAY NOT**, under any circumstances, position patients, set techniques, or take radiographic exposures. If students desire to participate in more clinical proper steps and approval must be complete. Refer to E.24.

E 19. FERPA (Buckley Amendment)/ Student Records Release

The Family Educational Rights and Privacy Act (FERPA) of 1974, allows students to inspect their Official educational records. These records are maintained in the program's office of the program. Students wishing to review their program records must request an appointment with the Program Director to review their records, which must be done in the presence of a program official. A summary of FERPA is in student's orientation packet.

Comments and complaints regarding students' rights under the FERPA may be submitted in writing To: Family Policy Compliance Office, US Department of Education, Washington, DC 20202-4605 or visit www.ed.gov/policy.

E. 20. ACCESS TO STUDENT RECORDS/ THIRD PARTY WAIVER

1. The following are authorized persons who have access to all student records for the purpose of evaluation procedures, documentation, counseling, disciplinary actions, determination of each student's status in the Program and maintenance of student records.
 - a. All program officials
 - b. Grievance Committee
 - c. Third party (s) named in waiver signed upon acceptance into program
 - d. Members of the survey team for the Joint Review Committee on Education in Radiologic Technology (for the purpose of Program Accreditation).
 - e. Members of the survey team for the State of New Jersey (for purpose of Program Accreditation).
2. **Third Party Waiver form:** a request for extending access to transcript grades and educational records to a third party is mailed to the applicant who is accepting a seat in the program after the non- refundable deposit is received. This allows the opportunity of those helping to pay the tuition to follow the status of the enrolled student.

E 21. DAILY LOG-LOG OF EXAMS –RADIATION BADGES-R.T. Sign Off forms

Daily log, and logs of exams, and radiation badges are to be handed in on the 1st class day of every month or 1st program day of the month during didactic break.

- * Student Individual CCE record will document student's competency status for clinical sites

E 22. REQUEST FOR TIME OFF

All request for time off must be requested during program hours and approved prior to by a faculty member or the Administrative Assistant. No weekend or after hour emails or faxes for request.

E 23. REQUEST FOR CHANGE IN ASSIGNMENT

All requests for change of assignment must be pre-approved in advance and proper forms must be completed and approved by faculty members.

E 24. REQUEST FOR VOLUNTARY CLINICAL OVERTIME ASSIGNMENT

All requests for voluntary overtime must be pre-approved in advance and proper forms must be completed and submitted to program members. Students who wish to obtain more clinical time to improve their skills may do so by prior program approval and filling out an VOT sheet. This time will usually be consecutive to the day's clinical assignment and never exceed more than 10 hrs a day or 40 hrs per week.

E 25. **FIRE REGULATIONS – JRCERT Standard 5.5.- Jan. 2014**
BAYONNE MEDICAL CENTER; CHRIST HOSPITAL;
RICHMOND UNIVERSITY MEDICAL CENTER;
HOBOKEN UNIVERSITY MEDICAL CENTER

- All Fire and Disaster Plans are reviewed at the required orientation of the above named institutions and are also located in the Radiology Departments.
- These are your guides for directions in case of fire. Become familiar with them before a fire occurs. It is your responsibility to know what to do/ where to go when you discover a fire or hear the alarm.
- Hudson County Community College** "Campus Security Brochure" is also included in your orientation packet and a copy is kept in the classroom and in the program's office area.

E 26. **Faculty/ Administrative Assistant OFFICE HOURS**

Please note posted faculty office hours or make an appointment with the staff offices to have any of your questions answered. You may also feel free to leave a voice mail/email.

E 27. **STUDENT PROGRAM SERVICES//H.C.C.C. STUDENT LIFE POLICIES**
PROGRAM:

1. Clinical Parking Garage Area –Optional BMC paid monthly, Christ Hospital parking NORTH LOT ONLY- \$50 each semester (*approximately*), Richmond Univ. street parking (metered), Hoboken, \$12.00 per day (*approximately*)
2. Scholarship Application assistance
3. Job Placement advice

COLLEGE:

Students are expected to comply with standards of academic honesty and non-disruptive personal Conduct. Failure to do so may result in disciplinary action including suspension or dismissal from the College. The policies governing student conduct and disciplinary procedures are detailed in the HCCC Student Handbook.

PART F: DISCIPLINARY ACTIONS

F 1. I-1: TERMINATION: ACADEMIC

- a. If a student does not maintain a passing grade of 80%, at the end of the course/semester a retest will be given. (minimum pass grade 80%)
- b. If the student passes the retest, the highest grade that will be recorded for the semester will be 80%.
- c. If the student fails the retest, they will immediately be terminated from the program.
- d. **ONLY ONE RETEST WILL BE ALLOWED IN ANY SUBJECT WITH A MAXIMUM OF TWO RETESTS FOR THE TWO YEAR PERIOD**
- e. If the student fails any future semesters, in the retested subject, they will be terminated from the

Program.

No student will graduate without fulfilling the academic and clinical requirements.

- f. A student must wait a minimum of two years academic years before they can reapply to the program if they have been terminated for academic grades.

I-2 : TERMINATION: NON ACADEMIC

See Code of Conduct a. Termination occurs when a student's behavior is in violation with the Code of Conduct or program policies.

- b. Students who are terminated due to violations in the code of Conduct or for any non-academic infraction are unable to reapply to the program.

II. PROBATION

A student will/may be placed on probation under the following circumstances:

- a. A student will be placed on Probation for the next semester for Failing a Clinical Practicum semester. Students cannot fail Clinical Practicum more than one semester during the two year program in order to remain in the program. See A 6

- b. A student's behavior is in violation with the Code of Conduct or program policies.

The terms of probation shall be explicit and signed by both the program director and the student on a Disciplinary Action notice.

The Disciplinary Action notice on probation must include the following:

- a. Dates marking the beginning and end of the probation period.
b. Reason for the probation.
c. What must be done to correct the behavior.
d. What steps will be taken if the behavior is not corrected.
e. Statement to the effect that a copy of the letter or Disciplinary Action notice is being held in the student's permanent record.
f. The signature of the program director and the student.

III. SUSPENSION

If a student fails to meet the terms of probation, or commits an offense serious enough that probation is deemed inappropriate, the student may be placed on suspension. The length of the suspension period will not exceed five (5) program days and the student will be placed on suspension from both class and clinical time.

All time missed while on suspension must be made up after graduation and prior to taking the ARRT Examination.

F 2. WRITTEN DISCIPLINARY ACTION NOTICE/ANECDOTAL CONFERENCE FORMS

- A student will be issued a written Disciplinary Action notice if he or she violates any clinical site or Program policies, and may be subject to dismissal depending on the violation as described herein. This notice will include the nature of the problem and probable outcome for repeated violations.
- Verbal warnings may be given prior to a written disciplinary action notice
- Written Anecdotal conference forms are used for documentation of other student issues.

F 3. STUDENT CODE OF CONDUCT

Any student will be considered in violation of the code of conduct and subject to disciplinary action and/or dismissed for demonstrating any of the following :

* **Certain infractions listed below or stated in the handbook may require immediate dismissal based on the seriousness of the incident:**

1. Failure to abide by the professional code of Ethics and the Standards of practice for the discipline of your program.
2. Discourteous treatment of patients, faculty, clinical site employees, or fellow students.
3. Failure to demonstrate a genuine interest for the patient's wellbeing.
4. Violation of rules and regulations of Radiology Departments, Hospitals/Clinical Sites, or the Program.
 - a. Gratuities are not be accepted from patients, peers, any staff members- Compliance Programs.
If a student is approached to accept such gratuities, notify the program for immediate intervention
5. Chronic absenteeism or excessive tardiness without noted improvement after repeated warnings
6. Clinical incompetence. (see Probation A and Clinical Advisement Procedure)
If at any time, any faculty member determines the student to be clinically unsafe including but not Limited to:
 - a. causing excess radiation exposure to the patient, staff, or self
 - b. poor radiation safety practices
 - c. abandoning the patient, for any reason, at any time
7. Absence from program after 3 days or more without notifying program (without just cause)
8. Under the influence of unlawful drugs or alcohol, in possession of or responsible for sale of drugs or any other illegal items on hospital/program premises.
9. Personal conduct unbecoming to the program or any behavior which would jeopardize a student's right to ARRT Registration, N.J. State Certification or a license in another state.
10. Failure to comply with the professional dress code or uniform policy.
11. Cheating or plagiarism in connection with the program.
12. Unauthorized leaving of assignment before specified time; extended break or lunch periods.
13. Refusal to obey instructions given by a faculty member or other legitimate authority.
14. Use of profanity or threatening language; fighting; disrespectful gesticulations.
15. Gambling, stealing or conducting unauthorized games of chance on hospital premises.
16. Insubordination, not following program policy, dereliction of duty.
17. Conduct involving the provision of false information to the program including altering any Program document records
18. Careless usage or damaging of hospital property.
19. Possession of, carrying, or using firearms, including rifles, shotguns, pistols, ammunition, explosives, or other dangerous weapons, instruments or substances.
22. Conviction of a crime.
23. Harassment, Intimidation and Bullying, see Part I.
 - a. Bullying: Cyber-Verbal-Physical-Bullying – any student found to be creating defamatory statements/ pictures or using Cyber Physical or Verbal threats on other students, faculty, hospital employees, or anyone involved with the program/clinical sites while on program/hospital property or program sponsored functions will be subject to dismissal.
25. Prolonged absence from the program required by student due to violations of civil or criminal law

- 26. Conduct involving violations of civil or criminal law.
- 27. Unexcused Absence

F 4. COLLEGE TUITION **REFUND POLICY** is available online:

<https://myhudson.hccc.edu/studentaffairs/studentservices/paymentoptions/pages/default.aspx>

or

<https://www.hccc.edu/refund>

F 5. **COLLEGE DEFERRED PAYMENT PLAN**

A deferred payment plan is offered to HCCC students to assist in the payment of tuition and fees. There is a \$25 Deferred Payment Fee per semester to cover the cost of administering this program.

Students must arrange all deferred payment plans with the Bursar's office to avoid de-registration for non-payment.

Deferred payment plans can be arranged online but requires the student to speak with the Bursar office first.

More information is available in the Bursar's office at 70 Sip Avenue, First Floor.

PART G: DRUG POLICY –Substance Abuse

Policy: All students must comply with the Drug Policy as a condition for initial and continued enrollment. In order to provide the institutions free from the effects of unauthorized drug use.

Purpose: The purpose of this policy is to provide a safe and productive learning environment, to prevent accidents, injuries, and property damage which may result from drug abuse, and to protect vulnerable clients who are dependent on healthcare services.

Cost of Testing: the applicant and the currently enrolled student is responsible for the cost .

Access and Monitoring of Health Records: Immunitrax monitors student health records; Corporate Screening provides drug testing and monitoring. Current students must maintain a compliant Immunitrax account during the two-year program.

Applicants and current students can only use these organizations. Contact information will be provided by our office.

HCCC Student Counseling: students requiring counseling for any issue including substance abuse will be referred to Advisement and Counseling office, 70 Sip Avenue, 2nd floor; 201-360-4150.

Corporate Screening provides drug testing and monitoring for our program:

Newly Accepted Students:

Drug testing / screening is a requirement for all accepted students prior to admittance into the radiography program. Refusal to submit for drug/alcohol screening will prohibit the applicant from entering the Radiography Program.

An applicant who receives a positive or dilute positive result on the drug test will not be admitted to the Radiography Program. In the event of a dilute negative or an inconclusive result, the student must repeat a drug screen, after our approval to begin the re- screening, within 24 hours after receiving such results. If the repeated drug test is positive, dilute positive, dilute negative or inconclusive, the student will not be allowed to continue in the program.

Any attempt to delay, hinder, or tamper with any testing or to alter the results of testing will be considered a refusal to comply with this policy.

All expenses associated with drug screening will be the responsibility of the student.

Second (2nd) year/ Senior and Returning Students:

Prior to entering Senior year of the Radiography Program or returning from a Leave of absence, or withdrawal, students must submit to drug testing as part of the readmission process.

A student who receives a positive or dilute positive result on the drug test will not be able to return or be readmitted to the Radiography Program. In the event of a dilute negative or an inconclusive result, the student must repeat a drug screen, after our approval to begin the re-screening, within 24 hours after receiving such results. If the repeated drug test is positive, dilute positive, or dilute negative or inconclusive, the student will not be readmitted to the program.

Any attempt to delay, hinder, or tamper with any testing or to alter the results of testing will be considered a refusal to comply with this policy.

All expenses associated with drug screening will be the responsibility of the student.

All students may be subject to random drug screening while in the radiography program.

II. Drug Policy for Substance Abuse for Currently Enrolled Students

Prohibition of Student Activities by Program Official:

- a. any program official or faculty member who has actual knowledge that a student is engaged or is engaging in conduct regarding Alcohol or Illegal Drugs usage during the program’s hours shall not permit the student from participating in program activities and contact the program director or Dean immediately.
- b. if any program official believes that a student has violated the drug and alcohol policy during program hours based on their suspicions or observations of the student’s behavior, appearance, apparent odor of alcohol on breath as examples, they shall immediately remove the student from the classroom or clinical area and detain them until the program can provide safe transportation to the corresponding Health facility.

PART H: INFECTION CONTROL POLICY

Health education: Due to the nature of clinical experiences in the Radiography Education program, students will be participating in a work environment that has the potential of exposure to blood borne pathogens and infectious diseases. All students accepted into the program are provided at Orientations, instructions on infection control protocols and Standard Precautions in order to reduce the disease transmission. Students are required to follow the protocol for Infection Control at every clinical site. Students will also be made aware of any new changes in protocol in case of a sentinel event alert regarding infection control related concerns.

Also, to help better protect students in the case of an adverse event, students will be diligent in making sure that their initials are on the x-ray requisition Prior to scanning into the system. This will be a back-up to tracking student/patient experience. JRCERT Standard 5 – Health and Safety.

Random audits of forms will be conducted to document students’ adherence to initialing along with CEPE grade reduction if student fails to follow protocol.

PART I: HARASSMENT, INTIMIDATION AND BULLYING

Policy Statement for Program:

It is the policy of the program to maintain an Educational environment which prohibits verbal and unlawful harassment, including sexual harassment, of one employee by another student or employee, supervisor, or other person in authority. Such harassment will not be tolerated and those who commit unlawful harassment are subject to disciplinary action up to and including discharge. The purpose of this policy is to provide a system for the harassed employee/student to seek assistance, thereby allowing the Program to take immediate and appropriate corrective action against such misconduct.

Further information can be found in college student handbook and planner under Anti-Bullying policy.

- A. **CYBER-VERBAL-PHYSICAL BULLYING** is also a form of harassment and a violation of the student code of conduct.
- B. **SOCIAL NETWORKING**

1. **Social Networking:** students may create a website such as Facebook, but cannot use official patented/program hospital logo. Any student using defamatory statements about other radiography students/ hospital employees or patients at any of the clinical sites will be subject to dismissal.

General Provisions

I A. Definition of Sexual Harassment

The definition of sexual harassment, as it appears in the Equal Employment Opportunity Commission - Sex Discrimination guideline, is: Unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working/educational environment.

I B. Reporting Procedures

Any student/employee who is a victim of harassment should promptly report the matter to the Clinical Instructor or to the Program Director. Clinical Instructors who receive such a report should promptly inform the Program Director or Dean. The Dean of Nursing Allied Health will report it to Dean of Student Affairs. Employee issues will be directed to Human Resources.

I C. Investigation

Once notified, the appropriate person will conduct an investigation of the matter. The complaint and investigation will be kept as confidential as possible under the circumstances. Any applicable corrective steps will be taken only after a full investigation.

The accused offender will be given the opportunity to defend him or herself against the charge.

If a complaint is made which is knowingly false, the program and hospital will view such action as misconduct and will take appropriate action.

PART J : Student Advisement Procedure

In order to help promote the student's successful completion of the program, the following plan of action will be used for academic, behavioral, and clinical advisement.

All counseling/tutorials will be conducted in private in the program offices except for laboratory.

Academic

The passing grade for a test is 80%. The final grade for a subject is 80% which is the average of all tests given for that subject. *If the student is not maintaining a passing average during the semester, the student will be counseled and tutored with documentation by that course instructor.* Progress will monitored at the 6th, 9th, and 12th week in order to help the student successfully pass the course. If the student fails to achieve 80% passing grade for the semester in that subject, the student will be given a Retest. Passing grade is for the retest is 80%. The documented grade for the retest will be 80% even if the student scores

higher than 80%.

If the student fails the retest, the student will be immediately terminated from the program. There are only 2 Retests allowed during the 24 month program and a retest cannot be given in the same subject again.

Behavioral

At the completion of each semester, the student will be evaluated in Progressive Learning Objectives, for all three domains of learning which are cognitive, psychomotor, and affective. These domains measure the ethics, values, motivation, accountability, as well as the interpersonal skills of the student while in the program. The evaluation is used for the program's benchmarking tool and is not a documented graded subject. The purpose of the evaluation is to help guide the student in learning how to develop a good work ethic as well as learning how to utilize critical thinking and better their communication skills within the health care setting.

If the student is in need of professional behavioral counseling, the program will direct the student to the counseling service listed in the policy manual, see Counseling/Guidance.

Clinical

In order to graduate and be eligible to sit for the ARRT registry examination, the student must complete and pass all the required clinical competency evaluations prior to graduation. *The passing grade is 90% for these evaluations.* Before the student can perform these competency evaluations, the student must first pass a laboratory evaluation on each of the required areas. *The passing grade for laboratory evaluations is 85% and is performed on other students, not patients, by the program's clinical faculty instructors only and conducted at the clinical sites.* If the student receives a failing grade for the evaluation, the student is counseled in the area of weakness and will be scheduled to repeat that evaluation at a future date. The student will remain on direct supervision until the student passes the clinical evaluation. *SEE B2:*

Remediation Plan for Laboratory & Clinical Competency Evaluation.

PART K: Work Stoppage / Strike Policy/Site Inspections/Etc.

In the event of an **unplanned** clinical/ hospital job action or strike at a student's assigned clinical education site, the student will call the program to be given reassignment status. In the event of a **planned** job action or strike, the program will reschedule the students at that site to another available site.

This ensures that the student is provided with a safe and dedicated learning environment.

PART L: PROGRAM CHANGES

The Program reserves the right to change the content, length of any course, starting date, clinical education hours, class days, clinical assignment, and any other policies with notice given to students.